

No. 2/80/80-WM(I)

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 1st January, 1981

Subject : Submission of cases in respect of House Building Advance to the Finance Department.

Sir,

I am directed to invite your attention to Haryana Government letter No. 7057-WM(I)-77/20438, dated 26.7.1977 and No. 1122-WM(I)-78, dated 30.3.78, on the above subject and to say that on reconsideration, the Government have decided that henceforth the application in respect of House Building Advance will be entertained by the Finance Department throughout the year.

2. It has been observed that contrary to the instructions that applications for House Building Advance should be sent to the Finance Department complete in all respects, large number of applications received in the Finance Department are still round incomplete which not only results in hardship to the applicant but also increases unnecessary work at all levels. It is once again re-iterated that departments while forwarding applications for House Building Advance should ensure that applications are forwarded to the Finance Department complete in all respects. In case in-complete applications are received in the Finance Department, the responsibility for any delay would be that of the department concerned. For facility of the departments, a list of deficiencies which are generally found in application are given in an Annexure. It is requested that in future while forwarding the Applications, the departments should ensure that only such applications are forwarded to the Finance Department which are complete in all respects and conform to the requirements of rules/instructions issued by the Finance Department from time to time. The applications should also be supported with necessary documents as prescribed in the applications form. The specimen of the application form is also enclosed. In future all applications should be forwarded in the form now sent with this communication. It may be stated that only such applications which are sent in the new application form appended with this letter will be entertained in the Finance Department and applications sent in old form will be returned instantly.

3. It has also been observed that in a number of cases the House Building Advance is not utilised for the purpose for which it is sanctioned and later on requested are received for its regularisation Government have, therefore, taken a serious view of this irregularity and have decided that in such case the defaulters should be heavily penalized to curb their tendency to mis-utilise the advance. The advances are sanctioned for the construction of house, purchase of built up house, purchase of plot and repair/extension of house as demanded by the applicant. To utilise the advance for purpose other than the one for which it is granted tentamounts to mis-utilisation. It may therefore, be ensured that advance is utilised by the employee for the purpose for which it is sanctioned.

4. These instructions may kindly be brought to the notice of all employees working under you for strict compliance in future.

Yours faithfully,

Sd/-

(C.L.Bhaskar)

Under Secretary Finance (B)

for Secretary to Government, Haryana,
Finance Department.

***These instructions have been Revised vide
No. 6/1/88/3FR-II, Dated 01.02.1988.***

No. 6/1/80/3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 1st/7th January, 1981

Subject : City Compensatory Allowance.

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department circular letter No. 6/1/80/3FR-II dated 21.2.1980 on the subject noted above and to say that on further consideration, it has been decided to extend the benefit of City Compensatory Allowance to the State Government employees stationed and residing at Hisar (including the area of Hisar Bir) at the rate of 5 percent of pay in the revised scales of pay subject to a maximum of Rs. 50/- per month.

These orders will take effect from the first January, 1981.

Yours faithfully,

Sd/-

(L. M. Goyal)

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

No. 6/1/80-3FR-II

Dated, Chandigarh, the 1st/7th January, 1981

A copy is forwarded to the Accountant General, Haryana Chandigarh, for information with reference to Finance Department Circular letter No. 6/1/80-3FR- II, dated 21.2.1980.

Sd/-

(L.M. Goyal)

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

Copies are forwarded to the :-

Financial Commissioners, Haryana
All Administrative Secretaries to Govt. Haryana for information.

Sd/-

(R. P. Kapur)

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

To

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

U.O. No. 6/1/80-3FR-II

Dated, Chandigarh, the 1st/7th January, 1981

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

Sd/-
(R.P. Kapur)
Under Secretary, Finance
for Secretary to Government, Haryana,
Finance Department.

To

Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary
Secretary for information of the Chief Minister/Ministers/Ministers
of State/Chief Parliamentary Secretary.

U.O. No. 6/1/80-3FR-II

Dated, Chandigarh, the 1st/7th January, 1981.

***These instructions have been Revised vide
No. 38(2)83-WM(6), Dated 16.04.1985.***

No. 11798-WM(4)-80

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 8th January, 1981

Subject : Advances to Government servants for the celebration of marriages.

Sir,

I am directed to refer to Haryana Govt. circular letter No. 1759-WM-(I)-74/9184, dated the 12th March, 1974 on the subject noted above and to say that according to the instructions contained therein advance to Government employees can be granted for the celebration of the marriages of their children or legally adopted children.

2. For some time past a large number of proposals are being received in the Finance Department for earmarking of funds in favour of Government employees for the celebration of the marriages of their dependent sisters in relaxation of these instructions. The matter has been considered and it has been decided that such relaxation could be granted only in genuine and exceptionally deserving cases and for this purpose while forwarding such proposals to the Finance Department, the following verification certificate should invariably be given by the sanctioning authority :-

“It has been verified that the sister of the employee is really dependent on him (employee) and the financial condition of the parents of the employee is such that they cannot perform marriage.”

To make sure that the father of sister of Government employee is really dependent on him, the above certificate may be given after making verification through various methods such as checking up of medical reimbursement claims, ration card etc. etc. of the Government employee concerned.

Yours faithfully,

Sd/-

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

No. 11798-WM(4)-80,

Dated, Chandigarh, the 8th January, 1981.

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

Sd/-

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

Copies are forwarded to the :-

Financial Commissioner, Revenue, and
All the Administrative Secretaries to Government, Haryana for information.

Sd/-

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

To

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

No. 11798-WM(4)-80,

Dated, Chandigarh, the 8th January, 1981.

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary/Parliamentary Secretary of the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-

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

To

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

U.O. No. 11798-WM(4)-80,

Dated, Chandigarh, the 8th January, 1981.

No. 5/6(II)-78-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 9th January, 1981.

Subject : Daily allowance during training within India.

Sir,

I am directed to invite a reference to Haryana Govt. letter No. 5/6(II)-78-3FR-II dated 21-9-78 which provides that where an employee has been sponsored by Govt. and is selected to undergo a course of training or a work study course and the period of training is to be treated as duty in terms of instructions contained in Finance Department circular Letter No. 3264-FR-II-60/4380 dated 12.5.60 he will be entitled to draw full daily allowance for the entire period of training subject to the following conditions :-

- (i) Where food or lodging is provided free the daily allowance will be reduced to one half.
- (ii) where both food and lodging are provided free the daily allowance will be reduced to one-fourth.
- (iii) where the trainee gets any stipend during the training period, no daily allowance will be admissible.
- (iv) T. A. may be allowed at tour rates without any daily allowance.

The matter has been considered further and it has been decided that Daily Allowance will now be admissible in such cases as under :

		Upto first 60 days
	1	2
1.	Where there is no institutional arrangement.	Full Daily Allowance.
2.	Where institutional arrangements exist on payment and officer pays for the same.	
	(i) for lodging only	Full Daily Allowance. OR Half Daily allowance plus actual lodging charges, whichever is more.
	(ii) for Board and lodging	Full Daily Allowance. OR 1/4 Daily Allowance plus actual board and

		Upto first 60 days
	1	2
		lodging charges in the institution, whichever is more.
3.	Where the following facilities are available either free or paid for by Govt. as part of training costs.	
	(i) lodging only.	Half Daily Allowance
	(ii) Board and lodging	¼ Daily Allowance

After sixty days the allowance admissible would be reduced to half in various situations mentioned above. Traveling allowance may be allowed to them at tour rates. Daily Allowance may also be allowed for the days of journey.

It is also made clear that instructions contained in para 5 of the Haryana Govt. letter No. 5/1/80-1FR-II, dated 21.2.80 laying down enhanced rates for stay in hotels etc. outside Haryana will not be applicable to the participants for training courses and only Daily Allowance will be allowed to them at normal rates of the town where training is held.

These instructions will be applicable to the persons who are deputed on training after the date of issue of this letter, and past cases will not be re-opened.

Necessary amendment in the rules will be made in due course.

Yours faithfully,

Sd/-

(L.M. GOYAL)

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

No. 5/6(II)-78/3FR-II

Dated, Chandigarh, the 9-1-1981.

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

Sd/-

(L.M. GOYAL)

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

Copies are forwarded to the :-

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

Sd/-

(R.P. Kapur)

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

To

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

U.O. No. 5/6(II)-78/3FR-II

Dated, Chandigarh, the 9-1-1981.

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

Sd/-

(R.P. Kapur)

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

To

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

U.O. No. 5/6(II)/78-3FR-II,

Dated, Chandigarh, the 9-1-1981.

No. 5/6(II)-78-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 9th January, 1981**Subject : Daily allowance during training within India.**

Sir,

I am directed to invite a reference to Haryana Govt. letter No. 5/6(II)-78-3FR-II dated 21-9-78 which provides that where an employee has been sponsored by Govt. and is selected to undergo a course of training or a work study course and the period of training is to be treated as duty in terms of instructions contained in Finance Department circular Letter No. 3264-FR-II-60/4380 dated 12.5.60 he will be entitled to draw full daily allowance for the entire period of training subject to the following conditions :-

- (i) Where food or lodging is provided free, the daily allowance will be reduced to one half.
- (ii) Where both food and lodging are provided free, the daily allowance will be reduced to one-fourth.
- (iii) Where the trainee gets any stipend during the training period, no daily allowance will be admissible.
- (iv) T. A. may be allowed at tour rates without any daily allowance.

The matter has been considered further and it has been decided that Daily Allowance will now be admissible in such cases as under :-

		Upto first 60 days
	1	2
1.	Where there is no institutional arrangement.	Full Daily Allowance.
2.	Where institutional arrangements exist on payment and officer pays for the same.	
	(i) for lodging only	Full Daily Allowance. OR Half Daily allowance plus actual lodging charges, whichever is more.
	(ii) for Board and lodging	Full Daily Allowance. OR 1/4 Daily Allowance plus actual board and lodging charges in the institution, whichever is more
3.	Where the following facilities are available either free or paid for by Govt. as part of training costs.	
	(i) Lodging only.	Half Daily Allowance.
	(ii) Board and lodging	¼ Daily Allowance

After sixty days the allowance admissible would be reduced to half in various situations mentioned above. Travelling allowance may be allowed to them at tour rates. Daily Allowance may also be allowed for the days of journey.

It is also made clear that instructions contained in para 5 of the Haryana Govt. letter No. 5/1/80-1FR-II, dated 21.2.80 laying down enhanced rates for stay in hotels etc. outside Haryana will not be applicable to the participants for training courses and only Daily Allowance will be allowed to them at normal rates of the town where training is held.

These instructions will be applicable to the persons who are deputed on training after the date of issue of this letter, and past cases will not be re-opened.

Necessary amendment in the rules will be made in due course.

Yours faithfully,

Sd/-

(L.M. GOYAL)

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

No. 5/6(II)-78/3FR-II

Dated, Chandigarh, the 9-1-1981

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

Sd/-

(L.M. GOYAL)

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

Copies are forwarded to the :-

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

Sd/-

(R.P. Kapur)

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

To

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

U.O. No. 5/6(II)-78-3FR-II

Dated, Chandigarh, the 9-1-1981

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

Sd/-

(R.P. Kapur)

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

To

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

U.O. No. 5/6(II)/78-3FR-II,

Dated, Chandigarh, the 9-1-1981.

***These instructions have been Revised vide
No. 22/1/85-2B&C, Dated 20.7.1992.***

Copy of letter **No. 15/39/80-3B&C, dated 13th January, 1981** from the Secretary to Government Haryana, Finance Department addressed to all the Administrative Secretaries to Government Haryana, etc.

Subject : Disposal of outstanding recommendations/observations of Public Accounts Committee.

I am directed to address you on the subject cited above and to say that the quarterly progress reports sent to the Finance Department by various Departments for transmission to the Vidhan Sabha for the information of the Public Accounts Committee are generally incomplete in following respects :-

- (i) The observations/recommendations of the Public Accounts Committee are not reproduced in full in the Progress report sometimes only a summary is given.
- (ii) The reply given does not cover all the points raised in the observations recommendations of the Public Accounts Committee.
- (iii) Stencils are not properly typed and cyclostyled. These contain mistakes. The impression on the cyclostyled copies is not clear.
- (iv) In the reply is sometimes stated that the matter concerns some other Departments, but no such indication is given in the covering letter forwarding the report and the relevant extract is not sent to the Department concerned for taking further action in the matter.
- (v) Number of paragraphs and those of the Reports as well as the quarter to which these progress reports relate are not sometimes mentioned in the Report.
- (vi) Sometimes these reports are sent direct to the Secretary, Haryana Vidhan Sabha in the absence of specific directions received from the Haryana Vidhan Sabha.
- (vii) In some cases the progress Reports of the last quarter is sent as a report for the subsequent quarter without indicating the progress made during that quarter.
- (viii) The quarterly progress reports are not sent on the prescribed proforma.
- (ix) Quarterly progress reports are not sent report wise each report starting from new page.
- (x) Consolidates progress reports are not received.

The Public Accounts Committee comment adversely on such incomplete and illegible Reports. It is requested that the quarterly progress reports sent by you in future should be complete in all respects and free from defects noted above and are submitted to the Finance Department by the dates prescribed for their submission.

No. 12/86/4PR(FD)-80

From

The Secretary to Government, Haryana,
Finance Department.

To

All Head of Departments,
Commissioner, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 14th January, 1981

Subject : Revision of pay scales.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 1/10/FD(PR)-80, dated 28/31st March, 1980 on the above subject where it was laid down that the eligibility criteria for crossing the jump would be the same for actual promotion to the higher grade. A doubt has been raised as to who should be the competent authority for crossing the jump where the jump is to be crossed in a Class-III post on promotion entitles the employee to a Class-II post. The matter has been considered and it is clarified that the appointing authority would be competent to allow the crossing of jump in such cases.

Yours faithfully,

Sd/-
(L.M. Goyal)
Joint Secretary Finance (B),
for Secretary to Government, Haryana,
Finance Department.

No. 12/86/4PR(FD) 80

Dated, Chandigarh, the 14th January, 1981.

A copy is forwarded to the Accountant General Haryana Chandigarh for information with reference F.D. No. 1/10/FD(PR)-80, dated the 28 /31st March, 1980.

Sd/-
(L.M. Goyal)
Joint Secretary Finance (B),
for Secretary to Government, Haryana,
Finance Department.

**These instructions have been revised vide No. 2/7/81-WM(1), Dated 14.09.1984,
20.01.1986, 08.03.1988.**

No. 2/7/81-WM(1)

From

The Secretary to Government, Haryana,
Finance Department.

To

All Head of Departments of Haryana,
Commissioners of Divisions Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,
District & Sessions Judges and
All Deputy Commissioners in Haryana.

Dated, Chandigarh, the 5th February, 1981

**Subject : Grant of Loans and Advances to Government employees Revision of norms on
the basis of revised scales of pay.**

Sir,

I am directed to say that as a result of revision of pay scales, the Governor of Haryana is pleased to revise the norms/rates of advances to Government employees for the construction of houses, purchase of built up house and repair of house on the revised scales of pay. The revised rates as indicated below will be given effect to from 1st April, 1980.

2. The revised rates/norms of admissible loans for the purpose of construction of house/purchase of built up house and repair of house shall be as follows :

(i)	Govt. employee drawing pay below Rs. 900/- P.M.	70 months' pay subject to a maximum of Rs. 60,000/- recoverable in 180 equal monthly instalments
(ii)	Govt. employee drawing pay Rs. 900/- or above P.M.	60 months' pay or Rs. or Rs. 60,000/- whichever is greater subject to a maximum of Rs. 1.00 lakh recoverable in not more than 150 equal monthly instalments

In case of those employees whose pay scales have not been revised or who have opted to continue in the unrevised scale D.A., A.D.A., Adhoc relief granted upto 320 points consumer price index would be treated as part of pay for calculating the admissibility of House Building Advance.

3. On the analogy of provisions of rule 10.18 of Punjab Financial Rules Volume I, the benefit of additional advance will also be allowed to the employees, if they so desire, who drew the last instalment of previous advance in accordance with the instructions here-to-in force, on or after 1st April, 1980, so as to enable them to complete the house/discharge the liabilities they might have already incurred on the purchase of land/built up house or on the construction of house.

4. An advance for the repair of existing living accommodation may be allowed to the extent of ten months' pay of a Government employee on the revised pay after the expiry of 10 years from the date of drawal of previous loan. The loan will be recoverable in 96 equal monthly instalments.

5. All other conditions governing the grant of this advance will remain the same.

Yours faithfully,

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

No. 2/7/81-WM(1)

Dated, Chandigarh, the 5th Feb., 1981.

A copy along with two spare copies is forwarded to the Accountant General Haryana Chandigarh for information and necessary action.

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

Copies are forwarded to the :-

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

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

To

All Financial Commissioner, Revenue, Haryana and
All Administrative Secretaries to Govt., Haryana,

U.O. No. 2/7/81-WM(1)

Dated, Chandigarh, the 5th Feb., 1981.

***These instructions have been Revised vide
No. 2/8/81-WM(I), dated 15.12.1981.***

No. 2/8/81-WM(1)

From

The Secretary to Government, Haryana,
Finance Department.

To

All Heads of Department,
Commissioners Ambala & Hisar Divisions,
and All Deputy Commissioners in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh &
All District and Session Judges in Haryana.

Dated, Chandigarh, the 6th February, 1981

Subject : Grant of Loan for the extension of house.

Sir,

I am directed to refer to this Department circular letter No. 1248-WM(1)-68/9930, dated 22nd/23rd April, 1968, whereby additional house building advance for extension of single house was made admissible to those Government employees who had drawn their original house building advance equal to 18/24 months of pay.

2. The question of admissibility of additional house building advance for the extension of single house even to those who had drawn the original house building advance of more than 24 months of pay has been considered by the Government and it has been decided to allow an additional advance for the said purpose equal to twelve months' pay subject to the condition that the total loan amount inclusive of the original house building loan does not exceed One lakh in case of those whose revised salary is Rs. 900/- p.m. and Rs. 60,000/- in case of those whose revised salary is less than Rs. 900/- p.m.

3. The advance granted for extension of the house will be recovered in 48 instalments after the recovery of the principal portion of the advance allowed for the construction of house earlier has been made in accordance with the terms and conditions prescribed therefore. The recovery of interest accrued will be affected from the Government servant concerned in additional instalments after the repayment of the principal amount. However, it may be ensured that the amount with interest is recovered before the retirement of Government employee.

4. A fresh mortgage deed would be required to be executed by the Government servant concerned for this propose

5. The other conditions laid down by the Finance Department in respect of house building loans from time to time will remain unchanged.

Yours faithfully,

Sd/-

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

No. 2/8/81-WM(1)

Dated, Chandigarh, the 6-2-1981

A copy, with a spare copy, is forwarded to the Accountant General, Haryana, Chandigarh, for information.

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

A copy is forwarded for information and necessary action to :-
Financial Commissioners, Revenue, Haryana and
All Administrative Secretaries to Govt. Haryana.

To

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

U.O. No. 2/8/81-WM(1)

Dated, Chandigarh, the 6-2-1981

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

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

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Deputy Ministers/State Ministers/
Chief Parliamentary Secy./Parliamentary Secretaries for information
of Chief Minister/Minister/Deputy Minister/State Minister/Chief
Parliamentary Secretary/Parliamentary Secretary.

U.O. No. 2/8/81-WM(1)

Dated, Chandigarh, the 6-2-1981

Copy of letter **No. 1/34/4PR(FD)-81, dated 10th February, 1981** from Secretary to Government Haryana, Finance Department, to all Heads of Departments, Commissioners, Ambala/Hisar Divisions, Deputy Commissioners and Sub Divisional Officers in Haryana and Registrar, Punjab & Haryana and Registrar, Punjab & Haryana Court, Chandigarh.

Subject : Grant of Selection Grade to Clerks.

I am directed to say that under the revised scales pay the Clerks have been given a time scale of Rs. 400-660 and a selection grade of Rs. 480-760, where as the Steno-typist have not been given any selection grade in addition to their pay scale of Rs. 400-660 plus special pay of Rs. 25/- per month. A doubt has been raised by some departments, whether the steno-typists, who have lien on the post of clerk, are also entitled to a Selection grade of Rs. 480-760 plus Rs. 25/- special pay on their turn for the post of clerk. It is clarified that selection grade is not admissible in the cadre of steno-typists and that such steno-typists can revert back to the post of clerk and then get the Selection grade.

No. 1/199/1PR(FD)-80

From

Secretary to Government, Haryana,
Finance Department.

To

All Head of Departments,
Commissioner, Ambala/Hisar Divisions,
All Deputy Commissioner and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 11th February, 1981

Subject : Revision of options consequent upon revision of pay scales with retrospective effect.

Sir,

In sub rule (1) of Rule 5 of the Haryana Civil Services (Revised Scales of Pay) Rules, 1980, it has been provided that the options to elect the pre-revised scale or revised scale should be exercised within 4 months of the date of issue of the rules or of the orders revising the existing scale whichever is later. A doubt has arisen, whether in case of an employee who has already given an option under this rule and his pay scale is subsequently revised again with retrospective effect from 01.04.1979 is entitled to change his previous option. I am to clarify that, in such cases, the employees have a right to change their option and there is no violation of rule 5(4) of the New Pay Rules, 1980.

2. Receipt of these instructions may please be acknowledged.

Yours faithfully,

Sd/-

(L.M. Goyal)

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

***These instructions have been inserted in
HGPF Rules, 2006.***

No. 4/4(1)/80-2FR-I

From

The Secretary to Government, Haryana,
Finance Department

To

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

Dated, Chandigarh, the 13th February, 1981

Subject : Prompt settlement of final payment cases of Provident Fund Account.

Sir,

I am directed to invite a reference to the Finance Department's circular letters No. 1933-1FR-75/18365, dated the 4th June, 1975 and No. 4/4(43)/78-2FR-I, dated the 9th March, 1979 on the above subject, with which certain procedure was laid down to expedite payment of accumulations in General Provident Fund Accounts of employees on their superannuation. It has been observed that the instructions contained therein are not being followed meticulously. This, in turn, results in undue delay in settlement of final payment of Provident Fund Accounts of the retiring employees. It is, therefore, once-again emphasized that the instructions mentioned in the communications referred to above, should be strictly followed, so that the Government employees are able to get final payment of their General Provident Fund Accounts, soon after their retirement.

2. It has also been decided in consultation with the Accountant General, Haryana, that each Head of Department should send to the Finance Department as well as to the audit office, a quarterly statement showing the names of the retired employees(i) whose cases for final payment of Provident Fund Account have not been sent to the Accountant General, Haryana, within six months from the date of retirement and (ii) whose cases have been sent to the Accountant General Haryana, but the payment has not been made within six months from the date of dispatch of application for final payment to the Audit Office by the department.

3. I am, therefore, to request you to bring these instructions to the notice of all concerned and also ensure that the quarterly information laid down in para 2-above is sent to the Finance Department as well as to the Accountant General, Haryana regularly in future.

4. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

(N.K. GARG)

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

No. 4/4(I)/80-2FR-I

Dated, Chandigarh, the 13th February, 1981

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information and necessary action with reference to his letter No. FDS-I/AS-9/KW/80-81/1207 dated 14.10.80

Sd/-
(N.K. GARG)
Joint Secretary, Finance (R) ,
for Secretary to Government, Haryana,
Finance Department.

Copies are forwarded to the :-

Financial Commissioner and
All the Administrative Secretaries to Government, Haryana;
for information and guidance.

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

To

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

U.O. No. 4/4(1)/80-2FR-I

Dated, Chandigarh, the 13th February, 1981

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary/Parliamentary Secretary of the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

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

To

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

U.O. No. 4/4(1)/80-2FR-I

Dated, Chandigarh, the 13th February, 1981.

***These instructions have been Revised partly vide
No. 6/1/85-3FR-II/1298, Dated 27.05.1985.***

No. 6/1/80-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 16th February, 1981

Subject : City Compensatory Allowance.

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department circular letter No. 6/1/80-3FR-II dated 17-12-80 on the subject noted above and to say that work charged employees of Haryana Govt. stationed and residing at Delhi shall also be entitled to City Compensatory Allowance at the rate of 8% of the revised pay subject to the maximum of Rs. 100/- with effect from 1.1.1980.

Yours faithfully,

Sd/-

(N.K. GARG)

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

No. 6/1/80-3FR-II

Dated, Chandigarh, the 16-2-81

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information with reference to the Finance Department circular letters noted above.

Sd/-

(N.K. GARG)

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

Copies are forwarded to the :-

Financial Commissioner Haryana.

All Administrative Secretaries to Government, Haryana for information.

Sd/-

(R.P. Kapur)

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

To

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

U.O. No. 5/1/80-3FR-II

Dated, Chandigarh, the 16-2-81

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary/Parliamentary Secretary of the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-
(R.P. Kapur)
Under Secretary Finance (R),
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 5/1/80-3FR-II

Dated, Chandigarh, the 16-2-81.

***These instructions have been revised vide
No. 2/28/81-5WM, Dated 27.05.1981.***

No. 2/11/81-5WM

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 23rd February, 1981

Subject : Grant of house building advance to Government employee - Instructions regarding submission of utilisation certificates.

Sir,

I am directed to say that rule 10.16(iii) of Punjab Financial Rules, Volume I provides interalia that the advance for the construction of the house should be drawn in instalments, the amount of each instalments being such as is likely to be required for expenditure in the next three months. In view of this, it was decided vide Finance Department letter No. 2203-WM(1)-74/14583, date the 23rd April, 1974 that the advances for the construction of house may be allowed as under :-

- (i) First two instalments equal to 40% of the advance admissible for starting the construction.
- (ii) Third instalment equal to 30% of the advance admissible when the house has been completed upto the roof level.
- (iii) Fourth instalment equal to 30% viz. balance after the roofs have been laid down.

2. It has come to the notice of the Finance Department that these instructions are not being properly followed by the Departments while submitted the utilisation certificates given by the employees to the Finance Department for releasing the next instalments. This causes delay in releasing the next instalments and create unnecessary correspondence. It is, therefore, reiterated that the norms fixed above should be followed strictly for submitting the utilisation certificates to the Finance Department of the earlier instalments of advance sanctioned to the employees for releasing the next instalments.

Please acknowledge receipt.

Yours faithfully,

Sd/-

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

No. 2/11/81-5WM

Dated, Chandigarh, the 23-2-1981

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

Sd/-

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

A copy is forwarded to :-

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

Sd/-

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

To

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

U.O. No. 2/11/81-5WM

Dated, Chandigarh, the 23-2-1981

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

Sd/-

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

To

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

U.O. No. 2/11/81-5WM

Dated, Chandigarh, the 23-2-1981.

***These instructions have been Revised vide
No. 10/14/93-2FICW, Dated 02.09.1994.***

No. 50-2FICW-81

From

Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 1st March, 1981

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

Sir,

I am directed to invite a reference to Haryana Govt. letter No. 2607-2FICW-80 dated 11/12th Sept., 1980, on the subject noted above and to state that a clarification has been sought by some departments whether House Rent Allowance is admissible to both Husband and Wife residing in their own house or in their parents' house according to their entitlement without having to submit rent assessment Certificate.

2. The matter has been considered and it is clarified that if both Husband and Wife or Father and Son or Father-in-law & Daughter-in-law or any two Govt. servants residing in one house owned by any of them in respect of which both of them want to claim house rent allowance and it is admissible to them, they will have to get their house assessed and assessment Certificate submitted to Govt. In such cases the same procedure should be followed which is applicable in the case of rented houses.

3. It is further clarified that if anyone of them wants to claim H.R.A. he/she may be sanctioned house rent allowance according to his/her entitlement without having to submit Rent Assessment Certificate.

These orders will have effect from 1-3-1981.

Yours faithfully,

Sd/-

Under Secretary Finance (W)
for Secretary to Government, Haryana,
Finance Department.

No. 50-2FICW-81

Dated 1.3.1981.

A copy with two spare copies is forwarded to the Accountant General, Haryana,

Chandigarh for information and necessary action.

Sd/-
Under Secretary Finance (W)
for Secretary to Government, Haryana,
Finance Department.

No. 50-2FICW-81

Dated 1.3.1981.

A copy with two spare copies is forwarded to the Accountant General Haryana, Chandigarh for information and necessary action.

Sd/-
Under Secretary Finance (W)
for Secretary to Government, Haryana,
Finance Department.

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

Sd/-
Under Secretary, Finance (W)
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 50-2FICW-81

Dated 1.3.1981.

No. 1/45/1PR(FD)-81

From

Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 3rd March, 1981

Subject : Crossing of efficiency Bar.

Sir,

I am directed to invite a reference to Finance letter no. 1/10/FD(PR)-80 dated 28/31-3-1980 with which instructions were issued for fixation of pay in cases of crossing of efficiency bar, both in the pre-revised and the revised scales of pay doubt has been raised about the manner in which the pay of an employee should be fixed where he has been held-up at the, stage of an efficiency bar in the pre revised scale and the revised scale has a stage of jump, but not that of an efficiency bar. It is clarified that, in such cases the pay of the employee in the pre-revised scale should be calculated after adding the minimum benefit of Rs. 30/- to his emoluments at 320 points (i.e. X) and then it should be fixed at the relevant stage in the revised scale of pay and if there is no such stage, at a stage just below and the difference should be treated as personal pay till he is allowed to cross the efficiency bar in the pre revised scale of pay.

2. Receipt of these instructions may kindly be acknowledged.

Yours faithfully,

Sd/-

(L. M.GOYAL)

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

<p><i>These instructions have become obsolete.</i></p>

No. 4/3(4)-/81-2FR-I

From

The Secretary to Government,
Haryana, Finance Department.

To

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

Dated, Chandigarh, the 6th March, 1981

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

Sir,

I am directed to invite a reference to Finance Department circular letter No. 4/4(7)/80-2FR-I dated 16-4-1980 on the above subject wherein it was requested that proper application form should be used for claiming the final payment of Provident Fund balances. The Accountant General, Haryana has pointed out that the address of the subscriber is generally not indicated on the application form of final payment of Provident Fund received in his office. It is, therefore, requested that while forwarding the case of final payment of Provident Fund to the office of the Accountant General, Haryana, the address of the subscriber should invariably be mentioned therein. These instructions may be followed strictly and brought to the notice of all the Drawing and Disbursing officers working under your control.

Yours faithfully,

Sd/-
(N.K. GARG)
Joint Secretary, Finance (R),
for Secretary to Government, Haryana,
Finance Department.

No. 4/3(4)/81-2FR-(I)

Dated, Chandigarh, the 6th March, 1981

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information with reference to his letter No. 1/80-81/1694, dated 6-1-81

Sd/-
(N.K. GARG)
Joint Secretary, Finance (R),
for Secretary to Government, Haryana,
Finance Department.

Copies are forwarded to :-

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

Sd/-
(RAM PARKASH KAPUR)
Under Secretary Finance, (PR)
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 4/3(4)/81-2FR-(I)

Dated, Chandigarh, the 6th March, 1981

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary/Parliamentary Secretary of the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-
(RAM PARKASH KAPUR)
Under Secretary Finance, (PR)
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 4/3(4)/81-2FR-I

Dated, Chandigarh, the 6th March, 1981.

***These instructions have been Revised vide
No. 1/2(152)01-2FR-II, Dt. 20.02.2002.***

No. 1/4(5)-79-2FRII

From

The Secretary to Government, 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.

Dated, Chandigarh, the 9th March, 1981

Subject : Payment of interest on delayed payment of Death-cum-retirement Gratuity.

Sir,

I am directed to refer to the subject noted above and to say that the question regarding payment of interest to retired employees if the payment of death-cum-retirement gratuity is delayed had been under the consideration of Government for sometime past. The matter has been examined and it has been decided that interest may be allowed on delayed payments of gratuity at the rate of five percent per annum for the period beyond three months after the gratuity becomes due and would be payable till the end of the month preceding the month in which the payment is actually made. The interest will be allowed only where it is clearly established that the payment of D.C.R.G. was delayed en account of administrative lapse or for reasons beyond the control of the Govt., employee concerned. Each case of payment of interest will be considered by the administrative Department, and the payment of interest will be authorised through an administrative sanction. Under the rules gratuity becomes due immediately on retirement.

2. Where disciplinary or judicial proceedings against a Govt. employee are pending on the date of his retirement and it is decided to withhold or withdraw a gratuity or any part of it until the conclusion of the proceedings and the issue of final orders thereon the gratuity if allowed to be drawn by the competent authority on the conclusion of the proceedings will be deemed to have fallen due on the date of issue of orders by the Competent Authority.

3. These instructions will not apply to the payment of arrears of gratuity which may become due as a result of enhancement of the emoluments after retirement or liberalization of gratuity rules from a date prior to the date of retirement of the Govt. employee.

4. These orders shall take effect from the date of issue of this letter. The cases of those Govt. employees who retired/died while in service before this date would also be covered if DCRG has not been paid as on the date of issue of this letter and there has been delay in its payment beyond three months of the date of their retirement/death but the interest would be

payable in such cases only from the date of the issue of this letter or three months from the date of retirement/death, whichever date is later.

5. These instructions may please be brought to the notice of all concerned working under your control.

6. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-
(N.K. GARG)
Joint Secretary, Finance (R) ,
for Secretary to Government, Haryana,
Finance Department.

No. 1/4(5)-79-2FR-II

Dated, Chandigarh, the 9th March, 1981

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

Sd/-
(N.K. GARG)
Joint Secretary, Finance (R) ,
for Secretary to Government, Haryana,
Finance Department.

No. 1/4(5)-79-2FR-II

Dated, Chandigarh, the 9th March, 1981

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

Sd/-
(R.P. Kapur)
Under Secretary Finance (R)
for Secretary to Government, Haryana,
Finance Department.

***These instructions have been clarified vide
No. 1/2(21)-81-2FR-II, 18.06.1981 & 18.09.1981.***

No. 11/1PR(FD)-81

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 19th March, 1981

Subject : Liberalization of Pensionary benefits on the recommendations of Pay Commission.

Sir,

On the recommendations of the Pay Commission, the State Government have revised the pay scales of its employees with effect from 1.4.79. The recommendations of the Pay Commission in regard to Pensionary benefits to the State employees as well as to the old pensioners had been engaging the attention of State Govt. for some time past. After careful consideration, it has been decided to revise the pensionary benefits as given below :-

(1) Pension fixation formula and the scale of pension :

At present, the minimum qualifying service for getting pension is 10 years and the maximum qualifying service is 33 years in case of Class-I, II & III employees and 35 years in case of Class-IV employees. The pension is calculated at the rate of 1/80th of the average emoluments for each completed year of service subject to a maximum of Rs. 1000/- per month.

The revised rates of pension for the employees who have retired or will retire after 1.4.79 would be 50% of average "emoluments" as defined in rule 6.19 (C) of Punjab C.S.R. Vol.- II, on completion of qualifying service for 33 years or more, subject to a maximum of Rs. 1500/- per month. For the Government servants who at the time of retirement have rendered qualifying service of ten years or more but less than 33 years, the amount of their pension will be such proportion of the maximum admissible pension as the qualifying service rendered by them bears to the maximum qualifying service of 33 years, subject to a minimum of Rs. 150/- per month.

(A few illustrations are given at *Annexure-I*)

In case of employees who opt to continue in the un-revised scales of pay and those in receipt of U.G.C. scales of pay, the emoluments for the purpose of retirement benefits will also include the following elements, which will be termed as "Dearness Pay" :-

(i) Those who opt to continue in the un-revised scales of pay :

Dearness Allowance, Adhoc Relief, A.D.A. (I & II) upto 320 point consumer price index (1960 base =100) minus excess payment of Adhoc Relief.

(ii) In case of those in receipt U.G.C. scales of pay :

A.D.A. (I & II) upto 320 point consumer price index (1960 base= 100) minus excess payment of Adhoc Relief.

Note :- The excess payment of "Adhoc Relief" to be deducted will be as indicated in columns 5 and 7 of Annexure-I to Finance Department letter No. 1699-3FR-74/10392, dated 20-3-1974.

(2) Formula for death-cum-retirement gratuity and the maximum amount admissible :

The existing formula for determining the amount of death-cum-retirement gratuity will remain unchanged. The ceiling of Rs. 30,000/- will also continue as before.

(3) Definition of 'average' emoluments for purpose of pension :

The existing definition of 'average' emoluments will remain un-changed, according to which the average emoluments are calculated as the average of last 10 months' emoluments. In case of employees who have retired prior to 31-1-1980, the last ten months would include some period when the pay scales had not been revised. For that period, the emoluments at 320 point of the un-revised pay would be reckoned for this purpose.

(4) Formula for determination of family pension and the maximum amount of family pension :

At present the family pension is admissible on completion of at least one year's service at different rates depending upon the pay of the employee at the time of retirement or at the time of death while in service. Normally the minimum family pension is Rs. 60/- per month and the maximum family pension is Rs. 250/- per month. The revised rate of family pension would be 50% of the pension either already drawn or what the employee would have drawn, had he superannuated after full qualifying service at the pay drawn on the date of death while in service, subject to a minimum of Rs. 125/- per month and a maximum of Rs. 500/- per month. In the event of death of both husband and wife (being Government employees) the maximum family pension admissible to their children will be Rs. 1000/- per month.

In case of death of an employee during service or after retirement before attaining the age of 65 years the amount of family pension would be fixed at double the amount of normal family pension subject to the condition that such enhanced family pension does not exceed the normal pension. This benefit will be available for a period of 7 years or till the deceased would have attained the age of 65 years, whichever is earlier.

All other conditions for the grant of family pension, as contained in Punjab C.S.R. Vol. II, will remain un-changed.

(5) Relief to existing Pensioners :

All the old pensioners who have retired before 1.4.79, would be given an adhoc increase in their Original pension (before commutation) at the rate of 50% of their basic pension subject to a maximum of Rs. 100/-, inclusive of ad hoc relief ranging from Rs. 15/- to Rs. 35/- already granted vide letter No. 1/3(5)-78-2FR-II, dated 3-3-78. However, where the pension so increased (including any other pension drawn by a Government employee) falls short of a minimum of Rs. 150/- p.m., it would be raised to Rs. 150/- per month.

The old family pensioners would also be given adhoc increase in their normal family pension at the Rate of 30% of their basic pension subject to a maximum of Rs. 75/- p.m. If the amount of family pension so increased still falls short of Rs. 125/- p.m., it would be raised to Rs. 125/- p.m.

Note :- (i) Where the deceased husband and wife were both Government employees, the maximum limit of normal family pension/enhanced family pension payable to the eligible minor children, taken together, would not be more than Rs. 1000/- p.m.

Note :- (ii) The benefit of enhancement in pension will not be admissible to a pensioner who has been permanently absorbed in a Public Sector Undertaking/Public Enterprise before 1.4.79 as per existing instructions.

All the items of adhoc relief, temporary increase and 8 installments of additional relief (subject to a minimum of Rs. 40/- and a maximum of Rs. 200) and the adhoc increase allowed above, would be merged in the original pension (including original family pension) and the amount, so arrived at, would be treated as Pension/Family Pension for all purposes, in future. If a portion of existing pension has been commuted, the commuted portion of the pension will be deducted from the pension so arrived at.

A few examples showing the operation of increases sanctioned in the pension/family pension of existing pensioners are given at Annexure-II.

A minimum pension of Rs. 125/- p.m. may also be allowed to the widows/families of the employees who may not have opted for the Family Pension Scheme 1964 or who had retired before 1st July, 1964, when the family pension scheme was not in force.

(6) D.A. to Pensioners :

The instalments of dearness relief which had fallen due on 1.11.79 and 1.5.80, sanctioned vide Finance Department letter No. 1/3(5)-78-2FR-II, dated 3-11-80 and even number dated 16.12.80 would be payable to the pensioners in addition to pension/family pension on the basis of revised amounts of pension/family pension.

(7) Restoration of Commuted Pension :

The existing pattern for commutation of pension would continue as before. Where a pensioner commutes a part of his pension and receives lump sum in lieu thereof, he would be allowed restoration of the surrendered value of pension in full after completion of 70 years of age.

(8) Date of effect :

These orders will take effect from 1.4.79, but the benefit of enhancement of old pensions (including family pensions) in respect of pensioners who retired prior to 1.4.79, would be given effect from 1-12-1979, i.e., the pension for the month of December, 1979, payable in January, 1980.

These orders will not, however, apply to pensions sanctioned on adhoc basis, such as political pensions, special pensions, war risk pensions etc.

The pensions and family pensions of those affected by these orders may be calculated/recalculated in accordance with the above decisions and the pension cases finalised in consultation with the Accountant General, Haryana.

The relevant provisions of Punjab C.S.R. Vol. II should be deemed to have been amendment to the extent of provisions of this letter. Formal amendments to these rules will be issued in due course.

The expenditure involved will be debited to the Head "266-Pensions and Other Retirement Benefits".

Yours faithfully,

Sd/-

(L.M. GOYAL)

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

These instructions have been Revised vide No. 6/38/3PR(FD), dated 16.05.1990, No. 1/65/98-3PR(FD), Dated 07.08.1998 & No. 9/16/94-1PR(FD), Dated 09.04.2001.

No. 1/106/3PR(FD)-81

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 26th March, 1981

Subject : Revision of Pay Scales.

Sir,

I am directed to invite a reference to Haryana Govt. Notifications No. GSR. 20/Const./Art. 309/80, dated the 29th February, 1980 and No. GSR.80/Const./Art. 309/ Amd.(1)/80, dated the 21st July, 1980 with which the pay scales of H.C.S. Officers, Engineers, Deputy Superintendent of Police and Block Development Officers of the Panchayat Department were revised w.e.f. 01.04.1979. The question of further improvement of the pay scales of these categories of employees had been under consideration and after careful consideration, the State Government has decided to revise the pay scales of these posts as indicated below w.e.f. the 1st February, 1981 :-

Sr. No.	Name of the Post	Existing Scales of Pay	Revised Scales of Pay
1	H.C.S. (Executive & Judicial)	940-1700 (T.S.)	980-40-1100-50-1400-EB-60-1700-75-1850 (T.S.).
		1200-1860 (Senior scale after 5 years)	1250-50-1400-EB-60-1700-75-2000 (Senior Scale after 5 years)
		2000-2400 (S.G.) after 14 years of service as HCS in respect of number of selection grade posts already prescribed.	2000-75-2300-100-2400 (SG) after a minimum of 10 years service as HCS in respect of number of selection grade posts already prescribed.
2	Engineering Staff (a) In all Departments : Sectional Officers.	525-1050 (T.S.) 700-1250 (S.G. for 20%)	600-20-700-30-850/900-40-1100 (T.S.) 700- 30-850/900-40-1100-EB-50-1250 (S.G. for 20%)
	(b) In P. W. D. Irrigation, B & R and Public Health Branches.		

Sr. No.	Name of the Post	Existing Scales of Pay	Revised Scales of Pay
	(i) Sub-Divisional Engineer/Officer/ Asstt. Executive Engineer	900-1700	940-40-1100-EB-50-1400-60-1700-EB-75-2000 Special pay as already notified on 21.07.1980 will continue.
	(ii) Executive Engineer	1200-1860 (T.S.) 1700-2150 (S.G. for 20% posts after 13 years of service as S.D.O. and Xen).	1400-60-1700-EB-80-2100 (T.S.) 2000-75-2300 (S.G. for 20% posts after 13 years of service as S.D.O. and Xen). 60-1700-75-1850 (T.S.) Special pay as already notified on 21.07.1980 will continue.
	(iii) Superintending Engineer	2000-2400	2100-75-2400-100-2500.
	(iv) Chief Engineer	2250-2750	2500-125/2-2750
	(v) Engineer-in-Chief	2250-2750+Rs. 200/- Special Pay.	2500-125/2-2750+Rs. 250/- Special Pay.
3	Deputy Superintendent of Police.	900-1700 (T.S.) Rs. 1800/- (fixed S.G. for 20%)	940-40-1100-EB-50-1400-60-1700-EB-75-1850 (T.S.) Rs. 2000/- (Fixed S.G. for 20%)
4	(i) Block Development Officer of Panchayat Department.	700-1250 (T.S.) 750-1450 (S.G. for 20%)	750-30-900/40-1100-50-1450 (T.S.) 800-30-890/940-1100-50-1600 (SG. for 20%)
	(ii) Additional General Assistant.	800-1600	900-40-1100-EB-50-1400-60-1700

The pay of these employees may be refixed in the revised scales of pay in accordance with the normal rules as laid down in Punjab Civil Services Rules Vol. I, Part-I.

2. Receipt of this letter may please be acknowledged.

Yours faithfully,
Sd/-
(L.M. GOYAL),
Joint Secretary Finance (B),
for Secretary to Government, Haryana,
Finance Department.

***These instructions have been Revised Vide
No. 2/19/81-WM(1), Dated 17.7.1992 &
No. 2/2/93-WM(I), Dated 08.09.1993.***

No. 2/19/81-WM(1)

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 26th March, 1981

Subject : Eligibility for House Building Advance - Joint ownership of plot/house by a Government servant and his/her wife/husband.

Sir,

I am directed to refer to Finance Department Letter No. 1726-WM(1)-74/10958, dated the 29th March, 1974, on the above subject communicating the decision of the Government that in case both the husband and wife are Government employees and are eligible for the grant of house building advance under the rules on the subject, it shall be admissible to only one of them for the jointly owned plot/house.

2. The matter has been reconsidered by the Government, and it has been decided that the house building advance may be allowed to both husband and wife, if they are Government employees and are eligible for the same under the rules on the subject individually and severally on a jointly owned plot/house or separate plot/house, as per their admissibility. In that event it has to be ensured that the amount has been spent and the plot and the structure thereon have been jointly or individually mortgaged by the Government employees.

3. The other conditions as laid down in the rules/instructions issued by the Finance Department from time to time remain unchanged.

Sd/-

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

No. 2/19/81-WM(1)

Dated, Chandigarh, the 26-3-1981

A copy alongwith two spare copies, is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

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

A copy is forwarded to :-

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

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

To

All Financial Commissioners, Haryana,
All Administrative Secretaries to Government, Haryana.

U.O. No. 2/19/81-WM(1)

Dated, Chandigarh, the 26-3-1981

A copy is forwarded to the Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Deputy Ministers/Chief Parliamentary Secretary for the information of the Chief Minister/Ministers/State Ministers/Deputy Ministers/Chief Parliamentary Secretary.

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

To

The Principal Secretary/Deputy Principal Secretary/
Officer on Special Duty/Secretaries/Private Secretaries to
the Chief Minister/Ministers/State Ministers/Deputy Ministers/
Chief Parliamentary Secretary.

U.O. No. 2/19/81-WM(1)

Dated, Chandigarh, the 26-3-1981

<p><i>These instructions have become obsolete.</i></p>

No. 9/1/81-3FR-II

From

The Secretary to Government,
Haryana, Finance Department.

To

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

Dated, Chandigarh, the 30th March, 1981

Subject : Additional Emoluments (Compulsory Deposit) Act, 1974 – provision for interest payments.

Sir,

I am directed to forward herewith a copy of letter No. F.9(1)-CD/81(111) dated 2.3.81 and F.9(1)CD/81-(11) dated 2.3.81 Government of India, Ministry of Finance Department of Phonemic Affairs New Delhi and to request that the contents therein may please be brought to the notice of all Officers under your control for information and necessary action.

Yours faithfully,

Sd/-

(RAM PARKASH KAPUR)
Under Secretary Finance (P.R.)
for Secretary to Government, Haryana,
Finance Department.

No. 9/1/81-3FR-II

Dated, Chandigarh, the 30-3-1981

A copy with a copy of its enclosure, is forwarded to all Treasury Officer Assistant Treasury Officers in the State for information and necessary action.

Sd/-

(RAM PARKASH KAPUR)
Under Secretary Finance (P.R.)
for Secretary to Government, Haryana,
Finance Department.

A copy, with a copy of its enclosures is forwarded to :-

The Financial Commissioner Haryana,
All Administrative Secretaries to Government, Haryana;
for information.

Sd/-

(RAM PARKASH KAPUR)
Under Secretary Finance (P.R.)
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 9/1/81-3FR-II

Dated, Chandigarh, the 30-3-1981

A copy, with a copy of its enclosure, is forwarded to the Principal Secretary/ Secretaries/Private Secretaries to the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary/Parliamentary Secretary for the information of the Chief Minister/ Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

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

To

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

U.O. No. 9/1/81-3FR-II

Dated, Chandigarh, the 30-3-1981.

Contd...

Encl.

Copy of letter **No. F.9(1)-CD/81(III), dated 2nd March, 1981** from G. K. Dhingra, Senior Analyst, Government of India, Ministry of Finance, Department of Economic Affairs, CD-Special Cell, New Delhi to Finance Secretaries of all State Governments and Union Territory.

Subject : Additional Emoluments (Compulsory Deposit) Act, 1974 – Provision for interest payment.

Sir,

I am directed to state that the Provision for interest payments under the Additional Emoluments (Compulsory Deposit) Act, 1974 to Local authority employees during the year 1981-82 has been made under the following sub/detailed heads in Demand No. "42-Other Expenditure of the Ministry of Finance" :-

A.1-Other Fiscal Services.

A.1(3)-Additional Emoluments(Compulsory Deposit) Act, 1974.

A.1(3)(3)-Interest on deposits in the Additional Wages Deposit Account.

A.1(3)(3)(4)-Local Authority employees.

A.1(3)(4)-Interest on deposits in the Additional.

Dearness Allowance Deposit Account :-

A.1(3)(4)(4)-Local Authority employees.

A.1(3)(5)-Interest on deposits in the

Additional Dearness Allowance Deposit Account (New) :

A.1(3)(5)(4)-Local Authority employees.

The procedure indicated in this Ministry's letters No. F.9(11)-CD/75 dated the 12th August, 1975 and No. 5(5)-CD/76 dated the 14th October, 1976 for adjustment and reconciliation of expenditure on the above payments would continue to be in force. The monthly statements showing the amounts drawn for interest payments may also continue to be sent in the manner indicated in this Ministry's letter No. F.9(16)-CD/78 dated the 6th December, 1978.

2. It is requested that the above particulars may invariably be given on all bills submitted to the Deposit Office during 1981-82 for drawl of funds for interest payments.

Copy of letter **No. F.9(1)-CD/81(II), dated 2nd March, 1981** from G.K. Dhingra, Senior Analyst, Government of India, Ministry of Finance, Department of Economic Affairs, CD-Special Cell, New Delhi to the Finance Secretaries of all State Governments.

Subject : Additional Emoluments (Compulsory Deposit) Act, 1974 - Provision for interest payment.

Sir,

I am directed to state that the Provision for interest payments under the Additional Emoluments (Compulsory Deposit) Act, 1974 to State Government employees during the year 1981-82 has been made under the following sub/detailed heads in Demand No. "42-Other Expenditure of the Ministry of Finance" :-

A.1-Other Fiscal Services.

A.1(3)-Additional Emoluments(Compulsory Deposit) Act, 1974.

A.1(3)(3) Interest on deposits in the Additional Wages Deposit Account.

A.1(3)(3)(3)-State Government employees.

A.1(3)(4)-Interest on deposits in the Additional

Dearness Allowance Deposit Account :

A.1(3)(4)(3)-State Government employees

A.1(3)(5)-Interest on deposits in the

Additional Dearness Allowance Deposit Account (New) :

A.1(3)(5)(3)-State Government employees.

There would be no change in the procedure for adjustment and reconciliation of expenditure on the above payments laid down in this Ministry's letter No. F.9(II)-CD/75 dated the 11th November, 1976. In other words, these payments would continue to be initially adjustable under a distinct sub-head "Interest payments under A.E.(C.D.) Act, 1974 below the minor head "P.A.O. Suspense-Transactions adjustable by Principal Accounts Officer, Ministry of Finance, Department of Economic Affairs" in the State Section of the books of the Accountant General concerned, reimbursement, therefore, being claimed from the Controller of Accounts, Department of Economic Affairs on monthly basis. A reference in this connection is invited to this Ministry's letter No. P.9(18)-CD/79 dated the 3rd March, 1980 regarding watch of reimbursement of interest payments to State Government employees.

2. It is requested that the above particulars may be brought to the notice of all Heads of Departments and drawing and disbursing officers under your control. They may also be advised to prominently indicate on the top of the bills for drawl of amounts for interest payments the deposit account to which the will relates.

No. 4/1/80-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated; Chandigarh, the 1st April, 1981.

Subject : Grant of Dearness Allowance to Haryana Government employees.

Sir,

I am directed to invite a reference to Finance Department letter No. 4/1/80-3FR-II dated 5th November, 1980 on the subject noted above and to say that State Government have considered the question of granting further relief to the employees consequent upon the increase in the Average Consumer Price Index from 368 to 376. Accordingly it has been decided to grant relief with effect from 1st September, 1980, at the rates given below on the revised scale of pay :

Pay Range	Rates of D.A. per mensem (inclusive of the previous instalments granted vide letter No. 4/1/80-3FR-II dated 5th November, 1980).
Upto Rs. 600/-	19.25% of pay subject to a maximum of Rs. 112/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/- .
Rs. 601 to 1400/-	15.75% percent of pay subject to a minimum of Rs. 112/- and a maximum of Rs. 210/- plus 0.5% of pay on account of restoration of cut subject to maximum of Rs. 7/- .
Rs. 1401-1430/-	Marginal adjustment to the extent of amount by which pay falls short of Rs. 1610 plus Rs. 7/- on account of restoration of cut.
Rs. 1431/- and above	The rates of Dearness Allowance as sanctioned in Para 1(b) of Finance Department letter No. 4/1/80-3FR-II dated 5th November, 1980 shall remain unchanged.

Note-I : The amount of Dearness Allowance admissible now or in future on pay of Rs. 2400/- p.m. and above would be reduced by the amount of Additional Dearness Allowance (I & II) merged at the time of fixation of pay in revised scale. However, if the amount of A.D.A. merged in the revised pay is more than or equal to amount of dearness allowance admissible, no dearness allowance would be paid.

Note-II : The term 'Pay' would include Basic pay, Personal pay, Special pay, Overseas pay and Deputation allowance, where admissible, as defined in Rule 2.44(a)(i) or CSR Vol. I, Part-I.

Note-III : The payments on account of Dearness Allowance would be rounded off to the nearest 10 Paise.

2. In case of employees who opt to continue in the un-revised scales of pay and the teaching personnel of Government Colleges who are in receipt of U.G.C. scales of pay, the amount classified as Dearness Pay, as detailed below, will be treated as 'Pay' for calculation of admissible dearness allowance.

- (a) Those who opt to continue in the unrevised scales of pay, Dearness Allowance, Ad-hoc Relief and Additional Dearness Allowance (I & II) upto 12 monthly Consumer Price Index-320 (1960 base=100) minus excess payment of Ad-hoc Relief.
- (b) In case of teaching personnel of Government Colleges who are in receipt of U.G.C. scales of pay.
Additional Dearness Allowance (I & II) upto 12 monthly Price Index-320 (1960 base=100) minus excess payment of Ad-hoc Relief.

3. The general conditions for the payment of Dearness Allowance would continue to be the same as at present in force.

4. The amount of arrears on account of the above instalments of Dearness allowance for the period from 1-9-80 to 28-2-81 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees who have no such accounts, the amount of such arrears will be invested in the Post Office Saving certificates.

5. The above orders will not apply to :-

- (i) Work-charged employees and those employees whose revised scales of pay have not been notified. In their case orders are being issued separately.
- (ii) Staff paid from contingencies;
- (iii) Casual labour
- (iv) Staff employed on daily wages and those working on piece rate system; and
- (v) Those employed on Contract basis, except where Dearness Allowance is admissible in terms of their contract.

Yours faithfully,

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

No. 4/1/80-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 1st April, 1981

Subject : Grant of Additional Dearness Allowance to Haryana Government Employees.

Sir,

I am directed to invite a reference to Finance Department letter No. 4/1/80-3FR-II dated 5th November, 1980 on the subject noted above and to say that the State Govt. have considered the question of granting further relief to the employee's consequent upon the increase in the average Consumer Price Index from 368 to 376. Accordingly it has been decided to grant relief with effect from 1st September, 1980 at the given below on the pre revised scale of pay.

Range of emoluments	Rate of A.D.A. per mensem (inclusive of A.D.A. already granted vide letter No. 4/1/80-3FR-II, dated 5th November, 1980.)
upto Rs. 300/-	49.5% of emoluments subject to a minimum of Rs. 35 plus 32% of emoluments and a maximum of Rs. 146/-.
Above Rs. 300/- and upto Rs. 400/-	Rs. 62/- plus 28% of emoluments
Above Rs. 400/- and upto Rs. 800/-	36.5% of emoluments subject to a minimum of 15.5% of emoluments plus Rs. 112/-.
Above Rs. 800/- and upto Rs. 900/-	Rs. 100/- plus 24% of emoluments.
Above Rs. 900/- and upto Rs. 1000/-	Rs. 127/- plus 21% of emoluments.
Above Rs. 1000/- and upto Rs. 1030/-	Amount by which emoluments fall short of Rs. 1337/- .
Above Rs. 1030/- and upto Rs. 2,157	Rs. 307

2. The total A.D.A. "Old" and "New" on the emoluments above Rs. 2,157/- will continue to be regulated as indicated as indicated in para 1(b) of letter No. 4/1/80-3FR-II, dated 5th November, 1980.

Note-I. The payments on account of this Additional Dearness Allowance will also be rounded off to the nearest 10 paise.

Note-II. Emoluments mean emoluments as defined in para 2 of Haryana Government Finance Department Letter No. 1699-3FR-74/10392, dated the 20th March, 1974.

3. The amount of Additional of Dearness Allowance (old) already sanctioned before 1.3.76 and also indicated in Finance Department Letter No. 4/1/78-3FR-II dated 19.12.1979 and thereafter should be shown separately in the pay bill to facilitate calculations and working out of the marginal adjustments in the manner indicated in para 1 above. To distinguish these two elements of additional dearness allowance, the words "old" and 'New' may be prefixed thereto.

4. These orders will be applicable to (i) the employees whose revised pay scales have not been notified (ii) work- charged employees but these will not be applicable to :-

- (a) Staff paid from contingencies;
- (b) Casual labor;
- (c) Staff employed as Daily wages;
- (d) part time employees and those who have been working on piece-rate system; and
- (e) employees on contract basis except where it is admissible in terms of their contracts.

5. The amount of arrears on account of the above installments of Dearness Allowance for the period from 1-9-1980 to 28-2-1981 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees who have no such accounts, the amount of such arrears will be invested in the Post Office Saving Certificates.

6. On fixation of pay in the revised scales of pay amount of Additional Dearness Allowance admissible would be recalculated according to letter No. 4/1/80-3FR-II of even date and necessary adjustment made accordingly.

Yours faithfully,

Sd/-

(Rajni Razdan)

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

No. 1/106/3PR(FD)-81

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 6th April, 1981**Subject : Revision of pay scales.**

Sir,

I am directed to invite a reference to. Haryana, Govt. Notification No. G.S.R./80/Const.309/Amd.(1)/80, dated the 21st July, 1980 with which the pay scales of H.C.M.S. Doctors were revised effect from 01.04.1979. The question of further improvement of these employees had been under consideration and after careful consideration, the State Government has decided to further revise the pay scales of the posts with effect from 01.02.1981 as indicated below :

Sr. No.	Name of the Post	Existing scales of pay	Revised Scales of Pay
1.	H.C.M.S. II	900-1700 plus 25% N.P.A.	940-40-1100-EB-50-1400-60-1700-EB-75-2000 plus N.P.A. @ 25% for the first 10 years in H.C.M.S. II and @ 33⅓% after 10 years of service in H.C.M.S., II subject to a maximum of Rs. 600/- and further subject to a ceiling of Rs. 2300/-
2.	H.C.M.S.-I (including Chief Medical Officer)	1200-1860 (T.S.) + Rs. 600/- N.P.A. subject to a ceiling of Rs. 2400/-	1400-60-1700-EB-80-2100 (T.S.) + Rs. 600/- N.P.A. subject to a ceiling of Rs. 2400/-
		1700-2150 (S.G. for 20% posts after 13 years of service in H.R.A.-II & I) plus Rs. 600/- N.P.A. subject to a ceiling of Rs. 2450/-	2000-75-2300 (S.G. for 20% posts after 13 years of service in H.C.M.S. II & I) plus N.P.A., subject to a ceiling of Rs. 2500/-
		2000-2400 (S.G.) to 2 posts)+ N.P.A. subject to a ceiling of Rs. 2500/-	Special pay to C.M.O. as already notified on 21.07.1980 will continue.
3.	Deputy Director	1760-2300+Rs. 600/- N.P.A. subject to a ceiling of Rs. 2500/-	2000-75-2300+N.P.A. subject to ceiling of Rs. 2500/-
4.	Joint Director	1760-2300+Rs. 600/- N.P.A.	2100-75-2400-100-2500 +N.P.A.

Sr. No.	Name of the Post	Existing scales of pay	Revised Scales of Pay
		subject to a ceiling of Rs. 2500/-	subject to a ceiling of Rs. 2650/-
5.	Additional Director	2250-2600+Rs. 600/- N.P.A. subject to ceiling of Rs. 2650/-	2250-75-2400-100-2600+ N.P.A. subject to a ceiling of Rs. 2750/-
6.	Director	2500-2750+ N .P.A. subject to a ceiling of Rs. 2750/-	2500-125/2-2750+N.P.A. subject to a ceiling of Rs. 3,000/-

Note :— The word 'ceiling' here implies pay plus N.P.A.

2. The pay of these employees may be refixed in the newly revised scales of pay in accordance with normal rules as laid down in Punjab Civil Services Rules Vol. I, Part-I.

3. Receipt of this letter may please be acknowledged,

Yours faithfully,
 Sd/-
 (L.M. GOYAL),
 Joint Secretary, Finance (B),
 for Secretary to Government, Haryana,
 Finance Department.

No. 1/3(5)-78-2FR-II

From

The Secretary to Government, 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.

Dated, Chandigarh, the 13th April, 1981

Subject : Grant of relief to Haryana Govt. Pensioners/recipients of family pension and extra-ordinary family pension.

I am directed to invite a reference to the correspondence resting with Finance Department, circular letter No. 1/3(5)-78-2FR-II dated 16th December, 1980 and to say that in view of the rise in the cost of living (i.e. Average Consumer Price Index from 360 to 376 points) the State Government have been considering time. past, the question of affording further relief to Haryana Govt. pensioners as well as to the recipients of family pension and extra-ordinary family pension, It has now been decided to grant them one installment of further relief at the rate of five percent of their pension with a minimum of Rs. 5/- and a maximum of Rs. 25/- per mensem with effect from 1st September, 1980. This relief will be in addition to the relief already previously by the State Govt. from time to time and will be subject to the following stipulations :-

- (1) It will be admissible with reference to the revised pension/family pension sanctioned vide para (5) of Finance Department Circular Letter No. 11/1PR (FD)-81, dated 19-3-1981.
 - (2) It will not be admissible to pensions sanctioned on adhoc basis without reference to emoluments e.g. political pensions, special pensions, war-risk pensions etc.
 - (3) It will also not be admissible to re-employed pensioners during the period of their re-employment.
2. The expenditure involved will be debatable to the Major head "266-Pensions and other Retirement Benefits".
 3. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

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

***These instructions have been Revised vide
No. 6/1/88/3FR-II, Dated 01.02.1988.***

(To be substituted for the letter bearing same number and date)

No. 6/1/80-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 16th April, 1981

Subject : City Compensatory Allowance.

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department Circular letter No. 6/1/80-3FR-II dated 16.2.81 on the subject noted above and to say that work-charged employees of Haryana Govt. stationed and residing at Hisar (including the area of Hisar Bir) shall also be entitled to City Compensatory Allowance at the rate of 5% of pay subject to the maximum of Rs. 50/- per month w.e.f. 1.1.81. It is also clarified that the dearness pay, dearness allowance, adhoc relief and additional dearness allowance I and II up to the consumer price index of 320 points minus excess payment of adhoc relief will be treated as dearness pay for the purpose of calculation of City Compensatory Allowance.

Yours faithfully,

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

No. 6/1/80-3FR-II

Dated, Chandigarh, the 16.4.81.

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information with reference to Finance Department circular letter No. 6/1/80-3FR-II dated 21.2.1980.

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

Copies are forwarded to :-

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

Sd/-
(R. P. Kapur)
Under Secretary Finance, (R)
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 6/1/80-3FR-II

Dated, Chandigarh, the 16.4.81.

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

Sd/-
(R. P. Kapur)
Under Secretary Finance, (R)
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 6/1/80-3FR-II

Dated, Chandigarh, the 16.4.81.

***These instructions have been substituted
vide same No. and date.***

No. 6/1/80-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 16th April, 1981

Subject : City Compensatory Allowance.

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department Circular letter No. 6/1/80-3FR-II dated 16.2.81 on the subject noted above and to say that work-charged employees of Haryana Govt. stationed and residing at Hisar (including the area of Hisar Bir) shall also be entitled to City Compensatory Allowance at the rate of 5% of pay subject to the maximum of Rs. 50/- per month w.e.f. 1.1.81. It is also certified that the dearness pay, dearness allowance, adhoc relief and additional dearness allowance I and II up to the consumer price index of 320 points minus excess payment of adhoc relief will be treated as dearness pay for the purpose of calculation of City Compensatory Allowance.

Yours faithfully,

Sd/-

(Rajni Razdan)

Deputy Secretary Finance (R.)

for Secretary to Government, Haryana,
Finance Department.

No. 6/1/80-3FR-II

Dated, Chandigarh, the 16.4.81.

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information with reference to Finance Department circular letter No. 6/1/80-3FR-II dated 21.2.1980.

Sd/-

(Rajni Razdan)

Deputy Secretary Finance (R.)

for Secretary to Government, Haryana,
Finance Department.

Copies are forwarded to :-

The Financial Commissioner Haryana.

All Administrative Secretaries to Government, Haryana for information.

Sd/-

(R. P. Kapur)

Under Secretary Finance (R)

for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 6/1/80-3FR-II

Dated, Chandigarh, the 16.4.81.

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

Sd/-

(R. P. Kapur)

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

To

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

U.O. No. 6/1/80-3FR-II

Dated, Chandigarh, the 16.4.81.

**HARYANA GOVERNMENT
FINANCE DEPARTMENT
(REGULATIONS)**

Notification

Dated, Chandigarh, the 23rd April, 1981

No. 3-App.-E./(1)-80-A.O.(FD).— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Services Rules, Volume-III (Travelling Allowance) in its application to the State of Haryana, namely :-

1. These rules may be called the Punjab Civil Services Volume-III (Haryana First Amendment) Rules, 1981.
2. In the Punjab Civil Services Rules, Volume-III, in Appendix E.
 - (i) under the heading "Excise",—
 - (a) in para 1 for the word "third" the word "second" shall be substituted;
 - (b) for the exception below para 1, the following exception shall be substituted, namely :-

"Exception.— Excise peons attached to Excise Bureau in the Haryana"; and

- (c) below para 1 Notes (i) and (ii) shall be deleted and Notes (iii), (iv) and (v) shall be re-numbered as Notes (i), (ii) and (iii) respectively; and
 - (ii) under the heading "Police" below para 4 exception (v), (vi) and (vii) and Notes (1), (2) and below exception (vii) shall be deleted.

***These instructions have been Revised vide
No. 68/1/88/FD(Pension)/SAP, Dt. 19.07.1988.***

No. 68/1/81/Pension/SAP

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 1st May, 1981

Subject : Expeditious disposal of pension cases.

Sir,

The Accountant General, Haryana has intimated that the departments do not send pension cases to his office well in time which results in delay in the disposal of such cases.

2. In this connection, your attention is invited the instructions contained in Haryana Govt., Finance Departments circular letter no. 68/1/79-Pension/SAP, dated 26-3-1979, wherein it has been emphatically stated that pension cases should be initiated two years before the date of retirement and sent to Accountant General, Haryana for issue of C & R at least six months before the actual date of retirement.

3. It has, however, been observed that due and timely attention is not being paid to these rules/instructions, as a result of which pension cases are normally not initiated within the stipulated time and therefore, inordinate delays occur in the finalisation of pension cases.

4. You are, accordingly, requested to ensure that in future pension cases are got initiated in time in accordance with the Govt. instructions issued from time to time, it is further requested that these orders may be brought to the notice of all the officials/officers dealing with pension cases for strict compliance.

5. The receipt of this letter may please be acknowledged.

Yours faithfully,

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

No. 68/1/81/Pension/SAP

Dated, Chandigarh, the 1st March, 1981

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information with reference to his letter No. Pen (I) II/J-47/80/911, dated 7-4-81

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

A copy is forwarded to :-

All Financial Commissioners, Haryana.
All Administrative Secretaries to Govt., Haryana
for information and necessary action.

Sd/-
(C.L. BHASKER)
Under Secretary Finance (B)
for Secretary to Government, Haryana,
Finance Department

To

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

U.O. No. 68/1/81/Pension/SAP

Dated, Chandigarh, the 1-5-81

No. 1/65/1PR(FD)-80

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 11th May, 1981

Subject : Fixation of pay in the revised scales of pay.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 1/65/1PR (FD)-80, dated the 24th October, 1980, on the above subject whereby a revised pay fixation formula was laid down for the employees who were in receipt of special pay both under the pre-revised scales of pay as also under the revised scales of pay. It was brought to the notice of Government that this formula had resulted in treating a part of pay as personal pay which in many cases was equal to their rates of increment in the revised scales of pay. The matter was accordingly considered afresh and it has now been decided that sub-para (iv) of the instructions cited above may be substituted as under :-

- (iv) find out the stage in the revised scale of pay and if there is no corresponding stage in the revised scale, fix the pay at the stage next above provided the resultant benefit does not exceed Rs. 75/- p.m. If the resultant benefit exceeds Rs. 75/-, pay will be fixed in accordance with rule 6(3)(i)(b) of Haryana Civil Services (Revised Scales of Pay) Rules, 1980.

2. It has also been decided that as a consequence of the above change in pay fixation formula, the employees who were in receipt of special pay under the pre revised scales of pay and have also been allowed special pay in the revised scales of pay they may be given another opportunity to change their date of option, if they so desire. This concession will be available for a period of two months from the date of issue of these orders.

3. Receipt of these instructions may be acknowledged.

Yours faithfully,

Sd/-
(N.K. GARG),
Joint Secretary, Finance (B),
for Secretary to Government, Haryana,
Finance Department.

***These instructions have been reiterated vide
No. 5/7/81-1B&C, Dated 9.9.1981.***

No. 5/11/81-1B&C

From

The Secretary to Government, Haryana,
Finance Department.

To

All the Heads of Departments,
Commissioners, Hisar & Ambala Divisions,
All the Deputy Commissioners in Haryana,
Registrar, Punjab & Haryana High Court, and
All District Sessions Judges in Haryana.

Dated, Chandigarh, the 12th May, 1981.

Subject : Economy in expenditure - non-payment of transfer T.A. on transfer at the request of a Government servant.

Sir,

I am directed to invite your attention to rule 2.57 of Pb. C.S.R. Vol. III which reads as under :-

"Travelling allowance may not be drawn under this section by a Government servant on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs".

Instances have, however, come to notice where a Government servant got his transfer orders passed by making a verbal request personally or through some one also. Since there was no evidence on record to the effect that the transfer was made at the request of the Government servant, he drew the transfer T.A. as well to which he was actually not entitled in view of the provisions of the rule referred to above. Such cases are violative of the spirit of the rule ibid and need to be prevented.

2. I am, therefore, to request that in future, except in cases where transfer is being made on some complaint against the Government servant or under the policy of general transfers, no travelling allowance be paid to the Government servant when the transfer is made on his own request. Verbal requests of Government servant for transfer should not be entertained and he should always be asked to put down his request in writing. Transfers ordered on the request of some relative of a Government servant or on the recommendation of some Member of Parliament or Member of State Legislature or in other similar circumstances (unless it is explicitly stated as being on a complaint) shall be treated as transfer on the request of the Government servant and transfer T.A. shall not be paid. In such case while issuing transfer orders, reasons for transfer should be clearly stated in remarks column, so that the Government servant may not put in claim for transfer T.A. at some later stage.

3. The above instructions may please be brought to the notice of all concerned for strict compliance in future.

Yours faithfully,

Sd/-

(N. K. Garg)

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

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

Sd/-

(N. K. Garg)

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

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/11/81-1B&C

Dated, Chandigarh, 12-5-81.

A copy is forwarded to the Principal Secretary/Deputy Principal Secretary/Private Secretaries to the Chief Minister/Ministers/Ministers of State Dy. Ministers/Chief Parliamentary Secretary for information & necessary action.

Sd/-

(N. K. Garg)

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

To

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

U.O. No. 5/11/81-1B&C

Dated, Chandigarh, 12-5-81.

No. 4/1/80-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 13th May, 1981.

Subject : Grant of Additional Dearness Allowance to Haryana Government Employees.

Sir,

I am directed to invite a reference to Finance Department letter No. 4/1/80-3FR-II dated 1st April, 1981, on the subject noted above, and to say that the State Government have considered the question of granting further relief to the employees consequent upon the increase in the average Consumer Price Index from 376 to 384. Accordingly it has been decided to grant relief with effect from 1st December, 1980 at the rates given below on the pre- revised scale of pay :

Range of emoluments	Rate of A.D.A.(New) per mensem (inclusive of A.D.A. already granted vide letter No. 4/1/80-3FR-II, dated 1st April, 1981.
Upto Rs. 300/-	53.5% of emoluments subject to a minimum of Rs. 35/- plus 36% of emoluments and a maximum of Rs. 158/- .
Above Rs. 300/- and upto Rs. 400/-	Rs. 62/- plus 32% of emoluments
Above Rs. 400/- and upto Rs. 800/-	39.5% of emoluments subject to a minimum of 15.5% of emoluments plus Rs. 128/- .
Above Rs. 800/- and upto Rs. 900/-	Rs. 100/- plus 27% of emoluments
Above 900/- and upto Rs. 1000/-	Rs. 127/- plus 24% of emoluments
Above Rs. 1000/- and upto Rs. 1600/-	Rs. 367/-
Above Rs. 1600/- and upto Rs. 1660/-	Amount by which emoluments falls short of Rs. 1,967.
Above Rs. 1660/- and upto Rs. 2157/-	Rs. 307

2. The total A.D.A. "Old" and "New" on the emoluments above Rs. 2,157/- will continue to be regulated as indicated in para 1(b) of letter No. 4/1/80-3FR-II, dated 5th November, 1980.

Note-I. The payments on account of this Additional Dearness Allowance will also be rounded off to the nearest 10 paise.

Note-II. Emoluments mean emoluments as defined in para 2 of Haryana Government Finance Department letter No. 1699-3FR-74/10392 dated the 20th March, 1974.

3. The amount of additional dearness allowance (Old) already sanctioned before 1/3/76 and also indicated in Finance Department Letter No. 4/1/78-3FR-II, dated 19.12.1979 and thereafter should be shown separately in the pay bills to facilities calculations and working out of the marginal adjustment in the manner indicated in para 1 above. To distinguish these two elements of additional dearness allowance the words "Old" and "New" may be prefixed thereto.

4. These orders will be applicable to (i) the employees whose revised pay scale have not been notified (ii) work charged employees but these will not be applicable to :-

- (i) Work charged employees and those employees whose revised scales of pay have not been notified. In their case orders are being issued separately;
- (ii) Staff paid from contingencies;
- (iii) Casual labour;
- (iv) Staff employed as Daily wages and those working on piece- rate system; and
- (v) Those employed on contract basis except where it is admissible in terms of their contract.

5. The amount of arrears on account of the above instalment of Additional Dearness Allowance for the period from 1.12.80 to 30.4.1981 will be deposited in the General Provident Fund Accounts of the employees. In case of these employees who have no such accounts the amount of such arrears will be invested in the Post Office Savings Certificates.

6. On fixation of pay in the revised scales of pay amount of Additional Dearness Allowance admissible would be recalculated according to letter No. 4/1/80-3FR-II of even date and necessary adjustments made accordingly.

Yours faithfully,

Sd/-

(Rajni Razdan)

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

No. 4/1/80-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 13th May, 1981.

Subject : Grant of Dearness Allowance to Haryana Government Employees.

Sir,

I am directed to invite a reference to Finance Department letter No. 4/1/80-3FR-II dated 1-4-1981 on the subject noted above, and to say that the State Government have considered the question of granting further relief to the employees consequent upon the increase in the average Consumer Price Index from 376 to 384. Accordingly it has been decided to grant relief with effect from 1st December, 1980 at the rates given below on the pre- revised scale of pay :

Pay Range	Rates of D.A. per mensem (inclusive of the previous instalments granted vide letter No. 4/1/80-3FR-II, dated 1st April, 1981.
Upto Rs. 600/-	22% of pay subject to a maximum of Rs. 128/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/-
Upto Rs. 601/- to Rs. 2000/-	18% of emoluments subject to a minimum of Rs. 128/- and a maximum of Rs. 240/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/-
Above Rs. 2001/- and upto Rs. 2060/-	Marginal adjustment to the extent of amount by which pay falls short of Rs. 2240/- plus Rs. 7/- on account of restoration of cut.
Rs. 2061/- and above	The rates of Dearness Allowance as sanctioned in para 1(b) of Finance Department letter no. 4/1/80-3FR-II, dated 5th November, 1980 shall remain unchanged.

Note I. The amount of Dearness Allowance admissible now or in future on pay of Rs. 2400/- p.m. and above would be reduced by the amount of Additional Dearness allowance (I&II) merged at the time of fixation of pay in revised scale. However, the amount of A.D.A. merged in the revised pay is more than or equal to amount of dearness allowance admissible no dearness allowance would be paid.

Note II. The term 'Pay' would include Basic Pay, personal Pay Special Pay Overseas Pay and Deputation Allowance, where admissible as defined in rule 2.44 (a) (i) of C.S.R Vol. I, Part- I

Note III. The payments on account of this Additional Dearness Allowance will also be rounded off to the nearest 10 paise.

2. In case of employees who opt to Continue in the un- revised scales of pay and the teaching personnel of Government Colleges who are in receipt of U.G.C. scales of pay the amount classified as Dearness Pay as detailed below will be treated as 'pay' for calculating of admissible dearness allowance.

- (a) Those who opt to continue in the un-revised scales of pay, Dearness Allowance, Ad-hoc Relief and Additional Dearness Allowance (I&II) upto 12 monthly Consumer Price Index 320 (1960 base = 100) minus excess payment of Adhoc Relief.
- (b) In case of teaching personnel of Government Colleges who are in receipt of U.G.C. scales of pay.

Additional Dearness Allowance (I&II) upto 12 monthly Price Index 320 (1960 base= 100) minus excess payment of Adhoc Relief.

3. The general conditions for the payment of Dearness allowance would continue to be the same as at present in force.

4. The amount of arrears on account of the above instalments of Dearness Allowance for the period from 1-12-80 to 30-4-81 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees who have no such accounts, the amount of such arrears will be invested in the Post Office Savings Certificates.

5. It will be admissible to work-charged employees also but will not be admissible to :-

- (i) Work charged employees and those employees whose revised scales of pay have not been notified. In their case orders are being issued separately;
- (ii) Staff paid from contingencies;
- (iii) Casual labour;
- (iv) Staff employed as Daily wages and those working on piece- rate system; and
- (v) Those employed on contract basis except where Dearness Allowance is admissible in terms of their contract.

Yours faithfully,

Sd/-

(Rajni Razdan)

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

Subject : Grants-in-aid and utilization certificates in respect thereof.

क्या वित्तायुक्त एवं सभी प्रशासकीय सचिव, हरियाणा सरकार कृपया उपरोक्त विषय पर वित्त विभाग के अशा: क्रमांक 2/2(3)-79-2एफ:आर: 11, दिनांक 13-12-79 तथा संख्यक अशा: पत्र दिनांक 27-2-80 की ओर ध्यान देंगे।

संदर्भित पत्र दिनांक 13-12-79 द्वारा उन से अनुरोध किया गया था कि वे अपने-अपने विभागों, जो अनुदान प्राप्त करते हैं, के बारे निर्धारित प्रोफार्मा में एक रजिस्टर मेनटेन करे क्योंकि अनुदान के प्रयोग के बारे अपने विभागों के युटीलाईजेशन सर्टीफिकेट समय पर महालेखाकार, हरियाणा को भिजवाने के लिये सुनिश्चित करना तथा आउटस्टैंडिंग (outstanding) युटीलाईजेशन सर्टीफिकेट (Utilisation Certificates) के बारे पी0ए0सी0 को स्थिति प्रशासकीय विभागों द्वारा स्पष्ट की जानी है। इस बारे में हुई प्रगति को समय-2 पर वित्त विभाग को भी सूचित करने को अनुरोध किया गया था।

3. उक्त के इलावा संदर्भित पत्र दिनांक 27-2-80 द्वारा कम्पट्रोलर एंड आडिटर जनरल आफ इण्डिया तथा लोक सेवा समिति ने वर्ष 1974-75 के हरियाणा सरकार के विनियोजन तथा वित्त लेखों पर जो चौदहवीं रिपोर्ट दी के पैराग्राफ 46 में दी गई निम्नलिखित सिफारिशों को उन्हें भेजते हुए अनुरोध किया गया था कि वे इस बारे आवश्यक हिदायतें अपने विभागों को जारी करके दृढ़ता से उन से पालन करवायें :-

“The Committee note with great concern that a large number of utilisation certificates are still to be furnished to audit by the various Departments. Even the utilisation certificates in respect of grants disbursed as far back as 1957-58 and onwards were still outstanding. The Committee feel that in the absence of the certificates it cannot be vouchsafed that the beneficiaries have spent the grants on the objects for which these have been sanctioned.

No serious efforts seem to have been made by the Departments to clear the outstanding utilisation certificates despite the Committee's earlier recommendations in paragraphs 78 and 50 of their fifth and seventh Reports, respectively.

The committee recommend that strict instructions should be issued to all the concerned Departments. to clear the outstanding utilisation certificates with the utmost promptitude. The Committee further recommend that Govt. should consider the desirability of withholding payment of further grants to the institutions which do not submit the utilisation certificates within the prescribed time limit.”

3. महालेखाकार, हरियाणा ने अपने पत्र सं0 टी0एस0-11/2-5/80-81/569, दिनांक 17-3-81 (जिस की प्रति महालेखाकार हरियाणा के ड्राफ्ट पैरा की प्रति के साथ सभी संदेश विभागों को वित्त विभाग के परिपत्र सं0 21/1/81-3ब:व क: दिनांक 30-3-81 द्वारा भेजी जा चुकी है।) द्वारा बताया है कि वर्ष 1979-80 में 33.18 करोड़ रुपये की अनुदान की राशि गैर सरकारी वाणिज्य संस्थानों को दी गई है। इस अनुदान के बारे समय पर युटीलाईजेशन सर्टीफिकेट भिजवाए जायें। इस के अतिरिक्त वर्ष 1959-60 से 1978-79 तक जो 63.13 करोड़ रुपये की अनुदान की गई थी उसमें से 45.66 करोड़ रुपये की अनुदान के बारे उन्हें युटीलाईजेशन सर्टीफिकेट प्राप्त नहीं हुए हैं जिस में से 10.76 करोड़ रुपये की अनुदान 3 वर्षों से भी अधिक समय की है।

उक्त स्थिति के सम्मुख उन से पुनः अनुरोध है कि वे अपने-अपने अधीन संबंधित विभागों को आवश्यक हिदायतें जारी करके सुनिश्चित करे कि बकाया युटीलाईजेशन सर्टीफिकेट ऑडिट आफिस को तुरन्त भेजें। इस के अतिरिक्त वे यह भी कृपया सुनिश्चित करें कि भविष्य में उक्त हिदायतों का दृढ़ता से

पालन करवाते हुए अपने अपने विभागों के युटीलाईजेशन सर्टीफिकेट समय पर महालेखाकार हरियाणा को भेजा जाया करें।

हस्ता: /—

अवर सचिव, वित्त (आर),
कृते: सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

वित्तायुक्त एवं सभी प्रशासकीय सचिव,
हरियाणा सरकार।

अशा: क्रमांक 2/2(3)—79—2एफ:आर:।।,

दिनांक 22 मई, 1981 (22nd May, 1981)

इसकी प्रति वित्त विभाग के सभी अधीक्षक/उप अधीक्षक को इस शाखा के उक्त हवाला दिये पत्रों के संदर्भ में भेजी जाती है।

उन से अनुरोध है कि वे इन हिदायतों का दृढ़तापूर्वक पालन करवायें। अपने-अपने विभागों के बारे अनुदान का ठीक प्रयोग किया जाने तथा युटीलाईजेशन सर्टीफिकेट समय पर भिजवाने के लिये कृपया सुनिश्चित करें।

हस्ता: /—

अवर सचिव, वित्त (आर),
कृते: सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

वित्त विभाग के सभी अधीक्षक/उप अधीक्षक।

अशा: क्रमांक 2/2(3)—79—2एफ:आर:।।,

दिनांक 22 मई, 1981

***These instructions have been clarified vide
No. 4/6/81-3FR-II, Dated 23.11.1981.***

No. 4/6/81-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 25th May, 1981

Subject : Grant of Special Allowance of Rs. 65/- to Sweepers.

Sir,

I am directed to invite a reference to Haryana Government circular letter No. 3/2/1(PR)-FD-80, dated 6.10.80 on the subject noted above and to say that a doubt has arisen whether the special allowance of Rs. 65/- p.m. will be admissible to the Sweeper during the period of leave also. The matter has been considered and it has been decided that the sweepers will continue to draw the Special Allowance of Rs. 65/-p.m. during the period of Earned Leave, Half Pay Leave and Leave Not Due but this special allowance will not be admissible during the period of Extraordinary Leave.

Yours faithfully,

Sd/-

(Rajni Razdan)

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

No. 4/6/81-3FR-II

Dated, Chandigarh, the 25-5-81

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information with reference to Finance Department circular letter No. 3/2/1-PR(FD)-80, dated 6.10.80

Sd/-

(Rajni Razdan),

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

Copies are forwarded to :-

The Financial Commissioner Haryana,
All Administrative Secretaries to Govt., Haryana for information.

Sd/-

(Ram Parkash Kapur),
Under Secretary Finance (R),
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 4/6/81-3FR-II,

Dated, Chandigarh, the 25-5-81

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

Sd/-
(Ram Parkash Kapur),
Under Secretary Finance (R),
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 4/6/81-3FR-II,

Dated, Chandigarh, the 25-5-81.

No. 5/7/81-1B&C

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated: 25th May, 1981.

Subject : Economy in expenditure - Economy in the use of staff cars.

Sir,

In continuation of Finance Department letter No. 1628-1B&C-77/11400 dated 20.4.1977 and instructions issued from time to time on the subject, I am directed to say that in view of dire need for economy, it has been decided that the touring should be rationalised.

2. In order, to achieve this objective, it has further been decided that there should be a 10% reduction in the kilometreage done by staff cars (including Ministers cars) during the current year over the kilometreage done during the last Year. No officer should do field touring of more than 10 days in a month. If anyone still tours beyond 10 days, he will not be entitled to any T.A. or daily allowance. It has further been decided that the ceiling of ten days will also apply in the case of Ministers. These instructions will apply to the staff posted at Chandigarh as well as in the field and connected with any of the Government department.

3. Consistent with this decision the POL Coupons System, in force for Government Departments, will be strictly enforced both as regards the total value of coupons released during the year as well as its phasing during the year. No claims for exceeding the limits or advancement of the phasing will be entertained.

4. This decision may kindly be brought to the notice of all concerned under your administrative control for strict compliance.

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

Yours faithfully,

Sd/-

(N. K. Garg)

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

A copy is forwarded to all the Administrative Secretaries to Government Haryana for information & necessary action in continuation of Finance Department's U.O. No. 1628-1B&C-77 dated 20.4.77.

Sd/-

(N. K. Garg)

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

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/7/81-1B&C

Dated, Chandigarh, the 25th May, 1981.

A copy is forwarded to the Principal Secretary to the Chief Minister, Deputy Principal Secretary to Chief Minister, Secretaries to Ministers, Private Secretaries to Ministers and Deputy Ministers, Chief Parliamentary Secretary and Parliamentary Secretary for the information of Chief Minister, All Ministers, Ministers of State, Deputy Ministers, Chief Parliamentary Secretary and Parliamentary.

Sd/-

(N. K. Garg)

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

To

The Principal Secretary to Chief Minister, Deputy Principal Secretary to Chief Minister, Ministers and Ministers of State and Deputy Ministers, Chief Parliamentary Secretary and Parliamentary Secretary.

U.O. No. 5/7/81-1B&C

Dated, Chandigarh, the 25th May, 1981.

***These instructions have been Revised vide
No. 5/7/81-1B&C(18B), Dated 23.06.1983.***

No. 5/7/81-1B&C

From

The Secretary to Government, Haryana,
Finance Department.

To

All Heads of Departments,
Commissioners, Ambala & Hisar Divisions and
All Deputy Commissioners in Haryana,
The Registrar, Punjab and Haryana High Court and
All District and Session Judges in Haryana,
All Chairmen/Managing Directors of the Corporations,
Undertakings/Boards in the state.

Dated : 25th May, 1981

Subject : Economy in Expenditure - Ban on purchase of new cars.

Sir,

I am directed to say that in view of the difficult financial position of the state Government, certain measures of economy in expenditure have been taken vide F.D letter No. 1626-1B&C-77/11400 dated 20.4.1977 and instructions issued from time to time on the subject. Despite these measures it is felt that further efforts are needed to economise Government expenditure. Accordingly, it has been decided that there should be a complete ban on the purchase of new cars or any other vehicles for Government Departments and for the existing Corporations/Boards for a period of six months. This decision of the Government is brought to your notice for strict compliance.

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

Yours faithfully,

Sd/-

(N. K. Garg)

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

A copy is forwarded to all the Administrative Secretaries to Government Haryana for information & necessary action in continuation of Finance Department's U.O. No. 1628-1B&C-77 dated 20.4.77.

Sd/-

(N. K. Garg)

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

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/7/81-1B&C

Dated, Chandigarh, the 25th May, 1981

A copy is forwarded to the principal Secretary to the Chief Minister, Deputy Principal Secretary to Chief Minister, Secretaries to Ministers, Private Secretaries to Ministers and Deputy Ministers, Chief Parliamentary Secretary and Parliamentary Secretary for the information of Chief Minister, All Ministers, Ministers of State, Deputy Ministers, Chief Parliamentary Secretary and Parliamentary.

Sd/-
(N. K. Garg)
Joint Secretary Finance (B)
for Secretary to Government, Haryana,
Finance Department.

To

The Principal Secretary to Chief Minister,
Deputy Principal Secretary to Chief Minister,
Ministers and Ministers of State and Deputy Ministers,
Chief Parliamentary Secretary and Parliamentary Secretary.

U.O. No. 5/7/81-1B&C

Dated, Chandigarh, the 25th May, 1981.

No. 1/2(21)-81-2FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

The Accountant General, Haryana,
Chandigarh.

Dated, Chandigarh, the 26th May, 1981.

Subject : Liberalisation of the Pensioners' benefit on the recommendations of the Pay Commission.

Sir,

I am directed to invite a reference to Finance Department Letter No. 11/1PR(FD)-81, dated 19th March, 1981 on the above subject and to say that under para (5) "relief to existing pensioners", it has been provided that all the items of adhoc increase sanctioned temporary increase and 8 installments of additional relief subject to a minimum of Rs. 40/- and a maximum of Rs. 200/- and the adhoc increase sanctioned with the letter referred to above would be merged in the original pension including original family pension and the amount so arrived at would be treated as pension/family pension for all purposes in future. It has been brought to the notice of Government that the adhoc increase/temporary increase sanctioned with Finance Department letters numbers noted in the margin do not find any mention in the examples at Annexure-II under sub-Head "(a) Pension" of the circular letter dated 19-3-81 referred to above. I am to clarify in this connection that the adhoc increase/temporary increase where ever admissible in terms of Finance Department letter noted in the margin should also be taken into account for working out the revised pension of the old pensioners who retired before 1-4-79.

I am to request that suitable instructions in this behalf may kindly be issued the concerned officers at an early date.

MARGIN :

No. 4103-2FR-71/19400 dated 22.7.71,
1536-2FR-74/9580 dated 16.3.74
2832-2FR-75/15254 dated 19.9.75.

Yours faithfully,

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

These instructions have become obsolete.

No. 9/1/81-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 27th May, 1981

Subject : Additional Emoluments (Compulsory Deposit) Act, 1974 – Provision for interest payments.

Sir,

I am directed to forward herewith a copy of letter No. F.4(7)-CD/81, dated 16-4-1981, Government of India, Ministry of Finance, Department of Economic Affairs, New Delhi and to request that the contents therein may please be brought to the notice of all Officers under your control for information and necessary action.

Yours faithfully,

Sd/-

(Ram Parkash Kapoor),
Under Secretary Finance (PR),
for Secretary to Government, Haryana,
Finance Department.

No. 9/1/81-3FR-II

Dated, Chandigarh, the 27th May, 1981

A copy, with a copy of its enclosure is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-

(Ram Parkash Kapoor),
Under Secretary Finance (PR),
for Secretary to Government, Haryana,
Finance Department.

No. 9/1/81-3FR-II

Dated, Chandigarh, the 27th May, 1981

A copy, with a copy of its enclosure is forwarded to all Treasury Officers/Assistant Treasury Officers in the State for information and necessary action.

Sd/-
(Ram Parkash Kapoor),
Under Secretary Finance (PR),
for Secretary to Government, Haryana,
Finance Department.

Copy, with a copy of its enclosure is forwarded to :-

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

Sd/-
(Ram Parkash Kapoor),
Under Secretary Finance (PR),
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 9/1/81-3FR-II

Dated, Chandigarh, the 27th May, 1981

A copy, with a copy of its enclosure is forwarded to the Principal Secretary/ Secretaries/Private Secretaries to the Chief Minister/Ministers/Minister of State/Deputy Minister/ Chief Parliamentary Secretary for information of the Chief Minister/Ministers/Minister of State/ Deputy Minister/Chief Parliamentary Secretary.

Sd/-
(Ram Parkash Kapoor),
Under Secretary Finance (PR),
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 9/1/81-3FR-II

Dated, Chandigarh, the 27th May, 1981.

Contd...
Encl.

Copy of letter **No. F.4(7)-CD/81, dated 16-4-1981** from Deputy Secretary to Government of India, Ministry of Finance, Department of Economic Affairs, CD-Special Cell, New Delhi addressed to the Finance Secretaries of all State Governments and Union Territory Administration.

Subject : Additional Emoluments (Compulsory Deposit) Act, 1974 – Repayment of voluntarily retained installments.

Sir,

As the State Government are aware, the second provision to sub-section 1 of Section 9 of the Additional Emoluments (Compulsory Deposit) Act, 1974 permits an employee to exercise option for retained of the whole or any part of the amount credited in relation to him in the Additional Dearness Allowance Deposits, or both until his superannuation or until such date as may be specified by the Central Government in this behalf, with a view to encourage the employees to opt for voluntary retention of the installments, 1st July, 1981 was specified 'as the date upto which amounts in compulsory deposits could be retained in the deposit account'. The facility for voluntary retention was also available for installments of additional dearness allowance deposits (new) which are repayable by credit to the provident fund accounts of the employees who are subscribers to such funds and in cash, in other cases. The procedure for exercising the options and keeping the accounts of the optees had been set out in the Ministry's Office Memorandum No. F.2-(6)-CD/76, dated 21st July, 6th August, and 17th August, 1976, (copies forwarded with letters bearing the same number and dates), attention there to being drawn in the instructions issued every year indicating the important points to be borne in mind while drawing funds for repayment of the annual installments.

2. The repayment of annual installment, or part thereof voluntarily retained by the employees would fall due in 1st July, 1981. While the voluntarily retained installments of additional wages deposits and additional dearness allowance deposits (old) will be repayable in cash, the voluntarily retained amounts of additional dearness allowance deposits (new) will be repayable by credit to the provident fund accounts of the employees who are subscribers to such funds and in cash, in other case. The following procedure is indicated for repayment of the above amounts.

- (1) The drawing and disbursing officer shall :-
 - (a) Calculate the amount of interest payable on the voluntarily retained amounts to each of the concerned employees from the due dates of repayment till end of June, 1981. In cases where interest on the voluntarily retained amounts was being calculated every year and shown in brackets in the employee's ledger accounts, broad-sheets of such accounts and abstracts thereof furnished to the Treasury Officers, only the amount of interest due after submission of the last abstract will need to be calculated. If for any reason, the amounts voluntarily retained cannot be claimed in July, 1981, interest may be worked out till the end of the month preceding the amount of submission of the bills referred to in (b) below.
 - (b) prepare and submit to the Treasury Officer bills in the appropriate enclosed forms. Separately for each of the deposit accounts and interest due thereon, Separate bills would need to be drawn for the accounts of additional dearness allowance deposits (new) and interest due thereon payable by credit to the provident fund accounts of the employees (Annexure III and IV) and those payable in cash (Annexure I and II).

- (c) on receipt of funds payable in cash, disburse the amounts to the employees, note payments in the employees' ledger accounts and refund the un-disbursed amounts. Payments by credit to provident fund accounts may be noted in the ledger accounts while submitting adjustment bills for 'nil' amounts.

2. The Treasury Officer will, on receipt of the respective bills—

- (a) tally the total of the amounts voluntarily retained deposits sought to be withdrawn with the amount shown on brackets under the column for the closing balance of deposits i.e. column 19 of the abstract of DDO-wise account (Annexure 4 of the Handbook of Detailed instructions).
- (b) Verify the amount of interest retained shown in the relevant bill, with the amount appear in brackets under the column for closing balance of interest i.e. column 26 of the abstract of DDO-wise account (Annexure 4 of the Handbook).
- (c) Check that the total of the amounts of interest on retained amounts claimed in the bill does not exceed the amount of interest due on the total amount of interest retained from time to time. In case interest due on the voluntarily retained amounts had not been worked out on month to month basis earlier, the progressive amounts being marked with asterisk, the interest payable may be worked out with reformed to the due dates of installments retained and posted with an asterisk in column 21 of monthly abstract (Annexure 4 of the Handbook).
- (d) Post the amounts of deposits repaid and interest paid in column 12 and 18, respectively of the DDO-wise account (Annexure 3 of the Hand book) and columns 14 and 25 of the monthly abstract thereof.
- (e) pass the bills for repayment before the end of the month of it submission thereof. The 'nil' bills for repayment by credit to provident fund accounts of the same month in which the bills are presented.

3. It is requested that the above instructions may be immediately brought to the notice of the Treasury Officers and Drawing and Disbursing Officers for necessary action.

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

ANNEXURE - I

Bill for drawing amounts due to employees by way of repayment of voluntarily retained installments of Additional Wages Deposit Account/Additional Dearness Allowance Deposit Account (old)/Additional Dearness Allowance Deposit Account (new).

Office _____ Bill No. _____
Classification _____ Month. _____

Received from the Treasury Officer _____ a sum of Rs. _____ (Rupees _____ only), representing the voluntarily retained amounts of deposits under the Additional Wages Deposit Account/Additional Dearness Allowance Deposit Account (old)/Additional Dearness Allowance Deposit Account (New) to the under mentioned employees :

Sr. No.	Name and Designation of the employee	Ledger folio No.	Number of installments retained	Amount of deposits retained and due for repayment	Remarks
1	2	3	4	5	6

(Signature of Drawing and Disbursing Officer)

Certified that :-

- (i) Amounts shown under column 5 represent the amounts of deposits voluntarily retained by the employees.
- (ii) The above employees are not subscribers to any provident fund.

(Signature of the drawing and disbursing officer)

Note : Separate bills should be prepared for each of the three Deposit Accounts.

- * Strike out whichever is not applicable.
- * Specify the number of retained installment(s) e.g. first, second, third, fourth and fifth.

ANNEXURE - II

Bill for drawing amounts due to employees towards repayment of voluntarily retained interest on Additional Wages Deposit Account/Additional Dearness Allowance Deposit Account (old)/Additional Dearness Allowance Deposit Account (New) together with interest due on voluntarily retained amounts (both principal and interest).

Office _____ Bill No. _____

Classification _____ Month. _____

Received from the Treasury Officer _____ a sum of Rs. _____ (Rupees _____ only), representing the voluntarily retained amounts of interest on Additional Wages Deposit Account/Additional Dearness Allowance Deposit Account (Old)/Additional Dearness Allowance Deposit Account (New) and the amounts of interest due on the voluntarily retained amounts (both principal and interest) to the under mentioned employees :

Sr. No.	Name and Designation of the employee	Ledger folio No.	No.(s) of installments retained	Amount of deposits (a)	Retained interest (b)	Amount of interest drawn	Remarks
1	2	3	4	5	6	7	8

(Signature of Drawing and Disbursing Officer)

Certified that :-

- (i) Amounts shown under column 5 represent the amounts of deposits and interest voluntarily retained by the employees.
- (ii) Amounts of interest shown under column 6 have been calculated in accordance with the instructions contained in the Ministry of Finance (Department of E.A.) O.M. No. F.2(6)-CD/76, dated the 21st July, 6th August, and 7th August, 1976 and at the rates applicable from time to time.
- (iii) the above employees are not subscribers to any provident fund.

(Signature of the drawing and disbursing officer)

Note : Separate bills should be prepared for each of the three Deposit Accounts.

- * Strike out whichever is not applicable.
- * Specify the number of retained installment(s) e.g. first, second, third, fourth and fifth.

ANNEXURE - III

Bill for transferring the amounts due to employees by way of repayment of voluntarily retained installments of Additional Dearness Allowance Deposits (New) by credit to their provident fund accounts.

Office _____ Bill No. _____

Classification _____ Month. _____

Received from the Treasury Officer _____ a sum of Rs. _____ (Rupees _____ only), representing the voluntarily retained amounts of Additional Dearness Allowance Deposit (New) in respect of the under mentioned employees. The amounts in question being creditable to the employees provident fund accounts under sub-section (4) of section 9 of the A.E. (C.D.) Act, the provident fund schedules(s) is/are enclosed :-

Sr. No	Name and Designation of the employee	Ledger folio No.	No.(s) of installments retained	Amount of deposits/and due for repayment /retained	Amount of deposits rounded off	Remarks
1	2	3	4	5	6	7

(Signature of Drawing and Disbursing Officer)

Certified that :-

- (i) Amounts shown under column 5 represent the amounts of deposits voluntarily retained by the employees.
- (ii) Amounts shown in column 6 have been rounded off in the manner prescribed in para 2(3)(a) of the Ministry of Finance (Department of E.A.) O.M. No. F.4-(36)-CD/76, dated the 31st March, 1977.

Place:

Date: _____ (Signature of the drawing and disbursing officer)

Seal

Note : Specify the number of retained installment(s) e.g. first, second, and third.

ANNEXURE - IV

Bill for transferring the amounts due to employees by way of repayment of voluntarily retained interest and interested due on voluntarily retained amounts (both principal and interest) of Additional Dearness Allowance Deposits (New) by credit to their provident fund accounts.

Office _____ Bill No. _____

Classification _____ Month. _____

Received from the Treasury Officer _____ a sum of Rs. _____ (Rupees _____ only), representing the repayment of the voluntarily retained amounts (both principal and interest) of Additional Dearness Allowance Deposits (New) in respect of the under mentioned employees. The amounts in question being creditable to the employees provident fund accounts under sub-section (4) of section 9 of the A.E.(C.D.)Act, the provident fund schedules(s) is/are enclosed:-

Sr. No.	Name and Designation of the employee	Ledger folio No.	Numbers of installments retained	Amount Deposits retained interests
1	2	3	4	5

Amount of interest due on retained amounts.	Total Amount of interest payable	Amount of interest rounded off	Remarks
6	7	8	9

(Signature of Drawing and Disbursing Officer)

Certified that :-

- (i) Amounts shown under column 5 represent the amounts of deposits and interest voluntarily retained by the employees.
- (ii) Amounts of interest shown under column 6 have been calculated in accordance with the instructions contained in the Ministry of Finance (Department of E.A.) O.M. No. F.2-(6)-CD/76, dated the 21st July, 6th August, and 17th August, 1976 and at the rates applicable from time to time.
- (iii) amount shown in column 8 have been rounded off in the manner prescribed in para 2 (3) (a) of the Ministry of Finance (Department of E.A.) O.M. No. F.4-(36)-CD/76, dated the 31st March, 1977.

Place:

Date: (Signature of the drawing and disbursing officer)

Seal

Note : Specify the number of retained installment(s) e.g. first, second and third,

No. 2/6/1PR(FD)-81.

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 1st June, 1981

Subject : Protection of Emoluments.

Sir,

I am directed to refer to Rule 3(a) of Finance Department's Notification No. GSR-80/Const/Art.309 /Amd.(1)/80, dated 29th February, 1980, whereby persons appointed on or after 29th February, 1980 were not entitled to the benefit of pay fixation. This has resulted in reduction in the emoluments of a number of employees who were recruited after 29th February, 1980. The matter has been reconsidered and it has been decided that in the case of employees who have been appointed on or after 29th February but before 21st July, 1980, their emoluments in the pre-revised pay at 320 points price index may be protected. For this purpose, they may be given the relevant stage in the revised scale and if there be no corresponding stage in the revised scale, their pay may be fixed at the stage just below and given the difference as personal pay to be absorbed in future increment. However, if the minimum of the revised pay scale happens to be more than the emoluments in the pre-revised scale at 320 points consumer price index the employees will get the minimum of the revised scale.

2. Receipt of this communication may be acknowledged.

Yours faithfully,

Sd/-

(N.K. GARG),

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

No. 34/11/80-6WM

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 4th June, 1981

Subject : Rate of interest to be charged on house Buildings Motor Car/Scooter and other advances granted to Government Servants during the year 1981-82.

Sir,

In continuation of Haryana Government letter no. 34/11/80-6WM, dated the 9th June, 1980, on the above subject, I am directed to say that it has been decided that the rate of interest to be charged on House Buildings, Motor-Car/Scooter/Motor Cycle and Cycle advances granted to Government Servants during the year 1981-82 will be 8% (Eight percent) per annum with effect from 1st April, 1981

Yours faithfully,

Sd/-

(C. L. Bhaskar)

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

No. 34/11/80-6WM

Dated, Chandigarh, the 4th June, 1981

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

Sd/-

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

A copy is forwarded to All Financial Commissioners and Administrative Secretaries to Govt. Haryana of Haryana for information and necessary action.

Sd/-

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

To

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

U.O. No. 34/11/80-6WM

Dated, Chandigarh, the 4th June, 1981

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

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

To

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

U.O. No. 34/11/80-6WM

Dated, Chandigarh, the 4th June, 1981

(Extract from the Haryana Government Gazette (Extra.),
dated the 5th June, 1981) Part III

**HARYANA GOVERNMENT
FINANCE DEPARTMENT**

Notification

The 5th June, 1981

No. G.S.R.74/Const./Art.309/Amd.(1)/81.— In exercise of the powers conferred by the Proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Services (Revised Scales of Pay), Rules, 1980, namely :-

- (1) These rules may be called the Haryana Civil Services (Revised Scales of Pay) First Amendment Rules, 1981.
- (2) These rules shall be deemed to have come into force with effect from the 1st day of April, 1979.

2. In the Haryana Civil Services (Revised Scales of Pay) Rules, 1980 (hereinafter called the said rules), in the Schedule,-

- (a) Under the heading "Posts belonging to common categories", against serial No. 3, under column 3, for the existing entries, the following entries shall be substituted, namely :-

110-180
110-200
120-250

+Rs. 90 S.P. (for Ministers Car Section, Raj Bhawan, Civil Secretariat, F.C. Office, Small Saving 130-205";

- (b) under the Department of Prisons after serial No. 36, the following serial No. and entries there against shall be inserted, namely :-

"37	Tractor Driver	140-200	420-700 (T.S.) 525-900 (S.G. for 20 per cent posts)".
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- (c) under the Department of Agriculture :-

- (i) against serial No. 77, under column 3, for the existing entry the following entry shall be substituted, namely :-

"320-750 + Rs. 50 S.P."; and

- (ii) after serial No. 132, the following serial No. and entries there against shall be inserted, namely :-

"133	Truck Driver	140-225	420-700 (T.S.) 525-900 (S.G. for 20 per cent posts);
	Van Driver	140-200	
	Heavy Vehicle Driver	140-180	

- (d) under the department of Civil Secretariat, against serial No. 27 under column 4, in the existing entry, the following shall be inserted, namely :-

"in lieu of higher time scale"

- (e) under the department of Consolidation of Holdings and Land Records :-

- (i) against serial No. 16, under column 4, for the existing entry, the following entry shall be substituted, namely :-
“600-1100+ Rs. 75 S.P (for consolidation work)”; and
- (ii) against serial No. 18, under column 4, for the existing entry, the following entry shall be substituted, namely :-
“700-1400+ Rs. 75 S.P (for consolidation work)”; and
- (f) under the department of Education :-
 - (i) for serial No. 7 the following serial no. and entries there against shall be substituted namely :-

“7	Accountant (N.C.C.)	120-225	480-760;
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- (ii) against serial No. 46, under column 4, for the existing entry the following entry shall be substituted. namely :-
“1760 – 2300”; and
- (iii) after serial No. 46, the following serial No. and entries there against shall be inserted, namely:-

“ 47.	Mender	80-105	300-430”
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- (g) under the department of Forest,—
 - (i) against serial No. 9, in column 4 for the existing entry, the following entries shall be substituted namely:-
“350-500 (T.S.)
400-600 (S.G for 20 percent posts)”; and
 - (ii) against serial No. 23 under column 4, for the existing entry, the following entries shall be substituted, namely :-
“600-1100 (T.S)
700-1250 (S.G for 20 percent posts)”; and
- (h) under the department of Industrial Training :-
 - (i) against serial No. 7 under column 2 for the word “Officer” the word “Operator” shall be substituted;
 - (ii) against serial no. 15 under column 2, for the words “Instructor” the word “Instructress” shall be substituted;
 - (iii) against serial No. 34, under column 2, for the word and sign and letter “Assistant Director / Assistant Director Grade ‘B’ the words can and letter “Assistant Director Non- Technical Grade ‘B’ shall be substituted.
 - (iv) against serial No. 37, under column 2, for the word and brackets “(Technical)”, the words and letter “and Assistant Director, Grade A Junior” shall be substituted; and
 - (v) against serial No. 43, under column 2, for the word “Supervisor” the word “Advisor” shall be substituted;
- (i) under the department of Panchayat after serial No. 20, the following serial No. and entry there against shall be inserted namely.

“21	Tax Collector	120- 250	400-600”	
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- (j) under the department of Police; after serial No. 27 the following serial No. and entry there against shall be inserted namely:-

"28	Senior Scientific Assistant	350-900	800-1600"	
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- (k) Under the department of Printing and Stationary against serial No. 7 under column 4, for the existing entry, the following entry shall be substituted, namely;
"400-600";
- (l) under the department of Public Relations :-
- (i) against serial No. 7 under column 2, for the word "Telephone", the word "Teleprinter" shall be substituted;
 - (ii) against serial No. 21, under column 3, for the existing entry the following entry shall be substituted namely
" 250-550" and
 - (iii) after serial No. 52 the following serial number and entries there against shall be inserted namely :-

" 53	Film Officer	800-1300	1200-1860"	
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- (m) under the department of Public Service Commission against serial No. 1 under column 4 for the existing entry the following entry shall be substituted namely:-
"350-500"
- (n) under the department of Technical Education after serial No. 67, the following serial No. and entries there against shall be inserted namely.

" 68	Librarian	110-225	420-700; and	
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- (o) under the department of Animal Husbandry after serial No. 82 the following Serial No. and entries there against shall be inserted namely.

" 83	Tractor Driver	140-200	420-700; and	
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- (p) under the department of Health against serial No. 44, under column 3, for the existing entry, the following entry shall be substituted namely :-
"120-250"

T. K. BANERJI,
Special Secretary to Government,
Haryana, Finance Department.

<p><i>These instructions have become obsolete.</i></p>

No. 1/1(4)-78-2FR-II

From

The Secretary to Government, 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.

Dated, Chandigarh, the 8th June, 1981

Subject : Commutation of Pension on retirement on superannuation - Medical examination not necessary.

Sir,

I am directed to refer to the Finance Department circular Letter No. 1/1(4)-78-2FR-II, dated the 3rd March, 1978, providing interalia, that the State Govt. employees are not required to undergo medical examination for the purpose of commutation of a portion of their pension as admissible under rules provided they apply for the same within one year of the date of retirement on superannuation. In terms of para 3 of the letter referred to above the Govt. employees who had retired before 3-3-1978 were also not to be subjected to medical examination for such purposes if they had not crossed the age next birthday after superannuation and had not gone before a medical board. Subsequently this benefit was also extended to those Govt. employees who were granted extension of service after attaining the age of 58 years vide Finance Department circular letter No. 1/1(4)-78-2FR-II, dated 7.11.1978.

2. The matter has been further examined and it has been decided that in the case of those Govt. employees who retired prior to 3.3.1978 (on superannuation or after completion of extension of service) and appeared before the medical board after 3-3-1978, the findings of the medical board should be ignored for the purposes of commutation of pension provided that other conditions laid down in the aforesaid letters are satisfied. Cases decided otherwise will be re-opened wherever necessary and commuted value allowed to the pensioners without any load on their lives.

Receipt of these instructions may please be acknowledged.

Yours faithfully,

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

No. 1/2(21)-81-2FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (C) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 18th June, 1981**Subject : Liberalization of pensionary benefits on the recommendations of pay Commission.**

Sir,

I am directed to invite a reference to Finance Department Circular letter No. 11/1PR(FD)-81, dated the 19th March, 1981, on the subject noted above and to say that the Accountant General, Haryana has sought clarifications on certain points. The matter has been examined. After careful consideration, it has been decided to convey the following clarifications in regard to the points raised in this behalf :

	Points raised	Clarifications
1.	Whether these rates are applicable in all cases of retirement on Superannuation retiring including Voluntary retirements with benefits of service up to 5 years and other classes of Pensions.	Yes
2.	Whether the pay for calculating Family Pension which is to be based on presumptive superannuation pension is to be calculated with reference to pay on the date of death of the Government employee and not on the average emoluments as are required to be taken into account for working out the normal superannuation pension.	In case of death after retirement on superannuation, the family pension would be 50% of the normal pension due at the time of retirement or on superannuation, but in case of death, while in service, the superannuation pension (presumptive) would be worked out on the basis of pay drawn on the date of death after full qualifying service. The family pension would be 50% of this presumptive pension subject to a minimum of Rs. 125/-p.m.
3.	Whether the date of restoration of commuted part of pension in respect of pensioners who retired prior to 1.4.79 is 1.4.79 or 1.12.79 as in the case of relief	The restoration of commuted portion of pension would be admissible to pensioners who completed the age of 70 years on or after 1.4.79 and are still

	Points raised	Clarifications
	granted to old pensioners on the dated of completion of 70 years after 1.4.79/1.12.79 whichever is later.	alive, but the benefit will accrue with effect from 1.12.79.
4.	Whether a minimum family pension of Rs. 125/- p.m. has been allowed to the widows/families of employees who had either not opted for family pension Scheme, 1964 or had retired before 1.7.64 when the scheme was not in force. The maximum limit, if any, to be applied under these revised order or otherwise as also the date of payment of such Family Pension has not been indicated.	A minimum benefit of family pension of Rs. 125/-p.m. has been given, on adhoc basis, to all widows/ families of employees who had not opted for the Family Pension Scheme 1964 or who had retired before 1.7.64 when the Family Pension Scheme was not in force. This benefit is admissible from 1.12.79.
5.	It is presumed that the amount of pension already drawn mentioned in sub para 2 of para (4) of Govt. orders dated 19.3.81 means pension that would be admissible to pensioners retiring before 1.4.79 as all cases of officials retiring or of death after 1.4.79 have to be finalized under the new rules and orders of 19.3.81.	The words "already drawn" mentioned in Sub para 2 of para (4) refer to the cases, where the pensioners had retired after 1.4.79 and not before that date. The words, for what the employee would have drawn, had be superannuated after full qualifying services at the pay drawn on the date of death refer to the cases of death while in service.

You are also requested to ensure that cases of such beneficiaries are prepared afresh and sent to the Accountant General Haryana, with old P.P.O./case No. of his office, for necessary action in the audit office.

Receipt of this letter may please be acknowledged.

Yours faithfully,

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

<p><i>These instructions have become obsolete.</i></p>

No. 5/23/80-1B&C

From

The Secretary to Government, Haryana,
Finance Department.

To

All Heads of Departments in Haryana,
Commissioners, Ambala and Hisar Divisions,
All the Deputy Commissioners in the State,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 18th June, 1981

Subject : Economy in Expenditure - Use of Government Vehicles on tour.

Sir,

I am directed to invite a reference to Finance Department's circular letter No. 1628-1B&C-77/11400, dated the 20th April, 1977 on the subject cited above and to say that according to these instructions, only such officers as specified therein have been authorized to use Government vehicle while on tour and all other officers are supposed to wavel by public conveyance in the class to which they are entitled. It has, however, been observed that these instructions are not being followed scrupulously resulting in a large number of officers using Govt. vehicles for touring, though not authorised to do so without obtaining prior permission of the competent authority. These instructions need to be enforced strictly in the interest of economy and financial discipline. I am, therefore, to reiterate these instructions and to request that these may be brought to the notice of all concerned for strict compliance in future.

Yours faithfully,

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

No. 5/23/80-1B&C,

Dated, the 18th June, 1981

A copy is forwarded to the Accountant General Haryana in continuation of Finance Department endorsement No. 1628-1B&C-77/11401, dated 20-4-77, for information and necessary action. The audit parties may please be directed to ensure that the T.A. Bills of officers who are not entitled to travel by Govt. vehicles are invariably accompanied by the sanction of the competent authority when claiming T.A. for journeys performed by Government vehicles. All such cases in which the journeys have been performed by Government vehicles by officers not authorised to do so without obtaining the sanction of the competent authority may specifically be brought to the notice of Finance Department for necessary action.

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

No. 5/23/80-1B&C,

Dated, the 18th June, 1981

A copy is forwarded to all the Treasury Officers/Asstt. Treasury Officers in Haryana in continuation of Finance Department. letter No. 2893-1B&C-77/23991, dated 9-8-77 for information and necessary action. They may please ensure that T.A. Bills of such officers as are not authorised to travel by Govt. vehicle are passed only where accompanied by a sanction of the competent authority when claiming T.A. for journeys performed by Government Vehicles. Any lapse in this regard in future will be viewed seriously.

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

No. 5/23/80-1B&C

Dated, the 18th June, 1981

A copy is forwarded to the Director, Treasury & Accounts/Department Haryana, for information and necessary action.

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

A copy is forwarded to all the Administrative Secretaries to Govt. Haryana for information and necessary action in continuation of Finance Department U.O. No. 1628-1B&C-77, dated 20-4-1981.

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

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/23/80-1B&C,

Dated, the 18th June, 1981.

No. 5/16/81-1B&C

From

The Secretary to Government, Haryana,
Finance Department.

To

The Chairman, State Electricity Board, Haryana.

Dated, Chandigarh, the 22nd June, 1981

Subject : Committee to review the working of the State Electricity Board.

Sir,

The Finance Minister, Haryana, in his budget speech spelt out certain measures to effect economy in the working of the State Government and its autonomous Corporation/Boards, and in pursuance of these announcements it is proposed to review suitably the working of the State Electricity Board. The following Committee has been constituted for this purpose :

Finance Minister	Chairman
C.P.M.	Member
I.P.M.	Member
Chief Secretary	
F.C. (Power)	Member
Principal Secretary to the Chief Minister	Member
Commissioner Planning	Member
Member Finance Accounts, Electricity Board	Member
Member Technical, Electricity Board	Member
At least one but not more than two experts in Power Administration.	To be co-opted by the committee
Finance Secretary	Member Secretary

The terms of reference of this committee are :-

- (i) To suggest economy in expenditure without adversely affecting the operational efficiency of the Board.
- (ii) To review and re-fix the norms of output by the staff at the headquarters and in the field to achieve higher productivity.
- (iii) To suggest measures to improve cost efficiency and better financial performance.
- (iv) To review the fixed costs, volume of inventory and its optimum utilization.
- (v) To suggest measures for cutting down line losses auxiliary consumption etc.
- (vi) To Suggest measures to improve operational efficiency and to reduce the high capital cost of projects.

- (viii) To consider any other matter regarding the functioning of the Board which may lead to increase financial efficiency and better financial management of the resource of the Electricity Board.

Yours faithfully,

Sd/-

(Vivek Mehrotra)

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

A copy is forwarded to the Private Secretaries to the Finance Minister, Minister for cooperation and Planning and Minister for Irrigation and Power for information of Finance minister, Minister for Cooperation and Planning and Minister for Irrigation and Power.

Sd/-

(Vivek Mehrotra)

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

To

The Private Secretaries to the Finance Minister, Minister for
Co-operation & Planning and Minister for Irrigation & Power.

U.O. No. 5/16/81-1B&C,

Dated, the 22nd June, 1981

A copy is forwarded to the (i) Chief Secretary to Government Haryana (ii) Financial Commissioner & Secretary to Govt. Haryana P.W. (Power) (iii) Financial Commissioner and Principal Secretary to Chief Minister, Haryana (iv) Commissioner and Secy. to Govt. Haryana, Planning Department (v) Member Finance Accounts, Electricity Board (vi) Member Technical, Electricity Board for information and necessary action.

Sd/-

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

To

The (i) Chief Secretary to Govt. Haryana (ii) Financial Commissioner & Secretary to Govt. Haryana P.W. (Power) (iii) Financial Commissioner and Principal Secretary to Chief Minister, Haryana (iv) Commissioner & Secy. to Govt. Haryana, Planning Department (v) Member Finance Accounts, Electricity Board (vi) Member Technical, Electricity Board.

U.O. No. 5/16/81-1B&C,

Dated, the 22nd June, 1981.

These instructions have become obsolete.

No. 5/16/81-1B&C

From

The Secretary to Government, Haryana,
Finance Department.

To

All Heads of Departments (Except Transport
Department).

Dated, Chandigarh, the 22nd June, 1981

Subject : Constitution of a Committee to effect economics in Government expenditure and to revise norms of output by Government staff etc.

Sir,

As already spelt out in the budget speech of the Finance Minister, there, is urgent need of effecting economy in the Government expenditure. In pursuance of the budget announcements a committee has been constituted with immediate effect to achieve these objections. The composition of the Committee will be as under :

Finance Minister	Chairman
Minister Cooperation and Planning	Member
Minister Incharge of Administrative Department under review	Ex-officio Member
Chief Secretary	Member
Principal Secretary to Chief Minister	Member
Commissioner Planning	Member
Finance Secretary	Member Secretary
Administrative Secretary of the Department under review	Ex-officio Member
Head of the Department under review.	Ex-officio Member

2. The terms of reference of this committee are :-

- (i) To suggest economy in Government expenditure in order to curb wasteful expenditure.
- (ii) To review and refix the norms of output by Government staff to ensure higher productivity.
- (iii) To review and refix the financial limits for the creation of various units of administration in the public works Departments and other Departments of the Government.
- (iv) To suggest optimum utilisation of the infrastructure already available with the Department.
- (v) To review the build of inventories (including machinery, equipment, tools and plants), control systems in respect thereof and purchase procedures adopted.

- (vi) To review any matter regarding the functioning of the Departments which may lead to increased financial efficiency and better management of financial resources.

Yours faithfully,

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

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

Sd/-
(L.L. BHASKER)
Under Secretary Finance (B)
for Secretary to Government, Haryana,
Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/16/81-1B&C,

Dated the 22nd June, 1981

A copy is forwarded to the Principal Secretary to the Chief Minister, Deputy Principal Secretary to Chief Minister, Secretaries to Ministers, Private Secretaries to Ministers and Deputy Ministers, Chief Parliamentary Secretary and Parliamentary Secretary for the information of Chief Minister, All Ministers, Ministers of State, Deputy Ministers, Chief Parliamentary Secretary and Parliamentary Secretary.

Sd/-
(L.L. BHASKER)
Under Secretary Finance (B)
for Secretary to Government, Haryana,
Finance Department.

To

The Principal Secy. to the Chief Minister, Dy. Principal Secretary to Chief Minister, Secretaries to Ministers, Private Secys. to Ministers and Deputy Ministers, Chief Parliamentary Secy. and Parliamentary Secy.

U.O. No. 5/16/81-1B&C,

Dated the 22nd June, 1981.

These instructions have become obsolete.

No. 5/16/81-1B&C

From

The Secretary to Government, Haryana,
Finance Department.

To

The State Transport Controller, Haryana.

Dated, Chandigarh, the 22nd June, 1981

Subject : Committee to review operations of the Transport Department.

Sir,

The Finance Minister in his budget speech spelt out certain measures to effect economy in Govt. expenditure. In pursuance of the budget announcements, it is proposed to review suitably the operations of major State Government Undertakings. The composition of the Committee constituted to review the working of the Transport Department will be as under :

Finance Minister	Chairman
C.P.M.	Member
Transport Minister	Member
Chief Secretary	Member
Principal Secy. to Chief Minister	Member
Commissioner Transport	Member
Commissioner Planning	Member
State Transport controller	Member
Finance Secretary	Member Secretary

2. The terms of reference of this committee are :-

- (i) To suggest economy in expenditure without adversely affecting the operational efficiency of the Transport Department.
- (ii) To review and refix norms of output to achieve higher productivity.
- (iii) To review the inventory buildup and its optimum utilisation.
- (iv) To suggest measures for cutting down unnecessary POL expenditure.
- (v) To suggest measures for strengthening the workshops so as to avoid repair of vehicles from outside agencies.
- (vi) To suggest measures to achieve higher cost efficiency.
- (vii) To study and recommend improvements in any other area which may lead to increase financial efficiency and better utilization of financial resources.

Yours faithfully,

Sd/-

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

A copy is forwarded to the Private Secretaries to the (i) Finance Minister (ii) Cooperation and Planning Minister (iii) Transport for information of the (i) Finance Minister (ii) Cooperation and Planning Minister and (iii) Transport Minister.

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

To

The Private Secretaries to (i) Finance Minister (ii) Cooperation and Planning Minister and (iii) Transport Minister.

U.O. No. 5/16/31-1B&C

Dated the 22nd June, 1981

A copy is forwarded to the (i) Chief Secretary to Government Haryana (ii) Financial Commissioner and Principal Secretary to the Chief Minister (iii) Commissioner & Secretary to Government Haryana, Transport Department (iv) and Commissioner & Secretary to Govt. Haryana, Planning Department for information and necessary action.

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

To

- (i) Chief Secretary to Government, Haryana.
- (ii) Financial Commissioner and Principal Secretary to the Chief Minister.
- (iii) Commissioner & Secretary to Government Haryana, Transport Department and
- (iv) Commissioner & Secretary to Govt. Haryana, Planning Department.

U.O. No. 5/16/81-1B&C,

Dated the 22nd June, 1981.

<p><i>These instructions have become obsolete.</i></p>

No. 4/3(5)/81-2FR-I

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 23rd June, 1981

Subject : Sanction of advances/withdrawals from Provident Fund Revised procedure regarding.

Sir,

I am directed to invite a reference to the Finance Department circular letter No. 2147-2FR-I-77/271558, dated the 13th September, 1977 on the subject noted above and to say that the Accountant General, Haryana has pointed out that while sanctioning refundable advance/Non-refundable withdrawals the sanctioning authorities take into account only the closing balance of the last G.P.Fund account statement received from his office and the amount of subscription subsequently deducted from pay of the subscriber and the Advances/withdrawals made after receipt of the latest G.P.Fund account statement are not taken into account. This sometimes results into minus balance in the subscriber's account. It has also come to the notice of the Finance Department that while applying for refundable advance/Non-refundable withdrawal the subscribers generally give incomplete informations. In order to avoid overpayment and to ensure that all the amounts withdrawn by the subscribers are accounted for, it has been decided to revise the four forms prescribed vide circular letter referred to above. Copies of all the four revised forms are enclosed for necessary action.

2. These instructions may please be brought to the notice of all concerned for guidance and strict compliance.

Yours faithfully,

Sd/-

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

Contd...
Encl.

FORM - I**Performa for Application of Refundable Advance from provident Fund**

Department/Office of.....
 Application for advance from.....
 (Here enter the name of the Fund i.e.
 G.P.Fund, or C.P. Fund)

1. Name of the Subscriber.
2. Designation
3. Account Number (With Departmental suffix)
4. Pay _____ Special Pay, etc. _____ Total Rs. _____
5. (i) Date of joining service
 (ii) Date of superannuation.
6. Balance at credit of the subscriber on the date of application as below:-

(i)	Closing balance as per latest P.F. Statement for the year.....	Rs.
(ii)	Regular monthly subscription plus lump sum subscription, if any after the date of statement mentioned at 6 (i) above.	Rs.
(iii)	Refunds of advance(s) after the date of P.F. statement mentioned at 6(i) above.	Rs.
(iv)	The detail of refundable and non-refundable advance(s) taken after the date of P.F. statement mentioned at 6(i) above.	Rs.
(v)	Net balance at credit (Total of 6 (i), (ii) & (iii) minus 6 (iv).	Rs.

7. Amount of advance required.
 Rs.
- 8 (a) Purpose for which the advance is required.
 (b) Rule under which the advance is required.
9. Whether twelve complete months have passed since the repayment of the previous refundable advance(s).
10. If the reply to item 9 above is negative then give the following information:
 - (i) Month(s) in which the previous advance(s) was/were drawn.
 - (ii) Purpose(s) for which the previous advance(s) was/were taken.
 - (iii) Amount of previous advance(s)
 - (iv) No. of instalments in which the advance(s) was/were repayable.
 - (v) Balance now to be repaid and the month(s) in which finally to be repaid.
11. Full particulars of the pecuniary circumstances of the subscriber, justifying the application for the advance.

I hereby certify that the person for whose ceremony/education, the advance has been applied for is wholly and solely dependent upon me.

Date:

Signature of the applicant
Name (In Capital Letter)
Designation
Branch

Note : The entries at Sr. No. 5 and 6 (ii) to (v) should be verified by the Head of Department/Office.

FORM - II
Proforma for Sanction of Refundable Advance from Provident Fund
ORDER

Sanction of the Governor of Haryana is hereby accorded under ruleof the Pb. CSR Vol., II for the grant of an advance of Rs. (Rs.) to Shri/Smt./Kumari..... from his/her G.P.F./C.P.F. account Noto enable him/ her to defray expenses on.....

2. The advance will be recovered inmonthly instalments of Rs. each, commencing from the salary for the month of.....payable in.....

3. His/Her basic pay plus Dearness pay is Rs.

4. The balance at the credit of Shri/Smt./Kumari.....as on.....is detailed below :-

(i)	Balance as per account slip for the year.....	Rs.
(ii)	Subsequent deposits and refunds of advance at the rate of P.M. from..... to.....	Rs.
(iii)	Total of cols. (i) & (ii)	Rs.
(iv)	The details of refundable advance(s) and non-refundable withdrawal sanctioned to the subscriber after the date of annual statement mentioned at Col. 4 (i) above.	
(v)	Balance as on date of sanction (Col. 4 (iii) minus 4 (iv).	Rs.

5. Shri/Smt./Kumari was last sanctioned/not sanctioned any part final withdrawal/temporary advance of Rs. Vide No..... dated by this office after the financial year to which the last account statement issued by the Accountant General pertains.

or

Shri/Smt./Kumariis under stood (as stated by him/ her) to have been last sanctioned/to have not been sanctioned any part final withdrawal/temporary advance of Rs.by..... (sanctioning authority) after the financial year.....to which the last account statement issued by the Accountant General Haryana pertains. (Delete the portion which is not applicable).

6. This issues with the concurrence of the Finance Department conveyed vide their U.O. Nodated.....

7. Delete, if not applicable.

Sanctioning Authority

FORM - III

Proforma for Application of Non-Refundable withdrawal from provident Fund

Department/Office of.....
 Application for advance from.....
 (Here enter the name of the
 Fund i.e. G.P.Fund, or C.P. Fund)

1. Name of the Subscriber.
2. Designation
3. Account Number (With Departmental suffix)
4. Pay _____ Special Pay, etc. _____ Total Rs. _____
5. (i) Date of joining service
 (ii) Date of superannuation.
6. Balance at credit of the subscriber on the, date of application as below :-

(i)	Closing balance as per latest P.F. Statement for the year.....	Rs.
(ii)	Regular monthly subscription plus lump sum subscription, if any after the date of statement mentioned at 6 (i) above.	Rs.
(iii)	Refunds of advance(s) after the date of P.F. statement mentioned at 6(i) above.	Rs.
(iv)	The detail of refundable and non-refundable advance(s) taken after the date of P.F. statement mentioned at 6 (i) above.	Rs.
(v)	Net balance at credit (Total of 6 (i), (ii) & (iii) minus 6 (iv).	Rs.

7. Amount of withdrawal required.
8. (a) Purpose for which the withdrawal is required.
 (b) Rule under which the withdrawal is required.
9. Whether any withdrawal was taken for the same purpose earlier, if so, indicate the amount and the date.

 (All withdrawals taken in connection of residential plot and House i.e. Purchase of Plot, Purchase of House, construction, addition and alteration, repairs of House and re-payment of loans taken for these purposes should be treated as same purpose).
10. Additional information if any required to be given and not covered in item No. 1 to 9 (e.g. details/title of property).

Signature of the applicant
 Name (in capital letter) Designation
 Branch

Note : The entries at Sr. No. 5 and 6 (ii) to (v) should be verified by the Head of Department/Office.

FORM - IV**Proforma for Sanction Non-Refundable withdrawals from Provident Fund****ORDER**

Sanction of the Governor of Haryana is hereby accorded under rule..... of the Pb. C.S.R. Vol. withdrawal by Shri/Smt./Kumari(here enter the designation) of a sum of Rs. (Rs.) from his/her G.P.Fund/C.P.Fund Accounts No. to enable him/her to meet expenditure.....

2. The amount of withdrawal does not exceed 12 months' pay of Shri/Smt./Kumarior..... percent of the amount of his/her credit in the G.P.Fund/C.P. Fund account, whichever is less/Ninety percent of the amount of the credit of Shri/Smt./Kumari.....in the G.P.Fund/C.P.Fund account. His/her basic pay is Rs.

3. It is certified that Shri/Smt./Kumari.....has completed ten/twenty years of his/her Govt. service onor is within ten years of his/her retirement on superannuation.

4. It is also certified that the total amount drawn from all Govt. sources by Shri/Smt./Kumarifor purchase of Plot/House building purposes does not exceed Rs. 125000/- or his/her 144 Months pay whichever is less.

5. The balance at the credit of Shri/Smt./Kumari.....as on is detailed below :-

(i)	Balance as per account slip for the year.....	Rs.
(ii)	Subsequent deposits and refunds of advance at the rate of P.M. from..... to.....	Rs.
(iii)	Total of cols. (i) & (ii)	Rs.
(iv)	The details of refundable advance(s) and non-refundable withdrawal sanctioned to the subscriber after the date of annual account statement mentioned at Col. 5 (i) above.	
(v)	Balance as on date of sanction (Col. 5 (iii) minus 5 (iv).	Rs.

6. Shri/Smt./Kumari was last sanctioned/not sanctioned any part final withdrawal/temporary advance of Rs.Vide No dated by this office after the financial year to which or the last account statement issued by the Accountant General, Haryana pertains.

Or

Shri/Smt./Kumariis under stood (as stated by him/her). to have been last sanctioned part final withdrawal/temporary advance to have been last sanctioned any part final withdrawal/temporary advance of Rs.by..... (sanctioning authority) after the financial year.....to which the last account statement issued by the Accountant General Haryana pertains.

(Delete the portion which is not applicable)

7. This issue with the concurrence of the Finance Department conveyed vide their U.O. Nodated.....(delete, if not applicable).

Sanctioning Authority

1. Copy forwarded to all conversed.

2. Shri/Smt./Kumari.....His/Her attention is drawn to the provision of rule of G.P.Fund/C.P. 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 utilised for the purpose for which it was withdrawn. A certificate to the effect that the withdrawal sanctioned above has been utilised for the purpose of which it has been sanctioned may, therefore, please be furnished within months of the drawal of the money.

Sanctioning Authority

These instructions have become obsolete.

No. 3/42/1PR(FD)-80

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 24th June, 1981

Subject : Fixation of pay of Civil and Military Pensioners under the revised scale of pay.

I am directed to invite a reference to para 2(2) (f) of Haryana Civil Services (Revised Scales of Pay) Rules, 1980, published with Government Notification No. G.S.R20/Const./Art.309/80, dated 29th February, 1980 wherein it has been laid down that these rules do not apply to the re-employed Government employees. A doubt has been raised as to the manner in which the pay of re-employed Government Civil and Military pensioners is to be fixed under the revised scales of pay.

2. I am to clarify that those who have been under the pre-revised scales of pay will not get the benefit of pay revision under the Haryana Civil Services (Revised scales of Pay Rules, 1980. However, in case of those Civil & Military pensioners who are re-employed under the revised scales of pay, their pay will be fixed under the rules applicable to such employees under the pre-revised scales of pay. In other words, the pay of Civil pensioners on their re-employment will be in accordance with rule 7.18 of Punjab Civil Services Rules, Volume II, while the pay of Military Pensioners on re-employment will be fixed in accordance with below rule 7.20 of Punjab Civil Services Vol. II read with instructions contained in Finance Department letter No. 1/1(14)/78-2FR-II, dated 4th October, 1978.

3. Receipt of this letter may be acknowledged.

Yours faithfully,

Sd/-

(N.K. GARG)

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

No. 3/42/1PR(FD) 80,

Dated, Chandigarh the 24th June, 1981

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

Sd/-

(N.K. GARG)

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

A copy is forwarded to (1) All Financial Commissioner and (2) Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-
(RAM PARKASH KAPUR)
Under Secretary Finance (B)
for Secretary to Government, Haryana,
Finance Department.

To

All Financial Commissioner, Haryana; and
All Administrative Secretaries to Government, Haryana.

U.O. No. 3/42/1PR(FD)-80

Dated, Chandigarh, the 24th June, 1981

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

Sd/-
(RAM PARKASH KAPUR)
Under Secretary Finance (B)
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 3/42/1PR(FD)-80

Dated, Chandigarh, the 24th June, 1981.

<p><i>These instructions have become obsolete.</i></p>

No. 1/2/81-1-B&C

From

The Secretary to Government, Haryana,
Finance Department.

To

All Heads of the Departments,
Commissioners Ambala and Hisar Divisions and
All the Deputy Commissioners in Haryana,
The Registrar, Punjab and Haryana High Court and
All the District and Session Judges, Haryana.

Dated, Chandigarh, the 2nd July, 1981

Subject : Preparation of Budget Estimates for the year 1982-83 - Instructions regarding.

Sir,

I am to invite your attention to the detailed instructions issued with the Finance Department circular letter No. 1/2/80-1B&C dated 22nd July, 1980 (copy enclosed) providing guidelines for the preparation of Budget Estimates 1981-82. The guidelines provided for the preparation of budget estimates in this circular letter of the Finance Department may be kept in view while preparing estimates of income and expenditure of your department for the year 1982-83. I would, however, bring to your notice that despite the fact that there are standing instructions that information in BM Form 10 referred in Paragraph 3.6(a) and 5.6 of the Budget Manual should also be supplied alongwith the Budget Estimates to enable the Finance Department to assess, the normal increase in salaries on account of annual increment, etc., the Departments, are not forwarding the same. This information is very essential for the FD for making the estimates of annual expenditure as realistic as possible. I am, therefore, to request you to kindly ensure that various budget returns are sent strictly on the specified B.M. Forms and information in B.M. Form 10 (Annexure III Copy enclosed) should invariably accompanying your budget proposals. If your budget proposals are not sent on the prescribed forms, these will not be entertained and FD will be constrained to limit your budget requirement to the budget grant sanctioned for the current financial year this may therefore, be brought to the specific notice of all concerned for necessary action and strict compliance.

2. Budget calendar for the preparation of budget estimates for the financial year 1982-83 is enclosed (Annexure I). I am to emphasise that the schedule of dates given in this calendar should be strictly adhered to. Normally, proposals of expenditure received after specified dates would not be entertained by the Finance Department except in special cases under the orders of the Minister-in-charge and Finance Minister.

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

Yours faithfully,

Sd/-

(T. K. Banerji)
Secretary to Government, Haryana,
Finance Department.

No. 1/2/81-1B &C

Dated the 2nd July, 1981 .

A copy, with a copy of its enclosures, is forwarded to the Accountant General Haryana, for information and with the request that :-

- (i) He may kindly advise the Finance Department about the estimates of the heads of account, with which he is concerned by the dates indicated in the calendar, and
- (ii) He may ensure up to date reconciliation of expenditure with department, to enable the letter to frame their revised estimates 1981-82 realistically.

Sd/-

(C. L. Bhaskar)

Under Secretary,

for Secretary to Government, Haryana,
Finance Department.

No. 1/2/81-1B&C

Dated the 2nd July, 1981

A copy with a copy of its enclosures, is forwarded to the Chief Accounting Officer, High Commissioner of India, India House, Aldwych, London WC-2 B' 4N for information.

Sd/-

(C. L. Bhaskar)

Under Secretary,

for Secretary to Government, Haryana,
Finance Department.

A copy with a copy of its enclosures, is forwarded to all the Administrative Secretaries to Govt., Haryana for information.

2. They may kindly ensure that Heads of Departments under their administrative control submit the budget returns by the dates prescribed in the schedule (Annexure I).

Sd/-

(C. L. Bhaskar)

Under Secretary,

for Secretary to Government, Haryana,
Finance Department.

To

All Administrative Secretaries to, Govt. of Haryana.

No. 1/2/81-1B&C

Dated the 2nd July, 1981

A copy with a copy of the enclosures, is forwarded to, all Branch Office Superintendent Dy. Superintendent in Finance Department for information.

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 Administrative Secretaries by the Branch Office concerned.
3. It may be ensured that the revised administrative approval/financial sanction in respect of Plan Schemes, where necessary, as the basis of the allocations communicated by

the Planning Department after discussion with the Planning commission are issued prior to the inclusion of allocation in the Budget Estimates 1982-83.

4. The staff statement on the proforma Prescribed may be asked for from the concerned departments and may be scrutinized in the branches and sent to Budget & Committee Branch duly authenticated for further necessary action 1.1 .1982 by positively.

Sd/-

(C. L. Bhaskar)

Under Secretary, Finance (Budget)
for Secretary to Government, Haryana,
Finance Department.

To

All Branch Officers/Superintendents
Dy. Supdts. in Finance Department.

No. 1/2/81-1B&C

Dated the 2nd July, 1981.

FORM B.M. 10

Nominal Roll referred to in paragraph 3.6 (a) and 5.6

Department

Statement of details of provision proposed for pay of establishment for the year 1982-83.

1	2	3			4	5			6	7
Name and Designation	Reference page of Estimate form	Sanctioned Pay of Posts			Amount of provision for the year at the rate in column 3(c)	Increment falling due within the year			Total provision for the year i.e. total of Column 4 & 5(c)	Remarks
		(a) Minimum	(b) Maximum	(c) Actual Pay of the Govt. servant due in 1st April next year		(a) Date of increment	(b) Rate of increment	(c) Amount of increment for the year		

- Notes :**
- (1) 'Voted' 'and' 'Charged' items should be separately shown.
 - (2) In case of temporary establishments authority under which they are entertained should be quoted.
 - (3) Numbers and amount should agree with the entries in the estimate from 1981.

Dated :

ANNEXURE - III

Major and Minor heads under which Minor heads “Special Component Plan for Sch. Cases” will be opened.

	Revenue/Accounts Major head/Sub-major head	Minor heads
1	2	3
277	A. Primary (2) Education (1)	Government Primary Schools Minimum Needs Programme Other expenditure (3)
	B. Secondary Education (2)	Scholarships Text Books (4) Other expenditure
	C. Special Education (S)	Adult Education Scholarships
	D. Pre-University Education (8)	Other expenditure
	E. University and other Higher Education	Scholarships Other expenditure
	F. Technical Education	Scholarships Training Other expenditure
	H. General (14)	Training Scholarships Other expenditure
278	Art and Culture(I)	Fine Arts Education (2) Public Libraries (5) Other expenditure
279	Scientific service and Research. G. Assistance for other Scientific	Assistance to Council of Scientific and Industries Research. Assistance to other scientific bodies Other Scheme (5)
280	Medical A. Allopathic	Medical Relief (1) Education (2) Training Other expenditure
281	Family Welfare	Maternity and Child health (2)
282	Public Health Sanitation and Water Supply. A. Public Health and Sanitation.	Training Health education and publicity Sanitation Services. Minimum Needs Programme.
	B. Sewerage and Water Supply	Training

	<u>Revenue/Accounts</u> Major head/Sub-major head	Minor heads
		Other expenditure Sewerage schemes (5) Urban Water Supply Programme (5) Rural Water Supply Programme (5) Minimum Needs Programme.
283	Housing (1) A. General.	(2) Minimum Needs Programme Other Expenditure.
	B. Housing Schemes	Each class of scheme will be assigned a minor head.
284	Urban Development (1) A. General.	Minimum needs Programme Other expenditure.
285	Information and Publicity	Field publicity Community Radio and Television Other expenditure
286	Broadcasting (1) A. All India Radio	Other expenditure(1) Other expenditure(2)
287	Labour and Employment A. Labour(1)	General Labour Welfare (3) Education (7) Other expenditure
	B. Employment and Training	Training of craftsmen and supervisors (8)
288	Social Security and Welfare D. Social Welfare (6)	Other expenditure Pre-Vocational training. Family and child welfare. Minimum Needs Programme. Other expenditure
	E. Other Social Security and Welfare Programme	Other expenditure(8)
298	Co-operation (1)	Education, research and Training Information and Publicity. Credit Co-operatives. Housing Co-operatives. Labour Co-operatives. Farming Co-operatives. Warehousing and Marketing Co-operatives. Dairy Co-operatives. Fishermen's Co-operatives. Industries Co-operatives (2) Other Co-operatives.
299	Special and Backward Areas. A. Hill Areas	Public Works Education Medical Public Health

	<u>Revenue/Accounts</u> Major head/Sub-major head	Minor heads
		Information and Publicity Co-operation Agriculture Animal Husbandry Community Development Industries Other expenditure
305	Agriculture	Land Reforms (1) Consolidation of holdings(2) Multiplication and Distributions of Seeds (3) Agricultural Forms (4) Manures and Fertilisers High Yielding varieties programme Plant Protection Commercial Crops (5) Schemes for small and marginal farmers and Agricultural labour Drought Prone Areas programme Extension and farmers' Training (6) Agricultural Education (7) Agricultural Engineering (8) Agricultural Research (9) Assistance to Indian Councils of Agricultural Research. Agricultural Economics and Statistics. Storage and Warehousing (10) Horticulture (12) Other Expenditure.
306	Minor Irrigation	Investigation and Development ground water resources. Construction and Deepening of Wells and tanks. Tubewells Other Minor Irrigation Works Other expenditure
307	Soil and water conservation	Education and Training Soil Conservation schemes (I) Other expenditure
308	Area Development (1)	Ayacut Development Dry land development Development of hill areas Development of desert areas
310	Animal Husbandry	Veterinary education and training Veterinary services and Animal health (1) Cattle development (2) Poultry development Sheep and wool development

	<u>Revenue/Accounts</u> Major head/Sub-major head	Minor heads
		Piggery development Other livestock development Fodder and feed development Other expenditure.
311	Dairy Development (1)	Dairy development Education and training Assistance to Indian Council of Agricultural Research Each Milk Supply schemes is to be treated as a minor head (2)
312	Fisheries	Research Education and training Inland fisheries Off-shore fisheries Deep sea fisheries (1) Processing, Preservation and Marketing Mechanisation and improvement of fishing crafts Other expenditure (2)
313	Forest	Education and training Forest conservation and development Plantation Schemes (1) Farm forestry (2) Forest produce Nurseries Assistance to Indian Council of Agricultural Research
314	Community Development B. Community Development Programmes (3)	Education Agriculture Minor Irrigation Animal Husbandry Health and Sanitation Nutrition Industries Housing Roads Multipurpose Programmes Buildings Other expenditure
	C. Rural Works Programme (4)	Water Supply and Sanitation Agriculture. Minor Irrigation Roads. Buildings. Other expenditure.
320	Industries (1) A. General	Industrial Education, Research and Training. Other expenditure.

	<u>Revenue/Accounts</u> Major head/Sub-major head	Minor heads
321	Village and Small Industries (I)	Industrial Estate (2) Small Scale Industries Handloom Industries Handicraft Industries Khadi Industries Cair Industries Sericulture Industries. Other village Industries Other expenditure
334	Power Projects. A. Hydro-Electric Schemes	Each hydro-electric scheme will appear as a minor head (1)
	B. Thermo-Electric Schemes	Each thermo-electric power scheme will appear as a minor head (2)
	D. Diesel Schemes	Each diesel power scheme will appear as a minor head (3)
	F. Genera	Minimum Needs Programme
337	Road and Bridges	District and Other Roads (2) Minimum Needs Programme Other expenditure.

CAPITAL ACCOUNTS

Major & Minor heads under which Minor heads "Special Component Plan for the benefit of Scheduled Castes" will be opened.

Major Heads		
477	Capital outlay on Education, Art and Culture.	Primary education (1) Other expenditure (1) (2)
480	Capital Outlay on Medical A. Allopathy	Medical relief Other expenditure
481	Capital outlay on Family Welfare	Welfare Centre (1)
482	Capital Outlay on Public Health, Sanitation and Water Supply	Public health and sanitation Programmes (1) Sewerage schemes (1) Urban water supply Programmes (1) Rural water supply Programmes (1) Other Programmes (1)
483	Capital Outlay on Housings (4) B. Other Housing schemes (2)	Public health and sanitation Programmes (1) Sewerage schemes (1) Urban water supply Programmes (1) Rural water supply Programmes (1) Other Programmes
484	Capital Outlay on Urban Development A. General (1)	Other expenditure (2)

Major Heads		
488	Capital Outlay on Social Security and Welfare B. Other social security and welfare programmes	Social security and welfare Other expenditure
498	Capital Outlay on Co-operation	Credit co-operatives Housing co-operatives Labour co-operatives Farming co-operatives Warehousing and Marketing co-operatives Dairy co-operatives Fishermen's co-operatives Industrial co-operatives Other co-operatives.
499	Capital Outlay on Special and Backward areas (1)	Minor heads will correspond to various functional major heads
505	Capital Outlay on Agriculture (1)	Seeds (2) Agricultural Farms (3) Manures and fertilizers Plant Protection Commercial Crops Agricultural education Agricultural engineering Agricultural research Storage and warehousing Horticulture Other expenditure
506	Capital Outlay on Minor Irrigation, Soil conservation and Area Development	Minor Irrigation Soil conservation schemes Areas Development Programmes (1)
510	Capital Outlay on Animal Husbandry (1)	Veterinary education and training Veterinary Services and animal health Cattle development Sheep and wool development Other expenditure
512	Capital Outlay on Fisheries (1)	Inland fisheries Marine fisheries Processing, preservation and marketing Mechanisation of fishing crafts Other expenditure
513	Capital outlay on Forests (1)	Forest conservation and development t2) Plantations Other expenditure.
514	Capital Outlay on Community Development	Community Development Rural Works programme
521	Capital Outlay on Village and Small Industries (1)	Handloom Industries Small Scale Industries

Major Heads		
		Handicraft Industries Khadi Industries Coir Industries Sericulture Industries Other Village Industries Other expenditure
537	Capital Outlay on Roads and Bridges (1)	District and other roads Other expenditure

LOANS & ADVANCES

Major & Minor heads under which Minor heads "Special Component Plan for the benefit of Scheduled Castes" will be opened.

Major Heads		
677	Loans for Education. Art and Culture	Primary Education Other Educational Loans (1)
680	Loans for Medical	Medical education
682	Loans for Public Health. Sanitation and Water Supply	Public Health and Sanitation programme Sewerage Schemes Urban Water Supply Programmes Rural Water Supply Programmes Other loans for public health's purposes
683	Loans for Housing	Loans to Housing Boards, Corporations etc. (1) Each class of Housing Scheme will be assigned a minor head (2)
634	Loans for Urban Development	Urban Development (1)
688		Social Welfare Other Social Security and Welfare Programmes
695	Loan for other Social and Community services	Labour Employment Other loans
698	Loans for Cooperation	Credit co-operative. Housing co-operatives Labour co-operative Farming co-operative Warehousing and Marketing co-operatives Dairy co-operatives Fishermen's co-operatives Industrial co-operatives Other co-operatives
699	Loans for Special and Backward Areas (1) A. Hill Areas	Minor heads will correspond to various functional major heads
705	Loans for Agriculture	Seeds Agricultural farms

Major Heads		
		Manures and fertilizers High yielding variety Programmes Plant protection Commercial crops Schemes for small and marginal farmers and agriculture labour Agricultural education Agricultural engineering Agricultural research Storage & Warehousing Horticulture Other agricultural loans (1)
706	Loans for Minor Irrigation, Soil Conservation and Area Development (1)	Minor Irrigation Soil conservation Schemes Area Development Programmes
710	Loans for Animal Husbandry	Veterinary education and training Cattle development Poultry development Sheep and Wool development Piggery development Other live-stock development Other loans
712	Loans for fisheries	Processing preservation and marketing Mechanisation of fishing Crafts Other loans
713	Loans for Forest	Education, training and research forest conservation and development
714	Loans for Community Development	Community Development Rural works programme
721	Loans for village and Small Industries	Small Scale Industries Handloom Industries Handicraft Industries Khadi Industries Agriculture Industries Other Village Industries
734	Loans for Power Projects (1)	Other loans to Electricity Boards
737	Loans for Roads and Bridges	District and Other Roads

No. 1/211/2PR(FD)-80

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 3rd July, 1981

Subject : Revision of pay scales.

Sir,

I am directed to invite a reference to Haryana Government Notification No. GSR/80/Const/Art 309/80, dated the 29th Feb 1980 and No. GSR/80/Const/Art 309/Amd (1)/80 dated the 21st July, 1980 with which the pay scales of State Government Employees were revised w.e.f. 01.04.1979 and to say that certain anomalies in the revised pay scales were pointed out to the Finance Department. Besides this, there were some posts whose revised pay scales had not been included in the Notifications referred to above. The matter has been considered again in the Finance Department and after careful consideration; it has been decided to revise/further revise the pay scales of some categories of employees as detailed in the Annexure.

2. The pay of the employees whose pay scales have been revised w.e.f. 01.04.1979 will be fixed in accordance with Rule 6 of Haryana Civil Services (Revised Scales of Pay) Rules, 1980, whereas the pay of the employees whose pay scales have been further revised w.e.f. 01.02.1981 will be fixed in accordance with the normal rules as laid down in Punjab Civil Services Rules, Volume-I, Part-I.

3. Necessary amendment in the Notification already issued in respect of the pay scales revised w.e.f. 01.04.1979, will be issued in due course .

4. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(N .K. GARG)

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

No. 1/211/2PR (FD)-80

Dated, Chandigarh, the 3rd July, 1981

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for Information.

Sd/-

(N .K. GARG)

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

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

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

To

All Financial Commissioners, Haryana;
All Administrative Secretaries to Government of Haryana.

U.O. No. 1/211/2PR (FD)-80

Dated, Chandigarh, the 3rd July, 1981

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

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

To

The Principal Secretary/Secretaries/Private Secretaries to
Chief Minister/Ministers/Ministers of State/Deputy Ministers/
Chief Parliamentary Secretary and Parliamentary Secretary.

U.O. No. 1/211/2PR (FD) -80,

Dated, Chandigarh, 3rd July, 1981.

ANNEXURE 'A'

Name of the Department	Name of the Post	Pre-revised scale of pay	Revised scale of pay w.e.f. 01.04.1979	Revised/further revised scale of pay	Date of effect
1	2	3	4	5	6
Animal Husbandry	1. Assistant Director other equivalent posts and S.D.O. Animal Husbandry	400-100	900-1700	1000-1800	01.02.1981
	2. Director	1500-2000	2000-2500	2150-2500	01.02.1981
Ayurveda	Vaid/Hakim	350-600	700-1250	700-1400 (with two advance increments for B.A.M.S/G.A.M.S. Degree holders)	01.02.1981
Haryana Civil Secretariat	1. Upper Division Clerk	140-300	480-760	525-1050	01.02.1981
	2. Librarian	400-800	700-1400	1000-1500 + Rs. 100/- (special pay)	01.04.1979
	3. Drivers of Ministers Car Section	120-250 + Rs. 90/- special pay	420-700 (T.S) 525-900 (S.G)+ Rs. 100/- special pay	The special pay of Rs. 100/- a ready granted under the revised pay scale enhanced to Rs. 150/- per month.	01.02.1981
Co-operation	1. Inspector (Audit)	160-400 (TS) 350-450 (SG)	480-760 (TS) 525-900 (SG)	525-1050	01.02.1981
	2. Sr. Auditor (Non S.A.S)	225-500	525-1050	525-1050 + Rs. 30 special pay	01.02.1981
Daily Development	1. Milk Commissioner	1500-2000	2000-2500	2150-2500	01.02.1981
	2. Officer In charge training	600-1300	1000-1800	1200-1860	01.02.1981
	3. Asstt. Director Animal Production/ Distt. Dairy Officer	400-1100	-	900-1700 1000-1800	01.04.1979 01-04-1981
	4. Asstt. Dairy Chemist/Asstt. Dairy Bacteriologist	225-500	525-1050	600-1100	01.02.1981
	5. Customer Supervisor	160-400	-	525-1050 (TS) 600-1100 (SG)	01.04.1979
Education	1. Junior Specialist/ Asstt. Project Officer	300-600 400-800	-	700-1250 (TS) 800-1600 (SG)	01.04.1979
	2. B.Sc./B.T/B.Ed./	220-400	-	525-1050 (TS)	01.04.1979

Name of the Department	Name of the Post	Pre-revised scale of pay	Revised scale of pay w.e.f. 01.04.1979	Revised/further revised scale of pay	Date of effect
	B.Sc. Home Science B.Com/ B.T. & B.Sc. (Agri.) Master/ Mistress	(85%) 400-500 (15%)		(with a start of Rs. 585/-) 700-1150 (S.G)	
	3. Untrained Master/Mistress	200/- (Fixed) p.m.	-	550/- (Fixed)	01.04.1979
	4. Technical Instructor	225-500	-	525-1050	01.04.1979
	5. Tabla Player	90-140	-	400-600	01.04.1979
	6. Proof Reader	150-300	-	420-700	01.04.1979
	7. Artist	300-600	-	600-1100	01.04.1979
	8. Film Librarian	300-600	-	600-1100	01.04.1979
	9. Technical Assistant Class-III	225-500	-	525-1050	01.04.1979
	10. Agriculture Vigyan Mandir Officer	225-500	-	600-1100	01.04.1979
	11. Librarian Attendant in colleges	70-95 (for under Matric) 90-140 (for Matric)	-	300-430 (for Under Matric) 400-600 (for Matric)	01.04.1979
	12. Gasman/ Mechanic	100-160	-	400-600	01.04.1979
	13. Gasman	90-140	-	350-500	01.04.1979
	14. Animal Collector	70-95	-	300-430	01.04.1979
	15. Sr. Laboratory Asstt.	110-225	-	400-660	01.04.1979
	16. Untrained teachers(JBT & C&V)	Rs. 100/- fixed	-	Rs. 400/- fixed	01.04.1979
	17. Untrained Visharad/ Shastri/Sanskrit Teacher	Rs. 150/- Fixed	-	Rs. 500/- Fixed	01.04.1979
	18. Shastri/B.A with Sanskrit as elective subject (untrained Sanskrit Teacher)	Rs. 200/- Fixed	-	Rs. 550/- Fixed	01.04.1979
	19. State Survey Officer	700-1200+ Rs. 100/- Special pay	-	1200-1860 + Rs. 100 S.P.	01.04.1979

Name of the Department	Name of the Post	Pre-revised scale of pay	Revised scale of pay w.e.f. 01.04.1979	Revised/further revised scale of pay	Date of effect
	20. Asstt. Stat Survey Officer/ Asstt. Director Adult Education	700-1100+ Rs. 50/- special pay	-	1200-1700 + Rs. 100/- Special Pay	01.04.1979
	21. Programme Script Writer	700-1100	-	1200-1700	01.04.1979
	22. Officer Incharge Central Kitchen and Regional Godown	300-600	-	700-1250	01.04.1979
	23. Editor	300-500	600-1100	700-1150	01.02.1981
Employment	Statistical Asstt.	225-500	525-1050	525-1050 with a start of Rs. 700/- for M.A/M.Sc. 1st Division	01.04.1979
Food and Supplies	Picker	90-140	350-500	400-660	01.02.1981
	Junior Analyst	130-225 120-250	400-660	400-660 (T.S) 480-760 (S.G)	01.02.1981
	Head Analyst	160-400	525-900 (T.S) 600-1160 (S.G.)	525-1050 (T.S) 600-1100 (S.G)	01.02.1981
Financial Commissioner's Office	Asstt. Project Officer	300-700	700-1250	(i) 750-1450 (provided the qualifications prescribed for this post are not lower than those for B.D.Os)	01.02.1981
				(ii) 700-1250 (for others)	
	Investigator	300-600	600-1100	(i) 700-1250 (provided their qualifications are the same as those of technical Asstt. In the E.S.A. Organisation) (ii) 600-1100 (for others)	01.04.1979
Industries	Technical Expert	1300-2000	1760-2300	2100-2500 (as a personal to Sh. K. Maniwanan)	01.02.1981

Name of the Department	Name of the Post	Pre-revised scale of pay	Revised scale of pay w.e.f. 01.04.1979	Revised/further revised scale of pay	Date of effect
Health	1. Drug Inspector	300-600	700-1250	700-1250 (T.S) 750-1450 (S.G for 20%)	01.02.1981
	2. Staff Nurse/Male Nurse/Lady Health Visitor	140-250	480-760 (T.S) 525-900 (S.G for 20%)	480-15-600-EB-20-700-30-820/40-900 (T.S) 525-1050 (S.G for 20%)	01.02.1981
	3. Nursing Sister	200-350	525-1050	600-1100	01.02.1981
	4. Public Health Nurse Teaching	225-350	525-1050	600-1100	01.02.1981
	5. Sister Tutor	225-350	525-1050	600-1100	01.02.1981
Legal Remem-brancer	1. Superintendent	500-850	1000-1500	1000-1500 (T.S) + Rs. 100/- S.P Rs. 1600/- Fixed (S.G for 20% posts) + Rs. 100/- (Special Pay)	01.04.1979
	2. Personal Asstt.	350-650	700-1250+ Rs. 75/- S.P.	700-1250+75 S.P. in lieu of higher time scale 750-1450 (S.G for one Senior most P.A. as personal to him) + Rs. 75/- S.P in lieu of higher time scale.	01.04.1979
Land Records	1. Kanungo	140-300	525-900	525-900 (T.S) 525-1050 (S.G for 10%)	01.02.1981
	Patwari/Moharrir	125-250	400-660	400-660 + Rs. 25/- S.P	01.02.1981
Panchayat	Planning Officer	450-800	750-1450	800-1600	01.02.1981
	2. Social Education & Panchayat Officer	220-400 (TS) 350-500 (S.G)	525-1050 (TS) 600-1100 (SG)	525-1050 (TS) 700-1150 (SG)	01.02.1981
Social Welfare	1. Leather Tech., Tailoring Tech., Basketry Tech., Weaving Tech., Machine Emb.Tech. Hand Emb. Technician, Soap Making Technician, Tailoring Instructor	140-300 140-225	480-760 420-700	(i) 525-1050 (for those who possess the same qualifications as in I.T.I. or acquire those qualifications subsequently) (ii) 480-760 (for others)	01.02.1981

Name of the Department	Name of the Post	Pre-revised scale of pay	Revised scale of pay w.e.f. 01.04.1979	Revised/further revised scale of pay	Date of effect
	2. Other Technician	160-400	525-900	525-1050	01.02.1981
	3. Master Cutter	225-500	525-900	600-1100	01.02.1981
	4. Warder	90-140	350-500	400-660	01.02.1981
	5. Head Warder	100-160	350-500+25 Spl. Pay	450-700	01.02.1981
	6. Inspector	200-400	525-900	600-1100	01.02.1981
	7. Music Teacher, Weaving Teacher, Basketry Teacher, Math Teacher, Craft Teacher, Science Teacher, Jr. Braille Teacher, Braille-cum-Typing Instructor, Geography Teacher.	160-400	525-900	525-1050	01.02.1981
	8. Sr. Braille Teacher	225-500	525-1050	600-1100	01.02.1981
	9. Music Teacher	125-250	420-700	525-1050	01.02.1981
	10. Dispenser	140-300	525-900	525-1050	01.02.1981
	11. Child Development Project Officer	300-700	700-1400	Class II with no change in pay scale	01.02.1981
	12. Joint Director	700-1250	1400-2000	1700-2150	01.02.1981
	13. Proof Reader	110-225	-	400-660	01.04.1979
	14. Braille Clerk	110-225	-	400-660+25/- Spl. Pay	01.04.1979
	15. Asstt Braille Librarian	125-300 With a start of Rs. 160/-	420-700	420-700+30/- Spl. Pay	01.04.1979
	16. Programme Officer	350-900	-	800-1600	4-6-79 (date of creation of post)
Sports	Coaches	300-600	700-1250	700-1250 (TS) 750-1450 (S.G for 20% posts)	01.02.1981
Sainik Board	Secretary Zila Sainik Board	700-1250	900-1800	900-1800 (TS) 1400-2000 (SG for 20% posts)	01.02.1981
Printing & Stationary	Asstt. Incharge	160-400+20/- Spl. Pay	525-1050	525-1050+30/- Spl. Pay	01.04.1979

Name of the Department	Name of the Post	Pre-revised scale of pay	Revised scale of pay w.e.f. 01.04.1979	Revised/further revised scale of pay	Date of effect
Prison	1. Mason Master, Carpenter Weaving Master, Dying Master, Leather Master, Tailor Master, Black Smith	140-250	400-660	420-700	01.02.1981
	2. Sub Asstt. Supdt	140-300	480-760	525-900	01.02.1981
	3. Asstt. Supdt. Jail Welfare Officer/ Probation Officer (Including one Sr. Asstt. Supdt.	200-500	600-1100	600-1100 (TS) 700-1250 (SG) for 20% posts) Rs. 25/- Spl. Pay to Sr. Asstt. Supdt. I (w.e.f. 01.04.1979)	01.02.1981
	4. Dy. Supdt. Jail	300-700	700-1250	700-1400	01.02.1981
	5. Distt. Probation Officer	300-700	700-1250	700-1400	01.02.1981
	6. Supdt Jail (Including Chief probation Officer & Principal Jail Training School)	550-1000	800-1600	900-1700	01.02.1981
	7. Addl. I.G./I.G. Prison (Deptt.)	1000-1500	1500-2000	1700-2150	01.02.1981
Transport	1. Dent Beater	140-250	-	420-700	01.04.1979
	2. Mechanic Carbonator Calibration Mechanic Instrument Mech.	152-250	420-700	480-760	01.02.1981
	3. Mechanic-cum-Generator Operator	152-250	-	480-760	01.04.1979
	4. Motor Vehicle	250-500	600-1100	700-150	01.02.1981
	5. Traffic Manager	350-800	750-1450 (T.S.) 800-1600 (SG)	800-1600 (TS) 900-1700 (SG) for 20% posts)	01.02.1981
	6. Works Manager	350-850	750-1450 (TS) 800-1600 (SG) for 2 posts for non Graduate Engineers 900-1700 for Graduate Engineers	800-1600 (TS) 900-1700 (SG) for 2 posts for non Engineering Degree holders	01.02.1981

Name of the Department	Name of the Post	Pre-revised scale of pay	Revised scale of pay w.e.f. 01.04.1979	Revised/further revised scale of pay	Date of effect
	7. Establishment Officer Extra Transport Controller Store Purchase Officer	500-800 500-850 350-900	800-1600	800-1600 for non Engineering Degree holders 900-1700 for Engineering Degree holders	01.02.1981
	8. Service Engineer	350-800	750-1450 for non Graduate Engineers 900-1700 for Graduate Engineers	800-1600 for non Engineering Degree holder 940-2000 for Engineering Degree holder	01.02.1981
Architecture Department	1. Assistant Draftsman	160-400	525-1050	600-1100	01.02.1981
	2. Jr. Draftsman	250-500	600-1100	700-1250	01.02.1981
	3. Sr. Draftsman	350-500	700-1250	750-1450	01.02.1981
	4. Asstt. Architect	400-1100	900-1700	940-2000	01.02.1981
	5. Architect	750-1300	1200-1860	1400-2100	01.02.1981
	6. Sr. Architect	1600-2000	2000-2400	2100-2500	01.02.1981
	7. Chief Architect	2250-2750	2500-2750	No Change	01.02.1981
Town & Country Planning	1. Asstt. Draftsman	160-400	525-1050	600-1100	01.02.1981
	2. Building Inspector	200-450 (TS)	525-1050 (TS)	600-1100 (TS)	01.02.1981
		450-500 (SG)	700-1250 (SG)	700-1250 (SG)	01.02.1981
	3. Junior Draftsman	250-500	600-1100	700-1250 (SG)	01.02.1981
	4. Senior Draftsman	350-550	700-1250	750-1450	01.02.1981
	5. Asstt. Town Planner	400-1100	900-1700	940-2000	01.02.1981
	6. Distt. Town Planner	750-1300 (TS)	1200-1860 (TS)	1400-2100 (TS)	01.02.1981
		1300-1600 (SG)	1700-2150 SG)	2000-2300 (SG)	
	7. Regional Town Planner	1300-1600	1700-2150	2000-2300	01.02.1981
	8. Senior Town Planner	1600-2000	2000-2400	2100-2500	01.02.1981
Chief Electrical Inspector	1. Asstt. Engineer	400-1100	900-1700	940-2000	01.02.1981
	2. Senior Asstt. (Class I)	400-1100	900-1700	940-2000	01.02.1981
	3. Chief Electrical Inspector	1600-2000	2000-2400	2100-2500	01.02.1981
In all Departments	(i) Tracer	110-225+two advance increments	400-660	400-660 (TS) 480-760 (SG for 20% posts)	01.02.1981

Name of the Department	Name of the Post	Pre-revised scale of pay	Revised scale of pay w.e.f. 01.04.1979	Revised/further revised scale of pay	Date of effect
	(ii) Draftsman	160-400	525-1050	600-1100	01.02.1981
	(iii) Head Draftsman	250-500	600-1100	700-1250	01.02.1981
	(iv) Circle Head Draftsman	350-550	700-1250	750-1450	01.02.1981
	(v) All employees in the pre-revised scale of 100-160	100-160	350-500	400-600	01.02.1981
	(vi) Peons	-	300-430	300-430 (TS) 350-500 (SG for 20% posts)	01.02.1981

No. 1/146/3PR(FD)-81

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 6th July, 1981

Subject : Grant of special pays under the revised scales of pay.

Sir,

I am directed to say that the scales of pay of various categories of employees have been revised w.e.f. 1-4-1979 vide Haryana Govt. Notifications noted in the margin. Though some of the posts, which carried special pays in the pre-revised scales of pay, have been included in these notifications, yet there are number of such posts which have not been granted any special pay under the revised scales of pay. The matter has been considered and it has been decided that the special pays attached to the posts (given in the annexure) may be continued without any change, even under the revised scales of pay.

2. As regards new proposals for the grant of special pays, it has been decided that each proposal should be examined by the Department on merits and thereafter referred to the Finance Department with full justification therefore.

MARGIN :

- (i) GSR.80/Const./Art.309/80 dated 29.2.1980.
- (ii) GSR.80/Const./Art.309/Amd.(1)/80 dated 21.7.1980.

Yours faithfully,

Sd/-

(N. K. GARG),

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

No. 1/146/3PR(FD)-81

Dated, Chandigarh, the 6th July, 1981

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

Sd/-

(N. K. GARG),

Joint Secretary, Finance (B),
for Secretary to Government, Haryana,

Finance Department.

Copies are forward to :-

The Financial Commissioner, Haryana;
All Administrative Secretaries to Govt., Haryana, for information.

Sd/-
(Ram Parkash Kapur)
Under Secretary, Finance (R)
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 1/146/3PR(FD)-81,

Dated, Chandigarh, the 6th July, 1981

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

Sd/-
(Ram Parkash Kapur)
Under Secretary, Finance (R)
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 1/146/3PR(FD)-81

Dated, Chandigarh, the 6th July, 1981.

Contd...
Encl.

ANNEXURE

Civil Secretariat	
Gestetner Operator	20/- 15/- (for photostat work)
Clerk	25/- (with 2 posts) 15/- (with 6 posts)
Assistant	50/- (with 1 post) 30/- (with 2 posts) 20/- (with 2 posts)
Naib Tehsildar	40/-
Tehsildar	50/-
Accounts Officer	50/-
Industries	
Assistant/Cashier	15/-
P.W.D. (B&R)	
Naib Tehsildar	15/-
Food & Supplies	
Resident Assistant	25/-
Forest Department	
H.F.S. II	50/- (for holding charge of a Forest Division (6 posts))
Computer	15/-
Education Department	
Craft Instructor	30/- (Special allowance to two Sr. Craft Instructors)
Asstt. Supdt. (160-400 in the field)	30/-
Urban Estate	
Naib Tehsildar	15/-
Town & Country Planning	
Section Officer	30/-
Employment	
Cashier (in the scale of Clerk)	20/-
Inquiry Officer (Vigilance)	
Constable	15/-
Reader-cum-Accountant	30/-
Colonisation	
Naib Tehsildar	15/-

Lotteries	
Constable	15/-
Constable Orderly	15/-
Security Officer	75/-
Treasury & Accounts	
Distt. Treasury	15/-
Asstt. Accounts Officer	30/- (with 2 post for teaching in Accounts Training Institute)
Accounts Officer	50/- (for teaching in Accounts Training Institute)
Raj Bhawan	
Jamadar Peon	15/- (with one post)
Camp Jamadar	30/-
Daftri	10/- (with one post for cash work)
Store Keeper	15/-
Legal Remembrance	
Daftri	20/-
Printing & Stationery	
Photedar	10/-
Financial Commissioner's Office	
Assistant	50/- (with two posts for peshi work)
Excise and Taxation Department	
Excise Inspector	50/- (for one post at Headquarters)
Social Welfare Department	
Clerk	20/- (with one post for doing the additional work of old age pension)
Development Department	
Computer	15/- (for handing cash work)

***These instructions have been Revised vide
No. 2915-2FICW-85, Dated 14.01.1986.***

No. 11/106-2FICW-80/

From

The Secretary to Government, Haryana,
Finance Department.

To

All Heads of Departments,
All Commissioners of Ambala, Gurgaon, Hisar & Rohtak Divisions,
All Deputy Commissioners and
Sub Divisional Officers (C) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All District & Session Judges, in Haryana.

Dated, Chandigarh, the 6th July, 1981

Subject : Recovery of House rent in respect of Government accommodation.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 11/106-2FICW-80, dated 24-10-80 on the subject, with which it was clarified that the house rent is to be recovered from the employees in occupation of Government accommodation at the rate of 10% of pay in the revised pay scale or the standard rent, whichever is less (where the employee is having accommodation of category below than to which he is entitled) and to say that the matter has been considered afresh and it has been decided that the recovery of house rent be made at the following rates :

Pay range in the revised scales of pay		Existing rate	Revised rate
(i)	Up to Rs. 1000/-	10%	5%
(ii)	Above Rs. 1000/- but upto Rs. 2000/-	10%	7½%
(iii)	Exceeding Rs. 2000/-	10%	10%

2. These orders will take effect from 1.4.81 but the recovery of house rent for the period from 1.4.1979 to 31.3.81 will be made at the old rate on the pre-revised scales of pay. The amount of recovery made in excess in terms of these orders, may, however, be adjusted from the recoveries of house rent to be made hereafter.

3. The revised rates, indicated above, will also be applicable for calculation the part of rent to be borne by the employee himself on the revised scale of pay, for getting house rent allowance. Where any house rent allowance has been paid in excess than admissible to an employee because of the revised rate of rent to be borne by him for getting H.R. allowance, that excess payment would not be recovered.

4. These orders may be brought to the notice of all employees working under you.

Yours faithfully,

N.K.GARG,
Joint Secretary to Government,
Haryana, Finance Department.

<p><i>These instructions have become obsolete.</i></p>

No. 1/1(4)-78-2FR-II

From

The Commissioner & Secretary to Government,
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.

Dated, Chandigarh, the 9th July, 1981

Subject : Commutation of pension on retirement on superannuation - Medical examination not necessary.

Sir,

I am directed to invite a reference to Finance Department Circular letter No. 11/1PR(FD)-81, dated the 19th March, 1981, vide which a liberalised pension formula has been adopted by the Haryana Govt. on the recommendations of the Haryana Pay Commission. This liberalised formula was made applicable to Govt. employees who retired from service on or after 1-4-1979. A number of Govt. employees who were made eligible to enhanced pensionary benefits under this formula were authorised pension on the old rates which were applicable before 1-4-1979 because the liberalized formula was issued after their retirement. Some of these Govt. employees had commuted a portion of their pre revised pensions without medical examination in accordance with the instructions contained in Finance Department Circular letter No. 1/1(4)-78-2FR-II dated 3-3-1978 and of even number dated 8-2-1979. Clarifications have now been sought whether the above category of Govt. employees would be allowed to commute subject to the maximum limit of one-third, the difference between the amount of revised pension and the amount of pre-revised pension, without medical examination.

2. In this connection your attention is invited to note 1 of rule 11.11 of Punjab Civil Services, Volume II, which inter alia provides that the applicant who has clearly indicated his intention to commute the maximum amount of his pension or expressed the amount proposed to be commuted as a fraction or percentage of the full and final pension, within the maximum permissible limit, and is allowed to commute such fraction or percentage of the anticipatory or the provisional pension sanctioned to him on the earlier occasion, shall neither be required to apply afresh nor to produce a fresh certificate of medical examination for commutation of the difference between the fraction or percentage of the final pension and the anticipatory or provisional pension.

3. In view of the above provision, such of the Govt. employees referred to above who had indicated in their applications for commutation of their pre-revised pensions that they intended to commute the maximum amount of their pensions or expressed the amount to be commuted as a fraction or percent of the pre revised pensions are eligible to commute one-third of the difference between the revised pension and pre revised pension without further medical examination.

Receipt of this letter may please be acknowledged.

Yours faithfully,

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

No. 1/1(4)-78-2FR-II,

Dated, Chandigarh, the 9th July, 1981.

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

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

Copies are forwarded to :-

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

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

To

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

U.O. No. 1/1(4)-78-2FR-II,

Dated, Chandigarh, the 9th July, 1981.

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

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

To

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

U.O. No. 1/1(4)-78-2FR-II,

Dated, Chandigarh, the 9th July, 1981.

These instructions have become obsolete.

No. 5/19/81-1B&C

From

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

To

All Heads of Department (Except Transport Department)

Dated, Chandigarh, the 13th July, 1981

Subject : Constitution of a Committee to effect economies in Government expenditure and to revise norms of output by Government staff etc.

Sir,

I am directed to invite your attention to the Haryana Government letter No. 5/16/81-1B&C dated 22nd June, 1981 on the above subject and to say that in order to facilitate the working of the committee you are requested to send immediately the following material within 2 weeks of the receipt of this communication. At least a substantial part of this information should definitely be sent within this time :-

- (i) Organisational chart of the Department.
- (ii) Number of (category wise) permanent and temporary posts sanctioned upto 31.3.1981 and the number of posts lying vacant.
- (iii) Norms of work load fixed for each category of employee.
- (iv) Budget provision for 1981-82 in respect of (i) administration and direction (ii) Departmental activities of the Department, if any.
Actual expenditure on T.A/OE/contingencies in the last three years.
- (v) Actual levels of stores, stocks, equipment tools and plants from year to year.
- (vi) Actual outstanding advances against purchase orders from year to year and amounts outstanding against purchase orders more than one year, two years and three years old as on 31st March, 1981.

Yours faithfully,

Sd/-

(L.L. BHASKER)

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

To

Administrative Secretaries to Govt., Haryana.

U.O. No. 5/19/81-1B&C

Dated the 13th July, 1981.

***These instructions have been Modified vide No. 1/2(1) 85-3FR(I),
Dated 23.03.1985 and discontinued w.e.f. 01.03.1991 vide
No. 6/1(1)/87-3FR-I, Dt. 28.02.91.***

No. 6/1(8)/79-1FR-I

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 20th July, 1981

Subject : Introduction of incentives among Haryana Govt. employees for promoting the small family norms.

Sir,

I am directed to say that the question of providing further incentive to promote the Small family norms among the Haryana Govt. employees has been under the consideration of the Govt. for some time past. It has now been decided that Haryana Govt. employees who under-go sterilization after having two or three surviving children may be granted a special increment in the form of personal pay not to be absorbed in future increases in pay either in the same post or promotion to higher posts. The rate of personal pay would be equal to the amount of the next increment due at the time of grant of the concession and will remain fixed during the entire service. In the case of persons drawing pay at the maximum the rate or personal pay would be equal to the amount of the increment last drawn. The grant of the concession will be subject to the following conditions :-

- (i) The Government employees must be within the reproductive age group. In the case of a male Government employee, this would mean that he should not be over 50 years and his wife should be between 20 to 45 years of age. In the case of a female Government employee, she must not be above 45 years and her husband must not be over 50 years of age.
- (ii) The Government employees should have two or three living children.
- (iii) The sterilization operation must be conducted and the sterilization certificate must be issued by a Govt. hospital. Where this is not possible the sterilization operation must be conducted and the sterilization certificate issued by an institution recognized by State/Central Government for this purpose.
- (iv) The sterilization operation can be undergone either by the Government employee or his/her spouse provided the condition at Sl. No. (i) to (iii) above are fulfilled.

- (v) The concession will be admissible only to the Government employees who undergo the sterilization operation on or after the date of issue of these orders.

Yours faithfully,

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

No. 6/1(8)/79-1FR-I

Dated, Chandigarh, the 20 July, 1981

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

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

A copy is forwarded to the :-

The Financial Commissioners, Revenue, Haryana.
All Administrative Secretaries to Government,
Haryana for information & necessary action.

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

To

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

U.O. No. 6/1(8)/79-1FR-I

Dated, Chandigarh, the 20 July, 1981

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

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

To

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

U.O. No. 6/1(8)/79-1FR-I

Dated, Chandigarh, the 20 July, 1981.

***These instructions have been revised vide
No. 1/174/1PR(FD)-81, Dated 11.01.1982.***

No. 4/6/1PR(FD)-80

From

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

To

All Heads of Department,
Commissioners of Ambala/Hisar Divisions,
All Deputy Commissioner and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 20th July, 1981

**Subject : Rates of Over-time allowance to Drivers and Class-IV employees-
implementation of the recommendations of Pay Commission.**

Sir,

I am directed to refer to the subject cited above and to say that the recommendations of the Pay Commission in regard to Over-time Allowance to Peons (including Jamadars) and Drivers had been under consideration of Government for some-time past and it has been decided that the Overtime Allowance being paid to Class IV employees (i.e. peons and Jamadars only) and the drivers may be enhanced to Rs. 1/- per hour subject to a maximum of Rs. 100/- per month. Other conditions for the grant of Over-time allowance will, however, remain unchanged.

2. It has also been decided that no night duty allowance may be paid to any employee.
3. These orders will take effect from 1st July, 1981.
4. Receipt of this letter may be acknowledged.

Yours faithfully,

Sd/-

(N.K. GARG)

Joint Secretary Finance(B)

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

No. 4/4(17)/80-2FR-I

From

The Secretary to Government, Haryana,
Finance Department.

To

All Head of Departments,
Commissioner, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 20th July, 1981

Subject : Introduction of 'Pay Book' for the Government Employees.

Sir,

I am directed to invite a reference to the Finance Department letter No. 4/4(2)/78-2FR-I, dated the 19th September, 1978 on the subject noted above vide which 'Pay Books' were introduced for Haryana Government Employees with a view to facilitate their accounts of pay, G.P.F., Loans/Advances etc. The Controller, Printing and Stationery, Haryana fixed the price of the 'Pay book' at Rs. 3.50, but on reconsideration the Finance Department decided to charge Rs. 3/- from the employees. It has now been decided that the difference of 50 paise may be subsidised by the Govt. by charging the expenditure to the contingencies of their respective heads of accounts. This facility will be available to Haryana Government employees only.

2. These instructions may kindly be brought to the notice of all concerned.

Yours faithfully,

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

No. 4/4(17)/80-2FR-I

Dated, Chandigarh, the 20th July, 1981

A copy is forwarded to the Accountant General Haryana, Chandigarh for information and necessary action in continuation of Finance Department letter No. 4/4(1)/80-2FR-I, dated the 23rd May, 1981

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

Copies are forwarded to :-

The Financial Commissioner, Haryana;
All Administrative Secretaries to Government, Haryana
for information and necessary action.

Sd/-
(Ram Parkash Kapur)
Under Secretary Finance (R)
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 4/4(17)/80-2FR-I

Dated, Chandigarh, the 20th July, 1981

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

Sd/-
(Ram Parkash Kapur)
Under Secretary Finance (R)
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 4/4(17)/80-2FR-I

Dated, Chandigarh, the 20th July, 1981.

No. 1/162/1PR(FD)-80

From

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

To

All Head of Departments in Haryana.

Dated, Chandigarh, the 22nd July, 1981

Subject : Revision of pay scales of employees of Marketing Boards/Marketing Committee and other Public Sector Undertakings.

Sir,

As you are aware, the pay scales of State Govt. employees have been revised with effect from 01.04.1979. Following this pattern, some of the Boards/Corporations have also revised the pay scales of their employees with effect from the same date viz. 01.04.1979. It has come to the notice of the Finance Department that the pay scales of certain posts in Boards/Corporations were firstly revised just before 01.04.1979 and subsequently another revision was made with effect from 01.04.1979 when new pay scales, in replacement of the revised pay scale sanctioned before 01.04.1979 were allowed to the employees. In this way for almost all the posts not only have relatively high pay scales been awarded, but this double revision has also conferred dual advantage in pay fixation in many cases. This has in turn, led to entitlement to enhanced rates of T.A/D.A. and H.R. benefits to such employees.

2. As the grant of relatively high pay scales and high pay fixation benefits to certain category of employees by some autonomous bodies is likely to have its repercussions on both Government staff and the staff of other autonomous agencies such as, Municipal Committees, University Boards and Corporations etc., the State Government has decided that in future, all proposals for revision of pay scales should be routed to the Finance Department through the Department concerned and that no direction or resolution be passed by the agencies of Government in the matter of revision of pay scales, unless the Finance Department have been consulted and should the department concerned hold a view contrary to that of the Finance Department, then the matter should be routed to the Officers, Committee and the Cabinet Sub Committee (With the departmental Secretary departmental Secretary and the Minister Incharge respectively being associated at each stage) to the Cabinet for final decision.

3. I am to request you to kindly stress upon the autonomous agencies, with which you are concerned, to strictly follow the procedure outlined above in the matter of revision pay scales of their employees.

4. Receipt of these instructions may please be acknowledged.

Yours faithfully,

Sd/-

(N.K. GARG),

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

These instructions have become obsolete.

No. 1/2(21)-81-2FR-II

From

The Commissioner & Secretary to Government,
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.

Dated, Chandigarh, the 22nd July, 1981

Subject : Revision of pension, family pension and D.C.R.G.

Sir,

I am directed to invite a reference to letter No. Pen(Cell)Revision/119, dated nil (copy enclosed for ready reference) from the Accountant General, Haryana, a copy of which has been endorsed to you, on the above subject and to request you to furnish the requisite information relating to pension documents to the audit office promptly without any avoidable delay for the revision of pension cases so as to avoid any undue hardship to the retirees.

The receipt of this letter may also kindly be acknowledged.

Yours faithfully,

Sd/-

(R.P. Kapur)

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

No. 1/2(21)-81-2FR-II

Dated, Chandigarh, the 22-7-1981.

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information with reference to his office letter dated nil referred to above.

Sd/-

(R.P. Kapur)

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

Copies are forwarded to :-

The Financial Commissioner, Haryana.
All Administrative Secretaries to Govt., Haryana for information and
necessary action.

Sd/-

(R.P. Kapur)

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

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To

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

No. 1/2(21)-81-2FR-II

Dated, Chandigarh, the 22-7-81.

No. 5/9(3)-79-1FR-II

From

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

To

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

Dated, Chandigarh, the 24th July, 1981

Subject : T.A./D.A., for Journeys between Ambala Cantt. and Ambala City.

Sir,

I am directed to address you in the subject noted above and to say that in accordance with the provisions of note 1 below rule 2.41 of the Punjab Civil Services Rule Vol. III (T.A. Rules) "the term radius of 8 kilometer should be interpreted as meaning a distance of 8 kilometers by the shortest practicable route by which a traveler can reach his destination by the ordinary modes of traveling." A doubt had arisen whether in view of these provisions daily allowance is admissible to an employee for a Journey undertaken between Ambala City and Ambala Cantt. These two stations are connected by rail and the distance between them is less than 8 K.M. Hence no daily allowance should be given on tour rates if Journeys are performed between Ambala Cantt. and Ambala City while on official duty.

However, in the past cases where T.A./D.A. has already been allowed to employees traveling between these two stations recoveries need not be insisted upon.

Yours faithfully,

Sd/-

(Rajni Razdan)

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

No. 5/9(3)-1FR-II

Dated 24th April, 1968.

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information in continuation of Haryana Govt. Finance Department No. 902-3FR-68/10143, dated 24th April, 1968.

Sd/-

(Rajni Razdan)

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

Copies are forwarded to :-

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

Sd/-

(R. P. Kapur)

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

To

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

U.O. No. 5/9(3)-1FR-II

Dated, Chandigarh, 24-7-81.

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

Sd/-

(R. P. Kapur)

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

To

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

U.O. No. 5/9(3)-1FR-II

Dated, Chandigarh, 24-7-81.

No. 5/7/81-1B&C

From

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

To

The Inspector General of Police, Haryana,
The State Transport Controller, Haryana Chandigarh,
Superintending Engineer, Ministers' Car Section
Haryana, Chandigarh.

Dated, Chandigarh, the 27th July, 1981

Subject : Economy in expenditure - Economy in use of staff cars.

Sir,

I am directed to refer to the instructions contained in para 2 of the Finance Department circular letter of even number dated 25th May, 1981 on the subject noted above, under which the field touring of officers/officials has been restricted to 10 days in a month and officers/officials undertaking tours beyond 10 days in a month are not entitled to and T.A. or daily allowance for the, journeys performed beyond the stipulated period.

2. The matter has been examined further and it has now been decided that the limit of restricting T.A./D.A. to 10 days in a month will not be applicable in the case of Drivers and Gunmen attached to the Ministers/State Ministers/Dy. Ministers/Chief Parliamentary Secretary & Parliamentary Secretary if they actually remain on tour for more than 10 days alongwith the above mentioned members of the Council of Ministers. This decision may please be brought to the notice of all concerned for necessary action.

Yours faithfully,

Sd/-

(VIVEK MEHROTRA)

Deputy Secretary Finance

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

A copy is forwarded to the Chief Secretary to Government Haryana (Cabinet Section) for information with reference to his U.O. No. 5/241/Cabinet-81 dated 2.7.81.

Sd/-

(VIVEK MEHROTRA)

Deputy Secretary Finance

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

To

The Chief Secretary to Government, Haryana
(Cabinet Section).

U.O. No. 5/7/81-1B&C

Dated, Chandigarh, the 27-7-81.

A copy is forwarded to the Principal Secretary to the Chief Minister, Deputy Principal Secretary to Chief Minister, Secretaries to Ministers, Private Secretaries to Ministers and Deputy Ministers, Chief Parliamentary Secretary and Parliamentary Secretary for the information of Chief Minister, All Ministers, Ministers of State, Deputy Ministers, Chief Parliamentary Secretary and Parliamentary Secretary.

Sd/-
(VIVEK MEHROTRA)
Deputy Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 5/7/81-1B&C

Dated, Chandigarh, the 27-7-81.

No. 7792-WM-(4)-81

From

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

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions and
All Deputy Commissioners in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 29th July, 1981

Subject : House Building Loan for the houses allotted by Housing Boards, D.D.A. etc.

Sir,

I am directed to address you on the subject noted above and to say that Government employees who are allotted houses by the Housing Board on hire purchase basis are granted loan equal to the instalment payable by them in financial year. According to the instructions laid down in the earmarking letter deposit by the Finance Department, employees are required to deposit the amount of loan sanctioned to them in lump sum with the Housing Board. However, it has been observed in a number of cases that the employees, instead of depositing the amount of loan given to them in lump sum, keep the amount with them and deposit only monthly instalment with the Housing Board. This is objectionable and contrary to the instructions and it amounts to misappropriation of Government money.

2. The matter has been considered and it has been decided that all such employees who have been depositing the amount with the Housing Board in monthly instalments instead of depositing the same in lump sum should be warned to be careful in future. They should also be informed that for such irregularities in future, disciplinary action against them will be taken and penal interest @ 2½% will be charged from them. These instructions may kindly be brought to the notice of all employees working under your control.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 7792-WM-(4)-81,

Dated, Chandigarh, the 29th July, 1981

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

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

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

Sd/-

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

To

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

U.O. No. 7792-WM-(4)-81,

Dated, Chandigarh, the 29th July, 1981

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

Sd/-

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

To

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

U.O. No. 7792-WM-(4)-81,

Dated, Chandigarh, the 29th July, 1981

No. 1/2(21)-81-2FR-II

From

The Commissioner & Secretary to Government,
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.

Dated, Chandigarh, the 31st July, 1981**Subject : Liberalization of pensionary benefits on the recommendations of Pay Commission.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 11/1PR(FD)-81, dated the 19th March, 1981, on the above subject which interalia lays down that a minimum pension of Rs. 125/- p.m. may also be allowed to the widows/families of the employees who may not have opted the Family Pension Scheme, 1964 or who had retired before 1st July, 1964, when the Family Pension Scheme, was not in force. The Accountant General, Haryana has requested to intimate the procedure to be followed for implementing this decision of the Govt. The matter has been considered and it has been decided that the procedure laid down in Appendix I of the Punjab Civil Service Rules, Volume II, should also be adopted for the purpose of sanctioning family pension in the case of widow's dependent children of the retired employees referred to above. The Heads of offices/Department should obtain applications of the prescribed form laid down in the rules *ibid* from the claimants with reference to the information available with them in respect of the deceased employees pertaining to their respective departments. After proper verifications/scrutiny about the admissibility of family pension in the case of surviving widow or children in accordance with the provisions of rules *ibid*, a pension of Rs. 125/- p.m. may be sanctioned on *ad hoc* basis with effect from 1-12-79, on the prescribed form. Thereafter, the application, complete in all respects be sent by the pension sanctioning authority to the Accountant General, Haryana for the issue of pension payment order to the beneficiary.

2. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(Rajni Razdan)

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

Copy of letter **No. 5/7/81-1B&C, dated 4th August, 1981** from the Commissioner & Secretary to Govt. Haryana, Finance Department to all Heads of Deputy Commissioners in Haryana. The Registrar, Punjab and Haryana High Court, and All the District and Session Judges in Haryana, and All Administrative Secretaries to Govt. Haryana, etc

Subject : Economy in Expenditure - Economy in the use of Staff Cars.

I am directed to refer to the instructions contained in para 2 of the Finance Department circular letter of even number dated 25-5-1981 on the subject noted above, under which the field touring of officers/officials has been restricted to 10 days in a month and officers/official undertaking tours beyond 10 days in a month are not entitled to any T.A. or daily allowance for the journeys performed beyond the stipulated period.

2. In this regard a point has been raised as to from which month the above restriction will be applicable. It is clarified that the restriction will be applicable on journeys performed in the month of June, 1981 or thereafter. This clarification may please be brought to the notice of all concerned.

No. 34/5/78-6WM

From

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

To

All Heads of Department,
The Commissioners Ambala and Hisar Divisions,
All Deputy Commissioner and
Sub Divisional Officers (Civil) in Haryana State,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 6th August, 1981

Subject : Rate of interest on deposits in the Provident Fund and other similar funds for the financial year 1981-82.

Sir,

In continuation of Haryana Government letter No. 34/5/78-6WM, dated the 16th May, 1980, on the subject noted above, I am directed to say that it has been decided to fix the rate of interest 8½% (Eight and half percent) per annum on deposits and also on the balances at the credit of the subscribers to the General Provident Fund and other similar funds on the 31st March, 1981, administered by the Haryana Government. This rate of interest will remain in force during the financial year beginning from the 1st April, 1981.

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

Yours faithfully,

Sd/-

(C.L. Bhaskar)

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

No. 34/5/78-6WM

Dated, Chandigarh, the 6th August, 1981

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information, in continuation of Finance Department endorsement No. 34/5/78-6WM, dated the 16th May, 1980.

Sd/-

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

No. 1/2(11)-80-2FR-II

From

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

To

Under Secretary to Govt. of India,
Ministry of Finance (Department of Expenditure)
New Delhi.
Finance Secretaries of all State Governments.

Dated, Chandigarh, the 11th August, 1981

Subject : Grant of Pensionary benefits to adhoc Govt. employees recruited through Employment Exchange.

Sir,

I am directed to invite a reference to the above subject and say that according to the rules of this State Govt. adhoc employees recruited through Employment Exchange are treated as purely temporary employees and the duty on such as post in a time scale counts for increments in that time scale. In case where adhoc employee has resigned his post to take up regular appointment in some other Department under the Haryana Govt. and the application was submitted through proper channels, such resignation does not entail forfeiture of past service and the benefit of past service is allowed for purposes of fixation of pay and increments. This benefit is also admissible to those adhoc employees who had submitted their applications direct for employment in this State while they were not in Govt. service. However this concession is not admissible, where an employee appointed locally on adhoc basis, is appointed in another department under the State Government on adhoc basis and his appointment on adhoc basis is not subsequently regularized by the Public Service Commissioner/Subordinate Service Selection Board. In such cases, the appointment of a person is treated as a make shift arrangement.

A question is under the consideration of this State Govt. whether those adhoc employees who are given the benefit of fixation of pay and increments under the rules stated above may also be given the benefit of adhoc service for treating it as qualifying service for pension. Before taking a decision in this matter, I am to request you to please intimate the policy adopted by your Govt. in this behalf at an early date.

Yours faithfully,

Sd/-

(R.P. Kapur)

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

**HARYANA GOVERNMENT
FINANCE DEPARTMENT**

Notification

The 13th August, 1981

No. 64/30/80-3FDII/3503.— In exercise of the powers conferred by Sub-section (2) of Section 8 of the Provident Funds Act, 1925, the Governor of Haryana hereby directs that the provisions of the said Act except section 6A shall apply to the Y.M.C.A. Institute of Engineering, Faridabad added to the schedule to the said Act vide Haryana Government, Finance Department, Notification No. 64/30/80-3FDII, dated the 6th May, 1981.

T. K. Banerji
Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 64/30/80-3FDII/3503,

Dated, Chandigarh, the 13th August, 1981

Copies are forwarded to :-

All Heads of Departments,
Commissioners of Ambala and Hisar Divisions,
Sub Divisional Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,
for information and necessary action.

Sd/-
Under Secretary Finance Development,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 64/30/80-3FDII/3503,

Dated, Chandigarh, the 13th August, 1981

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

Sd/-
Under Secretary Finance Development,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

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

Sd/-
Superintendent Finance Dev. II,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 64/30/80-3FDII/3503,

Dated, Chandigarh, the 13th August, 1981

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

Sd/-

Superintendent Finance Dev. II,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 64/30/80-3FDII/3503,

Dated, Chandigarh, the 13th August, 1981

No. 64/30/80-3FDII/3503,

Dated, Chandigarh, the 13th August, 1981

A copy is forwarded to the Controller, Printing and Stationery, Haryana, Chandigarh for information and necessary action.

He is requested to take steps regarding printing of this notification in the Haryana Govt. Gazette immediately.

He is requested to supply 100 spare copies of the notification.

Sd/-

Superintendent Finance Dev. II,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

These instructions have become obsolete.

Copy of letter **No. Pen(R)TGenl-3-A/81, 82/680, dated 17th August, 1981** from the Accounts Officer, Office of the Accountant General Haryana, Chandigarh, addressed to the Secretary to Govt., Haryana, Finance Department, Chandigarh.

Subject : Liberalisation of the pensionary benefits on the recommendation of pay commission.

I am to invite reference to your letter No. 1/2(21)-2FR-II, dated 26-5-1981 on the subject cited above and to state that the clarification for taking into account of adhoc increase/Temporary increase for the purpose of revised pension of the old pensioners who retired before 1-4-79 is not clear. It is requested that concrete example on the pattern of annexure II of the circular letter dated 19-3-1981 giving the effect of above clarification may please be sent urgently so that instructions may be issued to all concerned and the revision work of pension cases is not held up at Treasury Office,

2. The favour of an early action is requested.

<p><i>These instructions have become obsolete.</i></p>

No. 9/1/81-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 17th August, 1981

Subject : Additional Emoluments (Compulsory Deposit) Act, 1974 - Repayment of annual installment.

Sir,

I am directed to forward herewith a copy of D.O. letter No. F.9-(12)-CD/81 dated the 22-7-1981, Government of India, Ministry of Finance, Department of Economic Affairs, New Delhi and to request that the contents therein may please be brought to the notice of all Officers under your control for information and necessary action.

Yours faithfully,

Sd/-

Under Secretary, Finance (FR),
for Secretary to Government, Haryana,
Finance Department.

No. 9/1/81-3FR-II

Dated, Chandigarh, the 17th August, 1981

A copy, with a copy of its enclosure is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-

Under Secretary, Finance (FR),
for Secretary to Government, Haryana,
Finance Department.

No. 9/1/81-3FR-II

Dated, Chandigarh, the 17th August, 1981

A copy, with a copy of its enclosure is forwarded to all Treasury Officers/Assistant Treasury Officers in the State for information and necessary action.

Sd/-

Under Secretary, Finance (FR),
for Secretary to Government, Haryana,
Finance Department.

A copy, with a copy of its enclosure is forwarded to :-

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

Sd/-

Under Secretary, Finance (FR),
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 9/1/81-3FR-II

Dated, Chandigarh, the 17th August, 1981

A copy, with a copy of its enclosure is forwarded to the Principal Secretary/
Secretaries/Private Secretaries to the Chief Minister/Ministers of State/Deputy Minister/Chief
Parliamentary Secretary for the information of the Chief Minister/Ministers of State/Deputy
Minister/Chief Parliamentary Secretary.

Sd/-

Under Secretary, Finance (FR),
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 9/1/81-3FR-II

Dated, Chandigarh, the 17th August, 1981.

Contd...
Encl.

Copy of letter **No. F.9-(12)-CD/81, dated 22nd July, 1981** from Sh. T.N. Krishnamurti, Deputy Secretary to Government of India, Ministry of Finance, Department of Economic Affairs, New Delhi addressed to the Shri T.K. Banerji, Finance Secretary to Government Haryana, Chandigarh.

As you are aware, repayment of the fifth and final installment of additional dearness allowance deposits (old) fell due last year and only two installments of additional dearness allowance deposits for the period July, 1976 to April, 1977 i.e. additional dearness allowance deposits (new) remained to be repaid thereafter. Of these one installment fell due on 6th July, 1981, Government of India's anxiety to have repayment of that installment completed immediately after its falling due and, in any case, before the end of August, 1981 had been impressed in para 3 of circular instructions No. F.4-(3)-CD/81, dated 21st April, 1981 indicating the procedure for repayment of the said installment. We hope that necessary action in this behalf has already been initiated by the drawing and disbursing officers in your state. Even if there is no pressure from the employees for repayment of the installment which is creditable to their provident fund accounts, the DDOs who have no prepare the necessary adjustment bills, cannot be absolved of their responsibility in the matter.

2. To enable us to keep a watch on the progress made, the State Directors of Treasuries and Accounts or other similar functionaries are required to send reports showing consolidated position of repayments of installments for the State Government employees as a whole so as to reach us by the end of the month following the month to which the relates. The first such report showing the position at the end of July, 1981 would, thus, be due by the end of August, 1981. We shall be grateful, if the Director of Treasuries and Accounts, or other functionary submitting such reports for your State could be advised to ensure timely submission of these reports. He may also please be asked to monitor the progress made in this behalf and to bring cases of undue delay in repayment to the notice of the State Finance Department for taking up the matter with the concerned Administrative Department etc. Any undue delay in repayment unnecessarily increases the interest burden. Similar monitoring of the installments which fell due last year has also to be done till 95% of the amounts due for repayment have been repaid.

No. 34/11/80-6WM(Marriage)

From

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

To

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

Dated, Chandigarh, the 21st August, 1981

Subject : Rate of interest to be charged on marriage advance granted to Govt. servants during the financial year 1981-82.

Sir,

In continuation of Haryana Government letter No. 34/11/80-6WM(Marriages) dated the 11th July, 1980, on the above subject, I am directed to inform you that the rate of interest to be charged on marriage advance granted to Government Servants during the year 1981-82 will be 8½% (Eight and half percent) per annum.

Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

(C.L. Bhaskar)

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

No. 34/11/80-6WM(Marriage)

Dated, Chandigarh, the 21st August, 1981

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information and necessary action, in continuation of Finance Department Endst. No. 34/11/80-6WM(Marriage) dated the 11th July, 1980.

Sd/-

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

A copy is forwarded to :-

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

for information and necessary action.

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

To

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

U.O. No. 34/11/80-6WM(Marriage)

Dated, Chandigarh, the 21st August, 1981

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary/Parliamentary Secretary in continuation of Finance Department U.O. No. 34/11/80-6WM(Marriage) dated the 11th July, 1980, for the information of the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

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

To

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

U.O. No. 34/11/80-6WM(Marriage)

Dated, Chandigarh, the 21st August, 1981.

No. 3/2/1PR(FD)-80.

From

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

To

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

Dated, Chandigarh, the 24th August, 1981

Subject : Clarification regarding grant of Selection Grades.

Sir,

I am directed to invite a reference to Finance Department letter No. 3/2/1PR(FD)-80, dated 6th October, 1980, on the above subject wherein it was clarified that the number of selection grade posts should be calculated on the permanent posts and not on temporary posts. The matter has been reconsidered and it has been decided that for the purpose of calculating selection grade posts, the permanent posts as well as temporary posts in a cadre which have remained in existence for more than three years should be taken into account. However, while making calculations, the fraction of three and above may be considered as a whole number.

2. It has also been decided that for the computation of selection grade post in a cadre, the minimum number of posts in that cadre must be three, if the selection grade stands sanctioned at 20% of the cadre and for a cadre strength of three to seven posts, the selection grade at 20% would be admissible to one post only.

3 Attention is also invited to Note 12 below Rule 4.13 of Punjab Civil Service Rules, Volume I, Part I, where it has been laid down that normally no pay higher than the substantive pay is admissible on an officiating appointment to a selection grade post which does not involve assumption of duties and responsibilities of greater importance and that the pay in such cases should be fixed in the selection grade under the provisions of Rule 4.4(a) (ii) of Punjab Civil Service Rules, Volume I, Part I. The matter has been considered afresh and it has been decided that the pay of the employees, on appointment to the selection grade post, may be fixed at a stage in the selection grade next above his pay at the relevant stage of the time scale and the date of his next increment would be on completion of one year. However, if at any stage, thereafter, the pay of an employee in his time scale happens to be more than or equal to his pay in the selection grade, he would be entitled to refixation of pay in the selection grade posts on the analogy of rule 4.14 of Punjab Civil Service Rules, Volume I, Part I. Necessary amendment in the rules, in this behalf, will be made in due course. These orders will take effect from 1st April, 1979. It is requested that the pay of the employees in the selection grade posts may be fixed/re-fixed accordingly.

The receipt of this communication may be acknowledged.

Yours faithfully,

Sd/-

(N. K. GARG)

Joint Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 3/2/1PR(FD)-80,

Dated, Chandigarh, the 24th August, 1981

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information with reference to Finance Department letter No, 3/2/1PR(FD)-80 dated the 6th October, 1980.

Sd/-
(N. K. GARG)
Joint Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

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

To

All Financial Commissioner, Haryana; and
All Administrative Secretaries to Government, Haryana.

U.O. No. 3/2/1PR(FD)-80

Dated, Chandigarh, the 24th August, 1981

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

Sd/-
(RAM PARKASH KAPUR)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 3/2/1PR(FD)-80,

Dated, Chandigarh, the 24th. August, 1981

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

Sd/-
(RAM PARKASH KAPUR)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 3/2/1PR(FD)-80,

Dated, Chandigarh, the 24th August, 1981.

No. 4/1/81-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 24th August, 1981.

Subject : Grant of Additional Dearness Allowance to Haryana Government Employees.

Sir,

I am directed to invite a reference to Finance Department letter No. 4/1/80-3FR-II dated 13-5-1981 on the subject noted above, and to say that the State Government have considered the question of granting further relief to the employees consequent upon the increase in the average Consumer Price Index from 384 to 392. Accordingly it has been decided to grant relief with effect from 1st February, 1981 at the rates given below on the un-revised scale of pay :

Range of emoluments	Rate of additional Dearness Allowance per mensem (inclusive of A.D.A., already granted vide letter No. 4/1/80-3FR-II, dated 13-5-81)
upto Rs. 300/-	57.5% of emoluments subject to a minimum of Rs. 35 plus 40% of emoluments and a maximum of Rs. 170/- .
Above Rs. 300/- and upto Rs. 400/-	Rs. 62/- plus 36% of emoluments
Above Rs. 400/- and upto Rs. 800/-	42.5% of emoluments subject to a minimum of 15.5% of emoluments plus Rs. 144/- .
Above Rs. 800/- and upto Rs. 900/-	Rs. 100/- plus 30% of emoluments
Above 900/- and upto Rs. 1000	Rs. 127/- plus 27% of emoluments
Above Rs. 1000 and upto Rs. 2000	Rs. 397/-
Rs. 2001-2110	Rs. 640/- subject to the condition that emoluments plus ADA (Old) and (New) should not exceed Rs. 2750/-
Rs. 2111/- 2500/-	Rs. 640/- .
Rs. 2501/- 2750/-	Rs. 640/- subject to the provision that emoluments together with Additional Dearness Allowance (Old) and (New) should not exceed Rs. 3350/-
Rs. 2751/- and above	Rs. 600/-

Note-I. The payments on account of this Additional Dearness Allowance will also be rounded off to the nearest 10 paise.

Note-II. Emoluments mean emoluments as defined in para 2 of Haryana Government Finance Department letter No. 1699-3FR-74/10392 dated the 20th March, 1974.

2. The amount of additional dearness allowance (Old) already sanctioned before 1/3/76 and also indicated in Finance Department Letter No. 4/1/78-3FR-II, dated 19.12.1979 and thereafter should be shown separately in the pay bills to facilities calculations and working out of the marginal adjustment in the manner indicated in para 1 above. To distinguish these two elements of additional dearness allowance the words "Old" and "New" may be prefixed thereto.

3. These orders will be applicable to (i) the employees whose revised pay scale have not been notified (ii) work charged employees but these will not be admissible to :-

- (i) Work charged employees and those employees whose revised scales of pay have not been notified. In their case orders are being issued separately;
- (ii) Staff paid from contingencies;
- (iii) Casual labour;
- (iv) Staff employed as Daily wages and those working on piece- rate system; and
- (v) Those employed on contract basis except where Dearness Allowance is admissible in terms of their contract.

4. The amount of arrears on account of the above instalment of Dearness Allowance for the period from 1-2-1981 to 31-8-81 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees who have no such accounts, the amount of such arrears will be invested in the Post Office Saving Certificates.

5. On fixation of pay in the revised scales of pay amount of Additional Dearness Allowance admissible would be recalculated according to letter No. 4/1/81-3FR-II of even date and necessary adjustments made accordingly.

Yours faithfully,

Sd/-

(Rajni Razdan)

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

Copy of letter **No. 4/1/81-3FR-II, dated 24th August, 1981** from the Commissioner & Secretary to Government, Haryana, Finance Department to All Heads of Departments, Commissioners, Ambala/Hisar Division, Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana etc.

Subject : Grant of Dearness Allowance to Haryana Government Employees.

Sir,

I am directed to invite a reference to Finance Department letter No. 4/1/81-3FR-II dated 13th May, 1981 on the subject noted above and to say that the State Government have considered the question of granting further relief to the employees consequent upon the increase in the Average Consumer Price Index from 384 to 392. Accordingly it has been decided to grant relief with effect from 1st February, 1981 at the rates given below on the revised scale of pay :

Pay Range	Rate of D.A. per mensem (inclusive of the previous installments granted vide letter No. 4/1/81-3FR-II dated 13th May, 1981)
Upto Rs. 600/-	24.75% of pay subject to a maximum of Rs. 144/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/-.
Above Rs. 601/- to Rs. 2399/-	20.25% of pay subject to a minimum of Rs. 144/- and a maximum of Rs. 270/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/-.
Rs. 2400/- to Rs. 2750/-	Rs. 640 subject to the provision that the pay together with dearness allowance should not exceed Rs. 3350/-.
Rs. 2750 and above.	Rs. 600/-.

Note-I. The amount of Dearness Allowance admissible now or in future on pay of Rs. 2400/- p.m. and above would be reduced by the amount of Additional Dearness Allowance (I & II) merged at the time of fixation of pay in the revised scale. However, if the amount of A.D.A. merged in the revised pay is more than or equal to amount of dearness allowance admissible, no dearness allowance would be paid.

Note-II. The term 'Pay' would include Basic Pay, Personal Pay, Special Pay, Overseas Pay and Deputation Allowance, where admissible as defined in rule 2.44(a)(i) of C.S.R. Vol. I, Part I.

Note-III. The payments on account of Dearness Allowance would be rounded off to the nearest 10 paise.

2. In case of employees who opt to continue in the unrevised scales of pay and the teaching personnel of Government Colleges who are in receipt of U.G.C. scales of pay the amount classified as Dearness Pay as detailed below, will be treated as 'pay' for calculating of admissible dearness allowance :-

(a) Those who opt to continue in the unrevised scales of pay.

Dearness Allowance, Ad-hoc Relief and Additional Dearness Allowance (I&II) upto 12 monthly Consumer Price Index 320 (960 base = 100) minus excess payments of Adhoc relief.

(b) In case of teaching personnel of Government Colleges who are in receipt of U.G.C. scales of pay.

Additional Dearness allowance (I & II) upto 12 monthly consumer Price Index 320 (1960 base 100) minus excess payment of Ad-hoc relief.

3. The general conditions for the payment of Dearness allowance would continue to be the same as at present in force.

4. The amount of arrears on account of the above instalments of Dearness Allowance for the period from 1-12-80 to 30-4-81 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees who have no such accounts, the amount of such arrears will be invested in the Post Office Savings Certificates.

5. It will be admissible to work-charged employees also but will not be admissible to :-

- (i) Work charged employees and those employees whose revised scales of pay have not been notified. In their case orders are being issued separately;
- (ii) Staff paid from contingencies;
- (iii) Casual labour;
- (iv) Staff employed as Daily wages and those working on piece- rate system; and
- (v) Those employed on contract basis except where Dearness Allowance is admissible in terms of their contract.

No. 5/11/81-1B&C

From

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

To

All the Heads of Departments,
Commissioners, Ambala & Hisar Divisions,
All Deputy Commissioners in Haryana,
The Registrar, Punjab & Haryana High Court and
All District Sessions Judges in Haryana.

Dated, Chandigarh, the 9th September, 1981

Subject : Economy in expenditure - non-payment of transfer T.A. on transfer at the request of a Government servant.

Sir,

It was laid down in the Finance Department circular letter of even number dated the 12th May, 1981, on the subject noted above, that transfers ordered on the request of some relative of the Government servants or on the recommendations of some Member of Parliament or Member of the State Legislature or in other similar circumstances (unless it is explicitly stated as being on a complaint) shall be treated as transfer on the request of the Government servant and transfer T.A. shall not be paid. In this connection, it is further clarified that in cases where transfers are effected on the basis of notes sent by the Chief Minister or Minister-in-charge or on their verbal orders, such transfer shall also be treated as transfers on the request of the Government servant concerned and no T.A. shall be paid in such cases, notwithstanding the fact whether the Government servant has put in any written request for the transfer or not. However, in cases where the Chief Minister/Ministers has clearly stated that the transfer is being ordered on administrative grounds or on the basis of some complaint transfer T.A. may be paid. This clarification may kindly be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

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

A copy is forwarded for information & necessary action to all Administrative Secretaries to Govt. Haryana.

Sd/-

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

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/11/81-1B&C,

Dated, Chandigarh, the 9th Sept., 1981

A copy is forwarded to the Joint Secretary to Govt. Haryana, Home Department, for information and necessary action with reference to his U.O. No. 4/61/80-JJ(3), dated the 23rd July, 1981.

2. His office file is also returned.

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

To
The Joint Secretary to Govt., Haryana,
Home Department.

U.O. No. 5/11/81-1B&C

Dated, Chandigarh, the 9th Sept., 1981

A copy is forwarded to the Principal Secretary Deputy Principal Secretary/ Secretaries/Private Secretaries to the Chief Minister/Ministers/Minister of State/Dy. Ministers/ Chief Parliamentary Secretary, for information & necessary action.

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

To
The Principal Secretary Deputy Principal Secretary/Secretaries/
Private Secretaries to the Chief Minister/Ministers/Minister of State/
Dy. Ministers/Chief Parliamentary Secretary.

U.O. No. 5/11/81-1B&C

Dated, Chandigarh, the 9th Sept., 1981.

No. 4/4(4)/81-2FR-I

From

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

To

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

Dated, Chandigarh, the 14th September, 1981

Subject : Introduction of 'Pay Book' for the Government Employees.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 4/4(1)/80- 2FR-I, dated 23rd May, 1980 on the subject noted above vide which it was interalia, stated that the Accountant General, Haryana, would make the final payment of the Provident Fund balance of an employee on the basis of entries of 'Pay Book' if these were found complete and duly counter-signed by the Drawing and Disbursing officer. Likewise, the Accountant General, Haryana, has also agreed to the adjustment of the missing credits in respect of Loans and Advances of an employee provided such entries of credit have been made in the 'Pay Book' duly counter-signed by the Drawing and Disbursing officer and found complete.

2. These instructions may kindly be brought to the notice of all concerned.

Yours faithfully,

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

No. 4/4(4)/81-2FR(1)

Dated, Chandigarh, the 14th September, 1981

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information and necessary action with reference to his letter No. TMI/0-1/80-81/819-20, dated 10th February, 1981

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

Copies are forwarded to :-

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

Sd/-
(RAM PARKASH KAPUR)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 4/4(4)/81-2FR(1)

Dated, Chandigarh, the 14th September, 1981

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

Sd/-
(RAM PARKASH KAPUR)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 4/4(4)/81-2FR(1)

Dated, Chandigarh, the 14th September, 1981

No. 1/2(21)-81-2FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officer (C) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 18th September, 1981**Subject : Liberalization of pensionary benefits on the recommendations of Pay Commission.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 11/1PR(FD)-81, dated the 19th March, 1981 on the subject noted above and to say that the Accountant General, Haryana has sought further clarifications on certain points. The matter has been examined. After careful consideration, it has been decided to convey the following clarifications in regard to the points raised in this behalf :-

Points raised	Clarifications
1. The term normal family pension used in sub para 3 of para 4 of Finance Department letter dated 19.3.1981 may be defined.	The term normal family pension is as defined in sub-para (2) of para (4) of Finance Department letter dated 19.3.1981.
2. Whether the normal pension is to be calculated on the basis of actual qualifying service as on the date of death and the average emoluments for ten months immediately preceding the date of death and the enhanced family pension limited to the calculated normal pension?	In case of death of an employee while in service the rate of family pension is to be fixed at the rate of 50% of the pension which he would have drawn had he superannuated after full qualifying service of 33 years at the pay drawn on the date of death. In other words in such cases the presumptive pension of the deceased employee is not to be calculated on the basis of actual qualifying service but he is to be deemed to have superannuated after rendering full qualifying service of 33 years. Moreover the average emoluments for last ten months are not to be taken into account for working out the admissible pension to deceased employee. The amount of family pension is to be enhanced to double the amount of normal family pension for a period of 7 years on the condition that such enhanced family pension does not exceed the presumptive pension of the deceased employee. In case of death after superannuation the family pension is to be given at the rate of 50% of the normal pension of the deceased pensioner. This will be admissible at double the rates for a period of 7 years or the attainment of 65 years whichever is earlier.

Points raised	Clarifications
3. And or where such enhanced family pension exceeds Rs. 500/- is to be restricted to the maximum amount of family pension of Rs. 500/- referred to in sub para 2 of para 4 of the letter dated 19.3.1981 referred to above.	The maximum amount of enhanced family pension is not restricted to Rs. 500/- p.m. It can be given upto a maximum of Rs. 1000/- p.m. for the period enhanced family pension is admissible depending upon whether the normal presumptive pension of the deceased employee comes to Rs. 1000/- or more.
4. As per old family pension rules the benefit of enhanced family pension was admissible only in cases where the qualifying service was more than 7 years what shall, therefore, be the amount of family pension in such cases where in the case of deceased the qualifying service falls short of 7 years and whether it will be restricted to the minimum of Rs. 125/-	In cases where the deceased Govt. employees had put in less than 7 years continuous service the benefit of enhanced family pension the benefit of enhanced family pension will not be admissible to his her dependents who are otherwise eligible for family pension under the existing rules In such cases the normal family pension may be given to them where, however, normal family pension falls short of Rs. 125/- it should be raised to Rs. 125/-
5. The maximum family pension is Rs. 500/- it is not clear whether the double pension is also to be restricted to this amount.	As in Sr. N. 3 above.

2. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(Rajni Razdan)

Deputy Secretary Finance (R)

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

***These instructions have been revised vide
No. 11/5(5)-81-1FR-II, Dated 09.09.1982 and
No. 11/50/88-1FR-II, Dated 30.01.1990.***

No. 11/5(5)-81-1FR-II

From

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

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioner and
Sub Divisional officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court.

Dated, Chandigarh, the 25th September, 1981

**Subject : Grant of lumpsum benefit of leave salary to Haryana Govt. employees
invalided from service.**

Sir,

I am directed to say that in accordance with the provision contained in rule 8.18 of Pb. C.S.R. Vol. I a Govt. servant can ordinary be granted leave not exceeding 12 months if the medical committee or Board is unable to say with certainty that Govt. employee is declared by a Committee or Board to be completely and permanently incapacitated, he can in special cases be granted leave or an extension of leave exceeding six months as debited against the leave account if such leave is due to him. The question of grant of lump sum benefit of leave salary to such employees has been under reconsideration to the Haryana Govt. It has now been decided that a Govt. employee who has been retired from service on grounds of invalidation advised by a proper Medical authority may be allowed a lump sum equivalent of the leave salary in respect of the leave including half pay leave at credit on the date of such retirement on invalidation provided he applies for the same before his retirement provided further that the leave in respect of which the lump sum payment is made should not extend beyond the date of his normal date of retirement on superannuation. The leave salary for the half pay leave component of the leave so granted will be subject to deduction on account of pension and pensionary equivalent of other retirement benefit. In case of a Govt. servant not in permanent employ, who has been so invalided the benefit will be admissible on application for the same but shall be restricted to that for a maximum of 180 days earned leave only beyond the date of retirement/termination on invalidation subject to the condition the leave for which lump sum benefit is allowed, shall not extend beyond the normal date of retirement (on superannuation). It has further been decided that the benefit now allowed under these instructions is in addition to the benefits admissible under rule 8.18 of Punjab C.S.R. Vol. I Part-I.

2. Necessary amendment to the Punjab Civil Services Rule Vol.-I, Part-I will be issued in due course.

Yours faithfully,

Sd/-

(Rajni Razdan)

Deputy Secretary Finance (R)

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

No. 11/5 (5)-81-1FR-II

Dated, Chandigarh, the 25-9-81

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

Sd/-

(Rajni Razdan)

Deputy Secretary Finance (R)

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

No. 11/5(5)-81/1FR-II

Dated, Chandigarh, the 25-9-81

A copy is forwarded for information to the :-

1. Commissioner for Finance and Secretary to Govt. Punjab, Finance Department Chandigarh.
2. Commissioner & Secretary to Govt. Himachal Pradesh Finance Department, Simla and
3. Finance Secretary, Chandigarh Administration Chandigarh.

Sd/-

(R.P. Kapur)

Under Secretary Finance (R)

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

Copies are forwarded to :-

The Financial Commissioner, Haryana and
All Administrative Secretaries to Govt. Haryana, for information.

Sd/-

(R.P. Kapur)

Under Secretary Finance (R)

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

To

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

U.O. No. 11/5(5)-81-1FR-II

Dated, Chandigarh, the 25-9-81.

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

Sd/-

(R.P. Kapur)

Under Secretary Finance (R)

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

To

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

U.O. No. 11/5(5)-81-1FR-II,

Dated, Chandigarh, the 25-9-81.

No. 1/6/81-WM(I)

From

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

To

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

Dated, Chandigarh, the 30th September, 1981

Subject : Maintenance of accounts of Cycle advance given by the Govt. of Haryana to its employees.

Sir,

I am directed to invite your attention to the subject noted above and to say that the question of maintenance of accounts of cycle advance, given by the State Government to its employees, by the respective Drawing and Disbursing officers instead of by the Accountant General, Haryana, has been under the consideration of the State Government. It has been decided in consultation with the Accountant General, Haryana that the work of maintenance of accounts of Cycle advance will be transferred to the Drawing and Disbursing Officer w.e.f. 1.10.1981. The Accountant General Haryana will furnish to the respective Drawing and Disbursing Officer, the balance due against each loanee as it stood on 30.9.1981 by 3rd December, 1981. In the meanwhile the Drawing and Disbursing will continue to deduct the advance due for payment from the concerned employees and would maintain the accounts there.

2. As regards guidelines for the maintenance of accounts and recovery thereof, the same are given in Annexure I to this letter. The register of watching recovery of cycle advance, schedule of recovery of cycle advance and the formula for the calculation of interest are given in Annexure II, III & IV. I am to request you to instruct all the Drawing and Disbursing Officers under your control to take immediate necessary action in the matter and also request the Accountant General Haryana to furnish the balances in respect of the employees.

3. Please acknowledge the receipt of this letters.

Yours faithfully,
Sd/-

Encls : Annexure-IV

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

Contd...
Encl.

ANNEXURE – IV

Suppose an advance of Rs. 300/- was granted to Mr. 'X'. The amount was drawn in January, 79. The amount was recovered in 20 instalments @ Rs. 15/- P.M. The first recovery was made from the salary bill of January, 79 paid in Feb. 79. The interest will be calculated as under:-

	Rs.
January, 79	300
2/79	285
3/79	270
4/79	255
5/79	240
6/79	225
7/79	210
8/79	195
9/79	180
10/79	165
11/79	150
12/79	135
1/80	120
2/80	105
3/80	90
4/80	75
5/80	60
6/80	45
7/80	30
8/80	15
9/80	-
	3150

Total x Rate of interest
100 x 12

***These instructions have been revised vide
No. 16/34/87-WM(5), Dated 28.07.1987.***

No. 16/100/80-WM(3)

From

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

To

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

Dated, Chandigarh, the 1st October, 1981

Subject : Grant of advance for the purchase of moped to Government employees.

Sir,

In continuation of Haryana Government Circular of even No. dated the 2nd June, 1980, on the subject noted above, I am directed to say that it has now been decided that Government employees whose pay including special pay is not less than Rs. 500/- (Rs. Five hundred) per month will also be entitled to the grant of an advance of Rs. 3000/- for the purchase of a Moped or the anticipated price of the Moped whichever is less. The loan advance will be recoverable in not more than 65 monthly instalments.

2. These instructions will take effect from the date of issue of this letter and will remain in force till further orders.

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

Yours faithfully,

Sd/-

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

No. 16/100/80-WM(3)

Dated, Chandigarh, the 1st October, 1981

A copy along with two spare copies is forwarded to the Accountant General, Haryana, Chandigarh, for information

Sd/-

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

Copies are forwarded to :-

Financial Commissioners Revenue, Haryana, and
All Administrative Secretaries to Govt. Haryana for information.

Sd/-

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

To

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

U.O. No. 16/100/80-WM(3)

Dated, Chandigarh, the 1st Oct. 1981

No. 1/211/2PR(FD)-80

From

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

To

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

Dated, Chandigarh, the 6th October, 1981

Subject : Revision of pay scales.

Sir,

I am directed to invite a reference to Haryana Government Notification No. GSR/80/Const./Art. 309/80, dated the 29th Feb., 1980 and No. GSR/80/Const./Art. 309/Amd.(1)/80, dated the 21st July, 1980 with which the pay scales of State Government Employees were revised w.e.f. 01.04.1979 and also to Finance Department circular letter No. 1/211/2PR(FD)-80, dated the 3rd July, 1981, with which the pay scales of some categories of employees were revised/further revised w.e.f. 1-4-79/01.02.1981. The question of revision/further revision of pay scales of some left out/other categories of employees had been under consideration of the State Govt. After careful consideration, it has been decided to revise/further revise the pay scales of those employees as detailed in the Annexure¹.

2. The pay of employees whose pay scales have been revised w.e.f. 01.04.1979 will be fixed in accordance with Rule 6 of Haryana Civil services (Revised Scales of Pay) Rules, 1980, whereas the pay of the employees whose pay scales have been further revised w.e.f. 01.02.1981 will be fixed in accordance with the normal rules as laid down in Punjab Civil Services Rules, Volume-I, Part-I.

3. Necessary amendments in the Notification already issued in respect of the pay scales revised w.e.f. 01.04.1979, will be issued in due course.

4. Receipt of this letter may please be acknowledged.

Sd/-
(N. K. GARG)
Joint Secretary, Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/211/2PR(FD)-80

Dated, Chandigarh, the 6th October, 1981

¹ For Annexure see Date wise folder of F.D. instructions at website of Finance Department www.finharyana.gov.in.

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

Sd/-
(N. K. GARG)
Joint Secretary, Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

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

Sd/-
(R AM PARKASH KAPUR),
Joint Secretary, Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

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

Sd/-
(R AM PARKASH KAPUR),
Joint Secretary, Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 1/211/2PR(FD)-80,

Dated, Chandigarh, 6th October, 1981.

Contd...
Encl.

ANNEXURE

Name of the Department	Name of the Post	Pre-revised Scale of pay	Revised Scale' of pay w.e.f. 1-4-79	Revised/ Further Revised Scale of Pay	Date of effect
1	2	3	4	5	6
VIDHAN SABHA	Ministerial Posts				
	Assistant / Sr. Scale Stenographer	225-500	525-1050 With a start of Rs. 585/-	525-1050 with a start of Rs. 585/- (T.S) 700-1250 (S.G. for 20 % posts)	1-4-79
	Deputy Superintendent/ P.As	350-650	700-1250+75/- S.P (in lieu of higher time scale	700-1250 (TS)+ Rs. 75/- Spl. Pay in lieu of higher time scale 750-1450 (S.G. for 20 % posts) + Rs. 75/- S.P. in lieu of higher time scale	1-4-79
	Superintendent/ Private Secretary	500-850	1000-1500	1000-1500 (T.S) + Rs. 100/- Spl. Pay 1600/- Fixed (S.G.) + Rs. 100/- Spl. Pay	1-4-79
	Under Secretary	900-1250	1400-1860 100/- S.P	1400-1860 (T.S.) + Rs. 200/- S.P. 1800-2000 (S.G.) + Rs. 200/- S.P.	1-4-79
	Deputy Secretary	1000-1300	1500-2000 Rs. 150/- S.P.	1700-2150+200/- S.P. 1760-2300+ 200/- S.P.	1-11-1980 1-2-1981
	Other Posts				
	Telephone Attendant	100-160	400-660	400-660+ 20/- S.P.	1-4-79
	Driver	110-180	420-700	420-700 (T.S.) 525-900 (S.G.)+ Rs. 100/- S.P.	1-4-79
	Door Keeper	75-95	300-430	400-600+ Rs. 20/- S.P. 400-600+ Rs. 30/- S.P.	1-4-79
	Jamadar	75-105	350-500	350-500 400-600	1-4-79 1-2-81
	Book Binder	90-140	350-500	350-500 400-600	1-4-79 1-2-81
	Bill Messenger	110-200 + Rs. 15/- Spl. Pay	400-660 + Rs. 20/- Spl. Pay	400-660+Rs. 30/- Spl. Pay	1-4-79
	Sr. Translator	225-500	525-1050	525-1050 + Rs. 40/- S.P.	1-4-79
	Gestetnor Operator	100-160	400-600	400-660 + Rs. 20/- S.P.	1-4-79

Name of the Department	Name of the Post	Pre-revised Scale of pay	Revised Scale' of pay w.e.f. 1-4-79	Revised/ Further Revised Scale of Pay	Date of effect
TRANSPORT	Legal Advisor	300-600	-	700-1250 (TS) + Rs. 75/- S.P. 750-1450 (S.G.) for 20 % posts + Rs. 75/- S.P.	1-4-79
PANCHAYATS	Legal Officer	450-800	750-1450	Spl. Pay of Rs. 75/- P.M. by way of selection grade for 20 % posts	1-2-81
	Tax Collector	120-250	400-660	480-760+ Rs. 30 S.P.	1-4-79
DEVELOPMENT	Instructor	140-300	-	420-700	1-4-79
	Mukhya Sevika (in Home Science)	220-400	525-900 (for non B.Ed.) 525-1050 (for B.Ed.) 600-1100 (S.G. for 20% posts)	525-1050 (T.S.) 600-1100 (S.G.) for 20% posts)	12-2-1980
PROSECUTION	Joint Director	1600-1800 + Rs. 200/- S.P	-	1760-2300+ Rs. 200/- S.P.	1-6-1979 (Dated of Creation)
PRINTING AND STATIONARY	Plate Grainer	110-130	350-550	400-600	1-2-81
	Computer	120-250	400-660	400-660+Rs. 25/- S.P.	1-2-81
	Paper Reel Sheet Cutting Machine Operator	110-225	-	400-660	1-4-79
	Welder	120-250	-	400-660	1-4-79
	Hello Printer	210-450	525-1050	600-1100	1-2-81
	Romayor Offset Machine men Dominant Machine man	210-450	525-1050	600-1100 600-1100	1-2-81 1-4-79
	Camera Operator Layout Artist-cum-Paster	250-500 250-500	525-1050	600-1100 600-1100	1-2-81
	Two Colour Web Offset Machine Operator	300-500	-	600-1100	1-4-79
	Four Colour Web Offset Machine	350-500	600-1100	600-1100 + Rs. 50/- S.P.	1-2-81
IRRIGATION	Executive engineer	Working in	No. Spl. Pay	Rs. 150/- Spl. Pay	1-2-81
	Sub Divisional Engineer	Vigilance cell	No. Spl Pay	Rs. 100/- S.P.	1-2-81
	Zileadar	200-500 + Rs. 15/- S.P (for one Post at Hqrs.)	600-1100 + Rs. 25/- S.P (for one Post at Hqrs.)	700-1250 (S.G.) for 20 % posts on addition to time scale of Rs. 600-1100	1-2-81
	Deputy Collector	350-800	750-1450	800-1600 (S.G.) for 20 % posts) on addition to time scale of Rs. 750-1450	1-2-81

Name of the Department	Name of the Post	Pre-revised Scale of pay	Revised Scale' of pay w.e.f. 1-4-79	Revised/ Further Revised Scale of Pay	Date of effect
HOSPITALITY	Receptionist	225-500	525-1050	600-1100	1-2-81
HEALTH	Driver	100-160	-	420-700 (T.S) 525-900 (S.G) for 20 %	1-2-1981 1-4-1979
LABOUR	X-Ray Technician	160-225	420-700	480-760 (No. S.G.)	1-2-1981
	Rent Collector/Reader/ Jr. Statistical Asstt.	160-400	525-900	525-1050	1-4-79
CIVIL SECRETARIAT	Head Gate Keeper	100-150 + Rs. 40/- S.P.	450-700 + Rs. 25/- S.P.	450-700 + Rs. 40/- S.P.	1-2-1981
	Gate Keeper	100-150 + Rs. 30/- S.P.	400-600 + Rs. 20/- S.P.	400-600 + Rs. 30/-	1-2-81
	Gate Messenger	100-150 + Rs. 15/- S.P.)	250-500 + Rs. 15/- S.P.	350-500 + Rs. 25/- S.P.	1-2-81
F.C OFFICE	Chief Stamp Auditor	450-800	750-1450	1000-1500 + Rs. 100/- S.P.	1-4-79
SECTT. AND F.C OFFICE	Deputy Secretary/ Senior Secretary to Minister	----	1700-2150 + Rs. 200/- S.P	1760-2300 + Rs. 200/- S.P.	1-2-81
ARCHAEOLOGY	Registering Officer	350-900	700-1400	800-1600	1-4-79
Animal Husbandry	Asstt. Manager Poultry	225-500	525-1050	700-1150	1-2-81
Archives	Transcriber-cum-Typist	140-310	420-700	480-760	1-2-81
KRISHNA AYURVEDIC COLLEGE KURUKSHETRA	Professor	400-1100	-	90-1700	1-4-1980
	Lecturer in Sanskrit	350-650	-	700-1250	1-4-1980
	Resident Physician	300-600	-	700-1250 700-1400 with two advance increments for BAMS/GAMS Degree holders	1-2-1981
	Demonstrator	300-600	-	700-1250	1-4-1980
	Photographer	150-225	-	400-660	1-4-1980
	Physical Training Instructor	i) 300-600 (for post Graduate) ii) 250-400 (for Other)	-	700-1250 (for post Graduate) (ii) 525-1050 (for Others)	1-4-1980
	Laboratory Technician	110-300	-	480-760	1-4-1980
	Laboratory Asstt.	110-300	-	480-760	1-4-1980
	Asstt. Librarian	110-225	-	400-660	1-4-1980
	Staff Nurse	140-225	-	(i) 480-760 (ii) 480-900 (TS) 480-1050 (SG for 20 % posts)	1-4-1980 1-2-1981

Name of the Department	Name of the Post	Pre-revised Scale of pay	Revised Scale' of pay w.e.f. 1-4-79	Revised/ Further Revised Scale of Pay	Date of effect
EDUCATION	Lascers	80-120	300-430	350-500	1-4-1979
	Laboratory attendant of Higher Secondary Schools	75-95 (for non Matric) 90-140 (for Matric)	350-500	350-500 (for non Metric) 400-600 (for Metric)	1-4-79
	Accounts Clerk	160-400	-	525-900	1-4-79
	Duplicator	90-140	-	350-500	1-4-79
	C & V Teachers (i.e. Hindi Teacher & Drawing Teacher)	125-250 (85%) with a start of Rs. 140/- 250-350 (15%)	480-760 (TS) 525-900 (SG for 20 % posts) + Rs. 25/- S.P. for working as Head Teacher in primary Schools	480-760 (TS) + Three advance increments to fresh recruits who are not covered by the Haryana Civil Services (Revised Scales of Pay) Rules 1980 + Rs. 25/- S.P. for working as Head Teacher in Primary Schools 525-900 (S.G. for 20 % posts) + Rs. 25/- S.P. for working as Head Teacher in Primary Schools	
	Lecturer in Higher Secondary Schools	250-550 (for 3rd Division M.A./M.Sc. 300-600 1st & 2nd Division M.A. / M. Sc.)	600-1100 (TS) 700-1250 (SG) (for 3rd Division M.A. / M.Sc. 700-1250 (TS) 80-1600 (S.G for 20 % posts) for 1st and 2nd Division M.A./M.Sc.	600-110 (TS) 700-1400 (SG for 20 % posts)	1-2-1981 No Change
Election	Officer on Special Duty	450-800	-	800-1600	1-9-79 to 29-2-1980
Employment	Asstt. Employment Officer	250-550	700-1250	750-1450	1-2-81.
	Distt. Employment Officer	250-550 + Rs. 50/- S.P	750-1450	800-1600	1-2-1981
	Asstt. Director / Divisional Employment Officer	350-900	800-1600	900-1700	1-2-1981
TECHNICAL EDUCATION	Drawing Instructor	160-400 225-500	525-1050	600-1100 (TS) 700-1250 (S.G.) for 20 % posts	1-2-1981
	Hostel Supdt. Cum P.T.I.	300-600	-	700-1250	1-4-79
	Instrument Repairer	160-400	525-900	525-1050	1-2-1981
	Boiler Incharge	160-400	525-900	525-1050	1-2-81

Name of the Department	Name of the Post	Pre-revised Scale of pay	Revised Scale' of pay w.e.f. 1-4-79	Revised/ Further Revised Scale of Pay	Date of effect
	Motor Mech-cum-Driver	160-400	525-900	525-1050	1-2-81
	Laboratory Asstt.	100-160	350-500	400-600	1-2-1981
	Asstt. Director-cum-Registrar(Examinations)	750-1300	1400-2000	1400-2100	1-2-1981
	Addl. Director	1600-2000	2000-2400	2100-2500	1-2-1981
	Director	1600-2000	2000-2400	2500-2750	1-2-1981
	HEADS OF DEPTT. Govt. Polytechnics	750-1300 + Rs. 100/- Spl. Pay	1200-1860 +Rs. 100/- Spl. pay.	1400-2100+ Rs. 100/- S.P. 2000-2300 (S.G.) for 20% posts) + 100/- Spl. pay	1-2-1981
	Sr. Lecturer in Auto Engg.	750-1300 + 100/- S.P.	1200-1800 + 100/- S.P.	1400-2100 + Rs. 100/- S.F.	1-2-1981
	Training & Placement Officer	750-1300	-	1200-1860 + Rs. 100/- Spl. pay 1400-2100 + Rs. 100/- Spl. Pay	1-4-1979 1-2-1981
	Supdt. Workshop	400-1100 + Rs. 100/- S.P. four posts)	900-1700 + Rs. 100/- S.P. (for four posts)	940-2000/- + Rs. 100/- S.P. (for four posts)	1-2-1981
	LECTURERS	400-1100 + 100/- Spl. pay	800-1600 +100/- Spl. Pay.	940-2000+100/- Spl. Pay (for Bachelor of Engineering Degree holders. 800-1600+100/- S.P. for others.	1-2-1981
	FORMAN INSTRUCTOR General Automobile	Post created w.e.f. 28.8.80.	-	800-1600 + 100/- Spl. Pay 940-2000 + 100/- Spl. Pay for Bachelor of Engineering Degree holders.	28-8-80 1-2-1981
	FORMAN Govt. Polytechnics	1300-1800 + 100/- Spl. pay	1700-2150 + 100/- Spl. pay.	2000-2400 + 100/- Spl. Pay 2100-2500 (S.G. for one post only) + 100/- Spl. Pay.	1-2-1981
AYURVEDA	Vaid (now designated as Ayurvedic Medical Officer) Hakim (now designated as Unani Medical Officer).	350-600	700-1250	Rs. 700-1400 with two advance increments for BAMS/GAMS Degree holder +N.P.A. @25% from the date of issue of orders.	1-2-1981
	Physician	350-650	700-1250	750-1450 with two advance increments for BAMS/GAMS Degree holder + 25% N.P.A. from the date of	1-2-1981

Name of the Department	Name of the Post	Pre-revised Scale of pay	Revised Scale' of pay w.e.f. 1-4-79	Revised/ Further Revised Scale of Pay	Date of effect
				issue of orders.	
	Ayurvedic Officer	350-900 + 33.1/3% NPA Maximum Rs. 200/-	800-1600+ NPA of Rs. 200/-.	800-1600 + 25% NPA	1-2-1981
	Asstt. Director Ayurveda	350-900 + 33.1/3% NPA maximum Rs. 200/- + 100/- Spl. Pay w.e.f. 1-4-80	-	800-1600+100/- Spl. Pay+25% NPA	1-4-1980
	Dy. Director Ayurveda	850-1300 + 33.1/3% NPA max. Rs. 600/-.	1200-1860 + 25 % NPA.	1400-2100+25% NPA subject to a Ceiling of Rs. 2400/-	1-2-1981
	Director Ayurveda	1200-1800 NPA 50 % (max. Rs. 600/-).	1760-2300 + 600 NPA subject to a ceiling Rs. 2500/-	2100-2500+NPA subject to a ceiling of Rs. 2650/-	1-2-1981
Medical College & Hospital Rohtak.	Peon	70-95	-	300-430	1-4-79
	Chowkidar	70-95	-	300-430	"
	Sweeper	70-95 + Rs. 65/- Spl. Pay	-	300-430 + Rs. 65/- Spl. allowance	"
	Bearer/Helper	70-95	-	300-430	"
	Stretcher Bearer	70-95	-	300-430	"
	Ward Attendant	70-95	-	300-430	"
	Class IV	70-95	-	300-430	"
	Packer	70-95	-	300-430	"
	Masalchi	70-95	-	300-430	"
	Mali/Gardener	70-95	-	300-430	"
	Liftman	70-95	-	300-430	"
	Aya (Class-IV)	70-95	-	300-430	"
	Store Boy	70-95	-	300-430	"
	Boiler Attendant	90-140	-	300-430	"
	Khalasi	70-95	-	300-430	"
	Lab. Attendant	90-140	-	350-500	"
	Operation Theatre Attendant	90-140	-	350-500	"
	X-Ray Attendant	90-140	-	350-500	"
	Sterilisation (CSSD) Attendant	90-140	-	350-500	"
	Library Attendant	70-95	-	350-500	"
	Lecture Theatre Attendant	70-95	-	350-500	"
	Bone-Keeper	70-95	-	350-500	"
	Trained Dai/Nurse Dai	80-120	-	350-500	"
	Cook	75-95	-	350-500	"

Name of the Department	Name of the Post	Pre-revised Scale of pay	Revised Scale' of pay w.e.f. 1-4-79	Revised/ Further Revised Scale of Pay	Date of effect
		70-95			
	Physio-therapy Attendant	90-120	-	350-500	"
	Orthotic & Prosthetic Attendant	90-120	-	350-500	"
	Plaster Attendant	90-120	-	350-500	"
	Recreation Room Attendant	90-120	-	350-500	"
	Craft Room Attendant	90-120	-	350-500	"
	Paraplegic Attendant	90-120	-	350-500	"
	Chowkidar-cum-Cook	90-140	-	350-500	"
	Dafti	75-105	-	350-500	"
	Book Binder	90-140	-	350-500	"
	Museum-Keeper	90-140	-	350-500	"
	Foreman	90-140	-	350-500	"
	Plumber	70-95	-	350-500	"
	Head Malies	70-95	-	350-500	"
	Head Sweeper	70-95 + 65/- Spl. Pay	-	350-500 + Rs. 65/- Spl. Allowance	"
	Jamadar Sweeper	70-95+ 65/- Spl. Pay	-	350-500 + Rs. 65/- Spl. Allowance	"
	Dhabi	70-95	-	350-500	"
	Carpenter	100-160 160-400	-	350-500 400-600	1-4-79
	Cleaner	70-95	-	300-430	1-2-81
	Cook-cum-Bearer	70-95	-	350-500	1-4-79
	Dark-room-Assistant	100-160	-	400-600	"
	Lady House-keeper	110-160	-	400-600	"
	Clerk	110-225	-	400-660 (T.S.) 480-760 (S.G. for 20% posts)	"
	Store-Keeper/Clerk cum-Store-Keeper	110-225	-	400-660 (T.S.) 480-760 (S.G. for 20% posts)	"
	Steno-typist	110-225+ Rs. 25/-	-	400-660+Rs. 25/- spl. pay.	"
	Daroga-cum-Clerk	110-225	-	400-660	"
	Computer	110-225	-	400-660	"
	Mechanic type-writer	120-250	-	400-660	"
	Caneman	110-225	-	400-660	"
	Head-cook	110-225	-	400-660	"
	Auxiliary Nurse Midwifery Midwife	130-200	-	400-660 (T.S.) 480-760 (S.G. for 20% posts)	"
	Family Planning	120-200	-	400-660	"

Name of the Department	Name of the Post	Pre-revised Scale of pay	Revised Scale' of pay w.e.f. 1-4-79	Revised/ Further Revised Scale of Pay	Date of effect
	Field Worker				
	Supdt. Girls Hostel	110-200	-	400-660	"
	Cashier (Paying Clinic)	110-225 + Rs. 10/- Spl. Pay	-	400-660+Rs. 10/- Spl. Pay	"
	Case Worker	110-225	-	400-660	"
	Turner (Ortho)	120-160	-	400-660	"
	Laundry-cum-Boiler	120-225	-	400-660	"
	Asstt. Dental Mechanic	130-225	-	400-660	"
	B.C.G. Technician	130-200	-	400-660	"
	Foot Prosthetic Tech.	200-400	-	400-660	"
	Liftman(Mechanic)	120-250	-	400-660	"
	Asstt. Librarian	110-225	-	400-660	"
	Asstt. Photo-Artist.	80-100	-	400-660	"
	Tailors	120-180 100-160	-	400-660	"
	Gestetner Operator	100-160	-	400-660	"
	Gas room Operator	120-250	-	400-660	"
	Sanitary Inspector	120-250	-	420-700	1-4-79
	Projectionist	110-225 130-250	-	400-660	"
	Operation theatre Asstt.	130-225	-	420-700	"
	Junior Theatre Master	130-225	-	420-700	"
	Sterilisation Technician	130-225	-	420-700	"
	ECG Technician	130-225	-	420-700	"
	Social Worker	110-225	-	400-660	"
	BEG Technician	130-225	-	420-700	"
	Drivers	110-180 120-250 + 30/- (Staff car Driver)	-	420-700 (T.S.) + Rs. 30/- Spl. Pay To staff car Driver 525-900 (S.G.)+Rs. 30/- Spl. Pay to staff car Driver	"
	Staff Nurse/O.T. Nurse	140-250	-	480-760 (T.S.) 525-900 (S.G. for 20% post) 480-900 (T.S.) 525-1050 (S.G.) 480-760 (T.S.) 525-900 S.G.	1-4-79 1-2-81 1-4-79
	Lady Health Visitor	140-250	-	480-900 (T.S.) 525-1050 (S.G. for 20% posts)	1-2-81
	Laboratory Asstt. Laboratory Technician/ Jr. Technician	110-330 200-375 (Audimatory) 130-225 140-300	-	480-760 (T.S.) 525-1050 (S.G.) (for Laboratory Asstt. Only)	1-4-79
	Jr. Scale Stenographer	140-300	-	480-760	"
	Medical Record	140-310	-	480-760	"

Name of the Department	Name of the Post	Pre-revised Scale of pay	Revised Scale' of pay w.e.f. 1-4-79	Revised/ Further Revised Scale of Pay	Date of effect
	Cleric				
	Boiler Attendant	170-300	-	480-760	"
	Electrician	110-180	-	400-660	"
	Glucose Technician	110-300	-	420-700	"
	Media Maker	120-200	-	400-660	"
	Cashier	140-300	-	480-760	"
	Plastic Technician/ Plaster	200-400	-	525-900	"
	T.B. Health Visitor	140-250	-	480-760	"
	Electric-Limb-Maker	200-400	-	525-900	"
	Metal Limb-maker	150-220	-	420-700	"
	Plaster-limb-maker	150-220	-	420-700	"
	Leather Limb-maker	150-220	-	420-700	"
	Wood Limb-maker	200-400	-	525-900	"
	Artificial-limb-maker	200-400	-	525-500	"
	Welder-cum- Electroplater	200-400	-	525-900	"
	Ward Assistant	450 (fixed)	-	500/- (fixed)	"
	Medical Record Technician	160-400	-	525-900	"
	Receptionist	160-400	-	525-900	"
	Jr. Photographer	160-400	-	525-900	"
	Modellor (Jr. Post Martun)	160-400	-	525-900	"
	Autoclave Mechanic	170-300	-	480-760	"
	Nursing sister	200-300	-	525-1050 600-1100	1-4-79 1-2-81
	Photographer	225-500	-	525-1050	1-4-79
	Fitter	110-225	-	400-660	"
	Mechanic	160-400	-	525-900	"
	Electric-cum-Revinder	160-400	-	525-900	"
	Animal House	160-400	-	525-909	"
	Supervisor/Keeper		-		"
	Senior Scale Stenographer	225-500	-	525-1050	"
	Jr. Auditor	160-400	-	525-1050	"
	Assistant/Accountant/ Head Clerk	160-400	-	525-1050	"
	Head Store-keeper	160-400	-	525-900	"
	Senior Store-keeper	225-500	-	525-1050	"
	Jr. Scale Store-keeper	160-400	-	525-900	"
	Pharmacists	160-400	-	525-1050 (T.S.) 600-1100 (S.G. for 20%)	"
	Statistical Asstt.	160-400	-	525-900	"
	Welder Gas	160-400	-	525-900	"
	Welder Electric	160 400	-	525-900	"
	Radiographer/Asstt. Radiographer	120-250	-	480-760 (T.S.) 525-900 (S.G. for	"

Name of the Department	Name of the Post	Pre-revised Scale of pay	Revised Scale' of pay w.e.f. 1-4-79	Revised/ Further Revised Scale of Pay	Date of effect
				20%)	
	Supervisor (Ortho)	225-500	-	525-1050	"
	Jr. Therapist	200-400	-	525-1050	"
	Sr. Technician	160-400	-	525-900	"
	Theatre Master (O.T.)	200-400	-	525-1050 (No S.G.)	"
	Checking Asstt.	225-500	-	525-1050	"
	Technical Asstt.	225-500	-	525-1050	"
	Orthotic Technician	225-500	-	525-1050	"
	Rehabilitation Asstt.	140-300	-	480-760	"
	Prosthetic Technician	225-560	-	525-1050	"
	Public Health Nurse	140-200	-	400-660	"
	Hostel Supervisor	250-450	-	525-1050	"
	Health Educator (Eye)	200-400	-	525-1050	"
	Family Planning Extension educator	200-450	-	525-1050	"
	Senior Sanitary Inspector	200-300	-	525-1050	"
	Air-conditioning-cum-Refrigerator Mechanic	160-400 145-300	-	525-900	"
	Artist (Jr.)	160-400	-	525-900	"
	Reception Officer	200-500	-	525-1050	"
	Dy. Analyst	250-500	-	600-1100	"
	Dental Mechanic	200-400	-	600-1100	"
	Dental Hygienist	200-400	-	600-1100	"
	Dental Mechanic	130-225	-	420-700	"
	Boiler Mechanic	200-400	-	525-1050 600-1100	1-4-79 1-2-81
	Asstt. Supervisor (CSSD)	200-300	-	525-1050	1-4-79
	Message Technician	200-400	-	525-1050 600-1100	1-4-79 1-2-81
	Foreman (W/shop)	250-500	-	600-1100	1-4-79
	Medical Record Tech.	160-400	-	525-1050	1-4-79
	Sr. Photographer	225-500	-	525-1050 600-1100	1-4-79 1-2-81
	Jr. Engineer Horticulture (Overseer)	120-225 200-450	-	525-1050	1-4-79
	Overseer-cum-Draftsmen	160-400	-	525-1050	"
	Jr. Physio-therapist	200-400	-	525-1050	"
	Jr. Occupational Therapist	200-400	-	525-1050	"
	Jr. Physio and Occupational therapist	200-400	-	525-1050	"
	Vocational Counciller	200-400	-	525-1050	"
	Matron	250-450	-	700-1250	"
	Store Officer	300-700	-	700-1250	"

Name of the Department	Name of the Post	Pre-revised Scale of pay	Revised Scale' of pay w.e.f. 1-4-79	Revised/ Further Revised Scale of Pay	Date of effect
	Sister Tutor	225-350	-	525-1050 600-1100	1-4-79 1-2-81
	Public Health Nurse(Tutor)	225-350	-	525-1050 600-1100	1-4-79 1-2-81
	Artist	250-550	-	600-1100	1-4-79
	Medeller	250-550	-	600-1100	"
	Photographer-cum-Artist	225-500	-	525-1050	"
	Photo-Artist	250-550	-	600-1100	"
	Sr. Radiographer	200-400	-	600-1100	"
	Legal Asstt./Asstt Distt. Attorney	Created in new revised scale Rs. 700-1250 + Rs. 75/- S.P.	-	700-1250+ Rs. 75/- Spl. Pay for those who appear in Court	"
	S.A.S. Accountants (Sr. Auditor)	300-600	-	700-1250	"
	Dy. Supdt. (Office)	225-500+Rs. 50/- spl. pay	-	700-1250	"
	P.T.I. (Ortho)	300-600	-	700-1250	"
	Social Medical Officer	300-700	-	700-1250	"
	D.P.E.	300-600	-	700-1250	"
	P.A. to M.S.	500-900	-	700-1250	"
	P.A. for G. Body	350-850	-	700-1250	"
	Dietician	300-700	-	700-1400	"
	Librarian	300-600	-	600-1100 700-1400 (if M.A. with Diploma/ Degree in Library Science)	"
	Dental Surgeon	350-900	-	800-1600	"
	Asstt. Accounts Officer	350-900	-	800-1600	"
	Asstt. Security Officer	350-900	-	800-1600	"
	Physio-therapist	350-900	-	800-1600	"
	Health Educator(Hosp.)	400-650	-	750-1450	"
	Health Educator- cum- Publicity	350-800 300-500	-	750-1450 600-1100	"
	Chief Store Officer	400-1100	-	800-1600	"
	Demonstrator in (Dentistry)	400-800	-	750-1450	"
	Asstt. Admn. Officer	500-900	-	800-1600	"
	Medical Record Officer	350-900	-	800-1600	"
	Dispensary Supdt.	300-500	-	600-1100	"
	Speech Therapist ENT/Orth.	300-600 350-900	-	700-1250 800-1600	"
	Head Occupational therapist	350-900	-	800-1600 (No Spl. Pay).	"
	Occupational therapist	350-900	-	800-1600	"
	Prosthetist	350-900	-	800-1600	"
	Orthotist	350-900	-	800-1600	"
	Orthotist-cum-	350-900	-	800-1600	1-4-79

Name of the Department	Name of the Post	Pre-revised Scale of pay	Revised Scale' of pay w.e.f. 1-4-79	Revised/ Further Revised Scale of Pay	Date of effect
	Optometrist	140-300 300-600		420-700 700-1250	
	Nursing Supdt.	250-550	-	700-1400	"
	Principal Tutor	250-550	-	700-1400	"
	Bio-statistician	350-800	-	750-1400	"
	Statistician (SPM)	350-900	-	800-1600	1-4-79
	Chemists	250-450/ 300-700	-	700-1400	"
	Physicist	400-1100/ 250-450	-	900-1700/ 700-1400	"
	Biochemist	350-900	-	800-1600	"
	Lecturer in Health Education & F.P.	600-1200	-	900-1700	"
	Lecturer in Pharmacy Department	400-950	-	800-1600	"
	Jr. Lecturer in Pharmacy Department	300-700	-	700-1400	"
	Psychiatric Social worker/Jr. Cl. Psychologist.	350-800/ 500-900	-	800-1600	"
	Pharmacist in Pharmacology	350-900	-	800-1600	"
	Child Psychiatrist	350-900	-	800-1600	"
	Clinical Psychologist	350-800/ 400-1100	-	800-1600	"
	Asstt. Blood Transfusion Officer Epiciomologist Medical Officer (Health) Sl. Cl. Health Officer SPM Women Asstt. Surgeon SP Resident Pathologist Dy. Medical Supdt. Class-II Jr. Ophthalmic Surgeon	400-1100 +NPA 33. 1/3 % and 50% NPA according to length of sere subject to maximum Rs. 600/-	-	900-1700+ 25% NPA 940-2000 + NPA @ 25% for the first ten years in H.C.M.S.II and 33.1/3% after 10 years of service in H.C.M.S.-II subject to a maximum of Rs. 600 and further subject a ceiling of Rs. 2300/-.	1-4-79 1-2-81
	Public Health Engineer	400-1100	-	900-1700 940-2000	1-4-79 1-2-81
	Superintendents -do-	400-660 350-550	-	1000-1500 700-1400	1-4-79
	Warden Girls Hostel	700-1300	-	1000-1500	"
	P.A. to D.P.	500-900	-	1000-1500	"
	Asstt. Registrar	700-1300	-	1000-1800	"
	Chief Pharmacists Cl. (Mfg. Pharmacist)	700-1250	-	1200-1860	"
	Administrative Officer	700-1250 + Rs. 200/- Spl. Pay (H.C.S.)	-	As for HCS Officers	"
	Security Officer	700-1300	-	1200-1860	"

Name of the Department	Name of the Post	Pre-revised Scale of pay	Revised Scale' of pay w.e.f. 1-4-79	Revised/ Further Revised Scale of Pay	Date of effect
	Clinical Psychologist (Senior)	400-1100	-	900-1700	"
	Dy. Medical Supdt. Class-I		- -	1200-1860 (T.S.) + Rs. 600/- N.P.A. subject to a ceiling of Rs. 2400/-	1-4-79
	Blood Transfusion Officer Class-I	850-1300 + NPA 50% maximum Rs. 600/- p.m.		1700-2150 (S.G. for 20% posts after 13 years of service in H.C.M.S. II & I) plus Rs. 600/- N. P.A. subject to a ceiling of Rs. 2450/-.	
	Senior Ophthalmic Surgeon Class-I			1400-2100 (TS)+Rs. 600/- N.P.A. subject to a ceiling of Rs. 2400/-. 2000-2300 (S.G. for 20% posts after 13 years of service in H.C.M.S. II&I) plus N.P.A. subject to a ceiling of Rs. 2500/-	1-2-81
	Financial Advisor	900-1500	-	1400-2000	1-4-79
	Superintendent Boys Hostel	Rs. 50/- Spl. Pay + rent free accommodation	-	Rs. 100/- p.m. spl. pay + rent free accommodation	"
	Supdt. Interns Hostel	Rs. 75/- p.m. Spl. Pay	-	Rs. 150/- p.m. Spl. Pay	"
	Warden Boys Hostel	Rs. 100/- p.m. Spl. Pay	-	Rs. 200/- p.m. Spl. Pay	"
	Warden Interns	Rs. 100/- p.m. Spl. Pay	-	Rs. 200/- p.m. Spl. Pay	"
	Wardent Girls Hostel	Rs. 100/- p.m. Spl. Pay	-	Rs. 200/- p.m. Spl. Pay	"
	Asstt. Supdt. Boys Hostel	Single room rent free accommodation	-	Rs. 50/-p .m. + single free accommodation	"
	Lecturer in English(for Pharmacy Class)	Rs. 10/- per lecturer (Rs. 100/- p.m.)	-	Rs. 25/- per lecturer a maximum Rs. 500/-.	"
All Departments.	Steno typists	110-225+Rs. 25/- Spl. Pay	400-660 +Rs. 25/- spl. pay	400-660+Rs. 50/- Spl. Pay	1-2-81
	Jamadars	100-150	350-500	400-600	1-2-81

Copy of letter **No. 10(32)/81-4FR-I dated 12th October, 1981** from the Commissioner & Secretary to Govt., Haryana, Finance Department to all Heads of Departments in Haryana State and others.

Subject : Grant of honoraria, over-time allowance and special pay.

I am directed to invite your attention to the subject noted above and to say that the current practice regarding the grant of honoraria, over-time allowance and special pay to the employees of Haryana Govt. is not well regulated and instances have come to the notice of Govt. in which the officials had claimed/were sanctioned more than one form of the aforesaid compensation for arduous duties at the same time, or for the same period of time.

2. It is felt that for categories of staff entitled to over-time allowance, this is the primary form of compensation for discharging their duties beyond the prescribed hours. As it is difficult in their cases to define duties performed within the prescribed hours as being more arduous or onerous than normally expected of them, it is clarified that honoraria should be granted to them sparingly and when granted, it should be only in a situation where over-time allowance has not been claimed and an undertaking/condition would also be that for the same period, no over-time allowance would be claimed in future either. Likewise, for those entitled to over-time allowance, special pay for discharging arduous duties (except where already sanctioned) would also not normally be sanctioned in future. If at all it is sanctioned, this would simultaneously disentitle the incumbent of the post against which such special pay is sanctioned to claim over-time allowance and honoraria also.

3. For other categories of staff (i.e. the staff not entitled to over-time allowance) special pay for the arduous nature of duties if sanctioned would normally disentitle the incumbents of these posts for the grant of honoraria for discharging duties which form a part of their normal duties. While the grant of honoraria may, in exceptional cases, still be justified for such personnel, should they be occasionally discharging duties more onerous than what was contemplated when the special pay was sanctioned. The competent authority would be expected at the time of sanctioning such an honoraria to carefully consider whether the incumbents of these posts would be required to discharge such exceptional or onerous duties on a regular basis, and if so, whether the more appropriate course would not be to consider modification/enhancement in existing levels of special pay, and in that case, the more appropriate course to follow, would be to move Government accordingly, with specific proposals.

4. Receipt of these instructions may please be acknowledged.

No. 4/1/81-3FR-II

From

The Commissioner & Secretary to Government,
Finance Department.

To

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

Dated, Chandigarh, the 12th October, 1981.

Subject : Grant of Additional Dearness Allowance to Haryana Government Employees.

Sir,

I am directed to invite a reference to Finance Department Circular letter No. 4/1/81-3FR-II, dated 24th August, 1981, on the subject noted above and to say that the State Government have considered the question of granting further relief to the employees consequent upon the increase in the Average Consumer Price Index from 392 to 400. Accordingly it has been decided to grant relief with effect 1st April, 1981 at the rates given below on the un-revised scale of pay :-

Range of Emoluments	Rate of A.D. A. per mensem (inclusive of A.D. already granted vide letter No. 4/1/81-3FR-II, dated 24-08-81)
Upto Rs. 300/-	61.5% of emoluments subject to a minimum of Rs. 35/- plus 44% of emoluments and a maximum of Rs. 182/-
Above Rs. 300/- and upto 400/-	Rs. 62/- plus 40% of emoluments
Above Rs. 400/- and upto Rs. 800/-	Rs. 45.5% of emoluments subject to a maximum of 15.5% of emoluments plus 160/-
Above Rs. 800/- and upto Rs. 900/-	Rs. 100 plus 33% of emoluments
Above Rs. 900/- and upto Rs. 1000/-	Rs. 127/- plus 30% of employees.
Above Rs. 1000/- and upto Rs. 1030.	Amount by which emoluments fall short of Rs. 1427/-
Rs. 1031 and above	The rates of Additional Dearness allowance as sanctioned in para-1 of Finance Department letter No. 4/1/81-3FR-II, dated 24-8-81 shall remain unchanged.

2. The total ADA "Old" and "New" on the emoluments above Rs. 2,000/- will continue to be regulated as indicated in para 1 of letter No. 4/1/81-3FR-II, dated 24-8-81.

Note-I. The payments on account of this Additional Dearness Allowance will also be rounded off to the nearest 10 Paise .

Note-II. Emoluments mean emoluments as defined in para 2 of Haryana Government Finance Department letter No. 1699-3FR-74/10392, dated the 20th March, 1974.

3. The amount of additional dearness allowance (Old) already sanctioned before 1.3.76 and also indicated in Finance Department letter No 4/1/78-3FR-II, dated 19.12.79 and thereafter should be shown separately in the pay bill to facilitate calculations and working out of the marginal adjustments in the manner indicated in para 1 above. To distinguish these two elements of additional dearness allowance the words "Old" and "New" may be prefixed thereto.

4. These orders will be applicable to (i) the employees whose revised pay scales have not been notified (ii) work-charged employees but these will not be applicable to :-

- (a) Staff paid from contingencies;
- (b) Casual labour;
- (c) Staff employed on daily wages;
- (d) Part time employees and those who have been working on piece-rate system; and
- (e) Employees on contract basis except where it is admissible in terms of their contract.

5. The amount of arrears on account of the above instalment of Dearness Allowance for the period from 1-4-1981 to 30-9-81 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees who have no such accounts, the amount of such arrears will be invested in the Post Office Saving Certificates.

6. On fixation of pay in the revised scales of pay amount of Additional Dearness Allowance admissible would be recalculated according to F.D. letter No. 4/1/81-3FR-II, of even date and necessary adjustments made accordingly.

Yours faithfully,

Sd/-

(RAJNI RAZDAN)

Deputy Secretary Finance (R),

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

No. 4/1/81-3FR-II

From

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

To

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

Dated, Chandigarh, the 12th October, 1981.

Subject : Grant of Dearness Allowance to Haryana Government Employees.

Sir,

I am directed to invite a reference to Finance Department letter No. 4/1/81-3FR-II dated 24th August, 1981 on the subject noted above, and to say that the State Government have considered the question of granting further relief to the employees consequent upon the increase in the average Consumer Price Index from 392 to 400. Accordingly it has been decided to grant relief with effect from 1st April, 1981 at the rates given below on the pre- revised scale of pay :

Pay Range	Rate of D.A. per mensem of the previous instalments granted vide letter No. 4/1/81-3FR-II dated 24-8-81)
upto Rs. 600/-	27.5% of pay subject to a maximum of Rs. 160/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/-
Above Rs. 601/- to Rs. 1400/-	22.5% of pay subject to a minimum of Rs. 160/- and a maximum of Rs. 300/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/-
Rs. 1401/- to 1430/-	Marginal adjustment to the extent of amount by which pay falls short of Rs. 1700/- plus Rs. 7/- on account of restoration of cut.
Rs. 1431 and above	The rates of Dearness Allowance of sanctioned in Para I of Finance Department letter No. 4/1/81-3FR-II, dated 24th August, 1981 shall remain unchanged.

Note - I. The amount of Dearness Allowance admissible now or in future on pay of Rs. 2400/- p.m. and above would be reduced by the amount of Additional Dearness Allowance (I&II) merged at the time of fixation of pay in the revised scale. However, if the amount of A.D.A. merged in the revised pay is more than or equal to amount of dearness allowance admissible, no dearness allowance would be paid.

Note - II. The term 'Pay' would include Basic Pay, personal Pay Special Pay Overseas Pay and Deputation Allowance, where admissible as defined in rule 2.44(a)(i) of C.S.R. Vol. I, Part I.

Note-III. The payments on account of this Additional Dearness Allowance will also be rounded off to the nearest 10 paise.

2. In case of employees who opt to continue in the unrevised scales of pay and the teaching personnel of Government Colleges who are in receipt of U.G.C. scales of pay the amount classified as Dearness Pay as detailed below will be treated as 'pay' for calculating of admissible dearness allowance :-

(a) Those who opt to continue in the unrevised scales of pay.

Dearness Allowance, Ad-hoc Relief and Additional Dearness Allowance (I&II) upto 12 monthly Consumer Price Index 320 (1960 base = 100) minus excess payments of Adhoc relief.

(b) In case of teaching personnel of Government Colleges who are in receipt of U.G.C. scales of pay.

Additional Dearness allowance (I &II) upto 12 monthly consumer Price Index 320 (1960 base 100) minus excess payment of Ad-hoc relief.

3. The general conditions for the payment of Dearness Allowance would continue to be the same as at present in force.

4. The amount of arrears on account of the above instalments of Dearness Allowance for the period from 1-4-81 to 30-9-81 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees whose have no such accounts, the amount of such arrears will be invested in the post Office Saving Certificates.

5. The above orders will not apply to :-

- (i) Work charged employees and those employees whose revised scales of pay have not been notified. In their case orders are being issued separately;
- (ii) Staff paid from contingencies;
- (iii) Casual labour;
- (iv) Staff employed as Daily wages and those working on piece- rate system; and
- (v) Those employed on contract basis except where Dearness Allowance is admissible in terms of their contract.

Yours faithfully,

Sd/-

(Rajni Razdan)

Deputy Secretary Finance (R)

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

No. 4/1/81-3FR-II

From

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

To

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

Dated, Chandigarh, the 12th October, 1981.

Subject : Grant of Additional Dearness Allowance to Haryana Government Employees.

Sir,

I am directed to invite a reference to Finance Department Circular letter No. 4/1/81-3FR-II, dated 24th August, 1981, on the subject noted above and to say that the State Government have considered the question of granting further relief to the employees consequent upon the increase in the Average Consumer Price Index from 392 to 400. Accordingly it has been decided to grant relief with effect 1st April, 1981 at the rates given below on the un-revised scale of pay :

Range of Emoluments	Rate of A.D. A. per mensem (inclusive of A.D. already granted vide letter No. 4/1/81-3FR-II, dated 24-08-81)
Upto Rs. 300/-	61.5% of emoluments subject to a minimum of Rs. 35/- plus 44% of emoluments and a maximum of Rs. 182/-
Above Rs. 300/- and upto 400/-	Rs. 62/- plus 40% of emoluments
Above Rs. 400/- and upto Rs. 800/-	Rs. 45.5% of emoluments subject to a maximum of 15.5% of emoluments plus 160/-
Above Rs. 800/- and upto Rs. 900/-	Rs. 100 plus 33% of emoluments
Above Rs. 900/- and upto Rs. 1000/-	Rs. 127/- plus 30% of employees.
Above Rs. 1000/- and upto Rs. 1030.	Amount by which emoluments fall short of Rs. 1427/-
Rs. 1031 and above	The rates of Additional Dearness allowance as sanctioned in para-1 of Finance Department letter No. 4/1/81-3FR-II, dated 24-8-81 shall remain unchanged.

2. The total ADA "Old" and "New" on the emoluments above Rs. 2,000/- will continue to be regulated as indicated in para 1 of letter No. 4/1/81-3FR-II, dated 24-8-81.

Note-I. The payments on account of this Additional Dearness Allowance will also be rounded off to the nearest 10 Paise.

Note-II. Emoluments mean emoluments as defined in para 2 of Haryana Government Finance Department letter No. 1699-3FR-74/10392, dated the 20th March, 1974.

3. The amount of additional dearness allowance (Old) already sanctioned before 1.3.76 and also indicated in Finance Department letter No 4/1/78-3FR-II, dated 19.12.79 and thereafter should be shown separately in the pay bill to facilitate calculations and working out of the marginal adjustments in the manner indicated in para 1 above. To distinguish these two elements of additional dearness allowance the words "Old" and "New" may be prefixed thereto.

4. These orders will be applicable to (i) the employees whose revised pay scales have not been notified (ii) work-charged employees but these will not be applicable to :-

- (a) Staff paid from contingencies;
- (b) Casual labour;
- (c) Staff employed on daily wages;
- (d) Part time employees and those who have been working on piece-rate system; and
- (e) Employees on contract basis except where it is admissible in terms of their contract.

5. The amount of arrears on account of the above instalment of Dearness Allowance for the period from 1-4-1981 to 30-9-81 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees who have no such accounts, the amount of such arrears will be invested in the Post Office Saving Certificates.

6. On fixation of pay in the revised scales of pay amount of Additional Dearness Allowance admissible would be recalculated according to F.D. letter No. 4/1/81-3FR-II, of even date and necessary adjustments made accordingly.

Yours faithfully,

Sd/-

(RAJNI RAZDAN)

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

No. 4/1/81-3FR-II

From

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

To

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

Dated, Chandigarh, the 12th October, 1981.**Subject : Grant of Dearness Allowance to Haryana Government Employees.**

Sir,

I am directed to invite a reference to Finance Department letter No. 4/1/81-3FR-II dated 24th August, 1981 on the subject noted above, and to say that the State Government have considered the question of granting further relief to the employees consequent upon the increase in the average Consumer Price Index from 392 to 400. Accordingly it has been decided to grant relief with effect from 1st April, 1981 at the rates given below on the pre- revised scale of pay :

Pay Range	Rate of D.A. per mensem of the previous instalments granted vide letter No. 4/1/81-3FR-II dated 24-8-81)
upto Rs. 600/-	27.5% of pay subject to a maximum of Rs. 160/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/-.
Above Rs. 601/- to Rs. 1400/-	22.5% of pay subject to a minimum of Rs. 160/- and a maximum of Rs. 300/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/-.
Rs. 1401/- to 1430/-	Marginal adjustment to the extent of amount by which pay falls short of Rs. 1700/- plus Rs. 7/- on account of restoration of cut.
Rs. 1431 and above	The rates of Dearness Allowance of sanctioned in Para I of Finance Department letter No. 4/1/81-3FR-II, dated 24th August, 1981 shall remain unchanged.

Note-I. The amount of Dearness Allowance admissible now or in future on pay of Rs. 2400/- p.m. and above would be reduced by the amount of Additional Dearness Allowance (I&II) merged at the time of fixation of pay in the revised scale. However, if the amount of A.D.A. merged in the revised pay is more than or equal to amount of dearness allowance admissible, no dearness allowance would be paid.

Note-II. The term 'Pay' would include Basic Pay, personal Pay Special Pay Overseas Pay and Deputation Allowance, where admissible as defined in rule 2.44(a)(i) of C.S.R. Vol. I, Part I.

Note-III. The payments on account of this Additional Dearness Allowance will also be rounded off to the nearest 10 paise.

2. In case of employees who opt to continue in the unrevised scales of pay and the teaching personnel of Government Colleges who are in receipt of U.G.C. scales of pay the amount classified as Dearness Pay as detailed below will be treated as 'pay' for calculating of admissible dearness allowance :-

(a) Those who opt to continue in the unrevised scales of pay.

Dearness Allowance, Ad-hoc Relief and Additional Dearness Allowance (I&II) upto 12 monthly Consumer Price Index 320 (1960 base = 100) minus excess payments of Adhoc relief.

(b) In case of teaching personnel of Government Colleges who are in receipt of U.G.C. scales of pay.

Additional Dearness allowance (I &II) upto 12 monthly consumer Price Index 320 (1960 base 100) minus excess payment of Ad-hoc relief.

3. The general conditions for the payment of Dearness Allowance would continue to be the same as at present in force.

4. The amount of arrears on account of the above instalments of Dearness Allowance for the period from 1-4-81 to 30-9-81 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees whose have no such accounts, the amount of such arrears will be invested in the post Office Saving Certificates.

5. The above orders will not apply to :-

- (i) Work charged employees and those employees whose revised scales of pay have not been notified. In their case orders are being issued separately;
- (ii) Staff paid from contingencies;
- (iii) Casual labour;
- (iv) Staff employed as Daily wages and those working on piece- rate system; and
- (v) Those employed on contract basis except where Dearness Allowance is admissible in terms of their contract.

Yours faithfully,

Sd/-

(Rajni Razdan)

Deputy Secretary Finance (R)

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

No. 1/2(21)-81-2FR-II

From

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

To

The Accountant General, Haryana,
Chandigarh.

Dated, Chandigarh, the 14th October, 1981

Subject : Liberalization of the pensionary benefits on the recommendations of pay commission.

Sir,

I am directed to invite a reference to your letter No. Pen(R)1/Genl.3A/81-82/680, dated the 17th August, 1981, on the above subject and to say that it is not possible to cite concrete examples on the pattern of Annexure II of circular letter No. 11/1PR(FD)-81, dated 19-3-1981. It is, however, requested that the clarification given vide F.D. letter No. 1/2(21)-81-2FR-II, dated the 26th May, 1981 may be given effect to by adding additional item 3(a) "ad hoc increase/temporary increase (if any)" in between Sr. No. (3) & (4) in the Annexure II referred to above.

Yours faithfully,

Sd/-

(R.P. KAPUR)

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

No. 1/2(21)-81-2FR-II,

Dated 14-10-81.

A copy with a copy of A. G. order dated 17-8-1981 under reply is sent to all the Treasury Officers/Assistant Treasury Officers in Haryana with reference to F.D. Endst. No. 1/2(21)-81-2FR-II, dated 26-5-1981 for information and necessary action.

Sd/-

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

***These instructions have been Revised vide
No. 2/113/84-WM(I), Dated 13.08.1984.***

No. 2810-2FICW-81

From

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

To

All Heads of Department,
Commissioner, Ambala/Hisar Divisions,
The Deputy Commissioners &
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana, High Court, Chandigarh.

Dated, Chandigarh, the 14th October, 1981

Subject : Recovery of House Rent in respect of Government accommodation.

Sir,

I am directed to invite a reference to Finance Department letter No. 11/106-2FICW-80, dated 24-10-80 read with letter No. 11/106-2FICW-80, dated 6-7-81 on the subject cited above and to say that some departments have sought clarifications as to whether the house rent in the case of Government employees allotted Government accommodation at Chandigarh below the category to which they are entitled, is to be recovered at the rates mentioned in the aforesaid letter dated 6.7.81 or the standard rent where it happens to be less. It is clarified that in such cases the recovery of house rent be made from the Government employees at the revised rates of pay mentioned in the aforesaid letter dated 6.7.81 or standard rent, whichever is less.

Yours faithfully,

Sd/-

(Maharaj Nath)
Deputy Secretary to Government,
Haryana, Finance Department.

No. 16/82/81-WM(3)

From

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

To

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

Dated, Chandigarh, the 14th October, 1981

Subject : Instructions regarding grant of advances to Govt. servants for purchase of Motor Vehicles.

Sir,

I am directed to address you on the subject noted above and to say that the Application forms for the grant of advance for Motor Car/Scooter/Motor Cycle/ Moped being forwarded by the Heads of Department do not contain the detail information, with the result that unnecessary correspondence has to be made with the department concerned for collecting the requisite information. With a view to avoid un-necessary correspondence the Finance Department has prescribed an Application form for this purpose. A copy of which is enclosed.

I am to request that in future all applications for the grant of advance for Motor Car/Scooter/Motor Cycle/Moped may please be forwarded in the enclosed proforma and it may be ensured before sending the same to the Finance Department that the same is complete in all respects.

Applications received on any other Application form will not be entertained by this department.

Yours faithfully,

Sd/-

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

A copy is forwarded to :-

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

Sd/-

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

To

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

U.O. No. 16/82/81-WM(3)-81

Dated, Chandigarh, the 14th Oct. 1981

No. 1/3(5)-78-2FR-II

From

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

To

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

Dated, Chandigarh, the 15th October, 1981**Subject : Grant of relief to Haryana Govt. pensioners/recipients of family pension and extra-ordinary family pension.**

Sir,

I am directed to invite a reference to the correspondence resting with Finance Department circular letter No. 1/3(5)-78-2FR-II dated the 13th April, 1981 and to say that consequent upon the rise in the cost of living (i.e. Average Consumer Price Index from 370 to 392 points) the State Govt. had been considering for some time past the question of affording further relief to Haryana Government Pensioners as well as to the recipients of family pension and extra-ordinary family pension. It has now been decided to grant them two instalments further relief at the rate of two and half percent of their pension with a minimum of Rs. 2.50 and a maximum of Rs. 12.50 per mensem each with effect from 1st December, 1980 and 1st Feb., 1981 respectively. These instalments will be in addition to the relief already granted by the State Govt. from time to time and will be subject to the following stipulations:-

- (i) It will be admissible with reference to the revise pension/family pension sanctioned vide para (5) of Finance Department circular letter No. 11/1PR(FD)-81, dated 19-3-81.
 - (ii) It will not be admissible to pension sanctioned on adhoc basis without reference to emoluments e.g. political pensions, special pensions war-risk pensions etc.
 - (iii) It will also not be admissible to reemployed pension during the period of their re-employment.
2. The expenditure involved will be debatable to the Major Head "266-Pensions and other Retirement Benefits."
 3. Receipt of this letter may please for acknowledged.

Yours faithfully,

Sd/-

(Rajni Razdan)

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

***These instructions have been clarified vide
No. 1/4(62)94-2FR-II, Dt. 6.5.1995.***

No. 1/1(21)-78-2FR-II

From

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

To

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

Dated Chandigarh, the 19th October, 1981

Subject : Recovery of D.C.R. gratuity and pension paid to the Govt. employees who were prematurely retired and were subsequently reinstated in service.

Sir,

I am directed to invite a reference to the subject noted above and to say that the State Govt. had been considering the procedure to be adopted in regard to the recovery of D.C.R. Gratuity and pension in cases where the Govt. employees were prematurely retired under rule 3.26 of the Punjab Civil Services Rules, Volume I, Part I and were subsequently reinstated in service on review. After careful consideration of the matter, it has been decided to adopt the following procedure in this regard :-

- (i) The amount of D.C.R. Gratuity received may be allowed to be retained by the Govt. employee concerned on payment of simple interest as prescribed for the G.P.F. for the corresponding period. The amount so retained will be adjusted against the final D.C.R. Gratuity becoming due on final retirement and the balance, if any, will be paid to him.
- (ii) Where the intervening period between premature retirement and date of reinstatement is treated as duty, the amount of pension drawn by the individual should be adjusted against the salary payable.
- (iii) Where the period is treated as leave due and admissible, the pension amount shall be adjusted against the leave salary. In cases where leave salary due and admissible is not enough to cover the entire period and extra-ordinary leave has to be granted, the reinstated employees may be given the option to retain pension if it is more advantageous. If this option is exercised, the period for which pension is retained, shall not count finally for qualifying service.
- (iv) Where the period prior to reinstatement is neither treated as duty nor leave but dies-non, pension already drawn shall be allowed to be retained by the employee.

- (v) Where part of the pension has been commuted, the commuted amount may not be recovered from the Govt. employee concerned but for the purposes of sub paras (ii), (iii) and (iv) above the full amount of pension before commutation and the pension equivalent of gratuity shall be taken into account for the purpose of pay fixation. The pay of a Govt. employee whose pension has been partially commuted, shall, on reinstatement be reduced by the amount of pension including the amount commuted, and pension equivalent of gratuity and he shall draw such reduced pay plus pension after commutation till he finally retires. He will be entitled to increments as admissible from time to time. If any occasion arises to refix his pay as a result of transfer, deputation or promotion, the notional pay, pay being drawn plus pension, shall be taken as "pay" for purposes of refixation. On his final retirement, the pension shall be recalculated and the pension already being drawn will be revised suitably.

2, These instructions may please be brought to the notice of all concerned working under your control, for information and necessary action.

3. Receipt of this letter may please be acknowledged.

Yours faithfully,

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

Endst. No. 1/1(21)/78-2FR-II

Dated, Chandigarh, the 19-10-81.

A copy is forwarded to the Accountant General, Chandigarh for information and necessary action with reference to his office D.O. No. Pen (R)1/Genl-5/80-81/1495, dated 14-10-1980 from Sh. M. Chatterjee, Deputy Accountant General, Haryana (W&P).

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

No. 1/1(21)/78-2FR-II

Dated, Chandigarh, the 19-10-81.

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

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

These instructions have become obsolete.

MOST IMMEDIATE**No. 4/2(206)/81-2FR-I**

From

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

To

All Heads of Department,
Commissioners Ambala/Hisar Divisions,
Deputy Commissioner and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.**Dated, Chandigarh, the 26th October, 1981****Subject: Withdrawals from the G.P.Fund for the purchase of plots from the Haryana Urban Development Authority.**

Sir,

I am directed to invite a reference to the subject noted above and to say that instances have come to the notice of Government wherein the Departments have allowed withdrawals from the G.P.Fund to enable the subscribers to deposit registration fee i.e. 10% of the total estimated price of the plot being sold by Haryana Urban Development Authority by draw of lots in various Urban Estates of Haryana. It is hereby clarified that such withdrawals are not permissible under Rule 13.29-B of the C.S.R. Volume II. As and when a contrary decision is taken, the instructions if necessary will be issued in due course.

2. These instructions may please be brought to the notice of all Drawing and disbursing Officers Immediately.

Yours faithfully,

Sd/-

(RAM PARKASH KAPUR)

Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department

No. 4/2(206)/81-2FR-I

Dated, Chandigarh, the 26th October, 1981

Copies are forwarded to :-

The Accountant General, Haryana, Chandigarh,
All Treasury Officers and Assistant Treasury Officers in the Haryana state
for information and necessary action.

Sd/-

(RAM PARKASH KAPUR)

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

No. 16/71/81-WM(3)

From

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

To

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

Dated, Chandigarh, the 26th October, 1981

**Subject : Grant of advance to Govt. servants for the purchase Motor Cars/Scooters/
Motor Cycles/Moped.**

Sir,

I am directed to address you on the subject noted above and to say that funds earmarked by the Finance Department in favour of Govt. employees for the purchase of vehicles and according to rules a validity period of three months from the date of issue of earmarking letter is given for the drawal of amount from the treasury. After the earmarking of funds, the sanctions are issued by the Heads of Departments. It is felt that a period of three months is quite sufficient for the issue of a sanction for the drawal of amount from the treasury. However, it has been observed that sanctions are issued by the Heads of Department very late, with the result that the amount cannot be drawn by the drawing and disbursing officers from the treasury within the prescribed period of three months. Consequently references to extend the validity period are made by the Heads of Departments in the Finance Department. It not only increases unnecessary work in the Finance Department but also causes hardship to the concerned Govt. employees. In view of the circumstances, it has now been decided that in cases where sanctions are unnecessarily delayed by the sanctioning authority, the validity period will be extended only if the Head of Department after making enquires in the case confirms that the delay in the issue of sanctions was due to bonafide reasons and was due to unavoidable circumstances.

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

Yours faithfully,

Sd/-

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

No. 16/71/81-WM(3)

Dated, Chandigarh, the 26-10-1981

A copy along with two spare copies, is forwarded to the Accountant, Haryana Chandigarh for information.

Sd/-

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

Copies are forwarded to :-

Financial Commissioners, Revenue, Haryana and
All Administrative Secretaries to Govt., Haryana for information.

Sd/-
Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 16/71/81-WM(3)

Dated, Chandigarh, the 26-10-1981

No. 6/9/81-1IF&CC

From

The Commissioner & Secretary to Government,
Haryana, Institutional Finance & Credit
Control Department.

To

The Commissioner Ambala/Hisar,
All the Deputy Commissioners in Haryana State,
All the Chief Executive Officers of District Rural
Development Agencies in Haryana.

Dated, Chandigarh, the 26th October, 1981.

Subject : Advances to RRBs under Section 17 (3B) of the RBI Act — Rate of Interest.

Sir,

I am directed to enclose a copy of Reserve Bank of India circular letter No. RPCC.
No. RRB.C.55/334-81, dated the 12th October, 1981, for information and necessary action.

Yours faithfully,

Sd/-

Superintendent Institutional Finance & C.C.,
for Commissioner & Secretary to Govt., Haryana,
Institutional Finance & C.C. Department.

Contd...
Encl.

**RESERVE BANK OF INDIA
CENTRAL OFFICE
RURAL PLANNING AND CREDIT CELL
CENTRAL OFFICE BUILDING
BOMBAY 400 023**

Ref. : RPCC. No. RRB. C.55/334-81

12th October, 1981
20th Asvine 1903(s)

ALL RRBs

Dear Sir,

Advances to RRBs under Section 17 (3B)
of the RBI Act - Rate of Interest

Please refer to our circular RPCC. No. RRB. C.7/334-81 dated 23rd July, 1981 advising that consequent on the hike in the Bank Rate, the refinance rate to RRBs had been increased to 7% p.a. but that the outstanding advances to them as at the close of business on 11th July, 1981 would continue to be charged interest at 6% p.a. until they were due for repayment. We have since re-examined the matter and it has been decided that the outstanding advances to RRBs which are held in Account No. 1 on which old rate of interest at 6% p.a. is charged in terms of our letter mentioned above, should be transferred to New Account No. 2, with effect from 1st July, 1982 carrying interest at 3% below the Bank Rate i.e. 7% p.a. in other words, with effect from 1st July, 1982 the entire outstanding advances to RRBs will be charged interest at 7% p.a.

Please acknowledge receipt.

Yours faithfully,

Sd/-
(K. G. Navalkar)
Joint Chief Officer

***These instructions have been modified vide
No. 14/124/81-5FA, Dt. 5.4.1982 and
No. 14/40/88-2FA, Dt. 24.2.1989.***

Copy of letter **No. 14/16/79-5FA, dated the 28th October, 1981** from the Commissioner & Secretary to Govt., Haryana, Finance Department.

Subject : Scheme for payment of pensions to Haryana Govt. Class I and II pensioners through Public Sector Banks.

I am directed to invite a reference to Haryana Govt. letter No. 22536-TA-HR(SA)87/-11979 dated 1.12.77 and to say that in consultation in the Reserve Bank of India, and accountant General, Haryana it has been decided to make amendments/additions in the said scheme.

1. Title of the Scheme :-

The following may be substituted as title of the scheme for the existing one :-

“Scheme for payment of pensions to Haryana Govt. pensioners through the Public Sector Banks”

2. Add the following as notes below rule 2.1

Note: 1. The scope of the scheme has been extended to Class III and Class IV pensioners of Haryana Govt. with effect from 1.11.78 i.e. pensions for the months of Oct. 78 payable on 1.11.1978

Note: 2. The scope of the scheme is extended with effect from the pension for the month of November, 1981 payable on 1st Dec. 1981 to cover the pensioners of the Govt. of Himachal Pradesh, Punjab, Rajasthan and Uttar Pradesh who draw their pensions from the treasuries situated in Haryana. The procedure for the switch over from the treasury to the Bank for purpose of payment of pensions will be the same as prescribed in para 6 of the scheme.

3. Add the following after para 22

Procedure for adjustment of expenditure for pensioners of other State Governments

23.1 The payments made in the Public Sector Bank will be distinctly shown by the Bank in the Payment Scrolls against the State Govts. to whom the payment is debitable. The payment will, however, be initially taken against the cash balance of the Haryana State.

23.2 The payment made on behalf of other State Governments will be consolidated by the Accountant General Haryana with reference to the payment scrolls received through the Treasury Officers and the reimbursement of the amount so paid shall be obtained from the concerned Accountant General. The instructions for caring out inter-State adjustments will be mutatis mutandis observed in this respect.

No. 5/7/81/1-B&C

From

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

To

All the Heads of Department in Haryana,
Commissioners, Ambala & Hisar Divisions and
All Deputy Commissioners in the State,
The Registrar, Punjab & Haryana High Court Chandigarh.

Dated, Chandigarh, the 9th November, 1981.

Subject : Economy in expenditure - Economy in the use of staff cars.

Sir,

I am directed to refer to the instructions contained in para 2 of the Finance Department circular letter No. 5/7/81-1B&C, dated 25-5-1981, on the subject cited above, under which the field touring of officers/officials has been restricted to 10 days in a month and officers/officials undertakings tours beyond 10 days in a month are not entitled to any TA/DA for the journeys performed beyond the stipulated period.

2. In this regard, some departments have sought clarification on the following points :-
 - (i) Are these instructions only applicable to the officers on field duties who use staff cars for undertaking journeys and also if they tour by their own conveyance?
 - (ii) Are these instructions also applicable in the case of officers/officials when they undertake tour in the interest of inter-state meetings, discussions, World Bank Projects and for hearing appeals in the districts beyond ten days in a month?
 - (iii) Are these instructions applicable in the case of drivers of staff car who spend more than ten days outside their Headquarter for duty with various officers who may be using the same staff car.
 - (iv) Do these instructions also apply to the officers getting fixed T.A.?

3. The clarifications on the points mentioned above are as under :-
 - (i) These instructions apply to all officers/officials working in the irrespective of the fact whether they have been provided with staff car/jeep etc. or not. These instructions also apply to officers who performed journeys by their own car or by any other conveyance.
 - (ii) These instructions also apply to the officers/officials who undertake journeys in connection with inter-state meetings & discussions, World Bank Project, for hearing appeals in the districts and when they undertake journeys beyond ten days, in a month whatever be the reasons necessitating the tour. No T.A./D.A. will be paid in excess of ten days limit unless the Administrative Department has obtained relaxation of the policy from the Finance Department.
 - (iii) These instructions do not apply in the case of drivers working in the State.

- (iv) The officers who are paid fixed T.A. and have been provided with a staff car/jeep etc., the restrictions of ten days touring in a month will also apply to them if they use staff car/jeep for tour. In case touring is to be done beyond ten days, it may be done by a conveyance other than staff car, jeep etc.

4. The above decision may kindly be brought to the notice of all concerned under your administrative control for strict compliance.

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

Yours faithfully,

Sd/-

(Vivek Mehrotra)

Deputy Secretary Finance(B),

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

No. 5/7/81-1B&C

Dated 9th Nov., 1981.

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

Sd/-

(Vivek Mehrotra)

Deputy Secretary Finance(B),

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

No. 5/7/81-1B&C

Dated 9th Nov., 1981.

A copy is forwarded to all TO/ATO in Haryana & T.O. Haryana, Delhi for information and necessary action.

2. He may please ensure that T.A. Bills of such officers who are not authorised under the Government instructions are passed only when accompanied by a sanction of the competent authority. Any lapse in this regard will be viewed seriously.

Sd/-

(Vivek Mehrotra)

Deputy Secretary Finance(B),

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

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

Sd/-

(Vivek Mehrotra)

Deputy Secretary Finance(B),

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

To

All the Administrative Secretaries to Govt., Haryana.

No. 5/7/81-1B&C

Dated 9th Nov., 1981.

No. 5/27/81-1B&C

From.

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

To

All Heads of Departments in the State,
Commissioners, Ambala/Hisar Divisions,
The Registrar Punjab and Haryana High Court.

Dated, Chandigarh, the 9th November, 1981

Subject : Scope for effecting economy in expenditure.

Sir,

I am directed to invite your attention to the subject noted above and to say that the Planning Commission in its meeting held recently has observed that there is considerable scope for effecting economy in the Govt. expenditure. In this direction one of the suggestions is that the purchase policy of the Govt. and its Public sector undertakings should be rationalised and the built up of inventories controlled. Some existing practices in the Govt. Departments which can be avoided are :-

- (a) The tendency to make large scale purchases of goods merely to ensure that funds sanctioned for various programme do not lapses.
- (b) The bunching of sanctioned resulting in unnecessary increase in the prices of goods.

The Departments should also fix or review ceilings for inventories for maintenance and development on realistic basis and arrange for their procurement in a phased manner.

2. You are requested to ensure that efforts are made to enforce effective control and financial discipline in the above mentioned areas. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

(Vivek Mehrotra)

Deputy Secretary Finance(B)

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

A copy is forwarded to all the Administrative Secretaries to Govt. Haryana for information & necessary action.

Sd/-

(Vivek Mehrotra)

Deputy Secretary Finance(B)

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

To

All the Administrative Secretaries to Govt., Haryana,

U.O. No. 5/27/81-1B&C

Dated : 9th Nov., 1981

A copy is forwarded to all Branch Officers/Superintendents in the Finance Department (Except FR-I and FR-II) necessary action.

2. They are requested to ensure that above instructions are kept in view when the proposals are received by the Finance Department.

Sd/-

(Vivek Mehrotra)

Deputy Secretary Finance(B)

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

No. 1/1(4)78-2FR-II

From

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

To

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

Dated, Chandigarh, the 16th November, 1981

Subject : Commutation of pension on retirement on superannuation – Medical Examination not necessary.

Sir,

I am directed to invite a reference to the instructions contained in Finance Department circular letters No. 1/1(4)-78-2FR-II, dated 3.3.78 and 1/1(4)-78-2FR-II, dated 8.2.1979 on the above subject according to which a Govt. employee who retires on :-

- (i) Superannuation pension under rule 5.27 of Punjab C.S.R. Volume II or
- (ii) a retiring pension under rule 5.32, 5.32-A and 5.33 of the Punjab Civil Services Rules, Volume II; or
- (iii) a compensation pension on the abolition of permanent post within, the meaning of rule 5.2 of Punjab Civil Services Rules, Volume II; or
- (iv) on absorption in or under a Corporation or Company or Body in terms of F.D. circular letter No. 6226-2FR-68 dated the 7th Oct., 1968 and who elects to receive monthly pension and death-cum-retirement gratuity; is eligible to commute a part of his pension without medical examination provided he applies for commutation of pension within a year of the date of his retirement.

2. It often happens that a Govt. employee referred to (iv) above is generally absorbed in a corporation, company or body from a retrospective date and orders of absorption are issued on a later date. A question has been raised whether for the purpose of commutation without medical examination the period of one year should reckon from the date of retirement of absorbed employee or from the date of issue of Govt. orders. It has been decided that in case a Govt. employee of the aforesaid category is absorbed from a date earlier than the date of Govt. orders, the period of one year for the purpose of commutation of a part of pension without medical examination shall reckon from the date of issue of Govt. orders and not from the date of actual retirement.

3. A Govt. employee against whom departmental or judicial proceedings have been instituted and/or where such departmental proceedings are continued after retirement under rule 2.2(b) of Punjab Civil Service Rules, Volume II is paid only anticipatory pension under rule 9.19(b) of the Punjab Civil Service Rules Vol. II is not permitted to commute a part of his pension as per provision in rule 11.1(b) *ibid* during the pendency of such proceedings. If on the conclusion of the proceedings, the entire amount of pension is withheld, the question of

commutation of a part of pension does not arise. If such a person on the conclusion of the proceedings is granted pension in whole or in part, he would be eligible to commute a part of that pension. A question has been raised whether for the purpose of commutation of pension without medical examination, the period one year shall reckon from the date of retirement of the Govt. employee or from the date of Govt. orders issued on the conclusion of the proceedings. It has been decided that for the purpose of commutation of pension without medical examination, the period of one year will reckon from the date of orders issued on the conclusion of the proceedings.

4. Receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(Rajni Razdan)

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

No. 1/4(4)-51-2FR-II

From

The Commissioner & Secretary to Government,
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.

Dated, Chandigarh, the 17th November, 1981

Subject : Liberalisation of pensionary benefits to the pensioners who retired prior to 1st April, 1979.

Sir,

I am directed to invited a reference to Haryana circular letter No. 9351 2FR-67/32299, dated the 20th December, 1967, on the above subject wherein a simplified procedure for grant of pension was laid down by rounding off pension to the next higher rupee. In this connection your attention is invited to Para 5 of Haryana Govt. letter No. 11/1PR(FD)-81, dated the 19th March, 1981 wherein additional relief has been given to the old pensioners who had retired before 1-4-79 and also to the family pensioners who were in receipt of family pension on 1-4-79. It has been decided that for calculating the revised pension/ revised family pension as indicated in Annexure-II of the circular letter dated 19-3-1981, the revised pension family pension should also be rounded off to the next higher rupee on 1.4.79 and payment made accordingly w.e.f. 1-12-1979.

Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(Rajni Razdan)

Deputy Secretary Finance (R)

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

No. 1/269/2PR(FD)-81

From

The Commissioner & Secretary to Government,
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.

Dated, Chandigarh, the 20th November, 1981

Subject : Clarification regarding grant of Selection Grade.

Sir,

I am directed to invite a reference to Haryana Govt. letter No. 3/2/1PR(FD)-80, dated 24-8-1981 on the above subject and to say that consequent upon the revision of pay scales, selection grades have been introduced against some posts for the first time with effect from 1-4-1979. A question has been raised as to the manner in which the pay of an employee who holds that post in an officiating/substantive capacity or holds a lien on that post and has become entitled to the Selection Grade for the 1st time is to be fixed in the selection grade post. It is clarified that, in such cases, a pay of the employee is to be fixed initially in the time scale of that post and thereafter his pay be re-fixed in the selection grade post with reference to pay in the time scale of that post, in accordance with the instructions contained in letter dated 24-8-1981, referred to above.

Receipt of these instructions be acknowledged.

Yours faithfully,

Sd/-
(N. K. GARG)
Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/269/2PR(FD)-81

Dated, Chandigarh, the 20th November, 1981

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information with reference to Finance Department letter No. 3/2/1PR(FD)-80 dated the 24th October, 1981.

Sd/-
(N. K. GARG)
Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

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

Sd/-
(RAM PARKASH KAPUR)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 1/269/2PR(FD)-81,

Dated, Chandigarh, the 20th November, 1981

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

Sd/-
(RAM PARKASH KAPUR)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 1/269/2PR(FD)-81,

Dated, Chandigarh, the 20th November, 1981.

No. 1/3(1)-81-2FR-II

From

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

To

All the Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
State Divisional Officers(C) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 20th November, 1981

Subject : Grant of relief to Haryana Govt. pensioners/recipients of family pension and extra-ordinary family pension.

Sir,

I am directed to invite a reference to the correspondence resting with Finance Department circular letter No. 1/3(50)-78-2FR-II, dated the 15th October, 1981 and to say that consequent up to the rise in the cost of living (i.e. Average Consumer Price Index raising from 392 to 400 (points) the State Govt. had been considering for some time past, the question of affording further relief to Haryana Govt. pensioners as well as to the recipients of family pension and extra-ordinary family pension. It has now been decided to grant them end instalment of further relief at the rate of two and half percent of their pension with a minimum of Rs. 2.50 and a maximum of Rs. 12.50 per menses with effect from 1st April, 1981. This instalment will be in addition to the relief already to the following stipulations :-

- (i) It will be admissible with reference to the revised pension/family pension sanctioned vide para (5) of Finance Department circular letter No. 11/1PR(FD)-81 dated 19.3.81.
 - (ii) It will not be admissible to pensions sanctioned on adhoc basis without reference to emoluments e.g. political pensions, special pensions, war-risk pensions, etc.
 - (iii) It will also not be admissible to re-employed pensioners during the period of their re-employment.
2. The expenditure involved will be debitable to the Major head "266-Pensions and other Retirement Benefits."
 3. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(Rajni Razdan)

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

No. 4/6/81-3FR-II

From

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

To

All Heads of Departments,
Commissioner Ambala/Hisar Divisions,
Deputy Commissioner and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 23rd November, 1981

Subject : Grant of Special Allowance of Rs. 65/- Sweepers.

Sir,

I am directed to invite a reference to Haryana Govt. Circular letter No. 4/6/81-3FR-II dated 25.5.81 on the subject noted above and to say that a doubt has arisen whether the Special Allowance of Rs. 65/- will be admissible to the sweepers during the Maternity leave, Commuted leave, Hospital leave and Special Disability leave, and if so at what rates. The matter has been considered in detail and it is clarified that the sweepers will be entitled to the special allowance during the leave enumerated above and would be admissible at the following rates.

- (i) If the leave is sanctioned at full pay, the special allowance may be paid at full rate.
- (ii) If the leave is sanctioned at half pay, the special allowance may be paid at half rate.
- (iii) If the leave is extraordinary, no special allowance may be paid.

Yours faithfully,

Sd/-

(Rajni Razdan)

Deputy Secretary Finance (R)

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

No. 4/6/81-3FR-II

Dated, Chandigarh, the 23rd November, 1981

A copy is forwarded to the Accountant General Haryana, Chandigarh for information with reference to Finance Department circular letter No. 4/6/81-3FR-II dated 25.5.81.

Sd/-

(Ram Parkash Kapur)

Under Secretary Finance (R)

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

Copies are forwarded to :-

The Financial Commissioner, Haryana.
All Administrative Secretaries to Govt., Haryana for information.

Sd/-
(Ram Parkash Kapur)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 4/6/81-3FR-II

Dated, Chandigarh, the 23rd November, 1981

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

Sd/-
(Ram Parkash Kapur)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 4/6/81-3FR-II

Dated, Chandigarh, the 23rd November, 1981.

These instructions have been Modified partly vide No. 6/1(8) 87-3FR(I), Dated 22.03.1988 and incentive for Small Family Norms was discontinued w.e.f. 01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.

No. 6/1(8)/79-1FR-I

From

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

To

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

Dated, Chandigarh, the 24th November, 1981

Subject : Introduction of incentives among Haryana Govt. employees for promoting the small family norms.

Sir,

I am directed to invite a reference to the instructions contained in F.D's letter No. 6/1(8)/79-1FR-I, dated the 20th July, 1981 on the subject noted above and to say that for implementation of these instructions, the following points are clarified :

Sr. No.	Points	Clarification
1.	How is the special increment to be regulated when an official qualifies for it while serving outside the cadre on deputation/foreign service or transfer? Whether it would be admissible over and above the 'NBR' benefit.	The rate of special increment to be given in the form of personal pay would be determined with reference to employee's parent grade only whether he draws his grade pay plus deputation allowance or pay in the scale of the deputation post. No deputation allowance would be admissible on the personal pay. The special increment will be admissible in addition to 'NBR' benefit.
2.	Whether the special increment would continue to be drawn at the same quantum even on reversion from a deputation post or on reversion from a higher officiating appointment?	The employee would continue to draw the special increment at the same quantum on his reversion from a deputation post, or on reversion from a higher officiating/appointment.
3.	Whether the personal pay would be taken in to account for fixation of pay on promotion and if so, what is the significance of the expression that personal pay is not to be absorbed in future increases in pay in the same post or on promotion to higher post.	The special increment to be granted in the shape of personal pay is not to be taken in to account for fixation of pay on promotion. The idea is that the benefit of personal pay should continue to be available to him at the same rate even after his promotion.

Sr. No.	Points	Clarification
4.	Whether the personal pay would be withheld where an official qualifies for it while he is held up at the stage of efficiency bar or when he is reduced to a lower stage of the same time scale or reduced to a stage in the lower grade.	The benefit of special increment would be allowed even if the employee is held up at the Efficiency Bar stage of his time scale. Since the benefit is to be allowed in the shape of personal pay, the grant of the same should not amount to the crossing of E.B. by the employee concerned. Once the employee gets the benefit of special increment at a particular rate, he would continue to draw the same even if he is reduced to a lower stage in his time scale of pay or reduced to a lower service, grade, post, by way of penalty.
5.	Whether personal pay would be allowed when an employee qualifies for it during the period when he is placed under suspension? If he had already qualified for it before he was placed under suspension, whether the personal pay will be taken in to account in the computation of subsistence allowance.	During suspension, the Govt. servant draws subsistence allowance only. There would, therefore, be no question to grant him the benefit of special increment if he becomes entitled to that when he is placed under suspension. However, if he qualifies for the benefit before he is placed under suspension the personal pay would be taken in to account in the computation of subsistence allowance.
6.	How is the personal pay to be regulated when an official qualifies for it during regular leave with or without allowances? Will it be taken in to account in the computation of leave salary if he qualifies for it before he proceeds on regular leave.	During regular leave, the Govt. servant draws leave salary. Therefore, he would not be given the benefit of special increment during the leave period. However, if he qualifies for the benefit before he proceeds on leave, the special increment would be taken in to account in the computation of leave salary.
7.	Whether the personal pay would be admissible during the period an employee is deputed for training.	If a training for which a Govt. servant is deputed is in public interest and he gets the pay and allowances of the post from which he is sent on training, the benefit of personal pay would be admissible.
8.	Whether the personal pay would be allowed over and above the other cash incentives given?	The personal pay would be admissible over and above the other cash incentive.
9.	Whether the monetary benefit of the special increment will be given effect to from the first day of the calendar month as in the case of normal increment or from the date of sterilization.	For administrative convenience, the benefit should be allowed from the 1st of the month following the date of sterilization.
10.	Whether the benefit of personal pay can be drawn by both husband and wife who are both husband and wife who are Govt. employees in case the sterilization operation is undergone by either of them or both of them.	The personal pay can be drawn by either the husband or the wife and there is no objection to the choice being left to them so that they can choose the higher of the increments available to them.
11.	Who is to sanction the personal pay?	The personal pay can be sanctioned by the head of the office by issue of a suitable office order after satisfying himself that the conditions prescribed in F.D.'s letter

Sr. No.	Points	Clarification
		No. 6/1(8)/79-1FR-I, dated the 20th July, 1981 are satisfied.
12.	Whether the benefit of special increment would be admissible to those Govt. employees who have one child or more than three children and are within the reproductive age group, if they undergo sterilization operation?	No. A family consisting of two or three children has been taken to be an ideal family and, therefore, the benefit of special increment for undergoing sterilization operation would not be admissible to those Govt. servants who have one child or more than three children irrespective of their being within the reproductive age group.
13.	Whether a Govt. servant who had undergone a sterilization operation prior to the date of issue of F.D's letter No. 6/1(8)/79-1FR-I dated the 20 July, 1981 can be granted the benefit of special increment.	No. the orders contained in F.D.'s letter No. 6/1(8)/79-1FR-I, dated the 20th July, 1981 take effect from the date of issue i.e. 20-7-81.
14.	Whether other allowances are admissible on the personal pay.	Special increment to be granted in the form of personal pay is to be treated as pay for all purposes as laid down in No. 3 above.

Yours faithfully,

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

No. 6/1(8)/79-1FR-I

Dated, Chandigarh, the 24-11-81

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

Sd/-
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the :-

All the Financial Commissioners, Haryana.
All Administrative Secretaries to Government,
Haryana for information & necessary action.

Sd/-
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Financial Commissioners Haryana.
All Administrative Secretaries to Govt. Haryana.

U.O. No. 6/1(8)/79-1FR-I

Dated, Chandigarh, the 24-11-81

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

Sd/-

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

To

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

U.O. No. 6/1(8)/79-1FR-I

Dated, Chandigarh, the 24-11-81.

TOP PRIORITY/DATE BOUND**No. 4/4/2PR(FD)-80**

From

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

To

All Heads of Departments, and
Commissioners, Ambala and Hisar of Divisions,
The Registrar, Punjab and Haryana High Court, Chandigarh.**Dated, Chandigarh, the 24th November, 1981****Subject : Revision of Rates of Fixed T.A./Conveyance Allowance.**

Sir,

I am directed to say that on the recommendations of the Pay Commission, the question of the revision of rates of Fixed T.A./Conveyance Allowance is under consideration of the State Govt. Since the information available with the Finance Department is not complete, it is requested that information in the enclosed proforma be sent immediately. In case the requisite information is not received by the end of the current year i.e. 31st Dec. 1981, it will be presumed that no employee of your department is in receipt of any Fixed T.A./Conveyance Allowance.

Note :

This information may kindly be collected and supplied by you for the department as a whole and the sub-offices should not be asked to supply the information to this department direct.

Yours faithfully,

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

A copy is forwarded to the Financial Commissioner, Haryana and all Administrative Secretaries to Govt., Haryana with the request that they may kindly ensure that the information in respect of the departments under their control is supplied by the Head of Department immediately.

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

To

The Financial Commissioner, Haryana
All Administrative Secretaries to Government, Haryana
for information and necessary action.

U.O. No. 4/4/2PR(FD)-80

Dated, Chandigarh, the 24th November, 1981.

***These instructions have been Revised vide
No. 5/7/81-1B&C(18B), Dated 23.06.1983.***

No. 5/7/81-1B&C

From

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

To

All Heads of Department,
Commissioner, Ambala & Hisar Divisions and
All the Deputy Commissioners in Haryana,
The Registrar, Punjab and Haryana, High Court,
All the Chairman/Managing Directors of the
Corporation/Govt. Undertaking/Board in the State.

Dated, Chandigarh, the 27th November, 1981

Subject : Economy in Expenditure - Ban on the purchase of new Cars.

I am directed to refer to instructions contained in the Finance Department circular letter of even number dated 25.5.81 on the above subject in which a complete ban on the purchase of new cars or any other vehicle for Government Departments and for the existing Corporations/Boards for a period of six months was imposed. As a further measure of economy it has been decided to continue this ban till further orders.

2. As regards replacement of condemned vehicles with a new one each will be considered on merits by the Finance Department.

3. This decision may kindly be brought to the notice of all concerned under administrative control for strict compliance.

Yours faithfully,

Sd/-

(L.L.BHASKER)

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

A copy is forwarded to all Administrative Secretaries Govt. Haryana for information and necessary action in continuation to Finance Department circular letter of even number dated 25-5-81.

Sd/-

(L.L.BHASKER)

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

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/7/81-1B&C

Dated, Chandigarh, 27th November, 1981

A copy is forwarded to Principal Secretary to the Chief Minister, Secretaries to Ministers, Private Secretaries to Ministers and Dy. Ministers, Chief Parliamentary Secretary and Parliamentary Secretary for information of the Chief Ministers, Ministers, Dy. Ministers, Chief Parliamentary Secretary and Parliamentary Secretary.

Sd/-
(L.L.BHASKER)
Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary to Chief Minister, the Deputy Principal Secretary to Chief Minister, Private Secretaries to Ministers, and Minister of State and Dy. Ministers, Chief Parliamentary Secretary & Parliamentary Secretary.

U.O. No. 5/7/81-1B&C,

Dated, Chandigarh, 27th November, 1981.

<p><i>These instructions have become obsolete.</i></p>

No. 9/1/81-3FR-II

From

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

To

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

Dated, Chandigarh, the 14th December, 1981

Subject : Additional Emoluments (Compulsory Deposit) Act, 1974 – Repayment of annual installment.

I am directed to forward herewith a copy of letter No. F.1(10)-PD/81 dated the 13.11.81, Government of India, Ministry of Finance, Department of Economic Affairs, New Delhi and to request that the contents therein may please be brought to the notice of all Officers under your control for information and necessary action.

Yours faithfully,

Sd/-

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

No. 9/1/81-3FR-II

Dated, Chandigarh, the 14th December, 1981

A copy, with a copy of its enclosure is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-

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

No. 9/1/81-3FR-II

Dated, Chandigarh, the 14th December, 1981

A copy, with a copy of its enclosure is forwarded to all Treasury Officers/Assistant Treasury Officers in the State for information and necessary action.

Sd/-

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

A copy, with a copy of its enclosure is forwarded to :-

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

Sd/-

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

To

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

U.O. No. 9/1/81-3FR-II

Dated, Chandigarh, the 14th December, 1981

A copy, with a copy of its enclosure is forwarded to the Principal Secretary/
Secretaries/Private Secretaries to the Chief Minister/Ministers of State/Deputy Minister/Chief
Parliamentary Secretary for the information of the Chief Minister/Ministers of State/Deputy
Minister/Chief Parliamentary Secretary.

Sd/-

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

To

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

U.O. No. 9/1/81-3FR-II

Dated, Chandigarh, the 14th December, 1981.

Contd...

Encl.

Copy of letter **No. F.1(10)-PD/81, dated 13th November, 1981** from Director (Budget), Government of India, Ministry of Finance, Department of Economic Affairs, New Delhi to Finance Secretaries to all State and Union Territory Governments & Administrations.

Subject : The Compulsory Deposit (Income-tax payers) Scheme, 1974.

Reference this Ministry's letter of even number dated the 12th June, 1981 and the subject mentioned above. The rates of compulsory deposit to be made by the income-tax payers under the Compulsory Deposit Scheme (Income-tax payers) Act, 1974 have been revised vide the Compulsory Deposit Scheme (Income-tax payers) Amendment Act, 1981 published in the Gazette of India, Extraordinary, Part-II Section-I, dated the 4th September, 1981. Consequently, the revised rates of deposit in relation to assessment year 1982-83 (Financial year 1981-82) and the assessment year 1983-84 (Financial year 1982-83) will be as under :

(i)	Where the current income exceeds Rs. 15,000 but does not exceed Rs. 25,000.	4.5 percent of the current income;
(ii)	Where the current income exceeds Rs. 25,000 but does not exceed Rs. 35,000.	Rs. 1125 plus 11 percent of the amount by which the current income exceeds Rs. 25,000.
(iii)	Where the current income exceeds Rs. 35,000 but does not exceed Rs. 50,000.	Rs. 2225 plus 12.5 percent of the amount by which the current income exceeds Rs. 35,000.
(iv)	Where the current income exceeds Rs. 50,000 but does not exceed Rs. 70,000.	Rs. 4100 plus 15 percent of the amount by which the current income exceeds Rs. 50,000.
(v)	Where the current income exceeds Rs. 70,000	Rs. 7100 plus 18 percent of the amount by which the current income exceeds Rs. 70,000.

It is requested that the above rates of deposit for the assessment year 1982-83 (financial year 1981-82) may be brought to the notice of all officers who are to make deposits under the ITP Scheme. The Reserve Bank of India may also kindly arrange to circulate these instructions to all deposit offices to avoid any inconvenience to the depositors.

These instructions have been revised vide No. 2/8/81-WM(I), Dated 18.08.1882

No. 2/8/81-WM(I)

From

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

To

All Head of Departments,
Commissioners, Ambala and Hisar Divisions,
and All Deputy Commissioners in Haryana;
The Registrar, Punjab and Haryana High Court, Chandigarh,
and all Distt. & Session Judges in Haryana.

Dated, Chandigarh, the 15th December, 1981

Subject : Grant of loan for the extension of a house.

Sir,

In continuation of this department circular letter No. 2/8/81-WM(I), dated 6-2-81, on the subject, I am directed to say that the matter for the grant of additional house building advance for the extension of a single house has been reconsidered and it has been decided to allow this facility to the employees after 7(seven) years from the date of drawal of last instalment of the first house building advance. As such, you are requested to forward the applications for earmarking of funds to the Finance Department of such employees only in whose case 7 years have passed since the drawal of last instalment of the first advance.

2. The other conditions for the grant of house building advance will remain unchanged.

Sd/-

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

No. 2/8/81-WM(1)

Dated, Chandigarh, the 15th Dec., 1981.

A copy with a spare copy is forwarded to the Accountant General Haryana Chandigarh for information.

Sd/-

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

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

Financial Commissioner, Revenue, Haryana and
All Administrative Secretaries to Govt., Haryana.

Sd/-

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

To

All Financial Commissioner, Revenue, Haryana and
All Administrative Secretaries to Govt., Haryana.

U.O. No. 2/8/81-WM(1)

Dated, Chandigarh the 15th Dec., 1981.

A copy each is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Deputy Chief Minister/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 Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 2/8/81-WM(1)

Dated, Chandigarh, the 15th Dec., 1981.

No. 4/1/81/3FR-II

From

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

To

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

Dated, Chandigarh, the 16th December, 1981.

Subject : Grant of Dearness Allowance to Haryana Government Employees.

Sir,

I am directed to invite a reference to Finance Department letter No. 4/1/81-3FR-II dated 12th October, 1981, on the subject noted above and to say that the State Government have considered the question of granting further relief to the employees consequent upon the increase in the average Consumer Price Index from 400 to 408. Accordingly, it has been decided to grant relief with effect from 1st June, 1981, at the rates given below on the revised scale of pay :

Pay Range	Rate of D.A. per mensem (inclusive of the previous installment granted vide letter No. 4/1/81-3FR-II dated 12-10-81)
Upto Rs. 600/-	30.25% of pay subject to a maximum of Rs. 176/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/-
Above Rs. 601/- to Rs. 2000/-	24.75% of pay subject to a minimum of Rs. 176/- and a maximum of Rs. 330/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/-
Rs. 2001/- to 2060/-	Marginal adjustment to the extent of amount by which pay falls short of Rs. 2330/- plus Rs. 7/- on account of restoration of cut.
Rs. 2061 and above	The rates of Dearness Allowance as sanctioned in Para-1 of Finance Department letter No. 4/1/81-3FR-II, dated 12th October, 1981 shall remain unchanged.

Note-I. The amount of Dearness Allowance admissible now or in future on pay of Rs. 2400/- p.m. and above would be reduced by the amount of Additional Dearness Allowance (I&II) merged at the time of fixation of pay in the revised scale. However, if the amount of A.D.A. merged in the revised pay is more than or equal to amount of dearness allowance admissible, no dearness allowance would be paid.

Note-II. The term 'Pay' would include Basic Pay, personal Pay, Special Pay, Overseas Pay and Deputation Allowance, where admissible as defined in rule 2.44 (a)(i) of C.S.R. Vol. I, Part I.

Note-III. The payments on account of this Additional Dearness Allowance will also be rounded off to the nearest 10 paise.

2. In case of employees who opt to continue in the unrevised scales of pay and the teaching personnel of Government Colleges who are in receipt of U.G.C. scales of pay, the amount classified as Dearness Pay as detailed below will be treated as 'pay' for calculating of admissible dearness allowance :-

(a) Those who opt to continue in the unrevised scales of pay.

Dearness Allowance, Ad-hoc Relief and Additional Dearness Allowance (I&II) upto 12 monthly Consumer Price Index 320 (1960 base = 100) minus excess payment of Adhoc relief.

(b) In case of teaching personnel of Government Colleges who are in receipt of U.G.C. scales of pay.

Additional Dearness allowance (I&II) upto 12 monthly consumer Price Index 320 (1960 base=100) minus excess payment of Ad-hoc relief.

3. The general conditions for the payment of Dearness Allowance would continue to be the same as at present in force.

4. The amount of arrears on account of the above installments of Dearness Allowance for the period from 1-6-81 to 30-11-81 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees whose have no such accounts, the amount of such arrears will be invested in the post Office Saving Certificates.

5. The above orders will not apply to :-

- (i) Work charged employees and those employees whose revised scales of pay have not been notified. In their case orders are being issued separately;
- (ii) Staff paid from contingencies;
- (iii) Casual labour;
- (iv) Staff employed as Daily wages and those working on piece-rate system; and
- (v) Those employed on contract basis except where Dearness Allowance is admissible in terms of their contract.

Yours faithfully,

Sd/-

(Rajni Razdan)

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

No . 4/1/81-3FR-II

From

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

To

All Heads of Departments,
Commissioners Ambala Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.
Dated, Chandigarh, the 16th December, 1981.

Subject : Grant of Additional Dearness Allowance to Haryana Government Employees.

Sir,

I am directed to invite a reference to Finance Department Circular letter No. 4/1/81-3FR-II, dated 12th October, 1981, on the subject noted above and to say that the State Government have considered the question of granting further relief to the employees consequent upon the increase in the Average Consumer Price Index from 400 to 408. Accordingly it has been decided to grant relief with effect 1st June, 1981 at the rates given below on the un-revised scale of pay :

Range of Emoluments	Rate of A.D.A. per mensem (inclusive of A.D.A. already granted vide letter No. 4/1/81-3FR-II, dated 12-10-81)
Upto Rs. 300/-	65.5% of emoluments subject to a minimum of Rs. 35/- plus 48% of emoluments and a maximum of Rs. 194/-
Above Rs. 300/- and upto 400/-	Rs. 62/- plus 44% of emoluments
Above Rs. 400/- and upto Rs. 800/-	Rs. 48.5% of emoluments subject to a maximum of 15.5% of emoluments plus 176.
Above Rs. 800/- and upto Rs. 900/-	Rs. 100 plus 36% of emoluments
Above Rs. 900/- and upto Rs. 1000/-	Rs. 127 plus 33% of emoluments
Above Rs. 1000/- and upto Rs. 1600/-	Rs. 457/-
Above Rs. 1600/- and upto Rs. 1660.	Amount by which emoluments fall short of Rs. 2057/-
Rs. 1661 and above	The rates of Additional Dearness Allowance as sanctioned in para-1 of Finance Department letter No. 4/1/81-3FR-II , dated 24-8-81 shall remain unchanged.

2. The total A.D.A. "Old" and "New" on the emolument., above Rs. 2000/- will continue to be regulated as indicated in para 1 of F.D. letter No. 4/1/81-3FR-II, dated 24-8-81.

Note-I. The payments on account of this Additional Dearness Allowance will also be rounded off to the nearest 10 Paise .

Note-II. Emoluments mean emoluments as defined in para 2 of Haryana Government Finance Department letter No. 1699-3FR-74/10392, dated the 20th March, 1974.

3. The amount of additional dearness allowance (Old) already sanctioned before 1.3.76 and also indicated in Finance Department letter No 4/1/78-3FR-II, dated 19.12.79 and thereafter should be shown separately in the pay bill to facilitate calculations and working out of the marginal adjustments in the manner indicated in para 1 above. To distinguish these two elements of additional dearness allowance the words "Old" and "New" may be prefixed thereto.

4. These orders will be applicable to (i) the employees whose revised pay Scales have not been notified (ii) work-charged employees but these will not be applicable to :-

- (a) Staff paid from contingencies;
- (b) Casual labour;
- (c) Staff employed on daily wages;
- (d) Part time employees and those who have been working on piece-rate system; and
- (e) Employees on contract basis except where it is admissible in terms of their contract.

5. The amount of arrears on account of the above instalment of Dearness Allowance for the period from 1-6-1981 to 30-11-81 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees who have no such accounts, the amount of such arrears will be invested in the Post Office Saving Certificates.

6. On fixation of pay in the revised scales of pay amount of Additional Dearness Allowance admissible would be recalculated according to F.D. letter No. 4/1/81-3FR-II, of even date and necessary adjustments made accordingly.

Yours faithfully,

Sd/-

(RAJNI RAZDAN)

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

***These instructions have been revised partly
vide No. 2/2/04-WM(3, Dated 01.08.2005***

No. 2/121/81-WM(I)

From

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

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions,
All Deputy Commissioners in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All Distt. & Session Judges in Haryana.

Dated, Chandigarh, the 18th December, 1981

Subject : Grant of House Building Advance to Govt. employees.

Sir,

I am directed to refer to the subject cited above to say that on the examination of applications received from various Government employees for the grant of house building advance certain points emerged which have been considered and the decisions taken are intimated as under for your information and guidance :-

Grant of second house building advance.

2. Rules 10.16 (iv) of Punjab Financial Rules Volume I read with the note 1 thereunder briefly lays down that application for the grant of second house building advance can be considered only after the house built with the first advance has been disposed of and the outstanding amount of previous advance with interest accrued thereon has been paid back and further the amount of fresh advance together with the sale proceeds of the house should not exceed the amount of loan admissible at the time of submission of fresh application for second advance. In some cases Government employees who have previously obtained loan from Government for the purchase of plot came forward with a request for the grant of house building advance for the construction of house not on the plot purchased with Govt. loan but on a plot purchased by them from their own sources or for the acquisition of a built up house/plot either at the same station or at another station. This matter has been considered and after careful consideration it has been decided that second loan will be granted only when the plot purchased with Government loan has first been disposed of and the outstanding liability on the first loan together with interest thereon has been first settled by repayment to Government in lumpsum where after the net remaining proceeds and upto the maximum eligible amount of fresh loan will be sanctioned for the construction of house on alternative plot/acquisition of a house. The maximum eligible amount of second loan will be determined in such a way that the net remaining proceeds plus the fresh loan together do not exceed Rs. 2 lakhs and where necessary the amount of second loan shall be reduced correspondingly to remain within this limit. In cases where the proceeds of the sale of the first plot are less than that of the outstanding liability on the first loan at the time of its disposal, the first loan will be repaid to the extent of the said proceeds and the balance amount will be carried over to the second plot

subject to its prior mortgage in favour of Government and its acquisition cost being in excess of the balance amount thus carried forward. In such cases fresh loan upto the admissible limit minus the carried forward amount will be granted.

Grant of loan for the purchase of plot

3. Instances have come to notice where Govt. employees apply for the grant of loan for the purchase of plot to the extent of total admissible amount of house building advance to them. This matter has also been considered and it has been decided that only 40% of the total admissible loan or the price of the plot whichever is less will be granted as loan for the purchase of a plot.

Time lapse between drawal of first instalment of loan and request for subsequent instalments.

4. In some cases requests for the grant of second or third instalments of house building loan have been received in the Finance Department after considerable time has lapsed between the drawal of the first instalment and request for the subsequent instalments. In such cases the departments are requested to scrutinize very carefully interruption beyond 9 months in drawls of subsequent instalments beyond 9 months since there might be an instalment of the loan already granted. The requests for subsequent instalments of loan should, therefore, be carefully scrutinized by the departments before these are forwarded to the Finance Department. The departments should satisfy itself that there were cogent reasons for the delay in the utilization of the earlier instalment(s) and the bonfide utilization of the amount drawn earlier should be established by the department and it should record a certificate that there has been no mis-utilisation of the amount earlier drawn by the loanee.

5. It is requested that while forwarding applications of Government employees for earmarking of funds to the Finance Department the above decisions may kindly be kept in view. Other conditions as laid down in the rules and instructions issued by the Finance Department from the time to time shall remain unchanged.

6. Please acknowledge the receipt of this letter.

Sd/-

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

No. 2/121/81-WM(1)

Dated, Chandigarh, the 18th Dec., 1981.

A copy with a spare copy is forwarded to the Accountant General Haryana Chandigarh for information.

Sd/-

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

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

Financial Commissioner, Revenue, Haryana, and
All Administrative Secretaries to Govt., Haryana,

Sd/-

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

To

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

U.O. No. 2/121/81-WM(1)

Dated, Chandigarh, the 18th Dec., 1981.

A copy each is forwarded to the Principal Secretary/Private Secretaries to the Chief Minister/Ministers/Deputy Chief Minister/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 Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 2/121/81-WM(1)

Dated, Chandigarh, the 18th Dec., 1981.

No. 1/147/3PR(FD)-81

From

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

To

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

Dated, Chandigarh, the 21st December, 1981

Subject : Grant of personal pay to Government employees who improve their qualifications by further study, within the, country and abroad.

I am directed to invite a reference to Haryana Govt. letter No. 4718-2GSII-77/17173, dated the 20th June, 1977 on the above subject and to say that the Govt. employees who after joining service improve their qualifications which are higher than the minimum qualifications prescribed for the post on which they were recruited at the time of entry into Govt. service, are given personal pay equal to one increment in case of Diploma-holders of at least one year's duration, two increments for Law Graduates or Post Graduates and four increments for acquiring Doctorate or Post-doctorate qualifications. The rate of such increments is taken to be that which was last drawn prior to the date of eligibility, and the benefit is admissible for a period of 5 years from the date of eligibility.

This personal pay was treated as 'PAY' for calculating allowances admissible under the pre-revised scales of pay, but it is not taken into account for calculating the "Existing Emoluments" on 01.04.1979 or on the date of their option. This has in turn, taken away a substantial portion of the benefit admissible to them under the revised scales of pay. The matter has been considered afresh and it has been decided that the amount of loss in each case (after being rounded to the nearest Rupee) be added to the "Personal Pay" already being given to them under the revised scales of pay, as per illustrations given below :-

Example No. I

(i) Pay scale	225-500
Revised scale	525-1050
(ii) Pay on 01.04.1979	Rs. 300/-
(iii) Personal Pay on account of higher qualifications.	Rs. 30/-
(iv) Equivalent of Rs. 300/- at 320 points	682.60
Equivalent of Rs. 330/- (Rs. 300/- + Rs. 30/- P.P. at 320 Points)	725.20
Less Personal Pay	(-) Rs. 30/-
Net	695.20
Difference (less)	Rs. 12.60 (695.20 minus 682.60)
Amount to be added to the Personal Pay	Rs. 13/-

Example No. II

(i) Pay scale	300-600
Revised scale	700-1250
(ii) Pay on 01.04.1979	Rs. 400/-
(iii) Personal pay on account of higher qualifications	Rs. 50/-
(iv) Equivalent of Rs. 400/- at 320 points	Rs. 845/-
Equivalent of Rs. 450/- (Rs. 400+Rs. 50/-P.P) at 320 points.	Rs. 922.10
Less-Personal pay	(-) Rs. 50/-
Net	Rs. 872.10
Difference (loss)	Rs. 27.10 (872.10 minus 845)
Amount to be added to the Personal pay	Rs. 27/-

Example No. III

(i) Pay scale	350-850
Revised scale	700-1250
(ii) Pay on 01.04.1979	Rs. 620/-
(iii) Personal pay on account of higher qualifications	Rs. 60/-
(iv) Equivalent of Rs. 620/- at 320 points.	Rs. 1091.00
Equivalent of Rs. 680/- (Rs. 620/-+Rs. 60/-P.P.) at 320 points.	Rs. 1167.20
Less-Personal Pay	(-) Rs. 60/-
Net	Rs. 1107.20
Difference (less)	Rs. 16.20 (1107.20 minus 1091)
Amount to be added to the personal pay.	Rs. 16/-

This Benefit may be given to the employees from 01.04.1979 (or the date of option if it is other than 01.04.1979) and will be valid for the period, the personal pay on account of higher qualification is admissible.

Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(RAJNI RAZDAN)

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

No. 1/3(1)-81-2FR-II

From

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

To

All the Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officer (c) in Haryana,
The Registrar, Punjab and Haryana High Court Chandigarh.

Dated, Chandigarh, the 22nd December, 1981

Subject : Grant of relief to Haryana Govt. pensioners/recipients of family pension and extra-ordinary family pension.

Sir,

I am directed to invite a reference to the correspondence resting with Finance Department circular letter No. 1/3(1)-81-2FR-II, dated the 20th November, 1981 and to say that consequent up to the rise in the cost of living (i.e. Average Consumer Price Index raising from 400 to 408 points) the State Govt. had been considering for some time past, the question of affording further relief to Haryana Govt. pensioners as well as to the recipients of family pension and extra-ordinary family pension. It has now been decided to grant them end instalment of further relief at the rate of two and half percent of their pension with a minimum of Rs. 2.50 and a maximum of Rs. 12.50 per menses with effect from 1st June, 1981. This instalment will be in addition to the relief already to the following stipulations :—

- (i) It will be admissible with reference to the revised pension/family pension sanctioned vide para (5) of Finance Department circular letter No. 11/1PR (FD)-81 dated 19.3.81.
 - (ii) It will not be admissible to pensions sanctioned on adhoc basis without reference to emoluments e.g. political pensions, special pensions, war-risk pensions, etc
 - (iii) It will also not be admissible to re-employed pensioners during the period of their re-employment.
2. The expenditure involved will be debitable to the Major head "266-Pensions and other Retirement Benefits."
 3. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(Rajni Razdan)

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

Subject : Economy in expenditure.

Will all the Administrative Secretaries to Govt., Haryana refer to the Finance Department U.O. No. 1628-1B&C-77, dated the 20th April, 1977 on the subject noted above?

2. The Finance Department have been issuing instructions to effect economy in expenditure from time to time. These measures generally relate to (i) ban on the creation of new posts and recruitment of staff, (ii) ban on the construction of new buildings, (iii) restriction on tours, (iv) restriction in contingent expenditure, (v) repair of vehicles from Government workshops, (vi) austerity in the use of staff cars and consequent in expenditure of POL, (vii) ban on the purchase of new vehicles, air-conditioners and air-coolers and (viii) economy in use of stationery etc. Copies of these instructions have also been sent to the Managing Directors of all State undertakings in Haryana from time to time. However, some corporations have sought clarifications whether the economy measures adopted and emphasized by State Government apply to the corporations as well.

3. The Finance Department have considered the matter and it has been decided that the economy measures introduced by the Finance Department from time to time for curtailing administrative expenditure are also applicable to the Corporations, Government undertakings, boards and companies. It is, therefore, requested that the Administrative Secretaries may kindly ensure that the corporations, Government undertakings, boards and companies under their control also follow Government policy in respect of such economy measures as circulated by the Finance Department from time to time. Copies of such instructions are being sent to all such bodies as a matter of course.

Sd/-

(Vivek Mehrotra)

Deputy Secretary Finance

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

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/7/81-1B&C,

Dated, Chandigarh, 24th December, 1981.

Copy of letter No. 4/4(17)/81-2FR-I, dated the 24th December, 1981

Subject : Introduction of 'pay book' for the Government Employees.

I am directed to invite a reference to Finance Department circular letter No. 4/4(2)/78-2FR-I, dated 19th September, 1978 on the subject noted above and to say that it has come to the notice of the Govt. that the Drawing and Disbursing Officers in most of the Department are not maintaining the 'Pay book' properly e.g. the columns under the Head "Abstract of G.P. Fund" and "Loans and Advances" are not filled in generally. This is likely to create difficulties at the time of settlement of final payment of Provident Fund and the grant of gratuity to the employees. In order, however, to avoid complication at the time of retirement, it is emphasised that all the columns in the 'Pay Book' may kindly be filled up properly and kept upto date by the Drawing and Disbursing officers.

These instructions may kindly be brought to the notice of all Drawing and Disbursing officers working under your control for strict compliance.

Subject : Economy in expenditure.

Will all the Administrative Secretaries to Govt., Haryana refer to the Finance Department U.O. No. 1628-1B&C-77, dated the 20th April, 1977 on the subject noted above?

2. The Finance Department have been issuing instructions to effect economy in expenditure from time to time. These measures generally relate to (i) ban on the creation of new posts and recruitment of staff, (ii) ban on the construction of new buildings, (iii) restriction on tours, (iv) restriction in contingent expenditure (v) repair of vehicles from Government workshops, (vi) austerity in the use of staff cars and consequent in expenditure of POL, (vii) ban on the purchase of new vehicles, air-conditioners and air-coolers and (viii) economy in use of stationery etc. Copies of these instructions have also been sent to the Managing Directors of all State undertakings in Haryana from time to time. However, some corporations have sought clarifications whether the economy measures adopted and emphasized by State Government apply to the corporations as well.

3. The Finance Department have considered the matter and it has been decided that the economy measures introduced by the Finance Department from time to time for curtailing administrative expenditure are also applicable to the Corporations, Government undertakings, boards and companies. It is, therefore, requested that the Administrative Secretaries may kindly ensure that the corporations, Government undertakings, boards and companies under their control also follow Government policy in respect of such economy measures as circulated by the Finance Department from time to time. Copies of such instructions are being sent to all such bodies as a matter of course.

Sd/-
(Vivek Mehrotra)
Deputy Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/7/81-1B&C,

Dated, Chandigarh, 24th December, 1981.

Copy of letter **No. 1/1(9)81-1FR-I, dated 28th December, 1981** from the Commissioner & Secretary to Govt. Haryana, Finance Department addressed to All Heads of Departments, Commissioner Ambala/Hisar Division, All Deputy Commissioners & Sub Divisional Officers(C) in Haryana etc.

Subject : Fixation of Pay of Government Employees Removal of anomaly wherein a Senior Government employee draws less pay in the revised scale than his Junior.

I am directed to invite a reference to the subject noted above and to say that instances have come to the notice of the Finance Department wherein a Senior Government employee promoted to higher post before 01.04.1979 draws less pay in the revised scale than his junior who is promoted to the higher post after the crucial date. This has created anomaly which is directly as a result of the revision of pay scales and the application of rule 4.4 of the Punjab C.S.R Vol. I, Part-I in the revised scales. In order to remove the anomaly, it has, been decided that in such cases, the pay of the senior officer in the revised scale, in the higher post should be stepped upto a figure equal to the pay as fixed for the junior officer in that higher post promoted on or after 01.04.1979 the stepping up should be done with effect from the dated of promotion of the junior officer and should be subject to the following condition :-

- (a) Both the junior and Senior officer should belong to the same cadre and the posts in which they have been promoted should be identical in the same cadre.
- (b) The un-revised and revised scales of pay of the lower and higher posts in which they are entitled to draw pay should be identical and
- (c) The anomaly should be directly as a result of the application of the provisions of rule 4.4 of the Punjab C.S.R Vol.-I, Part-I in the revised scale. For example, if even in the lower post, the junior officer was drawing more pay in the unrevised scale than the senior by virtue of fixation of pay under the normal rules or any advance increments granted to him, the provisions contained in this decision need not be involved to step up the pay of the senior officers.

2. The orders re-fixing the pay of the senior officers accordance with the provisions of this decision should be issued under rule 4.10 of the C.S.R. Vol.-I, Part-I. The pay thus fixed may be got verified from the Finance Department.

3. These orders take effect from the date of issue. Cases of senior drawing less pay in the revised scale than the junior in respect of promotion, occurring on or after 1st April, 1979 may also be regulated under these orders, but the actual benefit would be available from the date of issue of these orders.

***These instructions have been Revised vide
No. 13/5(1)-78-5FR(I), Dated 05.10.1983.***

No. 13/5(I)/78-5FR-I

From

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

To

All the Heads of Departments.
The Commissioners Ambala/Hisar Divisions,
All the Deputy Commissioners and
Sub Divisional Officers (Civil) Haryana.

Dated, Chandigarh, the 28th December, 1981

Subject : Watching recovery of leave salary and Pension Contributions.

Sir,

I am directed to invite a reference to rule 10.12 of the Punjab Civil Services Rules, Volume I, Part I according to which the subsidiary records of leave salary and pension contributions are maintained by the Accountant General, Haryana, with a view to facilitating the recovery of leave salary and pension contributions in time except in cases where the contributions are payable by the Government servants themselves has been under consideration of the Government for some time past. It has now been decided that the work of maintaining the subsidiary records of leave salary and pension contributions may be withdrawn from the Accountant General, Haryana w.e.f. 1.4.1982 and from that date onwards the recovery may be watched by the concerned Departments and in future a copy of the terms of deputation/foreign service in respect of such officials may not be sent to Accountant General, Haryana except who are sent on deputation/foreign service out of India or the contributions are payable by the official concerned himself. Necessary modalities for the transfer of connected records from the Accountant General, Haryana are being finalized in consultation with the Accountant General, Haryana and the same will be conveyed to you in due course.

The Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(Rajani Razdan)

Deputy Secretary Finance Regulations,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 13/5(I)/78-5FR-I

Dated, Chandigarh, the 28 December, 1981

A copy is forwarded to the Accountant General, Haryana Chandigarh with reference to correspondence resting D.O. No. Pen V/1736, dated Nil November, 1981 from Sh. D.S. Malhotra, Accountant General Haryana Finance Department. The recovery of watching the

leave Salary and pension contributions will be entrusted to all the Heads of Department w.e.f. 1.4.1982 and up to that period he is requested to continue the old procedure and watch the leave salary and pension contribution of all the employees of the State Government. In the mean time he is requested to please intimate the procedure for the transfer of connected records to the Heads of Department at an early date.

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

A Copy is forwarded to :-

All The Financial Commissioner, Haryana,
All the Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-
(Ram Parkash Kapur)
Under Secretary Finance Regulations,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U. O. 13/5(I)-78-5FR-I

Dated, Chandigarh, the 28th December, 1981

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/ Dy. Ministers/ Chief Parliamentary Secretary, for information of the Chief Minister/Minister/Deputy Minister/ Parliamentary Secretary. for information and necessary action.

Sd/-
(CHARANJIT LAL ANAND)
Superintendent Finance Regulations (I),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

U. O. 13/5(I)-78-5FR-I

Dated, Chandigarh, the 28th December, 1981.

No. 3/24/1PR(FD)-80

From

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

To

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

Dated, Chandigarh, the 29th December, 1981

Subject : Fixation of Pay under Rule 6(5) of Haryana Civil Services (Revised Scales of Pay) Rules, 1980.

Sir,

I am directed to invite a reference to Sub-rule 5 of Rule 6 of the Haryana Civil Services (Revised Scales of Pay) Rules, 1980 which lays down that if the pay of an employee as fixed in the higher officiating post happens to be lower than the pay fixed in the substantive or lower officiating post, the pay on the officiating post is refixed at a stage next above the substantive pay or lower officiating pay, as the case may be. A question has been raised as to the manner in which the pay of the employee is to be fixed where the pay on the lower officiating/substantive post is fixed at the same stage as the one fixed on the higher post on 01.04.1979 or the date of option under the revised scales of pay. The matter had been under consideration of Government for sometime past. It has now been decided that refixation of pay on the officiating/higher officiating post, at the stage next above, may also be allowed, where the pay on the substantive officiating post is fixed at the same stage as that on the officiating/higher officiating post, even if the benefit as a result of refixation of pay exceeds Rs. 75/- p.m. in a particular case on 01.04.1979 or the date of option under the revised scales of pay. An amendment to this effect is being issued separately.

Receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

(RAJNI RAZDAN)

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

No. 1/7/81-1WM

From

The Commissioner & Secretary to Government,
Finance Department.

To

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

Dated, Chandigarh, the 29th December, 1981

Subject : Grant of advance to Government employees for the purchase of plots in Sectors 11 and 12-A, Urban Estate, Panchkula.

Sir,

With reference to F.D.'s letter No. 1/7/81-1WM, dated the 29th Oct., 1981, on the above subject, certain departments have sought clarification as to whether loan can be granted to the employees now, is whose cases it could not be drawn before 3-11-81 but they had deposited earnest money for the purchase of a 10 marla plot in Sectors 11/12-A Urban Estate Panchkula by taking loan.

2. The matter has been considered and it has been decided that the loan can be granted to such employees only who had applied between 29th Oct., 1981 and 3-11-1981, but had deposited the amount during this period after the issue of instruction dated 29-10-81 with Estate Officer, HUDA, Panchkula, by raising loan from other sources, for the discharge of liability. Other cases, in which the amount was deposited before 29-10-81 or applications were submitted for the grant of loan before 29-10-81 or after 3-11-81 be rejected. The expenditure incurred in this respect may please be intimated immediately.

Yours faithfully,

Sd/-

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

No. 1/7/81-1WM

Dated, Chandigarh, the 29th Dec., 1981

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

Sd/-

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

No. 1/7/81-1WM

Dated, Chandigarh, the 29th Dec., 1981

A copy is forwarded to the Chief Administrator Haryana Urban Development Authority, Chandigarh, for information

Sd/-

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

No. 1/7/81-1WM

Dated, Chandigarh, the 29th Dec., 1981

A copy is forwarded to All Treasury Officers/Assistant Treasury Officers in Haryana for information and necessary action.

Sd/-

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

Copies are forwarded to :-

Financial Commissioners Revenue, Haryana and
All Administrative Secretaries to Govt. Haryana
for information and necessary action.

Sd/-

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

To

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

U.O. No. 1/7/81-1WM

Dated, Chandigarh, the 29th Dec., 1981

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

Sd/-

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

To

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

U.O. No. 1/7/81-1WM

Dated, Chandigarh, the 29th Dec., 1981

No. 1/7/81-1WM

From

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

To

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

Dated, Chandigarh, the 30th December, 1981.

Subject : Grant of advance to Government employees for the purchase of plots in Sectors 11 and 12-A, Urban Estate, Panchkula.

Sir,

I am directed to invite your attention to paras 4 & 5 of Finance Department circular letter of even number dated 29th October, 1981 on the above subject and to say that information of the expenditure incurred in this connection in the prescribe proforma together with a copy of utilisation certificate furnished by each loanee may please be sent immediately. A list of employees whom advance has been sanctioned for the deposit of earnest money may also please be sent to the Estate Officer, Urban Estate, Panchkula with a copy to the Chief Administrator, Haryana Urban Development Authority, Chandigarh, if not already sent, under intimation to the Finance Department.

2. This may please be treated as immediate.

Yours faithfully,

Sd/-

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

No. 1/7/81-1WM,

Dated, Chandigarh, the 30th December, 1981

A copy is forwarded to the Chief Administrator Haryana Urban Development Authority Chandigarh for information.

2. It may please be intimated whether list of employees to whom advance has been sanctioned for the deposit of earnest money has been received by him from the Heads of Departments.

Sd/-

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

Copies are forwarded to :-

Financial Commissioners Revenue, Haryana, and
All Administrative Secretaries to Govt. Haryana
for information and necessary action.

Sd/-

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

To

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

U.O. No. 1/7/81-1WM,

Dated, Chandigarh, the 30th December, 1981

No. 21/2/81-3B&C

From

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

To

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

Dated, Chandigarh, the 5th January, 1982.

Subject : Delay in the return of draft paragraphs for the Appropriation Accounts and Audit Reports thereon.

Sir,

I am directed to invite your attention to Finance Department circular letter No. 2878-B&C-58/7625, dated the 8th May, 1958 (copy enclosed for ready reference) on the subject cited above, in which it was requested that the draft paragraphs for Appropriation Accounts and Audit Reports thereon received from the Accountant General were returned to him as early as possible and in any case within the prescribed period of six weeks after which amendments would not be considered and accepted. The Accountant General, Haryana, has pointed out that the replies to the draft paragraphs were not being sent to him by the Departments within the period of six weeks. I am, therefore, to impress upon you once again that any correspondence/consultation or comments regarding settlement of paragraphs, if any, may please be communicated to the Audit Office within said prescribed period. In case, no reply is received within this period, it will be presumed by the Audit office that the facts stated in the draft paras have been accepted by you and the draft para will be considered as final.

Yours faithfully,

Sd/-

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

A copy, together with its enclosures, is forwarded to all Administrative Secretaries to Government, Haryana, for information and necessary action.

Sd/-

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

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 21/2/81-3B&C

Dated, Chandigarh, the 5th Jan., 1982.

No. 21/2/81-3B&C

Dated, Chandigarh, the 5th Jan., 1982.

A copy is forwarded to the Accountant General, Haryana, for information with reference to his communication noted in the margin.

Sd/-

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

***These instructions have been modified vide
No. 1/42/1PR(FD)-82/, Dated 04.04.1985 &
No. 4/5/86-3FR-II, Dated 27.03.1986.***

No. 1/174/1PR(FD)-81

From

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

To

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

Dated, Chandigarh, the 11th January, 1982

Subject : Rates of over-time Allowance to Drivers and Class IV employees.

Sir,

I am directed to invited a reference to Haryana Government letter No. 4/6/1PR(FD)-80, dated 20th July, 1981, on the above subject and to say that the rates of Over-time Allowance to Class-IV employees (i.e. Peons and Jamadars only) and the Drivers have been revised by the State Government and after careful consideration it has been decided that these employees may be paid Overtime Allowance at the old rate of Rs. 1/- per hour, but the maximum limit of this allowance may be raised from Rs. 100/-p.m. to 150/- p.m. The payment of Over-time Allowance will, however, be regulated as follows:-

- (i) On holidays Rs. 5/- day.
 - (ii) On Working days-To be calculated for the entire month and in the aggregate, fraction if any may be treated as full hour.
2. These orders will take effect from the date of issue of this letter.
 3. Receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

(RAJNI RAZDAN)

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

No. 1/174/1PR(FD)-81,

Dated, Chandigarh, the 11th Jan., 1982

A copy along with a spare copy, is forwarded to the Accountant General, Haryana, for information and necessary action.

Sd/-

(RAJNI RAZDAN)

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

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

Sd/-
(RAM PARKASH KAPUR)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 1/174/1PR(FD),

Dated, Chandigarh, the 11th Jan., 1982

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

Sd/-
(RAM PARKASH KAPUR)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 1/174/1PR(FD),

Dated, Chandigarh, the 11th Jan., 1982.

No. 1/211/2PR(FD)-80

From

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

To

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

Dated, Chandigarh, the 15th January, 1982

Subject : Revision of pay scales.

Sir,

I am directed to invite a reference to Haryana Government Notification G.S.R./80/Const./Art.309/80, dated the 29th Feb., 1980 and G.S.R./80/Const./Art. 309/Amd.(1)/80, dated the 21st July, 1980 with which the pay scales of State Government Employees were revised with effect from 01.04.1979 and also to Finance Department Circular letter No. 1/211/ 2PR(FD)-80, dated the 3rd July, 1981 and No. 1/211/2PR(FD)-80, dated the 6th October, 1981 with which the pay scales of some categories of employees were revised/further revised with effect from 01.04.1979/01.02.1981. The question of revision/further revision of pay scales of some other categories of employees has been under consideration of the State Government. It has been decided to revise/further revise the pay scales as detailed in the Annexure.

2. The pay of employees whose pay scales have been revised with effect from 01.04.1979 will be fixed in accordance with Rule 6 of Haryana Civil Service (Revised Scales of Pay) Rules, 1980, whereas the pay of the employees whose pay scales have been further revised with effect from 01.02.1981 will be fixed in accordance with the normal rules laid down in Punjab Civil Services Rules Vol. I, Part I.

3. Necessary amendment in the Notification already issued in respect of the pay scales revised with effect from 01.04.1979 will be issued in due course.

4. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(RAJNI RAZDAN)

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

No. 1/211/2PR(FD)-80

Dated, Chandigarh, the 15th Jan., 1982

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

Sd/-

(RAJNI RAZDAN)

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

No. 1/211/2PR(FD)-80

Dated, Chandigarh, the 15th Jan., 1982

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

Sd/-

(RAM PARKASH KAPUR)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Financial Commissioners, Haryana.
All Administrative Secretaries to Government of Haryana.

U.O. No. 1/211/2PR (FD)-80,

Dated, Chandigarh, the 15th Jan., 1982

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

Sd/-

(RAM PARKASH KAPUR)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to
Chief Minister/Ministers/Ministers of State/Deputy Ministers/
Chief Parliamentary Secretary and Parliamentary Secretary.

U.O. No. 1/211/2PR (FD)-80,

Dated, Chandigarh, the 15th Jan, 1982.

ANNEXURE

Name of the Department	Name of the post	Pre-revised pay scale	Revised scale of pay w.e.f. 01.04.1979	Revised/ Further revised scale of pay	Date of effect
1	2	3	4	5	6
Architecture	Architectural Asstt.	450-700	750-1450	750-1450+Rs. 50/- S.P.	01.02.1981
	Architect	750- 1300	1200-1860	1400-2100 (TS) 2000-2300 (SG for 20% posts)	01.02.1981
Secretary to Governor	House Bearer	80-120	300-430	300-430+25/- S.P.	01.02.1981
	Khidmatgar	80-120	300-430	300-430+25/- S.P.	01.02.1981
Education	Dy. Director	700-1200	460-1860	1200-1860 +100/-S.P.	01.04.1979 (for two posts where spl. pay of Rs. 100/- was being given under the pre-revised pay scale 01.02.1981 (for remaining three posts)
	Type-writing Instructor	125-300	420-700	480-760 (TS) 525-900 (SG - for 20% posts)	01.02.1981
Economic & Statistical Organisation	Asstt. Research Officer/Asstt. Distt. Statistical Officer	300-600	700-1200 with two advance increments for M.A. 1st Division	700-1250 (TS) with two advance increments for MA 1st Division 700-1400 (SG) 20% posts	01.02.1981
Industries	Drilling Asstt.	220-400	525-900+30/- Special Pay.	600-1100	01.02.1981
	Mining Inspector	200-400	-	600-1100 (TS) 700-1250 (SG for 20% posts)	01.04.1979
Industrial Training	Principal/Asstt. Director Technical (Grade 'B')	350-900 (for Diploma holders) 400-1100 (for Degree holders).	800-1600 (for Diploma holders) 900-1700 (for Degree holders).	No change for Diploma holders. 940-2000 for Degree holders.	01.02.1981
	Dy. Director/ Dy. Apprenticeship Advisor (Grade 'A' Senior)	700-1250	1200-1860	1400-2100 for Degree holders. 1200-1860 to continue for Non Degree holders.	01.02.1981
	Crafts Instructor/ instructress (including allied Drawing, Math Instructor).	160-400 225-500	525-1050	600-1100 for Diploma holders in Civil/Elect./Mech./Auto Engg. 525-1050 to continue for others.	01.02.1981

Health	Chemist	250-450	600-1100	600-1100+50/- S.P. in lieu of higher time scale.	01.02.1981
Irrigation	Head Revenue Clerk	160-400	525-1050	525-1050+25/- S.P. in lieu of higher time scale.	01.02.1981
Public Health	Technician-cum-Laboratory Asstt.	140-225	-	400-660	01.04.1979
Agriculture	Village Level Extension Worker	110-200 (TS) 180-250 (SG) 220-450 (SG) as personal to those taken from Development & Panchayat Department	400-660 (TS) 480-760 (SG for 20% posts)	400-660 (TS) 480-760 (SG for 20% posts)	No change
				525-1050 (SG as personal to those who were in the SG of 220-450)	01.02.1981
Police	Photographic Asstt.	300-600	-	700-1250	01.04.1979
	Director Forensic Laboratory	1800-2250	2150-2500	2000-2500	01.04.1979
Public Relations	Packer	90-140	350-500	400-600	01.02.1981
Development and Panchayat	Cattle Fair Inspector	110-225	400-660	400-660 (TS) 480-760 (SG for 20% posts)	01.02.1981
Sports	Senior Programme Officer	600-1100	-	900-1700	24-5-79
Town and Country Planning	Planning Asstt.	450-700	750-1450	750-1450 + 50/- S.P.	01.02.1981
Wild Life Preservation	Wild Life Guard	90-140	350-500	400-600	13-11-81 (i.e. the date this pay scale was given to Forest Guards).
Welfare of Scheduled Caste & Backward Classes	Asstt. Cook, Cook	70-95	-	350-500	01.04.1979
	District Welfare Officer .	300-700 350-900 (w.e.f. 1-5-79)	-	800-1600	01.02.1981
	Tehsil Welfare, Officer	140-300 (for Matriculates) 160-400 (for Graduates) 250-500 (for both w.e.f. 1-5-79)	-	525-900 (for Matriculates) 600-1100 (for Graduates)	01.02.1981
In All Departments	Junior Auditor	160-400	-	525-1050 (TS) 600-1100 (SG) for 20% posts	01.02.1981

<i>These instructions have become obsolete.</i>
--

No. 67/3/82/FD/Pension/SAP

From

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

To

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

Dated, Chandigarh, the 4th February, 1982**Subject : Expeditious disposal of pending pension cases.**

Sir,

I am directed to invite your attention to the subject noted above and to say that the Accountant General, Haryana was requested to expedite the disposal of pending pension cases referred to him. However, the Accountant General, Haryana has intimated that the issue of pension payment orders/gratuity payment orders in respect of cases received before November/December, 1981 are being delayed on account of the fact that even when after internal review the audit observations have been settled or dropped, the Heads of Departments are not returning the cases to his office physically for the issue of pension payment orders/gratuity payment orders, despite repeated reminders. In view of the observations made by the Accountant General, Haryana, I am to request that the pension cases which have been returned to you by Audit Office, in which objections have been settled or dropped, should be returned to his office within a week of their receipt so as to enable Audit Office to issue Pension Payment Orders/Gratuity Payment Orders expeditiously. In case any difficulty is experienced in getting pension cases finalized within a reasonable time, the Accountant General, Haryana has stated that the departmental representative should bring such cases for settlement to his office and should report directly to Complaint Cell which is under the direct supervision of his Secretary Shri R. C. Mehta. You are, therefore, requested to issue necessary instructions to your staff to prepare lists of such cases which have been returned by your office to the Accountant General, Haryana after completion of the formalities pointed out by the Audit with a copy to the Finance Department (Pension Branch), so that these cases are settled at an early date. The Pension Payment Cell of the Finance Department will render all required assistance in the matter.

Yours faithfully,

Sd/-

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

No. 67/3/82/FD/Pension/SAP,

Dated, Chandigarh the 4.2.82

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information with reference to his D.O. No. Compt/Cell/Misc/81-82/400, dated 19.1.82.

Sd/-

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

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

2. They are requested to dispose of the pension cases immediately which are referred to them by their Head of Departments.

Sd/-

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

To

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

U.O. No. 67/3/82/FD/Pension/SAP,

Dated, Chandigarh the 4.2.1982.

***These instructions have been Revised vide
No. 15/37/82-3B&C, Dated 07.04.1983 &
No. 22/1/85-2B&C, Dated 20.07.1992.***

Copy of letter **No. 15/2/82-3B&C, dated 10th February, 1982** from Commissioner & Secretary to Government Haryana, Finance Department to All Heads of Department in Haryana, the Registrar, Punjab & Haryana High Court and the Commissioners Ambala & Hisar Division.

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

I am directed to say that the Public Account Committee of the Haryana Vidhan Sabha has been taken adverse notice of the replies sent to the Committee on its various reports. In this respect it has been observed that the departments are not following the procedure which has been laid down for dealing with the reports of the Public Accounts Committee as circulated.—*vide* Haryana Government circular letter No. 669-3B&C-77/6546, dated the 10th March, 1977 (copy of the same may be seen at page 5-9 ante).

2. It has also been noted that the quarterly progress reports about the implementation of the recommendations of the Public Accounts Committee are not being sent by the departments regularly and punctually by due dates viz. 15th April, 15th July, 15 October, and 15th January. Besides the replies to the observations/ recommendations of the Committee are not reproduced in detail in the progress reports and they also do not cover all the points raised in the observations, which results in the outstanding paras not being settled promptly. In case the procedure as laid down in the Finance Department letter dated 10th March, 1977 is followed in letter and spirit, there would hardly be an occasion for inviting adverse comments of the Public Accounts Committee and the paras can be conveniently settled. In view of the position explained above, it is requested that the detailed instructions referred to above should be strictly followed in future, while dealing with the recommendations of the Public Accounts Committee.

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

No. 16/43/81-WM(3)

From

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

To

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

Dated, Chandigarh, the 19th February, 1982

Subject : Grant of loan for the purchase of all types of vehicles - hypothecation thereof.

Sir,

Instances have come to the notice of Government where the Government servants who had purchased vehicles with the loan obtained from Government sold the same without obtaining prior permission of their department, although the vehicle stood mortgaged with the Government. This amounts to gross misuse of facility given by the Government. In order to guard against the misuse of Government funds and also to ensure the security of Government loan advanced to the employees, it has been decided that the provision of section 31-A of the Motor Vehicle Act, 1939 should be invoked. The section provides that any vehicle which is purchased with loan obtained from any agency or is held under hire-purchase agreement the Registering Authority shall make an entry in the 'Certificate of Registration' regarding the existence of such an agreement and no entry regarding transfer of ownership of any motor-vehicle which has been purchased with the loan obtained from any agency shall be made in the 'Certificate of Registration' except with the written consent of the person with whom registered owner has entered into hire-purchase agreement. Accordingly for vehicles which are purchased with the loan advanced by the State Government, an entry in the Certificate of Registration regarding purchase of vehicle with the loan advanced by the State Govt. and its hypothecation in name of the Governor of Haryana should be made in the registration documents so that the vehicle could not be transferred in the name of any other person except with the written consent of the Government. In addition, it should also be ensured that every vehicle purchased with the loan should have comprehensive insurance and the Policy issued by the insurance company should be examined once every year till the repayment of loan together with interest due thereon. These instructions will apply in case of all such vehicles for which the loan is still outstanding.

Please acknowledge the receipt of this communication

Yours faithfully,

Sd/-

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

No. 16/43/81-WM(3)

Dated, Chandigarh, the 19th Feb, 1982

A copy, with a spare copy, is forwarded to the Accountant General Haryana, Chandigarh, for information

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

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

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

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 16/43/81-WM(3)

Dated, Chandigarh, the 19th Feb, 1982

No. 5/7/81-1B&C

From

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

To

All Heads of Departments,
Commissioners, Ambala & Hisar Divisions,
All Deputy Commissioners in Haryana,
The Registrar, Punjab & Haryana High Court and
All Distt. and Sessions Judges in Haryana.

Dated, Chandigarh, the 3rd March, 1982.

Subject : Economy in expenditure - Economy in the use of staff cars.

Sir,

I am directed to invite your attention to the instructions contained in para 2 of the Finance Department circular letter of even number, dated 25.5.1981 and clarifications on the points embodied in circular letter of even number dated 9th November, 1981 on the subject noted above and to further clarify that the journeys performed by staff cars/Govt. vehicles, duration of which do not exceed six hours shall not include in the 10 days limit imposed on tours of officers/officials. However, this would be subject to the percent reductions on the kilometrage done by the staff cars imposed in order to conserve the use of petrol, oil and lubricants which would continue to be followed as heretofore.

2. The above decision may kindly be brought to the notice of all concerned under your administrative control for strict compliance.

3. The receipt of this communications may kindly be acknowledged.

Yours faithfully,

Sd/-

(L.L.BHASKER)

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

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

Sd/-

(L.L. BHASKER)

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

To

All Administrative Secretaries to Government, Haryana.

U.O. No. 5/7/81-1B&C

Dated, Chandigarh, the 3.3.1982.

A copy is forwarded to the Principal Secretary to Chief Minister, Dy. Principal Secretary to Chief Minister, Secretaries to Ministers, Private Secretaries to Ministers/Deputy Ministers, Chief Parliamentary Secretary and Parliamentary Secretary for the information of Chief Minister, All Ministers, Ministers of State, Deputy Ministers, Chief Parliamentary Secretary, Parliamentary Secretary.

Sd/-

(L.L. BHASKER)

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

To

The Principal Secretary to Chief Minister, Dy. Principal Secretary to Chief Minister, Secretaries to Ministers, Private Secretaries to Ministers and Ministers of State and Deputy Ministers, Chief Parliamentary Secretary and Parliamentary Secretary.

U.O. No. 5/7/81-1B&C

Dated, Chandigarh, the 3.3.1982

Endst. No. 5/7/81-1B&C

Dated, Chandigarh, the 3.3.1982

A copy each is forwarded to all the Managing Directors of Corporations, Boards and Companies in Haryana.

Sd/-

(L.L. BHASKER)

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

No. 5/4(1)-82-1FR-II

From

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

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 9th March, 1982.

Subject : Conveyance allowance to all Class IV employee.

Sir,

I am directed to invite a reference to Haryana Government Finance Department Circular letter No. 1422-3FR-74/8944, dated 12.3.74 on the subject noted above and to say that for some time past the question of raising the rate of conveyance allowance to all Class IV employees in the State has been engaging the attention of Government. After careful consideration, it has been decided to raise the rate of conveyance allowance from Rs. 5/- p.m. to Rs. 10/- p.m., with effect from 1st April, 1982. This conveyance allowance would be admissible to all Class IV employees whether they have been provided with cycle at Govt. expenses or not.

2. Necessary amendment to the rules will be made in due course.

Yours faithfully,

Sd/-

(R. S. Kailey)

Joint Secretary, Finance (W),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/4(1)-82-1FR-II,

Dated, Chandigarh, the 9th March, 1982.

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

Sd/-

Joint Secretary, Finance (W),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/4(1)-82-1FR-II,

Dated, Chandigarh, the 9th March, 1982.

A copy is forwarded for information to :-

1. Commissioner for Finance and Secretary to Govt. Finance Department Chandigarh.
2. Commissioner & Secretary to Govt. Himachal Pradesh, Finance Department Simla; and
3. Finance Secretary, Chandigarh Administration, Chandigarh.

Sd/-

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

Copies are forwarded to :-

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

Sd/-

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

U.O. No. 5/4(1)-82-1FR-II,

Dated, Chandigarh, the 9th March, 1982.

A Copy is forwarded to all Treasury Officers/Asstt. Treasury Officers in the Haryana State for information.

Sd/-

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

Copies are forwarded to :-

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

Sd/-

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

To

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

U.O. No. 5/4(1)-82-1FR-II,

Dated, Chandigarh, the 9th March, 1982.

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

Sd/-

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

To

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

U.O. No. 5/4(1)-82-1FR-II,

Dated, Chandigarh, the 9th March, 1982.

No. 5/1/3PR(FD)-80

From

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

To

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

Dated, Chandigarh, the 16th March, 1982

Subject : Treatment of joining time.

Sir,

I am directed to invite a reference to the conditions laid down in Chapter IX of C.S.R. Volume I, Part I governing the grant of 'Joining time' to a Government employee on transfer from one post to another in different stations and to say that it was decided that where an employee on transfer from one station to another, is not allowed to avail of full Joining time, in public interest, the period of Joining time not availed of may be treated as a Special Casual Leave and the employee be permitted to avail of that Special Casual Leave either in the same calendar year and if it was not possible to do so, in the next calendar year.

2. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

Joint Secretary Finance (W)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/3PR(FD)-80

Dated, Chandigarh, the 16th March, 1982

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

Sd/-

Joint Secretary Finance (W)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/3PR(FD)-80

Dated, Chandigarh, the 16th March, 1982

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

Sd/-

(RAM PARKASH Kapur)
Under Secretary Finance, (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 5/1/3PR(FD)-80

Dated, Chandigarh, the 16th March, 1982

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Dy. Ministers/Parliamentary Secretary/Parliamentary Secretary for information of the Chief Minister/Minister/Ministry of State/Deputy Minister/Chief Parliamentary Secretary and Parliamentary Secretary.

Sd/-
(RAM PARKASH Kapur)
Under Secretary Finance, (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 5/1/3PR(FD)-80

Dated, Chandigarh, the 16th March, 1982.

Copy of letter **No. 15/21/81-3B&C, dated 23rd March, 1982** from the Commissioner & Secretary to Government, Haryana, Finance Department, addressed to All Heads of Departments in Haryana.

Subject : Implementation of the recommendations/observation made by the Public accounts Committee of Haryana Vidhan Sabha.

Will all the Administrative Secretaries to Government Haryana. Kindly refer to the Finance Department's communication noted in the margin on the above subject?

2. It is been requested in these letters that an officer of the rank of the Deputy Secretary or Under Secretary of each Administrative Department and that of Joint Director at the Directorate level be nominated to look after the progress regarding proper implementation of the observation/recommendations of the Public Accounts Committee and the disposal of cases of Outstanding Audit Objects and Mis-appropriation & Defalcations included in the Audit Reports. It is been observed that the Administrative Departments/Heads of Departments are not paying adequate attention to the instructions already issued by the Finance Department referred to above.

3. The Public Accounts Committee has again observed as under :-

"The Committee are of the view that each department should delegate the duty of scrutinizing the reports to a responsible officer of these Department and such officers should be in close touch with the Finance Department and should also keep a liaison with the Haryana Vidhan Sabha Secretariat throughout the year. The Department should not be contented with the issue of orders/Memorandums/circulars but should also see that the recommendations are carried out in practice promptly and effectively"

In the light of the above observation of the Public Accounts Committee it is requested that a responsible officer each at the Secretariat level and at the level of Heads of Departments should be deputed who should personally look into the progress of the implementation of the observations/recommendations of the Public Accounts Committee and the disposal of cases of outstanding audit objections and misappropriation and defalcations etc. The name and designation of such an officer may kindly be intimated immediately to the Finance Department, with a copy to the Secretary Vidhan Sabha. These officers should also keep liaison with the Haryana Vidhan Sabha as well as with the Finance Department through the year.

It is further stated that where it is observed that the cases are getting unnecessarily delayed such cases should be brought to the notice of the Administrative Department and if necessary these should be submitted for the orders of the Minister in Charge, who will consider the desirability of bring those to the notice of the Council of the Ministers.

MARGIN :

D.O. No. 57-VS-B&C-74/6490, Dated 19th February, 1975
& U. O. No. 15/45/79-3B&C, Dated 25th January, 1980.

<p><i>These instructions have become obsolete.</i></p>

No. 9/1/81-3FR-II

From

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

To

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

Dated, Chandigarh, the 24th March, 1982

Subject: Additional Emoluments (Compulsory Deposit) Act, 1974 - Provision for interest payments.

I am directed to forward herewith a copy of letter No. F.9-(1)-DC/82(iii) dated the 1.3.82, Government of India, Ministry of Finance, Department of Economic Affairs, New Delhi and to request that the contents therein may please be brought to the notice of all Officers under your control for information and necessary action.

Yours faithfully,

Sd/-
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 9/1/81-3FR-II

Dated, Chandigarh, the 24th March, 1982

A copy, with a copy of its enclosure is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-
Under Secretary, Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 9/1/81-3FR-II

Dated, Chandigarh, the 24th March, 1982

A copy, with a copy of its enclosure is forwarded to all Treasury Officers/Assistant Treasury Officers in the State for information and necessary action.

Sd/-
Under Secretary, Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy, with a copy of its enclosure is forwarded to :-

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

Sd/-

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

To

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

U.O. No. 9/1/81-3FR-II

Dated, Chandigarh, the 24th March, 1982

A copy, with a copy of its enclosure is forwarded to the Principal Secretary/ Secretaries/Private Secretaries to the Chief Minister/Ministers of State/Deputy Minister/Chief Parliamentary Secretary for the information of the Chief Minister/Ministers of State/Deputy Minister/Chief Parliamentary Secretary.

Sd/-

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

To

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

U.O. No. 9/1/81-3FR-II

Dated, Chandigarh, the 24th March, 1982.

Contd...
Encl.

Copy of letter **No. F.9(1)-CD/82-(III), dated 1st March, 1982** from Senior Analyst, Government of India, Ministry of Finance, Department of Economic Affairs, New Delhi to Financial Secretaries of all State Governments and Union Territory Administration.

Subject : Additional Emoluments (Compulsory Deposit) Act, 1974 - Provision for interest payments.

I am directed to state that the provision for interest payments under the Additional Emoluments (Compulsory Deposit) Act, 1974 to Local authorities employees during the year 1982-83 has been made under the following sub/detailed heads in Demand No. "42-Other Expenditure of the Ministry of Finance" for 1982-83 :-

A.1 -Other Fiscal Services;

A.1(3) -Additional Emoluments (Compulsory Deposit) Act, 1974;

A.1(3)(3)-Interest on deposits in the Additional Wages Deposits Account;

A.1(3)(3)(4) - Local Authority employees.

A.1(3)(4) - Interest on deposits in the Additional Dearness Allowance Deposit Account;

A.1(3)(4)(4) - Local Authority employees;

A.1(3)(5) - Interest on deposits in the Additional Dearness Allowance Deposit Account (New);

A.1(3)(5)(4) - Local Authority employees;

The procedure indicated in this in this Ministry's letters No. F9-(11)-CD/75, dated 12th August, 1975 and No. F.5-(5)-CD/76, dated the 14th October, 1976 for adjustment and reconciliation of expenditure on the above payments would continue to be in force. The monthly statements showing the amounts drawn for interest payments may also continue to be send in the manner indicated in this Ministry's letter F.9-(16)-CD/78, dated the 6th December, 1978.

2. It is requested that the above particulars may invariable be given on all bills submitted to the Deposit Officers during 1982-83 for drawal of funds for interest payments.

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

<i>These instructions have become obsolete.</i>
--

No. 13/5(1)/78-5FR-I

From

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

To

All Heads of Departments,
The Commissioner, Ambala/Hisar Divisions,
All the Deputy Commissioners, and
Sub Divisional Officers (Civil) in Haryana.

Dated, Chandigarh, the 29th March, 1982**Subject : Watching recovery of leave salary and pension contributions.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department letter No. 13/5(1)/78-5FR-I, dated the 28th December, 1981, on the subject noted above wherein it was intimated that necessary modalities for the transfer of connected records from the audit office were being finalised in consultation with the Accountant General, Haryana. It has now been decided to adopt the following procedure for taking over the connected record from the Accountant General Haryana, and for transfer of functions of calculation of rates/watching recoveries of leave salary and pension contributions by the Heads of Departments :-

- (i) The cases, where rates of leave salary and pension contributions could not be worked out by the Accountant General, Haryana for want of terms and condition service particulars of the officials were being/would be sent by the audit office to the Heads of Departments for calculation of leave salary/pension contributions. The Accountant General, Haryana, will depute his staff to the Heads of Departments for rendering assistance in the calculation of rates of leave salary/pension contribution in respect of the cases arising upto 31-3-82. Fresh cases pertaining to the period after 31-3-82 will, however, be dealt with by the Heads of Departments themselves.
- (ii) Where the contributions have been paid in full and the official stands reverted to his parent Department after the expiry of Foreign Service, an entry is required to be made in the service book of the official under the authority of audit office. The Heads of Departments may call for the Service Book and details of contributions paid duly verified by Treasury Officer alongwith attested copies of challan at Chandigarh. An Audit party from the Accountant General's office will visit the Heads of Departments and make necessary entry in the service book after verifying the details upto the period 31-3-1982.
- (iii) Where the contributions have not been paid or partly paid (as per records produced to audit) and the balance amount has still to be worked out, the balance amount on 31-3-1982 will be adopted by the Heads of Departments as "Opening Balance" and further recoveries watched by them.

- (iv) The contributions for the year 1981-82 for which Bank draft/Cheques are due to be received in April, 1982 may be sent to the lending Department (instead of the audit office) for working out the balance as on 31-3-1982.
- (v) In respect of officials on deputation with the Union Territory Chandigarh or Central Government or other State Governments for which adjustment of debits/credits have yet to be carried out; the lending department will get the adjustments carried out in consultation with the Accountant General concerned before the close of financial year. Adjustments for the year 1981-82 will be carried out by the Accountant General, Haryana on the authority of acceptance by the respective Departments.
- (vi) From 1-4-82 onwards, the Department lending the service of their staff, would be responsible for watching the recovery of leave salary/ pension contributions keeping account thereof in the same manner as for watching the receipts due to Government and maintaining subsidiary records which will be subject to test check, during local audit by the Accountant General, Haryana, to ensure that the rates have been determined correctly, demands have been raised in time and the amount has been collected and credited to Govt. with the transfer of functions of calculations of leave salary/pension contributions to the Heads of Departments, the work of making entries in the Service Book of the official for the period of foreign service within India will be performed by the designated agency in the lending Department. You are, requested to initiate work, in close collaboration with the audit office and extend full cooperation to the audit staff when they visit your Department / Office for this purpose. The programme for visiting the Heads of Departments will be finalised by the audit office, on receipt of intimation from you, regarding completion of records. These instructions may be brought to the notice of all Drawing & Disbursing Officers under your control for immediate compliance.

Sd/-
(R.S. Kailey)
Joint Secretary Finance (W)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 13/5 (1)-18-5FR (I),

Dated, Chandigarh the, 29th March, 1982

A copy is forwarded to :-

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

Sd/-
(Ram Parkash Kapur)
Under Secretary, Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 13/5 (1)-18-5FR (I),

Dated, Chandigarh the, 29th March, 1982

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

Sd/-
(Charanjit Lal Anand)
Superintendent, Finance Regulations (I)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 13/5 (1)-18-5FR (I),

Dated, Chandigarh the, 29th March, 1982.

No. 1/54/2PR(FD)-82

From

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

To

All Heads of Department,
Commissioners Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 30th March, 1982**Subject : Revision of pay scales.**

Sir,

I am directed to invite a reference to Haryana Government Notification G.S.R./80/Const./Art-309/80, dated the 29th February, 1980 and G.S.R./80/Const./Art-309/Amd.(1)/80, dated the 21st July, 1980 with which the pay scales of State Government Employees were revised with effect from 01.04.1979 and also to Finance Department circular letter No. 1/211/2PR(FD)-80, dated 3rd July, 1981, and of even No. dated the 6th October, 1981 and 15th January, 1982 with which the pay scales of some categories of employees were revised/ further revised with effect from 01.04.1979/01.02.1981. The question of revision/further revision of pay scales of some other categories of employees has been under consideration of the State Government. It has been decided to revise/further revise the pay scales as detailed in the Annexure. Finance Department letters dated 3-7-81, 6-10-81 and 15-1-82 stand modified to the extent of pay scales shown in the Annexure.

2. The pay of employees whose pay scales have been revised with effect from 01.04.1979 will be fixed in accordance with Rule 6 of Haryana Civil Services (Revised Scales of Pay) Rules, 1980, whereas the pay of the employees whose pay scales have been further revised with effect from 01.02.1981, will be fixed in accordance with the normal rules laid down in Punjab Civil Services Rules, Vol. I, Part-I.

3. It has also been decided to reconstruct the standard pay scales w.e.f. 01.04.1979 as given below :

	From	To
1.	300-5-400/10-430	300-5-360/8-400/10-430
2.	350-5-400/10-500	350-5-360-8-400/10-500
3.	420-10-490/525-15-600-EB-20-700	420-10-490/540-15-600-EB-20-700
4.	450-10-490/525-15-600-20-700	450-10-490/540-15-600-20-700

The pay of the employees, covered by these pay scales, be refixed where necessary.

4. Necessary amendment in the Notification already issued in respect of the pay scales revised with effect from 01.04.1979. will be issued in due course.

Yours faithfully,

Sd/-

(Rajni Razdan)

Joint Secretary Finance (W)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/54/2PR(FD)-82

Dated, Chandigarh, the 30th March, 1982

Copies are forwarded to Accountant General, Haryana, Chandigarh, for information.

Sd/-

(Rajni Razdan)

Joint Secretary Finance (W)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

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

Sd/-

(Ram Parkash Kapur)

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

To

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

U.O. No. 1/54/2PR(FD)-82

Dated, Chandigarh, the 30th March, 1982

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

Sd/-

(Ram Parkash Kapur)

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

To

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

U.O. No. 1/54/2PR(FD)-82

Dated, Chandigarh, the 30th March, 1982

ANNEXURE

Name of the Department	Name of the Post		Pre-revised pay scale	Revised scale of pay w.e.f. 01.04.1979	Revised/Further revised scale of pay	Date of effect
1	2		3	4	5	6
Chief Electrical Inspector	1.	Chief Electrical Inspector	1600-2000	2000-2400	2100-75-2400-100-2500	01.02.1981
	2.	Senior Assistant Engineer	400-1100	900-1700	940-2000	01.02.1981
	3.	Line Superintendent	200-450	525-1050	600-1100 (T.S.) 700-1250 (S.G. for 20% posts)	01.02.1981
Development Department	1.	Lady Circle Supervisor	300-700	700-1250	750-1450 (T.S.) 800-1600 (S.G. for 20% posts)	01.02.1981
	2.	Accountant (in Blocks)	160-400 (T.S.) 225-500 (S.G.)	525-1052	525-1050 (T.S.) 600-1100 (S.G. for 20% posts)	01.02.1981
	3.	Artist-cum-Draftsman	250-500	600-1100	700-1250	01.02.1981
Panchayat Department	1.	Upper Division Clerk	140-300	480-760	525-900	01.02.1981
Legal Remembrancer	1.	Assistant/Senior Scale Stenographer	225-500	525-1050 (with a start of Rs. 585/-)	525-1050 (T.S.) with a start of Rs. 585/- 700-1250 (S.G. for 20% posts)	01.02.1981
Education	1.	Lady Squad Supervisor	140-225	-	420-700 as a personal measure to the present incumbent	01.04.1979
	2.	Registrar/Asstt. Registrar (Examination)	500-850 + Rs. 50/- Spl. Pay	800-1600	1200-1600	01.02.1981
	3.	Budget Officer				
Public Service Commission	1.	Asstt./Sr. Scale Stenographer	225-500	525-1050 (with a start of Rs. 585/-)	525-1050 (T.S.) with a start of Rs. 585/- 700-1250 (S.G. for 20% posts)	01.02.1981
	2.	Deputy Superintendent/ Personal Assistant	350-650	700-1250	700-1250 (T.S.) + Rs. 75/- Spl. Pay in lieu of higher time scale 750-1450 (S.G.) + Rs. 75/- Spl. Pay in lieu of higher time scale	01.02.1981
	3.	Superintendent	500-850	1000-1500	1000-1500 + Rs. 100/- Spl pay 1600/- (fixed) (S.G.) + Rs. 100/- Spl. Pay	01.02.1981
Medical College Rohtak	1.	Demonstrator (Non-Medical)	400-1100	-	900-1700	01.04.1979
		Head of Pharmacy	1100-1600 1600-1800 (after 5 years service)	- -	1700-2300 2000-2500 (as personal to the present incumbent Sh. Chowdhry)	01.04.1979

Name of the Department	Name of the Post		Pre-revised pay scale	Revised scale of pay w.e.f. 01.04.1979	Revised/Further revised scale of pay	Date of effect
	2.	Registrar Demonstrator Refractionist Professor	400-1100+ 33⅓% NPA 2000-2150+ 600/- NPA	-	As for HCMS Class-II in Health Department	01.04.1979
				-	(i) 2000-2400+ 600/- NPA	01.04.1979
					(ii) 2250-2400+ 600/- NPA	01.02.1981
	3.	Teacher/Lecturer Reader, Associate Professor	600-1400 (T.S.) 1600/- fixed (S.G. for 10%) +NPA @ 33⅓% upto Rs. 760/- & @ 50% from 800/- & above, subject to a maximum of Rs. 600/-.	-	1000-1800 +NPA @ 25% upto 1300/-, 33⅓% from 1350/- & above	01.04.1979
					1800/- fixed (S.G.) for 20% posts + NPA @ 33⅓%	01.02.1981
					1100-50-1300/- 50-1400-60-1700/75-1850 (T.S.)	
					1850/- fixed (S.G. for 20% posts) + 25% NPA upto 1300/-, 33⅓% from 1350/- & above subject to a maximum of Rs. 600/.	
					1850/- fixed (S.G.) + 600/- NPA	
	4.	Medical Supdt.	2750/- + rent free accommo- dation	-	2750/- + rent free accommodation	01.04.1979
					3000/- + rent free accommodation	01.02.1981
	5.	Director Principal	3000/- fixed + rent free accommo- dation	-	3000/- fixed + rent free accommodation	01.04.1979
3000/- fixed + Rs. 250/- S.P. + rent free accommodation.					01.02.1981	
Note :- Teaching allowance to continue at existing rates.						
Health	1.	Establishment Officer	450-800	800-1600	1200-1600	01.02.1981
	2.	Budget Officer	500-850	800-1600	1200-1600	01.02.1981
	3.	Administrative Officer	800-1100	800-1600	1200-1600	01.02.1981
	4.	Asstt. Dental Surgeon	350-800 +33⅓% NPA	800-1600 + 25% NPA	900-1700+ 25% NPA	01.02.1981
	5.	Sr. Dental Surgeon	850-1300	-	1200-1860+ 600/- NPA subject to a ceiling of Rs. 2400/-	Date of creation of the post
					1400-2100 + Rs. 600/- NPA subject to a ceiling of Rs. 2400/-	01.02.1981
	6.	Dy. Director (Nursing)	1200-1800	-	1760-2300 without NPA	16-6-80 (date of upgradation of post)
	7.	Teacher	200-300	480-760	525-1050	01.02.1981

Name of the Department	Name of the Post		Pre-revised pay scale	Revised scale of pay w.e.f. 01.04.1979	Revised/Further revised scale of pay	Date of effect
Technical Education	1.	Demonstrator	250-550	-	600-1100 (T.S.) 700-1250 (S.G.) for 20% posts)	01.04.1979
	2.	Lecturer in Pharmacy/Library Science Commercial Practice Stenography	400-1100 + Rs. 100/- Spl. Pay	800-1600	800-1600 Rs. 100/- spl. pay to all Lecturers.	01.02.1981
	3.	Lecturer in Engg. Subjects	400-1100 + Rs. 100/- S.P.	800-1600 + Rs. 100/-	940-2000 + Rs. 100/- Spl. Pay to Lecturers who hold Bachelor of Engg. Degree, or AMIE Degree or Diploma in Engg. subjects plus diploma of T.T.I. with 3 years experience	01.02.1981
	4.	Head of Department Govt. Polytechnic for Women	400-1100 750-1300 + Rs. 100/- S.P. (28.8.80)	900-1700	1200-1860 +Rs. 100/- S.P.	28.8.80
	5.	Principal Govt. Polytechnic for women	700-1250 1300-1800 + Rs. 100/- S.P. (28-8-80)	1400-2000	700-2150 + Rs. 100/- S.P.	28-8-80
	6.	Principal S.I.T., Sonipat	800-1250 1300-1800 + Rs. 100/- S.P. (28-8-80)	1400-2000	1750-2150 + Rs. 100/- S.P. 2000-2400 + Rs. 100/- S.P.	28-8-80 01.02.1981
Transport		Inspectors	140-250	420-700	525-900 (T.S.) 600-1100 (S.G. for 20% posts)	01.02.1981
	1.	Chief Inspectors	160-400	525-1050	600-100 + 30/- S.P.	01.02.1981
	2.	Estab. Officer	500-800	800-1600	1200-1600	01.02.1981
Social Welfare		Proof Reader	110-225	400-600	400-600 + Rs. 25/- S.P.	01.02.1981
Treasury Accounts (Accts. Trg. Institute)		Asstt. Accounts Officer	(entrusted with teaching duties)	Rs. 30/-S.P.	50/-S.P.	01.04.1979
		Accounts Officer	-do-	Rs. 50/- S.P.	75/- S.P.	01.04.1979
Employment Ayurveda		Dy. Director Dispenser	400-1100 100-160	900-1700 400-660	1000-1800 400-650 (T.S.) 480-760 (S.G.) for 20% posts)	01.02.1981 01.02.1981
Industries		Draftsman	225-500	525-1050	600-1100	01.02.1981
Industrial Training	1.	Compounder	140-300	480-760	525-1050	01.02.1981
	2.	Craft Instructor/ Instructress (including allied Drawing, Math	160-400 225-500	525-1050	600-1100	01.02.1981

Name of the Department	Name of the Post	Pre-revised pay scale	Revised scale of pay w.e.f. 01.04.1979	Revised/Further revised scale of pay	Date of effect
	Instructors)				
	3. Principal Asstt. Director, Technical (Grade 'B')	350-900 (for Diploma holder 400-1100 (for Degree holders)	800-1600 for Diploma holders 900-1700 (for Degree holders)	900-1700 (for Diploma holders) 940-2400 (for Degree holders)	01.02.1981
	4. Principal Grade 'A'/ Asstt. Director, Technical	400-1100	900-1700	940-2000	01.02.1981
	5. Dy. Director/ Dy. Apprenticeship Advisor Grade 'A' (Senior) (on technical side)	700-1250	1200-1860	1400-2100	01.02.1981
Prosecution	1. Asstt. Distt. Attorney	350-650 + Rs. 75/- Spl. Pay	700-1250 (TS) + Rs. 75/- Spl. Pay 750-1450 (S.G.) + Rs. 75/- S.P.	700-1250 (TS) + Rs. 100/- Sp. Pay 750-1450 (S.G.) + Rs. 100/- Spl Pay	01.02.1981
	2. Dy. Distt Attorney	350-900 (with a minimum of Rs. 540/- + Rs. 100/- S.P. 950-1200 (S.G.) + Rs. 100/- S.P.	800-1600 (T.S.) + Rs. 100/- Spl. Pay 1200-2700 (S.G.) + Rs. 100/-	900-1700 (T.S.) +Rs. 100/- Spl. Pay 1200-50-1400-60-1700-75-1850 (S.G.) +Rs. 100/- Spl. Pay	01.02.1981
	3. Distt. Attorney	700-1250 (T.S.) + Rs. 150/- S.P. Rs. 200 S.P. in Advocate General Office 1300-1500 (S.G.) + S.P. as above	1200-1860 (T.S.) + Rs. 150/- Spl. Pay in Advocate General Office & E.T.C. Office 1800-2000 (S.G.) + S.P. as above	1250-50-1400-EB-60-1700-75-200 (T.S.) + Rs. 150/- Spl. Pay in Districts 200/- Spl. Pay in Advocate General Office & E.T.C. Office 2000-2400 (S.G.) + S.P. as above	01.02.1981
	4. Jt. Director Prosecution	1600-1800 + Rs. 200/- Spl. Pay	1760-2300 + Rs. 200/- Spl. Pay (1.6.79)	2000-2400 +Rs. 250/- Spl. Pay	01.02.1981
Advocate General Office	1. Asstt. Advocate General	1500-2000 + Rs. 500/- NPA	2000-2400 + Rs. 500/- NPA	2250-2500 + Rs. 500/- NPA	01.02.1981
	2. Dy. Advocate General	2000-2300 + Rs. 600/- NPA	2250-2600 + Rs. 600/- NPA	2500-2750 + Rs. 600/- NPA	01.02.1981
	3. Sr. Dy. Advocate General	2250-2500 + Rs. 700/- NPA	2250-2600 + Rs. 700/- NPA	2500-2750 + Rs. 700/- NPA	01.02.1981
Labour	1. Inspector of Factories	400-1100 (for Degree holders) 350-900	900-1700 (for Degree holders) 800-1600	940-200 (for Degree holders) 800-1600 (for others)	01.02.1981

Name of the Department	Name of the Post		Pre-revised pay scale	Revised scale of pay w.e.f. 01.04.1979	Revised/Further revised scale of pay	Date of effect
			(for others)	(for others)		
	2.	Sr. Inspector of Factories	700-1250	1200-1860	1400-2100 (for Degree holders) 1200-1860 (for others)	01.02.1981
	3.	Dy. Chief Inspector of Factories	750-1300	1200-1860 + Rs. 100/- Spl. Pay in lieu of higher time scale	1400-2100 + Rs. 100/- Spl. Pay in lieu of higher time scale (for Degree holders) 1200-1860 + Rs. 100/- Spl. Pay in lieu of higher time scale (for others)	01.02.1981
	4.	Addl. Chief Inspector of factories	850-1300	1400-2000	1400-2100 + Rs. 150/- Spl. Pay in lieu of higher time scale (for Degree holders) 1400-2000 (for others)	01.02.1981
Agriculture		Establishment Officer	450-800	800-1600	1200-1600	01.02.1981
Consolidation of Holdings		Establishment Officer	450-800	800-1600	1200-1600	01.02.1981
Excise and Taxation Forest		Establishment Officer	500-850 + Rs. 50/- S.P.	800-1600	1200-1600	01.02.1981
		Establishment Officer	500-850 + Rs. 50/- S.P.	800-1600	1200-1600	01.02.1981
Cooperation		Establishment Officer	500-850 + Rs. 50/- S.P.	800-1600	1200-1600	01.02.1981
Public Relations		Administrative Officer	500-850 + Rs. 50/- S.P.	800-1600	1200-1600	01.02.1981
Chief Architect		Administrative Officer	500-850	800-1600	1200-1600	01.02.1981
Animal Husbandry		Establishment Officer	450-800	800-1600	1200-1600	01.02.1981
P.W.D. (Public Health)		Work Munshi	80-120	300-430	400-600 (for Matriculates) 350-500 (for non-Matriculates)	01.04.1979
P.W.D. (Irrigation)	1.	Signalers	110-225+ two advance increments 120-250 (SG)	400-660 (TS) 480-760 (SG)	480-760 (TS) 525-900 (SG)	01.02.1981
	2.	Head Signalers	120-250 + Rs. 20/- S.P.	400-660 + 25/- Spl. Pay	525-900 + 25/- Spl. Pay	01.02.1981
	3.	Apprentice Signalers	110/- fixed	400/- fixed	480-760 but a minimum of Rs. 480/- would be given till completion of apprenticeship period (which is to be prescribed if not	01.02.1981

Name of the Department	Name of the Post	Pre-revised pay scale	Revised scale of pay w.e.f. 01.04.1979	Revised/Further revised scale of pay	Date of effect
				already done)	
	4. Store-keeper/Asstt. Store keeper	110-225	400-600	400-660 (T.S.) 480-760 (S.G.)	01.02.1981
	5. Dispenser	160-400	525-900	525-1050	01.02.1981
	6. Establishment Officer/Officer on Special Duty	600-1100	800-1600	1200-1600	01.02.1981
Rehabilitation Department	1. Settlement Officer (Sales)	H.C.S. Scale + 200/- S.P. Supdt. scale + 200/- S.P. (to the existing incumbent)	(i) H.C.S. Scale + 200/- S.P. (ii) 800-1600 (if non-H.C.S.)	(i) H.C.S. Scale + Rs. 200/- Spl. Pay (ii) 800-1600 + Rs. 200/- Spl. Pay (if non-H.C.S.)	01.04.1979
	2. Sub Inspector	140-250	400-660	400-660 (T.S.) 480-760 (S.G.)	01.02.1981
	3. Section Officer	200-400	525-1050	600-1100	01.02.1981
Treasury and Accounts and Local Audit Departments.	1. Sr. Auditor	300-600	700-1250	700-1250 (T.S.) + Rs. 50/- S.P. 750-1450 (S.G. for 20% posts + Rs. 50/- S.P.)	01.02.1981
	2. Asstt. Treasury Officer	300-600	700-1250	700-1250 (T.S.) + Rs. 50/- S.P. 750-1450 (S.G. for 20% posts + Rs. 50/- S.P.)	01.02.1981
	3. Asstt. Accounts Officer	350-900	800-1600	800-1600 (T.S.) 900-1700 (S.G. for 20% posts)	01.02.1981
	4. Resident Audit Officer	350-900	800-1600	800-1600 (T.S.) 900-1700 (S.G. for 20% posts)	01.02.1981
	5. Accounts Officer	600-1100	1000-1800	1000-1800 (T.S.) 1200-1860 (S.G. for 20% posts)	01.02.1981
	6. Asstt. Examiner	600-1100	1000-1800	1000-1800 (T.S.) 1200-1860 (S.G. for 20% posts)	01.02.1981
	7. Distt. Treasurer	160-400 + Rs. 15/- Spl. Pay	525-1050 + Rs. 15/- Spl. Pay	525-1050 + Rs. 30/- Spl. Pay	01.02.1981
P.W.D. (B&R) (Work Charged employees brought on regular establishment)	1. Road Inspector	150-350	-	525-900	From 01.04.1979 or the date on which these posts were made regular whichever is later.
	2. Work Inspector	120-250	-	400-660	-do-
	3. Work Munshi	80-120	-	300-430	-do-

Name of the Department	Name of the Post		Pre-revised pay scale	Revised scale of pay w.e.f. 01.04.1979	Revised/Further revised scale of pay	Date of effect
	4.	Motor Mate	80-120	-	300-430	-do-
	5.	Gang Mate/Road Mate/Mate	75-95	-	300-430	-do-
	6.	Chowkidar	75-95	-	300-430	-do-
	7.	Mali	75-95	-	300-430	-do-
	8.	Sewerageman	75-95 + Rs. 15/- Adhoc pay + Rs. 50/- Spl. Allowance	-	300-430 + Rs. 65/- Spl. Allowance	-do-
	9.	Sweeper	75-95 + Rs. 15/- Adhoc pay + Rs. 50/- Spl. Allowance	-	300-430 + Rs. 65/- Spl. Allowance	-do-
	10.	Beldar	75-95	-	300-430	-do-
	11.	Horticulture Supervisor	130-200	-	400-660	-do-
	12.	Pump Operator	110-180	-	400-600	-do-
	13.	Foreman	200-450	-	525-1050	-do-
	14.	Telephone Attendant	90-140	-	350-500	-do-
	15.	Surveyor	120-250	-	400-660	-do-
	16.	Nissan	75-95	-	300-430	-do-
	17.	Head Mali	80-120	-	300-430	-do-
	18.	Messon Grade-I	170-250	-	420-700	-do-
	19.	Messon Grade-II	130-250	-	400-600	-do-
	20.	Cleaner/Fireman	75-95	-	300-430	-do-
	21.	Carpenter Grade-I	170-300	-	480-760	-do-
	22.	Carpenter Grade-II	130-250	-	400-660	-do-
	23.	R.R. Driver	140-200	-	420-700	-do-
	24.	Jeep/Truck Driver	100-180	-	420-700	-do-
	25.	Chainman	80-120	-	300-430	-do-
	26.	Patwari	110-225	-	400-660	-do-
	27.	Store-keeper	110-225	-	400-660	-do-
	28.	Store Munshi/ Asstt. Store-keeper	110-225	-	400-660	-do-
	29.	Painter Grade-I	140-300	-	480-760	-do-
	30.	Painter Grade-II	130-250	-	400-660	-do-
	31.	Plumber Grade-I	140-300	-	480-760 (as to Plumber Grade-I in P.W.D. (P.H.))	-do-
	32.	Plumber Grade-II	130-250	-	400-660	-do-
	33.	Receptionist-cum-Telephone Operator	110-225	-	400-660	-do-

***These instructions have been Substituted
vide same No. and date.***

No. 14/124/81-5FA

From

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

To

All Heads of Department in Haryana,
Registrar, Punjab & Haryana High Court, Chandigarh,
Commissioner Ambala, Hisar Divisions,
All Deputy Commissioners, All Treasury Officers/
Asstt. Treasury Officers, Haryana State.

Dated, Chandigarh, the 5th April, 1982

Subject : Scheme for payment of pensions to Haryana Govt. Class I & II pensioners through Public Sector Banks.

Sir,

I am directed to invite a reference to Haryana Govt. letter No. 22536-TA-HR(SA)77/11979, dated 1-12-77 and to say that in consultation with the Reserve Bank of India and Accountant General Haryana, it has been decided to make amendments/additions to the above mentioned Scheme.

After Paragraph 2.1, the following note may be added as note 3.

Note: 3. "All India Service Officers belonging to the cadre of Haryana Govt. who retired/retire from posts under the Central Govt. on or after 18th April, 1982 will also be covered under the Scheme."

Sd/-
Joint Secretary Finance (D),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 14/124/81-5FA

Dated, Chandigarh, the 5-4-82

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

Sd/-
Joint Secretary Finance (D),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 14/124/81-5FA

Dated, Chandigarh, the 5-4-82

A copy is forwarded to the Director, Treasuries and Accounts Department Haryana, Chandigarh for information.

Sd/-
Joint Secretary Finance (D),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 14/124/81-5FA

Dated, Chandigarh, the 5-4-82

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

1. The Chief Accountant Reserve Bank of India, Department of Accounts & Expenditure Bombay-400001.
2. The Under Secretary to Government of India, Ministry of Finance, New Delhi.
3. The Managing Director, State Bank of India, Central Office, 5 Parliament Street, New Delhi.
4. The General Manager, Punjab National Bank, Head Office, 5 Parliament Street, New Delhi.
5. The General Manager, Central Bank of India, H.O. Chandermukhi, Nariman Point, Bombay-400021.
6. The General Manager, Syndicate Bank, H.O. Post Box No. 1 Manipal (S.K.) Karnataka State
7. The General Manager, Bank of India, H.O. Express Towers, Nariman Point, Post Box No. 234, Bombay-400021
8. The General Manager, Union Bank of India, H.O. Union Bank Building, 239 Bank Reclamation, Nariman Point, Bombay-400021.
9. The General Manager, state Bank of Patiala, Patiala (Punjab).

Sd/-
Joint Secretary Finance (D),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

(TO BE SUBSTITUTED FOR THE LETTER BEARING THE EVEN NUMBER AND DATE)

No. 14/124/81-5FA

From

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

To

All Heads of Department in Haryana,
Registrar, Punjab & Haryana High Court, Chandigarh,
Commissioner Ambala, Hisar Divisions,
All Deputy Commissioners, All Treasury Officers/
Asstt. Treasury Officers, Haryana State.

Dated, Chandigarh, the 5th April, 1982

Subject : Scheme for payment of pensions to Haryana Govt. Class I-II pensioners through Public Sector Banks.

Sir,

I am directed to invite a reference to Haryana Govt. letter no. 22536-TA-HR(SA)77/11979, dated 1-12-77 and to say that in consultation with the Reserve Bank of India and Accountant General Haryana, it has been decided to make amendments/additions to the above mentioned Scheme.

After Paragraph 2.1, the following note may be added as note 3.

Note: 3. "All India Service Officers belonging to the cadre of Haryana Govt. who retired/retire from posts under the Central Govt. on or after 1st April, 1981 will also be covered under the Scheme.

Sd/-

Superintendent Finance Accounts,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 14/124/81-5FA

Dated, Chandigarh, the 5-4-1982

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

Sd/-

Superintendent Finance Accounts,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 14/124/81-5FA

Dated, Chandigarh, the 5-4-1982

A copy is forwarded to the Director, Treasuries and Accounts Department Haryana, Chandigarh for information.

Sd/-

Superintendent Finance Accounts,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 14/124/81-5FA

Dated, Chandigarh, the 5-4-1982

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

1. The Chief Accountant Reserve Bank of India, Department of Accounts & Expenditure Bombay-400001.
2. The Under Secretary to Government of India, Ministry of Finance, New Delhi.
3. The Managing Director, State Bank of India, Central Office, 5 Parliament Street, New Delhi.
4. The General Manager, Punjab National Bank, Head Office, 5 Parliament Street, New Delhi.
5. The General Manager, Central Bank of India, H.O. Chandermukhi, Nariman Point, Bombay-400021.
6. The General Manager, Bank of India, H.O. Express Towers, Nariman Point, Post Box No. 234, Bombay-400021
7. The General Manager, Syndicate Bank, H.O. Post Box No. 1 Manipal (S.K.) Karnataka State
8. The General Manager, Union Bank of India, H.O. Union Bank Building, 239 Bank Reclamation, Nariman Point, Bombay-400021.
9. The General Manager, state Bank of Patiala, Patiala (Punjab).

Sd/-

Superintendent Finance Accounts,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

<p><i>These instructions have become obsolete.</i></p>

No. 67/3/82/FD/Pension/SAP

From

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

To

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

Dated, Chandigarh, the 9th April, 1982

Subject : Expeditious disposal of pending - pension cases.

Sir,

I am directed to invite your attention to Haryana Govt. Finance Department's circular letter no. 67/3/82/F.D./Pension/SAP, dated 4.2.82 on the subject noted above and to say that instructions contained in the above mentioned circular letter may be brought to the notice of all the officers/officials dealing with pension cases for strict compliance.

2. It is further stated that A.G. Haryana has launched a special drive to attend to all complaint cases on top priority basis from the 1st of March, 1982. In case any difficulty is experienced in getting the pension cases finalized with a reasonable time you may contact the officer-in-charge, complaint cell, office of the Accountant General, Haryana, S.C.O. No. 196-197, 1st Floor, Kenya Building, Sector-17, Chandigarh. His telephone No. 24647. The Officer Incharge can be contacted on all working days during office hours.

3. The received of this letter may please be acknowledged.

Yours faithfully,

Sd/-

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

No. 67/8/82/FD/Pension/SAP,

Dated, Chandigarh, the 9th April, 1982

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information with reference to his D.O. letter No. AG/HR/259, dated 8th March, 1982

Sd/-

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

A copy is forwarded to All Financial Commissioners, and Administrative Secretaries to Govt., Haryana, for information and necessary action.

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 67/8/82/FD/Pension/SAP,

Dated, Chandigarh, the 9th April, 1982

No. 4/1/82/3FR-II

From

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

To

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

Dated, Chandigarh, the 9th April, 1982.**Subject : Grant of Dearness Allowance to Haryana Government employees.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 4/1/81/3FR-II, dated 16th December, 1981, on the subject noted above and to say that the State Government have considered the question of granting further relief to the employees consequent upon increase in the average Consumer Price Index from 408 to 416, 416 to 424, 424 to 432 and 432 to 440 w.e.f. 1-8-81, 1-10-81, 1-11-81 and 1-1-82 respectively. Accordingly, it has been decided to grant further relief on the revised scales of pay at the rates given below :

Pay range	Rate of D.A. per mensem (inclusive of the previous in statement granted vide letter No. 4/1/81-3FR-II dated 16-12-81.
(a) With effect from 1-8-81. (at average Consumer Price Index 416)	
Upto Rs. 600/-	33% of pay subject to a maximum of Rs. 192/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/- .
Rs. 601 to 2399/-	27% of pay subject to a minimum of Rs. 192/- and a maximum of Rs. 360/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/- .
Rs. 2400 to 2749	Rs. 730/- subject to the proviso that Pay plus Dearness Allowance does not exceed Rs. 3500/- .
Rs. 2750 & above.	Rs. 750/-
(b) With effect from 1.10.81 (at average Consumer Price Index 424)	
Upto Rs. 600/-	35.75% of pay subject to a maximum of Rs. 208/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/- .
Rs. 601 to 1400/-	29.25% of pay subject to a minimum of Rs. 208/- and a maximum of Rs. 390/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/- .
Rs. 1401 to 1430/-	Amount by which pay + Pay D.A. does not exceed Rs. 1790/- Plus Rs. 7/- on account of restoration of cut.
Rs. 1431 & above	As per (a) above.
With effect from 1.11.81(at average Consumer Price Index 432)	
Upto Rs. 600/-	38.5% of pay subject to a maximum of Rs. 224/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/- .

Pay range	Rate of D.A. per mensem (inclusive of the previous in statement granted vide letter No. 4/1/81-3FR-II dated 16-12-81.
Rs. 601 to 2000/-	31.5% of pay subject to a minimum of Rs. 224/- and a maximum of Rs. 420/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/- .
Rs. 2001 to 2060/-	Amount by which Pay + D.A. does not exceed Rs. 2420/- plus Rs. 7/- on account of restoration of cut.
Rs. 2061 & above	As per (a) above.
(d) With effect from 1.1.82 (at average Consumer Price Index 440)	
Upto Rs. 600/-	41.25% of pay subject to a maximum of Rs. 240/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/- .
Rs. 601 to 2399	33.75% of pay subject to a minimum of Rs. 240/- and a maximum of Rs. 450/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/- .
Rs. 2400 to 2749/-	Rs. 820/- subject to the proviso that Pay + D.A. does not exceed Rs. 3650/- .
Rs. 2750 & above	Rs. 900/- .

Note-I. The amount of Dearness Allowance admissible now or in future on pay of Rs. 2400/- p.m. and above would be reduced by the amount of Additional Dearness Allowance (I & II) merged at the time of fixation of pay in the revised scale. However, if the amount of A.D.A. merged in the revised pay is more than or equal to the amount of dearness allowance admissible, no dearness allowance would be paid.

Note-II. The term 'Pay' would include Basic Pay, Personal Pay, Special Pay, Overseas Pay and Deputation Allowance, where admissible as defined in rule 2.44(a)(i) of C.S.R. Vol. I, Part I.

Note-III. The payments on account of Dearness Allowance would be rounded off to the nearest 10 paise.

2. In case of employees who opt to continue in the un-revised scales of pay and the teaching personnel of Government Colleges who are in receipt of U.G.C. scales of pay, the amount classified as Dearness Pay as detailed below, will be treated as 'Pay' for calculation of admissible dearness allowance :-

(a) Those who opt to continue in the un-revised scales of pay :

Dearness Allowance, Ad-hoc Relief and Additional Dearness Allowance (I & II) upto 12 monthly Consumer Price Index- 320 (1960 base 100) minus excess payment of Ad-hoc relief.

(b) In case of teaching personnel of Government Colleges who are in receipt of U.G.C. scale of pay.

Additional Dearness Allowance (I & II upto 12 monthly Consumer Price Index- 320 (1960 base= 100) minus excess payment of Ad-hoc relief.

3. The general conditions for the payment of Dearness Allowance would continue to be the same as in force at present.

4. The amount of arrears on account of the above installments of Dearness Allowance for the period upto 31-3-82 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees who have no such accounts, the amount of such arrears will be invested in the Post Office Saving Certificates.

5. The above orders will not apply to :-

- (i) Work-charged employees and those employees whose revised scales of pay have not been notified. [in their case, orders are being issued separately;
- (ii) Staff paid from Contingencies;
- (iii) Casual labour;
- (iv) Staff employed on daily wages and those working on piece-rate system; and
- (v) Those employed on Contract basis, except where Dearness Allowance is admissible in terms of their contract.

Yours faithfully,

Sd/-

(RAJNI RAZDAN)

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

No. 4/1/82/3FR-II

From

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

To

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

Dated, Chandigarh, the 9th April, 1982.

Subject : Grant of Additional Dearness Allowance to Haryana Government Employees.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 4/1/81/3FR-II dated 16th December, 1981, on the subject noted above and to say that the State Government have considered the question of granting further relief to the employees consequent upon the increase in the average Consumer Price Index from 408 to 416, 416 to 424, 424 to 432 and 432 to 440 w.e.f. 1.8.81, 1.10.81, 1.11.81 and 1.1.82 respectively. Accordingly, it has been decided to grant further relief on the pre- revised scale of pay at the rates given below :

Range of emoluments	Rate of A.D.A. per mensem (inclusive of A.D.A. already granted vide letter No. 4/1/81/3FR-II dated 16.12.81.
(a) With effect from 1.1.81 (at average Consumer Price Index 416)	
upto Rs. 300/-	Rs. 69.5% of emoluments subject to a minimum of Rs. 35/- plus 52% of emoluments and a maximum of Rs. 206/- .
Above Rs. 300/- and upto Rs. 400/-	Rs. 62/- plus 48% of emoluments
Above Rs. 400/- and upto Rs. 800/-	Rs. 51.5% of emoluments subject to a minimum of 15.5% of emoluments plus Rs. 192/- .
Above Rs. 800/- and upto Rs. 900/-	Rs. 100/- plus 39% of emoluments
Above 900/- and upto Rs. 1000/-	Rs. 127/- plus 36% of emoluments
Above Rs. 1000/- and upto Rs. 2000/-	Rs. 487/-
Rs. 2001/- to 2749/-	Rs. 730/- subject to the proviso that emoluments plus A.D.A. (I) and (II) do not exceed Rs. 3500/-
Rs. 2750/- and above	Rs. 750/-

Range of emoluments	Rate of A.D.A. per mensem (inclusive of A.D.A. already granted vide letter No. 4/1/81/3FR-II dated 16.12.81.
(b) With effect from 1.10.81 (at average Consumer Price Index 424)	
upto Rs. 300/-	Rs. 73.5% of emoluments subject to a minimum of Rs. 35/- plus 56% of emoluments and a maximum of Rs. 218/- .
Above Rs. 300/- and upto Rs. 400/-	Rs. 62/- plus 52% of emoluments
Above Rs. 400/- and upto Rs. 800/-	Rs. 54.5% of emoluments subject to a minimum of 15.5% of emoluments plus Rs. 208/- .
Above Rs. 800/- and upto Rs. 900/-	Rs. 100/- plus 42% of emoluments
Above 900/- and upto Rs. 1000/-	Rs. 127/- plus 39% of emoluments
Above Rs. 1000/- and upto Rs. 1030/-	Amount by which emoluments do not exceed Rs. 1517/-
Rs. 1031/- and above	As per (a) above.
(c) With effect from 1.11.81 (at average Consumer Price Index 432)	
upto Rs. 300/-	Rs. 77.5% of emoluments subject to a minimum of Rs. 35/- plus 60% of emoluments and a maximum of Rs. 230/- .
Above Rs. 300/- and upto Rs. 400/-	Rs. 62/- plus 56% of emoluments
Above Rs. 400/- and upto Rs. 800/-	Rs. 57.5% of emoluments subject to a minimum of 15.5% of emoluments plus Rs. 224/- .
Above Rs. 800/- and upto Rs. 900/-	Rs. 100/- plus 45% of emoluments
Above 900/- and upto Rs. 1000/-	Rs. 127/- plus 42% of emoluments
Above Rs. 1000/- and upto Rs. 1600/-	Rs. 547/-
Above Rs. 1600/- and upto Rs. 1660/-	Amount by which emoluments do not exceed Rs. 2147/-
Rs. 1661/- and above	As per (a) above.
(d) With effect from 1.1.82 (at average Consumer Price Index 440)	
upto Rs. 300/-	Rs. 81.5% of emoluments subject to a minimum of Rs. 35/- plus 64% of emoluments and a maximum of Rs. 242/- .
Above Rs. 300/- and upto Rs. 400/-	Rs. 62/- plus 60% of emoluments
Above Rs. 400/- and upto Rs. 800/-	Rs. 60.5% of emoluments subject to a minimum of 15.5% of emoluments plus Rs. 240/- .
Above Rs. 800/- and upto Rs. 900/-	Rs. 100/- plus 48% of emoluments

Range of emoluments	Rate of A.D.A. per mensem (inclusive of A.D.A. already granted vide letter No. 4/1/81/3FR-II dated 16.12.81.
Above 900/- and upto Rs. 1000/-	Rs. 127/- plus 45% of emoluments
Above Rs. 1000/- and upto Rs. 2000/-	Rs. 577/-
Above Rs. 2001/- and upto Rs. 2749/-	Rs. 820/- subject to the proviso that emoluments plus A.D.A. (I) and (II) do not exceed Rs. 3650/-
Rs. 2750/- and above	Rs. 900/-

Note - I. The payments on account of this Additional Dearness Allowance will also be rounded off to the nearest 10 Paise .

Note - II. Emoluments mean emoluments as defined in para 2 of Haryana Government Finance Department letter No. 1699-3FR-74/10392, dated the 20th March, 1974.

3. The amount of additional dearness allowance (Old) already sanctioned before 1.3.76 and also indicated in Finance Department letter No 4/1/78-3FR-II, dated 19.12.79 and thereafter should be shown separately in the pay bill to facilitate calculations and working out of the marginal adjustments in the manner indicated in para 1 above. To distinguish these two elements of additional dearness allowance the words "Old" and "New" may be prefixed thereto.

4. These orders will be applicable to (i) the employees whose revised pay Scales have not been notified (ii) work-charged employees but these will not be applicable to :-

- (a) Staff paid from contingencies;
- (b) Casual labour;
- (c) Staff employed on daily wages;
- (d) Part time employees and those who have been working on piece-rate system; and
- (e) Employees on contract basis except where it is admissible in terms their contract.

5. The amount of arrears on account of the above instalment of Dearness Allowance for the period upto 31.3.1982 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees who have no such accounts, the amount of such arrears will be invested in the Post Office Saving Certificates.

6. On fixation of pay in the revised scales of pay amount of Additional Dearness Allowance admissible would be recalculated according to F.D. letter No. 4/1/82-3FR-II, of even date and necessary adjustments made accordingly.

Yours faithfully,

Sd/-

(RAJNI RAZDAN)

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

No. 13/5(5)/81-5FR-I

From

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

To

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

Dated, Chandigarh, the 20th April, 1982

Subject : Payment of pension/CPF contributions and/or GPF subscription and repayment of loan and advances during the period of foreign service out of India.

Sir,

I am directed to invite a reference to the instructions contained in para 3 of Finance Department circular letter No. 26-5FR-I-77/8011, dated the 28th March, 1977 on the subject noted above wherein it was indicated that all pensions/CPF and GPF subscriptions and repayment of outstanding loans and advances in respect of Govt. employees on foreign service out of India should be made in the foreign currency in which salary is paid and that for purposes of remittances of money, the normal banking channels should be adopted in places where there are no restrictions on remittances. It has come to the notice of Govt. that this condition about remittance in foreign currency through normal banking channels causes hardship to the Govt. employees on account of fluctuations in exchange rates and also in making arrangements for periodical remittances of demand drafts costing considerable money in foreign exchange etc. After careful consideration it has been decided that a Govt. employee proceeding on foreign service out of India can make standing arrangements with his local bankers in India whereby the bankers would arrange to remit to the Accountant General, Haryana, payments out of non-resident bank account opened for this purpose in rupees on account on monthly subscriptions to the G.P.Fund and also on account of Pension/CPF contributions, and repayment of loans and advances, if any, during the period of foreign service out of India. After making arrangements for this, it would be the responsibility of the Govt. employee to ensure that remittances in foreign currency to cover these payments are arranged by him at least once a year and he would produce the requisite certificate about the remittances in foreign exchange to cover these payments from the non-resident account to the Accountant General, Haryana. The exchange rate applicable will be the official accounting rate at the time the actual remittances in foreign exchange are arranged by the Govt. employee.

2. The revised arrangements will come into force with immediate effect.
3. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(R.S. KAILAY)

Joint Secretary Finance Regulations,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 13/5(5)/81-5FR-I,

Dated, Chandigarh the 20th April, 1982

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action. It is in continuations of Haryana Govt. Finance Department endorsement No. 26-5FR-I-77/8012, dated the 28th March, 1977.

Sd/-

(R.S.KAILAY)

Joint Secretary Finance Regulations,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

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

Sd/-

(Ram Parkash Kapoor)

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

To

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

U.O. No. 13/5(5)/81-5FR-I,

Dated, Chandigarh the 20th April, 1982.

***These instructions have been Modified partly vide
No. 6/1(5)-82-1FR-I, dated 03.03.1983.***

No. 6/1(1)-81-1FR-I

From

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

To

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

Dated, Chandigarh, the 4th May, 1982

Subject : Treatment of special pay for the purpose of fixation of pay on promotion to a higher post.

Sir,

I am directed to invite a reference to the subject noted above and to say that in accordance with note (9) below rule 4.4 of the Punjab Civil Service Rules Vol. I Part I the benefit of special pay towards pay fixation on promotion to a higher post is admissible subject to the condition that the special pay in the lower post has been granted in lieu of a separate higher time-scale and has been drawn continuously for a minimum period of three years on the date of promotion. In case the higher post also carries a special pay the practice is to grant the special pay in addition to the stage of pay fixed as above. This has led to some anomalies/aberrations in pay fixation. In case, a post carries a special pay in lieu of higher time scale, in effect it means augmentation of the time scale at each stage by the amount of the special pay. For example, a pay scale of Rs. 800-1600 plus Rs. 100/- special pay in lieu of higher time scale virtually means a time scale of Rs. 900-1700. If an incumbent of one such post is promoted and the promotion post carries a time-scale of Rs. 900-1700 plus a special pay of Rs. 100/- in lieu of higher time scale, the time-scale of the promotion post becomes in effect Rs. 1000-1800. If an official is promoted from the time-scale of Rs. 800-1600 plus Rs. 100/- special pay (in lieu of higher time-scale) at the stage of Rs. 1100/- to a higher post in the pay scale of Rs. 900-1700 plus Rs. 100/- special pay, according to the existing interpretation he would get his pay fixed in the higher time-scale of Rs. 900-1700 at the stage of Rs. 1250/- (after including special pay of Rs. 100/- in the lower post) and also a special pay of Rs. 100/- in the higher time scale i.e., Rs. 1350/- in all, as against pay of Rs. 1200/- (Rs. 1100+100 special pay) drawn by him in the lower post, involving a gain of Rs. 100/- in pay. On the other hand, another official working in the time-scale of Rs. 900-1700 and getting promoted to a post in the pay of Rs. 1000-1800 at the stage of Rs. 1200/- would get his pay fixed in the promotion post at Rs. 1250/- i.e. an increase of Rs. 50/- only in pay. This illustration reveals that where both the lower and the higher pay scale carry special pay in lieu of higher time-scale, the current manner of pay fixation leads to excessive benefit in some categories and is also likely to create anomalies qua other categories.

2. With the revision of pay scales from 1.4.79 special pays have been sanctioned in a large number of cadres and in some cases, both the lower and higher posts in the same line of

promotion have been given special pays. It has, therefore, become necessary to clarify the description of special pay as to whether the special pay is in lieu of a separate higher time scale or for arduous nature of duties and the manner in which pay is to be fixed on promotion to the higher post. The matter has been considered at length and it has been decided that where all posts in a cadre carry the same amount of special pay, such special pay will, notwithstanding anything to the contrary, be considered to be a special pay in lieu of a separate higher time-scale and will not be taken as a special pay on account of arduous nature of duties. The special pay granted to Steno-typist, S.D.Cs, P.As. Deputy Superintendents, Superintendents/Private Secretaries etc. fall within the first category i.e. special pays in lieu of higher time-scale. Special pay granted in individual isolated cases like Cashiers, Store-keepers Machine operator may fall in the latter category i.e. special pay granted for arduous nature of duties if they belong essentially to some other cadre (e.g. clerk) and have been appointed otherwise than by promotion to such a post (e.g. Cashier) without acquiring a right to continue indefinitely in the latter post. For purpose of pay fixation, it has been decided that where the lower and higher promotion posts carry special pays and the special pay has been given to all posts in those cadres, the benefit of special pay drawn in the lower post would not be admissible for purposes of pay fixation in the higher promotion post. Illustrations are given below :-

Example-I

An employee in the time scale of Rs. 700-30-850/900-40-1100-EB-1250 plus Rs. 100/- special pay (in lieu of higher time scale) is promoted at the stage of Rs. 1100/-+100 special pay to a higher post in the pay scale of Rs. 900-40-1100-EB-50-1400-60-1700 plus Rs. 100/- special pay (in lieu of higher time scale) . His pay in the higher time scale of Rs. 900-1700 will be fixed at the stage of Rs. 1150+100 special pay. (Benefit of special pay of the lower post not admissible).

Example-II

An employee in the pay of scale Rs. 400-10-490/540-15-600-EB-20-660 plus Rs. 20/- special pay (on account of arduous nature of duties) is promoted at the stage of Rs. 600/- + Rs. 20/- special pay to a higher post in the pay scale of Rs. 525-15-600-20-660/700-30-850-EB-890-40-1050. His pay in the higher post will be fixed at the stage of Rs. 620/- (Benefit of special pay not admissible).

Example-III

An employee in the pay scale of Rs. 700-30-850/900-40-1100-EB-50-1250 plus Rs. 50/- special pay (in lieu of higher time scale) is promoted at the stage of Rs. 1100/- + 50/- special pay to a higher post in the pay scale of Rs. 800-30-890/940-40-1100-50-1600. His pay in the higher post will be fixed at the stage of Rs. 1200/- (benefit of special pay admissible).

3. These instructions will take effect from the date of issue of this letter. However where promotions have taken place before the issue of these instructions, pay fixation will be governed by the existing rules/policy. Necessary amendment in the rules is being made shortly.

Yours faithfully,

Sd/-

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

Endst. No. 6/1(1)-81-1FR-I

Dated, Chandigarh, the 4th May, 1982

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

Sd/-
Joint Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to :-

The Financial Commissioners in Haryana.
All Administrative Secretaries to Government, Haryana.
for information and necessary action.

Sd/-
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 6/1(1)-81-1FR-I

Dated, Chandigarh, the 4th May, 1982

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

Sd/-
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 6/1(1)-81-1FR-I

Dated, Chandigarh, the 4th May, 1982.

No. 34/1/82-WM(3)

From

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

To

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

Dated, Chandigarh, the 5th May, 1982

Subject : Rate of interest to be charged on House Buildings, Motor Car/Scooter and other advances granted to Govt. servants during the year 1982-83.

Sir,

I am directed to inform that it has been decided that the rate of interest to be charged on House Buildings, Motor Car/Scooter/Motor Cycle/Moped and Cycle advance granted to Government servants during the year 1982-83 will be 8% (Eight percent) per annum with effect from 1st April, 1982.

Yours faithfully,

Sd/-
Superintendent Ways & Means,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/1/82-WM(3)

Dated, Chandigarh, the 5-5-1982

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

Sd/-
Superintendent Ways & Means,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the All Financial Commissioners and Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-
Superintendent Ways & Means,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Financial Commissioners Haryana
All Administrative Secretaries to Govt. Haryana

U.O. No. 34/1/82-WM(3)

Dated, Chandigarh, the 5-5-1982

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Dy. Ministers/Chief Parliamentary Secy./Parliamentary Secretary for information.

Sd/-
Superintendent Ways & Means,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 34/1/82-WM(3)

Dated, Chandigarh, the 5-5-1982

No. 5/7/81-1B&C

From

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

To

All Heads of Department in Haryana,
The Commissioner, Ambala and Hisar Divisions and
All the Deputy Commissioners in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 6th May, 1982.

Subject : Economy in expenditure - Economy in the use of staff cars.

Sir,

In continuation of Finance Department circular letter of even number dated the 27th July, 1981, it has further been decided that the limit of restricting TA/DA to 10 days in a month will also not be applicable in the case of personal staff attached with the Ministers/Officers, if they actually remain on tour for more than 10 days alongwith the Ministers/Officers.

2. These orders will become effective from the date of issue of this letter.

Yours faithfully,

Sd/-

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

No. 5/7/81-1B&C,

Dated, Chandigarh, the 6th May, 1982.

A copy is forwarded to :-

- (i) Accountant General Haryana, Chandigarh.
- (ii) All the Treasury Officers/Assistant Treasury Officers in the state for information & necessary action.

Sd/-

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

A copy is forwarded to the Chief Secretary to Govt., Haryana, for information and necessary action with reference to Finance Department U.O. of even No. dated 27-7-81.

Sd/-

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

To

The Chief Secretary to Government, Haryana.

U.O. No. 5/7/81-1B&C,

Dated, Chandigarh, the 6th May, 1982.

No. 3973-2FICW-81

From

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

To

All Heads of Department,
Commissioner Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional officers (Civil)
The Registrar, Punjab and Haryana High Court, Chandigarh.
District and Session Judges in Haryana.

Dated, Chandigarh, the 7th May, 1982

Subject : Submission of House Rent Receipts by Government employees.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 224-2FICW-76/6869 dated, the 24-2-76 and No. 11/25/80/FICW-(2) dated, the 14th July, 1980 on the subject cited above in which a decision was taken that the Haryana Govt. employees drawing basic pay upto Rs. 1160/- and residing in a rented accommodation will draw House Rent Allowance without producing rent receipt therefor. Now on further consideration, it has been decided that the employees drawing basic pay exceeding Rs. 1160/- per month shall also not be required to submit rent receipt and instead they will give an affidavit that they are paying so much rent. As and when there is change in rent, a fresh affidavit will be given.

2. If any case of excess drawal of House Rent Allowance is detected, the matter would necessarily be considered to be one of deliberately criminal action and very strict punishment would be awarded under rules. The punishment would not normally be anything less than a major punishment under the Punishment & Appeal Rules.

3. The order will take effect from the 1st May, 1982.

Yours faithfully,

Sd/-

(R.S.Kailey)

Joint Secretary Finance (W)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

These instructions have been substituted vide same No. and date.

No. 1/3(3)-81-2FR-II

From

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

To

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

Dated, Chandigarh, the 10th May, 1982

Subject : Grant of relief to Haryana Govt. pensioners/recipients of family pension and ordinary family pension.

Sir,

I am directed to invite reference to the correspondence resting with Finance Department circular letter No. 1/3(1)81-2FR-II, dated the 22nd December, 1981 and to say that consequent upon the rise in the cost of living (i.e. Average Consumer Price Index raising from 408 to 440 points) the State Govt. had been considering for some time past, the question affording further relief to Haryana Government pensioners as well as to the recipients of family pension and extra-ordinary family pension. It has now been decided to grant them further installments of relief with effect from 1st August, 1981, 1st October, 1981, 1st November, 1981, and 1st January, 1982 each at the rate of two and half percent of their pension with a minimum of Rs. 2.50 and a maximum of Rs. 12.50 per mensem. These instalments will be in addition to the relief already granted by the State Government from time to time and will be subject to the following stipulations :

- (i) It will be admissible with reference to the revised pension/family pension sanctioned vide para (5) of Finance Department circular letter No. 11/1PR (FD)-81, dated 19.3.81.
- (ii) It will not be admissible to pensions sanctioned on adhoc basis without reference to emoluments e.g. political pensions, special pensions, war-risk pension, etc.
- (iii) It will also not be admissible to re-employed pensioners during the period of their re-employment

2. The expenditure involved will be debitable to the Major Head "266-Pensions and other Retirement Benefits."

3. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(R. S. Kailey)

Deputy Secretary Finance (W)

for Commissioner & Secretary to Government,
Finance Department.

(TO BE SUBSTITUTED FOR THE LETTER BEARING THE SAME NUMBER AND DATE)

No. 1/3(1)-81-2FR-II

From

The Commissioner & Secretary to Government,
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 10th May, 1982

Subject : Grant of relief to Haryana Govt. pensioners/recipients of family pension and extra-ordinary family pension.

Sir,

I am directed to invite a reference to the correspondence resting with Finance Department circular letter No. 1/3(1)-2FR-II, dated the 22nd December, 1981 and to say that consequent upon the rise in the cost of living (i.e. Average Consumer Price Index raising from 408 to 440 points) the State Govt. had been considering for some time past, the question of affording further relief to Haryana Government pensioners as well as to the recipients of family pension and extraordinary family pension. It has now been decided to grant them further instalments of relief with effect from 1st August, 1981, 1st October, 1981, 1st November, 1981, and 1st January, 1982 each at the rate of two and half percent of their pension with a minimum of Rs. 2.50 and a maximum of Rs. 12.50 per menses. These instalments will be in addition to the relief already granted by the State Government from time to time and will be subject to the following stipulations :-

- (i) It will be admissible with reference to the revised pension/family pension sanctioned vide para (5) of Finance Department circular letter No. 11/1PR(FD)81, dated 19-3-81.
 - (ii) It will not to be admissible to pensions sanctioned on adhoc basis without reference to emoluments e.g. political pensions, special pensions, war-risk pensions, etc.
 - (iii) It will also not be admissible to re-employed pensioners during the period of their re-employment.
2. The expenditure involved will be debatable to the Major Head "266-Pensions and other Retirement Benefits".
 3. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(R.S. Kailey)

Joint Secretary Finance (W),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/70/4PR(FD)-81

From

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

To

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

Dated, Chandigarh, the 11th May, 1982

Subject : Revision of Pay Scale of clerks vis-a-vis Restorer/Gestetnor Operators.

Sir,

I am directed to say that prior to revision of pay scales, the Restorers/Gestetnor Operators were in the pay scale of Rs. 100-160, while the clerks were in the pay scale of Rs. 100-225. The post of Clerk was treated as a promotion post for a Restorers/Gestetnor Operator. On the recommendations of Pay Commission, the pay scale of both these posts was revised to Rs. 400-660. The difference between these two posts, however, is that the Clerks have been given a selection grade of Rs. 480-760 for 20% posts, in addition to the time-scale of Rs. 400-660. A question has arisen whether the Restorers/Gestetnor Operators on appointment to the post of a clerk in the same time scale of Rs. 400-660, are entitled to refixation of pay at the next higher stage or not. The matter has been considered at length and after careful consideration, it has been decided that in case of all posts which were treated as promotion posts under the pre-revised scales of pay and have been given the same pay scale under the revised scales of pay, the employees on appointment from the one post to another in the same pay scale (such as from Restorers/Gestetnor Operator to Clerk), may be given the benefit of refixation of pay at the next higher stage under the revised scales of pay, provided it is certified that the post in the higher pay scale prior to 1-4-79 carries higher nature of duties and responsibilities. This decision will take immediate effect and will be incorporated in the rules for which necessary amendment in the C.S.R.(Pb.) Vol. I, Part-I is being made shortly.

These instructions may be brought to the notice of all Drawing & Disbursing Officers, for re-fixation of pay where necessary. Kindly acknowledge its receipt.

Yours faithfully,

Sd/-

(R.S. KAILAY)

Joint Secretary Finance Regulations,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/70/4PR(FD)-81,

Dated, Chandigarh, the 11th May, 1982

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

Sd/-
Joint Secretary, Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/70/4PR(FD)-81,

Dated, Chandigarh, the 11th May, 1982

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

Sd/-
(Ram Parkash Kapur)
Under Secretary, Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 1/70/4PR(FD)-81,

Dated, Chandigarh, the 11th May, 1982

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

Sd/-
(Ram Parkash Kapur)
Under Secretary, Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 1/70/4PR(FD)-81,

Dated, Chandigarh, the 11th May, 1982.

<p><i>These instructions have become obsolete.</i></p>

No. 5/26/82-1B&C

From

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

To

All Heads of Departments in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
Commissioner Ambala & Hisar Divisions.

Dated, Chandigarh, the 11th May, 1982

Subject : Economy in expenditure on the construction of building of various departments.

Sir,

I am directed to invite your attention to the letter No. 5/33/79-1B&C, dated 17.10.79 on the subject cited above and to forward herewith details of specification to be adopted for works of various departments as per decision taken in the Economy Committee (Building) meeting held on 7.2.1978, for information and necessary action.

Yours faithfully,

Sd/-

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

A copy with a copy of its enclosures is forwarded to all the Administrative Secretaries to Govt., Haryana for information and necessary action.

Sd/-

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

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/26/82-1B&C

Dated, the 11th May, 1982

A copy is forwarded to the Commissioner & Secretary to Govt., Haryana Planning Department for information with reference to his U.O. No. 38/3/41(5)79 dated 2.2.1982.

Sd/-

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

To

The Commissioner & Secretary to Govt., Haryana,
Planning Department.

U.O. No. 5/26/81-1B&C

Dated : 11th May, 1982.

Minutes of Economy Committee meeting held in the Room of Sh. B.S. Ojha, Commissioner & Secretary to Govt. Haryana, Finance Department on 7.2.78 regarding specification to be adopted for works of Medical Department Education Department Rest House, Office building and residential buildings.

Present

- | | |
|------------------------------|---|
| 1. Sh. B. S. Ojha, I.A.S. | Commissioner & Secretary to Govt., Haryana, Finance Department. |
| 2. Sh. T.K. Banarjee, | I.A.S., Joint Secretary to Govt., Haryana, Planning Department. |
| 3. Sh. P.N. Kalia, | Director Health Services, Haryana. |
| 4. Sh. O.P. Bhardwaj, I.A.S. | Director Public Instructions, Haryana. |
| 5. Sh. R.C. Sharma, | Chief Engineer, Haryana, PWD B&R Branch. |
| 6. Sh. D.N. Gulati, | Superintending Engineer (Planning) PWD B&R Haryana. |
| 7. Sh. W.C. Malhotra, | Senior Architect, Haryana. |

1. MEDICAL DEPARTMENT

Specifications being adopted at present for medical building were gone into and specifications now to be adopted in future for 100 bedded hospitals and above, 30 bedded hospitals likely to be extended upto 60 beds and for primary health centres were decided and are given at annexure 'A'.

2. EDUCATION DEPARTMENT

- (a) Board specification to be adopted for educational building were decided and are given at annexure 'B'.
- (b) Committee cleared the revised rough cost estimates amounting to Rs. 33.46 lacs for the construction of Govt. college at Kalka which building is already at advanced stage of construction. Committee also cleared the following components which were already deferred to :-
 1. Canteen building.
 2. Cycle stand
 3. Residential accommodation included in the Estimate.

Director Public Instruction Haryana shall take further necessary action to get administrative approval and to get the clearance of the planning Board to start the remaining components mentioned above.
- (c) Committee cleared the scheme for the for the construction of 6 Nos. class rooms and lecture hall in Govt. College at Karnal amounting to Rs. 4.071 lacs. Director, Public Instructions shall take further necessary action to get the administrative approval and to get the clearance of the planning Board.
- (d) Committee cleared the scheme for construction of New Govt., College at Bahadurgarh at an estimated cost of Rs. 39.83 lacs. Director Public Instructions shall take further necessary action to get the administrative approval and to get the clearance of the Planning Board.

- (e) Committee cleared the scheme for construction of Cycle stand in Govt., college at Hisar at an estimated cost of Rs. 3.71 lacs. Director Public Instructions shall take further necessary action to get the administrative approval and to get the clearance of Planning Board.

3. CIVIL WORKS OF P.W.D. DEPARTMENT

- (a) Board specifications to be followed for Rest Houses Office accommodation, store & Workshops were decided and are given at annexure 'C'.
- (b) Committee cleared the scheme for the construction of additional set in PWD Rest House at Sirsa at a revised estimated cost of Rs. 1,13,900/-.

4. REVENUE DEPARTMENT

- (a) Specifications for all categories of residential buildings were decided and are at annexure 'D'
- (b) It was decided that steel grills to outer windows be provided in all categories or houses to give greater security to the house.
- (c) The Committee approved the additional area not exceeding 800 sqft. for garrage for houses for 1220 sqft. category and above.
- (d) Question of providing foundations for all building for double storey to be constructed later on and initially designed as 'single storey' were gone into. It was decided that such a provision should be made only in respect of all educational buildings, medical and office buildings located in towns and for other such buildings where the client department specifically desire that provision is to be made for vertical expansion at a later stage.

Sd/-

Chief Engineer, Haryana,
P.W.D. B&R Branch, Chandigarh.

Endst. No. 61-W-77/3435/WI

Dated : 9.2.78

Copy is forwarded to the :-

1. All members present in the meeting with 2 spare copies.
2. Chief Engineer PWD(P.H.) Haryana with two spare copies.
3. All Superintending Engineers (Except MechI) with two spare copies.
4. All Executive Engineers (Except Mechanical) with five spare copies each for distribution to S.D.Es.
5. Budget & Committee Branch of Finance Department.
6. Engineer-in-Chief, Haryana PWD B&R Branch.
7. S.E.(Planning).
8. Executive Engineer (Works).
9. Executive Engineer Design I, II, III, IV with one SIC each.
10. Addl. Chief Architect with 10 spare copies.

Sd/-

Chief Engineer, Haryana,
P.W.D. B&R Branch, Chandigarh.

ANNEXURE 'A'
SPECIFICATIONS FOR MEDICAL BUILDINGS(NON-RESIDENTIAL)
DISTRICT HOSPITALS

I. 100 BEDDED OR ABOVE

(1) Flooring and facing

- (i) Silver grey terrazzo flooring with 33% of white cement in rooms, wards etc.
- (ii) Kotah stone flooring with 4'-6" high dado in circulation space and staircase.
- (iii) Silver grey terrazzo flooring with 6'-9" high dado of glazed tiles in general toilets and silver grey terrazzo dado for Doctor's and other toilets.
- (iv) Kotah stone top for counters and work-tables.
- (v) Red sand stone flooring in ramps.
- (vi) Facing area should be minimum, use of stone facing on walls should be avoided as far as possible.
- (vii) Conglomerate flooring in machine room.
- (viii) Narnaul or Kotah stone on entrance column.

(2) JOINERY

- (i) Paneled doors wire gauge shutters, ventilators in teak wood including frames.
- (ii) Flush shutters factory manufactured of doors and cupboards with teak wood frames.
- (iii) Fixed glazings with teak wood frames.
- (iv) Aluminium glazing in entrance hall etc. to be rarely used.

(3) WALL FINISHES

- (i) Cement plaster to internal and line pointing to external walls.
- (ii) Distempering in main rooms, white washing in others and ceiling of whole building. No plastic, emulsion to be used.
- (iii) Snowcem may be used rarely.
- (iv) White washing above dado in toilets.
- (v) Distempering above dado in circulation spaces, in case frequent washing is required then stucco point to be applied.

II. 30/60 BEDS HOSPITAL

(1) FLOORING AND FACING

- (i) Silver grey terrazzo flooring with 33% white cement in all rooms.
- (ii) Circulation spaces of all the blocks and connecting passages in terrazzo with 33% white cement except Space of OPD where Kotah stone may be used.
- (iii) Silver grey terrazzo flooring with 6'-9" high dado of glazed tiles in general toilets and silver grey terrazzo dado for other toilets.

- (iv) Kotah stone top of work table of important rooms and terrazzo of other rooms.
- (v) Facing area should be minimum and to be avoided as far as possible.

(2) JOINERY

- (i) Paneled doors, wire gauge shutters, windows and ventilators in teak wood including frames.
- (ii) Flush shutters factory manufacturing for door and cup-boards of factory manufactured with teak wood frame.
- (iii) Fixed glazing with teakwood frames.

(3) WALL FINISHES

- (i) Cement plaster to internal and lime pointing to external walls.
- (ii) Distempering in main rooms, white washing in other rooms and ceiling of white building.
- (iii) Distempering above dado in circulation spaces in case frequent washing is required then paint to be applied Use of emulsion paint be avoided.

(III) PRIMARY HEALTH CENTRES.

(1) FLOORING

- (i) Silver grey terrazzo in all the rooms and circulation spaces including dado etc.
- (ii) White terrazzo top of work tables of important rooms and block terrazzo top to counters, benches and work tables of other rooms.

(2) JOINERY

- (i) Paneled doors wire gauge shutters, windows and ventilators in teak wood including frames.
- (ii) Flush shutters for doors and cup-boards of factory manufactured with teak wood frames.
- (iii) Fixed glazing with teak wood.

(3) WALL FINISHING

- (i) Cement plaster to internal and lime pointing to external walls.
- (ii) White washing to all the internal walls and ceilings.

ANNEXURE 'B'**BROAD SPECIFICATIONS FOR EDUCATIONAL BUILDINGS**

(i) Floors : Floors in all the class rooms office rooms and stores shall be of plain cement concrete. In corridors, verandahs, entrance halls, circulation space, toilets, stair cases, silver grey terrazzo floors with 6'-9" high dado in bath rooms except in general toilets where kotah stone dado be used. Kotah stone be also used-in dining area of canteen.

(ii) Doors & Windows : Exposed doors and windows shall be of teak wood. All internal doors shall be either of factory manufactured solid doors or teak wood or double 12mm thick commercial ply pannels with teak wood frame & chowket. The provision of cup-boards shall be kept to minimum with solid wood shutters. Wood, work i.e. doors and windows shall be finished with synthetic enamel paints. Use of glazed, tiles, kotah stone floors and red stone facing by wall shall be avoided except in entrance hall and entrance columns.

(iii) Finish on Walls : Walls shall include cement plaster with three coats of white washing except Principal's room, staff room, committee room and library which will have distemper finish.

(iv) All residential buildings in the college schemes shall be of the same standard as for other residences in the state.

ANNEXURE 'C'**BROAD SPECIFICATIONS OF R-CIVIL WORKS OF P.W.D. DEPARTMENT****(I) REST HOUSE**

- (i) Floors :** All the suites shall have silver grey terrazzo floors with skirting upto 4 inches. Baths, W.C. shall have white cement terrazzo, kotah stone or marble floors with 6'-9" dado of glazed tiles were shown by the architect. The circulation spare, varanda by drawing and dinning, stairs-case shall have kotah stone flooring. Kitchen shall have white terrazzo floors, glazed tiles dado with marble work tables. In case there are open sitting terrace, these shall have rough red stone finishing.
- (ii) Doors & Windows :** All doors and windows shall be of teak wood; paneled and glazed, and fittings shall be of aluminum (superior quality). Ward robes built-in-dressing table shall be of teak wood with spirit polish on exterior and white superior paint in the interior.
- (iii) Finishing :** Drawing dining and circulation space and all suites shall have distemper of the required shade. Provision of grills to outer windows to give greater security to the rest houses.

(II) OFFICE ACCOMMODATION, STORES AND WORKSHOP.

- (i) Floors :** Floors in rooms to be of ordinary cement concrete 1,1/2" thick and toilets to have silver grey torero floors with 3/4" thick terrazzo dado. Size of chips to be restricted to 2-B . as per PWD specifications. Wood work i.e. doors and windows shall have teak wood chowkets with teak wood double paneled doors and glazed windows of teak wood. All the interior walls shall be finished with 3 coats of white washing and no snowcem shall be provided to the exterior. Wood work shall be painted with synthetic enamel paints of the required shade. Room provided for each section shall be provided with steel grills to give adequate protection.

ANNEXURE 'D'

Sr. No.	Type of House	Specification
1	2	3
1.	350 sqft., 440 sqft., 600 sqft., and 770 sqft.	<ol style="list-style-type: none"> 1. Flooring-Deado-Skirting <ol style="list-style-type: none"> (a) Conglomerate flooring in all rooms, stores, verandahs and passages. (b) Grey terrazzo flooring in bath, W.Cs and Kitchen. (c) Grey terrazzo dado upto 4'6" height in bath and Wc. upto 3' height or upto window cill level in kitchen. (d) Skirting upto 3" height of relevant flooring in all other rooms and verandahs etc. 2. Joinery of doors and window <ol style="list-style-type: none"> (a) Deodar wood or treated and season 2nd class hard wood boinery panneled doors, windows and Ventilators. Chowket shall be of teak wood or treated and seasoned 2nd class hardwood. (b) RCC shelves will be provided in the cup-boards with factory made flush shutters of commercial ply and teak wood chowket or single paneled shutters with 3/8" thick ply paneled ply faced (on one side) shutters. (c) Aluminium Iron fittings shall be used for wood work. 3. Internal finishes <ol style="list-style-type: none"> (a) All internal walls and ceilings to be white washed. (b) Joinery to be painted with grey paint (Bright shade). 4. External Finishes. <ol style="list-style-type: none"> (a) The exposed brick surface shall be finished in deep struck pointing with surkhi and lime evenly packed. Any color wash or snowcem shall not be applied. (b) All A.C.C. work shall be plastered unless until otherwise specified. 5. R.W.Pipes <ol style="list-style-type: none"> (a) C.I. rain water pipes shall be embedded in walls. 6. Electrical wiring. <ol style="list-style-type: none"> (a) It shall have conduit wiring. 7. Compound wall and gate. Standard compound wall and gate shall be used. Outside brick face and inside plastered surface.
2.	1220 sqft.	<ol style="list-style-type: none"> 1. Flooring-Dado-Skirting. <ol style="list-style-type: none"> (a) Silver grey terrazzo flooring in bath WCs, toilets, stair case, kitchen drawing/dining rooms, lobby verandahs on ground floor, sleeping terrace on first floor shall be finished with pre-cast concrete tile or tile-terrace on ground floor shall be with

Sr. No.	Type of House	Specification
		<p>concrete tiles or cast-in-situ Conglomerate floor or pannels not exceeding 4 sqft.</p> <p>(b) (i) Silver grey terrazzo dado upto 6'-9" height in toilets. (ii) upto 3' height or upto windows cill level or upto first projecting self including work top of in kitchen. (iii) Garrage and store shall have conglomerate flooring.</p> <p>2. Joinery</p> <p>(a) Deodar wood or treated and seasoned 2nd class hard wood joinery paneled doors with fly shutters to outer doors, windows and ventilators. Chowket shall be of teak wood or treated and seasoned 2nd class hard wood.</p> <p>(b) R.C.C. Shelves will be provided in the cup-board with factory made flush shutters of commercial ply with teak wood chowket or single panel shutter with 3/8" thick ply panel.</p> <p>(c) Aluminium fittings shall be used for wood work.</p> <p>3. Internal Finishes</p> <p>(a) Walls and ceilings shall be white washed.</p> <p>(b) Joinery to be painted white.</p> <p>4. External Finishes</p> <p>(a) Exposed brick surface shall be finished in deep struck pointing with surkhi & lime. Any colour wash or snowcem shall not be applied.</p> <p>(b) All R.C.C., work shall be plastered unless otherwise specified.</p> <p>5. R.W. Pipes</p> <p>(a) C.I. rain water pipes shall be embedded in walls</p> <p>6. Electrical Wiring.</p> <p>(a) It shall have conduit wiring.</p> <p>7. Compound wall and gate</p> <p>(a) Standard compound wall and gate shall be used. Inside plastered outside exposed brick face.</p>
3.	1882 sqft. and 2715 sqft.	<p>1. Flooring -dado-skirting.</p> <p>(a) Silver grey terrazzo flooring in baths W.C.s toilets, staircase, kitchen, drawing/dining bedrooms lobby verandahas on first floor shall be finished with pre-cast concrete tiles or brick tiles. Terrace on ground floor shall be finished with precast concrete tiles or casto-in-situ conglomerate floor of single panels.</p> <p>(b) (i) Silver grey terrazzo dado upto 6'-9" height in toilets and kitchen. (ii) Skirting shall be of 3" height of revelvent floors.</p> <p>(c) Work top in the kitchen shall be finished with marble slab.</p> <p>(d) One toilet attached to master bed rooms shall dado upto 6'-9" height of glazed tiles and portion of walls of kitchen shall have dado glazed tiles as per detail drawing.</p>

Sr. No.	Type of House	Specification
		<p>(e) Garage and store shall have conglomerate.</p> <p>2. Joinery.</p> <p>(a) Paneled teak wood or commercial ply flush doors shall be used.</p> <p>(b) Wooden shelves will be provided in the cub-boards with flush shutters or commercial ply with teak wood chowket or single paneled shutters with 3/8" ply panel.</p> <p>(c) Aluminium fittings shall be used for wood work.</p> <p>3. Internal finishes</p> <p>(a) All internal walls of drawing dining bed rooms and lobby shall be distempered as per colour schemes and rest of the internal walls including ceiling shall be whitewashed.</p> <p>4. External Finishes.</p> <p>(a) The exposed brick surface shall be finished in deep struck pointing with surkhi.</p> <p>5. R.W. Pipes. a) Rain water pipe shall be embedded in wall.</p> <p>5. R.W. Pipes</p> <p>(a) Rain water pipe shall be embedded in wall.</p> <p>6. Electrical working</p> <p>(a) It shall have conduct wiring.</p> <p>7. Compound wall and gate</p> <p>(a) standard compound wall and/gate shall be used outside brick face and inside plastered.</p>

Note :- Steel grills to outer windows be provided in all categories of houses to give greater security to the house.

From

The Engineer-in-Chief, Haryana,
P.W.D. B&R Branch, Chandigarh.

To

1. Sh. B.S. Ojha, I.A.S. Commissioner & Secretary to Govt., Haryana, Finance Department.
2. Sh. T.K. Banarjee, I.A.S., Joint Secretary to Govt., Haryana, Planning Department.
3. Sh. P.N. Kapila, Director Health Services, Haryana.
4. Shri O.P. Bhardwaj, I.A.S. Director Public Instruction, Haryana.
5. Sh. R. C. Sharma, Chief Engineer, Haryana, P.W.D. B&R Branch.
6. Sh. D.N. Gulati, Superintending Engineer, (Planning) P.W.D. B&R Haryana.
7. Shri W.C. Malhotra, Senior Architect, Haryana.
8. Chief Engineer, PWD(Public Health) Haryana.
9. All superintending Engineers (Except Mechanical).
10. All Executing Engineers (Except Mechanical).
11. Budget & Committee Branch of Finance Department.
12. Engineer-in-Chief, Haryana, PWD Branch.
13. Executive Engineer (Works).
14. Executive Engineer Design-I, II, III, IV each.
15. Chief Architect.

Memo No. 61-W-77/7030-95/WT, Dated 11th July, 1978.

Subject : Minutes of Economy Committee meeting held in the Room of Sh. B.S. Ojha, Commissioner & Secretary to Govt. Haryana Finance Department on 7.2.78 regarding specification to be adopted for works of Medical Department Education Department Rest House, Office building and residential buildings.

Ref. In Continuation of this office Endst. No. 61-W-77/3435-44/WE Dated 9.2.78 on the Subject noted above.

2. In annexure 'D' page 10 the following amendments may kindly be made :-

- (i) Under item No. 6 Electrical Wiring the following works may be added :
"It shall have conduit wiring."
- (ii) Below item No. 6 the heading "compound wall gate" may be added and this be assigned Sr. No. 7.

Sd/-
Executive Engineer (W)
for Engineer-in-Chief, Haryana,
P.W.D. B&R Branch.

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

IMPORTANT

क्रमांक 68/1/82/एफ:डी:/पैशन/एस0ए0पी0

प्रेषक

आयुक्त एवं सचिव हरियाणा सरकार,
वित्त विभाग।

सेवा में

हरियाणा सरकार के सभी विभागाध्यक्ष,
आयुक्त, अम्बाला तथा हिसार मण्डल
सभी उपायुक्त तथा उप-मण्डल अधिकारी (ना)
रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट, चण्डीगढ़।

दिनांक, चण्डीगढ़ 14 मई, 1982 (14th May, 1982)

विषय : पेंशन केसों के शीघ्र निपटान हेतु हिदायतें।

महोदय,

जैसा कि आपको पता है कि सरकार इस बात की बहुत इच्छुक है कि हर वर्ष कर्मचारी अधिकारी को उसकी सेवानिवृत्ति के समय पेंशन/ग्रेच्यूटी मिल जानी चाहिए। इसलिए वित्त विभाग, हरियाणा सरकार ने इस विषय में कई बार हिदायतें जारी की हैं किन्तु यह देखने में आया है कि कुछ विभागों तथा प्रशासकीय सचिवों की शाखा में इन हिदायतों पर दृढ़ता से अमल नहीं किया जा रहा और पेंशन केस लम्बित पड़े रहते हैं। इस बारे में फिर अनुरोध किया जाता है कि विभाग पेंशन केसों में पूर्ण रुचि लेकर उनका समय पर निपटान कराएं और निम्नलिखित बिन्दुओं पर विशेषतौर पर ध्यान दें।

(क) कोर्ट केस (Court Case)

जो कर्मचारी/अधिकारी सेवानिवृत्त तो हो चुके हैं परन्तु उनके पेंशन केसों का यह कारण अन्तिम निपटान नहीं हो रहा है क्योंकि रिटायरी के विरुद्ध केस न्यायालय में लम्बित हैं। इस बारे में यह अनुरोध किया जाता है कि संबंधित विभाग कोर्ट केस को शीघ्र निपटान बारे निदेशक, अभियोजन, हरियाणा के सम्पर्क स्थापित करे ताकि रिटायरी के लम्बित पेंशन केस का भी अन्तिम रूप दिया जा सके।

(ख) विभागीय जांच (Departmental Enquiries)

कई सेवानिवृत्त कर्मचारियों/अधिकारियों के पेंशन केस इसलिए लम्बित हैं क्योंकि उनके विरुद्ध विभागीय जांच चल रही है। अतः संबंधित विभागों से अनुरोध है कि वे ऐसी जांचों को शीघ्र पूर्ण करके अन्तिम निर्णय लें ताकि पुराने लम्बित पेंशन केसों का अन्तिम रूप से निपटान हो सके।

(ग) वसूली केस (Recovery Cases)

कई सेवानिवृत्त मृतक कर्मचारियों/अधिकारियों के पेंशन केसों का इसलिए अन्तिम निपटान नहीं हो रहा है क्योंकि उनसे किसी प्रकार की सरकारी राशि की वसूली होनी है। विभागों से अनुरोध है कि वे कृपया ऐसे वसूली केसों के मामलों में विशेष रुचि लेकर तुरन्त निपटान कराएं ताकि ऐसे लम्बित पेंशन केसों का भी निपटान हो सके।

(घ) पेंशन हेतु प्रार्थना-पत्रों का प्राप्त न होना (Pension Papers not received)

वित्त विभाग के ध्यान में यह बात भी आई है कि कुछ केसों में संबंधित कार्यालय को मौखिक कार्यालय को मौखिक/लिखित रूप से बार-बार कहने के बावजूद भी सेवानिवृत्त कर्मचारी/अधिकारी या मृतक कर्मचारी/अधिकारी के परिवार से पेंशन हेतु प्रार्थना पत्र प्राप्त नहीं हुए हैं। इस कारण ऐसे पेंशन केसों का निपटान नहीं हो रहा है। विभागों से यह अनुरोध है कि वे सेवानिवृत्त कर्मचारियों से व मृतक कर्मचारियों के परिवार से सम्पर्क स्थापित कर उन्हें पेंशन के लिए आवेदन पत्र सरकार को प्रस्तुत करने के लिए प्रेरित करें। यदि वे पर्याप्त समय में आवेदन पत्र नहीं देते, तो उनके केसों को लम्बित पेंशन केसों की सूची में से निकाल दिया जाए।

आप से अनुरोध किया जाता है कि पेंशन केसों को समय पर निपटानों के लिए वित्त विभाग द्वारा जारी की गई सभी हिदायतों की दृढ़ता से पालना करें और अपने अधीनस्थ कार्यालयों को इन हिदायतों पर दृढ़ता से पालना करने के लिए भी निर्देश दें।

कृपया इसकी पावती भेजी जाए।

भवदीय,

हस्ता१०/—

अवर सचिव, वित्त (ब)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

पृ० क्रमांक 68/1/82—एफ.डी./एस.ए.पी.

दिनांक 14/5/1982

एक प्रति महालेखाकार, हरियाणा चण्डीगढ़ को सूचनार्थ प्रेषित है।

हस्ता१०/—

अवर सचिव, वित्त (ब)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

पृ० क्रमांक 68/1/82—एफ.डी./एस.ए.पी.

दिनांक 14/5/1982

एक प्रति निदेशक, अभियोजन, हरियाणा को इस अनुरोध के साथ प्रेषित है कि यह कृपया सेवानिवृत्त/मृतक कर्मचारियों/अधिकारियों के विरुद्ध न्यायालय में जो केस चल रहे हैं, इनको शीघ्र निपटवाने बारे उचित तथा आवश्यक कार्यवाही करें ताकि उनके लम्बित पेंशन केसों का भी अन्तिम रूप से निपटान किया जा सके।

हस्ता१०/—

अवर सचिव, वित्त (ब)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

एक प्रति सभी वित्तायुक्त एवं प्रशासकीय सचिवों, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु प्रेषित है।

हस्ता१०/—
अवर सचिव, वित्त (ब)
कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी वित्तायुक्त एवं सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा क्र० 68/1/82—एफ:डी:/पेंशन/एस:ए:पी.

दिनांक 14/5/1982

These instructions have become obsolete.

क्रमांक 16/1/81-4ब.वक.

प्रेषक

आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष, रजिस्ट्रार, पंजाब व हरियाणा हाईकोर्ट,
आयुक्त, अम्बाला व हिसार मंडल तथा राज्य के सभी उपायुक्त।

दिनांक, चंडीगढ़, 20 मई, 1982 (20th May, 1982)

विषय : सरकारी विभागों को पी0ओ0एल0 खर्च की बकाया अदायगी हेतु कूपनज जारी करना।

महोदय,

उपरोक्त विषय पर वित्त विभाग के परिपत्र क्रमांक 16/1/81-4ब.वक., दिनांक 18-2-82 तथा स्मरण पत्र क्रमांक 16/1/81-4ब.वक., दिनांक 18-3-82 की ओर आपका ध्यान आकर्षित करने व यह कहने का मुझे निर्देश हुआ है कि संदर्भाधीन पत्रों द्वारा यह अनुरोध किया गया था कि 31-3-82 को पी0ओ0एल0 खर्च के कितनी राशि लम्बित बिल थे और इसके क्या कारण थे, को सूचना भेजी जाये। ऐसा देखने में आया है कि यह सूचना अभी भी कई विभागों से प्रतीक्षित है। अतः आपसे पुनः अनुरोध है कि अपेक्षित सूचना 31-5-1982 तक भेजी जाये अन्यथा यह समझ लिया जायेगा कि आपके विभाग की सूचना शून्य है।

भवदीय,

हस्ता/-

अवर सचिव वित्त (बजट)
कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

एक प्रति हरियाणा सरकार के सभी प्रशासकीय सचिवों को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ता:-

अवर सचिव वित्त (बजट)
कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

हरियाणा सरकार के सभी प्रशासकीय सचिव।

अशा0 क्रमांक 16/1/81-3 ब.वक.,

दिनांक 20 मई, 1982.

No. 22/1/82-2B&C

From

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

To

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

Dated, Chandigarh, the 25th May, 1982

Subject : Timely audit of the departments by the Accountant General, Haryana.

Sir,

It has been brought to the notice of the Finance Department by the Accountant General, Haryana that requests for postponement of audit continue to pour in his office from various departments of the State Government on one pretext or the other. Such requests continue to come even after the audit party reports in the concerned office after prior notice for conducting the audit. This process upsets the programme of the audit parties resulting in wasteful and avoidable expenditure on T.A. of staff posted in the audit parties.

2. It is, therefore, requested that the audit programmes conveyed by the Accountant General, Haryana should be strictly adhered to and there should be no request for postponing the audit. The Audit party should also be afforded full assistance as and when the same visits your office/department. If in very exceptional and compelling circumstances, postponement of audit is considered necessary, prior approval of the concerned Administrative Department, in such cases should be obtained well in time and the audit office is informed accordingly.

3. These instructions may please be brought to the notice of all the subordinate staff working under your control for strict compliance in future.

Yours faithfully,

Sd/-

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

Endst. No. 22/1/82-2B&C

Dated, Chandigarh, the 25-5-1982

A copy is forwarded to the Accountant General Haryana, Chandigarh with reference to his letter No. OAD(C)/IMP-INST/81-82/12570-72, dated 2.4.82

Sd/-

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

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A copy is forwarded to all Financial Commissioners and Administrative Secretaries to Govt. Haryana, for information and necessary action

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 22/1/82-2B&C

Dated, Chandigarh, the 25-5-1982

No. 1/3(5)-78-2FR-II

From

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

To

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

Dated, Chandigarh, the 31st May, 1982

Subject : Grant of relief to Haryana Govt. Pensioners/recipients of family pension and extra-ordinary family pension - Rounding off fraction of a rupee to the next higher rupee.

Sir,

I am directed to invite a reference to Haryana Govt. Circular letter No. 1/4(4)-81-2FR-II, dated the 17th Nov., 1981, with which rounding to the next higher rupee was allowed for calculating the amount of revised pension/family pension payable from 1.12.79 to those persons who had retired from Government service prior to 1.4.79. On the same analogy, it has been decided that in regard to the calculation of relief payable to the pensioners and recipient of family pension/extra-ordinary pension with effect from 1.2.81 & thereafter, the amount admissible may be expressed in whole rupees and for this purpose the fraction of a rupee may also be rounded off to the next higher rupee.

2. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(R. S. Kailey)

Joint Secretary Finance (W)

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

***These instructions have been Revised vide
No. 2/1(4)-80-2FR-II, Dated 25.5.1989.***

No. 2/2(2)-82-2FR-II

From

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

To

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

Dated, Chandigarh, the 31st May, 1982.

Subject : Revision of Pay scales w.e.f. 1.4.1979 - Pre-audit of arrear bills.

Sir,

I am directed to invite your attention to rule 2.25(a) of P.F.R. Volume-I which interalia provides that no claim against the Govt. (other than those preferred by one department against another) not preferred within one year on their becoming due can be presented without an authority from the Accountant General and that claims not exceeding Rs. 500/- presented within three years of their becoming due, may be paid without pre-audit by the Accountant General. It has been brought to the notice of Finance Department by the Accountant General, Haryana, that quite a large number of cases have been received in his office from certain General Managers of Haryana Roadways for pre-audit under the rules 2.25(a) *ibid*. This shows that the claims have become due for pre-audit mostly on account of delay on the part of the office/department concerned in processing the case for one reason or the other. Similar may be the position in other departments, resulting in undue hardship to some employees.

2. The matter has been considered in the Finance Department and keeping in view that the fixation of pay of the employees under the revised scales of pay involves completion of a number of formalities. It has been decided in relaxation of the existing rules to lay down the following as a crucial date to determine whether or not, pre-audit or sanction to the investigation of claim by the Accountant General, Haryana in a particular case is necessary :-

- (i) the date on which the office-order fixing pay in the revised scales, is issued by the competent authority, OR
- (ii) Where no such office order is issued, the date on which the proforma for pay fixation has been signed by the authority competent to fix pay.

3. These instructions may be brought to the notice of all concerned under your control for strict compliance. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(R.S.KAILAY)

Joint Secretary Finance (W),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 2/2(2)-82-2FR-II,

Dated, Chandigarh, the 31-5-1982.

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information, with reference to his letter No. T.M.I/17-1/81-82/1078-79, dated 2.2.82.

Sd/-
(R.S.KAILAY)
Joint Secretary Finance (W),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

- (i) Financial Commissioners Haryana.
- (ii) All Administrative Secretaries to Govt. Haryana, for information and necessary action.

Sd/-
(R.S.KAILAY)
Joint Secretary Finance (W),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 2/2(2)-82-2FR-II,

Dated, Chandigarh, the 31-5-1982.

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

Sd/-
(R.S.KAILAY)
Joint Secretary Finance (W),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 2/2(2)-82-2FR-II,

Dated, Chandigarh, the 31-5-1982.

<p><i>These instructions have become obsolete.</i></p>

No. 1/3(3)82-2FR-II

From

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

To

Under Secretary to the Govt. of India,
Ministry of Finance (Department of Expenditure), New Delhi.
Finance Secretaries of all State Govt.

Dated, Chandigarh, the 2nd June, 1982

Subject : Payment of Death-cum-Retirement Gratuity before retirement.

Sir,

As per existing rules of the state Govt., an employee is entitled to receive Death-cum-Retirement Gratuity in lump sum at the time of retirement or in case of death while in service and the admissible amount depends upon the length of service rendered and the last Pay drawn by the employee. It has been represented to the State Govt. that during the course of a couple of years preceding retirement, the employee has to meet certain definite financial obligations/liabilities pertaining to self and his family members. To meet such Obligations/liabilities the proposal is to allow, at the option of the employee himself, payment of Death-cum-Retirement Gratuity even before retirement have been directed to enquire whether there are any orders/rules with the Govt. of India/your State Govt. for making payment of Death-cum-retirement, gratuity before retirement. If so, a copy thereof my please be supplied this State Govt. at an early date.

Yours faithfully,

Sd/-

(R. P. Kapur)

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

These instructions have become obsolete.

No. 9/1/82-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 7th June, 1982

Subject : Additional Emoluments (Compulsory Deposit) Act, 1974 – Provision for interest payments.

Sir,

I am directed to forward herewith a copy of letter No. F.4-(3)-CD/82, dated 6-5-1982, Government of India, Ministry of Finance, Department of Economic Affairs, New Delhi and to request that the contents therein may please be brought to the notice of all Officers under your control for information and necessary action.

Yours faithfully,

Sd/-
(Ram Parkash Kapoor),
Under Secretary Finance (PR),
for Secretary to Government, Haryana,
Finance Department.

No. 9/1/81-3FR-II

Dated, Chandigarh, the 7th June, 1982

A copy, with a copy of its enclosure is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-
(Ram Parkash Kapoor),
Under Secretary Finance (PR),
for Secretary to Government, Haryana,
Finance Department.

No. 9/1/81-3FR-II

Dated, Chandigarh, the 7th June, 1982

A copy, with a copy of its enclosure is forwarded to all Treasury Officers/Assistant Treasury Officers in the State for information and necessary action.

Sd/-
(Ram Parkash Kapoor),
Under Secretary Finance (PR),
for Secretary to Government, Haryana,
Finance Department.

A copy, with a copy of its enclosure is forwarded to :-

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

Sd/-
(Ram Parkash Kapoor),
Under Secretary Finance (PR),
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 9/1/81-3FR-II

Dated, Chandigarh, the 7th June, 1982

A copy, with a copy of its enclosure is forwarded to the Principal Secretary/ Secretaries/Private Secretaries to the Chief Minister/Ministers of State/Deputy Minister/Chief Parliamentary Secretary for information of the Chief Minister/Ministers of State/Deputy Minister/ Chief Parliamentary Secretary.

Sd/-
(Ram Parkash Kapoor),
Under Secretary Finance (PR),
for Secretary to Government, Haryana,
Finance Department.

To

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

U.O. No. 9/1/81-3FR-II

Dated, Chandigarh, the 7th June, 1982.

These instructions have become obsolete.

No. 67/3/82/FD/Pension/SAP

From

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

To

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

Dated, Chandigarh, the 16th June, 1982

Subject : Expeditious disposal of pending pension cases.

Sir,

As you are aware, Govt. is anxious that pension cases are disposed of expeditiously and also payments of gratuity and G.P.F. are made without any delay to the retiring persons so as to avoid hardship to them. In order to achieve this objective, the Accountant General, Haryana, has now established a complaint cell in his office for expeditious settlement of dues of the retiring persons including disposal of pension cases and other outstanding claims.

2. In this connection your attention is also invited to the instructions issued vide Finance Department circular letter No. 67/3/82/FD/Pension/SAP, dated the 4th Feb., 1982, wherein it was mentioned that departmental representatives should bring cases, where settlement of dues of retiring persons are not being made within reasonable time, such matters should be brought to the notice of Secretary to Accountant General, Haryana under whom a complaint cell has been established. The Accountant General, Haryana while stressing the need for expeditious disposal of pension cases has suggested that Head of Departments/ Deputy Commissioners may spare some time to review old pension and provident fund cases relating to their respective departments/offices and bring a list of old/disputed cases to the personal notice of the Accountant General, Haryana, demi-officially so that disposal of such cases could be ensured early.

3. You are, therefore, requested to spare some time to review all old pension/ provident fund cases of your department and get in touch with the Accountant General, Haryana for their early disposal.

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

Yours faithfully,

Sd/-

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

No. 67/3/82/FD/Pension/SAP,

Dated, Chandigarh, the 16-6-82

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information with reference to his D.O. letter No. AG/HR/Sectt./531, dated 15th May, 1982.

Sd/-

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

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

Sd/-

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

To

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

U.O. No. 67/3/82/FD/Pension/SAP,

Dated, Chandigarh, the 16-6-82.

No. 1/1(1)-82-2FR-II

From

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

To

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

Dated, Chandigarh, the 22nd June, 1982

Subject : Increase in the maximum amount of Death-cum-retirement Gratuity.

Sir,

According to rule 6.16A(3) of the Punjab Civil Services Rules, Volume II, the Death-cum-Retirement gratuity is admissible to the employees subject to a maximum of Rs. 30000/-. I am directed to say that the question of raising this limit had been under consideration of the State Government for some time past. It has now been decided that, other conditions remaining the same, the maximum amount of D.C.R.G. admissible would be Rs. 36,000/- for those who become eligible to payment of D.C.R.G. on or after 31st January, 1982.

2. Necessary amendment to rule 6.16A(3) *ibid* will be issued in due course.
3. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-
(R.S Kailey)
Joint Secretary Finance (W)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been revised vide
No. 5/7/81-1B&C, Dt. 18.07.1995.***

No. 5/7/81-1B&C

From

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

To

All Heads of Departments,
Commissioner Ambala & Hisar Divisions and
All the Deputy Commissioner in Haryana,
The Registrar Punjab and Haryana High Court, Chandigarh,
All the Distt. and Sessions Judges in Haryana.

Dated, Chandigarh, the 30th June, 1982

Subject : Economy in expenditure - Use of Government vehicles on tour.

Sir,

I am directed to refer to the Finance Department circular letter of even number dated 25.5.1981 wherein the field touring of officers/officials had been restricted to 10 days in a month and to say that the tours undertaken on Election Duty during Elections to the Haryana Assembly in May, 1982 should be excluded from the purview of these instructions and full T.A. will be paid for the journeys undertaken on this account. The journeys performed in connection with the election work will not be included in the 10 days restrictions imposed on touring in a month. This clarification may please be brought to the notice of all concerned working under your control.

2. This also disposes of Registrar, Cooperative Societies, Haryana memo No. 2176, dated 3.6.1982.

Yours faithfully,

Sd/-

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

No. 5/7/81-1B&C

Dated, Chandigarh, the 30th June, 1982

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

Sd/-

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

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No. 5/7/81-1B&C

Dated, Chandigarh, the 30th June, 1982

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

Sd/-

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

A copy with a copy of its enclosures is forwarded to all the Administrative Secretaries to Govt., Haryana for information and necessary action.

Sd/-

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

To

All Administrative Secretaries to Govt., Haryana.

No. 5/7/81-1B&C

Dated, Chandigarh, the 30th June, 1982.

No. 11/5(15)-1FR-II-82

From

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

To

All Head of Departments,
Commissioner, Ambala/Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 1st July, 1982

Subject : Cash equivalent of leave salary payment to be made in one lumpsum as a onetime settlement - Entitlement to increase in DA/ADA ordered with retrospective effect.

Sir,

I am directed to invite a reference to para 1(b) of Finance Department letter No. 11/5/78-1FR-II dt. 13.2.78 which lays down that the cash equivalent of leave salary admissible will become payable on retirement and will be paid in one lumpsum as a onetime settlement. A question has arisen whether any increase in pay and/or DA/ADA sanctioned to the Government employee with retrospective effect will also be admissible to the employee who has already been paid leave salary in one lumpsum as a onetime settlement. The matter has been considered and it is clarified that the words "will be paid in one lumpsum as a onetime settlement" occurring in the said letter should not be taken to mean that if any increase in pay and/or DA/ADA is allowed after the final settlement, but with retrospective effect, it is to be denied to the employee who was in service on the date from which such an increase has been made applicable. As such if any increase in pay and/or DA/ADA is sanctioned by the Govt. with retrospective effect and the employee concerned was eligible for the same on the date of his retirement/quitting service, then the difference between the leave salary already paid and the leave salary admissible according to the new rates, may be paid, notwithstanding the fact that one time settlement had already been made prior to the date of issue of orders regarding increase in pay and DA/ADA etc.

2. Receipt of these instructions may please be acknowledged.

Yours faithfully,

Sd/-

(R.S. Kailey)

Joint Secretary, Finance (W)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 11/5(13)82-1FR-II-82

Dated, Chandigarh, the 1-7-82

A copy is forwarded to the Accountant General, Haryana, Chandigarh, signed in ink, with 10 spare copies each for information and necessary action.

Sd/-
(R.S. Kailey)
Joint Secretary, Finance (W)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 11/5(13)82-1FR-II-82

Dated, Chandigarh, the 1-7-82

A copy is forwarded to the Treasury Officer/Assistant Treasury Officers in Haryana State for information and necessary action.

Sd/-
(R.P. Kapur)
Under Secretary, Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

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

Sd/-
(R.P. Kapur)
Under Secretary, Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 11/5(13)82-1FR-II-82

Dated, Chandigarh, the 1-7-82

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

Sd/-
(R.P. Kapur)
Under Secretary, Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

Principal Secretary/Secretaries/Private Secys. to the Chief Minister/
Ministers/Ministers of State/Chief Parliamentary Secretary for information
of the Chief Minister/Ministers/Ministers of State.

U.O. No. 11/5(13)-1FR-II-82

Dated, Chandigarh, the 1-7-82.

<p><i>These instructions have become obsolete</i></p>
--

No. 1/1/(4)-78-1FR-II

From

The Commissioner & Secretary to Government,
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.

Dated, Chandigarh, the 10th July, 1982**Subject : Commutation of pension on retirement on superannuation - Medical examination not necessary.**

Sir,

I am directed to invite a reference to the instructions contained in Finance Department circular letter No. 1/1(4)-78-2FR-II dated 3-3-1978 and of even numbers dated 8-2-79 and 16-11-1981 on the above subject according to which a Government employee is entitled to get a part of his pension commuted without medical examination provided he applied for commutation of pension within a year of the date of his retirement. The Accountant General, Haryana has sought a clarification whether as a result of introduction of new application form for commutation of pension vide F.D. circular letter No. 1/1(4)-78-2FR-II, dated 13-4-79, there is any necessity of issuing an administrative sanction for the authorization of payment of commuted value of pension. In this connection, it is clarified that since the prescribed procedure does not require issue of a sanction for commutation of pension, the forwarding of application by the pension sanctioning authority to the audit office for arranging payment should be treated as an administrative sanction/approval for commutation. Accordingly, it is requested that all the pending cases of commutation of pension may be reviewed in the light of this clarification.

Receipt of this letter may please, be acknowledged.

Yours faithfully,

Sd/-

(R. S. Kailey)

Joint Secretary, Finance (W),
for Commissioner Secretary to Government,
Haryana, Finance Department.

No. 1/1 (4)-78- 2FR-II

Dated 10th July, 1982

A copy is forwarded to the Accountant General Haryana. Chandigarh for information and necessary action with reference to his letter no. Pen (R) General 3/82-83/2900, dated 18-9-81.

Sd/-

(R.S. Kailey)

Joint Secretary Finance (W),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to the :-

Financial Commissioners, Haryana.
All Administrative Secretaries to Govt., Haryana for information and
necessary action.

Sd/-
(R. P. Kapur)
Under Secretary Finance (W),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 1/1(4)-78-2FR-II

Dated 10th July, 1982

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

Sd/-
(R. P. Kapur)
Under Secretary Finance (W),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 1/1(4).78-2FR-II

Dated 10th July, 1982.

These instructions have become obsolete.

BUDGET
DATE-BOUND

No. 1/3/82-1B&C

From

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

To

All Heads of Departments,
Commissioners Ambala & Hisar Divisions and
All the Deputy Commissioners in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh and
All the District and Session Judges in Haryana.

Dated, Chandigarh, the 12th July, 1982

Subject : Preparation of Budget Estimates for the year 1983-84 – Instructions regarding.

Sir,

I am directed to enclose a schedule of dates (Annexure I) for the sub of various returns in connection with the preparation of the Budget Estimates 1983-84 and to request that the requisite returns may be got prepared in time and forward to the Finance Department by due date

2. Instructions laid down III Haryana Government. Finance Department letter No. 1/2/80-1B&C dated 22nd July, 1980 read with letter No. 1/2/81-1B&C dated 2nd July, 1982 (copies enclosed at Annexure ready reference) may be kept in view while preparing Budget Estimates and issue of financial sanction pertaining to the Schemes approved for inclusion there in.

3. Information in BM Form 10, a copy of which is attached in Annexure II, should also be supplied along with the Budget Estimates for the year 1983-84 to enable the Finance Department to assess the normal increase on account of annual inclement.

4. Having regard to the paramount need of observing strict economy. it is requested that your proposals for provision of funds in the Budget Estimates 1983-84 should be examined with a view to effecting economy in administrative and other costs as far as possible without impairing the implementation of the schemes. In this regard, you are requested to keep in view the various instructions issued by the Finance Department From time to time for economy in Government Expenditure. It may be pointed out that the departments are not following the instructions regarding the showing of separate provision for Petrol Oil Lubricant while sending budget proposals. It is therefore once again requested that in the Revised Estimates 1982-83 and Budget Estimates 1983-84, the provision made for POL charges for Government vehicles should be shown separately under the standard object of expenditure 'Office Expenses'. Similarly, charges in respect of 'Medical Reimbursement' should also be shown separately under the standard object of expenditure 'Salaries'.

5. As you are aware, the Special Component Plan for Scheduled Castes is being formulated by the State Planning Department. It has, however, been noticed that there IS no

effective mechanism for monitoring of actual expenditure incurred under the 'SPECIAL COMPONENT PLAN' for the Scheduled Castes and for ensuring that the funds earmarked for purpose have not been diverted to other schemes in the general sector, This matter has been considered by the Government of India Ministry of Home Affairs in consultation with the Ministry of Finance Controller General of Account d Comptroller and Auditor General of India, and it has been decided that the expenditure in respect for of 'Special Component Plan' will be classified under the existing sub heads with the nomenclature special Component Plan for Scheduled Castes, ' to be prefixed thereto, to be open, d under the relevant "minor beads of account in the Revenue Capital and Loans and Advances Section of the State Budget. It has also been decided that the funds provided under such a sub head shall not be diverted for use even for the same scheme to benefit other communities or for re-appropriation to other schemes of the Government. A specimen of the Sub-head is given below.

306- Minor Irrigation (Major Head) Construction and Deepening or wells and tanks
(Minor Head Special Component Plan for Scheduled Castes-Energisation and
Construction of wells (Sub-head).

The different minor heads under which sub-heads for the Special Component plan to be opened are indicated in the Annexure III, these are given separately for the Revenue Capital and Loans and Advances Sections While minor heads .listed in the Annexure (III) doe attempt to cover all those programmes and activities, where It will be necessary to have a Special Component plan, it is quite possible that there may be certain other minor heads under which heads for Special Component plan is required to be opened, in all such cases the required subhead may be opened under intimation to Ministry of Home Affairs New Delhi/Finance Department/Planning Department. In respect of the programme of a general nature which could not be identified under any of the existing functional Major/Sub Major Heads of Account, those could be accounted for under the Major Head '288-Social Security and Welfare.' In Revenue Section and corresponding heads in the Capital (Major Head 488) and Loan (Major Head 688) sections.

6. Since the Special Component Plan for the year 1982-83 have been prepared, it was not proposed to introduce the new sub heads In the Budget Estimates 1982-83, now It is proposed that this may be introduced in the Revised Estimates 1982-83 also and subsequent Budget Estimates 1983-84 annual. As the nomenclature of the sub head has been prescribed by the Ministry of Finance (Department of Expenditure) Govt. of India and Controller General of Accounts on the advice of Comptroller General and Auditor, Government of India, there is no need to refer each case to the Controller General of Accounts, Government of India, Ministry of Finance.

7. I am to emphasis once again that timely preparation of your Budget proposals in all the requisite details and their submission to the Finance Department according to the dates laid down in the attached schedule of dates is very essential, to avoid rush in the Finance Department and inclusion of some schemes provisionally. The Finance Department will not accept the material received after the due dates.

8. Receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

(Vivek Mehrotra)

Deputy Secretary, Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

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

- (i) he may kindly advise the Finance Department about the estimates of the heads of accounts which he is concerned by the dates indicated in the calendar and
- (ii) he may ensure upto date reconciliation of expenditure with the departments to enable the latter to frame their revised estimates, 1982-83 realistically.

Sd/-

(C. L. Bhaskar)

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

A copy, with a copy of its enclosures, is forwarded to the Chief Accounting Officer, High Commissioner of India, India House, Aldwych, London, WC2 B4V A for information.

Sd/-

C. L. Bhaskar

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

A copy, with a copy of its enclosures is forwarded to all Administrative Secretaries to Government Haryana for information.

2. They may kindly ensure that Heads of Departments under their administrative control submit the budget returns by the dates prescribed in the schedules (Annexure I)

Sd/-

C. L. Bhaskar

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

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 1/3/82/1B&C

Dated 12th July, 1982.

A copy, with a copy of its enclosures is forwarded to all Branch Officers/ Superintendents/Dy. Superintendents in the Finance Departments for information.

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 Administrative Secretaries by the Branch Officer concerned.

3. It may be ensured that the revised administrative approval/financial sanction in respect of the plan schemes where necessary, on the basis of the allocation communicated by the Planning Department after discussion With the Planning Commission are issued prior to the inclusion of allocations in the Budget Estimates 1983-84.

4. It is requested that while preparing the BM Forms (Plan) for the Revised Estimates 1982-83/ Budget Estimates 1983-84, the sub heads required to be opened for the 'Special Component Plan' as required in para 5 of this letter, may please be inserted in consultation with the department concerned in order to avoid any further misclassification of plan expenditure.

Sd/-

C. L. Bhaskar
Under Secretary, Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Branch Officers/Superintendents/Dy. Superintendents
in Finance Department.

U.O. No 1/3/82/1B&C

Dated 12th July, 1982.

ANNEXURE - I**Schedule of dates for the submission of returns to the Finance Department in connection with the preparation of the Budget Estimates, 1983-84****I. Ordinary Budget****(a) Receipts Estimates-**

(i) Other than Land Revenue Irrigation and Civil Works by	1st October, 1982
(ii) Land Revenue by	25th October, 1982
(iii) Irrigation by	6th November, 1982
(iv) Civil Works by	20th November, 1982
(v) Final Receipts Estimates in respect of Land Revenue, State Excise Duties, Stamps, Interest, irrigation and Extraordinary Receipts by	25th January, 1983
(b) Expenditure Estimates-	From 10th October, 1982 to 25th October, 1982.

**II. Schedules of New Expenditure
A – NON-PLAN**

(a) Technically New Schemes-	
(i) Proposals to be sent to the Finance Department by	1st August, 1982
(ii) Proposals to be returned to the Finance Department after examination for conveying administrative approval financial sanction by	31st August, 1982
(iii) Schedules and Memoranda to be submitted by the Administrative Departmental to the Finance Dept. in Duplicate by	1st October, 1982
(b) New Schemes-	
(i) Proposal to be sent to Finance Department by	1st October, 1982
(ii) Proposal to be returned by the Finance Department after examination for conveying administration approval Financial sanctioned by	15th October, 1982
(iii) Schedules and Memoranda to be supplied by the Administrative Department to the Finance Department (duplicate) by	7th November, 1982.

B - PLAN

(a) Technically New Schemes-	
(i) Proposal to be submitted to the Finance Department by	1st August, 1982
(ii) Proposal to be returned by the Finance Department to the Administrative Department after examination for conveying administrative approval Financial Sanctioned by	31st August, 1982

(b) New Schemes-							
(i) Proposals to be sent to Finance Department by						1st October, 1982	
(ii) Proposals to be returned by the Finance Department after examination for conveying administration approval financial sanction by						15th October, 1982	
(c) (i) Schedules in forms B.M. 2 and Memoranda in respect of Plan Schemes, both Technically New and New Schemes to be supplied to the Finance Department by the Heads of Departments on the basis of discussion with the State planning Department, in duplicate, a copy being supplied simultaneously to the Planning Department by						7th November, 1982	
(ii) Discussion with the Planning Commission, to be by the Planning Department by						1st week of December, 1982	
(iii) Revised Schedules in Form 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 Heads of Departments by						1st December, 1982	
IV. List of Non-Plan New Schemes not accepted by the Finance Department Six copies of the list of the Non Plan New Schemes not accepted by the Finance Department to be supplied to the Finance Department by						1st December, 1982	
Note :- Along with the Schedules and the Memoranda. both for Plan and Non-Plan Schemes statements showing revenue accruing from the scheme may also be supplied, in duplicate in the following form :							
1	2	3	4	5		6	
Sr. No.	Major head	Name of Scheme	Income from the Scheme	Public Contribution	Grant Loan	Central Loan	Assistant Total
1	2	3	4	5	6A	6B	6A+6B

ANNEXURE - I
MEMORANDUM EXPLANATORY OF THE PLAN SCHEMES

Plan Head _____

Code No. of the Scheme _____

Name of the Scheme _____

Major Head wise break up of Expenditure

Major Head Revenue	Capital	Loans	Total
Rs.	Rs.	Rs.	Rs.
(a) Financing of the Scheme			
(b) Object and Performance of the scheme			
(c) Staff and Man-power requirements			
(d) Material requirements			
(e) Benefits from the scheme			
EXPLANATORY NOTES			
(a) Financing of the scheme.— It may be indicated in this column specifically if the scheme is a continuing scheme or a new scheme and if there are any contributions by Local Bodies, E.S.I., and NCDC etc.			
(b) Performance of the scheme may be explained with reference to over-all targets contemplated for the Sixth Five Year Plan 1980-85 and targets achieved and contemplated for the year 1983-84.			
(c) In the case of man-power requirements both direct and indirect may be given in a tabulated form as under to be followed by explanations.			
Scheme	Total additional requirements for Sixth Five Year Plan 1980-85	1982-83 (Anticipated)	1983-84 (Projected)
(d) In the case of scheme where material requirements are nil this item may be excluded.			
(e) Benefits from the scheme should also state if any income was expected from the scheme, and if so, what was its extent.			

Incentive of small family Norms was discontinued from fresh cases w.e.f. 01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.

No. 6/1(8) 79-1FR-I

From

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

To

All Heads of Department,
The Commissioners Ambala/Hisar Divisions and
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 13th July, 1982

Subject : Introduction of incentives among Haryana Govt. employees for promoting the small family norms.

I am directed to invite a reference to the Finance Department circular letter of even number dated the 20th July, 1981 on the subject noted above and to say that clarification has been sought by some Departments that if an employee gets himself sterilized after having two or three surviving children and the next increment due is at the stage of jump, which comprises increase equal to two or three increments, at which rate he should be given the benefit of special increment, in the form of personal pay. In the revised pay scale increase equal to two or three increments has been provided at the stage of jumps and the eligibility criteria for crossing such jumps is the same as for actual promotion to the higher grade. Only such employees who are assessed as fit for promotion in their turn are to be allowed to cross the jump. It is, therefore, clarified that in such cases the rates of personal pay should be equal to the amount of increment already earned by the employee before getting himself sterilized.

2. There instructions may be brought to the notice of all concerned.

Yours faithfully,

Sd/-

Joint Secretary Finance,
for Commissioner Secretary to Government,
Haryana, Finance Department.

***These instructions have been Revised vide No. 38/2/83-WM(6),
Dated 24.05.1983, No. 38(33)84-WM(6), Dated 24.05.1984.***

No. 38/2/82-6WM

From

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

To

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

Dated, Chandigarh, the 27th July, 1982

Subject : Advance to Government Servants for the celebration of Sister's marriage.

Sir,

I am directed to refer to Haryana Government Circular letter No. 11798-WM(4)-80, dated 8th July, 1980 on the subject and to say that the matter regarding grant of loan to Govt. servants for the celebration of sister's marriage has been considered and it has been decided that henceforth loan for the marriage of dependent sister will be granted on the following conditions :-

- (i) if the parents of the employee are not alive and he is the eldest living son, a loan of Rs. 3000/- would be admissible and in case employee is not the eldest living son a loan of Rs. 500/- only would be granted to him for the purpose.
- (ii) the employee shall have to produce an affidavit on non-Judicial paper of Rs. 3/- to the effect that his parents are not alive, he is the eldest living son the sister for whose marriage loan is being obtained is wholly dependent on him and he is/and has been claiming medical re-imbursement for her treatment and/or the name of dependent sister is included in the dependent certificate for medical treatment.
- (iii) the employee who will obtain loan for the marriage of dependents sister will not be entitled for any additional loan for the marriage of his children on this account.

The above certificates would be submitted along with the application form and it would be the responsibility of the Administrative Department/Head of Department to ensure that papers complete in all respect are sent to the Finance Department. Incomplete applications will not be entertained by the Finance Department.

2. All other instructions issued on the subject from time to time remain unchanged.
Kindly acknowledged receipt of this communication.

Yours faithfully,

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 38/2/82-6WM

Dated, Chandigarh, the 27-7-1982.

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

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

Financial Commissioners, Revenue &
All the Administrative Secretaries to Govt. Haryana, for information

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 38/2/82-6WM

Dated, Chandigarh, the 27-7-1982.

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

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 38/2/82-6WM

Dated, Chandigarh, the 27-7-1982.

***These instructions have been Revised vide
No. 38(110)-WM(6)-89, Dated 01.01.1990.***

No. 38/3/82-6WM

From

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

To

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

Dated, Chandigarh, the 27th July, 1982.

Subject : Advance to Government Servants for the celebration of marriage.

Sir,

I am directed to refer to Haryana Government Circular letter No. 1759-WM(I)-74/9184, dated the 12th March, 1974 on the subject and to say that it has also been decided that a loan of Rs. 3000/- may be granted to female employees in connection with the celebration of their own marriage. However, where either of the parents of the female employee who applies for loan for self marriage happen to be in Government service, the marriage loan will be admissible either to the female employee or to either one of her parents

2. All other terms and conditions issued on the subject from time to time remain unchanged. Kindly acknowledge receipt.

Yours faithfully,

Sd/-

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

No. 38/3/82-6WM

Dated, Chandigarh, the 27-7-1982.

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

Sd/-

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

Copies are forwarded to :-

Financial Commissioners, Revenue &
All the Administrative Secretaries to Govt. Haryana, for information.

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 38/3/82-6WM

Dated, Chandigarh, the 27-7-1982.

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

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 38/3/82-6WM

Dated, Chandigarh, the 27-7-1982.

These instructions have become obsolete.

Copy of letter **No. TM/Tech/27-1/82-83/253, dated 10/6/82** from the Sr. Deputy Accountant General (A/cs), Haryana, Chandigarh to the Secretary, Finance Department, Govt. of Haryana, Chandigarh.

Subject : Expeditious disposal of pension cases.

As already brought to the notice of the Finance Department by this office on earlier occasions, in spite of simplifications ordered by the State Govt. from time to time in pension matters from 1969 onwards, some of the procedural aspects remain unattended to. In fact, many of the procedural requirements both in the Audit Office as well as in the Administrative Departments tend to neutralize the benefits of the simplifications ordered by the State Govt. from time to time. The following matters are specially brought to the notice of the Finance Department for necessary actions.

(1) Inspite of the instructions issued by the State Govt. from time to time, the departments have a tendency to treat a pension case in two/three stages. This particularly applies to the Educations Department In first instance a pension case is sent to us for verification of service (which has long since been dispensed with in audit), then for furnishing a C & R and at this stage even inspite of our requests sanction is deferred, thus creating a third stage in the matter of authorization of pension. The departments also ignore the provision that in case of superannuation pension no separate sanction is required by audit office and the pension due can be authorized by this office after due check of entitlements.

(2) Many of the departments do not pay adequate attention to the entries they have to complete in form Pen. I. For instance, the third page of that form requiring the competent authority to record whether any deduction in pension is to be made is very often left blank. Similarly, the pension cases make no mention of the L.P.C./N.D.C. Under these circumstances, this office has no choice but no authorize anticipatory/provisional pension and gratuity to the extent these are justified on the face of the service record. There have been instances in which the LPC/NDC have been delayed for years together, let along months. Attention is invited in this concretion to the instructions by the Finance Department vide No. 315-FD(Pen)-SAP-77/7516, dated 17.3.77.

**HARYANA GOVERNMENT
(FINANCE DEPARTMENT)**

Endst. No. 68/1/82/FD/Pension/SAP

Dated 3rd August, 1982

Copies are forwarded to :-

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

Sd/-

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

No. 68/1/82/F.D./Pension/SAP.

Dated, Chandigarh, the 3.8.1982

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information with reference to his letter No. TM/Tech./27-1/82-83/253, dated 10.6.82.

Sd/-

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

Copies are forwarded to the :-

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

Sd/-

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

To

1. All Financial Commissioners, Haryana.
2. All Administrative Secretaries to Govt., Haryana.

U.O. No. 68/1/82/F.D./Pension/SAP.

Dated 3.8.1982.

**HARYANA GOVERNMENT
FINANCE (REGULATIONS) DEPARTMENT**

Notification

Dated the 3rd August, 1982.

No. 3/App-O/AO(FD)-82.— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him this behalf, the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Services Rules, Volume III in its application to the State of Haryana, namely :-

1. These rules may be called the Punjab Civil Services Volume III (Haryana First Amendment) Rules, 1982.
2. In the Punjab Civil Services Rules, Volume III,

In Appendix O :-

- (a) Under the heading "Police Department" in para (b) and (c) for the words "Phillaur" "Amritsar" and "Victoria Jubilee Hospital" wherever occurring the words "Madhuban" "Rohtak" and "Medical College Hospital" respectively shall be substituted;
- (b) Under the heading "Education Department" for the existing paras, the following paras shall be substituted namely :-

"I. The members of Executive of the Head Masters/Principals Association duly recognized may be allowed actual bus/railway fare of the class to which they are entitled for the journey to and from the place of meeting of the association, but will not be allowed any daily allowance for the days of halts provided the meetings of the association are attended with the permission of the Competent Authority.

"II. The Block Education Officers are allowed traveling and halting allowance for the purpose below :-

- (1) Departmental enquiry in their blocks.
- (2) To attend teachers association in their blocks.
- (3) To conduct or attend refresher course held in their blocks with previous permission of the District Education Officers and outside their Blocks with the previous permission of the Director of Public Instructions.
- (4) To Supervisor eradication of Pohli weed or locust destruction in their blocks.
- (5) To conduct and attend the District Middle High School Tournaments and Olympic and village games in their blocks.
- (6) To attend the meeting of the Rural Community Council when held in their blocks.
- (7) To organise or attend rural meals in their blocks.
- (8) To attend cinema-lorry shows in their blocks.

- (9) To attend educational conference within or outside their blocks.
- (c) the heading "General Administration" and paras thereunder shall be omitted.

T.K. BANERJI
Secretary to Government, Haryana,
Finance Department.

**HARYANA GOVERNMENT
FINANCE DEPARTMENT**

Notification

The 6th August, 1982

No. G.S.R.83/Const./Art. 309/Amd.(1)/82.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Services (Revised Scales of Pay) Rules, 1980, namely :-

1.
 - (1) These rules may be called the Haryana Civil Services (Revised Scales of Pay) (First Amendment) Rules, 1982.
 - (2) These rules shall be deemed to have come into force with effect from the 1st day of April, 1979.
2. In the Haryana Civil Services (Revised Scales of Pay) Rules, 1980 (hereinafter called the said rules), in rule 6, for sub-rule (5), the following sub-rule shall be substituted, namely :-

"(5) If pay as fixed in the higher officiating post under sub-rule :-

 - (1) above is lower than or equal to the pay as fixed in the substantive post or a lower officiating post, officiating pay shall be refixed at the stage next above the substantive pay or the lower officiating pay as the case may be."
3. In the said rules, in the Schedule :-
 - (a) under the heading "posts belonging to common categories", against serial number 16(a)(ii), under column 4, for the existing entries, the following entries shall be substituted, namely :-

"480-760 (TS) + three advance increments to fresh recruits who are not covered by the Haryana Civil Services (Revised Scales of Pay) Rules, 1980 + 25 S.P. for working as Head Teacher in Primary Schools.

"525-900 (SG for 20% posts)+ 25 S.P. for working as Head Teacher in Primary Schools.
 - (b) Under the Department of Archaeology, appearing after the Department of Prisons, against serial number 7, under column 4, for the existing entry, the following entry shall be substituted, namely "800-1600";
 - (c) Under the Department of Agriculture :-
 - (i) against serial number 75, under column 4, for the existing entry, the following entry shall be substituted, namely :-

"600-1100 (T.S.) with two advance increments to fresh recruits appointed for the first time after 1st April, 1979.

700-1250 (S.G. for 20% posts)";
 - (ii) against serial number 76, under column 4, for the existing entry, the following entry shall be substituted, namely :-

"700-1250 + Rs. 75 special pay";
 - (iii) after serial number 132, the following serial number and entries there against shall be inserted, namely :-

"133. Analytical Assistant/ Tech. Asstt.	250-450	525-1050";
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- (d) under the Department of Civil Secretariat, after serial number 38, the following serial number and entries there against shall be inserted, namely :-

"39.	Librarian	400-800	1000-1500 + Rs. 100 spl. pay";
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- (e) under the Department of Dairy Development, after serial number 14, the following serial numbers and entries there against shall be Inserted, namely :-

"15.	Cluster Supervisor	160-400	525-1050 (T.S.) 600-1100 (S.G. for 20% posts)
16.	Assistant Director, Animal Production/Distt. Dairy Officer	400-1100	900-1700"

- (f) under the Department of Economic and Statistical Organisation, against serial number 1, under column 4, for the existing entry, the following entry shall be substituted,
"400-660 (T.S.)
480-760 (S.G. for 20% posts)";
- (g) under the Department of Education,—
- (i) against serial, number 2, under column 4, for the existing entry, the following entry shall be-substituted, namely :-
"350-500";
- (ii) after serial number 46, and note thereunder, the following serial numbers and entries thereagainst shall be inserted, namely :-

"47.	Animal Collector	70-95	300-430
48.	Librarian Attendant in College	70-95 (for Under Matric) 90-140 (for Matric)	300-430 (for Under Matric) 400-600 (for Matric)
49.	Gasman	90-140	350-500
50.	Tabla Player	90-140	400-600
51.	Duplicator	90-140	350-500
52.	Gasman/Mechanic	100-160	400-600
53.	Untrained Teacher (JBT & C & V)	100 (fixed)	400 (fixed).
54.	Sr. Laboratory Asstt.	110-225	400-660
55.	Proof Reader	150-300	420-700
56.	Untrained Visharad/Shastri/ Sanskrit Teacher	150 fixed	500 fixed
57.	Accounts Clerk	160-400	525-900
58.	Untrained Master/Mistress	200 fixed	550 fixed
59.	Shastri/B.A. with Sanskrit (as elective subject) (Untrained Sanskrit Teacher)	200 fixed	550 fixed
60.	Tech. Instructor	225-500	525-1050

61.	Tech. Asstt. (Class III)	225-500	525-1050
62.	Agriculture Vigyanan Mandir Officer	225-500	600-1100
63.	B.Sc./B.T./B.Ed./B.Sc. Home Science/B.Com./B & T. & B.Sc. (Agri.) Master/Mistress	220-400 (85%) 400-500 (15%)	525-1050 (T.S.) with a start of Rs. 585 700 -1150 (S.G. for 20% posts)
64.	Artist	300-600	600-1100
65.	Film Librarian	300-600	600-1100
66.	Officer Incharge Central Kitchen and Regional Godown	300-600	700-1250
67.	Jr. Specialist/Asstt. Project Officer	300-600 400-800	700-1250 (T.S.) 800-1600 (S.G. for 20% posts)
68.	Programme Script Writer	700-1100	1200-1700
69.	Asstt. Survey Officer (Asstt. Director, Adult Education)	700-1100 + Rs. 50 Special Pay	1200-1700 + Rs. 100 Special Pay
70.	State Survey Officer	700-1200 + Rs. 100 Special Pay	1200-1860 + Rs. 100 Special Pay

(h) under the Department of Employment for serial number 1 and entries thereagainst, the following serial number and entries thereagainst shall be substituted, namely :-

(i)	Statistical Asstt.	225-500	525-1050 (with a start of Rs. 700 for M.A./M.Sc. 1st Division)";
(ii)	Technical Asstt.	225-500	525-1050"

(i) under the Department of Financial Commissioner's Office/Development Department;

(i) against serial number 21, under column 4, for the existing entries, the following entries shall be substituted, namely:-

"(i)	700- 1250	(provided their qualifications are the same as those of Technical Asstt. in the E.S.A. Organisation)
(ii)	600- 1100	(for others)";

(ii) after serial number 37, the following serial number and entries thereagainst shall be inserted, namely :-

"38.	Instructor	140-300	420- 700"
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(j) under Department of Fisheries, after serial number 23, the following serial numbers and entries thereagainst shall be inserted, namely :-

"24.	Night Watchman	70-95	300-430
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25.	Asstt. Project Officer	300- 600	700-1150
26.	Farm Manager, Fisheries	350-900	800-1600
27.	Project Officer, Fisheries	400-1100	900-1700
28.	Dy. Director, Fisheries	600-1300	1200-1860";

- (k) under the Department of Labour, against serial numbers 8, 9 and 10, under column 4, for the existing entries, the following entries against each shall be substituted, namely :-

"525-1050"

- (l) under the Department of Legal Remembrance, after serial number 9, the following serial numbers and entries there-against shall be inserted, namely :-

"10.	Superintendent	500-850	1000-1500 (T.S.) +100 special pay 1600 fixed (S.G. for 20% posts) +100 special pay
11.	Personal Asstt.	350-650	700-1250 +75 special pay in lieu of higher time scale. 750-1450 (S.G.) for one senior most P.A. (as Personal to him) +75 spl. pay in lieu of higher time scale.";

- (m) under the Department of Panchayat, after serial number 20, the following serial number and entries thereagainst shall be inserted, namely :

"21.	Tax Collector	120-250	480-760 + 30 S. P."
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- (n) under the Department of Police, against serial number 24, under column 2, for the existing entry, the following entry shall be substituted, namely :-

"Senior Scientific Officer";

- (o) under the Department of Printing and Stationery :-

- (i) against serial number 24, under column 4, for the existing entry, the following entry shall be substituted, namely:- "525-1050+30 Spl. Pay";

- (ii) after serial number 38, the following serial numbers and entries there against shall be inserted, namely :-

"39.	Paper Reel Sheet Cutting Mechanic Operator	110-225	400-660
40.	Welder	120-250	400-660
41.	Layout Artist-cum-Pester	250-500	600-1100
42.	Two colour Web Offset Machine Operator	300-500	600-1100";

- (p) Under the Department of Public Relations :-

- (i) against serial number 15, under column 4, for the existing entry, the following entry shall be substituted namely:

"525-1050";

- (ii) after serial 52, the following serial numbers and entries thereagainst shall be inserted, namely :-

"53.	Usher-cum-Peon	70-95	300-430
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54.	Attendant	70-95	300-430
55.	Peon-cum-Attendant	70-95	300-430
56.	Store Attendant	70-95	300-430
57.	Theatre Attendant	70-95	300-430
58.	Information Centre Attendant	70-95	300-430
59.	Clipper	90-140	350-500
60.	Head Packer	110-180	400-600
61.	Copy Holder	110-225	400-660
62.	Despatch Clerk	110-225	400-660 (T.S.) 480-760 (S.G. for 20% posts)
63.	Clerk-cum-typist	110-225	400-660 (T.S.) 480-760 (S.G.) 20% posts
64.	Cash Clerk	110-225	400-660 (T.S.) 480-760 (S.G. for 20%)+20 S.P.
65.	Store Clerk	160-400	525-900
66.	Jr. Evaluator	160-400	525-900
67.	Welder	160-400	525-900
68.	Painter	160-400	525-900
69.	Artist (Male/Female)	160-400	525-900
70.	Electrician (Auto)	160-400	525-900
71.	Stage Performer	160-400	525-900
72.	Tabla Performer	160-400	525-900
73.	Harmonium Performer	160-400	525-900
74.	Lineman Sound	225-500	525-1050
75.	Stage Asstt.	225-500	525-1050
76.	Lineman (Light)	225-500	525-1050
77.	Tech. Asstt (Light)	225-500	525-1050
78.	Tailor	225-500	525-1050
79.	Reference Asstt.	225-500	525-1050
80.	Carpenter	225- 500	525-1050
81.	News Marker	225-500	525-1050
82.	Choreographer-cum-Music Director	250-500	600-1100
83.	Craft Master	250-550	600-1100
84.	Display Asstt.	250-600	700-1150
85.	Store Asstt.-cum-Acctt.	250-600	700-1150
86.	Musician	300-600	700-1250
87.	Asstt. Organiser-cum-Script Writer	300-600	700-1250

88.	Sr. Evaluator	300-600	700-1150
89.	Librarian	300-600	700-1400 for M.A. with diploma/ Degree in Lib. Science or Master Degree in Lib. Science 600-1100 (for others)
90.	Internal Audit Officer	400-650	700-1250
91.	Asstt. Production Officer (Distribution)	400-650	700-1250
92.	Manager-cum-Stage Decorator	400-650	700-1250
93.	Scenario-cum-Script Writer	400-650	700-1250
94.	Stage Performer	400-650	700-1250
95.	Sound Incharge	400-650	700-1250
96.	Light Incharge	400-650	700-1250
97.	Make-up-man-cum-Dresser	400-650	700-1250
98.	Auto-mobile Engineer	350-800	750-1450
99.	Sr. Technician (TV)	350-800	750-1450
100.	Sr. Art Assistant	350-800	750-1450
101.	Music Director	350-900	800-1600
102.	Stage Setter	350-900	800-1600
103.	Information Officer	350-900	800-1600
104.	Sr. Art Executive	550-1000	900-1700
105.	Project Officer (Light Sound)	550-1000	900-1700
106.	Divisional Campaign Officer'	550-1000	900-1700
107.	Visualiser	550-1000	900-1700
108.	Rural Community Theatre Organiser	550-1000	900-1700
109.	Sr. Exhibition Organiser	800-1300	1200-1860
110.	Project Director	1300-1600	1700-2150";

(q) Under the Department of Social Welfare, after serial number 47, the following serial number and entries there against shall be inserted, namely :-

48.	Braille Clerk	110-225	400-660 +25 S.P.
49.	Asstt. Braille Librarian	125-300 with a start of Rs. 160	420-700 + 30 S. P."

(r) under the Department of Transport, after serial number 42, the following serial numbers and entries there against shall be inserted, namely :-

43	Dent Beater	140-250	420-700
44	Mechanic-cum-Generator Operator	152-250	480-760
45	Legal Adviser	300-600	700-1250 (T.S.) +75 S.P. 750-1450 (S.G. for 20% posts) + 75 S.P.";

(s) under Department of Technical Education,

- (i) against serial number 3, under column 3, for the existing entry, the following entry shall be substituted, namely :-
"75-95";
- (ii) against serial number 5, under column 3, for the existing entry, the following entry shall be substituted, namely :-
"110-180";
- (iii) against serial number 43, under column 3, for the existing entry, the following entry shall be substituted, namely :-
"225-550";
- (iv) against serial number 45, under column 3, for the existing entry, the following entry shall be substituted, namely:—
"350-600";
- (v) against serial number 67, the following serial numbers and entries thereagainst shall be inserted, namely :

68	Hostel Supdt-cum-P.T.I.	300-600	700-1250
69	Training & Placement Officer	750-1300	1200-1860 + 100 S. P";

- (t) Under Department of Animal Husbandry, after serial number 82, the following serial numbers and entries there against shall be inserted, namely :-

83	Breeding and Rearing Attendant	70-95	300-430
84	Broiler Chicks Rearing Attendant	70-95	300-430
85	Butcher	70-95	300-430
86	Shepherd	70-95	300-430
87	Beldar	70-95	300-430
88	Cartman	70-95	300-430
89	Sweeper-cum-Shed Cleaner	70-95	300-430
90	Dry and Young Stock Attendant	70-95	300-430
91	Calf Boy	70-95	300-430
92	Chuff Cutter Attendant	70-95	300-430
93	Bullock Attendant	70-95	300-430
94	Storeman	70-95	300-430
95	Literate Labour	70-95	300-430
96	Bhisti	70-95	300-430
97	Night Watchman	70-95	300-430
98	Kamdar	70-95	300-430
99	Cattle Attendant	70-95	300-430
100	Syce	70-95	300-430
101	Cleaner	70-95	300-430
102	Weighman	70-95	300-430
103	Fairman	70-95	300-430

104	Bellow Boy	70-95	300-430
105	Ferrier	70-95	300-430
106	Helper	70-95	300-430
107	Jamadar	70-95	300-430
108	Blacksmith	70-95	300-430
109	Head Fitter	70-95	300-430
110	Tractor Driver	80-120	300-430
111	Ferrier	90-140	300-430
112	Sr. Attendant	100-160	350-500
113	Driven for Crouler Type Tractor	100-150	420-700
114	Animal Carrier Tractor Driver	100-160	420-700
115	Sr. Attendant	100-160	400-600
116	Motor Driver	100-160	420-700
117	Truck Driver	100-160	420-700
118	Milk Recorder	100-160	400-600
119	Blacksmith	100-160	350-500
120	Sr. Lab, Asstt.	110-160	400-600
121	Salesman	110-225	400-660
122	Driver-cum-Cinema Operator	110-225	400-660
123	Welder	120-160	400-600
124	Mechanic	120-160	400-600
125	Milk Recorder	130-200	400-660
126	Dresser	130-200	400-660
127	Accountant (Jr. Scale)	130-225	400-660
128	Motor Grader Driver	140-200	420-700
129	Breeding-cum-Rearing Supervisor	160-400	525-1050
130	Store-keeper	160-400	525-1050
131	Dairy Extension Assistant	160-400 225-500	525-1050
132	Electrician	200-250	420-700
133	Generator Operator	200-250	420-700
134	Milking Machine Operator	200-250	420-700
135	Electric Machine-cum-Generator Operator	200-450	525-1050
136	Statistical Investigator	300-600	700-1250
137	Foreman	350-500	700-1150
138	Assistant Research Officer	400-1100	900-1700
139	Assistant Supdt. (Hatchery)	400-1100	900-1700

3. Under Department of Health :—

- (i) against serial number 44, under column 3, for the existing entry, the following entry shall be substituted, namely :-
"120-250";
- (ii) against serial number 61, under column 2, for the existing entry, the following entry shall be substituted, namely :-
"Malaria Laboratory Technician";
- (iii) against serial number 62, under column 2, for the existing entry, the following entry shall be substituted, namely :-
"Laboratory Technician";
- (iv) against serial number 100, under column 3, for the existing entry, the following entry shall be substituted, namely :-
"250-450";
- (v) against serial number 139, under column 3, for the existing entry, the following entry shall be substituted, namely :-
"350-800";
- (vi) after serial number 165, the following serial numbers and entries - there against shall be inserted, namely :-

166	Aya	70-95	300-430
167	Telephone Attendant	70-95	300-430
168	Driver	100-160	420-700 (TS) 525-900 (S.G. for 20% posts)
MEDICAL COLLEGE, ROHTAK			
169	Peon	70-95	300-430
170	Chowkidar	70-95	300-430
171	Sweeper	70-95 + 65 S. P.	300-430 + 65 Spl. Allowance
172	Bearer/Helper	70-95	300-430
173	Stretcher Bearer	70-95	300-430
174	Ward Attendant	70-95	300-430
175	Class IV	70-95	300-430
176	Masalchi	70-95	300-430
177	Mali/Gardener	70-95	300-430
178	Liftman	70-95	300-430
179	Packer	70-95	300-430
180	Aya (Class IV)	70-95	360-430
181	Store Boy	70-95	300-430
182	Boiler Attendant	90-140	300-430
183	Khalasi	70-95	300-430
184	Laboratory Attendant	90-140	350-500
185	Operation Theatre Attendant	90-140	350-500
186	X-Ray Attendant	90-140	350-500
187	Sterilisation Attendant (CSSD)	90-140	350-500
188	Library Attendant	70-95	350-500

189	Lecture Theatre Attendant	70-95	350-500
190	Bone Keeper	70-95	350-500
191	Trained Dai/Nurse Dai	80-120	350-500
192	Cook	75-95, 70-95	350-500
193	Physiotherapy Attendant	90-120	350-500
194	Orthopedic and Prosthetic Attendant	90-120	350-500
195	Plaster Attendant	90-120	350-500
196	Recreation Room Attendant	90-120	350-500
197	Craft Room Attendant	90-120	350-500
198	Paraplegic Attendant	90-120	350-500
199	Chowkidar-cum-Cook (Guest House)	90-140	350-500
200	Daftri	75-105	350-500
201	Book Binder	90-140	350-500
202	Museum Keeper	90-140	350-500
203	Foreman	90-140	350-500
204	Plumber	70-95	350-500
205	Head Malls	70-95	350-500
206	Head Sweeper	70-95 + 65/- S.P.	350-500 + 65 Spl. Allowance
207	Jamadar Sweeper	70 –95 + 65/- Spl. Pay	350-500 + 65 Spl. Allowance
208	Dhabi	75-95	350-500
209	Carpenter	100-160 160-400	350-500
210	Cleaner	70-95	300-430
211	Cook-cum-Bearer	70-95	350-500
212	Dark Room Asstt.	100-160	400-600
213	Lady House Keeper	110-160	400-600
214	Clerk	110-225	400-660 (TS) 480-760 (S.G. for 20% posts)
215	Store keeper/Clerk-cum-Storekeeper	110-225	400-660 (TS) 480-760 (S.G. for 20% posts)
216	Steno-typist	110-225 + 25 Spl. Pay	400-660 + 25/- S.A.
217	Daroga-cum-Clerk	110-225	400-660
218	Computer	110-225	400-660
219	Mech. Typewriter	120-250	400-660
220	Caneman	110-225	400-660
221	Head Cook	110-225	400-660
222	Auxiliary Nurse Midwifery/Midwife	130-200	400-660 (TS) 480-760 (S.G. for 20% posts)
223	Family Planning Field Worker	120-200	400-660

224	Supdt. Girls Hostel	110-200	400-660
225	Cashier (Paying Clinic)	110-225 + 10 Spl. Pay	400-660 + 10 Spl. Pay
226	Case Worker	110-225	400-660
227	Turner (Ortho)	120-160	400-660
228	Laundry-cum-Boiler	120-225	400-660
229	Asstt. Dental Mech.	130-225	400-660
230	B.C.G. Technician	130-200	400-660
231	Food Prosthetic Tech.	200-400	400-660
232	Liftman Mech.	120-250	400-660
233	Asstt. Librarian	110-225	400-660
234	Asstt. Photo Artist	80-100	400-660
235	Tailor	120-180 100-160	400-660
236	Gestetner Operator	100-160	400-660
237	Gas Room Operator	120-250	400-660
238	Sanitary Inspector	120-250	420-700
239	Projectionist	110-225 130-250	400-660
240	Operation Theatre Asstt.	130-225	420-700
241	Jr. Theatre Master	130-225	420-700
242	Sterilization Tech.	130-225	420-700
243	E. C. G. Tech.	130-225	420-700
244	Social Worker	110-225	400-660
245	BEG Tech.	130-225	420-700
246	Driver	110-180 120-250 + 30/- Spl. Pay (Staff Car Driver)	420-700 (T.S.) + 30/- Spl. Pay (Staff Car Driver) 525-900 (SG for 20% posts) + 30/- Spl. Pay for Staff Car Driver
247	Staff Nurse/OT Nurse	140-250	480-760 (TS) 525-900 (SG for 20% posts)
248	Lady Health Visitor	140-250	480-760 (TS) 525-900 (SG for 20% posts)
249	Laboratory Assistant/Laboratory Technician/Jr. Technician	110-330 200-375 (Audimatory 130-225 140-300	480-760 (TS) 525-1050 (SG for 20% posts Lab. Asstt only)
250	Jr. Scale Stenographer	140-300	480-760
251	Medical Record Clerk	140-300	480-760
252	Boiler Attendant	170-300	480-760
253	Electrician	110-180	400-660
254	Glucose Tech.	110-300	420-700

255	Media Maker	120-200	400-660
256	Cashier	140-300	480-760
257	Plastic Tech./Plaster	200-400	525-900
258	T. B. Health Visitor	140-250	480-760
259	Elect. Limb Maker	200-400	525-900
260	Metal Limb Maker	150-220	420-700
261	Plaster Limb Maker	150-220	420-700
262	Leather Limb Maker	150-220	420-700
263	Wood Limb Maker	200-400	525-900
264	Artificial Limb Maker	200-400	525-900
265	Welder-cum-Electro Plaster	200-400	525-900
266	Ward Assistant	450/- fixed	500/- fixed
267	Medical Record Technician	160-400	525-900
268	Receptionist	160-400	525-900
269	Jr. Photographer	160-400	525-900
270	Modellor (Jr. Postmortem)	160-400	525-900
271	Auto Clave Mech.	170-300	480-760
272	Nursing Sister	200-300	525-1050
273	Photographer	225-500	525-1050
274	Fitter	110-225	400-660
275	Mechanic	160-400	525-900
276	Electric-cum-Rewinder	160-400	525-900
277	Animal House Supervisor/Keeper	160-400	525-900
278	Sr. Scale Stenographer	225-500	525-1050
279	Jr. Auditor	160-400	525-1050
280	Asstt./Accountant/Head Clerk	160-400	525-1050
281	Head Store-keeper	160-400	525-900
282	Sr. Store-keeper	225-500	525-1050
283	Jr. Scale Store-keeper	160-400	525-900
284	Pharmacist	160-400	525-1050 (TS) 600-1100 (SG or 20% Posts)
286	Welder Gas	160-400	525-900
287	Welder Electric	160-400	525-900
288	Radiographer/Asstt. Radiographer	120-250	480-760 (TS) 525-900 (SG for 20% Posts)
289	Supervisor (Ortho)	225-500	525-1050
290	Jr. Therapist	200-400	525-1050
291	Sr. Technician	160-400	525-900
292	Theatre Master (OT)	200-400	525-1050
293	Checking Asstt./Technical Asstt.	225-500	525-1050
294	Orthotic technician	225-500	525-1050

295	Rehabilitation Asstt.	140-300	480-760
296	Prosthetic Technician	225-500	525-1050
297	Public Health Nurse	140-200	400-660
298	Hostel Supervisor	250-450	525-1050
299	Health Educator (Eye)	200-400	525-1050
300	Family Planning Extension Educator	200-450	525-1050
301	Sr. Sanitary Inspector	200-300	525-1050
302	Air-conditioning-cum-Refrigerator Mechanic	160-400 145-300	525-900
303	Artist (Junior)	160-400	525-900
304	Reception Officer	200-500	525-1050
305	Dy. Analyst	250-500	600-1100
306	Dental Mechanic	200-400	600-1100
307	Dental Hygienist	200-400	600-1100
308	Dental Mechanic	130-225	420-700
309	Boiler Mechanic	200-400	525-1050
310	Assistant Supervisor (CSSD)	209-300	525-1050
311	Message Technician	200-400	525-1050
312	Foreman (Workshop)	250-500	600-1100
313	Medical Record Technician	160-400	525-1050
314	Senior Photographer	225-500	525-1050
315	Junior Engineer Horticulture (Overseer)	120-225 200-450	525-1050
316	Overseer-cum-Draftsman	160-400	525-1050
317	Junior Physio-Therapist	200-400	525-1050
318	Junior Occupational Therapist	200-400	525-1050
319	Junior Physio and Occupational Therapist	200-400	525-1050
320	Vocational Counsellor	200-400	525-1050
321	Metron	250-450	700-1250
322	Store Officer	300-700	700-1250
323	Sister Tutor	225-350	525-1050
324	Public Health Nurse (Tutor)	225-350	525-1050
325	Artist	250-550	600-1100
326	Modeller	250-550	600-1100
327	Photographer-cum-Artist	225-500	525-1050
328	Photo Artist	250-550	600-1100
329	Senior Radiographer	200-400	600-1100
330	Legal Asstt./Asstt. Distt. Attorney	-	700-1250+ 75/- S.P. (for those who appear in courts).
331	S.A.S. Accountant (Senior Auditor)	300-600	700-1250
332	Deputy Superintendent (Office)	225-500 + 50/- S.P.	700-1250
333	P.T. I. (Ortho)	300-600	700-1250

334	Social Medical Officer	300-700	700-1250
335	D.P.E.	300-600	700-1250
336	P. A. to M. S.	500-900	700-1250
337	P. A. for G. Body	350-850	700-1250
338	Dietician	300-700	700-1400
339	Librarian	300-600	600-1100 700-1400 (If M. A. with Diploma Degree Library Science)
340	Dental Surgeon	350-900	800-1600
341	Assistant Accounts Officer	350-900	800-1600
342	Asstt. Security Officer	350-900	800-1600
343	Physic-therapist	350-900	800-1600
344	Health Educator (Hosp.)	400-650	750-1450
345	Health Educator-cum-Publicity Officer	350-800 300-500	750-1450 600-1100
346	Chief Store Officer	400-1100	800-1600
347	Demonstrator in Dentistry	400-800	750-1450
348	Asstt. Admn. Officer	500-900	800-1600
349	Medical. Record Officer	350-900	800-1600
350	Dispensary Sudpt.	300-500	600-1100
351	Speech Therapist (ENT/Orth)	300-600 350-900	700-1250 800-1600
352	Head Occupational Therapist	350-900	800-1600
353	Occupational Therapist	350-900	800-1600
354	Prosthetic	350-900	800-1600
355	Orthotist	350-900	800-1600
356	Orthotist-cum-Optometrist	350-900 140-300 300-600	800-1100 420-700 700-1250
357	Nursing Supdt.	250-550	700-1400
358	Principal Tutor	250-450	700-1200
359	Biostatistician	350-800	750-1450
360	Statistician (SPM)	350-900	800-1600
361	Chemist	250-450 300-700	700-1400
362	Physicist	400-1100 250-450	900-1700 700-1400
363	Biochemist	350-900	800-1600
364	Lecturer in Health Education and Family Planning	600-1200	900-1700
365	Lecturer In Pharmacy Department	400-950	800-1600
366	Jr. Lecturer in Pharmacy Department	300-700	700-1400
367	Psychiatric Social Worker/Jr.	350-800	800-1600

	Worker/Jr. Psychologist	500-900	
368	Pharmacist in Pharmacology	350-900	800-1600
369	Child Psychiatrist	350-900	800-1600
370	Clinical Psychologist	350-800 400-1100	800-1600
371	Asstt. Blood Transfusion Officer Epiclomologist Medical Officer Health Sl. Cl. Health Officer (SPM) Women Asstt. Surgeon (SPM) Resident Pathologist Dy. Medical Supdt. (Class II) Jr. Ophthalmic. Surgeon	400-1100 NPA 33⅓% and 50% NPA according to length of service subject to maximum of Rs. 600	900-1700+ 25% NPA
372	Public Health Engineer	400-1100	900-1700
373	Supdt.	400-650 350-550	1000-1500 700-1400
374	Warden Girls Hostel	700-1300	1000-1500
375	P. A. to D. P.	500-900	1000-1500
376	Asstt. Registrar	700-1300	1000-1800
377	Chief Pharmacist Cl. (Mfg. Pharmacist)	700-1250	1200-1860
378	Administrative Officer	700-1250+ 200/- S.P. (HCS)	As for HCS Officer
379	Security Officer	700-1300	1200-1860
380	Clinical Psychologist (Senior)	400-1100	900-1700
381	Dy. Medical Supdt (Class-I) Blood Transfusion Officer (Class-I) Sr. Ophthalmic Surgeon (Class-I)	850-1300 + NPA 50% maximum Rs. 600 p.m.	1200-1,860 (TS) + Rs. 600 NPA subject to a ceiling of Rs. 2400. 1700-2150, (SG for 20% posts after 13 years of service to HCMS-II and I) plus Rs. 600 NPA Subject to a ceiling of Rs. 2450/-
382	Financial Advisor	900-1500	1400-2000
383	Supdt. Boys Hostel	50/- S.P. plus rent free accommodation	100/- S.P. plus rent free accommodation
384	Supdt. Interns Hostel	75/- S.P. p.m.	Rs. 150 S.P. p.m.
385	Warden Boys Hostel	100/- Spl. Pay p.m.	Rs. 200 Spl. Pay p.m.
386	Warden Girls Hostel	Rs. 100/- Spl. Pay p.m.	Rs. 200 Spl. Pay p.m.
387	Asstt. Supdt. Boys Hostel	Single room rent free accommodation	50 spl. pay p.m. plus Single room rent free accommodation
388	Lecturer in English (for Pharmacy Class)	Rs. 10 per lecture	Rs. 25 per lecturer

		(Rs. 100 per month)	(with a maximum of Rs. 500 p.m.)
389	Demonstrator (Non-Medical)	400-1100	900-1700
390	Head of Pharmacy	1100-1600 1600-1800 (after 5 years service)	1700-2,300 2000-2,500 (as personal to the present incumbent Sh. Chowdhry.
391	Registrar Demonstrator Refractionist	400-1100 + 33⅓% NPA	As for HCMS Class-I in Health Department
392	Professor	2000-2150 +600 N.P.A.	2000-2400 +600/- N.P.A.
393	Teacher/Lecturer, Reader, Associate Professor	600-1400 (T.S.) 1600/- fixed (S.G. for 10%) + N.P.A. @ 33⅓% upto Rs. 760 & @ 50% from 800 & above, subject to a maximum of Rs. 600/-	1000-1800 + N.P.A. @ 25% upto Rs. 1300 33⅓% from 1350 & above 1800/- fixed (S.G. for 20%, posts) + N.P.A. @ 33⅓%
394	Medical Superintendent	2,750 + Rent free accommodation	2,750+ Rent free accommodation
395	Director-Principal	3,000 fixed + Rent free accommodation	3,000/- fixed + Rent free accommodation

(v) under the department of Vidhan Sabha.—

(i) against serial number 7, under column 4, for the existing entry, the following entry shall be substituted, namely :-

“400-600 + 20 S.P.”;

(ii) for serial numbers 13, 14, 15, 16, 17, 18, 19 and 20 and entries there against, the following serial numbers and entries there against shall be substituted, namely :-

“13.	Gestetnor, Operator	100-160	400-660+20 S.P.
14.	Telephone Attendant	100-160	400-660+20 S.P.
15.	Watch and Ward Assistant	100-160	400-660
16.	Bill Messenger	110-200+15 S.P.	400-660+30 S.P.
17.	Copy Holder	110-225	400-660
18.	Telephone Operator	110-225	400-660
19.	Store Keeper	110-225	400-660
20.	Clerk	110-225	400-660 (T.S.) 480-760 (S.G. for 20% posts)”;

(iii) against serial number 29, under column 4, for the existing entry, the following entry shall be substituted, namely :-

“525-1050 + 40 S.P.”;

(iv) against serial number 30, under column 4, for the existing entry, the following entry shall be substituted, namely :-

"525-1050 [with a start of Rs. 585 (TS)]

700-1250 (S.G. for 20% posts)";

- (v) against serial number 31, under column 4, for the existing entry, the following entry shall be substituted, namely :-

"525-1050 [with a start of Rs. 585 (TS)]

700-1250 (S.G. for 20% posts)";

- (vi) against serial number 38, under column 4, for the existing entry, the following entry shall be substituted, namely :-

"700-1250 (T.S.) + 75 S.P. (in lieu of higher time scale)

750-1450 (S.G. for 20% posts + 75 S.P. (in lieu of higher time scale));

- (vii) against serial number 41, under column 4, for the existing entry, the following entry shall be substituted, namely :-

"700-1250 (T.S.) + 75 S.P. (in lieu of higher time scale)

750-1450 (S.G. for 20% posts) +75/- S.P. (in lieu of higher time scale));

- (viii) against serial number 43, under column 4, for the existing entry, the following entry shall be substituted, namely :-

"1000-1500 (T.S.) + 100 S.P.

1600/- fixed (S.G. for 20% posts)+100 S.P.";

- (ix) against serial number 44, under column 4, for the existing entry, the following entry shall be substituted, namely :-

"1000-1500 (T.S.) + 100 S.P.

1600 fixed (S.G. for 20% posts)+100 S.P.";

- (x) against serial number 48, under column 4, for the existing entry, the following entry shall be substituted, namely :-

"1400-1860 (T.S.) + 200 S.P.

1800-2000 (S.G. for 20% posts)+200 S.P";

- (xi) after serial number 50, the following serial numbers and entries, there against shall be inserted, namely :-

"51.	Driver	110-180	420-700 (T.S.)+100 S.P. 525-900 (S.G for 20% posts)+100 S.P.
52.	Assistant Librarian	125-300	420-700
53.	Senior Personal Assistant	350-800+40/- S.P.	750-1450+75 S.P.

T. K. BANERJI,
Secretary to Government, Haryana,
Finance Department.

These instructions have become obsolete.

Copy of letter **No. 1/3/82-1B&C Dated, Chandigarh, the 13th August, 1982**, from the Commissioner & Secretary to Govt. Haryana, Finance Department, to all the Heads of Departments & others in Haryana State

Subject : Preparation of Budget Estimates for the year 1983-84 – Instructions regarding.

Sir,

I am directed to invite your attention to the detailed instructions issued with the Finance Departments letter No. 1/3/82-1B&C dated the 12th July, 1982 on the subject cited above and to say that the departments while sending budget returns to the Finance Department generally do not give subhead wise and detailed head wise details in respect of receipt and expenditure, as a result of which it becomes increasingly difficult for the Finance Department to scrutinize the proposals properly and thoroughly. Besides, from the point of view of making the estimates of annual expenditure/receipt more realistic and to enable the audit to prepare the Finance Accounts depicting therein subhead wise detailed expenditure and accrual of receipts the need of giving information likewise cannot be gainsaid. For the facts stated above, I am to request you to ensure that while sending your budget returns to Finance Department minor/subhead wise detailed head wise details are furnished and if your budget proposals are not sent with these details, those will not be accepted in the Finance Department.

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

No. 11/5(13)-1FR-II-82

From

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

To

All Head of Departments,
Commissioner, Ambala/Hisar Division,
All Deputy Commissioners and
Sub Divisional Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 16th August, 1982

Subject : Cash payment in lieu of un-utilised earned leave on the date of retirement - revision of the method of calculation of cash payment.

Sir,

I am directed to invite a reference to Finance Department letter No. 11/5/78-1FR-II, dt. 13.2.1978 as modified from time to time on the above subject, according to which cash equivalent of leave salary in respect of the earned leave at their credit at the time of retirement, subject to the maximum of 180 days earned leave is payable to Govt. employees in case of retirements on superannuation and voluntary/ premature retirements. It has been brought to the notice of Govt. that no uniform formula for calculating such cash equivalent has been adopted by the various departments. After careful consideration it has been decided that cash payment for unutilised earned leave shall henceforth be made in the manner indicated below :-

Cash payment =	Pay +D.A. admissible on <u>date of retirement</u> 30	x	Number of Unutilised days of earned leave at credit subject to a maximum of 180 days.
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This may please be brought to the notice of all concerned. The receipt of this communication may also please be acknowledged..

Yours faithfully,

Sd/-

(R.S. Kailey)

Joint Secretary Finance (W)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 11/5(13)-1FR-II

Dated, Chandigarh, the 16-8-82

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

Sd/-

(R.S. Kailey)

Joint Secretary Finance (W)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 11/5(13)-1FR-II

Dated, Chandigarh, the 16-8-82

A copy is forwarded to the Treasury Officer/Assistant Treasury Officers in Haryana State for information and necessary action.

Sd/-
(R.S. Kailey)
Joint Secretary Finance (W)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

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

Sd/-
(R.S. Kailey)
Joint Secretary Finance (W)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 11/5(13)-1FR-II

Dated, Chandigarh, the 16-8-82

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

Sd/-
(R.S. Kailey)
Joint Secretary Finance (W)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 11/5(13)-1FR-II

Dated, Chandigarh, the 16-8-82.

***These instructions have been revised vide
No. 2/184/85-WM(1), Dated 27.01.1986***

No. 2/8/81-WM(I)

From

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

To

All Head of Departments,
Commissioners, Ambala and Hisar Divisions,
and All Deputy Commissioners in Haryana,
The Registrar, Punjab and Haryana
High Court, Chandigarh,
All Distt. & Session Judges in Haryana.

Dated, Chandigarh, the 18th August, 1982

Subject : Grant of loan for the extension of a house.

Sir,

I am directed to refer to Haryana Govt. circular letter No. 2/8/81-WM(I), dated 15th December, 1981, on the above subject and to say that the matter regarding grant of loan for the extension of houses has been reconsidered and it has now been decided that additional house building advance for the extension of a single house may be allowed to the employees after five years from the date of drawal of the last instalment of the first house building advance.

2. All other instructions with terms and conditions issued on the subject from time to time remain unchanged.
3. Kindly acknowledge receipt.

Yours faithfully,

Sd/-

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

No. 2/8/81-WM(1)

Dated, Chandigarh, the 18-8-82

A copy with a spare copy is forwarded to the Accountant General Haryana Chandigarh for information.

Sd/-

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

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

Financial Commissioner, Revenue, Haryana and
All Administrative Secretaries to Govt., Haryana.

Sd/-

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

To

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

U.O. No. 2/8/81-WM(1)

Dated, Chandigarh the 18-8-82

A copy each is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Deputy Chief Minister/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 Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 2/8/81-WM(1)

Dated, Chandigarh the 18-8-82

***These instructions have been Revised vide
No. 2/7/81 -WM(1), Dated 04.01990.***

No. 2/121/81-WM(1)

From

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

To

All Heads of Department,
Commissioners Ambala & Hisar Divisions,
All Deputy Commissioners in Haryana,
The Registrar, Punjab and Haryana High Court at Chandigarh.
All Distt. & Session Judges in Haryana.

Dated, Chandigarh, the 18th August, 1982

Subject : Grant of House Building Advance to Govt. employees.

Sir,

In supersession of para 3 of Finance Department letter No. 2/121/81-WM(I), dated the 18th December, 1981, on the above subject, I am to say that it has been decided that for the purchase of plot, loan equal to 60 per cent of the admissible amount of House Building Advance with a maximum of Rs. 55,000 or actual price of the plot, whichever is less may be granted to the Govt. employees.

2. All other terms and conditions laid down by the Finance Department on the subject remain unchanged. Kindly acknowledge receipt.

Yours faithfully,

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 2/121/81-WM(1)

Dated, Chandigarh, the 18-8-1982

A copy, with a spare copy, is forwarded to the Accountant General, Haryana, Chandigarh, for information.

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded for information and necessary action :-
Financial Commissioners Revenue, Haryana and

All Administrative Secretaries to Govt., Haryana.

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 2/121/81-WM(1)

Dated, Chandigarh, the 18-8-1982

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

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 2/121/81-WM(1)

Dated, Chandigarh, the 18-8-1982

***These instructions have been Revised vide
No. 2/1/93-WM(1), Dated 23.08.1993.***

No. 2/80/80-WM(I)

From

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

To

All Head of Departments,
Commissioners, Ambala and Hisar Divisions,
All Deputy Commissioners in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh and
All Distt. & Session Judges in Haryana.

Dated, Chandigarh, the 18th August, 1982

Subject : Misutilisation of House Building Advance by Govt. employees – rate of penal interest.

Sir,

I am directed to refer to para 3 of Finance Department circular No. 2/80/80-WM(I), dated the 1st January, 1981, on the above subject and to say that in order to curb tendency of misutilisation of House Building Advance, it has been decided that where the loan has been utilized for a purpose other than the purpose for which it is granted, the penal interest at the rate of 4 per cent per annum over and above normal rate of interest be charged from the date of drawal of the loan till the principal has been recovered and such an employee shall be debarred from all kinds of loans from Government in future. The instructions issued vide Finance Department letter No. 4262-WM(I)-73/33307, dated 27th August, 1973 as mentioned in para 49(ii) of the consolidated instructions regarding House Building Advance issued by the Finance Department after the formation of Haryana state, will stand modified.

2. These instructions may please be brought to the notice of all officers/officials working in your department.
3. Kindly acknowledge the receipt.

Yours faithfully,

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 2/80/80-WM(1)

Dated, Chandigarh, the 18-8-1982

A copy with a spare copy is forwarded to the Accountant General Haryana

Chandigarh for information.

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

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

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

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 2/80/80-WM(1)

Dated, Chandigarh the 18-8-1982

A copy each is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Deputy Chief Minister/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 Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 2/80/80-WM(1)

Dated, Chandigarh the 18-8-1982

No. 34/4/82-WM(3)

From

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

To

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

Dated, Chandigarh, the 6th September, 1982

Subject : Rate of interest on deposits in the Provident Fund and other similar funds for the financial year 1982-83.

Sir,

In continuation of Haryana Govt. letter No. 34/5/78-6WM, dated the 6th August, 1981, on the subject noted above, I am directed to say that it has been decided to fix that rate of interest 9% (Nine percent) per annum on deposits and also on the balances at the credit of the subscribers to the General Provident Fund and other similar funds on the 31st March, 1982, administered by the Haryana Govt. This rate of interest will remain in force during the financial year beginning from 1st April, 1982.

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

Yours faithfully,

Sd/-

(C. L. Bhaskar)

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

No. 34/4/82-WM(3),

Dated, Chandigarh, the 6-9-1982

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information in continuation of Finance Department endorsement No. 34/5/78-WM(3), dated the 6th August, 1981.

Sd/-

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

A copy is forwarded to :-

- (i) The Financial Commissioners, Revenue, Haryana.
- (ii) All Administrative Secretaries to Govt. Haryana, for information in continuation of Finance Department U.O. No. 34/5/78-WM(3), dated the 6th August, 1981.

Sd/-

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

To

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

U.O. No. 34/4/82-WM(3),

Dated, Chandigarh, the 6-9-1982

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

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 34/4/82-WM(3),

Dated, Chandigarh, the 6-9-1982.

***These instructions have been revised vide
No. 11/50/88-1FR-II, Dated 30.01.1990.***

No. 11/5(5)-81-1FR-II

From

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

To

All Head of Departments,
Commissioner, Ambala/Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court.

Dated, Chandigarh, the 9th September, 1982

**Subject : Grant of lumpsum benefit of leave salary to Haryana Govt. employees
invalided from service.**

Sir,

I am directed to invite a reference to this Department, letter No. 11/5(5)-81-1FR-II dt. 25.9.81 on the subject noted above according to which no deduction on account of pension, pension equivalent of other retirement benefits and relief on pension may be made from the lumpsum leave salary payable for earned leave component only of employees invalided from service. This, however, does not apply to the leave salary to be paid on account of half pay leave component, where so prescribed, from which such deductions are to be made.

2. Some instances have come to notice of this department where the leave salary on account of half pay leave, granted under the above mentioned letter fell short of pension and other retirement benefits, thus leaving a minus balance and prompting the competent authorities to effect recoveries from the Govt. employees who applied for the grant of earned leave as well as half pay leave under the above mentioned letter.

3. Since, this recovery causes undue financial hardship in cases where the Govt. employees apply for half pay leave also, the matter has been considered by the Govt. and it is clarified that in all cases where the pension and other retirement benefits are more than the leave salary admissible for half pay leave, granted in accordance with the letter quoted above, the deduction to be made on account of pension, pension equivalent of other retirement benefits and relief on pension, may be limited in the case of employees invalidated from service to the leave salary admissible for half pay leave, and no recoveries in respect of this differential need be made from the concerned employees from the lump sum payment of leave salary granted on account of earned leave standing at their credit on the date of their quitting service. In other words, in such cases neither any cash payment will be made on account of leave on half pay sanctioned as terminal leave under the above cited Office letter nor any recoveries made.

4. Necessary amendments to the Punjab Civil Services Rules Volume I, Part I will be issued in due course.

Yours faithfully,

Sd/-

(R.S. Kailey)

Joint Secretary, Finance (W)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 11/5(5)-81-2FR-II

Dated, Chandigarh, the 9.9.1982

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

Sd/-
(R.S. Kailey)
Joint Secretary, Finance (W)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 11/5(5)-81-2FR-II

Dated, Chandigarh, the 9.9.1982

A copy is forwarded to the Treasury Officer/Assistant Treasury Officers in Haryana State for information and necessary action.

Sd/-
(R.P. Kapur)
Under Secretary, Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner, Haryana,
All Administrative Secretaries to Government, Haryana, for information and
necessary action.

Sd/-
(R.P. Kapur)
Under Secretary, Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 11/5(5)-81-2FR-II

Dated, Chandigarh, the 9.9.1982

No. 1/54/2PR(FD)-82

From

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

To

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

Dated, Chandigarh, the 10th September, 1982

Subject : Revision of pay scales.

Sir,

I am directed to invite a reference to Haryana Government Notification G.S.R.80/Const./Art.-309/80, dated the 29th February, 1980 and G.S.R./80/Const./Art.309/Adm.(1)80, dated the 21st July, 1980 with which the pay scales of State Government Employees were revised with effect from 01.04.1979 and also to Finance Department circular letter No. 1/211/2PR(FD)-80, dated 3rd July, 1981 and of even No. dated the 6th October, 1981 and 15th January, 1982 and letter No. 1/54/2PR(FD)-82, dated 30-3-82 with which the pay scales of some categories of employees were revised/further revised with effect from 01.04.1979/01.02.1981. The question of revision/further revision of pay scales of some other categories of employees has been under consideration of the State Government. It has been decided to revise/further revise the pay scales as detailed in the Annexure. Finance Department letter dated 3-7-81, 6-10-81, 15-1-82 and 30-3-82 stand modified to the extent of pay scales shown in the Annexure.

2. The pay of employees whose pay scales have been revised with effect from 01.04.1979 will be fixed in accordance with Rule 6 of Haryana Civil Services (Revised Scales of Pay) Rules, 1980, whereas the pay of the employees whose pay scales have been further revised with effect from 01.02.1981/date of issue of orders will be fixed in accordance with the normal rules laid down in Punjab Civil Services Rules, Vol. I, Part-I.

3. Necessary amendment in the Notification already issued in respect of the pay scales revised with effect from 01.04.1979 will be issued in due course.

Yours faithfully,

Sd/-

(R.S. Kailey)

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

No. 1/54/2PR(FD)-82,

Dated, Chandigarh, the 10th September, 1982

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

Sd/-

(R.S. Kailey)

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

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

Sd/-
(Ram Parkash Kapur)
Under Secretary, Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O.No. 1/54/2PR(FD)-82,

Dated, Chandigarh, the 10th September, 1982

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secy./Parliamentary Secretary, for information of the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary and Parliamentary Secretary.

Sd/-
(Ram Parkash Kapur)
Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O.No. 1/54/2PR(FD)-82,

Dated, Chandigarh, the 10th September, 1982.

ANNEXURE

Name of the Department	Name of the post	Pre-revised pay scale	Revised scale w.e.f. 01.04.1979	Revised/ further revised scale of pay	Date of effect
1	2	3	4	5	6
Civil Sectt.	Superintendent (Cash)	500-900	1000-1500 + Rs. 100/- spl. pay	1000-1500 + Rs. 150/- Spl. Pay	Date of issue of orders.
Civil Sectt./ F.C.'s Office	1. Under Secretary/ Secretary to Minister	900-1250 (T.S.) + Rs. 200 S.P. 1300-1500 (SG) + Rs. 200/- S.P.	1400-1860 (TS) + Rs. 200/- S.P. 1800-2000 (SG) + Rs. 200/- SP.	1400-1860 (TS) + Rs. 200/-S.P. Rs. 2000/-(fixed) (S.G.) +Rs. 200 Spl. Pay	-do-
	2. Dy. Secretary Sr. Secretary to Minister	-	1760-2300 + Rs. 200/- Spl. Pay (from the date of creation of the post).	2000-2400+ Rs. 200/- Spl. Pay	-do-
Public Service Commission	Committee Room Attendant	75-105	350-500	400-600	01.02.1981
Animal Husbandry	(1) Asstt. Director/ other equivalent posts and S.D.O. (A.H.)	400-1100	1000-1800	940-2000	01.02.1981
	(2) Dy. Director & other allied posts in H.V.S. Class-I such as:- (i) Poultry Development Officer (ii) Credit & Planning Officer (iii) Epidemiologist. (iv) Sector Superintendent (v) Asstt. Supdt. Stock & Research. (vi) Superintendent Govt. Livestock Farm. (vii) Farm Supdt. (Progeny)	600-1300	1200-1860	1400-2100	01.02.1981
Health	1. Dispensary Supdt. Medical College, Rohtak.	300-500	600-1100	700-1250	01.02.1981
	2. Asstt. Medical Officer	350-600 + 33⅓% N.P.A.		700-1400 + 25% N.P.A	01.04.1979
	3. Bio-Statistician of Medical College, Rohtak.	350-800	750-1450	750-1450 + Rs. 50/- Spl. Pay.	01.02.1981
	4. Dietician (posted at State Headquarter)	350-830	700-1400	700-1400 + Rs. 50/- Spl. Pay	01.02.1981

Name of the Department	Name of the post	Pre-revised pay scale	Revised scale w.e.f. 01.04.1979	Revised/ further revised scale of pay	Date of effect
Industries	Skilled Workers in the Community Project	80-120	300-430	350-500	01.02.1981
Agriculture	1. Blaster	160-400	400-660	480-760	01.04.1979
	2. Well Supervisor	200-450	525-1050	600-1100	01.02.1982
Public Relations Development	Film Producer	1100-1500	1400-2000	1700-2150	01.02.1981
	O.S.D. (T)	700-1300	-	900-1700	23.08.1979 (date of creation of the post without any subsequent revision from 01.02.1981)
P.W.D. (All Branches)	Sub Divisional Clerk	110-225 + Rs. 20/- S.P.	400-660 + Rs. 25/- S.P.	400-660 (TS) + Rs. 25/- S.P. 480-760 (S.G.) + Rs. 25/- S.P.	01.04.1979
Public Health	(1) Store Attendant	70-95		300-430	01.04.1979
	(2) Mason Grade-I	170-300		480-760	
	(3) Mason Grade-II	130-250		400-660	
	(4) Painter Grade-I	140-300		480-760	
	(5) Painter Grade-II	130-250		400-660	
	(6) Carpenter Grade-I	170-300		480-760	
	(7) Carpenter Grade-II	130-250		400-660	
	(8) Electrician Grade-II	100-160		350-500 400-600	01.04.1979 01.02.1981
	(9) Patwari	110-225		400-660 (TS) 480-760 (SG)	01.04.1979
	(10) Foreman Heavy Duty Plant Overhaul, Asstt. Foreman Special.	250-500		526-1050 600-1100	01.04.1979 01.02.1981
	(11) Work Supervisor	100-160		350-500 400-600	01.04.1979 01.02.1981
	(12) Gas Plant Driver	100-160		350-500 400-600	01.04.1979 01.02.1981
	(13) Turner	100-160		350-500 400-600	01.04.1979 01.02.1981
	(14) Laboratory Asstt	110-225		400-660	01.04.1979
	(15) Head Mali	75-95		300-430	01.04.1979
	(16) Civil Helper	90-120		300-430	01.04.1979
	(17) Material Mistry	80-120		300-430	01.04.1979

Name of the Department	Name of the post	Pre-revised pay scale	Revised scale w.e.f. 01.04.1979	Revised/ further revised scale of pay	Date of effect
	(18) Meter Reader	110-225		400-660	01.04.1979
	(19) Compressor Drive	110-180		400-600	01.04.1979
	(20) Water Works Superintendent Grade-I (for plants of capacity higher than 2 m.g.d.)	300-500		525-1050 600-1100	01.04.1979 01.02.1981
	(21) Water Works Superintendent Grade-II (for Plants of capacity 0.5 mgd. to 2 mgd and for plants having gravity fitters upto 2mgd.)	250-500		525-1050 600-1100	01.04.1979 01.02.1981
	(22) Water Works Supdt. Grade-II (for Plants of capacity smaller than 0.5 mgd.)	140-300		480-760	01.04.1979
	(23) Strata Observer	100-160		350-500 400-600	01.04.1979 01.02.1981
	(24) Jack Hammer-Driller	100-160		350-500 400-600	01.04.1979 01.02.1981
	(25) Air Conditioning Supervisor	120-250		400-660	01.04.1979
	(26) Bill Clerk	110-225		400-660	
	(27) Filter Attendant	70-95		300-430	
	(28) Tool Operator Mechanic	110-220		400-660	
	(29) Tubewell Driller	200-450		525-1050	
	(30) Air Conditioning Operator Gr.-I	120-250		400-660	
	(31) Air Conditioning Operator Grade-II	100-160		350-500 400-600	01.04.1979 01.02.1981
	(32) Diesel Auto Motor Mech.	100-160		350-500 400-600	01.04.1979 01.02.1981
	(33) Air Conditioning Refrigerator-Chargeman	140-300		480-760	01.04.1979
	(34) Asstt. Foreman Heavy Plant Overhaul Electrical Heavy Plant	200-450		525-1050 600-1100	01.04.1979 01.02.1981
	(35) Shift Engineer Grade-I (Degree holder)	400-700		800-1600	01.04.1979

Name of the Department	Name of the post	Pre-revised pay scale	Revised scale w.e.f. 01.04.1979	Revised/ further revised scale of pay	Date of effect
	(36) Shift Engineer Grade-II Project Sectional Officer (Diploma Holder)	200-450		525-1050 600-1100	01.04.1979 01.02.1981
	(37) Supervisor (including Electrical)	100-160		350-500 400-600	01.04.1979 01.02.1981
	(38) Safety Supervisor	100-160		350-500 400-600	01.04.1979 01.02.1981
	(39) Superintendent Power Plant Superintendent Air Conditioning/ Refrigeration).	(i) 400-1100 (For degree holder) (ii) 350-900 (for others)		(i) 900-1700 940-2000 (for degree holders) (ii) 800-160 (for others)	01.04.1979 01.02.1981 01.04.1979
	(40) Asstt. Supdt. Air Conditioning/ Refrigeration	250-500		525-1050 600-1100	01.04.1979 01.02.1981
Ayurveda	Photographer	150-225	400-660	525-1050	01.02.1981
Economic & Statistical Organisation	(1) Research Officer Distt. Statistical Officer	350-800	750-1450	800-1600	01.02.1981
	(2) Junior Field Investigator.	130-225	400-660 (TS) 480-760 (SG)	400-660 (SG) plus Rs. 25/- spl. pay 480-760 (TS) plus Rs. 25/- Spl. Pay	
Education	(1) C&V Teacher (i.e. Hindi Teacher & Drawing Teacher)	125-250 (85% with a start of Rs. 140/- 250-350 (15%))	480-760 + Rs. 25/- Spl. Pay for working Head Teacher in Primary School 525-900 (SG) +Rs. 25/- Spl. Pay for working as Head Teacher in Primary School.	480-760 (TS) with a minimum starting pay of Rs. 525/- + Rs. 25/- special pay for working as Head Teacher in Primary School. 525-900 (SG) + Rs. 25/- Spl. Pay for working as Head Teacher in Primary School.	01.04.1979
	(2) Sr. Lecture Asstt.	110-225	400-660+ Rs. 25/- Spl. Pay in lieu of higher time-scale.	400-660 (TS) + Rs. 25/- Spl. Pay in lieu of higher time-scale. 480-760 (SG) + Rs. 25/- Spl. Pay in lieu of higher time-scale.	01.04.1979 01.02.1981
Rehabilitation	Settlement Officer (Sales) and Additional Settlement Officer (Sales)	HCS scale + RS. 200/- as Spl. Pay (present incumbent in Supdt. Scale	(i) HCS Scale + Rs. 200/- as Spl. Pay (if HCS) (ii) 800-1600 plus Rs. 200/- Spl. Pay (if Non-HCS)	900-1700 + Rs. 200/- Spl. Pay (if Non-HCS)	01.02.1981

Name of the Department	Name of the post	Pre-revised pay scale	Revised scale w.e.f. 01.04.1979	Revised/ further revised scale of pay	Date of effect
		plus Rs. 200/- as Spl. Pay			
Co-operation	(1) Inspector (Audit)	160-400 (TS) 350-450 (SG)	480-760 (TS) 525-900 (SG)	600-1100 plus Rs. 30/- Spl. Pay	01.02.1981
	(2) Sr. Auditor (Non SAS)	225-500	525-1050	600-1100 plus Rs. 50/- Spl. Pay	01.02.1981

Note. SG. wherever appearing under revised/further revised scales of pay is for 20% posts.

Excise and Taxation	Inspector	<u>Distillery</u> Rs. 50/- to Distillery Incharge & Rs. 30/- to other Excise Inspectors <u>Brewery</u> Rs. 50/- to Brewery Incharge Excise Inspector & Rs. 30/- to other Excise Inspectors	(1) Rs. 50/- per month for those posted in Distilleries or at Barriers (2) Excise Inspector Intelligence Bureau (H.Q.) Rs. 50/- per month	Inspectors in: (i) Sugar Mills (ii) Breweries (iii) Chemical works	Rs. 30/- Rs. 50/-	01.04.79 From the date of issue of orders
		<u>Chemical Works</u> Rs. 30/-		Inspector in charge of Breweries	Rs. 50/-	01.04.79
		<u>Excise Intelligence Bureau(H.Q.)</u> Rs. 50/-				

***These instructions have again been clarified vide
No. 2/25/2009-1Pension, Dt. 03.06.2009.***

No. 1/4(22)-82-2FR-II

From

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

To

The Accountant General, Haryana,
Chandigarh.

Dated, Chandigarh, the 10th September, 1982

Subject : Fixation of Pension of Sh. Balwant Singh, holder of P.P.O. No. 7008/HR.

Sir,

I am directed to invite a reference to the correspondence resting with your letter No. Pen.1(R)/Genl-15/82-83/2501, dated 2nd July, 1982, on the above subject and to say that the point raised by you as to whether the military pension is to be taken into consideration for fixing the minimum civil pension of Rs. 150/- as per Finance Department circular letter No. 11/1PR(FD)-81, dated 19-3-81, has been considered. After careful consideration it has been decided that the military pension is not to be taken into account while fixing the minimum civil pension of Rs. 150/- p.m. of a military pensioner.

Yours faithfully,

Sd/-
(R.P. Kapur)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/4(22)-82-2FR-II

Dated 10-9-1982

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

Sd/-
(R.P. Kapur)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

These instructions have been Modified partly and rates revised vide No. 5/4(2)-82-1FR-II, Dated 29.10.1982 and No. 5/4(2)-82-1FR-II, Dated 1.3.1985.

No. 5/4(2)-82-1FR-II

From

The Commissioner & Secretary to Government,
Finance Department.

To

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

Dated, Chandigarh, the 10th September, 1982

Subject : Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped employees of Haryana Govt.

Sir,

I am directed to refer to the subject noted above and to say that the question of granting some assistance to blind and orthopaedically handicapped employees with disability of lower extremities, who generally require physical assistance for going to and coming from the place of their duty, has been under the consideration of the Government for some time past. The Governor of Haryana is now pleased to decide that such of the Haryana Govt. employees who are borne on regular establishments (Including work charged staff), and are blind or are orthopaedically handicapped with disability of lower extremities, shall be granted a conveyance allowance @ 10% of basic pay subject to a maximum of Rs. 50/- per month with effect from 1st January, 1981 subject to the following conditions :-

- (i) An orthopaedically handicapped employee will be eligible for conveyance allowance only if he or she has a minimum 40% permanent partial disability of both the upper and lower extremity deformities.
- (ii) The conveyance allowance will be admissible to the orthopaedically handicapped employees on the recommendation of Head of Orthopaedics department of a Govt. Civil Hospital.
- (iii) In the case of blind employees, the allowance will be admissible on the recommendation of Head of Ophthalmological Department of a Government Civil Hospital.
- (iv) The allowance will not be admissible during leave (except casual leave) joining time or suspension.

The Governor of Haryana is also pleased to authorise all Heads of Departments to sanction conveyance allowance in the terms of these orders. The Government employees concerned shall thus apply for the grant of conveyance allowance to the Heads of Departments.

It shall be the responsibility of the Head of Department concerned to refer the cases of the concerned employees to the appropriate medical authorities for obtaining their recommendations for the grant of conveyance allowance.

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

Yours faithfully,
Sd/-
(R.S. KAILEY)
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/4(2)-82-1FR-II,

Dated, Chandigarh, the 10th September, 1982.

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

Sd/-
(R.S. KAILEY)
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

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

Sd/-
(RAM PARKASH KAPUR)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 5/4 (2)-82-1FR II,

Dated, Chandigarh, the 10th, September, 1982.

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

Sd/-
(R.P. Kapur)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 5/4(2)-82-1FR-II

Dated, Chandigarh, the 10th September, 1982.

<p><i>These instructions have become obsolete.</i></p>

No. 1/2(21)-81-2FR-II

From

The Commissioner & Secretary to Government,
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.

Dated, Chandigarh, the 17th September, 1982

Subject : Liberalisation of pensionary benefits on the recommendations of Pay Commission.

Sir,

I am directed to refer to the instructions contained in Finance Department circular letter No. 1/2(21)-81-2FRII, dated the 31st July, 1981 which lay down that the procedure contained in Appendix 1 of Punjab Civil Services Rules Vol. II is to be adopted for sanctioning the minimum family pension of Rs. 125/- p.m. to the widows/dependent children of Government employees who retired before 1964 when the family pension scheme was not in force or who did not opt for the Family Pension Scheme 1964. It has been brought to the notice of Government by the Accountant General, Haryana that the fulfillment of the requirements of the aforesaid appendix is not only difficult but superfluous also as in his opinion it would be sufficient to decide the cases of such deceased Government employees if the applications of the affected widows/dependant accompany particulars like the date of retirement, date of death and the particular of P.P.O/G.P.O the name of the treasury and descriptive role of the payee.

Accordingly the matter has been reconsidered in the Finance Department and it has been decided that with a view to simplify the procedure and to obviate any delay in the finalisation of family pension cases of such retirees the Pension Sanctioning Authorities should obtain the applications of the affected widows/dependent children containing therein the information referred to above and after recording a certificate about the correctness of the facts stated there in and send the same the Accountant General, Haryana for speedily issuing the P.P.O.

The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

(R.S. Kailey)

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

No. 1/2(21)-81-2FR-II

Dated, Chandigarh, 17th September, 1982.

A copy is forwarded to Treasury Office/Assistant Treasury Officers in Haryana State for information and necessary action.

Sd/-
(R. P. Kapur)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

1. The Financial Commissioners, Haryana.
2. All Administrative Secretaries to Govt., Haryana for information and necessary action.

Sd/-
(R. P. Kapur)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 1/2(21)-81-2FR-II,

Dated, Chandigarh, the 17th September, 1982.

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

Sd/-
(R. P. Kapur)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 1/2(21)-81-2FR-II,

Dated, Chandigarh, the 17th September, 1982.

No. 5/7/81-1B&C

From

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

To

All Heads of Departments in Haryana,
The Commissioners Ambala & Hisar Divisions and
All the Deputy Commissioner in Haryana,
The Registrar Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 21st September, 1982.

Subject : Economy in expenditure in the case of staff cars.

Sir,

In continuation of the Finance Department letter of even number dated 6th May, 1982, I am directed to say that the relaxation allowed in the case of personal staff attached with the Ministers will only be applicable when they actually remain on tour alongwith the Ministers and not otherwise.

This may please be brought to the notice of all concerned for necessary action.

Yours faithfully,

Sd/-

Superintendent Budget and Committee,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/7/81-1B&C

Dated, Chandigarh, the 21st Sept., 1982.

A copy is forwarded to :-

1. Accountant General Haryana, Chandigarh.
2. All the T.O./A.T.O. in the State for information and necessary action.

Sd/-

Superintendent Budget and Committee,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the Principal Secretary to the Chief Minister, Deputy Principal Secretary to Chief Minister, Secretaries to Ministers, Private Secretaries to Ministers and Deputy Ministers, Chief, Parliamentary Secretary and Parliamentary Secretary for the information of state, Deputy Minister. All Ministers, Ministers of State, Deputy Ministers, Chief Parliamentary Secretary and Parliamentary Secretary.

Sd/-

Superintendent Budget and Committee,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 5/7/81-1B&C

Dated, Chandigarh, the 21st Sept., 1982.

A copy is forwarded to Secretary to I.P.M., Haryana, for information and necessary action with reference to his U.O. No. 1849-IPM-62 dated 26-8-1982.

Sd/-

Superintendent Budget and Committee,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

Secretary to I.P.M., Haryana.

U.O. No. 5/7/81-1B&C

Dated, Chandigarh, the 21st Sept., 1982.

These instructions have become obsolete.

No. 68/1/82/FD/Pension/SAP

From

The Commissioner & Secretary to Government,
Finance Department.

To

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

Dated, Chandigarh, the, 24th September, 1982

Subject : Expeditious disposal of pension cases - Issue of 'No Demand Certificate'.

Sir,

It has been observed that the Pension Payment Orders and Gratuity-Payment Orders are primarily delayed for want of 'No Demand Certificate'. In order to eliminate delay in the procurement of 'No Demand Certificate' it has now been decided that 'No Demand Certificate' in respect of all officers/officials should be obtained in the first instance when they reach the age of 50 years. Thereafter second and final 'No Demand Certificate' should be obtained for the remaining period of eight years i.e. at the age of 58 years, as this procedure will facilitate early disposal of pension cases.

2. You are requested to take action accordingly in respect of all officers / officials who have reached or have crossed the age of 50 years immediately.

3. You are also requested to supply a copy of the latest Gradation List (corrected upto 1st October, 1982) in respect of all cadres of your department to the Finance Department (in Pension Branch) immediately.

Yours faithfully,

Sd/-

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

Copies are forwarded to the :-

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

Sd/-

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

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To

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

U.O. No. 68/1/82-/FD/Pension/SAP

Dated, Chandigarh, the 24th September, 1982.

No. 34/1/82-WM(3)

From

The Commissioner & Secretary to Government,
Finance Department.

To

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

Dated, Chandigarh, the 27th September, 1982

Subject : Rate of interest to be charged on marriage advance granted to Govt. servants during the financial year 1982-83.

Sir,

In continuation of Haryana Govt. letter No. 34/11/80-6WM(Marriage), dated the 21st August, 1981, on the above subject, I am directed to inform you that the rate of interest to be charged on marriage advances granted to Govt. servants during the year 1982-83 will be 9% (Nine percent) per annum.

2. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

(C. L. Bhaskar)

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

No. 34/1/82-WM(3),

Dated, Chandigarh, the 27-9-1982

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action in continuation of Finance Department Endst. No. 34/11/80-80-WM(Marriage), dated, Chandigarh, the 21st August, 1981.

Sd/-

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

A copy is forwarded to :-

(i) The Financial Commissioners, Revenue, Haryana.

- (ii) All Administrative Secretaries to Govt., Haryana, for information and necessary action.

Sd/-

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

To

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

U.O. No. 34/1/82-WM(3),

Dated, Chandigarh, the 27-9-1982

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers in continuation of Finance Department U.O. No. 34/11/80-6WM(Marriage), dated the 21st August, 1981 for information of Chief Minister/Ministers/State Ministers.

Sd/-

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

To

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

U.O. No. 34/1/82-WM(3),

Dated, Chandigarh, the 27-9-1982.

These instructions have become obsolete.

No. 2272-2FICW-82

From

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

To

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

Dated, Chandigarh, the 29th September, 1982.

Subject : Grant of House Rent Allowance to Government employees who are entitled to rent free accommodation but have not been provided with such accommodation.

Sir,

I am directed to address you on the subject noted above and to state that a question as to the manner in which House Rent Allowance be paid to the State Government employees who are entitled to rent free accommodation but have not been provided with Government accommodation is under consideration of Government. Before any final decision is taken in the matter. I am, therefore, to request you to intimate the financial implication in case this category of employees is allowed House Rent Allowance @ 10% of their pay plus H.R.A. admissible to them according to their pay range and the place of posting. This information may kindly be supplied in respect of your department within a period of 15 days of receipt of this communication.

Yours faithfully,

Sd/-

Joint Secretary Finance (G),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/1(162)/82-1FR-I

From

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

To

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

Dated, Chandigarh, the 5th October, 1982

Subject : Verification of initial pay of Government employees fixed under Haryana Civil Services (Revised Scale of Pay) Rules, 1980.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 1/10/FD (PR)-80 dated the 28th March, 1980 on the subject noted above and to say that pay of Haryana Govt. employees in the revised scales of pay was to be fixed by the departmental authorities in accordance with the procedure laid down therein and the rules contained in Finance Department Notification No. G.S.R.20/Const./Art. 309/80, dated the 29th February, 1980. The initial pay of the Government employees fixed by the Departments will be verified by the audit parties of the A. G. Haryana. It is, therefore, requested that necessary record viz. Service books, option forms, pay fixation performa showing the pay fixed by the departmental authorities and other relevant records may be kept ready which may be made available to the audit parties at the time of their visits. The audit parties would be visiting only the District Headquarters besides offices located at Chandigarh and the verification by them would be done to a limited extent. The data in regard to total number of employees working in your Department may also be kept ready. It may also be ensured that the pay fixation proforma which are not checked by the Audit parties are reviewed in the light of observations made by the audit parties on the proforma checked by them and suitable remedial action is taken in the matter.

Yours faithfully,

Sd/-

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

आयुक्त एवं सचिव, हरियाणा सरकार, वित्त विभाग द्वारा हरियाणा सरकार के सभी विभागाध्यक्ष को लिखे पत्र क्रमांक 15/26/82-3ब.वक., दिनांक 7 अक्टूबर, 1982 (7th October, 1982) की प्रति।

विषय : लोक सेवा समिति की प्रकाशित विभिन्न रिपोर्टों में दी गई समिति की बकाया रिपोर्टों पर विचार।

मुझे निर्देश हुआ है कि मैं आपका ध्यान वित्त विभाग के पत्र क्रमांक 669-3ब.वक.-77/6546, दिनांक 10 मार्च, 1977 की ओर दिलाऊँ जिसमें कि लोक सेवा समिति की प्रकाशित विभिन्न रिपोर्टों में दिए गए समिति के बकाया पैरों के निपटान के सम्बन्ध में विस्तृत कार्य विधि दर्शाई हुई है, इस पत्र के अनुसार लोक लेखा समिति के बकाया पैरा के निपटान से सम्बन्धित त्रैमासिक प्रगति रिपोर्ट्स हर वर्ष 15 जनवरी, 15 अप्रैल, 15 जुलाई और 15 अक्टूबर को प्रशासकीय विभाग के माध्यम से वित्त विभाग को प्रेषित की जानी वांछनीय है, परन्तु देखने में यह आता है कि इस सम्बन्ध में प्रगति रिपोर्ट निश्चित समय के अनुसार वित्त विभाग को नहीं भेजी जाती। फलतः जिसके लोक सेवा समिति को बकाया पैरों के निपटान के सम्बन्ध में नवीनतम स्थिति से अवगत करवाने में बाधा अनुभव की जाती है, इसके अतिरिक्त विभागों से लोक लेखा समिति की विभिन्न रिपोर्ट्स के बकाया पैरों बारे जो त्रैमासिक प्रगति रिपोर्ट प्राप्त होती है उसमें कई बार एक विभाग के इलावा किसी दूसरे विभाग द्वारा भी कार्यवाही करनी अपेक्षित होती है, परन्तु यह अवलोकन किया गया है कि आमतौर पर नहीं वह विभाग केवल अपने से सम्बन्धित भाग बारे वस्तु स्थिति स्पष्ट करके यह वर्णन कर देते हैं कि विशेष हिस्से पर अन्य सम्बन्धित विभाग द्वारा कार्यवाही की जानी है। इस प्रकार से ऐसे पैरों में दर्शाई गई सूचना अधूरी रह जाती है तथा लिंक भी बना रह सकता है। ऐसी स्थिति में कमेटी जब कभी ऐसे पैरों पर विचार करती है तो उस समय उनके पास पूर्ण सूचना के अभाव के कारण उन्हें पैरा स्थगित करने हेतु विवश होना पड़ता है साथ में समिति को सम्बन्धित विभागों के बीच उचित समन्वय की कमी प्रत्यक्ष रूप से प्रदर्शित होती है और परिणामतः जिसके उन्हें कड़ी आलोचना का अवसर भी प्रदान होता है।

अतः मैं आपसे अनुरोध करूँगा कि भविष्य में लोक लेखा समिति के बकाया पैरों बारे जो प्रगति रिपोर्ट भेजी जाए यदि उसमें किसी अन्य विभाग से भी सूचना एकत्रित करनी हो उसी विभाग का ही यह उत्तरदायित्व होगा कि वह यथा कथित रिपोर्ट समेकित रूप में एकत्र करे जिस विभाग के विरुद्ध कथित पैरे लोक लेखा समिति की रिपोर्ट में दर्शाए गए हों। इसके इलावा कृपया यह भी सुनिश्चित करें कि त्रैमासिक प्रगति रिपोर्ट वित्त विभाग को प्रशासकीय विभाग के माध्यम से निश्चित तिथियों के अनुरूप पूर्ण तथ्यों सहित भेजी जाए।

कृपया इस पत्र की पावती भेजें।

No. 1/3(1)-81-2FR-II

From

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

To

The Accountant General, Haryana,
Chandigarh.

Dated, Chandigarh, the 8th October, 1982.

Subject : Regarding revision of pension.

Sir,

I am directed to invite a reference to your letter No. Pen.1(R)/Genl-26A/82-83/3338-39, dated the 16th August, 1982 on the above subject and to say that the point raised by you in pursuance of this department letter No. 1/3(5)-78-2FR-II dated 31-5-1982 whether the rounding off is to be calculated at every stage of installment or after arriving at the final total after calculating all the instalments has been considered and it is clarified that the rounding off is to be calculated on each installment. For example if the basic pension of a person is Rs. 413/-, the rounding off on this pension will be as under :

Date of effect	Percentage adhoc relief	Amount of adhoc relief calculated	Amount to be allowed after rounding off to the next rupee.
1-2-81	20%	82.60	83.00
1-4-81	22½%	92.90	93.00
1-6-81	25%	103.25	104.00
1-8-81	27½%	113.60	114.00
1-10-81	30%	123.90	124.00
1-11-81	32½%	134.25	135.00
1-1-82	35%	144.55	145.00

Yours faithfully,

Sd/-

(R.P KAPUR)

Under Secretary Finance (R)

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

IMMEDIATE**No. 34/1/82-2B&C**

From

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

To

All the Managing Directors/Chairmen of the Corporations/
Boards (List attached).

Dated, Chandigarh, the 8th October, 1982.

**Subject : Submission of Quarterly Progress Report on the recommendations/
observations on the various reports of the Committee on Public Undertakings.**

Sir,

I am directed to refer to the subject noted above and to say that quarterly progress reports on the recommendations/observations made on the various reports of the Committee on Public Undertakings are to be submitted by the Corporations/Boards to the above committee through the concerned Administration Secretaries regularly. It has been observed by the Committee that different attitude is being adopted by the Corporations/Boards in this matter. The committee have viewed this lapse on the part of the Corporations/Boards with grave concern and have expressed their dissatisfaction.

2. I am, therefore, to request you to ensure that in future progress reports are forwarded on the stipulated dates through the concerned Administration Secretaries to the Finance Department for onward transmission to the Haryana Vidhan Sabha (in the enclosed performa).

3. These instructions may please be brought to the notice of all the concerned officials under your control.

Yours faithfully,

Sd/-

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

Endst No. 34/1/82-2B&C

Dated, the 8th October, 1982.

A copy is forwarded to the Secretary, Haryana Vidhan Sabha, Chandigarh, for information.

Sd/-

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

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

Sd/-
Under Secretary, Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To
All the Administrative Secretaries to
Government, Haryana.

U.O. No. 34/1/82-2B&C

Dated, Chandigarh, the 8th October, 1982.

List of Various Boards in Haryana

1. Haryana State Electricity Board, Chandigarh.
2. Haryana State Agricultural Marketing Board, Chandigarh.
3. Housing Board, Haryana, Chandigarh.
4. Haryana Khadi and Village Industries Board, Chandigarh.
5. Rural Development Board, Haryana, Chandigarh.
6. Haryana Rajya Sainik Board, Chandigarh.
7. Haryana State Social Welfare Advisory Board, Chandigarh.
8. Haryana State Board for the Prevention and Control of Water Pollution, Chandigarh.
9. Board of School Education, Haryana, Bhiwani.
10. Haryana Urban Development Authority, Chandigarh.
11. Kurukshetra Development Road, Kurukshetra.

List of Government Corporations

1. Haryana Agro Industries Corporation, Chandigarh.
2. Haryana Dairy Development Corporation, Chandigarh.
3. Haryana Financial Corporation, Chandigarh.
4. Haryana Handloom and Handicraft Corporation, Chandigarh.
5. Haryana Harijan Kalyan Nigam, Chandigarh.
6. Haryana State Industrial Development Corporation, Chandigarh.
7. Haryana Land Reclamation and Development Corporation, Chandigarh.
8. Haryana State Minor Irrigation (Tubewells) Corporation, Chandigarh.
9. Haryana State Small Industries and Export Corporation, Chandigarh.
10. Haryana Seeds Development Corporation, Chandigarh.
11. Haryana Warehousing Corporation, Chandigarh.
12. Haryana Tourism Corporation, Chandigarh.
13. Haryana Backward Classes Kalyan Nigam, Chandigarh.
14. Haryana Economically Weaker Sections Corporation Limited, Chandigarh.
15. Haryana Electronics Development Corporation Limited, Chandigarh.
16. Haryana Breweries Limited, Murthal (Sonipat).
17. Haryana Concast Limited, Satrod (Hisar).
18. Haryana Matches Limited, Buria (Ambala).
19. Haryana Minerals Limited, Narnaul.
20. Haryana Tanneries Limited, Jind.
21. Haryana Television Limited, Faridabad.

ANNEXURE

QUARTERLY PROGRESS REPORT OF BOARDS/CORPORATIONS SHOWING ACTION TAKEN OR PROPOSED TO BE TAKEN IN THE IMPLEMENTATION OF THE RECOMMENDATION/OBSERVATION OF THE COMMITTEE ON PUBLIC UNDERTAKINGS FOR THE QUARTER ENDING _____

Sr. No.	Head of Account	Reference to page/para of the PAC/CPU Report	Recommendations/ observations of the PAC/CPU	Action taken/ proposed to be taken	Reasons for delay non-achievement of any progress since the submission of the previous Progress Report	Date when the final decision is likely to be taken
1	2	3	4	5	6	7

No. 4/1/82-3FR-II

From

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

To

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

Dated, Chandigarh, the 18th October, 1982.

Subject : Grant of Dearness Allowance to Haryana Government Employees.

Sir,

I am directed to invite a reference to Finance Department letter No. 4/1/82-3FR-II dated 9th April, 1982, on the subject noted above and to say that the State Government have considered the question of granting further relief to the employees consequent upon the increase in the average Consumer Price Index from 440 to 448. Accordingly, it has been decided to grant relief with effect from 1st April, 1982, at the rates given below on the revised scale of pay :

Pay Range	Rate of D.A. per mensem (inclusive of the previous installment granted vide letter No. 4/1/82-3FR-II dated 9-4-82)
upto Rs. 600/-	44% of pay subject to a maximum of Rs. 256/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/-.
Above Rs. 601/- to Rs. 1400/-	36% of pay subject to a minimum of Rs. 256/- and a maximum of Rs. 480/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/-.
Rs. 1401/- to 1430/-	Amount by which pay + D.A. does not exceed Rs. 1880/- plus Rs. 7/- on account of restoration of cut.
Rs. 1431 and above	The rates of Dearness Allowance as sanctioned in Para-1(d) of Finance Department letter No. 4/1/82-3FR-II, dated 9.4.82 shall remain unchanged.

Note-I. The amount of Dearness Allowance admissible now or in future on pay of Rs. 2400/- p.m. and above would be reduced by the amount of Additional Dearness Allowance (I&II) merged at the time of fixation of pay in the revised scale. However, if the amount of A.D.A. merged in the revised pay is more than or equal to amount of dearness allowance admissible, no dearness allowance would be paid.

Note-II. The term 'Pay' would include Basic Pay, personal Pay, Special Pay, Overseas Pay and Deputation Allowance, where admissible as defined in rule 2.44 (a)(i) of C.S.R. Vol. I, Part I.

Note-III. The payments on account of this Additional Dearness Allowance would be rounded off to the nearest 10 paise.

2. In case of employees who opt to continue in the unrevised scales of pay and the teaching personnel of Government Colleges who are in receipt of U.G.C. scales of pay, the amount classified as Dearness Pay as detailed below, will be treated as 'pay' for calculating of admissible dearness allowance :-

(a) Those who opt to continue in the unrevised scales of pay.

Dearness Allowance, Ad-hoc Relief and Additional Dearness Allowance (I & II) upto 12 monthly Consumer Price Index 320 (1960 base = 100) minus excess payment of Adhoc relief.

(b) In case of teaching personnel of Government Colleges who are in receipt of U.G.C. scales of pay.

Additional Dearness allowance (I&II) upto 12 monthly consumer Price Index 320 (1960 base=100) minus excess payment of Ad-hoc relief.

3. The general conditions for the payment of Dearness Allowance would continue to be the same as at present in force.

4. The amount of arrears on account of the above instalments of Dearness Allowance for the period from 1-4-82 to 30-9-82 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees whose have no such accounts, the amount of such arrears will be invested in the post Office Saving Certificates.

5. The above orders will not apply to :-

- (i) Work charged employees and those employees whose revised scales of pay have not been notified. In their case orders are being issued separately;
- (ii) Staff paid from contingencies;
- (iii) Casual labour;
- (iv) Staff employed as Daily wages and those working on piece-rate system and
- (v) Those employed on contract basis except where Dearness Allowance is admissible in terms of their contract.

Yours faithfully,

Sd/-

(R. S. Kailey)

Joint Secretary Finance(R)

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

No. 4/1/82-3FR-II

Dated, Chandigarh, the 18th October, 1982.

A copy is forwarded to Accountant General, Haryana, Chandigarh, for information in continuation of Haryana Government, Finance Department endorsement No. 4/1/82-3FR-II dated 9.4.82.

Sd/-

(R. S. Kailey)

Joint Secretary Finance(R)

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

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

Sd/-
(R. S. Kailey)
Joint Secretary Finance(R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 4/1/82-3FR-II

Dated, Chandigarh the 18th October, 1982.

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

Sd/-
(R. S. Kailey)
Joint Secretary Finance(R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 4/1/82-3FR-II,

Dated, Chandigarh, the 18th October, 1982.

No. 4/1/82-3FR-II

From

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

To

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

Dated, Chandigarh, the 18th October, 1982.

Subject : Grant of Additional Dearness Allowance to Haryana Government Employees.

Sir,

I am directed to invite a reference to Finance Department letter No. 4/1/82-3FR-II dated the 9th April, 1982, on the subject noted above and to say that the State Govt. have considered the question of granting further relief to the employees consequent upon the increase in the Average Consumer Price Index from 440 to 448. Accordingly, it has been decided to grant relief with effect from 1st April, 1982 at the rates given below on the un-revised scales of pay :

Range of emoluments	Rate of A.D.A. per mensem (inclusive of A.D.A. already granted vide letter No. 4/1/82-3FR-II, dated 9-4-82)
Upto Rs. 300/-	85.5% of emoluments subject to a minimum of Rs. 35/- plus 68% of emoluments and a maximum of Rs. 254/-
Above Rs. 300/- and upto Rs. 400/-	Rs. 62/- plus 64% of emoluments.
Above Rs. 400/- and upto Rs. 800/-	63.5% of emoluments subject to a minimum of 15.5% of emoluments plus Rs. 256/-
Above Rs. 800/- and upto Rs. 900/-	Rs. 100/- plus 51% of emoluments.
Above Rs. 900/- and upto Rs. 1000/-	Rs. 127/- plus 48% of emoluments
Above Rs. 1000/- and upto Rs. 1030/-	Amount by which emoluments do not exceed Rs. 1607/-
Rs. 1031 and above.	The rates of Additional Dearness Allowance as sanctioned in para-I(d) of Finance Department letter No. 4/1/82-3FR-II, dated 9-4-1982 shall remain un-changed.

2. The total A.D.A. "Old" and "New" on the emoluments above Rs. 2000/- will continue to be regulated as indicated in para I(d) of letter No. 4/1/82-3FR-II, dated 9.4.82.

Note-I. The payments on account of this Additional Dearness allowance will also be rounded off to the nearest 10 Paise.

Note-II. Emoluments mean emoluments as defined in para 2 of Haryana Government, Finance Department letter No. 1699-3FR-74/10392, dated the 20th March, 1974.

3. The amount of additional dearness allowance (Old) already sanctioned before 1.3.76 and also indicated in Finance Department letter No. 4/1/78-3FR-II, dated 19.12.79 and thereafter should be shown separately in the pay bill to facilitate calculations and working out of the marginal adjustments in the manner indicated in para 1 above. To distinguish these two elements of additional dearness allowance the words "Old" and "New" may be prefixed thereto.

4. These orders will be applicable to (i) the employees whose revised pay scales have not been notified; and (ii) work-charged employees but these will not be applicable to :-

- (a) Staff paid from contingencies
- (b) Casual labour ;
- (c) Staff employed on daily wages
- (d) Part time employees and those who have been working on piece-rate system; and
- (e) Employees on contract basis except where it is admissible in terms of their contract.

5. The amount of arrears on account of the above instalment of Dearness Allowance for the period from 1.4.82 to 30.9.82 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees who have no such accounts, the amount of such arrears will be invested in the Post Office Saving Certificates.

6. On fixation of pay in the revised scales of pay, the amount of Dearness Allowance admissible would be recalculated according to F. D. letter No. 4/1/82-3FR-II of even date and necessary adjustments made accordingly.

Yours faithfully,

Sd/-

(R.S. KAILEY)

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

No. 1/54/2PR(FD)-82

From

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

To

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

Dated, Chandigarh, the 20th October, 1982

Subject : Revision of pay scales.

Sir,

I am directed to invite, a reference to Haryana Government Notification G.S.R./80/Const./Art.-309/80, dated the 29th February, 1980 and G.S.R./80/Const./Art-309/Adm(1)80, dated the 21st July, 1980 with which the pay scales of State Government Employees were revised with effect from 01.04.1979 and also to Finance Department circular letter No. 1/211/2PR(FD)-80, dated 3rd July, 1981 and of even No. dated the 6th October, 1981 and 15th January, 1982 and letter No. 1/54/2PR(FD)-82, dated 30-3-82 & 10-9-82 with which the pay scales of some categories of employees were revised/further revised with effect from 01.04.1979/01.02.1981. The question of revision/further revision of pay scales of some other categories of employees has been under consideration of the State Government. It has been decided to revise/further revise the pay scales as detailed in the Annexure. Finance Department letter dated 3-7-81, 6-10-81, 15-1-82, 30-3-82 and 10-9-82 stand modified to the extent of pay scales shown in the Annexure.

2. The pay of employees whose pay scales have been revised with effect from 01.04.1979 will be fixed in accordance with Rule 6 of Haryana Civil Services (Revised Scales of Pay) Rules, 1980, whereas the pay of the employees whose pay scales have been further revised with effect from 01.02.1981/date of issue of orders will be fixed in accordance with the normal rules laid down in Punjab Civil Services Rules, Vol. I, Part-I.

Necessary amendment in the Notification already issued in respect of the pay scales revised with effect from 01.04.1979 will be issued in due course.

Yours faithfully,

Sd/-

(R.S. Kailey)

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

Contd...

Name of the Department	Name of the post	Pre-revised pay scale	Revised scale w.e.f. 01.04.1979	Revised/ further revised scale of pay	Date of effect
1	2	3	4	5	6
Animal Husbandry	Carpenter Head Carpenter	70-95	300-430	350-500	01.04.1979
Industries	(i) Drawing Master	140-300	420-700	480-760	01.02.1981
	(ii) Mechanic-cum-fitter	110-225	-	400-660	01.04.1979
	(iii) Technical Expert (Mech. Engg.)	1300-1800	1760-2300	2100-2500 (as a personal to Sh. B.N.Mehta)	Date of issue of orders.
Forest	Soil Survey Asstt.	160-400	-	525-1050	01.04.1979
Legal Remembrancer	Draftsman/Deputy Legal Remembrancer & Deputy Secretary	1000-1500 + 200/- S.P.	1400-2000 + 200/- S.P.	1760-2300 + 200/- S.P.	Date of issue of orders.
Prison	(i) Tent Master	150-250	400-660	420-700	01.02.1981
	(ii) Tractor Driver	140-200	400-660	420-700	01.02.1981
Public Relations	(i) Technical Asstt. (Radio)	200-400	525-900	525-1050	01.02.1981
	(ii) Store-keeper	160-400	525-900	525-1050	01.02.1981
Labour	Deputy Labour Commissioner	400-1100	900-1700	1000-1800	01.02.1981
Prosecution	Director Prosecution	-	-	2000-2500 + 250/- S.P. (for Departmental Officers only)	01.02.1981 (or the date of entertain-ment whichever is later)
Public Health	(i) Chemist	200-400	-	525-1050	01.04.1979
	(ii) Research Asstt	200-500	-	525-1050	01.04.1979
Printing & Stationery	Computer	120-250	400-660	400-660 + 25/- S.P.	01.04.1979
Fisheries	(i) Training Supdt. (Technical)	300-600	700-1150	700-1250	01.02.1981
	(ii) Extension Officer	300-600	700-1150	700-1250	01.02.1981
	(iii) Asstt: Project Officer	300-600	700-1150	700-1250	01.02.1981
Industrial Training	Instructor (under Advance Vocational Training Scheme)	225-500 + 50/- S.P.	525-1050 + 50/- S.P.	600-1100 + 50/- S.P.	01.02.1981
Transport	Legal Advisor	300-600	700-1250 (TS) + 75/- S.P. 750-1450 (SG) + 75/- S.P.	700-1250 (TS) + 100/- S.P. 750-1450 (SG) + 100/- S.P.	01.02.1981
Common Category	Laboratory Attendant	75-95 75-105 90-140	350-500	350-500 (TS) 400-600 (SG) (For Non-Matriculates). 400-600 (TS) 420-700 (SG) (For Matriculates).	01.02.1981 01.02.1981
Technical Education	Principal, Polytechnic for Women Ambala.	700-1250	1400-2000	2000-2400 + 100/- S.P.	01.02.1981

No. 5/4(2)-82-1FR-II

From

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

To

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

Dated, Chandigarh, the 29th October, 1982

Subject : Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped employees of Haryana Government.

Sir,

I am directed to invite a reference to the Finance Department's letter No. 5/4(2)-82-1FR-II, dated the 10th September, 1982, on the subject noted above and to say that para 1(i) of the letter under reference may be substituted as under :-

“An Orthopaedically handicapped employee if he or she has a minimum of 40% permanent partial disability of either upper or lower limbs or 50% permanent partial disability of both upper and lower limbs together. For purposes of estimation of disability the standards as contained in the Manual for Orthopaedic Surgeon in Evaluating Permanent Physical Impairment brought out by the American Academy of Orthopaedic Surgeon U.S.A., and published on their behalf by Artificial Limbs Manufacturing Corporation of India, G.T. Road, Kanpur shall apply.”

2. It has further been decided that in cases where handicapped employees are referred by Heads of Departments concerned to Government Civil Hospitals located at stations outside their headquarters for getting recommendations for grant of conveyance allowance, they may be reimbursed the actual travelling expenses subject to maximum of T.A. admissible for a journey on tour without any daily allowance for the period of journey and for halts. The period spent on journeys, as also at the hospital shall, however, be treated as duty. No fee shall be charged by the State Government/Union Territory Chandigarh Hospitals from the handicapped employees when they are referred to such hospitals by the Heads of Departments for making recommendations regarding grant of conveyance allowance. However, the fee charged by the State Government Hospitals/Union Territory Chandigarh Hospitals, if any, shall be reimbursed to the employees concerned. All the other conditions for the grant of conveyance allowance shall, however, remain unchanged.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(R. S. KAILEY)

Joint Secretary Finance (R)

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

No. 5/4(2)-82-1FR-II

Dated, Chandigarh, the 29th October, 1982

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

Sd/-
(R.S. KAILEY)
Joint Secretary Finance, (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

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

Sd/-
(RAM PARKASH KAPUR)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 5/4(2)-82-1FR-II

Dated, Chandigarh, the 29th October, 1982

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

Sd/-
(RAM PARKASH KAPUR)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 5/4(2)-82-1FR-II

Dated, Chandigarh, the 29th October, 1982

ORDER

The Governor of Haryana is pleased to accord sanction to the grant of special pensionary benefits to the families of Police Officers/Other Rank who die on active duty while dealing with the lawless elements. The family pension would be equal to the last pay drawn by the deceased employee alongwith the relief sanctioned from time to time upto the date when the Officer/official would have retired on the date of superannuation. Thereafter, the family would be entitled to family pension in accordance with the normal Family Pension Rules.

2. These orders will come into force with immediate effect.

Dated Chandigarh, the 18-10-82

Sd/-
T. K. Banerji
Commissioner & Secretary to Government,
Haryana, Finance Department.

A Copy is forwarded to the Commissioner & Secy. to Govt., Haryana, Home Department with reference to his U.O. No. 27/14/82-HGI dated 2-7-82.

His office file returned herewith.

Sd/-
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Commissioner Secy. to Govt., Haryana,
Home Department.

U.O. No. 1/1/(2)-82-2FR-II

Dated, Chandigarh, the 2nd November, 1982

Endst. No. 1/1/(2)-82-2FR-II

Dated, Chandigarh, the 2nd November, 1982

A Copy is forwarded to the Inspector General of Police, Haryana, for information and necessary action with reference to his memo No. 9966/E-I dated 4-5-82 addressed to Secretary to Govt., Haryana, Home Department.

Sd/-
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 1/1/(2)-82-2FR-II

Dated, Chandigarh, 02.11.1982.

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

Sd/-
Joint Secretary, Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the Secretary, Council of Minister, Haryana, for information

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with reference to his U.O. No. 5/306/Cabinet/82, dated, 18-10-82.

Sd/-
Joint Secretary, Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To
The Secretary,
Council of Minister Haryana.

U.O. No. 1/1(2)-82-2FR-II

Dated, Chandigarh, the 02.11.1982.

***These instructions have been withdrawn vide
No. 2/113/84-WM(I), Dated 13.08.1984.***

Copy of letter No. 11/117/81-2FICW, dated the 2nd November, 1982

**Subject : Recovery of house rent in respect of Govt. accommodation at Chandigarh –
Issue of No Demand Certificate.**

I am directed to invite your attention to Note (I) below rule 2.2(a) of C.S.R. Vol. II according to which house rent is included in the category of obvious dues recoverable from the retiring employees. The note further requires that the last pay or leave salary prior to retirement should not be paid unless it is clear that the retiring employee has no outstanding dues to Government. As already laid down in Finance Department circular letter No. 315-FD(Pen)SAP-77/7516 dated the 17th March, 1977, it is the duty of department itself to devise suitable process as to ensure issuance of “No Demand Certificate” in time, to the retiring employees, but it has come to the notice of Govt. that after the enforcement of new rates of recovery of rent w.e.f. 1.4.81 under the revised scales of pay, vide circular letter No. 11/106/2FICW-80, dated the 6th July, 1981, this requirement in the rules is creating difficulties to the retiring employees in occupation of Government accommodation at Chandigarh, in getting “No demand Certificate” from the Chandigarh Administration.

The matter has, therefore, been reviewed and it has been decided in relaxation of the existing rules/instructions that “No demand certificate” in respect of house rent dues from the employees at Chandigarh be issued by the department itself, where they are satisfied that the recovery of house rent has been made in accordance with the revised rates as laid down in circular letter dated the 6th July, 1981, referred to above, and no dues are outstanding against the employees in terms of the revised rates. Any cases pending for where no demand certificate has not issued so far merely on this account, may also be cleared forthwith.

Copy of circular letter **No. 1/3(1)-81-2FR-II, dated 8th November, 1982** from Commissioner & Secretary to Government Haryana, Finance Department to all heads of Departments, Commissioner of Divisions, All Deputy Commissioners and Sub Divisional Officers (C) in Haryana and others.

Subject : Grant of relief to Haryana Government Pensioners recipients of family pension and extra-ordinary family pension.

I am directed to invite a reference to the correspondence resting with Finance Department circular letter No. 1/3(1)-81-2FR-II, dated the 10th May, 1982, on the above subject and to say that consequent Upon the rise in the cost of living (i.e. Average Consumer Price Index raising from 440 to 448 points) the State Government had been considering for sometime past, the question of affording further relief to Haryana Government pensioners as well as to the recipients of family pension and extraordinary family pension. It has now been decided to grant them one installment of relief with effect from 1st April, 1982 at the rate of 2.5% of their pension with a minimum of Rs. 2.50 and a maximum of Rs. 12.50 per mensem.

2. With the grant of this relief the pensioners and recipients of family pension will be entitled to total relief @ 37.5% of basic pension subject to li minimum of Rs. 37.50 and a maximum of RI. 187.50 Per mans with effect from 1-4-1982. In the case of pensioners and recipient of family pension retired prior to 1.4.79, the relief at, the above rate win be calculated with reference to the pension as determined on 1-4-79 terms of para (5) of Finance Department circular letter No. 11/1PR(FD)-81, dated 19-3-1981. The relief calculated above will be expressed in whole rupees, and for this purpose the fraction of a rupee will be rounded off to the next higher of rupee.

3. These orders will not apply to pensioners, whose pensions have been determined on adhoc basis without reference to the emoluments drawn by them i. e, 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 expenditure involved will be debitable to the Major Head "266 -Pensions and other Retirements Benefits.

<p><i>These instructions have become obsolete.</i></p>

MOST IMMEDIATE**No. 5/1(16)-82-1FR-II**

From

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

To

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

Dated, Chandigarh, the 16th November, 1982.**Subject : Grant of T.A./D.A. to the Officers on Tour During ASIAD.**

Sir,

In continuation of Finance Department circular Letter No. 5/1/80-1FR-II, dated 21st February, 1980, on the above subject, I am directed to say that in view of the special arrangements during ASIAD, it has been decided that the officers while on tour to Delhi who are entitled to stay in Haryana Bhawan, New Delhi would be entitled for this accommodation in Jan path Hotel through the Haryana Bhawan Management and no rent will either be paid by the officers to the Hotel or be later claimed from him by Government. All other charges namely diet, telephone calls and service charges of any kind shall be borne by the officer himself and will be paid for by the officer direct to the hotel management. Under this arrangement, the officer will be entitled only to normal daily allowance as if he were staying in Government accommodation and will not be entitled to special allowance admissible for availing of commercial accommodation notwithstanding the fact that he may be occupying premises at the Jan Path Hotel or any other commercial establishment. However, he will be entitled to full normal daily allowance (i.e. the same daily allowance to which he would have been entitled had actually resided in Haryana Bhawan) and no deduction will be made because of the room being available free of charge.

2. These special arrangements would be operative upto the 6th December, 1982 only.
3. Receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-
(RAM PARKASH KAPOOR)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1(16)-82-1FR-II

Dated, Chandigarh, the 16th Nov., 1982.

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

Sd/-
(RAM PARKASH KAPOOR)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

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

Sd/-
(RAM PARKASH KAPOOR)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 5/1(16)-82-1FR-II

Dated, Chandigarh, the 16th Nov., 1982.

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

Sd/-
(RAM PARKASH KAPOOR)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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

U.O. No. 5/1(16)-82-1FR-II

Dated, Chandigarh, the 16th Nov., 1982.

No. 5/7/81-1B&C

From

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

To

The Engineer-in-Chief, PWD (B&R), Department, Haryana,
The Engineer-in-Chief, PWD Irrigation Department, Haryana,
The Engineer-in-Chief, PWD Public Health Branch, Haryana.

Dated, Chandigarh, the 17th November, 1982

Subject : Economy in Expenditure - Economy in use of staff cars.

Sir,

I am directed to refer to the instructions contained in para 2 of the F.D. Letter of even No. dated 25/5/1981 on the subject cited above, under which the field touring of officers/officials has been restricted to 10 days in a month and officers/officials undertaking tours beyond 10 days in a month shall not be entitled to draw any TA or daily allowance.

2. The matter has been examined further and it has now been decided that in case of Junior Engineers (Sectional Officers) working in the Irrigation, PWD(B&R) and PWD (Public Health Departments.) the limit for field touring will now be 20 days in a month instead of 10 days in a month as prescribed earlier.

3. These orders will take effects from the date of issue of this communications (i.e. tours undertaken during the month of November, 1982 and on wards) which may please be brought to the notice of all concerned for necessary action.

Yours faithfully,

Sd/-

(C.L. BHASKAR)

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

No. 5/7/81-1B&C

Dated, Chandigarh, the 17th Nov., 1982.

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

Sd/-

(C.L. BHASKAR)

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

No. 5/7/81-1B&C

Dated, Chandigarh, the 17th Nov., 1982.

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

Sd/-

(C.L. BHASKAR)

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

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

- (i) Commissioner & Secretary to Govt., Haryana, PWD, B&R Department.
- (ii) Commissioner & Secretary to Govt., Haryana, PWD Public Health Department.
2. His office file with U.O. No. 24/22/82-PH2, dated 14-10-82 is returned herewith.
- (iii) Commissioner & Secretary to Govt., Haryana PWD, Irrigation Department.
2. His office files received with U.O. No. 38/2/82-IE, dated 11.8.82 and U.O. No. 38/15/2E dated 16.9.82 are returned herewith.

Sd/-

Superintendent Budget & Committee
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

- (i) Commissioner & Secretary to Govt., Haryana, PWD, B&R Department.
- (ii) Commissioner & Secretary to Govt., Haryana, PWD Public Health Department.
- (iii) Commissioner & Secretary to Govt., Haryana PWD, Irrigation Department.

U.O. No. 5/7/81-1B&C

Dated, Chandigarh, the 17th November, 1982.

These instructions have become obsolete.

No. 1/239/82/1FGI

From

The Commissioner & Secretary to Government,
Finance Department.

To

All Heads of Departments.
The Commissioner, Ambala/Hisar Divisions.

Dated, Chandigarh, the 17th November, 1982

Subject : Watching recovery of leave salary and pension contributions.

Sir,

I am directed to invite a reference to Haryana Govt., Finance Department letter No. 13/5/(1)/78/5FR-I dated 29th March, 1982 on the subject noted above and to request that information regarding number of posts and the number of persons on deputation be intimated category-wise urgently.

Yours faithfully,

Sd/-

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

No. 5/7/81-1B&C

From

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

To

The Engineer-in-Chief, PWD (B&R), Department, Haryana.
The Engineer-in-Chief, PWD Irrigation Department, Haryana.
The Engineer-in-Chief, PWD Public Health Branch, Haryana.

Dated, Chandigarh, the 17th November, 1982

Subject : Economy in Expenditure - Economy in use of staff cars.

Sir,

I am directed to refer to the instructions contained in para 2 of the F.D. Letter of even No. dated 25/5/1981 on the subject cited above, under which the field touring of officers/ officials has been restricted to 10 days in a month and officers/officials undertaking tours beyond 10 days in a month shall not be entitled to draw any TA or daily allowance.

2. The matter has been examined further and it has now been decided that in case of Junior Engineers (Sectional Officers) working in the Irrigation, PWD(B&R) and PWD (Public Health Departments.) the limit for field touring will now be 20 days in a month instead of 10 days in a month as prescribed earlier.

3. These orders will take effects from the date of issue of this communications (i.e. tours undertaken during the month of November, 1982 and on wards) which may please be brought to the notice of all concerned for necessary action.

Yours faithfully,

Sd/-

(C.L. BHASKAR)

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

No. 5/7/81-1B&C

Dated, Chandigarh, the 17th Nov., 1982

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

Sd/-

(C.L. BHASKAR)

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

No. 5/7/81-1B&C

Dated, Chandigarh, the 17th Nov., 1982

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

Sd/-

(C.L. BHASKAR)

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

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

- (i) Commissioner & Secretary to Govt., Haryana, PWD, B&R Department.
- (ii) Commissioner & Secretary to Govt., Haryana, PWD Public Health Department.
 - 2. His office file with U.O. No. 24/22/82-PH2, dated 14-10-82 is returned herewith.
- (iii) Commissioner & Secretary to Govt., Haryana PWD, Irrigation Department.
 - 2. His office files received with U.O. No. 38/2/82-IE, dated 11.8.82 and U.O. No. 38/15/2E dated 16.9.82 are returned herewith.

Sd/-

Superintendent Budget & Committee
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

- (i) Commissioner & Secretary to Govt., Haryana, PWD, B&R Department.
- (ii) Commissioner & Secretary to Govt., Haryana, PWD Public Health Department.
- (iii) Commissioner & Secretary to Govt., Haryana PWD, Irrigation Department.

U.O. No. 5/7/81-1B&C

Dated, the 17th November, 1982.

These instructions have become obsolete.

MOST IMMEDIATE

No. 5/1(16)-82-1FR-II

From

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

To

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

Dated, Chandigarh, the 22nd November, 1982.

Subject : Grant of T.A./D.A. to the Officers on tour during ASIAD.

Sir,

In continuation of Finance Department is circular letter No. 5/1(16)-82-1FR-II, dated 16.11.1982, on the above subject, I am directed to say that for the words "Janpath Hotel" wherever occurring in the communication referred to above, the word "Janpath Guest House, 84 Janpath, New Delhi." May be substituted.

Yours faithfully,

Sd/-

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

No. 5/1(16)-82-1FR-II,

Dated, Chandigarh, the 22nd November, 1982.

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

Sd/-

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

A copy is forwarded to the Financial Commissioners, Haryana and all Administrative Secretaries to Govt. of Haryana, for information and necessary action.

Sd/-

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

To

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

U.O. No. 5/1(16)-82-1FR-II

Dated, Chandigarh, the 22nd November, 1982.

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Dy. Ministers/Parliamentary Secy./Parliamentary Secretary for information of the Chief Minister/Minister/Ministry of State/Deputy Minister/Chief Parliamentary Secretary and Parliamentary Secretary.

Sd/-

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

To

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

U.O. No. 5/1(16)-82-1FR-II

Dated, Chandigarh, the 22nd November, 1982.

These instructions have become obsolete.

No. 2272-2FICW-82

From

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

To

All Heads of Department (Except the department noted below)
Commissioner, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court.

Dated, Chandigarh, the 17th/23rd November, 1982

***Subject :* Grant of House Rent Allowance to Government employees who are entitled to rent free accommodation but have not been provided with such accommodation.**

Sir,

I am directed to refer to Finance Department letter No. 2272-2FICW-82, dated 29-9-82 on the subject cited above and to state that the required information has not so far been supplied by your department. The same may please be supplied without any further delay.

Yours faithfully,

Sd/-

Joint Secretary Finance (G),
for Commissioner & Secretary to Government,
Haryana, Finance, Department.

These instructions have become obsolete.

No. 5/7/81-1B&C

From

Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana.

Dated, Chandigarh, the 29th November, 1982

Subject : Economy in expenditure - Economy in the use of Staff Cars.

Sir,

I am directed to refer to the instructions contained in para 2 of F.D. circular letter of even No. dated the 25th May, 1981 on the subject noted above under which the field touring of officers/officials has been restricted 10 days in a month & officers/officials undertakings tours beyond 10 days in a month are not eligible to draw any TA/DA for the journeys as may have exceeded the limit stipulated above.

2. Since the issue of instructions referred to above, a number of departments have been approaching the Finance Department for the grant of general or partial relaxation in case of certain categories of employees from the purview of the said instructions. These requests may be genuine in some cases. In order to arrive at a proper decision the Finance Department has decided to review this policy in the light of the nature of duties of the categories of employees requiring exemption from the instructions noted above. Therefore, you are requested to supply information regarding such categories of staff who in your opinion by virtue of duties being performed by them deserve to be allowed to perform touring for more than 10 days in a month. In arriving at your conclusion the detailed justification indicating the nature of duties being performed by such staff should also be mentioned in your proposal.

3. You are, therefore, requested to furnish a list of such categories of Government servants in whose cases you consider it necessary that they may be taken out of the purview of the instructions. Your proposal giving full justification may please be sent to the Finance Department through the Administrative Secretary concerned not later than 10th December, 1982.

Yours faithfully,

Sd/-

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

A copy is forwarded to all Administrative Secretaries to Govt., Haryana for information & necessary action.

Sd/-

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

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/7/81-1B&C

Dated : 29.11.1982.

<p><i>These instructions have become obsolete.</i></p>

No. 1/1(6)-80-2FR-II

From

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

To

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

Dated, Chandigarh, the, 30th November, 1982

Subject : Simplification of procedure with a view to eliminating delay in the payment of pension and gratuity.

Sir,

I am directed to invite to reference on the subject noted above and to say that according to rule 9-2 of Punjab Civil Services Rules, Vol. II, every Government employee is required to submit in writing an application for pension in Form PEN-9, two years in advance of the date of his actual or anticipated retirement. As a measure of further simplification, the Governor of Haryana is pleased to order that it will not be necessary for a Government employee to submit application for pension in Form PEN-9 and it will be henceforth be the responsibility of the Head of Office concerned to obtain from the retiring Government employee, the particulars as in the revised form PEN 9 (revised form enclosed), 8 month before the date of his retirement and to forward the same alongwith other pension papers to the office which is to issue pension payment order six months before the retirement of the Government employee concerned. Government employees, who have already applied for pension in the existing form PEN-9 and whose pension cases are being processed, need not be asked to furnish particular for pension in the revised Form.

2. Amendment in relevant rules will be issued in due course.
3. The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-
(R.S. Kailey)
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/1(6)-80-2FR-II

Dated, Chandigarh, the 30th November, 1982

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

Sd/-
(R.S. Kailey)
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/1(6)-80-2FR-II

Dated, Chandigarh, the 30th November, 1982

A Copy is forwarded to the treasury Officers/Assistant Treasury Officers in Haryana State for Information and necessary action.

Sd/-
(R.P. Kapur)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

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

Sd/-
(R.P. Kapur)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

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

U.O. No. 1/1/(6)-80-2FR-II,

Dated, Chandigarh, the 30th November, 1982

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

Sd/-
(R.P. Kapur)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 1/1(6)-80-2FR-II

Dated, Chandigarh, the 30th November, 1982.

<i>These instructions have become obsolete.</i>
--

No. 12(4)/82-PEIC(FD)JAIL

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Chief Executives of the State
Undertakings, Boards, Companies &
Co-operative Institutions in the State.

Dated, Chandigarh, the 1st December, 1982**Subject : Economy in expenditure - Ban on recruitment of staff.**

Sir,

I am directed to invite your attention to the subject noted above and to say that a large number of engineers, drawing, Clerical and class IV staff is going to be rendered surplus in the Irrigation and B&R departments. The State Government has decided that this surplus staff should first be absorbed in the State owned undertakings, Boards, Companies and Cooperative Institutions. The Engineers-in-Chief, Irrigation and B&R will be maintaining lists of surplus staff and will make available the staff required by you on demand.

2. In these circumstances, it has been decided that you may not recruit any staff directly from the open market in the above categories until all the surplus personnel have been absorbed.

Kindly acknowledge receipt of this communication.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 12(4)/82-PEIC(FD)JAIL

Dated : 1-12-1982

A copy is forwarded to all Heads of Departments in the State of Haryana for information and necessary action in respect of Corporations, Boards, Companies and Cooperative Institutions under their departments.

Sd/-

Under Secretary Finance(B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all Administrative Secretaries to Government, Haryana for information and necessary action in respect of Corporations, Boards, Companies and Cooperative institutions under their administrative control.

Sd/-
Under Secretary Finance(B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 12(4)/82-PEIC(FD)JAIL,

Dated : 1-12-1982.

विषय : अधिकारियों/कर्मचारियों को प्रशिक्षण सैमिनार इत्यादि में भाग लेने के लिए केसिज समय पर भेजने बारे।

क्या सभी वित्तायुक्त एवं प्रशासकीय सचिव, हरियाणा सरकार कृपया उपरोक्त विषय पर विभाग के अशा: क्रमांक 5/6(11)-82-3एफ.आर.।। दिनांक 16-7-82 की ओर ध्यान देंगे?

2. उपरोक्त पत्र द्वारा उनसे अनुरोध किया गया था कि संबंधित अधिकारियों/कर्मचारियों को प्रशिक्षण पर भेजने से पूर्व ही मामला वित्त विभाग की सहमति के लिए कम से कम 15 दिन पहले भेजा जाए। परन्तु यह देखने में आया है कि कई विभागों द्वारा इन हिदायतों का दृढ़ता से पालन नहीं किया जा रहा और अधिकांश केसिज में वित्त विभाग की पूर्व अनुमति प्राप्त किए बिना ही अधिकारियों/कर्मचारियों को प्रशिक्षण/सैमिनार इत्यादि में भाग लेने के लिए भेज दिया जाता है और बाद में मामलों को वित्त विभाग के साथ अपेक्षित सहमति के लिए उठाया जाता है जिस से मामलों की ठीक प्रकार से जांच नहीं हो पाती और कर्मचारियों/अधिकारियों को कठिनाई से बचने के लिए सामान्य तौर पर इन मामलों को विनियमित किए जाने के सिवाये और कोई रास्ता नहीं रह जाता। कई विभागों द्वारा अपनाई जा रही इस प्रवृत्ति को सरकार गम्भीर दृष्टि से देखती है तथा इस प्रवृत्ति को रोकने की आवश्यकता है। अतः उनसे पुनः अनुरोध किया जाता है कि प्रशासकीय विभाग यह सुनिश्चित करें कि भविष्य में किसी भी कर्मचारी/अधिकारी को इस विभाग की सहमति लिये बिना रिलीव न करें और प्रशिक्षण से सम्बन्धित केसिज वित्त विभाग में कम से कम 15 दिन पूर्व भेजे जायें अन्यथा इस प्रकार की गई अनियमितता के मामलों को किसी भी सूरत में नियमित नहीं किया जायेगा।

3. कृपया हिदायतें अपने अधीनस्थ कार्यालयों के ध्यान में ला दी जायें ताकि इनका दृढ़ता से पालन किया जा सके।

4. कृपया इस पत्र की पावती भेजें।

हस्ता: /—

संयुक्त सचिव, वित्त (आर)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी वित्तायुक्त एवं
सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा: क्रमांक 5/6(11)-82-3एफ.आर.—।।

दिनांक 9-12-1982 (9th December, 1982).

These instructions have been incorporated in rules.

No. 1/4(5)-79-2FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated: Chandigarh, the 15th December, 1982

Subject : Simplification of procedure with a view to eliminating delays in the payment of pension and gratuity.

Sir,

I am directed to invite a reference to letters quoted in the margin on the subject noted above and to say that for expediting the sanctioning and grant of pension to Haryana Government employees, the question of further simplification of the relevant procedure has been under the consideration of the Government. The following decisions have now been taken :-

MARGIN :

1. 1343-FD(Pension)76/43596 dt. 23-12-1976 &
2. 593-2-FR-II-77/16346 dt. 7-6-1977

(1) Extraordinary leave and suspension

- (a) Under rule 4.7 of Punjab Civil Services Rules, Volume II in respect of Government employees who retired or died on or after 1st April, 1963, the time passed on leave of all kinds except extraordinary leave is countable as service for pension. However, in the case of an employee who retired or died on or after 5th February, 1969, the period of extraordinary leave counted towards increment under rule 4.9(b) (ii) of Punjab C.S.R. Vol. I Part I is counted as service qualifying for pension. The extraordinary leave not counted as service to increment is treated as non-qualifying and therefore, a definite entry is to be made in the service records to that effect. Entries regarding service being qualifying or otherwise are required to be made simultaneously with the event. Even where this is not done it should be rectified during the period allowed for preparatory action i.e. from two years in advance of the retirement date upto the eight months before retirement. At the end of that period however, (i.e., when the actual preparation of the pension papers is taken in hand as laid down in F.D. circular letter No. 1347-F.D.(Pension)-76/42596 dated 23-12-1976) no further enquiry into past events or check of past records should be undertaken. Specific entries in the service book regarding non-qualifying periods will be taken note of and such periods excluded from the service. All

spells of extraordinary leave not covered by such specific entries will be deemed to be qualifying service.

- (b) Under rule 3.17A(c) *ibid* suspension adjudged as a specific penalty is not-treated as qualifying service for pension. In cases other than those in which suspension has been held to be wholly un-justified, the competent authority should at the appropriate time declare whether and to what extent, the period of suspension will count towards the qualifying service. Specific entries in this regard in the service book/records will be taken note at the time of reckoning of qualifying service. In the absence of any specific entry, periods of suspension shall be taken up counting towards the qualifying service.

(2) Payment of provisional pension and gratuity:-

- (a) The time table laid down in Haryana Government circular letter No. 1347-F.D.(Pension)-76/43597 dated 23-12-76 is intended to be followed strictly. If, however, for any special reasons it has not been found possible to complete and forward the pension papers to the office responsible for issuing the P.P.O. within the prescribed time schedule in a particular case, or if the pension papers have been sent late to that office and/or that office has either returned the papers to the Head of Office for eliciting further information or has not been able to issue the Pension Payment Order before one month prior to the date of retirement of the Government employee, steps shall be taken by the Head of Office to authorise the payment of provisional pension and gratuity by the first of the month in which it is due. For this purpose such information as is available, in the official records may be used, and further, the Head of Office should ask the retiring Government employee for a simple statement giving his total length of service (from the date of joining duty to the date of retirement indicating the period of breaks, if any), and also the emoluments during the last ten months of service. The retiring Government employee may also be asked to certify that the facts stated by him are correct to the best of his knowledge and belief. If complete information in regard to the emoluments drawn during the last ten months is not available either with the Head of Office or with the Government employee, the emoluments last drawn should be taken provisionally as average emoluments. The Head of Office shall sanction 100 per cent of pension calculated with reference to the information so obtained, as a provisional pension. The D.C.R.G. should similarly be determined. The provisional pension and gratuity will be drawn and disbursed by the Head of Office in respect of non-gezzetted Government employee. Before disbursing the provisional gratuity, all known dues such as long term advances still outstanding, over payments of pay and allowances etc. and other recoveries due, shall be adjusted. Where no such adjustments are due, a deduction of 10 per cent of the gratuity or Rs. 1000/- whichever is less shall be made partly to cover unassessed dues if any, and partly as a margin for adjustment in the light of the final determination of the gratuity.
- (b) At present in respect of gazetted Government employees, it is the Audit Officer which issues the anticipatory Pension Payment Order where the final pension has not yet been determined. In modification of this, it has been decided that in these cases too, if the final Pension Payment Order has not been issued by the Audit Officer one month before the retirement date, the Government employee may request the Head of Office for the drawal and disbursement of the provisional pension and gratuity. For this purpose, the procedure laid down in clause (a) will equally apply.

- (c) The amount of provisional pension and gratuity payable under clause (a) & (b) shall if necessary be revised on the completion of the detailed scrutiny of the record.
- (d) (a) The payment of provisional pension shall not continue beyond a period of 6 months from the date of retirement of Government employee. If the amount of final pension and the amount of final gratuity had not been determined by the Head of Office in consultation with the Audit Officer before the expiry of said period of 6 months, the Audit Officer shall :-
 - (i) issue pension payment order; and
 - (ii) direct the Head of Office to draw and disburse the difference between the final amount of gratuity and the amount of provisional gratuity paid under clause (a) and (b) after adjusting the Government dues, if any, which may have come to notice after the payment of provisional gratuity.
- (b) If the amount of provisional pension disbursed to Government employee under clause (a) and (b) is on its final assessment found to be in excess of the final pension assessed by the Audit Officer, it shall be open to the Audit Officer to adjust the- excess amount of pension out of gratuity with-held under clause (a) or recover the excess amount of pension in instalments by making short payment of pension payable in future.
- (c) (i) If the amount of provisional gratuity disbursed by the Head of Office under clause (a) is larger than the amount finally assessed, the retired Government employee shall not be required to refund excess amount actually disbursed to him.
- (ii) The Head of Office shall ensure that chances of disbursing the amount of gratuity in excess of the amounts finally assessed are minimised and the official responsible for the excess payment shall be accountable for the over payment.
- (d) If the final amount of pension and gratuity have not been determined by the Head of Office in consultation with the Audit Officer within the period of 6 months as referred to in clause (d), the Audit Officer shall treat the provisional pension and gratuity as final and issue Pension Payment Order immediately on the expiry of the period of six months.
- (e) As soon as the Pension Payment Order has been issued by the Audit Officer under clause (d) and (c), the Head of Office shall take steps to refund the amount of with-held gratuity under clause (a) to the retired Government employee after adjusting Government dues which may have come to notice after the payment of provisional gratuity under clause (a). If the Government, employee was an allottee of Government accommodation the with-held amount is to be refunded on receipt of No Demand Certificate from the concerned authority.

(3) Where departmental or judicial proceedings are instituted and are not likely to be finalised by the date of retirement, provisional pension so sanctioned will not become final after six months :-

- (1) (a) In respect of a Government employee referred to in rule 2.2. ibid the Audit Officer shall authorise the provisional pension equal to the

maximum pension which would have been admissible on the basis of qualifying service upto the date of retirement of the Government employee, or if he was under suspension on the date of retirement upto the date immediately preceding the date on which he was placed under suspension.

- (b) The provisional pension shall be authorised by the Audit Officer during the period commencing from the date of retirement to the date on which, upon conclusion of departmental or judicial proceedings.
 - (c) No gratuity shall be paid to the Government employee until the conclusion of the departmental or judicial proceedings and issue of final orders thereon.
- (2) Payment of provisional pension made under clause (1) shall be adjusted against final retirement benefits sanctioned to such a Government employee upon conclusion of such proceedings but no recovery shall be made where the pension is reduced or with-held either permanently or for a specific period.
 - (3) It is requested that the orders contained herein may please be brought to the notice of all the officers/officials dealing with the pension cases for compliance and their proper implementations.
 - (4) The relevant rules in Punjab Civil Services rules Volume II may be deemed to stand amended by the orders contained herein. Formal amendments will be issued in due course.

Yours faithfully,

Sd/-
(R.S. KAILEY)
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 1/4(5)79-2FR-II

Dated, Chandigarh, the 15th December, 1982

A copy is forwarded to the Accountant General, Haryana (i) A&E (ii) Audit, Chandigarh for information with reference to his D.O. letter No. Pen-1/ General-3/78-79/2604, dated 2-11-1978.

Sd/-
(R.S. KAILEY)
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 1/4(5)79-2FR-II

Dated, Chandigarh, the 15th December, 1982

A copy is forwarded to the Home Secretary Administration, Chandigarh for information and necessary action.

Sd/-
(R. P. Kapur)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

1. The Financial Commissioners in Haryana .
2. All Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-
(R. P. Kapur)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Financial Commissioners in Haryana and
All the Commissioner and Administrative Secretaries to Government,
Haryana.

U.O. No. 1/4(5)79-2FR-II

Dated, Chandigarh, the 15th December, 1982

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Ministers/Ministers/State Ministers/Chief Parliamentary Secretary. Parliamentary Secretary for the information of the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-
(R. P. Kapur)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/State Ministers/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 1/4(5)-79-2FR-II

Dated, Chandigarh, the 15th December, 1982.

These instructions have been clarified vide No. 5/14/82-1B&C, Dt. 11.03.1983 and now have become obsolete.

No. 5/14/82-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
Commissioner, Ambala and Hisar Divisions and
All the Deputy Commissioner in the State,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 15th December, 1982

Subject : Economy in the use of staff car - Popularization of Vayudoot service between Chandigarh - Hisar, Hisar and Delhi.

Sir,

I am directed to address you on the subject cited above and to say that as you are aware Vayudoot Management has introduced recently air service between Delhi-Chandigarh via Hisar and back. This service is available biweekly. The State Government feel that frequent use of this service by the officers of the State Government, who are eligible normally to travel by air, will prove useful in popularizing the service, and it will also obviate the use of staff cars for undertaking journeys between Chandigarh-Hisar-Delhi and vice versa to a greater extent. Accordingly, it has been decided by the State Government that as far as possible all senior officers of the State Government who are entitled to travel by air should make use of Vayudoot service for the journeys between Chandigarh-Hisar and Delhi on the days when this service is available and to travel by IAL flight between Chandigarh and Delhi and back on days when Vayudoot service is not available instead of traveling by Government staff cars.

2. This decision may kindly be brought to the notice of all concerned under your administrative control for compliance. The receipt of this letter may also kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/14/81-1B&C

Chandigarh, the 15th December, 1982.

<p><i>These instructions have become obsolete.</i></p>

No. 13/5(I)/78-5FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner, Ambala and Hisar Divisions,
All the Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court.

Dated, Chandigarh, the 28th December, 1982

Subject : Watching recovery of leave salary and Pension Contributions.

Sir,

I am directed to invite a reference to the Haryana Government Finance Department letter No. 13/5(I)/78-5FR-I, dated the 28th December, 1981 on the subject noted above and to say that the work of maintaining subsidiary records of leave salary and Pension contributions has been taken over from the Accountant General, Haryana, w.e.f. 1.4.82 and entrusted to the Heads of Department. The recovery of leave salary and Pension contributions in respect of Haryana Government employees except those who proceed on foreign service out of India or where the employee is to pay contribution from his own source, it to be watched by the concerned department. It has been intimated by the Accountant General, Haryana, Chandigarh that such cases are still being received by him. It is, therefore, again emphasized that only those cases may be referred to the Accountant General, Haryana, where the employee has proceeded on foreign service out of India or where the employee has to pay leave salary and pension contributions from his own source. Rest of the cases where sanction have been accorded, need not be referred to the audit office.

2. Receipt of these instructions may please be acknowledged.

Yours faithfully,

Sd/-

(R.S.KAILAY)

Joint Secretary Finance Regulations,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/212/4PR(FD)-82

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 29th December, 1982

Subject : Crossing of jump under the revised scales of pay.

Sir,

I am directed to invite a reference to sub para (v) of Haryana Government circular letter No. 1/10/FD(80)-PR, dated 28th/31st March, 1980, wherein it was clarified that the eligibility criteria for crossing the jump would be the same as for actual promotion to a higher grade. Accordingly only those employees who were assessed as fit for promotion, in their turn, were allowed to cross the jump.

2. It was brought to the notice of the Govt. that some employees who did not fulfil the above requirements and were not found fit to cross the jump on the first or subsequent reviews were deprived of even their normal increments which they would have drawn but for the stage of jump, resulting in financial hardship, particularly to those who stood on the margin of "Average" or "Better than Average" service record. The matter has been reviewed and on reconsideration it has been decided that while allowing jump to an employee under the revised scales of pay, the scrutiny of annual confidential reports as required under the existing procedure, may be dispensed with and the jump be allowed in the normal course. The above change in the existing procedure may be given effect from 1.4.1979 and the cases of employees who have already been held up at the stage of jump, may be reviewed accordingly.

3. Receipt of these instructions may please be acknowledged.

Yours faithfully,

Sd/-

(R.S. KILAY)

Joint Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/212/4PR(FD)-82

Dated, Chandigarh, the 29th December, 1982

A copy is forwarded to the Accountant General, Haryana, for information, with reference to Finance Department circular No. 1/10/FD-PR-80, dated 28th/31st March, 1980.

Sd/-

(R.S. KILAY)

Joint Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded for information and necessary action to :-

The Financial Commissioner, Haryana.
All Administrative Secretaries to Govt., Haryana, for information.

Sd/-
(R.P. KAPUR)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner, Haryana,
All Administrative Secretaries to Government, Haryana.

U.O. 1/212/4PR(FD)-82

Dated, Chandigarh, the 29th December, 1982

Copies are forwarded to the Principal Secretary/Secretaries to the Chief Minister/
Ministers/Deputy Ministers/Parliamentary Secretary, for information of the Chief Minister/
Ministers/Deputy Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-
(R.P. KAPUR)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secy./
Parliamentary Secretary.

U.O. 1/212/4PR(FD)-82

Dated, Chandigarh, the 29th December, 1982.

***These instructions have been Modified partly vide
No. 13/2(37)2000-5FR-I, Dated 22.06.2001.***

(To be substituted letter bearing same number and date)

No. 13/5(8)/82-5FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Heads of Departments
Commissioner, Ambala & Hisar Divisions
All the Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 31st December, 1982

Subject : Revision of rates of Pension Contribution during foreign service.

Sir,

I am directed to invite a reference to the Haryana Government Finance Department Notification No. 10747-(5)-FR-67/2102, dt. 23rd January, 1968 on the subject mentioned above and to state that the question of revising the rates of pension contribution payable by State Govt. employees during active period of their foreign service (with reference to Annexure 'C' of Rule 10.10 of the Pb. CSR Vol. I Part-I) has been under consideration for some time as many changes have taken place including the revision of scales of pay of State Government employees with effect from 1.4.1979 after merging the elements of Dearness pay, Basic pay, Dearness Allowance, Adhoc Relief and Additional Dearness Allowance I & II sanctioned upto 12 monthly average consumer price index 320. The Governor of Haryana is pleased to decide that the rates of Pension Contribution shown in Annexure 'C' to the above said notification will stand revised as in the Annexure to this letter. These revised rates shall be chargeable on the maximum monthly pay of the post in the substantive/officiating grade, as the case may be, held by the officer/official at the time of proceeding on foreign service or to which he may receive Proforma Promotion while in foreign service.

2. The revised rates will take effect from 1st December, 1982.

Yours faithfully,

Sd/-

(R.S. KAILEY)

Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 13/5(8)/82-5FR-I

Dated, Chandigarh, the 31st December, 1982

A copy is forwarded to the Accountant General, Haryana for information and necessary action.

By Order

Sd/-

(R.S. KAILEY)

Joint Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 13/5(8)/82-5FR-I

Dated, Chandigarh, the 31st December, 1982

Copies are forwarded to the Financial Commissioners, Haryana and Administrative Secretaries to Government, Haryana for information and guidance.

Sd/-

(Ram Parkash Kapur)

Under Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners in Haryana and
All the Administrative Secretaries to Govt., Haryana.

U.O. No. 13/5(8)/82-5FR-I

Dated, Chandigarh, the 31st December, 1982.

**ANNEXURE TO HARYANA GOVERNMENT FINANCE DEPARTMENT LETTER
No. 13/5/(8)82-5FR-I dated 31.12.1982**

**Rates of monthly contribution for pensionary benefits payable during
active foreign service in respect of :**

Year of Service		Class-I Officer (Group-A employees)		Class-II Officer (Group-B employees)		Class-III Employees (Group C employees)		Class IV Employees (Group-D employees)	
1		2		3		4		5	
0-1	Year	7% of the maximum monthly pay of the post in the officiating/substantive grade, as the case may be, held by the officer at the time of proceeding on foreign service or to which he may receive proforma promotion while in foreign service		6% of the maximum monthly pay of the post in the officiating/substantive grade, as the case may be, held by the officer at the time of proceeding on foreign service or to which he may receive proforma promotion while in foreign service		5% of the maximum monthly pay of the post in the officiating/substantive grade, as the case may be, held by the official at the time of proceeding on foreign service or to which he may receive proforma promotion while in foreign service		4% of the maximum monthly pay of the post in the officiating/substantive grade, as the case may be, held by the official at the time of proceeding on foreign service or to which he may receive proforma promotion while in foreign service	
1-2	"	7%	-do-	6%	-do-	6%	-do-	4%	-do-
2-3	"	8%	-do-	7%	-do-	6%	-do-	5%	-do-
3-4	"	8%	-do-	7%	-do-	7%	-do-	5%	-do-
4-5	"	9%	-do-	8%	-do-	7%	-do-	5%	-do-
5-6	"	10%	-do-	8%	-do-	7%	-do-	6%	-do-
6-7	"	10%	-do-	9%	-do-	8%	-do-	6%	-do-
7-8	"	11%	-do-	9%	-do-	8%	-do-	6%	-do-
8-9	"	11%	-do-	10%	-do-	9%	-do-	7%	-do-
9-10	"	12%	-do-	10%	-do-	9%	-do-	7%	-do-
10-11	"	12%	-do-	11%	-do-	10%	-do-	7%	-do-
11-12	"	13%	-do-	11%	-do-	10%	-do-	8%	-do-
12-13	"	14%	-do-	12%	-do-	10%	-do-	8%	-do-
13-14	"	14%	-do-	12%	-do-	11%	-do-	8%	-do-
14-15	"	15%	-do-	13%	-do-	11%	-do-	9%	-do-
15-16	"	15%	-do-	13%	-do-	12%	-do-	9%	-do-
16-17	"	16%	-do-	14%	-do-	12%	-do-	9%	-do-
17-18	"	16%	-do-	14%	-do-	13%	-do-	10%	-do-
18-19	"	17%	-do-	15%	-do-	13%	-do-	10%	-do-
19-20	"	17%	-do-	15%	-do-	13%	-do-	10%	-do-
20-21	"	18%	-do-	16%	-do-	14%	-do-	11%	-do-
21-22	"	19%	-do-	16%	-do-	14%	-do-	11%	-do-
22-23	"	19%	-do-	17%	-do-	15%	-do-	11%	-do-
23-24	"	20%	-do-	17%	-do-	15%	-do-	12%	-do-
24-25	"	20%	-do-	17%	-do-	16%	-do-	12%	-do-
25-26	"	21%	-do-	18%	-do-	16%	-do-	12%	-do-
26-27	"	21%	-do-	18%	-do-	16%	-do-	13%	-do-
27-28	"	22%	-do-	19%	-do-	17%	-do-	13%	-do-
28-29	"	23%	-do-	19%	-do-	17%	-do-	13%	-do-
29-30	"	23%	-do-	20%	-do-	18%	-do-	13%	-do-
Over 30 yrs.	"	23%	-do-	20%	-do-	18%	-do-	14%	-do-

No. 4/1/83-3FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
All Deputy Commissioners, and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 3rd January, 1983

Subject : Payment of further adhoc Dearness Allowance to Senior Officers.

Sir

I am directed to invite a reference to the Haryana Government Finance Department circular letter No. 4/1/82-3FR-II, dated 9.4.1982, on the subject noted above and to say that the State Government have decided that with effect from 1.1.1983 in addition to the rates of dearness allowance specified on para-I(d) of that letter (in so far as employees getting pay above Rs. 1881, in the revised scale are concerned), the following rates of further adhoc dearness allowance will be payable, as a one time measure, to the employees getting pay above Rs. 1881 p.m. in the revised scales of pay :

	Pay Range	Rate of further dearness allowance per mensum.
(I)	Rs. 1882-2749/- Rs. 2750 and above	54% of basic pay minus the amount of ADA-I and II sanctioned upto 12 monthly average C.P.I. 320 merged in the pay of the employees for the purpose of pay fixation in the revised pay scales on the appointed day, minus Rs. 820/- Rs. 600/- .
(II)	In the case of employees in receipt of pay in U.G.C. pay scales and also those who have been allowed to retain the un-revised scales of pay, the rate of Adhoc Dearness Allowance will be as under :	
	Pay Range	Rate of further Dearness Allowance per mensum.
	Rs. 1519-2749/- Rs. 2759 and above	54% of basic pay minus the Rs. 820/- Rs. 600/- .

Note :-

- I. For the purpose of calculating 54% Adhoc Dearness Allowance, only basic pay would be taken into account. Special pay, deputation pay, special allowance or any addition in pay under any other nomenclature would not be included.
- II. In case of persons whose pay has been fixed directly in the revised scales of pay, the amount of Rs. 363/- notionally admissible to them as ADA I & II would

be deducted from their basic pay for determining the amount of admissible adhoc dearness allowance.

- III. The payment on account of Adhoc Dearness Allowance would be rounded off to the nearest 10 paise.

The above orders will not be applicable to the employees taken on contract basis except where dearness allowance is admissible to them in terms of there contract.

Yours faithfully,

Sd/-

(R.S.KAILEY)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

तत्काल**क्रमांक 5/7/81-1ब.वक.(54बी)**

प्रेषक

आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

हरियाणा राज्य के सभी विभागाध्यक्ष।
आयुक्त अम्बाला तथा हिसार मण्डल और
हरियाणा राज्य के सभी उपायुक्त।
रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट, चण्डीगढ़।

दिनांक, 10 जनवरी, 1983 (10th January, 1983)**विषय : Economy in expenditure - Economy in the use of staff car.**

महोदय,

मुझे निर्देश हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर वित्त विभाग के पत्र क्रमांक 5/7/81-1ब.वक., दिनांक 25-5-81 के पैरा 2 की ओर दिलाऊँ जिसके अन्तर्गत अधिकारियों/कर्मचारियों द्वारा एक मास में 10 दिन से अधिक यात्रा न करने बारे प्रतिबन्ध लगाया गया था तथा यह भी स्पष्ट किया गया था कि अगर कोई भी अधिकारी/कर्मचारी उपरोक्त दर्शाई गई सीमा से अधिक दिनों की यात्रा करता है तो उस दशा में वह यात्रा भत्ता प्राप्त करने का हकदार नहीं होगा।

2. वित्त विभाग के ध्यान में यह आया है कि कई एक विभागों द्वारा उपरोक्त हिदायतों की उपेक्षा की जा रही है तथा 10 दिन से की गई अधिक यात्राओं के सिलसिले में कम्पीटेंट अथोरिटी (जो कि इस प्रकार के मामलों बारे वित्त विभाग है) से अपेक्षित स्वीकृति प्राप्त किये बिना अधिकारियों/कर्मचारियों के टी. ए. बिलज का भुगतान किया जा रहा है। वित्त विभाग ऐसी कुप्रथा को गम्भीर समझती है तथा यह महसूस किया जाता है कि उक्त प्रवृत्ति को रोकने हेतु कारगर एवं प्रभावी कदम उठाये जाने नितांत आवश्यक है। अतः यह निर्णय लिया गया है कि सी.एस.आर. खण्ड 3 के नियम 2.109(ए) के अन्तर्गत निर्धारित सर्टिफिकेट्स के अतिरिक्त सभी कन्ट्रोलिंग आफिसरज तथा आदान व प्रदान अधिकारियों के लिए यह अनिवार्य होगा कि वह सभी अधिकारियों/कर्मचारियों द्वारा झा किये जाने वाले बिलों पर इस आशय का सत्यापन करें कि बिल में निहित कर्मचारी/अधिकारी द्वारा महीने में 10 दिन से अधिक का यात्रा भत्ता क्लेम नहीं किया गया। जिन श्रेणियों के सरकारी कर्मचारियों/अधिकारियों के बारे में विशिष्ट रूप से अधिक यात्रा करने की छूट प्रदान की हुई है उस अवधि का वर्णन उपरोक्त प्रमाण पत्र में दिया जाना आवश्यक होगा जिसमें वित्त विभाग द्वारा दी गई छूट की स्वीकृति के पत्र का नम्बर एवं तिथि भी दी जाए।

3. उक्त प्रक्रिया के अन्तर्गत यह भी तय किया गया है कि गत वर्ष के दौरान प्राप्त किये गये प्रत्येक यात्रा भत्ता बिल हेतु काउन्टर साईनिंग अधिकारी द्वारा इस आशय का सत्यापन भी किया जाना जरूरी होगा कि 10 दिन से अधिक यात्रा का कोई बिल झा/Countersign उन द्वारा नहीं किया गया है जहां 10 दिन से अधिक यात्रा करने के लिए वित्त विभाग की विशिष्ट स्वीकृति उपलब्ध है उसका नम्बर

एवं तिथि सत्यापन करते समय दे दी जाए । यह स्पष्ट किया जाता है कि उक्त प्रकृति को सत्यापन के अभाव में कोषाधिकारियों द्वारा उन कार्यालयों के मास फरवरी, 1983 से संबंधित टी.ए. बिलज अदायगी हेतु पास नहीं किए जाएंगे।

इस पत्र की पावती भेजने का कष्ट करें।

भवदीय,

हस्ता०/—

अ.स.वि. (ब.)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

क्रमांक 5/7/81-ब.वक.(54)

दिनांक 10 जनवरी, 1983

एक प्रति राज्य के सभी कोषाधिकारियों/सहायक कोषाधिकारियों को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

2. उनसे अनुरोध है कि वह सुनिश्चित करें कि भविष्य में प्राप्त होने वाले सभी टी.ए. बिलज पर काउंटर साईनिंग अधिकारी/आदान व प्रदान अधिकारी द्वारा उपरोक्त संदर्भाधीन सत्यापन दिए जाएं। इन सत्यापनों की अनुपस्थिति में कोई भी टी.ए. बिलज पास न किया जाए तथा हिदायतों के पैरा 3 में दी गई व्यवस्थानुसार अपेक्षित कार्यवाही सुनिश्चित करें।

हस्ता०/—

अ.स.वि. (ब.)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

क्रमांक 5/7/81-व.वक.(54)

दिनांक 10 जनवरी, 1983

एक प्रति राज्य के सभी वित्तायुक्त तथा हरियाणा सरकार के सभी प्रशासकीय सचिवों को सूचनार्थ भेजी जाती है।

हस्ता०/—

अ.स.वि. (ब.)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी वित्तायुक्त तथा हरियाणा सरकार के सभी प्रशासकीय सचिव।

क्रमांक 5/7/81-व.वक.(54)

दिनांक 10 जनवरी, 1983

<p><i>These instructions have become obsolete.</i></p>
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TOP PRIORITY
DATE BOUND

No. 1/9/82-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
The Registrar, Punjab and Haryana High Court,
Chandigarh.

Dated, Chandigarh, the 11th January, 1983

Subject : Communication & Distribution of Grants.

Sir,

I am directed to address you on the subject noted above and to say that in accordance with the provisions contained in paragraphs 10.5 and 10.6 of the Punjab Budget Manual, the Head of Departments are required to distribute the budget allocations among the various Drawing & Disbursing Officers functioning under their control not later than the 1st May, in each year.

2. You are requested to please intimate to the Finance Department the details showing the manner in which the total grant for the year 1982-83 (including midyear charges, supplementary demands etc.) sanctioned to your Department have been distributed amongst the various Drawing & Disbursing Officers under your control within a fortnight of issue of this letter positively.

3. In future, the information should be sent to the Finance Department in respect of every financial year by 1st May in accordance with the codal provisions.

Yours faithfully,

Sd/-

Under Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the All Administrative Secretaries to Govt. Haryana, for information & necessary action.

Sd/-

Under Secretary Finance (Budget),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 1/9/82-1B&C,

Dated, Chandigarh, the 11th January, 1983.

These instructions have become obsolete.

No. 116-2FICW-83

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
The Commissioners Ambala and Hisar Divisions,
All Deputy Commissioner and
Sub Divisional Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 13th January, 1983

***Subject :* Grant of House Rent Allowance to Government employees.**

Sir,

I am directed to refer to the Finance Department circular letter No. 11(36)79-FICW-79, dated 16.5.1979 and to say that the aforesaid instructions concerning grant of House Rent Allowance to the Government employees stationed at Jhajjar (Distt. Rohtak) shall be treated as withdrawn w.e.f. 1.2.1983.

Yours faithfully,

Sd/-

Joint Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/1(111)/82-1FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department,
Commissioners Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 20th January, 1983

Subject : Treatment of special pay for the purpose of Fixation of pay on promotion from the post of Steno-typist to a higher post.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 1/21/2PR(FD)-80, dated the 6th October, 1981 vide which the special pay attached with the time scale of steno-typist was enhanced from Rs. 25/- p.m. to Rs. 50/- p.m. w.e.f. 1.2.81 and to say that doubts have been expressed by some departments as to which special pay is to be taken into account for purpose of fixation of pay on promotion to a higher post and whether the pay of those employees who have already been promoted to higher post before 1.2.81 is to be refixed w.e.f. 1-2-81 by taking into account the special pay of Rs. 50/- p.m. After careful consideration it has been decided that in such cases where the special pay in respect of the same post has been enhanced, the rate of special pay to be taken into account for purpose of fixation of pay in the higher post should be the one drawn immediately before the date of promotion subject to the fulfilment of other conditions governing the fixation of pay in the higher post laid down in various rules/instructions. The pay of those steno-typists promoted to higher post before 1.2.81 may be refixed with effect from 1.2.81 if it is more advantageous to them. In other words, once the initial pay in the higher post is fixed on the date of actual promotion, any benefits allowed in the lower post because of pay revision will be treated on the same basis as envisaged in rule 4.14(2) of Pb.CSR Vol. I Part. I.

2. These instructions may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-

Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/1(111)/82-1FR-I,

Dated, Chandigarh, the 20.1.83

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information and necessary action.

Sd/-

Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the :-

Financial Commissioners Haryana.
The Administrative Secretaries to Government, Haryana
for information and necessary action.

Sd/-

Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/1(111)/82-1FR-I,

Dated, Chandigarh, the 20.1.83

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Minister of State/Parliamentary Secretary for information of the Chief
Ministers/Ministers/Ministers of State/Parliamentary Secretary.

Sd/-

Superintendent Finance Regulation
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to
the Chief Minister/Ministers/Minister of State/Parliamentary
Secretary.

U.O. No. 1/1(111)/82-1FR-I

Dated, Chandigarh, the 20.1.83.

These instructions have been incorporated in rules.

No. 1/4(5)-79-1FR-II

From

The Commissioner & Secretary to Government,
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.

Dated, Chandigarh, the 2nd February, 1983

Subject : Simplification of procedure with a view to eliminating delays in the payment of pension and gratuity.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 1/4(5)-79-2FR-II, dated the 15th December, 1982, on the subject noted above and to say that para (3)(1)(b) of the letter under reference may be read as under :-

“(3)(1)(b). The provisional pension shall be authorised by the Audit Officer during the period commencing from the date of retirement to the date on which, upon conclusion of the departmental or judicial proceeding, final orders are passed by the component authority.”

2. Receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(S. L. Dhani)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/4(5)-79-2FR-II

Dated the 2nd Feb., 1983

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information.

Sd/-

(S. L. Dhani)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/4 (5)-79-2FR-II

Dated Chandigarh, the 2nd Feb., 1983

A copy is forwarded to the Treasury Officers/Assistant Treasury Officers in Haryana State for information and necessary action.

Sd/-
(R.P. Kapur)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioners, Haryana,
All Administrative Secretaries to Govt., Haryana, for information and
necessary action.

Sd/-
(R.P. Kapur)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners. Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 1/4(5)-79-2FR-II

Dated, Chandigarh, the 2nd Feb., 1983

Copies are forwarded to the. Principal Secretary/Secretaries/Private Secretaries to Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary for information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-
(R.P. Kapur)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to
Chief, Minister/Ministers/Ministers of State/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 1/4(5)-79-2FR-II

Dated, Chandigarh, the 2nd Feb., 1983.

These instructions have become obsolete.

FINANCE COMMISSION
TOP PRIORITY

No. 1442-8thFC(Resources Cell)-82

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments and
Commissioner, Ambala and Hisar Divisions.

Dated, Chandigarh, the 3rd February, 1983

Subject : Information regarding the number of State Govt. employees who retired during the last five years.

Sir,

The 8th Finance Commission has since been constituted by the president of India. The Commission has, inter-alia, required the State Government to furnish information about the number of State Govt. employees, employees of the local bodies and the teachers of the Govt. aided educational Institutions who retired as on 31st March, 1979, 1980, 1981, 1982. This information is of vital importance to the commission and, thus, it is necessary that due priority is accorded to this work. It is, therefore, requested the requisite information as per proforma prescribed by the Commission, may kindly be furnished to the Finance Department (Resources Cell) within 15 days of the receipt of this letter.

2. This may kindly be treated as most urgent.

Yours faithfully,

Sd/-

Under Secretary Finance (FC)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy each is forwarded to the Financial Commissioner, Revenue, Haryana and all the Administrative Secretaries to Govt. Haryana, with the request that they may kindly ensure that the requisite information is supplied by all the Heads of Departments working under them by the due date.

Sd/-

Under Secretary Finance (FC)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner, Revenue.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 1442-8th FC (Resources Cell)-82

Dated 3-2-1983.

Enclosure of 3.2.1983

PROFORMA**Name of the Department.....**

Numbers of State Govt. Employee, teachers and employees of local who retired/likely to be retired as on 31st March.

A.	State Govt. Employees
(a)	Those whose pensions were sanctioned by Heads of Offices.
(b)	Those whose pensions were sanctioned by Heads of Departments.
(c)	Those whose pensions were sanctioned by the Govt.
B.	Employees of Local Bodies
(i)	Teachers
(a)	Those whose pensions were sanctioned by Heads of Offices
(b)	Those whose pensions were sanctioned by Heads of Departments.
(c)	Those whose pensions were sanctioned by the Govt.
(ii)	Others
(a)	Those whose pensions were sanctioned by Heads of Offices
(b)	Those whose pensions were sanctioned by Heads of Departments.
(c)	Those whose pensions were sanctioned by the Govt.

No. of Employees Retired as on 31st March						
Likely to retire						
1979	1980	1981	1982	1983	1984	1985
				No. Financial implication (Rs. in lakhs)	No. Financial implication (Rs. in lakhs)	No. Financial implication (Rs. in lakhs)

- Foot Note :**
- (i) Teachers working in Govt. Schools and colleges should be shown under 'A'. Teachers working in aided Schools and in Institutions run by local bodies should be shown under 'B' (i).
 - (ii) For State Govt. Employees please indicate that powers of Heads of Offices, Heads of Departments. Govt. to sanction pensions with reference to the category of Govt. servants whose pensions they can sanction and the maximum pay which any category of Govt. servant for whom they can sanction pension can draw on the pay scales applicable to the highest category.
 - (iii) Classified information is not available please furnish the total numbers for each year.

No. 5/1/83-1FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Head of Departments,
Commissioner, Ambala/Hisar Divisions,
All Deputy Commissioner and
Sub Divisional Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 14th February, 1983

Subject : Revised rates of T.A./D.A. etc. admissible on the new scales of pay.

Sir,

I am directed to invite reference to the Haryana Govt., Finance Department circular letter No. 5/1/80-1FR-II dated 2.12.1980 on the subject noted above and to say that a question has arisen as to what rate of daily allowance is admissible to the officers performing journey to Calcutta, Delhi and other far flung places outside the northern region who are frequently compelled to break their journey at Delhi as Chandigarh is not directly connected with such places. After careful consideration it has been decided that linking the rate of daily allowance to the point of actual halt outside head quarters while on tour the concerned officer/official may be paid daily allowance at Delhi rates, for the day of halt at Delhi in either direction if it is considered essential, the test of essentiality being the approval of tour programme by the Controlling Officer.

These instructions would come into force from the date of issue of this letter. The T.A. bill already passed would not be reopened.

Yours faithfully,

Sd/-

(S.L. DHANI)

Joint Secretary, Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/83-1FR-II

Dated, Chandigarh, the 14-2-1983

A copy with one spare copy is forwarded to the Accountant General, Haryana (i) (A&E) and (ii) Audit, Chandigarh, signed in ink, with 10 spare copies each for information and necessary action with reference to Finance Department endorsement No.

Sd/-

(S.L. DHANI)

Joint Secretary, Finance (PR)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the Financial Commissioner Haryana and all Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-
(R.P. Kapur)
Under Secretary, Finance (PR)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner, Haryana,
All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/1/83-1FR-II

Dated, Chandigarh, the 14-2-1983

A copy is forwarded to Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

Sd/-
(R.P. Kapur)
Under Secretary, Finance (PR)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary
Secretary for information of the Chief Minister/Ministers/Ministers
of State/Chief Parliamentary Secretary.

U.O. No. 5/1/83-1FR-II

Dated, Chandigarh, the 14-2-1983.

These instructions have become obsolete.

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Treasury Officers and
Sub-Treasury Officers (as per list attached).

Memo No. 5/7/81-1B&C

Dated : 17th February, 1983

Subject : Economy in expenditure - economy in the case of Staff Car.

As you are aware, Finance Department vide letter of even number dated the 25th May, 1981 has prescribed a ceiling of ten days on touring in a month beyond which no travelling allowance/daily allowance would be admissible to the touring staff without prior approval of the Finance Department. Some time back, it was brought to the notice of the Govt., by the Accountant General, Haryana that during one of the inspection carried out by his staff of Public works Divisions, it came to their notice that travelling allowance and daily allowance beyond the admissible period of ten days in a month was being drawn and paid for by a number of Public Works Divisions in the state. A list of all the excess payment of TA/DA by various PWD Divisions received from the Accountant General is enclosed.

2. In the above context, your attention is adverted to the instructions issued vide letter of even number dated the 10th January, 1983. In the said instructions it was stipulated inter-alia that all the Officers authorised to counter-sign the T.A bill will give a certificate to the effect that no TA/DA was drawn by Officers/Government servants under their control beyond 10 days during the last year and that in the absence of such a certificate no Treasury Officers will pass the TA/DA bills of respective offices from February, 1983. In view of these instructions it is requested that concerned Treasury Officers may please check whether the counter-signing authority in case of various P.W.D. Divisions, included in the list as was furnished by the Accountant General, Haryana, have given the requisite certificate envisaged in the said instructions, and whether excess payment as was alleged to have been drawn has been refunded so far or not. Necessary report in this connection may please be sent to the Finance Department at an early date.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 5/7/81-1B&C,

Dated, the 17th February, 1983

A copy is forwarded to the Joint Secretary Finance (Treasury and Accounts) for information and necessary action.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

1. Treasury Officer, Gurgaon.
2. Treasury Officer, Faridabad.
3. Treasury Officer, Kurukshetra.
4. Treasury Officer, Kaithal.
5. Treasury Officer, Narnaul.
6. Treasury Officer, Ambala.
7. Treasury Officer, Yamuna Nagar.
8. Treasury Officer, Jind.
9. Treasury Officer, Bhiwani.
10. Treasury Officer, Rewari.
11. Treasury Officer, Karnal.
12. Treasury Officer, Chandigarh.
13. Treasury Officer, Delhi.

<p><i>These instructions have become obsolete.</i></p>

[To be substituted for the letter bearing same No. & Date]

No. 3/42/1PR(FD)-80

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Ambala & Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 21st February, 1983

Subject : Fixation of pay of Civil and Military Pensioners under the revised scales of pay.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 3/42/1PR(FD)-80, dated the 24th June, 1981 and even number dated the 6th October, 1982 on the above subject wherein it was clarified that the Haryana Civil Services (Revised Scales of Pay) Rules, 1980 do not apply to the re-employed Civil and Military pensioners and that the pay of Civil/Military pensioners on their re-employment is to be fixed in accordance with rule 7.18 and 7.20 respectively of Pb. C.S.R. Volume-II read with instructions contained in Finance Department letter No. 1/1/(14)/78-2FR-II dated the 4th October, 1978. You were also requested to check up whether any re-employed Civil/Military pensioner has been given the benefit of pay fixation under the new pay fixation rules and, if so, to recover the amount paid in excess from the employee concerned immediately.

Technically, the word "Re-employed" covers the employees who prior to re-employment had retired from the Central or Haryana Government service and were in receipt of pensionary benefits. While those coming from civil employment are to be governed by the contractual terms laid down at the time of re-employment, in case of military pensioners, it was pointed out that denial of the revised scales of pay would deprive them of even the benefit of higher rates of increment under the revised scales of pay. The matter has, therefore, been reconsidered and it has been decided that the military pensioners recruited prior to the date of notification of revised scales of pay may be allowed the benefit of pay fixation at the minimum of revised scales of pay on 1-4-79 or the appointed day (as the case may be), but where the equivalent of pay in the old pay scale at 320 points consumer price index is higher than the minimum of the revised pay scale, the employee may be allowed fixation of pay at a stage next below that pay in the revised pay scale, the difference being allowed as personal pay to be absorbed in future increment(s) .

Where such employees have wrongly been given the benefit of pay fixation in terms of rule-6 of the Haryana Civil Services (Revised Scales of Pay) Rules, 1980 and the amount recoverable is heavy, it has been decided that instead of recovering the amount in lump sum, the recovery may be allowed to be spread over in easy monthly installments of not more than

10% of the pay of the employee concerned, but if, for certain reasons, recovery of full amount is not possible before the retirement of an employee, the balance amount may be recovered in lump from his death-cum-retirement gratuity.

Receipt of these instructions may please be acknowledged.

Yours faithfully,

Sd/-

(S. L. Dhani)

Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 3/42/1PR(FD)-80

Dated, Chandigarh, the 21st February, 1983

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information with reference to Finance Department, circular letter No. 3/42/1PR(FD)-80 dated 6th October, 1982.

Sd/-

Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded for information and necessary action to :-

The Financial Commissioner, Haryana.
All Administrative Secretaries to Govt. Haryana for information.

Sd/-

Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner, Haryana,
All Administrative Secretaries to Govt., Haryana.

U.O. No. 3/42/1PR(FD)-80

Dated, Chandigarh, the 21st February, 1983

Copies are forwarded to the Principal Secretary/Secretaries to the Chief Minister/Ministers/Deputy Ministers/Parliamentary Secretary, for information of the Chief Minister/Minister/Deputy Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-

Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries, Private Secretaries to the
Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary
Secretary/Parliamentary Secretary.

U. O. No. 3/42/1PR(FD)-80

Dated, Chandigarh, the 21st February, 1983.

***These instructions have been Revised vide
No. 16/7/89-1FA, Dated 19.08.1992.***

Copy of D.O. letter **No. 15/57/82-1FA, dated 23rd February, 1983** from Shri T.K. Banerji, IAS, Commissioner & Secretary to Government, Haryana, Finance Department to Managing Director, Haryana State Industrial Corporations Federation, Chandigarh and also all in Haryana State, Undertaking.

Subject : Appointment of Accounts Personnel in Govt. Corporations/Board/ Companies/Co-operative Institutions etc.

I would invite your attention to our letter No. 13/36/79-PEIC(FD) dated 6.11.1980 (copy enclosed) on the subject noted above.

2. It has come to the notice of the Govt. that it has become a tendency in certain Corporations/Boards to surrender the Accounts/Audit staff posted with them. Sometimes the staff is abruptly relieved with the institutions to report back to the Parent Department and with the plea that no substitute is required. In doing so, the motive may be to promote the departmental person or appoint an outsider. This is not desirable from the point of view of financial propriety and also adversely effects the strength of Accounts Cadre established under the Finance Department. It also leads to administrative difficulties as the department is not in a position to issue their posting orders. In this connection, your attention is invited to our instructions issued vide letter No. 22895-TA-HR-(ii)-79/12450, dated 20.11.1979 (copy enclosed).

3. Certain autonomous bodies some time ask for exemption from having SAS personnel and demand a panel of names. A plea is also some time taken that the Accounts personnel of Finance Department are well conversant with the system of Commercial Accounting.

4. The entire matter has once again been considered by Government in depth and it has been decided that:

- (i) Sending a panel of names is not practicable or feasible because of administrative difficulties as enumerated in Govt. letter No. 13/36/81-PEIC(FD), dated 16.7.81 (copy enclosed) and as such no requests will be entertained in future;
- (ii) Exemption from having SAS personnel on deputation cannot be allowed to any autonomous body in the interest of financial propriety and to watch the interest of the Govt. This is also desirable in order to maintain continuity as the staff directly recruited generally leaves at short intervals on getting better jobs outside;
- (iii) No direct appointment of Accounts personnel will be made by the Corporations/Boards/Companies/Co-operative Institutions either from the open market or by promoting its own personnel.

5. On the other hand, keeping in view the requirements of State Undertakings, we will enquire that requisitions for Accounts staff are dealt with promptly. Further, the staff so sent will continue for a reasonable period to ensure continuity and to avoid dislocation. Special arrangements will be made to change the syllabus of training of such personnel so that they

become fully conversant with Commercial Accounting. Special refresher course will also be arranged for them.

6. These instructions may please be brought to the notice of all concerned. Any contravention or non-compliance will be viewed very seriously and the Chief Executive/ Managing Director of the Board/Corporation may be held answerable

7. Receipt of the communication may be acknowledged.

No. 5/3(13)-82-1FR-II/

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments and
Commissioner, Ambala and Hisar Divisions.

Dated, Chandigarh, the 28th February, 1983

Subject : T.A./D.A. for officers required to visit Delhi.

Sir,

I am directed to invite a reference to the subject cited above and to say that information in regard to the expenditure on the T.A./D.A. of officers who were required to visit Delhi during the period from 1.4.82 to 31.1.83 is urgently required for the disposal of a case in the Finance Department. You are requested to collect this information in respect of the officers at Headquarters and in Sub-Offices under your control at your level and send the same, duly consolidated, to the Finance Department immediately.

Yours faithfully,

Sd/-

(S.L. Dhani)

Joint Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy each is forwarded to the Financial Commissioner, Revenue, Haryana and all the Administrative Secretaries to Govt. Haryana, for information and necessary action.

Sd/-

(S.L. Dhani)

Joint Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner, Revenue, Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/3(13)-82-1FR-II

Dated 28th February, 1983.

No. 4/1/83-3FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners Ambala/Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh the 1st March, 1983

Subject : Payment of further adhoc Dearness Allowance to Senior Officers.

Sir,

I am directed to invite a reference to the Haryana Govt. Finance Department letter No. 4/1/83-3FR-II, dated 3-1-1983 on the subject noted above and to clarify that for purposes of calculation of adhoc Dearness Allowance, the non-practicing allowance admissible to Doctors will also be treated as "Pay".

2. I am further to add that certain doubts have been raised from some quarters about the manner in which net increase on account of further adhoc dearness allowance is to be worked out. A few illustrations are given below, which elucidate the calculation of amount admissible on this account :

Basic Pay including NPA, if any in the revised scales of pay	Amount of ADA I & II at 320 CPI merged in the revised pay	Difference of Col. 1 & 2.	54% of the amount mentioned in col. 3	Minus the amount of DA admissible as on 1-1-82	Net amount admissible (Col. 4 minus-5)
1	2	3	4	5	6
Rs. 2000/-	Rs. 363/-	Rs. 1637/-	Rs. 883.98	Rs. 820.00	Rs. 63.98 Pay Rs. 64.00
Rs. 2250/-	Rs. 363/-	Rs. 1887/-	Rs. 1018.98	Rs. 820.00	Rs. 198.98 Pay Rs. 199.00

3. It is also clarified that notwithstanding the existing provision for the calculation of leave salary for the purpose of payment of Dearness Allowance to the State Government employees or for any other purpose, further adhoc Dearness Allowance in accordance with the orders contained in circular letter referred to above will be paid on the leave salary separately calculated on the basic pay alone of the Officer concerned without including special pay, deputation pay, special allowance or any addition to pay under any other nomenclature.

4. Receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

(S. L. Dhani)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 6/1(5)-82-1FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department,
Commissioner Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 3rd March, 1983

Subject : Treatment of special pay for the purpose of pay on promotion to a higher post.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 6/1(1)/81-1FR-I, dated the 4th May, 1982 on the subject noted above wherein it has been clarified that where all posts in a cadre carry the same amount of special pay, such special pay will, notwithstanding anything to the contrary, be considered to be a special pay in lieu of separate higher time scale and further where the lower and higher promotion posts carry special pays and the special pay has been sanctioned to all posts in those cadres, the benefit of special pay drawn in the lower post would not be admissible for purposes of pay fixation in the higher promotion post.

2. In accordance with note (9) below rule 4.4 of the Pb. C.S.R. Vol. I, Part-I the benefit of special pay towards pay fixation on promotion to a higher post is admissible subject to the condition that the special pay in the lower post has been drawn continuously for a minimum period of three years on the date of promotion. It was brought to the notice of Govt. that this provision in the rules had been causing hardship to the employees where period of officiating on the lower post carrying special pay fell short of three years. The matter has been considered further and on reconsideration, it has now been decided that where the higher post does not carry a special pay, but the lower post carries a special pay in lieu of higher time scale, the incumbent may be allowed the benefit of such special pay towards fixation of pay in the higher promotion post regardless of the time for which he has drawn it on the lower post subject to it being certified that but for promotion he would have continued to draw it on the lower post.

3. This decision will take effect from the date of issue of this letter. Necessary amendment in the rules made in due course.

Yours faithfully,

Sd/-

Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 6/1(5)/82-1FR-I

Dated, Chandigarh, the 3rd March, 1983

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information and necessary action.

By order
Sd/-
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to the :-

All Financial Commissioners Haryana.
All Administrative Secretaries to Government, Haryana;
for information and guidance.

Sd/-
Superintendent Finance Regulation
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Financial Commissioner Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 6/1(5)/82-1FR-I

Dated, Chandigarh, the 3rd March, 1983

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary/Parliamentary Secretary for information of the Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-
Superintendent Finance Regulation
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries
to the Chief Minister/Ministers/Minister of State/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 6/1(5)/82-1FR-I

Dated, Chandigarh, the 3rd March, 1983.

These instructions have become obsolete.

MOST IMMEDIATE
DATE BOUND

No. 1/2(3)/83-1FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Head of Departments,
Commissioners Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated: 3rd March, 1983

Subject : Supply of information in respect of re-employed pensioners.

Sir,

I am directed to invite your attention to the subject noted above and to say that details in respect of those employees belonging to class I, II, III and IV services who have been re-employed after attaining the age of superannuation i.e. 58 years or 60 years, as the case may be, may please be supplied to the Govt. in the consolidated form with the following information within a week from the date of issue of this letter :-

1. Name of the employee.
2. Post from which he retired.
3. Post against which re-employed.
4. Date from which re-employed.
5. Period for which re-employed.

The information should be consolidated at the level of Heads of Departments and Commissioners Hisar/Ambala Division. If the information is nil even then the report may be sent to Govt. within the prescribed period.

Yours faithfully,

Sd/-

Joint Secretary, Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/2(3)/83-1FR-I

Dated, Chandigarh, the 3rd March, 1983

A copy is forwarded to the Managing directors of Corporations/Boards etc of the State Govt. undertakings for supplying the requisite information to the Govt. within the prescribed period.

Sd/-

Joint Secretary, Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to :-

All the Financial Commissioners, Haryana,
All the Administrative Secretaries to Govt. Haryana for information and
necessary action.

Sd/-

Joint Secretary, Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Financial Commissioner, Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 1/2(3)/83-1FR-I

Dated, Chandigarh, the 3rd March, 1983.

Statement showing progress of the recovery of arrears of Revenue Receipts & Loans

Name of the Department _____

S. No.	Major Head of Account	Outstanding arrears upto the month under report	Demand created during the month	Recovery made during the month	Balance outstanding at the end of the month (Col. 3+4 minus 5)	Remarks
1	2	3	4	5	6	7

***These instructions have been Revised vide
No. 5/7/81-1B&C(18B), Dated 23.06.1983.***

No. 5/7/81-1B&C(83)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner, Ambala and Hisar Divisions and
All the Deputy Commissioners in Haryana,
The Registrar, Punjab & Haryana High Court,
All the Chairmen/Managing Directors of the Corporations/
Government Undertakings/Boards.

Dated, Chandigarh, the 9th March, 1983

Subject : Temporary Ban on the purchase of staff car from the open market.

Sir,

I am directed to invite a reference to the instructions contained in Finance Department circular letter of even number dated the 25th May, 1981 and to say that it has been informed by the Government of India, Ministry of Finance, that for the forthcoming non-aligned meet, Government of India are purchasing a fleet of cars. After the meet, some of the cars which are not required by the India Tourism Development Corporation are proposed to be resold to Government Departments/Public Sector Undertakings etc. In view of this, it has been decided to place an embargo on the direct purchase of cars from the dealers during the first quarter of 1983-84 (i.e. 1st April to 30th June, 1983). In cases where, however, the sanctions for the purchase of cars have already been issued but the purchase has yet to materialise, it is stated that all such Government Departments, Public Sector Undertakings will place their orders on India Tourism Development Corporation after March, 1983 when the Non-Aligned Meet fleet will become available for sale. Meanwhile, the Controller of Stores, Haryana should stop processing of the indents placed on him by the Departments for the purchase of cars. The Departments may place new indents on the Controller of stores, Haryana for the purchase of cars only if there is extreme urgency and non-availability certificate has been obtained from the India Tourism Development Corporation. Even in such cases the Controller of Stores, Haryana will not entertain any indents unless the specific approval of the Finance Department for the purchase of a new car has been obtained by the concerned Departments/Public Sector Undertakings.

Yours faithfully,

Sd/-

Under Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Government Haryana for information and necessary action in continuation of Finance Department circular letter of even number dated the 27th November, 1981.

Sd/-

Under Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Government,
Haryana.

U.O. No. 5/7/81-1B&C(83)

Dated, Chandigarh, the 9th March, 1983

Endst. No. 5/7/81-1B&C(83)

Dated, Chandigarh, the 9th March, 1983

A copy is forwarded to the Accountant General Haryana for information.

Sd/-

Under Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 5/7/81-1B&C(83),

Dated, Chandigarh, the 9th March, 1983

A copy is forwarded to the Controller of Stores, Haryana, for information & necessary action.

Sd/-

Under Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

<p><i>These instructions have become obsolete.</i></p>
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MOST IMMEDIATE/DATE BOND**No. 75/2/83/FD/Pension/SAP**

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana State,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 10th March, 1983**Subject : Delay in finalisation of pension cases and measures thereof.**

Sir,

I am directed to invite your attention to the subject noted above and to say that Accountant General, Haryana has desired the details regarding the total number of employees (Gazetted & Non-Gazetted) who had retired upto 31/3/82 and were eligible for pension but whose pension papers have not been sent to his office so far. It is, therefore, requested that consolidated information of your department as per proforma prescribed by A.G. Haryana may please be sent to Accountant General, Haryana, direct under intimation to the Govt. within a week from the date of issue of this letter positively.

2. The information should be consolidated at the level of Heads of Department. Even if the information is nil, report should be sent to the Accountant General, Haryana within the prescribed period.

Yours faithfully,

Sd/-

Under Secretary, Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 75/2/83-F.D./Pension/SAP,

Dated: 10.3.83

A copy each is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action with reference to his letter No. Pen.I (R) General-5/82-83/9172, Dated 28/2/1983.

Sd/-

Under Secretary, Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Contd...**Encls.**

PROFORMA

Name of the retiree	Date of retirement/ Date of Death	Department from which retired	Whether eligible for pension	Whether the cases have not been prepared	Whether the cases are in process of being submitted	Reasons for not Submission.
1	2	3	4	5	6	7

These instructions have become obsolete.

No. 5/14/82-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
Commissioner, Ambala and Hisar Divisions and
All the Deputy Commissioners in the State,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 11th March, 1983

Subject : Economy in the use of staff car - Popularisation of Vayudoot service between Chandigarh - Hisar, Hisar and Delhi.

Sir,

I am directed to refer to the instructions contained in Finance Department circular letter of even number dated the 15th December, 1982 on the subject noted above and to say that in partial modification of the instructions referred to above it has been decided by the Government on experimental basis, for a period of six months from the date of issue of this letter, that all the eligible State Government officers, who are stationed in Districts of Bhiwani and Sirsa should also use the Air service introduced by Vayudoot Management between Delhi, Chandigarh via Hisar and back, when they are required to travel to Delhi in public interest from Hisar to Delhi on days this service is available.

Yours faithfully,

Sd/-

Under Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

Under Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/14/81-1B&C,

Dated, the 11th March, 1983

Endst. No. 5/14/81-1B&C,

Dated, the 11th March, 1983

A copy is forwarded to Commissioner & Secretary to Government Haryana, Civil Aviation Department for information.

His office file is also returned herewith.

Sd/-

Under Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 1229-2FICW-83, Dated 9.05.1983.***

TOP PRIORITY
MOST IMMEDIATE
PERSONAL ATTENTION

No. 646-2FICW-83

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
the Commissioners of Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 22nd March, 1983

Subject : Grant House Rent Allowance to Government employees.

Sir,

I am directed to refer to the Finance Department circular letter No. 11(36) -79 dated 16-5-1979 on the subject noted above vide which it was decided to grant house rent allowance to the employees of the State Government posted at Jhajjar (Distt. Rohtak) @ 7½% on the condition laid down in letter of composite Punjab No. 956-FCW-65/1548 dated 20-2-1965 as amended from time to time. According to the Government policy cities/towns having a population in excess of 25,000 were eligible for the grant of house rent allowance. The State Government employees posted at Jhajjar though not qualified for the grant of house rent allowance on the basis of 1971 census were granted house rent allowance vide Haryana Government letter referred to above on the assumption that the population of this city must have exceeded this limit of 25,000 by the year 1979. However, census figures of 1981 have revealed that the population of Jhajjar is still less than 25,000 and this city, therefore, still does not qualify for the grant of house rent allowance. This facility had, therefore, been granted to the employees posted at Jhajjar erroneously and consequently it was decided to withdraw this facility from the employees posted at Jhajjar w.e.f. 1-2-1983 vide Haryana Government letter No. 116-2FICW-83 dated 13th January, 1983, with a view to ensure that Government employees posted in other cities/towns and placed in a similar situation are not discriminated against. On reconsideration of the matter, Government desires to give an opportunity to the employees posted at Jhajjar singly or jointly to make any representation that they may like to make against the aforesaid order of withdrawal of the house rent allowance as to reach this office before

7-4-1983, failing which it will be presumed that they have no representation to make.

It may please be ensured that the contents of this letter are brought to the notice of each and every employee of your department posted at Jhajjar positively.

Yours faithfully,

Sd/-

(RAJNI RAZDAN)

Joint Secretary Finance (G),

for Commissioner & Secretary to Government,

Haryana, Finance Department.

A copy each is forwarded for information & necessary action to the :-

1. All Financial Commissioner, Haryana and
2. All the Administrative Secretaries to Government, Haryana.

Sd/-

(RAJNI RAZDAN)

Joint Secretary Finance (G),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

1. All Financial Commissioners, Haryana and
2. All the Administrative Secretaries to Govt., Haryana.

U.O. No. 646-2FICW-83

Dated, Chandigarh, the 22 March, 1983.

***These instructions have been Revised vide
No. 419-2FICW-91, Dated 28.02.1991.***

No. 768-2FICW-83

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Heads of Department, Commissioner of Divisions,
Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 4th April, 1983

Subject : Grant of House Rent Allowance to Government employees - re-classification of towns/cities.

Sir,

I am directed to invite a reference to Haryana Government, Finance Department circular letter No. 3295-FICW(2)-71/28109, dated 24th September, 1971, on the subject noted above and to say that for some time past the State Government have had under their consideration the question of reclassification of towns/cities regarding grant of house rent allowance on the basis of latest census population figures. Accordingly it has been decided to reclassify the following town/cities as 'A' class and "B" class respectively :-

'A' Class Cities

Chandigarh, Ambala Cantt, Ambala, City, Rohtak, Faridabad, Gurgaon, Yamuna Nagar, Karnal, Panipat, Sonapat, Bhiwani, Hisar and Jagadhri.

'B' Class Cities

Hansi, Sirsa, Rewari, Kaithal, Palwal, Narnaul, Thanesar, Bahadurgarh, Jind, Shahbad, Gohana, Tohana, Mandi Dabwali, Narwana, Charkhi-Dadri, Fatehabad and Jhajjar.

2. The grant of house rent allowance shall, however be subject to the same condition as have already been laid down for the purpose in Haryana Government letter No. 11/25/80/FICW(2), dated 14-7-1980.

3. House Rent Allowance in the cities on the basis of their new status will be allowed to the Government employees w.e.f. 1-4-1982. The amount of arrears on account of house rent allowance for the period from 1-4-1982 to 28-2-1983 will be deposited in the General Provident fund of the employees. In case of these employees who have no such accounts, the amount of such arrears will be invested in the post office saving certificates.

4. The above orders will not apply to :-

- (a) Work-Charged employees
- (b) Staff paid from contingencies
- (c) Casual labour.
- (d) Daily wager, working on piece-rate system.

- (e) Contract basis employees, except where house rent allowance is admissible in terms of their contract.

Yours faithfully,

Sd/-

(RAJNI RAZDAN)

Joint Secretary Finance (G),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/3(1)-81-2FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 5th April, 1983

Subject : Grant of relief to Haryana Government pensioners/recipients of family pension and extra ordinary family pension.

Sir,

I am directed to invite a reference to the correspondence resting with Finance Department circular letter No. 1/3(1)-81-2FR-II, dated 8th November, 1982, on the above subject and to say that consequent upon the rise in the cost of living (i.e. Average Consumer Price Index raising from 448 to 456 points), the State Government had been considering for some time past, the question of affording further relief to Haryana Government pensioners as well as to the recipients of family pension and extra ordinary family pension. It has now been decided to grant them further installment of relief with effect from 1st June, 1982 at the rate of 2.5% of their pension with a minimum of Rs. 2.50 and a maximum of Rs. 12.50 per mensem.

2. With the grant of this relief, the pensioners and recipients of family pension will be entitled to total relief @ 40% of basic pension subject to a minimum of Rs. 40.00 and a maximum of Rs. 200.00 per mensem with effect from 1-6-1982. In the case of pensioners and recipients of family pension retired prior to 1.4.79, the relief at the above rate will be calculated with reference to the pension as determined on 1.4.79 in terms of para (5) of Finance Department Circular letter No. 11/1PR(FD)-81, dated 19-3-1981. The relief as calculated above will be expressed in whole rupees and for this purpose the fraction of a rupee will be rounded off to the next higher rupee.

3. These orders will not apply to pensioners, whose pensions have been determined on adhoc basis without reference to the emoluments drawn by them, i. e., 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 expenditure involved will be debitable to the Major Head "266-Pensions and other Retirement Benefits."

5. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(S.L. Dhani)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 4/1/83-3FR-II/2613

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 5th April, 1983

Subject : Grant of Dearness Allowance to Haryana Government Employees.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 4/1/82/3FR-II dated 18th October, 1982, on the subject noted above and to say that the State Government have had under consideration the question of granting further relief to the employees consequent upon the increase in the average Consumer Price Index from 448 to 456. It has been decided to grant relief with effect from 1st June, 1982, at the rates given below, on the revised scale of pay :

Pay Range	Rate of D.A. per mensem (inclusive of the previous installment granted vide letter No. 4/1/82-3FR-II, dated 18-10-82)
upto Rs. 600/-	46.75% of pay subject to a maximum of Rs. 272/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/-
Rs. 601/- to 2000/-	38.25% of pay subject to a minimum of Rs. 272/- and a maximum of Rs. 510/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/-
Rs. 2001/- to 2060/-	Amount by which pay + D.A. does not exceed Rs. 2510/- plus Rs. 7/- on account of restoration of cut.
Rs. 2061/- & above	The rates of D.A. as sanctioned in Para-I(d) of F.D. letter No. 4/1/82-3FR-II, dated 9.4.82 shall remain unchanged.

Note : I The amount of Dearness Allowance admissible now or in future on pay of Rs. 2400/- p.m. and above would be reduced by the amount of Additional Dearness Allowance (I&II) merged at the time of fixation of pay in the revised scale. However, if the amount of A.D.A. merged in the revised pay is more than or equal to amount of dearness allowance admissible, no dearness allowance would be paid.

Note : II The term 'Pay' would include Basic Pay, personal Pay, Special Pay, Overseas Pay & Deputation Allowance, where admissible as defined in rule 2.44 of C.S.R. Vol. I, Part I.

Note : III The payments on account of this Additional Dearness Allowance would be rounded off to the nearest 10 paise.

2. In case of employees who opt to continue in the unrevised scales of pay, whose pay scales have not yet been revised and the teaching personnel of Education Department (Colleges Cadre) who are in receipt of U.G.C. scales of pay, the amount classified as Dearness Pay as detailed below, will be treated as 'pay' for calculation of admissible dearness allowance :-

(a) In case of those who opt to continue in the unrevised scales of pay and whose pay scales have not yet been revised.

Dearness Allowance, Ad-hoc Relief and Additional Dearness Allowance (I&II) upto 12 monthly Consumer Price Index-320(1960 base=100) minus excess payment of adhoc relief.

(b) In case of teaching personnel of the Department of Education (Colleges Cadre) who are in receipt of U.G.C. scales of pay.

Additional Dearness allowance (I&II) upto 12 monthly consumer Price Index 320 (1960 base=100) minus excess payment of Ad-hoc relief.

3. The general conditions for the payment of Dearness Allowance would continue to be the same as in force at present.

4. The amount of arrears on account of the above instalments of Dearness Allowance for the period from 1-6-82 to 31-3-1983 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees whose have no such accounts, the amount of such arrears will be invested in the post Office Saving Certificates.

5. Payment of further Adhoc Dearness Allowance admissible to Senior Officers getting basic pay above Rs. 1881 will continue to be regulated under Finance Department Circular letter No. 4/1/83-3FR-II, dated 3.1.83 and Circular Letter of even number dated 1-3-83.

6. These orders are also applicable to the work charged employees.

7. The above order will not apply to :-

- (i) Staff paid from contingencies;
- (ii) Casual labour;
- (iii) Staff employed as Daily wages and those working on piece-rate system; and
- (iv) Those employed on contract basis except where Dearness Allowance is admissible in terms of their contract.

Yours faithfully,

Sd/-

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been clarified vide
No. 15/31/88-3B&C, Dated 12.10.1989.***

No. 15/37/82-3B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department in Haryana,
The Registrar Punjab and Haryana High Court and
The Commissioner, Ambala and Hisar Divisions.

Dated, Chandigarh, the 7th April, 1983

Subject : Procedure for dealing with the Report of the Public Accounts Committee.

Sir,

I am directed to invite your attention to the Finance Department circular letter No. 669-3B&C-77/6540, dated the 10th March, 1977 and subsequent communications listed in the annexure 'I'. These instructions envisage the procedure as has been laid down for dealing with the reports of the Public Accounts Committee of Haryana Vidhan Sabha. Notwithstanding the procedure laid down in these instructions, the Public Accounts Committee in its 18th Report on the Appropriation Accounts/ Finance Accounts of the Haryana Government for the year 1978-79 have severely criticized the inordinate delay which is being caused presently in the implementation of the recommendations/ observations of the Committee. The Committee also pointed out that the replies to the questionnaires are not furnished by the concerned Departments of the Government with the required promptitude. The recommendations made by the Public Accounts Committee have been examined and it has been considered desirable to reiterate the procedure prescribed in the Instructions referred to above and bring the same again to the notice of all concerned. Copies of the abovementioned letters are enclosed for facility. Besides this, in order to streamline the procedure further and with a view to ensure implementation of the recommendations of the Public Accounts Committee as expeditiously as possible at every level, it has been decided to further introduce the following measures :-

- (a) The departments should make efforts to take appropriate action on the recommendations of the Public Accounts Committee and no recommendations should be shown as pending for want of action for more than two consecutive quarterly reports.
- (b) The department should nominate a senior officer each at the Secretariat level and at the level of the Head of Department to ensure proper liaison with the Finance Department and Public Accounts Committee for ensuring speedy disposal of the recommendations made by the Public Accounts Committee.
- (c) The Budget and Committee Branch of the Finance Department will ensure that the quarterly reports are received by stipulated date(s) and that the branches in Finance Department given their comments, if any, without avoidable delay. In case the report is not received from any of the departments in time of it is sent to the P.A.C. direct at the time of examination or near about the date the

representative of the Finance Department would be at liberty to inform the P.A.C. that since a report was not received in time it could not be commented upon in the Finance Department and that the Public Accounts Committee will be free to record suitable observations against the concerned Department.

- (d) In case the quarterly report is not received in Finance Department in time in accordance with the procedure in vogue then the matter would be brought to the notice of Finance Minister/Chief Minister by F.D. after each quarterly progress report has become due.

2. In so far as the recommendations made by the Committee that cases where additional expenditure has been incurred over and above the provisions earmarked for certain departments should be investigated by the Finance Department, it needs no gainsaying that expenditure in excess over budget grants should always be avoided. In this context it also pointed out that it is imperative that no department should exceed the revised budgetary grants under any circumstances whatever. Exceeding the grants as voted by the Legislature, from time to time, and as reflected in the budget estimates/revised estimates is not only a constitutional irregularity but also reflects the lack of financial discipline on the part of concerned departments. In view of this, it is emphasized that effective steps should be taken to avoid incurring of expenditure in excess of budget grants. However, the F.D. will investigate the reasons for excess expenditure over the voted grant as may be brought to the notice of F.D. by the Public Accounts Committee pertaining to the earlier years.

In this context your attention is also invited to the instructions issued by the Finance Department,—*vide* letter Number 1/9/82-1B&C dated the 11th January, 1983 and it is re-emphasized that the requisite information asked for thereunder should be furnished by the 1st May, 1983 positively.

I am to request that the instructions may kindly be brought to the notice of all concerned for strict compliance.

Receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

Joint Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 15/37/83-3B&C

Dated, Chandigarh, the 7th April, 1983

A copy is forwarded to the Secretary, Public Accounts Committee, Haryana Vidhan Sabha Secretariat, Chandigarh for information with reference to his letter No. PAC-48/81/30747, dated 24th September, 1982.

Sd/-

Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 15/37/83-3B&C

Dated, Chandigarh, the 7th April, 1983

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information.

Sd/-
Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all Administrative Secretaries to Government, Haryana, for information and necessary action.

Sd/-
Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 15/37/83-3B&C

Dated, Chandigarh, the 7th April, 1983

A copy is forwarded to, all officers and Branches of Finance Department, Haryana, for information and necessary action.

2. Their particular attentions is invited to the condition as has been enumerated in sub-para (c) of the procedure now being introduced. It is requested that they should expedite their comments, if any, without avoidable delay on the quarterly reports as and when these are transmitted to them by the Budget and Committee Branch.

Sd/-
Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Officers and Branches of Finance Department, Haryana.

U.O. No. 15/37/83-3B&C

Dated, Chandigarh, the 7th April, 1983.

ANNEXURE 1

1. No. 15/30/80-3B&C, dated 27th August, 1980.
2. No. 15/39/80-3B&C, dated 13th January, 1981.
3. No. 15/2/82-3B&C, dated 10th February, 1982.
4. No. 15/21/81-3B&C, dated 23rd March, 1982.
5. No. 15/26/82-3B&C, dated 7th October, 1982.

***These instructions have been Revised even
No. Dated 27.05.1983.***

No. 5/27/81-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in the State,
Commissioners, Ambala/Hisar Divisions,
The Registrar, Punjab and Haryana, High Court.

Dated, Chandigarh, the 11th April, 1983

Subject : Scope for effecting economy in expenditure - Constitution of a High Powered Committee.

Sir,

I am directed to invite your attention to letter No. 5/27/81-1B&C, dated 9th November, 1981 and to say that to ensure management of state finances in an optimum and efficient manner, there is an overwhelming need to determine and review the quantum of purchases in all the departments at an appropriately high level, so that while on the one hand unnecessarily large inventories do not accumulate, it is possible to properly assess the requirements of the departments on the other hand. With this end in view, it has been decided that henceforth the Administrative Department concerned will have the powers to make purchases to the extent of Rs. 5 lakhs only in respect of any item/material. Cases for approving purchase orders involving amounts exceeding Rs. 5 lakhs in value would be decided by a High Powered Committee, the composition of which will be as follows :

1.	Chief Minister	Chairman
2.	Finance Minister	Member
3.	Minister Incharge of the Department concerned	Member
4.	Administrative Secretary of the Department concerned	Member
5.	Finance Secretary	Member
6.	Head of the Department concerned	Member-Secretary

2. It is requested that these instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

Joint Secretary Finance(B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Government Haryana for information and necessary action.

Sd/-
Joint Secretary Finance(B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secy. to Govt., Haryana.

U.O. No. 5/27/81-1B&C,

Dated, Chandigarh, the 11th April, 1983

No. 5/27/81-1B&C,

Dated, Chandigarh, the 11th April, 1983

A copy is forwarded to all Branch Officers/Superintendents in the Finance Department (Except FR-I and FR-II) for information and necessary action.

2. They are requested to ensure that above instructions are kept in view when the proposals are received by the Finance Department.

Sd/-
Joint Secretary Finance(B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/2/78-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
Commissioner, Ambala and Hisar Divisions,
All the Deputy Commissioners in the State,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 26th April, 1983

Subject : Economy in expenditure - Use of Government vehicles on tour.

Sir,

I am directed to invite a reference to Finance Department's circular letter No. 1628-1B&C-77/11400, dated the 20th April, 1977 on the subject noted above and to say that according to these instructions, it was envisaged inter-alia that only such officers as specified therein shall be authorized to use Government vehicles while on tours and all other officers will travel by public conveyance in accordance with their entitlement. These instructions were reiterated vide Finance Department letter No. 5/23/80-1B&C dated the 15th June, 1981. Notwithstanding this, it has been observed that in some of the Departments the tendency to allow officers to use Government Vehicles for touring, though not authorized to do so, without obtaining prior permission of the competent authority, is on the increase. This clearly establishes that the instructions referred to above are not being strictly followed. In view of the paramount need for conservation of petrol the Government view this violation of the instructions seriously. Therefore, it has been decided to impress upon you once again that all necessary steps should be taken to ensure that, in future, the instructions are enforced strictly in the interest of economy and financial discipline. In this context, it is also made clear that in case of violation of the instructions, subsequent to the issue of this letter, the Finance Department will be reluctant to grant ex-post-facto sanction for regularizing the use of Government vehicle for touring by those officers who are not normally authorized to do so.

Yours faithfully,

Sd/-

Joint Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/2/78-1B&C,

Dated, Chandigarh, the 26th April, 1983

A copy is forwarded to the Accountant General Haryana in continuation of Finance Department circular letter No. 1628-15th June, 1981 for information and necessary action.

Sd/-

Joint Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/2/78-1B&C,

Dated, Chandigarh, the 26th April, 1983

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers in Haryana in continuation of Finance Department circular letter No. 1628-1B&C-77/11400, dated 20.4.77 and No. 5/23/80-1B&C, dated 15th June, 1981 for information and necessary action.

Sd/-

Joint Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/2/78-1B&C,

Dated, Chandigarh, the 26th April, 1983

A copy is forwarded to the Director, Treasury & Accounts Department, Haryana for information & necessary action

Sd/-

Joint Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Government Haryana for information & necessary action in continuation of Finance Department U.O. No. 5/23/80-1B&C, dated the 15th June, 1981

Sd/-

Joint Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

No. 5/2/78-1B&C,

Dated, Chandigarh, the 26th April, 1983.

These instructions have become obsolete.

No. 9/1/83-3FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of the Departments,
Commissioners of Ambala and Hisar Division.
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court.

Dated, Chandigarh, the 28th April, 1983

Subject : Additional Emoluments (Compulsory Deposit) Act, 1974 - Provision for interest payments.

I am directed to forward herewith a copy of letter No. F.9(1)-CD/83(II) dated the 1.3.1983, from the Government of India, Ministry of Finance, Department of Economic Affairs, New Delhi and to request that the contents therein may please be brought to the notice of all Officers under your control for information and necessary action.

Yours faithfully,

Sd/-

Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 9/1/83-3FR-II

Dated, Chandigarh, the 28th April, 1983

A copy, with a copy of its enclosure is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-

Under Secretary, Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 9/1/83-3FR-II

Dated, Chandigarh, the 28th April, 1983

A copy, with a copy of its enclosure is forwarded to all Deputy Treasury Officers/Assistant Treasury Officers in the State for information and necessary action.

Sd/-

Under Secretary, Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy, with a copy of its enclosure is forwarded to :-

The Financial Commissioner, Haryana.
All Administrative Secretaries to Government, Haryana for information.

Sd/-
Under Secretary, Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner, Haryana.
All Administrative Secretaries to Government, Haryana.

U.O. No. 9/1/83-3FR-II

Dated, Chandigarh, the 28th April, 1983

A copy, with a copy of its enclosure is forwarded to the Principal Secretary/
Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief
Parliamentary Secretary/Parliamentary Secretary for the information of the Chief Minister/
Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-
Under Secretary, Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secy./
Parliamentary Secretary.

U.O. No. 9/1/83-3FR-II

Dated, Chandigarh, the 28th April, 1983.

Contd...
Encl.

Copy of letter **No. F.9-(1)-CD/83-(II), dated 1st March, 1983** from the Deputy Secretary to Government of India, Ministry of Finance, Department of Economic Affairs, New Delhi addressed to Financial Secretaries of all State Governments.

Subject : Additional Emoluments (Compulsory Deposit) Act, 1974 - Provision for interest payments.

I am directed to state that repayment of the last installment of deposits under the AE(CD) Act, 1974 fell due in July, 1982 in the circular instructions indicating the procedure for repayment thereof, the State Government had been requested to get repayment of the balance amounts completed by 31st August, 1982, so that the deposit accounts could be closed thereafter. It, however, appears from the progress reports from the Directors of Treasuries and Accounts or similar functionaries that substantial amounts continue to remain unpaid. Since the delay in repayment of amounts due under the Act had come to adverse notice of Parliament, it is desirable that repayment of balance amounts is made immediately and in any case, before the close of the financial year.

2. In the event of some amounts remaining unpaid at the end of the year, it may be necessary to repay the same during 1983-84 alongwith the amounts of interest due. The provision for interest payments under the above Act to State Government employees during the year 1983-84 has been made under the following sub detailed head in Demand No. 43 Other Expenditure of the Ministry of Finance for 1983-84 :-

A.1-Other Fiscal Services;

A.1(3) -Additional Emoluments (Compulsory Deposit) Act, 1974;

A.1(3)(3)-Interest on deposits in the Additional Wages Deposits Account;

A.1(3)(3)(3) - State Government employees;

A.1(3)(4) - Interest on deposits in the Additional Dearness Allowance Deposit Account;

A.1(3)(4)(3) - State Government employees;

A.1(3)(5) - Interest on deposits in the Additional Dearness Allowance Deposit Account (New);

A.1(3)(5)(3) - State Government employees.

There would no change in the procedure for adjustment and reconciliation of expenditure of the above payments laid down in this Ministry's letters No. F9-(11)-CD/75, dated 9th September, 1975 and No. F.4-(17)-CD/76(1), dated the 11th November, 1976. In other words, these would continue to be initially adjustable under a distinct sub head "P.A.O. Suspense-Transactions adjustment by Principal Accounts Officer, Ministry of Finance Department of Economic Affairs, in the State Section of the books of the Accountant General concerned, reimbursement, therefore, being obtained from the Controller of Accounts, Department of Economic Affairs on monthly basis. A reference in this connection is invited to this Ministry's letter No. F.9-(18)-CD/79, dated the 3rd March, 1980 regarding watch on reimbursement of interest payments to State Government employees.

3. It is requested that the above position may be brought to the notice of all Heads of Departments/Drawing and Disbursing Officers in the State with instructions that repayment of the balance amounts may be arranged without any further loss of time. They may also be advised to prominently indicate on the top of the bills for drawl of amounts for interest payment the deposit account to which the bill relates.

These instructions have become obsolete.

No. 1229-2FICW-83

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

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.

Dated, Chandigarh, the 9th May, 1983

Subject : Grant of House Rent Allowance to Government employees.

Sir,

I am directed to invite a reference to the Finance Department circular letter No. 116-2FICW-83, dated 13th January, 1983 on the subject noted above and to say that on reconsideration it has been decided that Government employees posted at Jhajjar shall continue to draw House Rent Allowance w.e.f. 1-2-1983 as here to fore, till further orders.

Yours faithfully,

Sd/-

(Rajni Razdan)

Joint Secretary Finance (G),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1229-2FICW-83

Dated, Chandigarh, the 9th May, 1983

A copy is forwarded to the Accountant General Haryana, Chandigarh for information and necessary action.

Sd/-

(Rajni Razdan)

Joint Secretary Finance (G),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to the :-

Financial Commissioner, Haryana,
All Administrative Secretaries to Government, Haryana for information.

Sd/-

Joint Secretary Finance (G),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Financial Commissioner, Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 1229-2FICW-83

Dated, Chandigarh, the 9th May, 1983

Copies are forwarded to Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

Sd/-

Joint Secretary Finance (G),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secy.

U.O. No. 1229-2FICW-83

Dated, Chandigarh, the 9th May, 1983.

No. 10/39/2FICW-83

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (C) in Haryana,
The Registrar, Punjab and Haryana High Court.

Dated, Chandigarh, the 18th May, 1983

Subject : Recovery of licence fee in respect of Govt. residential buildings incharge of P.W.D.

Sir,

I am directed to invite your attention to rules 5.13 to 5.52 of C.S.R. Vol. I Part I and 4.18 of S.T.R. Vol. I, according to which the statement of rents of Govt. buildings recoverable from pay bills of Govt. employees are received from Divisional Officers in triplicate each month showing the full particulars of deductions. After the receipt of rent demands the Heads of offices are to ensure the deduction of rent from the pay bills of the Govt. employees in accordance with the provision contained in rules 3.12 to 3.35 of the Punjab P.W.D. Code. The Treasury Officer under rule 4.18(b) of S.T.R. Vol. I has no discretion in the matter of recovery. He cannot postpone the recovery of the full amounts on any grounds and the recoveries should without prior reference to Government servants concerned invariably be made from the next pay or establishment bill of the Government servants concerned presented at the treasury unless the amounts have in the mean-time been paid in cash or deducted from the bill presented. If only a part of the amount due has been paid in cash or deducted from the bill presented the balance should be recovered by deduction from the bills. The drawing and disbursing officer should return one copy of the rent statement to the Divisional Officer after noting the amounts recovered, the other copy should be retained for record in his office. It has been observed the departments are not following the procedure in the matter of recovery of license fee in respect of Govt. residential buildings as laid down in rules referred to above. I am, therefore, to request that the procedure may kindly be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

(Rajni Razdan)

Joint Secretary Finance (G)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 10/39/2FICW-83

Dated, Chandigarh, the 18th May, 1983

A copy is forwarded to the Accountant General Haryana with reference to his letter No. M(T) 10-11/82-83/973 dated 24.2.1983 for information.

Sd/-

Joint Secretary Finance (G)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

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No. 10/39/2FICW-83

Dated, Chandigarh, the 18th May, 1983

A copy is forwarded to the Treasury Officers/Assistant Treasury Officers in Haryana State for information and necessary action.

Sd/-

Joint Secretary Finance (G)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 13/5(5)/86-5FR-I, Dated 17.03.1987.***

(Copy of FD Hr. No. 13/5/(7)-82-5FR-I Dt. 23rd May, 1983)

**Subject : Deputation of Government employees to other Govts. Companies/
Corporations etc. - Deputation Allowance.**

I am directed to invite a reference to para 2 of Finance Department circular Letter No. 3912-5FR-75/22899, dated the 15th July, 1975 on the above subject wherein it was reiterated that the maximum limit of the period of deputation of 4 years prescribed by Govt. should be strictly adhered to and any extension, even for a short period beyond four years be allowed only after obtaining prior approval of the Finance Department.

2. It has come to the notice of Govt. that where an employee while on deputation with an organisation/department, is appointed to any other post in the same organisation/Department the period of deputation is counted afresh from the date of joining the other post. The matter has been carefully considered and it has been decided that such cases should be treated as of continued deputation for purposes of reckoning the maximum period of deputation as laid down in FD circular letter dated the 15th July, 1975: with a view to ensuring proper implementation of this decision, you are requested to take immediate steps to make suitable amendment in the terms of deputation, where ever, necessary.

***These instructions have been Revised vide
No. 38(2)83-WM(6), Dated 16.04.1985.***

No. 38/2/83-WM(6)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments
Commissioner of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in State,
The Registrar, Punjab and Haryana High Court, Chandigarh, and
All Distt. & Sessions Judges in Haryana.

Dated, Chandigarh, the 24th May, 1983

Subject : Advance to Government Servants for the celebration of sister's marriage.

Sir,

In continuation of Haryana Government letter No. 38/2/82-WM(6), dated 27.7.1982, on the above subject, I am directed to say that on reconsideration of the matter, it has been decided the Sub-para (ii) of para 1 of the letter referred to above be substituted as under :-

"The employee shall have to produce an affidavit on non-Judicial paper of Rs. 3/- to the effect that his parents are not alive, he is the eldest living son and the sister for whose marriage loan is being obtained is wholly dependent.

2. These instructions may kindly be brought to the notice of all the employees working under your control. It is further pointed out that only such an employee would be sanctioned advance for the celebration of sister's marriage who would give an intimation to his department immediately after the death of his father that his sister/sisters is/ are dependent on him. All other instructions issued on the subject from time to time remain unchanged.

Please acknowledge receipt of this communication.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 38/2/83-WM(6)

Dated, Chandigarh, the 24th May, 1983

A copy is forwarded to the Accountant General Haryana, Chandigarh, for information.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to the :-

Financial Commissioner Revenue &
All Administrative Secretaries to Govt. Haryana, for information.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner Revenue and
All Administrative Secretaries to Government, Haryana.

U.O. No. 38-2-83-WM(6)

Dated, Chandigarh, the 24th May, 1983

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Minister/Ministry
of State.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers/Ministers of State.

U.O. No. 38-2-83-WM(6)

Dated, Chandigarh, the 24th May, 1983.

क्रमांक 3/2/(1)-82-2एफआर-।।

प्रेषक

आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

हरियाणा के सभी विभागाध्यक्ष,
आयुक्त, अम्बाला तथा हिसार मण्डल
तथा सभी उपायुक्त एवं उपमण्डल अधिकारी (ना.)।
रजिस्ट्रार, पंजाब तथा हरियाणा राज्य उच्च न्यायालय, चण्डीगढ़।

दिनांक, चण्डीगढ़, 25 मई, 1983 (25th May, 1983)

विषय : संचित निधि (Consolidated Fund) में राज्य सरकार द्वारा वसूल की गई या प्राप्त की गई सरकारी राशियों या राजस्वों की अदायगी तथा सरकार लेखे में अन्य सरकारी राशियों की अदायगी।

महोदय,

मुझे निर्देश हुआ है कि मैं आपका ध्यान उपरोक्त विषय की ओर दिलाऊँ और कहूँ कि पंजाब खजाना नियमावली जिल्द-1 के नियम 7 की व्यवस्था अनुसार सरकार के राजस्वों के कारण सरकारी कर्मचारियों द्वारा वसूल किया गया या उनको प्रस्तुत किया गया कुल धन या राज्य सरकार द्वारा लिया गया या प्राप्त किया सरकारी धन, अनुचित देरी किये बगैर, खजाने या बैंक में जमा करवाना होता है और उसे राज्य की संचित निधि में दर्ज करना होता है। पूर्वोक्त के अनुसार प्राप्त किया गया धन विभागीय खर्च पूरा करने के लिए विनियोजित नहीं किया जाएगा और न ही उसे राज्य की संचित निधि से किसी भी तरह अलग रखा जाएगा। सरकार के किसी भी विभाग से ऐसा किया जाना अपेक्षित नहीं कि वह राज्य के राजस्व के कारण प्राप्त किया गया कोई धन राज्य की संचित निधि से अलग रखें।

2. परन्तु सरकार के ध्यान में यह बात आई है कि कई विभाग उपरोक्त नियम का अनुपालन दृढ़ता से नहीं कर रहे। उदाहरणतया हरियाणा अतिथि विभाग की देहली शाखा द्वारा माह में केवल एक या दो बार खजाना में राशियाँ जमा करवाई जाती हैं जबकि ऐसी राशियाँ उनके संगठन द्वारा नियमित रूप से प्रतिदिन इकट्ठी होती हैं। ऐसा प्रतीत होता है कि इन राशियों को दैनिक खर्च के लिए प्रयोग में लाया जाता रहा होगा। परन्तु उपरोक्त नियम के उप नियम (2) में लिखित विभागीय खर्च के लिए इस विभाग का वर्णन कहीं भी नहीं है। हरियाणा में कई विभाग/निगम तथा संगठन सम्भवतः ऐसे और भी हो सकते हैं जो इस प्रकार से नियमों की उल्लंघना करते होंगे। अतः आपसे अनुरोध है कि आप अपने अधीनस्थ सभी आदान तथा वितरण अधिकारियों को आवश्यक आदेश दे कि वे उपरोक्त नियम की स्वतः स्पष्ट पालना करें।

3. कृपया इस पत्र की पावती भेजें।

भवदीय,

हस्ता:—

संयुक्त सचिव, वित्त (आर)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

इसकी एक प्रति महालेखाकार, हरियाणा, चण्डीगढ़ को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ता: /—
संयुक्त सचिव, वित्त (आर)
कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

क्र: 3/2/(1)—82—2एफ:आर:आ

दिनांक 25—5—1983

इसकी एक प्रति हरियाणा राज्य के सभी कोषाधिकारी/सहायक कोषाधिकारियों को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ता: /—
अवर सचिव, वित्त (आर)
कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

एक-एक प्रति निम्नलिखित को सूचनार्थ तथा आवश्यक कार्यवाही हेतु प्रेषित की जाती है :—

वित्तायुक्त एवं राजस्व, हरियाणा तथा
सभी प्रशासकीय सचिव, हरियाणा सरकार।

हस्ता: /—
अवर सचिव, वित्त (आर)
कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

वित्तायुक्त एवं राजस्व, हरियाणा तथा
सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा: क्रमांक 3/2/(1)—82—2एफ:आर:आ

दिनांक 25—5—1983

एक प्रति मुख्य मंत्री/मंत्री/राज्य मंत्री/मुख्य संसदीय सचिव,/संसदीय सचिव।

***These instructions have been Revised/Modified vide
No. 5/1/83-1B&C, Dt. 27.11.1992, No. 5/6/92-1B&C,
Dt. 05.07.1996 & 26.08.1996.***

No. 5/1/83-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
The Commissioner of Hisar and Ambala Division and
All the Deputy Commissioners in the State.

Dated, Chandigarh, the 26th May, 1983

Subject : Economy in Expenditure.

Sir,

There is an overwhelming need that utmost economy in expenditure should be exercised to enable the State Government to finance increasingly higher development programmes. It is therefore felt that further efforts should be made to minimise the non-development expenditure, particularly expenditure on establishment, which is often unproductive, and steady increase in such expenditure results in the depletion of funds which are needed for the execution of development programmes. In view of these compulsions it has been decided that 10% cut should be applied on the existing strength of the staff belonging to each category in all the departments of the State Government. In order to implement this decision effectively and leaving no scope for any doubts in this behalf the following guidelines are given to achieve the object :-

- (i) The Proposed 10% reduction in staff would be applicable on the cadres of 10 or more employees. Even if the designation of officers/official of a particular cadre are different for the purposes of reduction in the staff they would be deemed to be part of one cadre.
- (ii) The departments should work cut within a period of one month the number of posts which are rendered surplus and inform the Chief Secretary (in General Services Branch) and the Finance Department (in the B&C Branch) accordingly. The coordination work in this matter would be done by the Surplus Staff Cell to be created in the General services Branch of the Chief Secretary's Organisation which will keep and monitor the relevant information.
- (iii) The department, should clearly spell out the names qualifications, experience, designation, pay scales and present pay of the staff to be rendered surplus so that the data could be used for their deployment elsewhere. This information should also be furnished to the "Surplus Staff Cell" to be created in the General Services Branch of the Chief Secretary's Organisation.
- (iv) The lien of permanent officers/officials rendered surplus will be maintained in the parent department till their absorption on permanent basis elsewhere.

- (v) The deployment of ad-hoc staff should be reduced to the minimum.
- (vi) The department will endeavour that 10% reduction in the total expenditure on establishment is achieved. It is however, felt that larger reduction may be possible in the Irrigation and Building & Roads Branches of Public Works Department.
- (vii) All Departments should review their norms of work-load each Department should, therefore, set up a Committee for reviewing of the work-load. The Committee will be assisted by an officer from the Finance Department and an officer from the Administrative Reforms Branch.
- (viii) There would be immediate ban on all kinds of recruitments.
- (ix) The posts sanctioned but not filled up so far will not be allowed to be filled up by the Departments and these sanctions will become inoperative. These posts will, however, be filled up from the surplus pool.
- (x) All the departments of the State Government and Public Undertakings/ Boards functioning under the agencies of the state Government who wish to fill up any posts with either general or technical qualifications will first have to obtain the requisite clearance from the "Surplus Staff Cell" to the effect that no persons are available to be appointed against such posts. If such personnel are available then the Department/Public Undertakings/Boards will have to fill the posts from amongst such persons.
- (xi) The requirements of the various departments should also be reported to the "Surplus Staff Cell" so that it is feasible to make the postings.

2. With a view to obviate the chances of any deterioration in Public services, it has been decided that the posts of doctors, dispensers, nurses, radiographers, veterinary surgeons, school teachers and laboratory assistants shall be excluded from the purview of these instructions. Besides the vacancies which are filled up by appointment of dependents of the Haryana Government employees who die in service will also be out of the purview of, the instructions subject to the condition that the adhoc appointees working in various departments will be first replaced by such persons.

3. The Heads of Department are requested to ensure that these instructions are implemented in letter and spirit. The receipt of this Communication may please be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/83-1B&C

Dated, Chandigarh, the 26th May, 1983

A copy is forwarded to the Accountant General, Haryana for information and necessary action.

Sd/-

(L.L. BHASKER)
Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A Copy is forwarded to :-

- (i) The Chief Secretary to Government, Haryana for information and necessary action.

It is requested that steps may be initiated to create a "Surplus Staff Cell" as is envisaged in the instructions so as to coordinate the implementation of these instructions.

- (ii) All the Administrative Secretaries to Govt. Haryana.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

- (i) The Chief Secretary to Govt., Haryana.
- (ii) All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/1/83-1B&C

Dated, Chandigarh, the 26th May, 1983

No. 5/1/83-1B&C

Dated, Chandigarh, the 26th May, 1983

A copy is forwarded to all the Branch Officers/Superintendents/Deputy Superintendents in the Finance Department for information and necessary action.

They will ensure that the 10% reduction in the total expenditure on establishment of the Departments which are dealt with by them is enforced strictly.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 1/2(3)/91-3FR-I, Dated 01.07.1992.***

No. 1/2(5)/78-1FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners Ambala and Hisar Divisions,
All Deputy Commissioner and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 27th May, 1983

Subject : Fixation of pay of military pensioners on re-employment in Civil Department.

Sir,

I am directed to invite a reference to Finance Department Circular letter No. 1/1(14)/78-2FR-II, dated the 4th October, 1978 on the subject noted above according to which pension upto Rs. 125/- is being ignored in fixation of the pay on re-employment in Civil Department of ex-servicemen who retire before attaining the age of 55 years.

2. Consequent on the revision of the pay scales with effect from 1st April, 1979 and the liberalisation of the pension rules the question of raising this limit has been under consideration of the Govt. The Governor of Haryana is pleased to decide that in the case of those ex-servicemen retiring before attaining the age of 55 years the pensions as shown below may be ignored in fixing their pay on re-employment in the Civil Departments :-

- (i) in the case of serving officers, the first Rs. 250/- of pension.
- (ii) in the case of personnel below Commissioned officers rank the entire pension.

Note :- The pension for the purpose of these orders includes pension equivalent of gratuity and other form of retirement benefits.

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 in 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 terms would be determined afresh as if they have been employed for the first time from the date of these orders. The option should be exercised in writing within a period of four months from 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/-

Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

<p><i>These instructions have become obsolete.</i></p>

No. 6/1/83-3FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Head of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 27th May, 1983

Subject : City Compensatory Allowance.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 6/1/80-3FR-II, dated the 21st February, 1980 on the above subject and to say that the word "Faridabad" appearing in line 4 of para-2 thereof may please be substituted by the word "Faridabad Complex" the benefit as a result of operation of this change will, however be effective from the date of issue of this letter.

Yours faithfully,

Sd/-

(S. L. Dhani)

Joint Secretary Finance(R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 6/1/83-3FR-II

Dated, Chandigarh, the 2nd May, 1983

A copy is forwarded to the Accountant General, Haryana for information and necessary action in continuation of Finance Department circular letter No. 6/1/80-3FR-II, dated, 21-2-80.

Sd/-

Joint Secretary Finance(R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the Financial Commissioner, Haryana and All Administrative Secretaries to Government Haryana for information and necessary action.

Sd/-

Under Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Financial Commissioner, Haryana
All Administrative Secretaries to Government, Haryana.

U.O. No. 6/1/83-3FR-II

Dated, Chandigarh, the 27th May, 1983

A copy is forwarded to Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretaries.

Sd/-

Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary
Secretaries.

U.O. No. 6/1/83-3FR-II

Dated, Chandigarh, the 27th May, 1983.

Out-to-day
IMMEDIATE

No. 5/27/81-1B&C

From

The Commissioner & Secretary to Government,
 Haryana, Finance Department.

To

All Heads of Departments in the State,
 Commissioner, Ambala/Hisar Divisions,
 The Registrar, Punjab and Haryana High Court.

Dated, Chandigarh, the 27th May, 1983

Subject : Scope for effecting economy in expenditure - Constitution of a High Powered Committee.

Sir,

In continuation of the instructions issued on the subject with Haryana Government letter of even number dated the 11th April, 1983, I am directed to say that some further clarifications appear to be necessary to make these instructions more effective and consistent with the directions already issued.

2. According to the procedure in existence immediately before the issue of these orders, while routine purchases are made by the departments (Indenting Officers) through the Controller of Stores, in accordance with the stores purchase rules, from time to time Govt. have established purchase committees of various departments and at various levels. The purchase committees have been functioning more or less independently of the Controller of Stores in inviting tenders, evaluating offers and final placement of purchase orders except that the Controller of Stores or his representative is associated with the purchase committees and attends its meetings. The intention now is that the authority presently vested in all purchase committees including High Powered Purchase Committee and also the High Powered Board (including the State Transport Board as well as the provisions of store purchase rules for purchases through the Controller of Stores would stand superseded automatically whenever any single purchase order in respect of any single item exceeds Rs. 5 lakhs.)

3. For further clarification it may be added that the purchase of similar materials with only marginal differences in specifications, where the aggregate value of all such purchases of similar materials exceeds Rs. 5 lakhs, even if the components are individually less than Rs. 5 lakhs, will be treated as one purchase order. Illustratively, purchases of pipes of different size in which for each diameter of pipe the purchase may be less than Rs. 5 lakhs, but together for a number of different pipes the purchase value is in excess of Rs. 5 lakhs will be treated as one order of more than Rs. 5 lakhs. Similarly, the purchase of insecticides in different types or sizes of packages would be considered together and even if in individual types of packaging the value is not more than Rs. 5 lakhs, but the aggregate value exceeds Rs. 5 lakhs it will be treated as being one order. These examples may be treated merely as being illustrative.

4. As regards rate contracts, these may be decided by Government on the file after the same has been shown to the Chief Minister. However, all purchase orders in excess of Rs. 5 lakhs, even when the commodity to be purchased is on rate contract, would require approval of newly constituted High Powered Committee.

5. Subject to these restrictions, and the consequent supersession of all previous instructions (including store purchase rules) to this extent, all other cases where purchase is

less than Rs. 5 lakhs will continue to be covered by past procedure i.e. by already established purchase committees or by purchases through the Controller of Stores in accordance with the existing store purchase rules.

6. The composition of the High Powered Committee would now be as under :-

(i)	Chief Minister, Haryana.	Chairman
(ii)	Finance Minister.	Member
(iii)	Industries Minister (Minister In-charge of store purchase).	Member
(iv)	Minister In-charge of the Department concerned.	Member
(v)	Financial Commissioner & Secretary Industries (Administrative Secy. incharge of the store purchase organisation).	Member
(vi)	Administrative Secretary of the Department concerned.	Member
(vii)	Finance Secretary.	Member
(viii)	Head of the Department concerned.	Member
(ix)	Controller of Stores.	Member Secretary.

The Controller of Stores/Industries Department would be the nodal agency for these purchases and would be entrusted with the responsibility of preparing NITs, opening of tenders, evaluating the comparative merits of bids/ tenders, analysing the impact of price difference and other matters. The Committee may co-opt technical experts where necessary. However, such technical experts would either be co-opted or invited as special invitees and would not be standing members of the Committee.

7. It is requested that these instructions may please be brought to the notice of all concerned for strict compliance. Receipt of this communication may also be acknowledged.

Yours faithfully,

Sd/-

(L.L. BHASKER)

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 5/27/81-1B&C

Dated, Chandigarh, the 27th May, 1983

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information.

Sd/-

(L.L. BHASKER)

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 5/27/81-1B&C

Dated, Chandigarh, the 27th May, 1983

A Copy is forwarded to the Controller of Stores to Government of Haryana for information and necessary action.

Sd/-

(L.L. BHASKER)

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Government Haryana for information and necessary action.

Sd/-
(L.L. BHASKER)
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/27/81-1B&C

Dated, Chandigarh, the 27th May, 1983

No. 5/27/81-1B&C

Dated, Chandigarh, the 27th May, 1983

A copy is forwarded to all Branch Officers/Superintendents in the Finance Department (except FR-I and FR-II) for information and necessary action.

2. They are requested to ensure that above instructions are kept in view when the proposals are received by the Finance Department.

Sd/-
(L.L. BHASKER),
Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been revised vide
No. 68/1/88/FD/Pension/SAP Dt. 19.07.88***

IMPORTANT

No. 68/1/83/FD/Pension/SAP

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in the Haryana State,
Commissioner, Ambala, Hisar Divisions,
All Deputy Commissioners and
Sub divisional Officers (Civil) in Haryana State,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 20th June, 1983

Subject : Expeditious disposal of pension cases

Sir,

The Accountant General Haryana has once again brought to the notice of Govt. that the pension/family pension papers in many cases are sent by the departments to his office after long time of the actual date of retirement/death of the Govt. servant, which results in delay as well in convenience to the pensioners or their families.

2. In this connection your attention is invited to the instructions issued vide Haryana Govt. circular letter No. 68/1/79-Pension/SAP, dated the 26th March, 1979 and subsequently reiterated vide Finance Department circular letter No. 68/1/81/Pension/SAP, dated the 1st May, 1981. In these instructions it was emphatically stated that pension cases should be initiated two years before the date of retirement and sent to the Accountant General, Haryana for issue of Certificate and Report at least six months before the actual date of retirement. Despite these instructions it has been observed that due and timely attention is not being paid to the rules/instructions regarding expeditious disposal of pension cases. As the pension cases are not initiated within the stipulated time inordinate delays occur in their finalization

3. You are once again requested to ensure that in future pension cases including family pension cases are initiated well in time in accordance with the instructions issued on the subject from time to time. You are also requested to ensure that pension cases are dealt with on priority basis so as to mitigate the sufferings of pensioners and their family members. These instructions immediately be brought to the notice of officers/officials dealing with pension cases for strict compliance.

4. The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance, Department.

No. 68/1/83/Pension/SAP

Dated, Chandigarh, the 20th June, 1983

A copy is forwarded to Shri J.D. Sub. Accountant General, Haryana, Chandigarh for information with reference to his D.O. letter No. Pen. 1 (R) General-3/8384/736, dated 5.5.83, addressed to Shri. P.P. Chief Secretary to Govt. Haryana

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance, Department.

A copy is forwarded to :-

All Financial Commissioners, Haryana.

All Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance, Department.

To

All Financial Commissioner, Haryana.

All Administrative Secretaries to Govt., Haryana.

U.O. No. 68/1/83/Pension/SAP

Dated, Chandigarh, the 20th June, 1983.

***These instructions have been Revised vide
No. 5/18/89-1B&C, Dated 21.12.1989.***

No. 5/7/81-1B&C(18B)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Head of Departments,
Commissioner, Ambala and Hisar Divisions and
All the Deputy Commissioners in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,
All the Chairman/Managing Directors of the Corporations/Boards.

Dated, Chandigarh, the 23rd June, 1983

Subject : Temporary Ban on the purchase of staff cars from Open Market.

Sir,

I am directed to invite your attention to the Finance Department letter No. 5/7/81-1B&C(18B), dated 9.3.1983 on the subject cited above whereby temporary embargo on the purchase of cars from the open market was imposed. It has now come to the notice of the Government that the Indian Tourism Development Corporation Ltd. New Delhi had disposed of all the non-A/C Cars and no new car is available with them for sale. As such, it has been decided to lift the temporary ban as was imposed vide letter referred to above with immediate effect. Henceforward the Departments would be required to adhere to the same procedure as was in vogue in regard to the purchase of vehicles before the imposition of the temporary ban.

Yours faithfully,

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Government Haryana for information & necessary action in continuation of the Finance Department letter of even No. dated 9-3-83.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/7/81-1B&C(18B),

Dated, Chandigarh, the 23.6.1983.

These instructions have become obsolete.

No. 5/22/81-1B&C(25A)

From

Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner, Ambala and Hisar Divisions,
All the Deputy Commissioners in the State,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 24th June, 1983

Subject : Economy in Expenditure - Economy in the use of staff and other Government Vehicles.

Sir,

I am directed to invite your attention to the instructions issued vide Finance Department circular letter No. 1628-1B&C-77/11400, dated 20/4/1977 on the subject noted above and to say that in para 5.1(a)(iii) under the caption use of vehicles on tour from Chandigarh to Delhi and back; it has been provided that in the case of Chief Secretary and the Financial Commissioner Revenue, the restriction of use of vehicle on tour from Chandigarh to Delhi shall not apply. After careful consideration of the matter, it is now decided that the instructions contained in para 5.1(a)(i) shall also not be applicable in case of the officers of the rank of Financial Commissioner and Commissioner & Secretary to Government, Haryana with immediate effect.

2. Receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/22/81-1B&C(25A)

Dated, Chandigarh, the 24-6-1983

A copy is forwarded to the Accountant General, Haryana Chandigarh for information.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretary to Govt., Haryana.

U.O. No. 5/22/81-1B&C(25A)

Dated, Chandigarh, the 24-6-1983

No. 5/27/83-1FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 27th June, 1983

Subject : Preparation of T.A. Bills once in a month.

Sir,

I am directed to address you on the subject noted above and to say that it has come to the notice of Government that Government employees draw their T.A. claims more than once in a month. This tendency on the part of the employees results not only in increase of Government work, but also involves chances of double payment. In order, therefore, to have an effective check on the drawal of T.A. bills and to avoid double payment, it has been decided that the T.A. bills in respect of the journeys performed during a month, may be prepared only once a month, the details for which, be furnished by the claimant to the Drawing and Disbursing Officer by the 7th day of the following month.

2. These instructions may be brought to the notice of all concerned for strict compliance.
3. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(S. L. Dhani)

Joint Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/27/83-1FR-II,

Dated, Chandigarh the 27th June, 1983

A copy is forwarded for information & necessary action to the :-

- (1) Accountant General, Haryana, Chandigarh.
- (2) All Treasury Officer/Assistant Treasury Officers in the Haryana.

Sd/-

(S. L. Dhani)

Joint Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/27/83-1FR-II,

Dated, Chandigarh, the 27th June, 1983

Copies are forwarded to :-

- (i) The Financial Commissioners Haryana.
- (ii) All Administrative Secretaries to Govt., Haryana for information.

Sd/-

(R. P. Kapoor)

Under Secretary, Finance(R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

- (i) The Financial Commissioners. Haryana.
- (ii) All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/27/83-1FR-II,

Dated, Chandigarh, the 27th June, 1983

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary and Parliamentary Secretaries for information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary and Parliamentary Secretaries.

Sd/-

(R. P. Kapoor)

Under Secretary, Finance(R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary
Secretary and Parliamentary Secretaries.

U.O. No. 5/27/83-1FR-II,

Dated, Chandigarh the 27th June, 1983.

These instructions have become obsolete.

BUDGET
TOP-PRIORITY
DATE BOUND

No. 1/2/83/1B&C/83

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner, Ambala and Hisar Divisions and
All the Deputy Commissioner in the State,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 5th July, 1983

Subject : Preparation of Budget Estimates for the year 1984-85 – instructions regarding.

Sir,

I am directed to invite your attention to the detailed instructions issued with the Finance Department letter No. 1/2/80/1B&C dated the 22nd July, 1980 (Copy enclosed) supplemented by instructions issued vide Finance Department letter No. 1/2/81/1B&C dated the 2nd July, 1981 and 1-3-82-B&C dated the 12th July, 1982 for the preparation of Budget Estimates for the year 1981-82, 1982-83 and 1983-84 respectively. These instructions are being brought to your notice 'With the request that while framing estimates of income and expenditure for the year 1984-85 these may be born in mind. However, the salient features of these instructions are reiterated as under :-

Expenditure Budget (Ordinary)

2. The instructions for the preparation and submission of the departmental estimates to the Finance Department are contained in Chapters 3, 4 and S of the Punjab Budget manual. The departments had not in the past been observing the guidelines contained in the Punjab Budget Manual and instructions issued from time to time in regard to the preparation of the Budget. The Salient points are, there explained in succeeding paragraphs.

Under paragraph 3.1 of the Punjab Budget Manual, the Following columns appear every year in the Budget Estimates to facilitate the preparation of the Revised Estimates for the current year and Budget Estimates for the next year :-

- (a) actual of the previous year;
- (b) original estimates of current year;
- (c) revised estimates of the current year; and
- (d) budget estimates for the next year.

It has been observed in the past that the departments generally do not give the figures of actual relating to the previous year while sending the budget returns to Finance Department, which consequently results. In arriving at inaccurate estimates and wastes considerable time. The importance of the actuals in the formulation of budget estimates in the present set up cannot be gainsaid especially when it is the basic source of information for the correct formulation of estimates and compilations of Plan Resources of the State. It is, therefore, reemphasized that figures of actual should invariably be incorporated in the respective column of the budget returns.

3. In paragraphs 5.6 of the Punjab Budget Manual, Guide lines are given for framing estimate for sanctioned framing estimates for sanctioned establishment whether permanent or temporary. It is provided the re under that the pay including. Increments which are likely to be drawn by employee on duty during the year should be provided. No provision should be made for the payments held in advance. The estimates for the pay officers and non-gazetted establishment on time scale should according to the said provision be accompanied by a nominal roll in form BM 10(Copy attached). In this connection, the Finance Department had been requesting you for the last so many years to send the information in BM Form 10. But, despite repeated instructions on the subject some of the departments did not adhere to this part of the instructions. It is once again requested the budget estimates of salaries 'wage should be prepared in consonance with the above given provisions of the Budget Manual.

Receipt Estimates

4. As in the case of expenditure budget, the following columns also appear under the receipt budget too :-

- (a) actuals of the previous financial year;
- (b) original estimates of the current financial year;
- (c) revised estimates of the current financial year; and
- (d) budget estimates for the next financial year.

The departments while sending the receipt estimates do not frame their estimates on realistic basis and even fail to incorporate actual figures in the column. This puts the whole mechanism of framing resources position of State out of gear. In accordance with calendar for submission of budget returns to Finance Department issued in previous years the estimates concerned with the following heads of accounts are to reach to the Finance Department by the 25th January at the latest;

- 030 Stamps and Registration.
- 039 State Excises
- 040 Sales Taxes
- 042 Taxes on Goods and Passengers
- 043 Taxes and Duties on Electricity
- 045 Other Taxes and Duties on Commodities and Services.

These estimates are required to be based on four months actuals of the last year and eight months actuals of the current financial year. These estimates have been prescribed to enable the Finance Department to assess financial position of the State for the current financial year as accurately as possible. I am, therefore to request that Revised Estimates due on 25th January in respect of heads mentioned above should be furnished to the Finance Department as early as possible but not later than 25th January, 1984 in any case. According to paragraph 3.5 of the Punjab Budget Manual, Head of Department is required to prepare a budget note. This note should contain a concluding paragraph comparing the current year's

budget with revised estimates and revised estimates with new budget. This note should be given with every receipt estimate proposal sent to the Finance Department.

Schedule of New Expenditure (Technically New Schemes)

5. According to programmes laid down in the Punjab Budget Manual, the proposals are to be sent to the Finance Department by the 1st August each year and Finance Department is required to issue advice after examination by the 31st August. The Technically New Schemes which were included in the current year budget have to be continued next year. It has been noticed that several departments do not adhere to this schedule and send such schemes even at the belated stage when it becomes impossible to examine the proposals thoroughly. This late submission also results in late submission of this material to press. I am, therefore, to request you to send the proposals to the Finance Department by due date. It should also be ensured that the schedule and Memorandum (in duplicate) in respect of these schemes is also supplied to the Finance Department by the 1st October, 1983 positively.

New Schemes

6. The proposals for the new schemes of Non Plan expenditure have to be sent to the Finance Department by the 1st October and got cleared by the 15th October. It is requested that these dates should be strictly adhered to so that the rest of the programmes is not upset.

It has generally been seen in the past that in most of the cases the Explanatory Memorandum of the Schedule of New Expenditure/Supplementary Estimates are neither prepared nor properly scrutinized by the departments with the result that these have to be recast in the Finance Department. In some cases, the Memorandum are sketchy and do not properly convey or explain the schemes included in particular budget document. It may, kindly be ensured that the material for the budget documents is properly prepared and edited after giving full facts and justification.

Statement of Excesses and Surrenders

7. The statement of excesses and surrenders is intended solely for the purpose of fixing the revised estimates of expenditure for the purpose of fixing the revised estimates of expenditure of the year after examination to-date and for indicating how the surrenders or excesses are likely to be. It is not intended to be a means for making provision for additional funds, the need for which may arise subsequently to the framing of the Budget Estimates. If additional funds are required, prior approval of the Finance Department should be obtained through the Administrative Department vide paragraph 13.1 of the Punjab Budget Manual.

If after the dispatch of the statement of excesses and surrenders, the department considers that further saving would occur, the information to that effect should be sent to the Finance Department by the 15th January. It has, however, been seen that some of the departments continue to report savings to Finance Department long after this date or even the closing day of the financial year. In such circumstances I am to clarify that the Finance Department will not be able to accept savings reported after 15th January and it is the department concerned which will be answerable for consequential laps of funds. The statements of excesses and surrenders due with the Finance Department on 1st December should be applied by that date positively.

Special Component Plan for Scheduled Casts and Backward Classes.

8. Detailed instructions on the subject were issued last year that the expenditure in respect of 'Special Component Plan' would be qualified under the existing sub heads with the nomenclature 'Special Component. Plan for Scheduled Castes' to be prefixed thereto to be opened under the relevant minor heads of account in Revenue Capital and Loans and

Advances Sections of the State Budget. It was also interalia decided that the funds provided under such sub-heads should not be diverted for use even for the same scheme to benefit other communities or for re-appropriation to other scheme of the GWL. It has been found that no practical steps were taken in this matter and the Finance Department had to provide a separate booklet for monitoring the expenditure. Since the 'Special Component Plan' for Scheduled Castes and Backward Classes is to be accorded high priority, as such, it is once again requested that the sub heads may be introduced in the Revised Estimates 1983-84 and Budget Estimates 1984-85. The list of the nomenclature of the sub heads which have been prescribed by Ministry of Finance, Govt. of India (Department of Economic Affairs) and Controller General of Accounts, Govt. of India on the advice of Comptroller and Auditor General, Govt. of India, has already been supplied with the Finance Department's letter No. 1/3/82/1B&C dated 12th July, 1982. In this connection the departments are requested to have necessary consultation with the Planning Department/Finance Department, if deemed necessary.

General

(a) Economy in Expenditure

9. There is an overwhelming need that utmost economy in expenditure should be exercised to minimise the non developmental / unproductive expenditure. In this regard, it is requested that your proposals for the provision of funds in the Revised Estimates 1983-84 Budget Estimates 1984-85 should be examined with a view to effecting economy in Administration and other costs as far as possible and various instructions issued on the subject by the Finance Department from time to time may be kept in view. It is, however, pointed out that the departments are not following instructions regarding the showing of 'POL' and 'Medical Reimbursement' expenses separately while sending the Budget proposals. To ensure proper monitoring of ever increasing expenditure on these two counts, it is once again requested that in the Revised Estimates 1983-84 and Budget Estimates 1984-85, the provision made for the POL and 'Medical Reimbursement' should be shown separately under the standard objects of expenditure 'Office Expenses' and 'Salaries' respectively.

(b) Defective Budgeting

The scope of term 'defective budgeting' is rather wide and includes all other types of budgetary irregularities which are not included in the types explained below. Thus pertinent care should be exercised to avoid the following types of defective budgeting :-

- (i) Provision made inadvertently for the same item of expenditure under two or more budget heads;
- (ii) Non inclusion of provision for the item of expenditure which could have been anticipated;
- (iii) Provision under wrong major heads;
- (iv) Treatment of new item as ordinary item of expenditure;
- (v) Supplementary Demand obtained unnecessarily or in excess of amount required for recumbent of the Contingency Fund;
- (vi) Overestimates/under estimates.

The irregularities mentioned above are usually due to reasons such as oversight, inadvertence, lack of adequate care, lack of proper knowledge of budgeting etc. and they can scarcely be attributed to any procedural defects. The Heads of Departments, therefore, are requested to exercise utmost care for avoiding such like irregularities.

(e) Reconciliation of Figures

One of the important causes for the occurrence of most of the budgetary irregularities is the "absence of prompt and proper reconciliation of departmental figures of expenditure with the accounts maintained by the Accountant General. The rules make it incumbent upon each Controlling Officer of Department to see that there is regular and systematic reconciliation between the departmental figures and the accounts figures the importance of reconciliation work can hardly be overemphasized as it is felt that without proper and timely reconciliation of departmental and accounts figures, it is not possible to exercise real control over expenditure. Moreover proper and regular reconciliation is one of the sure means whereby the Controlling Authority can watch the flow of expenditure. As such due importance to this work of reconciliation be given and the instructions issued by the Finance Department from time to time should meticulously adhered to.

(d) Excess expenditure over the sanctioned grant

Under the Constitution of India, no expenditure which is likely to involve excess over the author grant can be incurred in anticipation of approval of legislature. This being so, the expenditure of sums substantially in excess of provision causes serious embarrassment to Government, Public Accounts Committee in various reports viewed with serious concern the recurrence of the same type of budgetary irregularities year after year. The Finance Department too is very anxious to see that the number or such irregularities is reduced to the minimum if not possible to eliminate these completely. With that and in view, it is once again requested that suitable steps should be taken to avoid such type of regulations in future.

Schedule of Dates

10. The schedule of dates appended (Annexure-I) with this letter for the submission of various to Finance Department should be adhered to strictly unless otherwise desired by Finance Department. However, it will be observed from this Annexure that the receipt budget should reach the Finance Department during the period from 1st October to 20th November and expenditure budget during the period from the 10th October to 25th October It is requested that these dates should be strictly adhered to, as the Finance Department has to work to a prescribed schedule for presentation of the Budget proposals to the Council of Ministers and later to the legislature so that the budgetary programme is not upset.

11. The proceeding paragraphs contain in brief the instructions regarding preparation of various documents already available in the Punjab Budget Manual and set of instructions issued from time to time. In order to ensure that the various documents are made available to the Finance Department in time, it is requested that the Administrative Department should issue similar instructions to their subordinate offices so as to be in a position to receive the required information in time for onward transmission to the Finance Department.

12. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

(VIVEK MEHROTRA)

Joint Secretary Finance (Budget)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/2/83/1B&C

Dated, Chandigarh, the 5th July, 1983.

A copy with a copy of its enclosures is forwarded to the Accountant General Haryana, for information with the request that :-

- (i) he may kindly advise the Finance Department about the estimates of the heads of accounts which he is concerned by the dates indicated in the calendar, and
- (ii) he may ensure up-to-date reconciliation of expenditure with the departments to enable the latter to frame their revised estimates, 1983-84 realistically.

Sd/-
(C.L Bhaskar)
Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/2/83/1B&C

Dated, Chandigarh, the 5th July, 1983

A copy, with a copy of its enclosures. is forwarded to the Chief Accounting Officer, High Commissioner of India, India House, Aldwych, London, WC2 B4VA for information.

Sd/-
(C.L Bhaskar)
Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy with a copy. of its enclosures is forwarded to all Administrative Secretaries to Government Haryana for information.

Sd/-
(C.L Bhaskar)
Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Administrative Secretaries Govt., Haryana.

U.O. No. 1/2183/1B&C

Dated 5th July, 1983

A copy with a copy of its enclosures is forwarded to all Branch Officers / Superintendents in the Finance Departments information.

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 Administrative Secretaries by the Branch Officer concerned.

3. it may be ensured that the revised administrative approval/Financial/sanction in respect of the plan schemes. Where necessary, on the basis of the allocation communicated by the Planning Department after discussion with the Planning Commission are issued prior to the inclusion of allocation in the Budget Estimates 1984-85.

4. It is requested that while preparing the BM Forms (plan) for the Revised Estimates 1983-84 Budget Estimates 1984-85, the sub heads required to be opened for the Special Component Plan as required in para 8 of this letter may please be inserted in consolation with the department concerned in order to avoid my further misclassification of plan expenditure.

Sd/-

(C. L. Bhaskar)

Under Secretary, Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Branch Officers/Superintendents/Dy. Superintendents
in Finance Department.

U.O. No. 1/2/83/1B&C

Dated 5th July, 1983.

ANNEXURE - I

Schedule of dates for the submission of returns to the Finance Department in with the preparation of the Budget Estimates 1984-85.

I. Ordinary Budget

(a) Receipts Estimates-	
(i) Other than Land Revenue Irrigation and Civil Works by	1st October, 1983
(ii) Land Revenue by	25th October, 1983
(iii) Irrigation by	6th November, 1983
(iv) Civil Works by	20th November, 1983
(v) Final Receipts Estimates in respect of Land Revenue, State Excise Duties. Stamps, Interest, Irrigation and Extraordinary Receipts by	25th January, 1984
Expenditure Estimates	From 10th October, 1983 to 25th October, 1983.

II. Schedules of New Expenditure**A - NON-PLAN**

(a) Technically New Schemes-	
(i) Proposals to be sent to the Finance Department by	1st August, 1983
(ii) Proposals to be returned to the Finance Department after examination for conveying administrative approval financial sanction by	31st August, 1983
(iii) Schedules and Memoranda to be submitted by the Administrative Department to the Finance Department in Duplicate by	1st October, 1983
(b) New Schemes-	
(i) Proposals to be sent to Finance Department by	1st October, 1983
(ii) Proposals to be returned by the Finance Department after examination for conveying administrative approval financial Sanction by	15th October, 1983
(iii) Schedules and Memorandum to be supplied by the Administrative Department to the Finance Department (duplicate) by	7th November, 1983

B - PLAN

(a) Technically New Schemes-	
(i) Proposals to be submitted to the Finance Department by	1st August, 1983
(ii) Proposals to be returned by the Finance Department after examination for conveying administrative approval financial sanction by	31st August, 1983
(b) New Schemes-	
(i) Proposals to be submitted to the Finance Department by	1st August, 1983
(ii) Proposals to be returned by the Finance Department to the Administrative Department after examination for conveying administrative approval financial sanction by	31st August, 1983
(c) (i) Schedules in forms B.M. 2 and Memoranda in respect of Plan Schemes, both Technically New and New Schemes to be supplied to the Finance Department by the Heads of Departments on the basis of discussion with the State planning Department, in duplicate. a copy being supplied simultaneously to the Planning Department by	15th October, 1983
(ii) Discussion with the Planning Commission, to be by the Planning Department by	1st week of December, 1983.
(iii) Revised Schedules in Form 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 Heads of Departments by 1st December, 1983

IV. List of Non-Plan New Schemes not accepted by the Finance Department

Six copies of the list of the Non Plan New Schemes not accepted by the Finance Department to be supplied to the Finance Department by 1st December, 1983.

Note :- Along with the Schedules and the Memoranda, both for plan and Non Plan Schemes statements showing revenue accruing from the scheme may also be supplied, in duplicate in the following form :-

1	2	3	4			5	6	
Sr. No.	Major Head	Name of Scheme	Income from the Scheme	Public Contribution	Grant	Loan	Central Assistance	
							Loan	Total
1	2	3	4	5	6A	6B	6A+6B	

ANNEXURE - II
MEMORANDUM EXPLANATORY OF THE PLAN SCHEMES

Plan Head _____

Code No. of the Scheme _____

Name of the Scheme _____

Major Head wise break up of Expenditure

Major Head Revenue	Capital	Loans	Total
Rs.	Rs.	Rs.	Rs.
(a) Financing of the Scheme			
(b) Object and Performance of the demo			
(c) Staff and Man-power requirements			
(d) Material requirement.			
(e) Benefits from the scheme			

EXPLANATORY NOTES

- (a) Financing of the Scheme: - It may be indicted in this column specifically if the scheme is a containing scheme or a new scheme and if there are any contributions by Local Bodies, E.S.I. and NCDC etc.
- (b) Performance of the scheme may be explained with reference to over-all targets contemplated for the Sixth Five Year Plan 1980-85 and targets achieved and contemplated for the year 1983-84.
- (c) In the case of manpower requirements both direct and indirect information Inter alia, may be given in a tabulated form as under to be followed by explanations.

Scheme	Total additional requirements for Sixth Five Year Plan 1980-85	1983-84 (Anticipated)	1984-85 (Project)

- (d) In the case of scheme where material requirements, are nil this item may be excluded.
- (e) Benefits from the scheme should also state if any income was expected from the scheme and if so, what was its extent.

These instructions have become obsolete.

No. 4/3(3)/83-2FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department,
Commissioners Ambala/Hisar Divisions,
Deputy Commissioners &
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,

Dated, Chandigarh, the 7th July, 1983

Subject : Incentive for increased deposits in Provident Fund - Matching contribution Scheme.

Sir,

I am directed to refer to the subject noted above and to say that with a view to increase voluntary contributions to the Provident Fund and the habit of thrift the Haryana Government have decided to introduce a special Incentive Scheme, with effect from 1-7-1983. A copy, of the scheme is enclosed for necessary action. For the present the scheme would not extend to all India Service Officers.

2. This may please be brought to the notice of employees working under your control.
3. Its receipt may please be acknowledged.

Yours faithfully,

Sd/-

(S. L. Dhani)

Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 4/3(3)/83-2FR(1)

Dated, Chandigarh, the 7th July, 1983

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Copies are forwarded to :-

All Financial Commissioners, Haryana.
All Administrative Secretaries to Govt., Haryana, for information and necessary action.

Sd/-

(S.L. Dhani)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Financial Commissioners, Haryana.
All Administrative Secretaries to Govt., Haryana.

U. O. No. 4/3(3)/83-2FR-I

Dated, Chandigarh, the 7th July, 1983

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretary for information of the Chief Minister/Ministers/Ministers of State/Parliamentary Secretary.

Sd/-
(R.P. Kapur)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Parliamentary Secretary.

U.O. No. 4/3(3)/83-2FR-I

Dated, Chandigarh, 7th July, 1983.

Contd...

Encl.

Subject : Incentives for increased deposit in Provident Fund - Matching Contribution Scheme.

To increase voluntary contributions to the Provident Fund and the habit of thrift special incentives are being introduced to encourage maximum contributions by Govt., servants to their Provident Fund accounts. It has accordingly been decided as follows :-

1. Short title and Commencement :

1. This Scheme may be called the Haryana General Provident Fund (Special Incentive) Scheme, 1983.
2. The Scheme shall be deemed to have come into force on the first day of July, 1983

2. Application :

(1) Save as otherwise provided hereafter, the scheme shall apply to the Govt. employees presently covered under the existing GPF rules who shall include:-

- (a) All permanent employees :
- (b) All temporary employees with a continuous service less than one year; and
- (c) All temporary employees with service less than one year and the work-charged employees with continuous service more than 3 years, who are at present not covered by G.P.Fund rules provided they opt for the scheme from any date and for such period (not less than 12 months commencing on the 1st April each year) as they may wish.

(2) This scheme shall not apply to :-

- (a) Persons not in the whole time employment of the State Govt.
- (b) Persons paid out of contingencies;
- (c) Persons employed on contract basis;
- (d) Re-employed Govt. employees excepting re-employed ex- serviceman; and
- (e) Persons specifically excluded wholly or in part from the operation of this scheme

3. Definitions :

In this scheme, unless there is anything repugnant in the subject or to the context :-

- (a) Pay: "Pay" means pay as defined in the Haryana Civil Services (Revised Scales of Pay) Rules, 1980; provided that in case of the employees governed by U.G.C. scales of pay and those who opt to retain the pre- revised scales of pay, the dearness allowance and additional dearness allowance sanctioned upto 320 point of All India Consumer Price Index would be included as part of pay
- (b) Ordinary Subscription: "Ordinary Subscription" means for the purpose of this scheme subscription upto 10% of the pay of an employee.

- (c) Special Subscription: "Special subscription" means for the purpose of this scheme a monthly subscription in excess of 10% but not exceeding 12 ½ of the pay of an employee and includes, in respect of bills pertaining to arrears of pay drawn in any Financial year, a deduction of an amount on excess of 10% but not exceeding 12½% of the amount of such bills.
 - (d) Excess Subscription: "Excess subscription" means a monthly subscription in excess of 12½ of the bill of an employee and includes in respect of bills pertaining to arrears of pay drawn in any financial year a subscription in excess of 12½% thereof.
 - (e) Annual special subscription: "Means the aggregate of the special subscription made uninterruptedly during the entire financial year (and in the initial year uninterruptedly during the period from 1st July, 1983 to the 31st March, 1984) for each month thereof, together with the special subscription of an amount exceeding 10% but not more than 12½% respect of every bill drawn the financial year in respect of any arrears of pay.
 - (f) Opening balance: "Opening balance" for any financial year means, the net balance including interest, bonus, matching contribution due (even if not actual credit to the account) upto the last day of the previous financial year of the G.P.F. account of an employee; and for the first year of the scheme shall mean the balance in the employee's account, including the interest and bonus, on the 30th June, 1983.
 - (g) Closing balance: "Closing balance" for any financial year shall mean the net balance the 31st March of an year including interest and bonus due thereon upto the previous financial year even if not actually credited but excluding interest enhanced interest bonus or matching contribution for the financial year in question.
 - (h) Balance in the employee's account: "Balance in the employee's account." as distinct from the Opening balance and the closing balance shall mean the net balance in the employees' G.P.F. account on any day in the financial year other than the 1st April or the 31st March, (and, in the case of initial year, other than the 30th June, 1983).
- 4.
- (1) An employee shall be entitled to a matching contribution for any financial year (and for the initial year for the period commencing from the 1st July, 1983 and ending 31st March, 1984) in which his closing balance for that year is not less than the sum of the opening balance together with his annual special subscription for that year.
 - (2) Save as provided in (1) above, an employee shall become ineligible for matching contribution in any year in which on account of any non-refundable or refundable advances availed by him during the year his closing balance is less than the sum of the opening balance, together with the annual special Subscription during that year. His eligibility for the matching contribution shall then be restored again in the financial year for which his opening balance is not less than the balance on the day preceding the date on which such an advance of withdrawal was taken.
 - (3) When-ever an employee is eligible for a matching contribution in respect of any financial year in accordance with the provision of (1) and (2) above, as soon as maybe after the close of that financial year, a matching contribution

equal to his annual special 'Contribution for that year shall be credited to his account with effect from the 31st March of that year.

5.
 - (1) Whenever the closing balance of an employee for any financial year exceeds the Sum of his opening balance together with his annual subscription for that year as a result of his having made an excess subscription at a uniform rate and uninterruptedly throughout the year he shall be entitled to enhanced rate of interest on the entire closing balance in his account that year for the following year.
 - (2) This entitlement shall not arise whenever by reasons of any withdrawals or advance secured during that financial year the closing balance for a financial year is less than the sum of the opening balance, the annual special subscription and the enhanced subscription for that year.
 - (3) The rate of the enhanced interest for any year shall be as may be prescribed by Government from year to year.
6.
 - (1) If any question arises relating to interpretation of this scheme, it may be referred to the Finance Department of the State Government, whose decision shall be final.
 - (2) Government shall also reserve the right to recover the amount of matching contribution or enhanced interest should it transpire that these were credited in contravention of this scheme or through any misstatement or misrepresentation of fact by an employee at any time.

T. K. BANERJI
Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been withdrawn vide
No. 5/7/81-1B&C(54-B) Dated 27.1.1984.***

IMMEDIATE

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Director, Treasury & Accounts,
Haryana, Chandigarh.

Memo No. 5/7/81-1B&C(54-B)

Dated, Chandigarh, the 8th July, 1983

Subject : Review procedure regarding drawal of money from the Treasuries and making payments through cheques.

Sir,

It has come to the notice of Government that the field staff of Public Works Departments, who are authorised specifically to draw money through cheques are misusing this facility. Consequently in many cases excess payment has also been made Drawing of payments in lieu of salaries, travelling allowances, medical reimbursement, and wages of work charge establishment without presenting the bills to the respective Treasuries is not only highly improper but also tantamount to gross violation of principles of proper financial management and financial discipline. This has been viewed as a serious misuse of the facility by the Departments. In order to have an effective control over expenditure, to streamline the existing procedure of drawing payments through cheques and also to curb the tendency of making all type of payments through cheques, the matter has been examined by the Govt. very carefully and it has been considered imperative that facility of drawing payments through cheques by such departments, who are authorised specifically to do so, should be restricted to limited purpose only with this end view, it has been decided that hence forward the departments. who are authorised to draw payments through cheques will not issue cheques for drawing payments relating to salaries, travelling allowance, Medical Reimbursement and wages of work charge establishment etc. in such case necessary payments will be drawn by way of presentation of Bills to the Treasuries as is the practice in case of the departments, who are not eligible to issue cheques, the facility of issuance of cheques will henceforth be confined only to the making of payments to the contractors/firms. In that case also the cheques issued shall necessary have to be drawn in favour of the contractors/firms concerned with Accounts payee endorsed thereon specifically.

2. In view of the charge envisaged in the existing procedure, it is clarified that the practice of issuance of cheques as in vogue at present in Public Works Departments will be deemed to have been modified to this extent. As such, you are advised that the payment through cheques should only be entertained for the purposes other than those mentioned in this letter. The change in procedure may please be brought to the notice of all the Treasury officers/Sub Treasury officers for strict compliance with instructions that no cheques other than for payments to contractors should be accepted by them from any departments non compliance of these instructions will tender them for liable for disciplinary action. These instructions will

come into force from the date of issue of this letter. The receipt of this letter may kindly be acknowledged.

Sd/-
(VIVEK MEHROTRA)
Joint Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/7/81-1B&C (54-B)

Dated the 8th July, 1983

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-
Joint Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/7/81-1B&C (54-B)

Dated the 8th July, 1983

A copy is forwarded to the :-

- (i) Engineer-in-Chief, PWD (B&R) Haryana,
- (ii) Engineer-in-Chief, PWD, Irrigation Department.
- (iii) Engineer-in-Chief, PWD Public Health Haryana for information and immediate necessary action in the matter.

2. You are requested that in future no Self Cheque should be presented to the Treasuries/Sub Treasuries for making payment to staff on account of Salary, T.A., Medical reimbursement and wages of work charged establishment. These payments may be got authorised from respective treasuries by way of presenting bills as is being done by other departments. The cheques for the purposes of making payments only to Contractors/firms should be presented to Treasuries and these cheques must be endorsed as 'Account Payee' these instructions may kindly be brought to the notice of all concerned under your control for strict compliance please.

Sd/-
(VIVEK MEHROTRA)
Joint Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/7/81-1B&C (54-B)

Dated the 8th July, 1983

A copy is forwarded to All the Treasury Officers and sub Treasury Officers in the State for information and necessary action in the matter.

Sd/-
(VIVEK MEHROTRA)
Joint Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/7/81-1B&C (54-B)

Dated the 8th July, 1983

A copy is forwarded to the :-

- 1. Joint Secretary Finance (T&A), Haryana.

2. Under Secretary Finance (PR) in (FR-II) for information and necessary action in the matter.
2. Necessary steps may please be initiated from making suitable amendments in the concerned rules, if deemed necessary.
3. For JSF(T&A). Necessary instructions to all concerned under his control may please be issued to follow the new procedure as mentioned above.

Sd/-
(VIVEK MEHROTRA)
Joint Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been revised vide
No. 1/2(152)01-2FR-II, Dt. 20.02.2002.***

No. 1/4(5)-79-2FR-II

From

The Commissioner & Secretary to Government,
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.

Dated, Chandigarh, the 11th July, 1983

Subject : Payment of interest on delayed payment of Death-cum-retirement Gratuity.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 1/4(5)-79-2FR-II, dated the 9th March, 1981, on the above subject wherein it was, interalia, stipulated that in cases of Government employees against whom disciplinary or judicial proceedings were pending on the date of retirement, if any gratuity was allowed to be drawn, it would be deemed to have fallen due on the date of issue of orders by the competent authority and the interest on the delayed payment of death cum-retirement gratuity would be payable @ 5% per annum for the period beyond 3 months after the gratuity became due. The matter has been examined further and in order to mitigate hardship to the employees, who, on the conclusion of the proceedings are fully exonerated, it has been decided that in such cases, Interest on the amount of DCRG may be deemed to have fallen due on the date following the date of retirement and payment made @ 5% per annum for the period exceeding 3 months from the date of retirement.

This benefit will not be admissible to the employees who during the pendency of judicial disciplinary proceedings against them and against whom such proceedings are consequently dropped by the State Govt.

2. These instructions shall take effect from the date of issue of this letter these instructions may please be brought to the notice of a concerned working under your control.

This receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(S. L. Dhani)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/4(5)-79-2FR-II

Dated 11-7-1983

A copy is forwarded to the Accountant General, Haryana for information.

Sd/-
(S. L. Dhani)
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioners, Haryana; and
All Administrative Secretaries to Govt. Haryana, for Information and
necessary action.

Sd/-
(R. P. Kapur)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners, Haryana.
All Administrative Secretaries to Govt., Haryana,

U.O. No. 1/4(5)-79-2FR-II

Dated, Chandigarh, the 11-7-1983

Copies are 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/Parliamentary Secretaries.

Sd/-
(R. P. Kapur)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to
Chief Minister/Ministers/Ministers of State/Parliamentary Secretaries.

U.O. No. 1/4(5)-79-2-FR-II

Date 11-7-1983.

No. 22/1/80-2B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department,
The Commissioner, Ambala & Hisar Divisions,
All Deputy Commissioner and
Sub Divisional Officers (Civil) in the State,
The Registrar, Punjab and Haryana High Court and
All District & Session Judges in Haryana.

Dated, Chandigarh, the 14th July, 1983

Subject : Holding of High Level meeting with Heads of the Departments for review and Settlement of outstanding inspection reports and paras.

Sir,

I am directed to invite your attention to Finance Department Letter of even number dated the 4th January, 1983 on the subject noted above wherein it was suggested the periodical meetings at the district level be held which may be attended by the Accounts Officer/A.A.O. or other concerned Section Officer attached with the offices of Heads of Departments and the Accounts Officers/Section officers of Accountant General's office.

2. The Accountant General has intimated that the response to the matter from the various Heads of Departments is almost negligible as no department except the Animal Husbandry and Director, Higher/School Education has sent concrete proposals for holding high level meetings for the settlement of old outstanding paras of Audit and inspection Reports. It has also been intimated by the audit that the meetings held by the Animal Husbandry Department have shown very good results and not only a large number to outstanding audit objections has been settled but long outstanding recoveries as pointed out by the Audit from time to time have been fully affected in almost all the cases.

3. As you are aware, the Finance Department is very anxious that the old objections and paras of Audit Report should be settled without any further delay. It is, therefore, once again emphasised that periodical meetings at the district level may be held with A.O./Section Officer of the Audit Department regularly and the progress made in this behalf may please be intimated to the Finance Department.

The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 22/1/80-2B&C

Dated, Chandigarh, the 14th July, 1983

A copy is forwarded to the Accountant General, Haryana for information with reference to his letter No. CAD (Civil)/HR/Vetting/Imp-Inst./789-93/dated 31.5.1983.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all Administrative Secretaries to Govt. Haryana for information and necessary action.

They are requested kindly to ensure that the instructions are strictly followed by the Department under their control.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 22/1/80-2B&C

Dated, Chandigarh, the 14th July, 1983.

These instructions have become obsolete.

MOST IMMEDIATE**No. 5/27/81-1B&C**

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in the state,
Commissioners, Ambala/Hisar Divisions and
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 18th July, 1983**Subject : Scope for effecting economy in expenditure - Constitution of a High Powered Committee.**

Sir,

I am directed to invite your attention to the instructions issued on the subject with Haryana Government letter of even No. dated the 11th April, 1983 and 27th May, 1983, and to say that in partial modification of these instructions, it has been decided that in case of the material which according to the procedure envisaged under the relevant rules is required to be purchased through Controller of Printing and Stationery instead of Controller of Stores, the powers as stand vested under the above referred to instructions will be deemed to have been vested in the Controller of Printing and Stationery.

2. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

(VIVEK MEHROTRA)

Joint Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Government, Haryana for information and necessary.

Sd/-

(VIVEK MEHROTRA)

Joint Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/27/81-1B&C,

Dated, Chandigarh, the 18th July, 1983

No. 5/27/81-1B&C

Dated, Chandigarh, the 18th July, 1983

A copy is forwarded to all Branch Officers/Superintendents/Deputy Superintendents in the Finance Department (Except FR-I and FR-II Branches) for information.

Sd/-

(VIVEK MEHROTRA)

Joint Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 4/4(29)/78-2FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department,
Commissioners Ambala/Hisar Divisions,
All Deputy Commissioner and
Sub Divisional officers (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 19th July, 1983

Subject : Execution of Indemnity Bond for drawal of Provident Fund Balance.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 4/4(29)/78-2FR-I, dated the 14th September, 1978 on the above subject and to say that the matter of prescribing a form of indemnity Bond for drawal of Provident Fund Balance up to the extent of Rs. 5000/- by a person other than the minor child/children of deceased subscriber has been under consideration of the Government for some time past. After careful consideration it has been decided to introduce the enclosed form for the said purpose.

Yours faithfully,

Sd/-
(S.L. DHANI)
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department

No. 4/4(29)/78-2FR-I

Dated, Chandigarh, the 19th July, 1983

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information and necessary action with reference to his letter No. Funds-I/ASI/80-81/5311 dated the 20th June, 1980

Sd/-
(S.L. DHANI)
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department

Contd...
Encl.

Form of Bond of Indemnity for drawal of provident fund money due to the minor child/children of deceased subscriber by a person other than his/her/their natural guardian (to the extent of Rs. 5,000/-)

KNOW ALL MEN by these presents we (a) (Full name of the claimant(s) with place(s) of residence) son/daughter/wife of _____ resident of _____ (hereinafter called 'obligor') (b) (1)(Name and address of the sureties) son/daughter/wife of _____ resident of _____ and (b) (2) _____ son/daughter/wife of _____ resident of _____ (hereinafter called the 'sureties') on her/his/their behalf are held and firmly bound jointly and severally to the Governor of Haryana (hereinafter called the Government). In the sum of Rs. _____ (in words and figures) to be paid to the Government or his successors or assigns for which payment to be well and truly made, the said obligor and sureties do hereby bind themselves jointly and severally by these presents.

Signed this day of _____ one thousand nine hundred and _____

WHEREAS (c) (Name of the deceased) _____ was at the time of his death a subscriber to the General/Contributory Provident Fund and whereas the said (c) _____ died on the day of _____ one thousand nine hundred and _____ and a sum of Rupees _____ (in words and figures) payable by Government on account of his General/Contributory Provident Fund/accumulations.

AND WHEREAS the above bounden obligor claim(s) (a) the said sum on behalf of the minor child/children of the said (c) _____ but has/have not obtained a guardianship certificate.

AND WHEREAS obligor(s) has/have satisfied the (d) (Name & designation of the officer _____ (officer concerned) that he/she/they is/are entitled to the aforesaid sum and it would cause undue delay and hardship if the obligor were required to include the guardianship certificate. AND WHEREAS Government desire to pay the said sum to the obliger but under Government Rules and orders. It is necessary that the obligor should first execute a bond with two sureties to indemnify Government against all claims to the amount so due as aforesaid to the said (c) _____ (deceased) before the said sum can be paid to the obligor which the obligor and at his/her request the sureties have agreed to do.

NOW THE CONDITION OF this bond is such that if after payment has been made to the obligor, the obligor or sureties shall in the event of a claim being made by any other persons against Government with respect of the aforesaid sum of Rs. _____ Refund to Government the sum of Rupees _____ and shall otherwise indemnify and keep the Government harmless and indemnified from all liabilities in respect of the aforesaid sum an all costs incurred in consequence of any claim thereto THEN the above written bond or obligations shall be void but otherwise the same shall remain in full force, effect and virtue.

The Government have agreed to bear the stamp duty, if any chargeable, on these presents.

IN WITNESS WHEREOF the obligor and the surety/Sureties hereto have set and subscriber their respective and hereunto on the day, month and year above written.

Signed by the above named 'Obligor' in the presence of

1. _____

2. _____

(Signature of the obligor)

Signed by the above named 'Surety/Sureties'

1. _____

2. _____

(Name and designation of witness)
In the presence of

Accepted for and on behalf of the Governor of Haryana.

Name & Designation of the officer directed or
Authorised, in presence of article 299(1) of the
Constitution to accept the bond for and on behalf
of the Governor of Haryana.

* Strike our words not required.

@ Here- insert "to be entitled to" as guardians as the case may be.

IMMEDIATE**No. 5/1/83-1B&C**

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in the State,
The Registrar, Punjab & Haryana High Court, Chandigarh,
Commissioner, Ambala and Hisar Division.

Dated, Chandigarh, the 20th July, 1983**Subject : Scope of economy in Government expenditure.**

I am directed to invite your attention to the subject noted above and to say that Government had been laying stress on the Departments to keep effective control on the purchases to be made by them, particularly by all the three wings of Public Works Departments and the imperative need of exercising effective and better control on the building up of inventory, avoidance of excess expenditure over the budgetary grants in a year and also to check the tendency to rush through purchases during the last two months of the financial year. Notwithstanding all this, it has been observed that the instructions issued from time to time are not being followed which have adversely effected the financial resources of the state. It has, therefore, been decided to reiterate the earlier instructions for effecting economy in Government expenditure and to lay down the following guidelines for strict observance by the departments :-

- (a) The Heads of the Departments should centralise as the purchase in the head office as far as possible.
- (b) In no case should the inventory be built up for more than 3 months requirements.
- (c) While drawing pointed attention towards the instructions contained in Finance Department letters No. 5/27/81-B&C dated 11th April, 1983 and No. 5/27/81-1B&C, 27th May, 1983 regarding purchases of stores valuing Rs. 5 lakhs or more than Rs. 5 lakhs, it is reemphasised that the said instructions should be meticulously observed and in no case should the order be split up so as to circumvent the instructions.
- (d) At present the expenditure in excess of budget grants are allowed by the departments considering that this will be regularised later on. In this connection it is clarified that in future no expenditure in excess of the budget grants will be regularised and it will be the personal responsibility of the Head of Department to ensure that the Expenditure is restricted to the budget allocations.
- (e) It should be ensured by the Heads of the Department that the flow of expenditure is regulated evenly throughout the year to avoid rush of purchases and consequently expenditure in the months of February and March.
- (f) The department should monitor expenditure made by the officers particularly in respect of purchases of stores etc. every month and keep the Finance Department informed and also make efforts to control the expenditure.

- (g) As regards purchases made through Director General Supplies and Disposals and adjustment memos, the departments should maintain proper accounts at their own level and forward a monthly report in this respect to the Finance Department (in ways and Means Branch) regularly by the 10th day of each month.
- (h) In order to keep effective control on expenditure the indenting powers in so far these relate to purchases to be made through D.G.S&D at present vested at various levels of the departmental officers should be withdrawn immediately and these powers should be exercised only by the Heads of Departments themselves.
- (i) In regard to instructions issued vide Finance Department letter No. 5/1/83-1B&C, dated the 26th May, 1983 regarding 10% cut on the posts, it is suggested that Heads of Departments should exercise their own judgment in reducing the strength of the existing staff in order to meet the directive of the Government on this subject and also to deploy the existing man power in such a manner that the overall performance of their departments do not suffer and that they should curb the tendency of asking more staff for each project.

The instructions outlined above may kindly be brought to the notice of all concerned working under you for strict compliance.

The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

(VIVEK MEHROTRA)

Joint Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Government Haryana for information and necessary.

Sd/-

(VIVEK MEHROTRA)

Joint Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/1/83-1B&C

Dated, Chandigarh, the 20th July, 1983

No. 5/1/83-1B&C

Dated, Chandigarh, the 20th July, 1983

A copy is forwarded to the Accountant General Haryana for information.

Sd/-

(VIVEK MEHROTRA)

Joint Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 4/1/83-3FR-II/986

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 21st July, 1983

Subject : Grant of Dearness Allowance to Haryana Government employees.

I am directed to invite a reference to Finance Department circular letter No. 4/1/83-3FR-II/2613 dated 5th April, 1983 on the Subject noted above and to say that the State Government have had under consideration the question of granting further relief to its employees consequent upon increase in 12 monthly average consumer Price Index from 456 to 464 and 464 to 472. It has now been decided to grant relief with effect from 1st September, 1982 and 1st December, 1982 on the revised scales of pay at the rates given :-

Pay range	Rate of D.A. per mensem (Inclusive of the previous instalment granted vide letter No. 4/1/83-3FR-II/2613 dated 5-4-83).
(a) With effect from 1-9-82 (at 12 monthly average Consumer Price Index 464)	
Upto Rs. 600/-	49.5% of pay subject to a maximum of Rs. 288/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/-
Rs. 601 to 2399/-	40.5% of pay subject to a minimum of Rs. 288/- and a maximum of Rs. 540/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/- .
Rs. 2400 to 2749	Rs. 910/-
Rs. 2750 and above	Rs. 1050/-
(b) With effect from 1-12-82 (at 12 monthly average Consumer Price Index 472)	
Upto Rs. 600/-	52.25% of pay subject to a maximum of Rs. 304/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/- .
Rs. 601 to 1400/-	42.75% of pay subject to a minimum of Rs. 304/- and a maximum of Rs. 570/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/- .
1401 to 1430/-	Amount by which pay + D.A. does not exceed Rs. 1970/- plus Rs. 7/- on account of restoration of cut.
Rs. 1431 and above	As per (a) above.

Note : I The amount of Dearness Allowance admissible now or in future on pay of Rs. 2400/- p.m. and above would be reduced by the amount of Additional Dearness Allowance (I&II) merged at the time of fixation of pay in the revised scale. However, if the amount of A.D.A. merged in the revised pay is more than or equal to amount of dearness allowance admissible, no dearness allowance would be paid.

Note : II The term 'Pay' would include Basic Pay, personal Pay, Special Pay, Overseas Pay & Deputation Allowance, where admissible as defined in rule 2.44 of C.S.R. Vol. I, Part I.

Note : III The payments on account of this Additional Dearness Allowance would be rounded off to the nearest 10 paise.

2. In case of employees who opt to continue in the unrevised scales of pay, whose pay scales have not yet been revised and the teaching personnel of Education Department (Colleges Cadre) who are in receipt of U.G.C. scales of pay, the amount classified as Dearness Pay as detailed below, will be treated as 'pay' for calculation of admissible dearness allowance:

(a) In case of those who opt to continue in the unrevised scales of pay and whose pay scales have not yet been revised.

Dearness Allowance, Ad-hoc Relief and Additional Dearness Allowance (I&II) upto 12 monthly Consumer Price Index-320(1960 base=100) minus excess payment of adhoc relief.

(b) In case of teaching personnel of the Department of Education (Colleges Cadre) who are in receipt of U.G.C. scales of pay.

Additional Dearness allowance (I&II) upto 12 monthly consumer Price Index 320 (1960 base=100) minus excess payment of Ad-hoc relief.

3. The general conditions for the payment of Dearness Allowance would continue to be the same as in force at present.

4. The amount of arrears on account of the above instalments of Dearness Allowance for the period from 1-9-82 to 30-6-1983 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees whose have no such accounts, the amount of such arrears will be invested in the post Office Saving Certificates.

5. Payment of further Adhoc Dearness Allowance admissible to Senior Officers getting basic pay above Rs. 1881 will continue to be regulated under Finance Department Circular letter No. 4/1/83-3FR-II, dated 3.1.83 and Circular Letter of even number dated 1-3-83.

6. These orders are also applicable to the work charged employees.

7. The above order will not apply to :

- (i) Staff paid from contingencies;
- (ii) Casual labour;
- (iii) Staff employed as Daily wages and those working on piece-rate system; and
- (iv) Those employed on contract basis except where Dearness Allowance is admissible in terms of their contract.

Yours faithfully,

Sd/-

(RAJNI RAZDAN)

Joint Secretary Finance (G),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

These instructions have become obsolete.

TOP-PRIORITY
DATE BOUND

No. 5/1/83-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments (in Haryana State),
Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 29th July, 1983

Subject : Economy in Non Plan expenditure during 1983-84.

Sir,

Having regard to the imperative need to restrict the public expenditure and to conserve financial resources for the developmental activities, it has been decided to apply an adhoc cut of 15% on non plan provisions made in the Budget Estimates 1983-84 under all major heads except the following :-

- (i) 248-Appropriation for reduction or avoidance of debt;
- (ii) 249-Interest payments;
- (iii) 266-Pension and other retirements benefits;
- (iv) Interest charged to revenue on account of the capital investment on Irrigation, provided under the major head "332-Multipurpose river projects & 333-Irrigation, Navigation, Drainage and Flood control projects;"
- (v) 289-Relief on account of Natural calamities;
- (vi) Transfer to depreciation reserve fund/interest charges for Transport Department under major head "338-Road and Water Transport Services;"
- (vii) Wage bill and salaries are not subject to this cut, but earlier instructions regarding 10% cut on staff will remain applicable.

2. You are requested to kindly reduce your non-plan budget provisions by 15% and adjust the expenditure so far incurred within the Non plan provisions so reduced for inclusion in the Revised Estimates 1983-84. There are not intended to be any exceptions from this adhoc cut, the net result of which may be communicated to the Finance Department (in the concerned branch) by the 15th August, 1983 for further necessary action by Finance Department. In case no intimation is received in the Finance Department by the said date, the Finance Department will itself impose this cut and inform you about the same.

3. You are requested kindly to acknowledge the receipt of this letter.

Yours faithfully,

Sd/-

Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Government Haryana for information and necessary.

Sd/-
Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/1/83/1B&C

Dated, Chandigarh, the 29th July, 1983

Endst. No. 5/1/83-1B&C

Dated, Chandigarh, the 29th July, 1983

A copy is forwarded for necessary action to Branch officers/Superintendent/Deputy Superintendent in the Finance Department (Except F.R. Branch).

2. The economy reported by the departments may be consolidated major headwise and transferred to the minor head "Surrenders and withdrawals within the grant" under intimation to the department concerned, Accountant General Haryana and the Resources Cell. The orders reappropriating the savings to the minor heads" Surrenders and withdrawals within the grant should in any case issue latest by the 31st August, 1983.

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/83-1B&C

Dated, the 29th July, 1983

A copy is forwarded to Accountant General Haryana, Chandigarh for information.

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

These instructions have become obsolete.

MOST IMMEDIATE

No. 5(27)-81-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of the Departments (concerned with Plan),
Commissioners, Ambala and Hisar Division.

Dated, Chandigarh, the 29th July, 1983

Subject : Scope for effecting economy in expenditure.

Sir,

I am directed to invite your attention to the subject noted above and to say that Government have been emphasizing from time to time the need for effecting economy in expenditure. In this direction one of the suggestions is that very rigorous scrutiny of inventories should be undertaken and fresh purchases should be minimised.

2. As a sizeable part of inventories relate to plan works, it should be ensured that the material for which expenditure has already been incurred upto 31st March, 1983 and the stores are in stock should be immediately booked to the plan works. Likewise payments made for and stocks received during 1983-84 relating to plan programmes or even in general (unclassified) stores should substantially be booked to the plan budget of the Department.

3. You are requested to ensure that these instructions are brought to the notice of all concerned under your control for strict compliance and are implemented both in letter and spirit. A report be also sent urgently regarding (i) the amount of stocks in hand on 31-3-83 being booked to plan stores in the current year and (ii) stores received/payments made during 1983-84 being booked to the plan.

Yours faithfully,

Sd/-

(VIVEK MEHROTRA)

Joint Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Government Haryana for information and necessary.

Sd/-

(L.L. BHASKER)

Under Secretary Finance (B)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5(27)-81-1B&C,

Dated, Chandigarh, the 29th July, 1983

Endst. No. 5(27)-81-1B&C,

Dated, Chandigarh, the 29th July, 1983

A copy is forwarded to Accountant General, Haryana for Information.

Sd/-

(L.L. BHASKER)

Under Secretary Finance (B)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 5(27)-81-1B&C,

Dated, Chandigarh, the 29th July, 1983

A copy is forwarded for necessary action to Branch Officers/Superintendents/Deputy Superintendents in the Finance Department (except Finance Regulation Branches).

Sd/-

(L.L. BHASKER)

Under Secretary Finance (B)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been Reiterated vide
No. 10/1/83-WM(3), Dated 18.10.1984.***

IMMEDIATE

No. 10(I)-83(WM)3

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments, (in Haryana State)
Registrar, Punjab and Haryana High Court, Chandigarh,
Commissioner, Ambala and Hisar Division.

Dated, Chandigarh, the 2nd August, 1983

Subject : Recovery of arrears of revenue receipts and loans.

Sir,

I am directed to address you on the subject noted above and to say that the Finance Department have been stressing the importance of realization of arrears of loans and revenue receipts from time to time, as also of maximizing the revenue realizations at current rates. Despite instructions issued by the Finance Department, it has been observed that accumulation of realizable arrears are mounting from year to year. Whereas on the one side it adversely reflects on the working of the department, on the other it greatly affects the much needed resources for the states developmental activities. In this context, the State Government has not decided to reduce the extent of arrears of revenue receipts and loans and a special drive should be launched to intensify the measures to achieve this objective. The monthly progress of recovery of the arrears of revenue receipts of loans should be reported to the Finance Department (in the ways and means branch) by the 10th day of each month subsequent to the month in which recoveries have been affected. Vigorous efforts should also be made to maximize the normal receipts of your department.

2. I am accordingly to request you kindly to give your personal attention to this matter and to keep the Finance Department informed of the progress of the recovery of arrears and fresh receipts at current rates, in the enclosed proforma.

3. Kindly acknowledge the receipt of this communication.

Yours faithfully,

Sd/-

Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all Administrative Secretaries to Government, Haryana, for information & necessary action.

Sd/-

Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 10(I)-83-WM(3)

Dated, Chandigarh, the 2nd August, 1983

Endst No. 10(I)-83-WM(3)

Dated, Chandigarh, the 2nd August, 1983

A copy is forwarded to Accountant General, Haryana, Chandigarh for information.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

**Statement showing progress of the recovery of arrears of
Revenue Receipts & Loans**

Name of the Department_____

Month _____

S.No.	Major Head of Account	Outstanding arrears upto the month under report	Demand created during the month	Recovery made during the month	Balance outstanding at the end of the month. (Col. 3+4 minus 5)	Remarks
1	2	3	4	5	6	7

No. 1/3(1)-81-2FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 4th August, 1983

Subject : Grant of relief to Haryana Government pensioners/recipients of family pension and extra-ordinary family pension.

Sir,

I am directed. to invite a reference to the correspondence resting with Finance Department circular letter No. 1/3(1)-81-2FR-II, dated 5th April, 1983 on the above subject and to say that consequent upon the rise in the cost of living (i.e. Average Consumer Price Index raising from 456 to 464 and 464 to 472 points), the State Government had been considering for some time past the question of affording further relief to Haryana Government pensioners as well as to the recipients of family pension and extraordinary family pension. It, has now been decided to grant them further two installments of reliefs with effect from 1st September and 1st December, 1982 each at the rate of 2.5% of their pension with a minimum of Rs. 2.50 and a maximum of Rs. 12.50 per mensem.

2. With the grant of this relief the pensioners and recipients of family pension will be entitled to total relief @ 42½% of basic pension subject to a minimum of Rs. 42.50 and a maximum of Rs. 212.50 per mensem with effect from 1-9-1982 and @ 45% of basic pension subject to a minimum of Rs. 45.00 and a maximum of Rs. 225/- p.m. w.e.f. 1-12-82. In the case of pensioners and recipients of family pension retired prior to 1.4.79, the relief at the above rates will be calculated with reference to the pension as determined on 1.4.79 in terms of Para (5) of Finance Department circular letter No. 11/1PR(FD)81, dated 19.3.1981. The relief as calculated above will be expressed in whole rupees and for this purpose the fraction of a rupee will be rounded off to the next higher rupee.

3. These orders will not apply to pensioners whose pensions have been determined on adhoc basis without reference to the, emoluments drawn by them i.e. 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 expenditure involved will be debitable to the Major Head "266-Pensions and other Retirement Benefits".

5. Receipt of this letter, may please be acknowledged.

Yours faithfully,

Sd/-

(S. L. Dhani)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

<p><i>These instructions have become obsolete.</i></p>

No. 4/4(1)/82-2FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers(Civil) in Haryana,
Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 5th August, 1983

Subject : Incentive Bonus Scheme for subscribers to Provident Funds.

Sir,

I am directed to invite a reference to the Finance Departments Circular letter No. 4/4(1)/78-2FR-I, dated the 30th January, 1979 on the subject noted above wherein it was stated that a subscriber of the Provident Fund who has not withdrawn any amount (Refundable or Non-refundable) from his Provident Fund Account, except for the Non-refundable withdrawals made under normal Provident Fund Rules for the purpose of meeting the obligatory expenses on the marriages of daughter(s) during the preceding 5 years will be entitled to a bonus at the rate of 1% on the entire balance at his credit on the last day of the financial year. On reconsideration, it has been decided to reduce this period from 5 years to 3 years. Other conditions of the letter under reference will, however, remain unchanged.

2. While crediting the bonus for the financial year 1983-84 the period of three years would be counted from 1st April, 1981.

3. It is also clarified that once an amount has been drawn out of the Provident Fund Account by any refundable advance or non-refundable withdrawal, it constitute a withdrawal for the purpose of determining a eligibility for grant of incentive bonus and that the position does not change, even if the amount withdrawn is subsequently refunded by the subscriber to the Provident Fund Account.

Yours faithfully,

Sd/-

(S.L.DHANI)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 4/4(1)/82-2FR(1)

Dated, Chandigarh, the 5th Aug., 1983

A copy is forwarded to the Accountant General, Haryana (i) (A&E) and (ii) Audit, Chandigarh, for information and necessary action.

Sd/-

(S.L.DHANI)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

All the Financial Commissioner, Haryana
All Administrative Secretaries to Government, Haryana;
for information and necessary action.

Sd/-
(R.P. Kapur)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Financial Commissioner, Haryana
All Administrative Secretaries to Government, Haryana.

U.O. No. 4/4(1)/82-2FR(1)

Dated, Chandigarh, the 5th Aug., 1983

Copies are forwarded to Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

Sd/-
(R.P. Kapur)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Parliamentary Secretary.

U.O. No. 4/4(1)/82-2FR-I

Dated, Chandigarh, the 5th Aug., 1983.

No. 1/107/4PR(FD)-82

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Engineer-in-Chief,
PWD B&R Irrigation and Public Health Branches,
Chandigarh.

Dated, Chandigarh, the 9th August, 1983

Subject : Revision of Pay Scales.

Sir,

I am directed to invite a reference to Haryana Govt. Notification GSR/80/Const./ Art/309/80 dated the 29th February, 1980 and GSR/80/Cont/Art. 309/Amd(I)80, dated the 21st July, 1980 and Finance Department Circular letter No. 1/54/2PR(FD) dated the 10th September, 1982 with which the pay scales of State Govt. employees were revised with effect from 1.4.79. The question of revision/further revision of pay scales of Sub Divisional Clerks has been under consideration of the Govt. It has been decided to revise the pay scales of the Sub Divisional Clerks of all the three branches of PWD with effect from 1.4.79 as follows.

Name of the Department.	Name of the Post	Pre-revised scales	Revised scales w.e.f. 1.4.79	Further revision
P.W.D. (All Branches)	Sub-Divisional Clerk	110-225 + 20/- S.P.	400-660(TS) + 25/-S.P. 480-760(SG) + 25/-S.P.	As for Clerks + 25/-S.P.

2. The pay of the employees whose pay scale had been revised will be fixed in accordance with Rule 6 of the Haryana Civil Services (Revised Scales of Pay) Rules. 1980.

3. Necessary amendment in the Notification already issued in respect of the pay scales revised with effect from 1.4.79, will be issued in due course.

Yours faithfully,

Sd/-

(S.L.Dhani)

Joint Secretary Finance

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 4-1-83-3FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners, and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,

Dated, Chandigarh, the 9th August, 1983**Subject : Payment of further adhoc Dearness Allowance to Senior Officers.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 4/1/83-3FR-II, dated 3-1-83 read with circular No. 4/1/83-3FR-II, dated 1-3-83 on the subject noted above and to say that the State Government have decided that with effect from 1-1-1983 in addition to the rates of dearness allowance specified in para (a) of circular letter No. 4/1/83-3FR-II/986, dated 21-7-83 (in so far as Senior Officers getting pay above Rs. 1881/- p.m. in the revised scale are concerned), the following adhoc dearness allowance will be payable to Senior Officers getting pay above Rs. 1881/- p.m. in the revised scales of pay in lieu of the adhoc dearness allowance already sanctioned :

Pay Range	Rate of further dearness allowance per mensem.				
Rs. 1882-2749/-	60% of (basic pay and N.P.A. in the case of doctors minimum the amount of ADA land II sanctioned upto 12 monthly average C.P.I. 320 already merged in the pay of the employees for the purpose of pay fixation in revised pay scales on the appointed day) minus Rs. 910/-.				
Rs. 2750 and above	Rs. 600/-				
A few illustrations are given below, which elucidate the calculation of amount admissible on this account.					
Basic pay including NPA, if any in the revised scales of pay	Amount of ADA I & II at 320 CPI merged in the revised pay	Difference of Col. 1 & 2	60% of the amount mentioned in Col. 3	Minus the amount of DA admissible as on 1-1-83.	Net amount admissible (Col. 4 minus 5)
1	2	3	4	5	6
Rs. 1882/-	Rs. 363/-	Rs. 1519/-	Rs. 911.40	Rs. 910/-	Rs. 1.40
Rs. 2000/-	Rs. 363/-	Rs. 1637/-	Rs. 982.20	Rs. 910/-	Rs. 72.20
Rs. 2100/-	Rs. 363/-	Rs. 1737/-	Rs. 1042.20	Rs. 910/-	Rs. 132.20
Rs. 2200/-	Rs. 363/-	Rs. 1837/-	Rs. 1102.20	Rs. 910/-	Rs. 192.20
Rs. 2350/-	Rs. 363/-	Rs. 1987/-	Rs. 1192.20	Rs. 910/-	Rs. 282.20

Note : I In the case of Officers whose pay on 1-4-79 in the unrevised scales of pay was less than Rs. 2400/- the amount of ADA I and II at 320 CPI merged in their pay while fixing their pay in the revised pay scale on the appointed day may be deducted from the pay on 1.1.83 and onward for calculating the adhoc dearness allowance.

Note : II In case of officers whose Pay on 1.4.79 in the pre-revised scales of pay was Rs. 2400/- and above, deduction from their pay 1.1.83 and onward, may be made while calculating adhoc dearness allowance.

Note : III In the case of officers whose Pay has been fixed directly in the revised scales of pay, the amount of Rs. 363/- notionally admissible to them as ADA-I and II would be deducted from their basic pay for determining the amount of admissible adhoc dearness allowance.

2. In case of employees in receipt of pay in U.G.C. Pay Scales and also those who have been allowed to retain the unrevised scales of pay, the rate of adhoc dearness allowance will be as under :

Pay Range	Rate of further dearness allowance per mensum.
Rs. 1519-2749/-	60% of basic pay and N.P.A. (in the case of doctors only) minus Rs. 910/-
Rs. 2750/- and above	Rs. 600/-

3. For purpose of calculating 60% of Ad-hoc Dearness Allowance only basic pay would be taken into account. Special Pay except N.P.A. payable to doctors, deputation pay, Special Allowance or any addition in pay under any other nomenclature would not be included.

4. The payment on account of Ad-hoc Dearness Allowance as calculated in the above manner would be rounded off to the nearest 10 paise.

5. The amount of the arrears on account of the above adhoc dearness allowance for the period from 1.1.83 to 31.3.83 will be deposited in the General Provident Fund Accounts of the Senior Officers.

6. The above order will not be applicable to the employees taken on contract basis except where dearness allowance is admissible to them in terms of their contract.

Yours faithfully,

Sd/-

(S.L. Dhani)

Joint Secretary Finance(R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/4(2)-82-1FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 10th August, 1983

Subject : Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped employees of Haryana Government.

Sir,

I am directed to invite a reference to the Finance Department's letter No. 5/4(3)-82-1FR-II, dated 10.9.82 and 29.10.82 on the subject noted above and to say that a doubt has been expressed by certain departments as to whether the conveyance allowance sanctioned to the blind and orthopaedically handicapped employees is admissible to them in addition to the Conveyance Allowance of Rs. 10/- per month sanctioned to the Class IV employees vide letter No. 5/4(1)-82-1FR-II dated 9.3.1982. It is clarified that since the purpose of the two Conveyance Allowance are separate and distinct, the handicapped Class-IV employees are entitled to draw both the Conveyance allowance

2. This may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-

(S.L. DHANI)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/4(2)-82-1FR-II

Dated, Chandigarh, 10th August, 1983

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-

(S.L. DHANI)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

These instructions have become Obsolete.

No. 5/3(13)-82-1FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments
(Except/noted in the margin)

Dated, Chandigarh, the 10th August, 1983

Subject : TA/DA for officers required to visit Delhi.

Sir,

I am directed to invite a reference to the Department, letter No. 5/3(13)-82-1FR-II dated 28.2.1983 on the subject noted above and to say that the requisite information is still awaited from you. You are again requested to send this information within 10 days positively as the matter has already been clayed. In case no information is received from you within the stipulated period it would be considered as "Nil".

2. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(RAM PARKASH KAPOOR)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the Financial Commissioner Revenue, Haryana and all Administrative Secretaries, Haryana Govt. for information and necessary action in continuation of Finance Department letter No. 5/3(13)-82-1FR-II dt. 28/2/83.

Sd/-

Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The All Financial Commissioner Revenue,
All Administrative Secretaries to Government, Haryana.

U.O. No. 5/3/(13)-82-1FR-II

Dated, Chandigarh, the 10th August, 1983.

MARGIN

List of Department from whom the requisite information has been received.

Sr. No.	Name of Department	Amount of expenditure of TA/DA visit in Delhi during period from 1.4.82 to 31.3.83
1.	Director of Lotteries	
2.	Director of Panchayats	
3.	Director of Ayurveda	
4.	Director of Archives	
5.	Director of Colonization	
6.	Director of Industries	
7.	Director of Election (L.G.)	
8.	L.R. & Law Department	
9.	S.S.S. Board	
10.	E.S.A.	
11.	Milk Commissioner	
12.	Examiner Local fund Acctt.,	
13.	Director Small Savings	
14.	Advisor Civil Aviation	
15.	Director Welfare of Scheduled Castes & Backward Classes	
16.	Controller of Stores	
17.	Director Treasury & Accounts	
18.	Director Archaeology	
19.	Director Social Welfare	
20.	Chief Architect	
21.	Director Sports	
22.	Director General Home Guard	
23.	Chief Electrical Inspector	
24.	Director Tourism	
25.	Director Industrial Training	
26.	E.I.C. PWD B&R	
27.	Inspector General, Prison	
28.	Director of Employment	
29.	State Transport Controller	
30.	Director General of Police	
31.	Director Town & Country Planning	
32.	Director Food & Supplies	
33.	D.C. Hisar	
34.	D.C. Sirsa	
35.	D.C. Jind	
36.	B.C. Bhiwani	
37.	Commissioner, Ambala Divn. (All Distt of Division).	
38.	Financial Commissioner (R)	
39.	Secy. To Governor	
40.	Medical College, Rohtak	
41.	Secretary Haryana Public service Commission.	

***These instructions have been Revised vide
No. 11/61/83-1FR-II, Dated 04.07.1984.***

No. 11/61/83-1FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 10th August, 1983

Subject : Grant of Maternity Leave to female Government employee appointed on adhoc basis.

Sir,

I am directed to invite a reference on the subject noted above and to state that doubts have been expressed by certain departments, whether the maternity leave is admissible to female Government employees who are appointed on adhoc basis. This matter has been considered and it is clarified that maternity leave is not admissible to female Govt. employees appointed on adhoc basis.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-
(S.L. DHANI)
Joint Secretary Finance (R),
for Commissioner & Secretary to Govt., Haryana,
Finance Department.

No. 11/61/83-1FR-II

Dated, Chandigarh, the 10-8-1983

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information & necessary action.

Sd/-
(S.L. DHANI)
Joint Secretary Finance (R),
for Commissioner & Secretary to Govt., Haryana,
Finance Department.

No. 11/61/83-1FR-II

Dated, Chandigarh, the 10-8-1983

A copy is forwarded to the Financial Commissioner, Haryana and all Administrative Secretaries to Govt. Haryana for information & necessary action.

Sd/-
(RAM PARKASH KAPUR)
Under Secretary Finance, (R)
for Commissioner & Secretary to Government, Haryana,
Finance Department.

To

1. The Financial Commissioners,
2. All the Administrative Secretaries to Govt., Haryana.

U.O. No. 11/61/83-1FR-II

Dated, Chandigarh, the 10-8-1983.

***These instructions have been Revised vide
No. 419-2FICW-91, Dated 28.02.1991.***

No. 1876-2FICW-83

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
Deputy Commissioners and
Sub Division Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 16th August, 1983

***Subject :* Grant of House Rent Allowance to Government employees - re-classification
of town/cities.**

Sir,

In partial modification of Haryana Government circular letter No. 768-2FICW-83,
dated 4-4-1983 the word 'Faridabad' appearing under 'A' class cities in para 1 may be read as
'Faridabad Complex'

Sd/-

Joint Secretary Finance (D),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

These instructions have become obsolete.

Subject : Delay in regularization of the excess expenditure over various grants under Article 205 of the Constitution of India Audit Reports of Haryana Government for the year 1978-79 to 1980-81.

Will the Financial Commissioners and all Administrative Secretaries to Government, Haryana, kindly refer to the subject noted above?

2. The Comptroller and Audit General of India in this communication addressed to the Chief Minister, Haryana has brought to the notice of the State Government unusual delay in regularization of the excess expenditure over various grants mentioned in the Audit Reports of Haryana Government for the year 1978-79 to 1980-81 under article 205 of the Constitution.

3. Ordinarily action for regularization of the excesses is required to be initiated by the departments concerned as soon as the Audit Report and the Accounts are placed before the Legislature but not later than the due date prescribed by the Government. The departments are required to submit to the Public Accounts Committee the notes explaining the excesses over each individual grants/charged appropriation within the prescribed date. These notes duly vetted by Audit, are examined by the Public Accounts Committee. Based on the recommendations of the Committee the demands for excess grants are moved by Government and presented to the Assembly. The process of regularization of excesses mentioned in the Audit Report should normally be completed before the next Audit Report is brought out. But the departments often do not send their explanatory notes on excesses in respect of each individual grants/charged Appropriation to the Public Accounts Committee within the stipulated period resulting in unusual delay every time.

4. From the position explained above, it will be clear that the unusual delay is largely attributable to non-submission or delayed submission of explanatory notes by the Departments to the Public Accounts Committee. In order to satisfy the relevant provision of the Constitution and keeping in view other allied factors, it is requested that in future every effort should be made to submit the notes about the un-regularized excesses for various grants to the Public Accounts Committee within a maximum period of 3 months so that regularization of these excesses could be ensured without any delay as provided for in the Constitution.

5. Kindly acknowledge receipt of this communication.

Sd/-
Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Financial Commissioners and Administrative
Secretaries to Government, Haryana.

U.O. No. 18/4/83-3B&C

Dated, Chandigarh, the 16th August, 1983

No. 4/4(16)/82-2FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department,
Commissioners Ambala/Hisar Divisions,
All Deputy Commissioner and
Sub Divisional officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 17th August, 1983

Subject : Admission of collateral evidence for missing credits etc.

Sir,

I am directed to invite a reference to Finance Department letter No. 4/4(2)/78-2FR-I, dated the 19th September, 1978 wherein 'Pay-Book' system was introduced for each Government employee indicating therein all payments/deductions from month to month. The matter has been considered further in consultation with A.G., Haryana and to avoid hardship to Government servants, it has been decided to treat the entries in the said 'Pay Book' as sufficient collateral evidence for the purpose of adjustment of missing credits the Provident Fund Accounts and recoveries in respect of long term advance and interest-bearing advances provided :-

- (a) that the 'Pay-Book' is found to be in order by the Accountant General, Haryana and there is no cutting, erasures, over-writing, interpolations or other irregularities making the entries, prima-facie, doubtful.
- (b) that the entries made therein are contemporaneous and have been made from time to time in the normal course and not ex-post-facto and that all the entries are duly attested by the Drawing and Disbursing officers concerned.
- (c) that the Pay-Book is duly forwarded by the Drawing and Disbursing Officers to the Accountant General, Haryana with or without a request that the entries made therein, may be admitted by the Accountant General, Haryana as collateral evidence. Besides this, it has been decided that :-
 - (i) where the total amount of missing credit(s) of retired Government employee is less than Rs. 100/- the benefit of doubt may be given to the subscriber and the amount authorised for payment.
 - (ii) where the amount of missing credit(s) is more than Rs. 100/- but less than Rs. 500/- the subscribers may be asked to give affidavit in the proforma (copy enclosed) regarding the deductions made. The normal procedure would be to submit the affidavit to Government and settle the account on the basis of the Government orders. The Accountant General Haryana may act on the affidavits to hasten the disposal of the

cases and obtain ex-post facto approval of the Government, but instead of submitting the cases individually to the Government, a list of cases so authorised, may be sent in convenient batches every quarter or at some such interval, enclosing also the affidavits given by the subscribers, for according ex-post-facto approval.

- (iii) the missing credits in cases of residual payment covered under sub paras (i) and (ii) above should relate to the period upto march, 1978 in respect of those subscribers who have either retired or would be retiring in future.

3. These instructions may be brought to the notice of all the employees working under your control.

Yours faithfully,

Sd/-
(S.L. DHANI)
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 4/4(16)/82-2FR-I

Dated, Chandigarh, the 17th August, 1983

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information and necessary action with reference to his letter No. T.M. (Tech)/2-11/82-83/274, dated the 17th June, 1982

Sd/-
(S.L. DHANI)
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to the :-

Financial Commissioners Haryana.
All Administrative Secretaries to Government, Haryana
for information and guidance.

Sd/-
(Ram Parkash Kapur)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/1/83-WM(3)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions, and
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State.
The Registrar, Punjab and Haryana High Court and
All District and Session Judges in Haryana.

Dated, Chandigarh, the 26th August, 1983

Subject : Rate of interest to be charged on House Buildings, Motor Car/Scooter and other advances granted to Govt. servants during the year 1983-84.

Sir,

I am directed to inform that it has been decided that the rate of interest to be charged on House Buildings, Motor car/Scooter/Motor Cycle/Moped and Cycle advances granted to Govt. servant during the year 1983-84 will be 8% (Eight percent) per annum with effect from 1st April, 1983.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/1/83-WM(3),

Dated Chandigarh, the 26th August, 1983

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information & necessary action.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/1/83-WM(3),

Dated Chandigarh, the 26th August, 1983

A copy is forwarded to the All Financial Commissioners and Administrative Secretaries to Govt. Haryana for information & necessary action.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

1. All Financial Commissioners, Haryana,
2. All the Administrative Secretaries to Govt., Haryana.

U.O. No. 34/1/83-WM(3),

Dated Chandigarh, the 26th August, 1983

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Parliamentary Secretary for information & necessary action.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/State Ministers/Deputy Ministers/
Chief Parliamentary Secretary/Parliamentary Secretary.

U.O. No. 34/1/83-WM(3),

Dated, Chandigarh, the 26th August, 1983.

No. 34/4/82-WM(3)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department

To

All Heads of Department,
Commissioners Ambala and Hisar Divisions,
Deputy Commissioners,
Sub Divisional officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 6th September, 1983

Subject : Rate of interest on deposits in the Provident Fund and other similar funds for the financial year 1983-84

Sir,

In continuation Haryana Government letter No. 34/4/82-3WM, dated the 6th September, 1982, on the subject noted above, I am directed to say that it has been decided to fix rate of interest at 9% (Nine percent) per annum on deposits and also on the balance at the credit of the subscribers to the General Provident Fund and other similar funds on the 31st March, 1983 administered by the Haryana Government. This rate of interest will remain in force during the financial year beginning from 1st April, 1983.

2. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(C.L. BHASKAR)

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department

No. 34/4/82-WM(3)

Dated, Chandigarh, the 6th September, 1983

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information in continuation of Finance Department Endst. No. 34/4/82-WM(3), dated the 6th September, 1982

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

These instructions have become obsolete.

To be substituted with the same No. & date.

क्रमांक 3435—एफ0आई0सी0डब्ल्यू0—75 / 32021

प्रेषक

सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मंडल,
हरियाणा राज्य के सभी उपायुक्त एवं उपमण्डल अधिकारी (सिविल)
रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा
हरियाणा के सभी जिला एवं सत्र न्यायाधीश।

चंडीगढ़, दिनांक, 11 सितम्बर, 1983 (11th September, 1983)

विषय : सरकारी कर्मचारियों को मकान किराया भत्ता देना।

महोदय,

मुझे निर्देश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 3295—एफ0आई0सी0डब्ल्यू0(2)—71 / 28109, दिनांक 24—9—1971 की ओर दिलाऊँ और कहूँ कि यह निर्णय लिया गया है कि पंचकूला तथा हवाई अड्डा (चण्डीगढ़) में स्थित हरियाणा सरकार के कर्मचारियों को (जो चण्डीगढ़ में निवास कर रहे हैं) संयुक्त पंजाब के पत्र क्रमांक 956— एफ0आई0सी0डब्ल्यू0—65 / 1548 दिनांक 20—2—65 से उल्लेखित शर्तों पर तथा इसके पश्चात समय—समय पर जारी किये गये अनुदेशों अनुसार वेतन का 12½% की दर से मकान किराया भत्ता दिया जाये।

2. ये आदेश 1—8—1975 से लागू होंगे।

भवदीय,

हस्ता/—

उप सचिव, वित्त (सामान्य)
कृते: सचिव, हरियाणा सरकार,
वित्त विभाग।

No. 34/4/82-WM(3)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 14th September, 1983

Subject : Incentive for increase deposit in General Provident Fund - fixation of rate of interest for the Financial the year 1983-84.

Sir,

In continuation of para-5(1) of the scheme called "Haryana General Provident Fund (Special Incentive) Scheme 1983" circulated with Finance Department circular letter No. 4/3(3)/83-2FR-I, Dated the 7th July, 1983, on the above subject, I am directed to say that the rate of interest on the excess subscription made in a financial year in the General Provident Fund account in addition to 12½% of the pay of an employee will be 10% per annum.

2. The enhanced rate of interest will be applicable from 1st July, 1983, the date from which the Special Incentive Scheme 1983 has come into force.
3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(C.L. Bhaskar)

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/4/82-WM(3),

Dated, Chandigarh, 14-9-1983

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information & necessary action.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to :-

- (i) The Financial Commissioner, Revenue, Haryana;
- (ii) All Administrative Secretaries to Govt. Haryana for information & necessary action.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

- (i) The Financial Commissioners, Revenue, Haryana,
- (ii) All Administrative Secretaries to Government, Haryana.

U.O. No. 34/4/82-WM(3),

Dated, Chandigarh, 14-9-1983

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Parliamentary Secretary for information of the Chief Minister/Ministers/State Ministers/Parliamentary Secretary.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/State Ministers/Parliamentary Secretary.

U.O. No. 34/4/82-WM(3),

Dated, Chandigarh, the 14-9-1983.

No. 28/30/82-5B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Heads of Departments in Haryana.

Dated, Chandigarh, the 21st September, 1983

Subject : Financial indiscipline - Excess expenditure over the sanctioned budget grant.

Sir,

I am directed to invite reference to the subject noted above and to say that it has been observed by the Finance Department that there is a lack of financial discipline in as much as the expenditure is not restricted by various departments to the sanctioned budget grant. Besides defeating the purpose behind the exercise of budget formulation, it also results in avoidable expenditure over the grant approved by the Vidhan Sabha. It is a serious irregularity resulting, inter alia, in serious audit paras. Government view this as a serious irregularity and by issuing instructions from time to time have very often stressed the need to exercise control on expenditure. With this end in view, all the Budget and Accounts Officers posted in the departments are requested to assist the Heads of Departments to exercise control on the expenditure so as to restrict the same within the sanctioned budget grants.

Yours faithfully,

Sd/-

Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the :-

Financial Commissioners to Government, Haryana.
Administrative Secretaries to Government, Haryana,
for information and necessary action.

Sd/-

Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Financial Commissioners to Govt., Haryana
All the Administrative Secretaries to Govt., Haryana.

U.O. No. 28/30/82-5B&C

Dated, Chandigarh, the 21st September, 1983.

No. 13/5(1)-78-5FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
The Commissioners, Ambala & Hisar Divisions,
Deputy Commissioners &
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court.

Dated, Chandigarh, the 5th October, 1983**Subject : Watching recovery of Leave salary & Pension Contributions.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department Letter No. 13/5(1)78-5FR-I dated the 28th Dec. 1981 according to which State Government took decision to withdraw the work of watching recovery of leave salary and pension/Contributory Provident Fund contributions except in cases of foreign service out of India or where the contributions are payable by the Government servants themselves, from the Accountant General Haryana w.e.f. 1-4-82 and entrust this work to the Heads of Departments. Necessary modalities for the transfer of connected records from the office of the Accountant General Haryana were also conveyed vide Haryana Government Finance Department letter No. 13/5(1)78-5FR-I dated the 29th March, 1982. The matter regarding the issue of instructions to ensure the uniformity of procedure and effective control on the recovery of leave salary and pension/C.P.F. contributions has been under the consideration of the Government for sometime past. It has now been decided that the following procedure and instructions may strictly be observed in maintaining accounts of these contributions :-

- (1) The accounts will be maintained in the office of the Heads of Departments, who shall nominate an officer for ensuring the proper maintenance and authentication of leave salary and pension/C.P.F. contributions account.
- (2) The payment of leave salary and pension/CPF contributions shall be made by the foreign employer by means of a demand draft/RTR drawn in favour of the Heads of Department on the bank conducting Treasury cash business at the station where office of the Head of Department concern is located. The demand draft/RTR will be drawn in favour of the officer working as Drawing and Disbursing officer for the headquarter office. Separate Demand Drafts/RTR should be got prepared for pension/CPF contribution and leave salary contributions, as they are creditable to separate heads of accounts. Where a demand draft/RTR includes both contribution and penal interest their break up should be given in the forwarding letter to facilitate check and separate posting in the accounts.
- (3) The following registers will be maintained for up-keep of the accounts:
 - (i) List of officers/officials on foreign service.
 - (ii) Register showing service particulars of the officers/officials on foreign service required to calculate leave salary and Pension/CPF contributions.
 - (iii) Demand and collection Register of leave salary and pension/CPF contributions.

The columns of the register are self explanatory. In case of any doubt, the qualified accounts personnel working in various departments may be consulted. As regards the supply of the above register the matters may be taken up with the Controller, Printing & Stationary. However a sample each of these forms is attached.

- (4) The rates of Leave Salary and Pension/Contributory Provident Fund contributions will be calculated by the authority sanctioning the transfer of the Government servant concerned to foreign service in accordance with the provisions of relevant rules and instructions with the help of qualified accounts personnel, where available, and indicate in the deputation terms of the officers/officials concerned. Subsequent changes in the rates, when and if necessary, will also be intimated by such authorities to the Head of Department and Foreign employer. A form which will help in collecting date for working out rates is enclosed for information. Deputation terms regarding the payment contributions may be amended as under:-

“The foreign employer/Government servant shall pay leave salary/pension/CPF contributions within fifteen days from the end of each financial year or the end of the foreign service, whichever may be earlier.

However, there is no objection to the contributions being paid monthly. The rates are as follow :-

Leave Salary Contributions..... Rs. P.M.

Pension/CPF Contributions..... Rs. P.M.

The amount of contributions are to be credit under the following Heads of accounts.

Pension/CPF “060- Contributions & recoveries towards pension and other retirement benefits (provl.) subscriptions and contributions- Contributions of officers lent on foreign service.

Leave Salary :- Receipt Heads of accounts of the Department (to be written by Department).

Demand and collection Register should be tallied with the Treasury figures. Total collections during the month as posted in the further Demand and Collection register should be proved annually in the month of April immediately succeeding the close of the financial year. The total demand including previous years arrears less collections should tally with the arrears shown outstanding at the close of the year. Penal interest for belated payments of contributions should also be recovered according to the rules where necessary. It is clarified that penal interest on arrears of contributions towards leave salary and pension/CPF contributions of the employees of foreign service is creditable to the heads of accounts to which contributions are credited. Entries regarding penal interest should, however, be made separately immediately below the entries for relevant contributions in order to facilities their check.

Yours faithfully,

Sd/-

(S.L. Dhani)

Joint Secretary Finance Regulations,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been Revised vide
HGPF Rules, 2006.***

No. 4/4/(27)/83-2FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners Ambala/Hisar Divisions,
Deputy Commissioner and
Sub Divisional officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 5th October, 1983

Subject : Prompt settlement of final payment cases of Provident Fund Account.

Sir,

I am directed to invited a reference to the Finance Department's circular letters No. 1247-1FR-72/7348, dated 20.3.72, No. 4651-1FR-72/26554, dated 22.8.72, No. 7335-7FR-74/4802, dated 11.2.75, No. 1933-1FR-75/18365, dated 4.6.75 & No. 4/4(43)/78-2FR-I, dated 7/9.3.79 on the above subject with which certain procedures were laid down to expedite payment of accumulations in General Provident Fund Accounts of employees on their superannuation. It has been brought to the notice of Government of the Accountant General, Haryana that the instructions contained therein are not being followed meticulously, this, in turn results in undue delay in settlement of final payment of Provident Fund Accounts of the retiring employees. It is, therefore, once again emphasized that the instruction mentioned in the communications referred to above, should be strictly followed and proper forms (i.e. form PF-9, PF-9(A) and PF-9 (B) of application for final payment of Provident Fund balances prescribed in the Punjab Civil Services, Rules, Volume II should be used and are furnished to the Accountant General Haryana well in time so that the Government employees are able to get final payment of their General Provident Fund accounts, soon after their retirement.

2. I am, therefore, to request that these instructions may please be brought to the notice of all concerned for strict compliance. In case of default strict disciplinary action may be taken against the officers/officials causing delay in forwarding the papers of final payment of Provident Fund Accounts of the retiring employees

3. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

(S.L. DHANI)

Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been modified partly vide
No. 5/1/83-1B&C, Dt. 27.11.1992.***

No. 5/1/83-1B&C(55A)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
Commissioner Ambala and Hisar Divisions and
all the Deputy Commissioners in the State,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 5th October, 1983

Subject : Economy in expenditure.

Sir,

I am directed to refer to the instructions contained in para(i) and para (viii) of the F.D. Circular letter No. 5/1/83-1B&C dated 26-5-1983 on the subject cited above wherein 10% reduction in staff on the cadres of 10 or more employees and immediate ban on all kinds of recruitments was imposed.

2. In this regard, some departments have sought clarifications on the following points :-
 - (i) Are these instructions applicable in case of the vacancies falling under category of posts to be reserved for SC/ST Ex-servicemen etc.?
 - (ii) Are these instructions applicable in case of the posts sanctioned for various centrally sponsored schemes for which the entire assistance is received from Govt. of India?
 - (iii) Are these instructions applicable in case of recruitment of technical personnel?
 - (iv) Whether exemption from imposition of 10% cut on staff is to be allowed in the case of technical or commercial departments ?
 - (v) Whether the vacancies left after the imposition of 10% cut on cadre strength, if not filled up, can be filled up or not ?
 - (vi) Whether proposals can be forwarded to FD direct by the departments without sending those through the concerned Administrative Department?
 - (vii) Whether 10% cut on staff or ban on recruitment will be applicable in case of schemes as are being implemented under Prime Minister's 20-Point Economic Programme ?
3. The clarifications on the points mentioned above are given as under :-
 - (i) The posts belonging to reserved categories i.e., SC/ST Ex-servicemen etc. are to be reckoned after 10% cut on the staff has been imposed in the particular cadre and the reserved category posts as are left to be filled after the cut may be filled on priority.
 - (ii) In case of such staff there will be no general exemption from 10% cut. However, while imposing 10% cut on all posts available with the department endeavour should be made to impose a little more than 10% cut on the State Plan and Non-Plan posts and the staff thus rendered surplus may be adjusted against the central sector/centrally assisted schemes. It is felt that imposition of 10% cut accordingly on all posts of the department may make it possible that without imposing the cut on the central sector & centrally

assisted schemes the desired result could be achieved. If in the case of any particular department, it is felt that even by adhering to the recourse given above the difficulty persists, then in such cases, the matter may be referred to FD who will examine it on merits.

- (iii) The instructions under reference are applicable to all the posts except where exemption to some categories of posts have specifically been granted. Every other case relating to grant of exemption from the purview of the instructions will be examined on merit.
- (iv) There would be no general exemption from 10% cut in respect of the staff belonging to technical or commercial department of the Government. Every such case would be examined on merit.
- (v) The vacancies left after the imposition of 10% cut in the cadre will have to be filled from the surplus pool in accordance with the procedure as has been envisaged in the instructions issued by the Chief Secretary vide Letter No. 23/3/81-2GS-III dated the 7th Sept. 1983.
- (vi) The cases for clarifications exemptions may be sent by the departments to the Finance Department through the concerned Administrative Department.
- (vii) There will be no general exemption from 10% cut in case of the staff working under schemes as are being implemented under Prime Minister's 20 Point Economic programme. However, if it is felt by any department that the instructions referred to above are impeding the implementation of such schemes, then the proposals for relaxation could be sent to F.D.

4. The above clarifications may kindly be brought to the notice of all concerned under your administrative control for strict compliance.

5. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/83-1B&C

Dated, Chandigarh, the 5th Oct., 1983

A copy is forwarded to the Accountant General, Haryana for information and necessary action.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Government Haryana for information and necessary.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/1/83-1B&C

Dated, Chandigarh, the 5th Oct., 1983.

No. 4/1/83-3FR-II/2347

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh, the 11th October, 1983

Subject : Grant of Dearness Allowance to Haryana Government Employees.

Sir,

I am directed to invite a reference to Finance Department letter No. 4/1/83-3FR-II/986 dated 21st July, 1983, on the subject noted above and to say that the State Government have had under consideration the question of granting further relief to the employees consequent upon the increase in 12 monthly average Consumer Price Index from 472 to 480, 480 to 488 and 488 to 496. It has been decided to grant relief with effect from 1st March, 1983, 1st May, 1983 and 1st July, 1983 on the revised scale of pay at the rates given below :

Pay Range	Rate of D.A. per mensem (inclusive of the previous installment granted vide letter No. 4/1/83-3FR-II/986 dated 21-7-83)	
(a) With effect from 1-3-1983 (at 12 monthly average Consumer Price Index 480)		
upto Rs. 600/-	55% of pay subject to a maximum of Rs. 320/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/-	
Above Rs. 600/- and upto Rs. 2000/-	45% of pay subject to a minimum of Rs. 320/- and a maximum of Rs. 600/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/-	
Above Rs. 2000/- and upto 2060/-	Amount by which pay + D.A. does not exceed Rs. 2600/- plus Rs. 7/- on account of restoration of cut.	
Above Rs. 2060/-	The rates of D.A. as sanctioned in Para-1(a) of F.D. letter No. 4/1/83-3FR-II/986, dated 21.7.83 shall remain unchanged.	
(b) With effect from 1-5-1983 (at 12 monthly average Consumer Price Index 488)		
upto Rs. 600/-	57.75% of pay subject to a maximum of Rs. 336/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/-	
Above Rs. 600/- and upto Rs. 2399/-	47.25% of pay subject to a minimum of Rs. 336/- and a maximum of Rs. 630/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/-	
Rs. 2400/- to 2749/-	Rs. 1000/-	Minus the amount of ADA I&II at 320 CPI, if any, merged at the time of fixation of pay in the revised scales.
Rs. 2750/- and above	Rs. 1200/-	
(c) With effect from 1-7-1983 (at 12 monthly average Consumer Price Index 496)		

upto Rs. 600/-	60.5% of pay subject to a maximum of Rs. 352/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/-
Above Rs. 600/- and upto Rs. 1400/-	49.5% of pay subject to a minimum of Rs. 352/- and a maximum of Rs. 660/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/-
Above Rs. 1400/- and upto 1430/-	Amount by which pay + D.A. does not exceed Rs. 2060/- plus Rs. 7/- on account of restoration of cut.
Above Rs. 1430/-	As per (b) above.

Note : I The amount of Dearness Allowance admissible now or in future on pay of Rs. 2400/- p.m. and above would be reduced by the amount of Additional Dearness Allowance (I&II) merged at the time of fixation of pay in the revised scale. However, if the amount of A.D.A. merged in the revised pay is more than or equal to amount of dearness allowance admissible, no dearness allowance would be paid.

Note : II In case of persons whose pay has been fixed directly at Rs. 2400/- and above in the revised scales of pay, the amount of Rs. 363/- nationally admissible to them as A.D.A. (I&II) at 320 points CPI would be deducted from the amount of admissible dearness allowance.

Note : III The term 'Pay' would include Basic Pay, personal Pay, Special Pay, Overseas Pay & Deputation Allowance, where admissible as defined in rule 2.44 of C.S.R. Vol. I, Part I.

Note : IV The payments on account of this Additional Dearness Allowance would be rounded off to the nearest 10 paise.

2. In case of employees who opt to continue in the unrevised scales of pay, whose pay scales have not yet been revised and the teaching personnel of Education Department (Colleges Cadre) who are in receipt of U.G.C. scales of pay, the amount classified as Dearness Pay as detailed below, will be treated as 'pay' for calculation of admissible dearness allowance:

(a) In case of those who opt to continue in the unrevised scales of pay and whose pay scales have not yet been revised.

Dearness Allowance, Ad-hoc Relief and Additional Dearness Allowance (I&II) upto 12 monthly Consumer Price Index=320(1960 base=100) minus excess payment of adhoc relief.

(b) In case of teaching personnel of the Department of Education (Colleges Cadre) who are in receipt of U.G.C. scales of pay.

Additional Dearness allowance (I&II) upto 12 monthly consumer Price Index 320 (1960 base=100) minus excess payment of Ad-hoc relief.

3. The general conditions for the payment of Dearness Allowance would continue to be the same as in force at present.

4. The amount of arrears on account of the above instalments of Dearness Allowance for the period from 1-3-83 to 31-10-83 will be deposited in the General Provident Fund Accounts

of the employees. In case of those employees whose have no such accounts, the amount of such arrears will be invested in the post Office Saving Certificates.

5. Payment of further Adhoc Dearness Allowance admissible to Senior Officers getting basic pay above Rs. 1881 will continue to be regulated under Finance Department Circular letter No. 4/1/83-3FR-II, dated 9.8.83.

6. These orders are also applicable to the work charged employees.

7. The above order will not apply to :-

- (i) Staff paid from contingencies;
- (ii) Casual labour;
- (iii) Staff employed as Daily wages and those working on piece-rate system; and
- (iv) Those employed on contract basis except where Dearness Allowance is admissible in terms of their contract.

Yours faithfully,

Sd/-

(S. L. Dhani)

Joint Secretary Finance(R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 16/43/81-WM(5)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala & Hisar Divisions and
All Deputy Commissioners and
Sub Division Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh
and all Distt. and Sessions Judges in Haryana.

Dated, Chandigarh, the 28th October, 1983

Subject : Grant of advance to Govt. servants for the purchase of all types of vehicles.

Sir,

In continuation of Finance Department letter No. 16/43/81-WM(3), dated 19.2.82, instances have come to the notice of Finance Department in which Govt. servants who had purchased vehicles with the loan obtained from Govt. did not in contravention of instruction contained in F.D. letter No. 16/43/81-WM(3), dated 19-2-82 get the comprehensively insured during the period the loan or interest therein was being recovered. Again in contravention of instructions contained in F.D. letter No. 9479-WM(3)-77/23024, dated the 12th September, 1977, the vehicles were not being purchased within the stipulated period of one month from the date, the loan was drawn. This only shows that Departments are not maintaining proper record for keeping close watch for the strict compliance of terms and conditions attached to loans with the result that the rules framed in the matter of such loans are broken with impunity. I am therefore, directed to request you that strict compliance of these instructions may please be ensured in future. Any violation of these instructions should entail in future strict disciplinary action against the defaulting employees, viz. recovery of loan in one instalment, imposition or penal interest, debarring the Govt. servant from receiving such loan, etc. the contents of this letter may please be brought to the notice of all the member of staff working under you for strict compliance.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 16/43/81-WM(5),

Dated Chandigarh, the 28th October, 1983

A copy with a spare copy, is forwarded to the Accountant General Haryana, Chandigarh for information with reference to his letter No. TDH IV MEA/Master File/83-84/191-95, dated 11.5.83

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/4(5)-79-2FR-II

From

The Commissioner & Secretary to Government,
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.

Dated, Chandigarh, the 2nd November, 1983**Subject : Payment of interest on delayed payment of Death-cum-retirement Gratuity.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 1/4(5)-79-2FR-II dated the 9th March, 1981, on the above subject vide which instructions were interalia issued for the payment of interest on delayed payment of Death-cum-retirement Gratuity. The Accountant General, Haryana, has sought clarifications on certain points which are clarified as under :-

	Points raised by Accountant General Haryana	Clarifications
1	Who would be the payment making authority for the payment of interest on delayed payment of Death-cum-retirement Gratuity?	The pension sanctioning authority who sanctions pension would be the payment making authority.
2	Head of the account to which it would be charged?	It would be charged to major head "249-Interest payment-Interest on other obligation Miscellaneous"
3	Whether copies of such sanctions are to be endorsed to Accountant General's office or not?	Copies of such sanctions are to be endorsed to the office of Accountant General, Haryana.

The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(S. L. DHANI),

Joint Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/4(5)-79-2FR-II

Dated, Chandigarh, the 2-11-1983

A copy is forwarded to the Accountant General, Haryana Chandigarh for information and necessary action with reference to his letter No. Pen 1/2-7/82-83/2179-81 dated 10/6/83.

Sd/-

(S.L. DHANI)

Joint Secretary Finance(R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioners, Haryana and
All Administrative Secretaries to Govt., Haryana for information and necessary
action.

Sd/-

(R. P. KAPUR)

Under Secretary Finance(R).
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners, Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 1/4(5)-79-2FR-II

Dated, Chandigarh, the 2-11-83

Copies are forwarded to the Principal Secretary/Secretaries Private Secretaries
to Chief Minister/Ministers/Minister of State. Parliamentary Secretaries for information of the
Chief Minister/Ministers/Minister of State/Parliamentary Secretaries.

Sd/-

(R. P. KAPUR)

Under Secretary Finance(R).
for Commissioner & Secy. to Govt., Haryana,
Finance Department.

To

The Principal. Secretary/Secretaries/Private Secretaries
Chief Minister/Ministers/ Minister of State/Parliamentary Secretaries.

U.O. No. 1/4(5)-79-2FR-II

Dated the 2-11-1983.

These instructions have become obsolete.

No. 11/38-2FICW-83

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

Deputy Commissioner, Gurgaon,
Deputy Commissioner, Bhiwani,
Deputy Commissioner, Jind,
Inspector General of Police, Haryana,
Director, Health Services, Haryana,
Director of Higher Education, Haryana,
Sub Divisional Officer (Civil) Sonipat.

Dated, Chandigarh, the 10th November, 1983

Subject : Grant of house rent allowance to Govt. employees who are entitled to rent free accommodation but have not been provided with such accommodation.

Sir,

I am directed to invite your attention to Finance Department letter No. 11/38-2FICW-83 dated 10.6.1983 and No. 11/38-2FICW, dated 12-9-1983 on the subject cited above and to request you kindly to intimate the financial implication in the matter without any further delay.

Yours faithfully,

Sd/-

Superintendent,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

These instructions have become obsolete.

No. 5/1/83-1B&C(39C)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Heads of Departments in Haryana.

Dated, Chandigarh, the 15th/16th November, 1983

Subject : Economy in expenditure.

Sir,

I am directed to invite a reference to para (vii) of the F.D. circular letter No. 5/1/83-1B&C, dated 26-5-1983, on the subject noted above, according to which it was desired that all the Departments should review their norms of work load and set up a committee for this purpose. To assist the committee in their work it was proposed to nominate one officer each from the Finance Department and the Administrative Reform Department. The Finance Department is not aware of the action taken in this regard, so far. I am, therefore, to request that the Finance Department may be informed about the Constitution of the said committee and also if any progress in this regard has been made, so far. This information may kindly be sent to the Finance Department within fifteen days of the issue of this letter.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/83-1B&C(39C)

Dated, the 15th/16th Nov., 1983

A copy is forwarded to the Accountant General, Haryana for information and necessary action.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Government, Haryana for information and necessary action with reference to Finance Department U.O. No. 5/1/83-1B&C, dated 26-5-83.

2. They are also requested to ensure that necessary action in the matter is taken by the Departments under their administrative control.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/1/83-1B&C(39C)

Dated, the 15th/16th Nov., 1983.

***These instructions have been revised from
time to time.***

No. 1/4(5)-79-2FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,

Dated, Chandigarh, 16th November, 1983

Subject : Simplification of procedure with a view to eliminating delays in the payment of pension and gratuity.

Sir,

I am directed to invite a reference to this Department circular letter No. 1/4(5)-79-2FR-II, dated the 15th December, 1982, on the above subject, which interalia, lays down if however, for any special reasons it has not been found possible to complete and forward the pension papers to the office responsible for issuing the pension payment order within the prescribed time schedule in a particular case or if the pension papers have been sent late to that office and/or that office has either returned the papers to Head of Office for eliciting further information or has not been able to issue the P.P.O. before one month prior to the date of retirement of the Govt. employees steps should be taken by the Head of Office to authorise the payment or provisional pension and gratuity by the first of the month in which it is due. In this connection it has been pointed out by the Accountant General, Haryana that a scrutiny of the pension cases has revealed that provisional pension is being authorised in a very few cases. As provided in the instructions referred to above, it is the duty of the Department to make payment of provisional pension and gratuity on retirement/death, if there is likelihood of delay in authorizing final pension. Moreover, the non-payment of provisional pension on due date creates great hardship to the pensioners and their families. You are, therefore, requested to ensure in respect of offices under your control that provisional pension is paid invariably in all cases of retirement/death if there is possibility of delay in authorising final pension or sending pension cases to the Audit office. You are also requested to send in future regularly the quarterly statements indicating the number of cases in which provisional pension is not being paid alongwith the reasons for its non-payment and the number of cases in which provisional pension is being paid, to the Accountant General, Haryana for onward transmission to the Comptroller and Auditor General of India within 15 days from the date it is due. The quarterly statements for the quarters ending 30/6/83 and 30/9/83 may please be sent to Accountant General, Haryana as early as possible.

2. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(S. L. DHANI),

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

क्रमांक 13805—टीए—हर(4 / 93—एस0ए)83 / 11371

प्रेषक

आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

हरियाणा राज्य के सभी विभागाध्यक्ष एवं
आयुक्त, अम्बाला तथा हिसार मण्डल।
सभी उपायुक्त तथा उप मण्डल अधिकारी (सिविल) हरियाणा।
रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय और
सभी जिला सत्र न्यायाधीश हरियाणा।

दिनांक, चण्डीगढ़, 18 नवम्बर, 1983 (18th November, 1983)

विषय : सामान्य भविष्य निधि लेखा से अग्रिम राशियां गलत निकलवाने के सम्बन्ध में
हिदायतें।

श्रीमान जी,

मुझे निर्देश हुआ है कि मैं आपका ध्यान उपरोक्त विषय की ओर दिलाऊं तथा कहूं कि महालेखाकार हरियाणा द्वारा इस विभाग के नोटिस में यह बात लाई गई है कि किसी आदान तथा वितरण अधिकारी ने अपने कार्यालय के कुछ कर्मचारियों की भविष्य निधि लेखा से अग्रिम राशियां गलत तरीके से निकलवा ली इस बात का सम्बन्धित कर्मचारियों को वर्ष 1981-82 की भविष्य निधि लेखा की विवरणियां प्राप्त होने पर पता लगा। इन कर्मचारियों ने अग्रिम राशि निकालने हेतु कभी आवेदन पत्र अपने कार्यालय में नहीं दिए थे। इसके अतिरिक्त एक अन्य केस में किसी एक कर्मचारी के भविष्य निधि खाते में से गलत तरीके से राशि निकलवा ली गई, जबकि वह कर्मचारी उस कार्यालय से कई वर्ष पूर्व स्थानान्तरित हो चुका था। इन गलतियों का पातक आदान तथा वितरण अधिकारी है, क्योंकि इस अधिकारी ने निम्न बिन्दुओं की ओर कोई ध्यान नहीं दिया, जिसके फलस्वरूप यह राशियां गलत तरीके से निकाली गई :-

1. इन बिलों को तैयार करने के उपरान्त इन्हें बिल पुस्तक में दर्ज नहीं किया गया। जैसा कि बजट मैनुवल के पैरा 12.3(2) में प्रावधान है।
2. भविष्य निधि की अग्रिम की स्वीकृति की प्रति हरियाणा सरकार को आगामी कार्यवाही हेतु भेजी गई।
3. पी0एफ0आर0 वाल्यूम 1 के नियम के अनुसार पे बुक में बैंक से राशि निकलवाने के बाद कोई इन्द्राज नहीं किया गया।
4. खजाना वाऊचर खजाना कार्यालय से समय पर न प्राप्त किये गये और न ही उसका तालमेल सम्बन्धित रिकार्ड से किया गया जैसा कि पी0एफ0आर0 वाल्यूम 1 के नियम 2.31 में व्यवस्था है।

आपसे अनुरोध है कि इस बारे में अपने सभी अधीनस्थ आदान तथा वितरण अधिकारियों तथा संस्वीकृति दावा प्राधिकारियों को कड़ी हिदायतें दें कि भविष्य निधि लेखा में से अग्रिम राशि सरकारी खजाना से सम्बन्धित कर्मचारी के आवेदन पत्र प्राप्त होने पर तथा उपरोक्त बिन्दुओं के अनुसार कार्यवाही करके झा की जाए ताकि फ्राड को रोका जा सके।

भवदीय,
हस्ता/—
(रजनी राजदान)
निदेशक, खजाना तथा लेखा
कृते: आयुक्त एवं सचिव, हरियाणा सरकार
वित्त विभाग।

पृ० क्रमांक 13805—टीए—हर(4/93—एसए)83/11372 दिनांक 18.11.83

इसकी एक प्रति महालेखाकार हरियाणा को उनके पत्र क्रमांक फण्डज—9/83—84/409—10 दिनांक शून्य के सन्दर्भ में सूचनार्थ भेजी जाती है।

हस्ता/—
निदेशक, खजाना तथा लेखा
कृते: आयुक्त एवं सचिव, हरियाणा सरकार
वित्त विभाग।

पृ० क्रमांक 13805—टीए—हर(4/93—एसए)83/11372 दिनांक 18.11.83

इसकी एक प्रति सभी कोषाधिकारी/सहायक कोषाधिकारी हरियाणा राज्य में आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ता/—
निदेशक, खजाना तथा लेखा
कृते: आयुक्त एवं सचिव, हरियाणा सरकार
वित्त विभाग।

इसकी एक प्रति निम्नलिखित को :—
वित्तायुक्त, हरियाणा।
सभी प्रशासकीय सचिव, हरियाणा को सूचनार्थ भेजी जाती है।

हस्ता/—
निदेशक, खजाना तथा लेखा
कृते: आयुक्त एवं सचिव, हरियाणा सरकार
वित्त विभाग।

सेवा में

वित्तायुक्त, हरियाणा।
सभी प्रशासकीय अधिकारी सचिव, हरियाणा सरकार।

अशा: क्रमांक 13805—टीए—हर(4/93—एसए)83/11372 दिनांक 18.11.83.

No. 16/49/83-WM(5)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners Ambala and Hisar Division,
All Deputy Commissioners &
And Sub Division Officers(Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh &
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 30th November, 1983

Subject : Instructions regarding grant of advance to the Government servants for the purchase of motor vehicles.

Sir,

I am directed to refer to Finance Department circular letter No. 9479-WM(3)-77/23024, dated the 12th September, 1977, on the subject noted above and to say that in order to curb the tendency towards misutilization of loans sanctioned for the purchase of motor vehicles, it has been decided that when the loan has been utilized for a purpose other than the purpose for which it is granted the penal interest at the rate of 4 per cent per annum over and above normal rate of interest be charged from the date of drawal of the loan for the purchase of motor vehicle till the principal has been recovered and such an employee shall be debarred from all kinds of loans from Government in future.

2. These instructions may please be brought to the notice of all officers/officials working in your department.
3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 16/49/83-WM(5)

Dated, Chandigarh, the 30th November, 1983

A copy with a spare copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action with reference to his letter No. TDH-4/MCA/83-84/Master file/7.10, dated 29.8.1983.

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded for information and necessary action to :-

The Financial Commissioner, Revenue, Haryana and
All Administrative Secretaries to Government Haryana.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner, Revenue, Haryana; and
All Administrative Secretaries to Govt. Haryana

U.O. No. 16/49/83-WM(5)

Dated, Chandigarh, the 30th November, 1983

A copy forwarded to the Principal Secretary/Sectaries/Private Secretaries to the
Chief Minister/Ministers/State Ministers/Parliamentary Secretary for information of the Chief
Minister/Ministers/State Ministers/Parliamentary Secretary.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Sectaries/Private Secretaries to the
Chief Minister/Ministers/State Ministers/Parliamentary Secretary

U.O. No. 16/49/83-WM(5)

Dated, Chandigarh, the 30th November, 1983.

No. 34/1/83-3WM(Marriage)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
The Commissioner Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in State,
The Registrar, Punjab and Haryana High Court, and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 30th November, 1983

Subject : Rate of interest to be charged on marriage advance granted to Govt. servants during the Financial year 1983-84.

Sir,

In continuation of Haryana Government letter No. 34/1/82-WM(3), dated 27.9.1982, on the above subject, I am directed to inform you that the rate of interest to be charged on marriage advances granted to Govt. servants during the year 1983-84 will be 9% (Nine per cent) per annum.

2. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

(S.S. Sharma)

Under Secretary Finance (B)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/1/83-3WM(Marriage)

Dated, Chandigarh, the 30th Nov., 1983

A copy is forwarded to the Accountant General Haryana, Chandigarh, for information and necessary action in continuation of Finance Department Endst. No. 34/1/82-WM(3), dated, Chandigarh, the 27th September, 19 82.

Sd/-

Under Secretary Finance (B)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to :-

The Financial Commissioner Revenue, Haryana; and
All Administrative Secretaries to Government, Haryana, for information and necessary action.

Sd/-

Under Secretary Finance (B)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner & Secretary to Government,
Haryana, Revenue Department.
All Administrative Secretaries to Government, Haryana.

U.O. No. 34-1-83-3WM(Marriage)

Dated, Chandigarh, the 30th Nov., 1983

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Minister in continuation of Finance Department U.O. No. 34/1/82-WM(3), dated 27.9.1982 for the information of Chief Minister/Ministers/State Ministers.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to
the Chief Minister/Ministers/Ministers/State Ministers.

U.O. No. 34-1-83-3WM(Marriage)

Dated, Chandigarh, the 30th Nov., 1983.

No. 1/3(1)-81-2FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 14th December, 1983

Subject : Grant of relief to Haryana Government pensioners/recipients of family pension and extra ordinary family pension.

I am directed to invite a. reference to the correspondence resting with Finance Department circular letter No. 1/3(1)-81-2-FR-II dated the 4th August, 1983, on the above subject and to say that consequent upon the rise in the cost of living (i.e. Average Consumer Price Index raising from 472 to 480, 480 to 488 and 488 to 496 points), the State Government has been considering for some time past, the question of affording further relief to Haryana Government pensioners as well as to the recipients of family pension and extra ordinary family pension. It has now been decided to grant them further three installments of relief with effect from 1st March, 1983, 1st May, 1983 and 1st July, 1983 each at the rate of 2.5% of their pension with a minimum of Rs. 2.50 and a maximum of Rs. 12.50 per mensem.

2. With the grant of relief mentioned above the pensioners and recipients of family pension will be entitled to total relief as under :-

Date	Rate of relief in the case of Govt. employees who retired on or before 31-3-1979.	Rate of relief in the case of Govt. employee who retired/retire on or after 1.4.1979.
1.3.83 to 30.4.83	47½% of pension subject to a minimum of Rs. 47.50 and a maximum of Rs. 237.50	52½% of pension subject to a minimum of Rs. 52.50 and a maximum of Rs. 262.50.
1.5.83 to 30.6.83	50% of pension subject to a minimum of Rs. 50.00 and a maximum of Rs. 250.00	55% of pension subject to a minimum of Rs. 55.00 and a maximum of Rs. 275.00
1.7.83 onwards	52½% of pension subject to a minimum of Rs. 52.50 and a maximum of Rs. 262.50	57½% of pension subject to a minimum of Rs. 57.50 and a maximum of Rs. 287.50.

In the case of pensioners and recipients of family pension retired prior to 1.4.1979, the relief at the above rates will be calculated with reference to the pension as calculated on 1.4.1979 in terms of para (5) of Finance Department circular letter No. 11/1PR(FD)-81, dated 19.3.1981. The relief as calculated above will be expressed in whole rupees and for this purpose the fraction of a rupee will be rounded off to the next higher rupee.

3. These orders will not apply to pensioners, whose pensions have been determined on adhoc basis without reference to the emoluments drawn by them i.e. 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 expenditure involved will be debitable to the Major Head "266-pensions and other Retirement Benefits.".
5. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-
(S.L Dhani)
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been modified partly vide
No. 2/16/83-WM(7), Dated 30.08.1984.***

No. 2/16/83-7WM

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners &
Sub Divisional Officers (Civil) in the State,
The Registrar, Punjab & Haryana High Court, and
All District & Session Judges in Haryana.

Dated, Chandigarh, the 15th December, 1983

Subject : Advance to Government Servants for the purchase of built up houses from Housing Boards.

Sir,

I am directed to address you on the subject noted above and to say that in the case of houses allotted by the Housing Boards, it is the policy of Finance Department to earmark funds equal to monthly instalments to be paid upto 31st March of a year to those Govt. employees who have been allotted houses and who apply for loan. The funds are earmarked priority wise on the basis of 'first come, first served', subject to the availability of funds. For sometimes past, applications of such employees are being received in the Finance Department as have not been allotted houses by the Boards but have only deposited earnest money with the Boards and got themselves registered. Applications in which the houses have not been allotted are not entertained in the Finance Department. You are, therefore, requested to kindly ensure that in future only such applications are forwarded to the Finance Department in which the houses have actually been allotted. All other instructions issued on the subject from time to time remain unchanged.

Yours faithfully,

Sd/-

Joint Secretary Finance (Development),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the :-

Financial Commissioner Revenue and
All Administrative Secretaries to Govt., Haryana for information.

Sd/-

Joint Secretary Finance (Development),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner Revenue and
All Administrative Secretaries to Govt., Haryana.

U.O. No. 2/16/82-7WM

Dated, Chandigarh, 15th December, 1983

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Parliamentary Secretary for the information of Chief Minister/Ministers/State Ministers/Parliamentary Secretary.

Sd/-

Joint Secretary Finance (Development),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/State Ministers/Parliamentary Secretary.

U.O. No. 2/16/82-7WM

Dated, Chandigarh, 15th December, 1983.

***These instructions have been clarified vide
No. 5/6/92-1B&C, Dt. 14.10.1996.***

No. 5/1/83-1B&C(8C)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
Commissioner Ambala and Hisar Divisions and
All the Deputy Commissioners in the State,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 15th December, 1983

Subject : Economy in Expenditure.

Sir,

I am directed to refer to the instructions issued by the Finance Department vide letter No. 5/1/83-1B&C dated 26-5-83 on the subject cited above and to say that in accordance with the provisions given under para-2 of the said instructions, it was interalia envisaged that certain categories of posts belonging mostly to the Education and Health Departments will be excluded from the purview of imposition of 10% cut. A doubt has been expressed in certain quarters whether the posts existing in the Industrial Training/ Technical Education Institutions, the incumbents of which primarily are required to impart teaching or training to the trainees, irrespective of the nomenclature of their posts, should also be deemed to be exempted from the purview of the instructions referred to above. With a view to dispel the prevailing doubts, it is clarified that the aforesaid type of posts are also exempted from the operation of 10% cut. It is, however, made clear that the 10% cut will continue to be applicable in case of the clerical staff working in the Industrial Training/ Technical Education Institutions.

2. It is requested that these instructions may please be brought to the notice of all concerned for information and compliance.

Yours faithfully,

Sd/-

Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/83-1B&C(8C)

Dated, Chandigarh, the 15.12.1983

A copy is forwarded to the Accountant General Haryana for information.

Sd/-

Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

621

A copy is forwarded to all the Administrative Secretaries to Government Haryana for information and necessary.

Sd/-
Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/1/83-1B&C(8C)

Dated, Chandigarh, the 15.12.1983.

***These instructions have been clarified vide
No. 5/79/05-3Pension, Dt. 18.10.06.***

No. 1/1(2)-83-2FR-II

From

The Commissioner & Secretary to Government,
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.

Dated, Chandigarh, the 28th December, 1983

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 such an officer. 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 Government,
Haryana, Finance Department.

No. 1/1(2)-83-2FR-II

Dated, Chandigarh, the 28th Dec., 1983

A copy is forwarded to the Accountant General, Haryana for Information and necessary action.

Sd/-
(S. L. Dhani),
Joint Secretary. Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioners Haryana and
All Administrative Secretaries to Govt., Haryana for information and
necessary action.

Sd/-
(R.P. Kapur).
Deputy Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners. Haryana,
All Administrative Secretaries to Govt., Haryana.

U.O. No. 1/1(2)-83-2FR(II)

Dated, Chandigarh, the 28th Dec., 1983

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries
to the Chief Minister/Ministers/Ministers of State and Parliamentary Secretaries for information
of the Chief Minister/Ministers/Ministers of State/Parliamentary Secretaries.

Sd/-
(R.P. Kapur).
Deputy Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to
Chief Minister/Ministers/Ministers of State/Parliamentary Secretaries.

U.O. No. 1/1(2)-83-2FR(II),

Dated, Chandigarh, the 28th Dec., 1983.

Subject : Economy in Expenditure.

Will the Commissioner & Secretary to Government, Haryana.

- (i) Local Govt. Department.
- (ii) Education Department.
- (iii) Health Department.

Kindly refer to the subject noted above ?

2. Keeping in view overwhelming need for exercising utmost economy in expenditure and also minimise the non-development expenditure the Finance Department have been issuing instructions from time to time. Copies of the instructions thus issued are enclosed for ready reference.

3. The question regarding application of these instructions to the Local Bodies and autonomous agencies has arisen.

4. It has been felt that since the Local Bodies also are substantially dependent on Govt. funds, it will be imperative that such Bodies should follow the said instructions in letter as far as possible and certainly in spirit. By doing so, not only will the financial health of the local Bodies improve considerably, but will also permit more rapid improvement in future of the terms of their employees. Besides, as Govt. flows to such bodies are liable to be curtailed in view of the cut being imposed by Govt. on all expenditure, unless the said bodies follow suit in effecting appropriate cuts they will not be able to manage their own finances.

5. In view of these considerations, it has therefore, been decided that the economy measures as are applicable to Govt. Deptts. will also apply equally to the local bodies and autonomous agencies (including-autonomous corporations, statutory Boards and Universities) in the state.

It is, therefore, requested that necessary instructions may kindly be issued to all such agencies in the state to the effect that they should follow Govt. policy in respect of such economy measures as circulated by the Finance Department from time to time meticulously. Copies of such instructions, will be sent to all such bodies as a matter of course, in future.

Sd/-

(VIVEK MEHROTRA)

Joint Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Commissioner & Secretary to Government, Haryana.

(i) Local Deptt. (ii) Education Deptt. (iii) Health Deptt.

U.O. No. 5/1/83-1B&C(14C)

Dated, 28th December, 1983

A Copy is forwarded to the Examiner, Local Fund Accounts, Haryana for information and necessary action.

Sd/-

(VIVEK MEHROTRA)

Joint Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Examiner, Local Fund Accounts, Haryana.

U.O. No. 5/1/83-1B&C(14C)

Dated, 28th December, 1983

A copy is forwarded to all the Branch Officers/Superintendents in Finance Department for information and necessary action.

Sd/-

(VIVEK MEHROTRA)

Joint Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Branch Officers/Superintendents in
Finance Department.

U.O. No. 5/1/83-1B&C(14C)

Dated, 28th December, 1983.

(Copy of Gazette Notification issued by Finance Department vide No. 14/186/83-1FA Dated, Chandigarh, the 2nd January, 1984)

The posts of Accounts Officer, Assistant Accounts Officer and Senior Auditor in the cadre of Treasury and Accounts Department are hereby re-designated as Senior Accounts Officer, Accounts and Section Officer, respectively, with immediate effect.

2. There will, however, be no change in the duties, responsibilities and scales of pay, etc. of the Accounts Officers, Assistant Accounts Officers and Senior Auditors consequent upon the change of their designations as Senior Accounts Officer, Accounts Officer and Section Officer and they will continue to perform the duties and responsibilities in the scale of pay as heretofore as Accounts Officers, Assistant Accounts Officers and Senior Auditors.

No. 6/1(5)-82-1FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Head of Departments,
Commissioners Ambala/Hisar Divisions,
All Deputy Commissioner and
Sub Divisional Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 12th January, 1984

Subject : Treatment of special pay for the purpose of pay fixation on promotion to higher post.

Sir,

I am directed to invite a reference to the instructions contained in Haryana Government Finance Department circular letter No. 6/1(5)-82-1FR-I, dated 3rd March, 1983 whereby the condition, as contained in note-9 below rule 4.4 of C.S.R. Volume-I, Part-I of continued drawal of special pay on lower post has been done away w.e.f. 3rd March, 1983. As these instructions do not cover the cases of employees promoted any time between 1.4.79 and 3-3-1983 who had already faced the same kind of hardship in the matter of pay fixation as would have been faced by their colleagues had the instructions in question not been issued it would be seen inequitable to deny them that very benefit.

So after the examination of the whole matter it has been decided that the incumbents of the posts (promoted after 1.4.1979) which do not carry a special pay and whose lower posts carried a special pay and still carry a special pay in lieu of higher time scale on 3-3-1983 (i.e. which were either actually in lieu of higher time scale or declared as such under the instructions of Finance Department as contained in their letter No. 6/1(1)-81-1FR-I dated 4-5-1982) may also be notionally allowed the benefit of pay fixation as contained in Haryana Government circular letter No. 6/1(5)-82-1FR-I, dated 3rd March, 1983 as if the benefit of these instructions was available to them on the actual date of their promotion subject to the condition that the actual benefit would accrue to them from the date of issue of these instructions. Necessary amendment in the rules (if necessary) will be made in due course.

Yours faithfully,

Sd/-

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 6/1(5)/82-1FR(1)

Dated, Chandigarh, the 12th January, 1984

A copy is forwarded to the Accountant General Haryana Chandigarh for information and necessary action.

Sd/-

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to All Financial Commissioner, Haryana All Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-
Superintendent Finance Regulations-I
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Financial Commissioner, Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 6/1(5)/82-1FR(1)

Dated, Chandigarh, the 12th January, 1984

A copy is forwarded to Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

Sd/-
Superintendent Finance Regulations-I
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary
Secretary for information of the Chief Minister/Ministers/
Ministers of State/Chief Parliamentary Secretary.

U.O. No. 6/1(5)/82-1FR(1)

Dated, Chandigarh, the 12th January, 1984.

No. 4/4(33)/83-2FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department,
Commissioners Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 12th January, 1984

Subject : Sanction of advances/withdrawals from Provident Fund - Overcoming the possibility of over-payment.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 4/3(5)/81-2FR-I dated the 23rd June, 1981 on the subject noted above and to say that it has come to the notice of the Government that G.P.Fund advances are sanctioned without verifying the balances at the credit of the subscribers. While forwarding the applications for the grant of Non-refundable advances to the Government by the Heads of Departments, correct particulars viz; closing balance of the latest G.P.Fund statement supplied by the Accountant General, Haryana and advances already sanctioned during the year by the Department, are not being recorded in the application form and this has resulted into minus balances in the G.P.Fund account of the subscribers. It has further been observed that copies of sanction to the grant of G.P.Fund advances/withdrawals are not being sent regularly as and when these are accorded by the sanctioning authorities to the Accountant General, Haryana. In certain cases debit vouchers are not received in the A.G. Office. The sanctioning authorities while sanctioning advances from the G.P.Fund account do not use financial prudence and sanction amount in excess of the amount in subscriber's account. In order to avoid excess payments/over-withdrawals by the individuals, it has been decided that applications for advances/withdrawals be made on the proforma prescribed vide letter under reference and the entries therein must be verified by the Head of Department/Office with seal and signatures. Similarly prescribed proforma should be used for according sanctions while sanctioning advances/withdrawals. Sanctioning authority should fully keep in view the rules and instructions issued from time to time on the subject and confirm the net balance at the credit of the subscriber to ensure that neither over payment is made nor undue amount is sanctioned to him. It should also be ensured that copies of the sanctions as well as the debit vouchers are invariably sent to the audit office.

2. I am, therefore, to request that these instructions may be brought to the notice of all concerned for strict compliance. In case of default, responsibility may be fixed and strict action be taken against the officer/official concerned.

3. Kindly acknowledge the receipt of this letter.

Yours faithfully,

Sd/-

(S.L. DHANI)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 4/4(33)/83-2FR-I

Dated, Chandigarh, the 12th January, 1984

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information and necessary with reference to the communications noted in the margin.(1. No. Fds-XX/sanctions 83-84/1178, Dt. 28-9-83, 2. No. Fds. XIX/HR/GOR/Discy./1076, Dt. Nil., 3. D.O. No. Fds. 16/HR-Med/Misc. 1155-57, dt. 5-10-83

Sd/-
(S.L. DHANI)
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to the :-

Financial Commissioners Haryana
All Administrative Secretaries to Government, Haryana;
for information and guidance.

Sd/-
(CHARANJIT LAL ANAND)
Superintendent Finance Regulation (I)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner Haryana
All Administrative Secretaries to Govt. Haryana

U.O. No. 4/4(33)/83-2FR-I

Dated, Chandigarh, the 12th January, 1984

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Minister of State/Parliamentary Secretary for information of the Chief Ministers/Ministers/Ministers of State/Parliamentary Secretary.

Sd/-
(CHARANJIT LAL ANAND)
Superintendent Finance Regulation (I)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Minister of State/Parliamentary Secretary.

U.O. No. 4/4(33)/83-2FR-I

Dated, Chandigarh, the 12th January, 1984.

(Copy of F.D. Hr. No. 1/171/1PR(FD)-33 dated 13th January, 1984)

Subject : Clarifications regarding grant of selection grade in the leave Vacancy

I am directed to refer to the subject noted above and to say that cases have come to the notice of the Finance Department where in the benefit of selection grade has been given to the next junior officials/Officers filling up the leave vacancies of selection grade posts. This is not only irregular but contrary to the provisions of the rules it is, therefore, clarified that Selection Grade is not to be given to an Official/Officer in the leave arrangement of a selection grade post as appointment to a selection grade post does not involve the assumption of duties & responsibilities of greater importance.

No. 1/1(34)/82-4FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department,
Commissioners of Divisions,
Deputy Commissioner and
Sub Divisional officers (C) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 13th January, 1984

Subject : Clarification regarding fixation of pay in the selection grade.

Sir,

I am directed to invite a reference to rule 7(1) of Haryana Civil Services (Revised Scale of Pay) rule 1980 wherein it has been provided that where the pay of a Government employee on the appointed day in the revised scale is fixed at the same stage as the one fixed for another Government employee in the same cadre drawing pay at a lower stage, than his pay in existing same scale (provided it is not at the minimum of the revised scale of pay), the date of his next increment in the revised scale, would be the day following the appointed day. A question has been raised as to whether this benefit is admissible to such an employee even if he gets the Selection Grade w.e.f. 1-4-79. It is clarified that such an employee who was at the same stage as that of his junior in the time scale (revised) on 1.4.79, is also entitled to the next increment in the time scale on 2.4.1979 and consequential refixation of his pay in the Selection Grade as laid down in note 12 below rule 4.13 of C.S.R. Volume I, Part I.

Yours faithfully,

Sd/-

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/1(34)/82-4FR-I

Dated, Chandigarh, the 13th January, 1984

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information and necessary action.

Sd/-

Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/1(34)/82-4FR-I

Dated, Chandigarh, the 13th January, 1984

A copy is forwarded to all Financial Commissioners and Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-
Superintendent Finance, Regulation
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner Haryana.
All Administrative Secretaries to Govt., Haryana.

No. 1/1(34)/82-4FR-I

Dated, Chandigarh, the 13th January, 1984

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Minister of State/Deputy Ministers/Chief Parliamentary Secretary/Parliamentary Secretary for information of the Chief Ministers/Ministers/Ministers of State/Deputy Minister/Chief Parliamentary Secretary and Parliamentary Secretary.

Sd/-
Superintendent Finance, Regulation
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to
the Chief Minister/Ministers/Minister of State/Deputy Ministers/
Chief Parliamentary Secretary/Parliamentary Secretary.

U.O. No. 1/1(34)/82-4FR-I

Dated, Chandigarh, the 13th January, 1984.

***These instructions have been clarified vide
No. 12(7)-81-2FR, Dt. 20.03.84, but have become obsolete.***

No. 1/2(7)-81-FR-II

From

The Commissioner & Secretary to Government,
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.

Dated, Chandigarh, the 18th January, 1984

Subject : Counting of emoluments drawn by officers while on deputation from the State Governments to the Govt. of India vice-versa for the purpose of pension.

Sir,

I am directed to invite a reference to rule 6.19-C-(iv) of Punjab Civil Services, Volume II, which lays down that in the case of employees on deputation to any other State Government or the Central Government, the emoluments which he would have drawn, had he not proceeded on deputation, will alone be taken into account for the purpose of, pension. Now the State Govt. has made a reciprocal arrangement with the Government of India for sharing the additional liability under the rules of incidence contained in section IV, of Appendix 3 to Account Code, Volume I for counting the deputation special pay drawn by officers while on deputation from this State Govt. to the Govt. of India and vice-versa for the purpose of pension. In this connection a copy each of Govt. of India Office Memorandum No. F8(5)-EV(C)/61, dated 2.7.62 and 27.4.81-Pension Unit dated 22.5.1982 is sent herewith for your information and guidance.

The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(S. L. Dhani)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/2(7)-81/2FR-II

Dated 18th January, 1984

A copy is forwarded to the Accountant General Haryana, Chandigarh, for information and necessary action.

Sd/-

(S.L. Dhani)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copy of letter **No. F-8(5)-EV(C)/61 dated 2nd July, 1962** from Under Secy. to the Govt. of India Minister of Finance (Department of Expenditure) New Delhi to the All Minister of the Govt. of India etc.

OFFICE MEMORANDUM

Subject : Counting of emoluments drawn by officers while on deputation from State Governments to the Government of India and Vice-versa, for the purpose of pension.

When a State Government employee, come on deputation to the Central Government, he is generally granted deputation special pay in addition to his usual pay. Till lately the question whether any part of this deputation special pay could be reckoned as emoluments for calculating Pension used to be decided by the Central Government with reference to their rules on the subject. Recently this practice was reviewed by the Government of India in consultation with the Comptroller and Auditor General & the State Governments. It was held that since a State Government employee, while on temporary deputation to the Central Government did not become subject to the rules and orders of the latter Government and his pension was otherwise calculated under the rules of the State Government of which he was a permanent employ; the practice of applying Central Government rules to determine the quantum of deputation special pay which should count for pension was incongruous. It has, therefore, been decided that henceforth in cases of deputation of State Government employees to the Central Government, the question whether any part of the deputation special pay received by such an employee will count for pension will be decided by the State Government concerned, with reference to their own rules on the subject. If for proper application of the State Government rules any question arises regarding the exact nature and classification of the deputation Special pay, the State Government will consult the Central Government, who alone would be aware of the precise reasons for which the additional remuneration was granted. Similarly, when a State Government employee on deputation to the Central Government holds a temporary or officiating appointment on a regular time-scale, the question whether any part of the difference between the pay, which he actually draws while on deputation and that which he would have drawn from the State Government but for his deputation should count for pension, will be decided by the State Government with reference to their pension rules.

The same arrangement will apply in reverse, in the case of Central Government employees who are sent on deputation of the State Govt.

Past cases in which the question of counting additional emoluments received during deputation has not yet been decided will also be settled in accordance with the above instructions.

2. Allocation of pensionary liability between the Central Government and State Governments in these cases will be made in accordance with the rules of incidence laid down in Section IV of Appendix 3 to Account Code, Volume I, as is already being done generally.

3. The above instructions will not apply in cases of deputation to the Central Government from States of Jammu and Kashmir and Punjab of vice-versa.

The Jammu and Kashmir Government's arrangements in cases of deputation from and to that Government is different from that of other Governments. They pay or recover leave and pension contributions monthly, as the case may be, and thus the pensionary liability of the borrowing Government is discharged concurrently.

The Punjab Government has not agreed to the above arrangement. Accordingly in cases of deputation to and from that the Government, question relating to counting of additional remuneration received during period of deputation for pension, and sharing of additional pensionary liability between the two Governments should be settled before hand in each case.

Copy of letter **No. 27/4/81-Pension Unit dated 22nd May, 1982** from Under Secy. to the Govt. of India Ministry of Home Affairs Department of Personnel & Admn. Reforms, New Delhi, to the All State Governments and Union Territories Administration and others.

OFFICE MEMORANDUM

Subject : Counting of emoluments drawn by officers while on deputation from State Government to the Government of India and vice-versa, for the purpose of pension.

The undersigned is directed to invite a reference to the Ministry of Finance, Office Memorandum No. 8(5)-EV(C)/61, dated 2nd July, 1962 (copy enclosed), on the above subject, and to say that the arrangements envisaged therein will also be applicable to the deputationists to and from the Government Haryana as the State Government have accepted the rules of incidence contained in section IV of Appendix 3 to Account Code, Volume I.

2. In so far as the Pension serving in the Indian Audit and Accounts Department are concerned, these orders are issued after consultation with the Comptroller and Auditor General of India.

<i>These instructions have become obsolete.</i>
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No. 5/7/81-1B&C(54B)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Commissioner & Secy. to Govt. Haryana, P.W.D. (B&R),
The Commissioner & Secy. to Govt. Haryana, Irrigation Deptt.,
The Commissioner & Secy. to Govt. Haryana, Public Health Deptt.,
Engineer-in-Chief, P.W.D. B&R Haryana,
Engineer-in-Chief, Irrigation Department.
Engineers-in-Chief, P.W.D. Public Health Department,
Joint Secretary Finance (G) Haryana and
Director, Treasury & Accounts Department.

Dated, Chandigarh, the 23rd January, 1984**Subject : Review of procedure regarding drawal of money from the Treasuries and making payment through cheques.**

Sir,

I am directed to enclose a copy of the proceedings of the meeting held on 24.11.83 under the Chairmanship of Finance Minister, Haryana to consider the issue concerning the procedure for drawal of money from treasuries as well as the issue of L.O.C. for information and necessary.

Yours faithfully,

Sd/-

(PREM KAPOOR)

Superintendent Budget & Committee
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy alongwith a copy of the proceedings of the meeting held on 24.11.83 is forwarded to Secretary to Finance Minister, Haryana for the information of Finance Minister.

Sd/-

(PREM KAPOOR)

Superintendent Budget & Committee
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Secretary to Finance Minister, Haryana.

U.O. No. 5/7/81-1B&C(54B)

Dated the 23rd Jan., 1984

A copy alongwith a copy of proceedings is forwarded to the Under Secretary Finance (B) (in Ways & Means Branch) for information and necessary action.

2. Necessary action on the item No. 3, 4, 9, 10, 11 of the proceedings may kindly be taken under intimation to Budget & Committee Branch.

Sd/-
(PREM KAPOOR)
Superintendent Budget & Committee
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Under Secretary Finance (B)
(in ways & Means Branch).

U.O. No. 5/7/81-1B&C(54B)

Dated the 23rd Jan., 1984.

***These instructions have been revised vide
No. 68/2/97-FD/Pension/SAP, Dt. 14.05.99.***

No. 1(4)5-79-2FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 24th January, 1984

Subject : Simplification of procedure with a view to eliminating delays in the payment of pension and gratuity.

Sir,

I am directed to invite a reference to this Department circular letter No. 1/4(5)-79-2FR-II, dated the 15th December, 1982, on the above subject, which interalia, lays down if, however, for any special reasons it has not been found possible to complete and forward the pension papers to the office responsible for issuing the pension payment order within the prescribed time schedule in particular case, or if the pension papers have been sent late to that office and or that office has either returned the papers to the Head of office for eliciting further information or has not been able to issue the P.P.O. before one month prior to the date of retirement of the Govt. employees, steps should be taken by the Head of office to authorise the payment of provisional pension and gratuity by the first of the month in which it is due. The matter has further been examined with a view to expedite the payment of provisional pension and it has been decided that where it is not possible to complete the pension papers and forwards these to the office of the Accountant General, Haryana for issuing the pension payment order within the prescribed time schedule in a particular case, the Head of the Department in such cases should arrange to issue sanction for provisional pension to Audit Office. In all other cases where the date of retirement has already occurred, the sanctions for the provisional pension with the following documents may be sent to the Accountant General, Haryana :-

1. The list of family members.
2. Attested photos.
3. Total length of service (from the date of joining duty to the date of retirement indicating the period of break)
4. Emoluments drawn during the last ten months of service.
5. Name of Treasury and address after retirement as provided in this Department circular letter dated 15-12-82 referred to above.

6. An affidavit from the pensioner that the facts stated by him are correct to the best of his knowledge and belief. An undertaking from the pensioner for getting the excess payment, if any, recovered from his pension.
7. A certificate from the Head of office to the effect that the amount of disbursement of gratuity has correctly been assessed and he is responsible for the excess payment and will be accountable for the overpayment, if any noted subsequently.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,
Sd/-
(S. L. DHANI)
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/4(5)-79-2FR-II

Dated, Chandigarh, the 24th January, 1984

A copy is forwarded to the Accountant General, Haryana or information with ref. to his letter No. Pen-1 (R)—General-5/83-84/6956, dated 2-12-83.

Sd/-
(S. L. DHANI)
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioners, Haryana, and 2. All Administrative Secretaries to Govt. Haryana, for information and necessary action.

Sd/-
(S. L. DHANI)
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners, Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 1/4(5)-79-2FR-II

Dated 24th January, 1984

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister Ministers/Minister of State/Parliamentary Secretaries for information of the Chief Minister/Ministers/Ministers of State and Parliamentary Secretaries.

Sd/-
(S. L. Dhani)
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries of
the Chief Ministers/Ministers/Minister of State/Parliamentary
Secretaries.

U.O. No. 1/4(5)-79-2FR-II

Dated, Chandigarh, the 24th January, 1984.

These instructions have become obsolete.

TOP PRIORITY

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Director,
Treasury and Accounts, Haryana, Chandigarh.

Memo No. 5/7/81-1B&C(54B)

Dated, Chandigarh, the 27th January, 1984

Subject : Review of procedure regarding drawal of money from Treasuries and making payments through cheques.

Reference Finance Department Memo No. 5/7/81-1B&C(54B), dated 8.7.1983 on the subject cited above.

2. In pursuance of the decision taken in the meeting held on 24.11.83, the instructions issued with the memo under reference have been withdrawn from 1st Dec. 1983. This may please be brought to the notice of all concerned under your control.

Sd/-

(JAGDISH CHANDER)

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/7/81-1B&C(54B)

Dated, Chandigarh, the 27th January, 1984

A copy is forwarded to the Accountant General, Haryana Chandigarh for information and necessary action with reference to their letter No. WMI/CS/83-84/ Estt/ Procedure/1340-45, dated 16.9.83 and No. WM-1/Estt. Procedure/83-84/2641, dated 2.1.84.

Sd/-

(JAGDISH CHANDER)

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/7/81-1B&C(54B)

Dated, Chandigarh, the 27th January, 1984

A copy is forwarded to all the Treasury Officers and Sub Treasury Officers in the state for information and necessary action in the matter.

Sd/-

(JAGDISH CHANDER)

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/7/81-1B&C(54B)

Dated, Chandigarh, the 27th January, 1984

A copy is forwarded to :-

- (1) Engineer-in-Chief, P.W.D. B&R Haryana.
- (2) Engineer-in-Chief, P.W.D. B&R Irrigation Department.
- (3) Engineer-in-Chief, P.W.D. Public Health Branch;

for information and necessary action with reference to Finance Department letter No. 5/7/81-1B&C(54B) dated 23.1.84.

Sd/-
(JAGDISH CHANDER)
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/2(11)-80-2FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Head of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers(C) in Haryana,
The Registrar, Punjab and Haryana High Court.

Dated, Chandigarh, the 31st January, 1984

Subject : Grant of pensionary benefits to adhoc Govt. employees recruited through Employment Exchange.

Sir,

I am directed to invite a reference to the subject noted above and to say that a question as to whether the adhoc service is to be treated as qualifying service for calculation of pension had for some time past been under consideration of Government and it has been decided that the ad hoc service which counts for increment as per instructions contained in this Department circular letter No. 2179-1FR-74/20589 dated 11-6-1974 (copy enclosed for ready reference) is also to be counted as qualifying service for pension. These instructions may kindly be brought to the notice of all concerned working under you.

Receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(S. L. Dhani)

Joint Secretary Finance (R),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/2(11)80-2FR-II

Dated, Chandigarh, the 31-1-1984

A copy is forwarded to, the Accountant General, Haryana The Financial Commissioners, Haryana and All Administrative, Secretaries, to Government, for information and necessary action.

Sd/-

(S. L. Dhani)

Joint Secretary Finance (R),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to this :-

Sd/-

(S. L. Dhani)

Joint Secretary Finance (R),

for Commissioner & Secretary to Government,
Haryana, Finance Department

No. 4/1/83-3FR-II/2346

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 6th February, 1984

Subject : Payment of further adhoc Dearness Allowance to Senior Officers.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 4/1/83-3FR-II, dated 9th August, 1983, on the subject noted above from 1-5-1983, in addition to the rates of dearness allowance specified on para (B) of circular letter No. 4/1/83-3FR-II/2347, dated 11th October, 1983 (in so far as Senior officers getting pay above Rs. 2182/- per month in the revised scale are concerned) the following adhoc dearness allowance will be payable to Senior officers getting pay above 2182/- p.m. in the revised scales of pay in lieu of the adhoc dearness allowance already sanctioned :-

Pay Range	Rate of further dearness allowance per a mensum.
Rs. 2183-2749/-	65% of (basic pay and N.P.A. in the case of doctors minus the amount of ADA-I and II sanctioned upto 12 monthly average C.P.I. 320 already merged in the pay of the employees for the purpose of pay fixation in the revised pay scales on the appointed day) minus Rs. 1000/-
Rs. 2750/- and above.	Rs. 600/-

2. Payment of further Adhoc Dearness Allowance admissible to Senior officers getting basic pay above Rs. 1881/- to 2182/- will continue to be regulated under F.D. letter No. 4/1/83-3FR-II date 9-8-83.

Note I. : In the case of officers whose pay on 1-4-79 in the un-revised scales of pay was less than Rs. 2400/- the amount of ADA-I & II at 320 C.P.I. merged in their pay while fixing their pay in the revised pay scale on the appointed day may be deducted from the pay on 1-1-83 and onward for calculating the adhoc dearness allowance.

Note II. : In the case of officers whose pay on 1-4-79 in the pre-revised scales of pay was Rs. 2400/- and above, no deduction from their pay 1-1-83 and onward may be made while calculating adhoc dearness allowance.

Note III. In case of persons whose pay has been fixed directly in the revised scales of pay, the amount of Rs. 363/- notionally admissible to them as ADA I & II would be deducted from their basic pay for determining the amount of admissible adhoc dearness allowance.

2. In case of employees in receipt of pay in U.G.C. pay scales and also those who have been allowed to retain the unrevised scales of pay the rate of adhoc dearness allowance will be as under :-

Pay range	Rate of further Dearness Allowance per mensum.
Rs. 1820-2749	65% of basic pay and NPA(in case of doctors only) minus Rs. 1000/- .
Rs. 2750/- and above	Rs. 600/-

3. For purpose of calculating 65% of Adhoc Dearness Allowance, only basic pay would be taken into account Special pay except NPA payable to doctors, deputation pay, Special Allowance or any addition in pay under any other nomenclature would not be included.

4. The payment on account of Adhoc Dearness Allowance as calculated in the above manner would be rounded off to the nearest 10 paise.

5. The above orders will not be applicable to the employees taken on contract basis except where dearness allowance is admissible to them in terms of their contract.

Yours faithfully,

Sd/-

(S.L. DHANI)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 15/31/83-3B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala and Hisar,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.

Dated, Chandigarh, the 6th February, 1984

Subject : Speedy implementation of the recommendations/observations made by the Public Accounts Committee of Haryana Vidhan Sabha - Instructions regarding.

Sir,

I am directed to address you on the subject noted above and to state that while scrutinizing replies received from various departments in regard to the paragraphs contained in the various audit reports, the Public Accounts Committee has observed that generally there is abnormal delay on the part of the departments concerned in initiating action against the officers/officials responsible for financial irregularities, embezzlements, defalcations etc. Not only this, in many cases, it was reported that the officers/officials concerned has retired or had died or had been allocated to Punjab etc. etc. Such replies it has been felt by the Committee frustrate, if not defeat, the very purpose for which the Committee exist. With a view to ensure that due to such delays the delinquent officers/officials may not escape punishment, and to streamline the procedure, it has been recommended by the Committee that all the departments should be asked to keep themselves in readiness to answer, *inter alia*, the following questions, in reply to each audit paragraph which would invariably be asked by the Committee at the time of oral evidence :-

- (i) When was the audit report received by them?
- (ii) When was the action initiated regarding the audit objections raised in the paragraphs.
- (iii) What was the result of enquiry, if any, held to know the background of the cases of financial irregularity, defalcation etc; and
- (iv) Whether any action against the defaulters has been initiated and if so, what was the latest position in regard thereto.

It has further been observed by the said Committee that most of the departments have failed to attend to the Audit reports till the Public Accounts Committee drafted a questionnaire and sent the same to them and they also did not attend to the questionnaire unless they were called for oral examination.

The above said observation made by the Public Accounts Committee clearly show that most of the departments have failed to give the required importance and appreciate the

promptitude with which the relevant information pertaining to audit paragraphs is necessary to be furnished to the Committee. In order, therefore, to ensure that such inordinate and avoidable delay in future should not occur, it is requested that the requirements as have been envisaged by the Public Accounts Committee may be particularly kept in view while preparing replies to the questionnaire issued by the Committee and appearing before it for oral examination.

Yours faithfully,

Sd/-
Joint Secretary, Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 15/31/83-3B&C

Dated, the 6th February, 1984

A copy is forwarded to the Secretary, Vidhan Saba and Accountant General, Haryana, Chandigarh for information.

Sd/-
Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the :-

Financial Commissioner to Government, Haryana
Administrative Secretaries to Government, Haryana.
for information and necessary action.

Sd/-
Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Financial Commissioners to Govt., Haryana
All the Administrative Secretaries to Govt., Haryana.

No. 15/31/83-3B&C

Dated, the 6th February, 1984.

No. 11/1/84-1FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Division,
All Deputy Commissioners and
Sub Divisional Officers (C) in Haryana,
The Registrar, Punjab and Haryana, High Court.

Dated, Chandigarh, the 13th/14th February, 1984

Subject : Grant of maternity leave to female Government employees.

Sir,

I am directed to refer to Rule 8.137-A of Punjab Civil Services Rules, Volume-I, Part-I according to which maternity leave to female Government employees is admissible for a period not exceeding three months from the date of its commencement or to the end of six weeks from the date of its confinement, whichever is earlier. The matter has been further examined and it has now been decided that this leave shall not be restricted to a period of six weeks from the date of confinements at present. These orders will take effect from the date of issue of this letter.

2. An amendment to this effect in the relevant rules is being issued separately.
3. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-
(S.L. Dhani)
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 11/1/84/1FR-II

Dated 13/14.2.84

A copy is forwarded to the Accountant General Haryana, for information and necessary action.

Sd/-
(S.L. Dhani)
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/2/84/1FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners Ambala/Hisar Divisions,
Deputy Commissioner and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 15th February, 1984

Subject : Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped employees of Haryana Government.

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department's letter No. 5/4(2)-82-1FR-II, dated 10-9-1982 subsequent letter of even No. dated 29-10-82 on the subject noted above and to clarify that the Conveyance Allowance may be granted with effect from the date the recommendation for the grant of the concerned medical authority is received by the Head of Departments. However, in the case of existing employees on 1-1-1981, the allowance may be granted with effect from 1st January, 1981.

2. The receipt of this letter may please be acknowledge

Yours faithfully,

Sd/-

(S.L. DHANI)

Joint Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/2/84-1FR-II

Dated, Chandigarh, the 15th Feb., 1984

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information and necessary action.

Sd/-

(S.L. DHANI)

Joint Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the Financial Commissioners and all Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

Joint Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/2/84-1FR-II

Dated, Chandigarh, the 15th Feb., 1984

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Minister of State/Parliamentary Secretary for information of the Chief Ministers/Ministers/Ministers of State/Parliamentary Secretary.

Sd/-

Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Minister of State/Parliamentary Secretary.

U.O. No. 5/2/84-1FR-II

Dated, Chandigarh, the 15th Feb., 1984.

No. 5/1/83-1B&C(12C)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
Commissioner, Ambala and Hisar Divisions,
All the Deputy Commissioners in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All the Managing Directors of Govt. Undertakings/
Corporations/Boards & Local Bodies etc.

Dated, Chandigarh, the 28th February, 1984

Subject : Economy in Expenditure.

Sir,

I am directed to refer to the instructions contained in para (iv) of the Finance Department circular letter No. 5/1/83-1B&C dated 26-5-83 on the subject cited above wherein it was stipulated that the lien of permanent officers/officials rendered surplus on account of 10% cut on the staff, will be maintained in the parent department till their absorption on permanent basis elsewhere. In this regard some departments have sought clarification on the following points :-

- (a) What pay should be allowed to the surplus staff when being absorbed in Govt. Undertakings/Corporations/Boards etc.
- (b) Whether any deputation allowance is to be allowed to such surplus when being absorbed in the Corporations/Boards etc.

The matter has been examined in the Finance Department and it is clarified that such surplus staff after having been absorbed in the Govt. Undertakings/Corporations/Boards etc. will be entitled to draw the same pay as was being drawn by it in its parent department and further such employees will not be eligible to draw any deputation allowance too. It is further clarified that in case the aforesaid type of employees are absorbed in other Govt. offices they will be eligible to draw the same pay and increment as they would have drawn in their parent office.

2. The above clarification may kindly be brought to the notice of all concerned under your administrative control for compliance.

Yours faithfully,

Sd/-

Superintendent Budget & Committee
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/83-1B&C(12-C)

Dated, Chandigarh, the 28th Feb., 1984

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-
Superintendent Budget & Committee
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-
Superintendent Budget & Committee
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secys. to Govt., Haryana.

U.O. No. 5/1/83-1B&C(12C)

Dated, the 28th Feb., 1984

A copy is forwarded to all Branch Officers/Superintendents in Finance Department for information and necessary action.

Sd/-
Superintendent Budget & Committee
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Branch Officers/Superintendents in Finance
Department.

U.O. No. 5/1/83-1B&C(12C)

Dated, the 28th Feb., 1984.

***These instructions have further been clarified
vide No. 8/6/06-4Pension, Dt. 09.02.06.***

Copy of letter **No. 1/2(27)-79-2FR-II Dated the 2nd March, 1984** from the Commissioner & Secretary to Government, Haryana, Finance Department to all Heads of Departments, Commissioners of Divisions, All Deputy Commissioners and Sub Divisional Officers (C) in Haryana, Registrar, Punjab and Haryana High Court Chandigarh.

Subject : Voluntary retirement after completion of 20 years qualifying service.

I am directed to invite a reference to Finance Department circular letter No. 1/2(27)-79-1FR-II, dated the 1st August, 1980 with which a provision for seeking voluntary retirement after completion of 20 years qualifying service was made. It was interalia, laid down the while granting proportionate pension to Govt. employee retiring voluntarily under this scheme, weightage of five years would be given as an addition to the qualifying service actually rendered by him. The grant of weightage of five years is however subject to the following conditions:-

- (a) The total qualifying service after allowing the weightage should not, in any event, exceed thirty three years qualifying service and does not go beyond the date of superannuation; and
- (b) The total qualifying service after giving the weightage should not exceed the qualifying service which he would have had, if he had retired voluntarily at the lowest age/minimum service limit applicable to him for voluntary retirement prescribed under rule 3.26(e) of C.S.R. Volume I, Part I, or any other similar rule applicable to him.

2. This matter has further been examined and it has been decided that the qualifying service as on the date of intended retirement of the Govt. employee seeking retirement under this scheme or rule 3.26(e) of CSR Vol. I, Part I, with or without permission, shall be increased by the period not exceeding five years, subject to the condition that the total qualifying service, rendered by the Govt. employee does not in any case exceed thirty three years and it does not take him beyond the date of superannuation. However, the weightage of five years shall not be admissible in cases of those Government employees who are prematurely retired by the Government in the public interest under the relevant rules.

3. The above instructions will take effect from the date of issue.

4. The receipt of this letter may please be acknowledged.

No. 5/4(2)-82-1FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners Ambala/Hisar Divisions,
All Deputy Commissioners and
Sub Division Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court Chandigarh.

Dated, Chandigarh, the 6th March, 1984

Subject : Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped employees of Haryana Government.

Sir,

I am directed to reference to Finance Department Circular letter No. 5/4(2)-82-2FR-II, dated 10.9.1982 and 29.10.1982 on the subject noted above and to say that the question as to what constitutes blindness for the purpose of the grant of conveyance allowance had been under the consideration of Government for some time past. It has been decided that Government servants having vision less than 3/60 of field vision less than 10 in both eyes will also be eligible for grant of the allowance in terms of the above orders.

2. These orders will take effect from the date of issue in the case of employees already in service. For those who develop the disability at a future date, the relevant date of eligibility will be the date of receipt of the recommendation of the competent Medical authority by the Head of the Department.

3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(S.L. Dhani)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/2/(45)-82-2FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments, Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 8th March, 1984

Subject : Procedure regarding sanction/release of family pension under the Family Pension Scheme, 1964.

Sir,

I am directed to invite your attention to sub para (iv) of paragraph 12 of Appendix I to Pb. C.S.R. Vol. II, which, inter alia, provides for a specific sanction to the grant of family pension by the pension sanctioning authority. Likewise, Annexure III requires the pension sanctioning authority to specifically accord sanction to the grant of family pension in Annexure III itself. In this connection, the Accountant General, Haryana, has brought to the notice of the Finance Department that a large number of family pension cases are held up either because the administrative-authorities concerned attach Annexure III but do not sign it and sometimes the Annexure III is not forwarded at all to his office. In many cases fruitless correspondence is to be carried on by his office to obtain completion of Annexure III from the Administrative authorities concerned. The matter has been examined further with a view to alleviate the hardship involved in such cases and it has been decided that the Family Pension cases may be dividing into following two categories and the procedure noted below may be observed:-

- (i) claims arising out of the demise of a pensioner after he has retired and received pension for sometime; and
- (ii) claims which arise out of the death of a Government employee while in service and before retirement.

2. In the category (i), where a deceased pensioner has actually been sanctioned pension, no separate sanction for the grant of family pension is necessary.

3. As regards category (ii) above, namely whereas claim arises while the Govt. employee dies while in service all the conditions applicable to the grant of superannuation / retiring pension do not apply necessarily in family pension cases. The third page of Form Pen I specifically provides that the administrative authority concerned may make a recommendation for reduction in pension as admissible otherwise but, no such discretion vests with the sanctioning authority in respect of family pension. Performa consisting of annexure I, II, III & IV of the pension application. A copy of the revised Annexure III of Appendix I of C.S.R. Vol. II is also enclosed. Hence, there is no need to accord a specific sanction to family pension under this scheme.

Accordingly, it is requested that all the pending cases for the grant of family pension be reviewed in the light of these instructions.

5. Necessary amendment will be issued in due course.
6. Receipt of this letter may please be acknowledged.

Yours faithfully,
Sd/-
(S.L. Dhani)
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/2(45)182-2FR-II

Dated 8-3-1984

A copy is forwarded to the Accountant General Haryana, Chandigarh for information and necessary action with reference to his letter No. Centel/General-3A/83/2920, dated 17-7-1982.

Sd/-
(S.L. Dhani)
Joint, Secretary finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to the :-

Financial Commissioners, Haryana.
All Administrative Secretaries to Govt., Haryana, for information and necessary action.

Sd/-
(K. K. Abrol)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners Haryana
All Administrative- Secretaries to Govt., Haryana.

U.O. No. 1/2(45)182-2FR-II

Dated 8.3.1984

Copies are forwarded to, the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister Ministers/Ministers-'of State/Parliamentary Secretaries for information of the Chief Minister/Ministers/Ministers of State/Parliamentary Secretaries.

Sd/-
(K.K. Abrol)
Under Secretary Finance (D),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Minister/Ministers of State/Parliamentary Secretaries,

U.O. No. 1/2(45)-82-2FR-II

Dated 8-3-1984.

No. 28/8/84-2B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,
All Distt. & Session Judges in Haryana State.

Dated, Chandigarh, the 15th March, 1984

Subject : Restructuring of the existing Accountant General Offices in various States in to Accountant General (Accounts and Entitlement) and Accountant General (Audit) Offices.

Sir,

I am directed to invite your attention to the subject noted above and to say that consequent upon the bifurcation of the office of Accountant General, Haryana in to two separate offices one dealing with Accounts and Entitlement and other with Audit, the audit of the following will be conducted by the office of the Accountant General (Audit) Haryana, Sector 17, Chandigarh :-

- (i) Departments and Government Undertakings of Haryana Government.
- (ii) Transactions relating to Government of India including income tax and Central Excise etc., in the territorial Jurisdiction of Haryana State.
- (iii) Autonomous and grants-in-aid-institutions and bodies in the State of Haryana.

2. The rest of the work will be done by the Accountant General (Accounts and Entitlement) Haryana, Sector 17, Chandigarh. A copy of C.A.G. of India letter No. 59-TA1/199-83 dated 21.1.84 is enclosed for information. It is, therefore, requested that in future all correspondence may please be addressed to the concerned Accountant General. Besides this, copies of all the sanctions and orders issued on or after 1.3.1984 in respect of matters relating to rules, service conditions, financial and treasury regulations, allotment of budget reappropriation etc., revision of pay scales of the staff, creation of posts and abolition of posts etc., which are required to be communicated to the Accountant General in terms of provisions contained in chapter-XVIII of the Financial Rules, Vol. I, the Budget manual and the Treasury/Sub-Treasury Rules, may please be sent to both offices at the address given below :-

- (i) Accountant General, (Accounts and Entitlement) Haryana, Sector-17, Chandigarh.
- (ii) Accountant General (Audit), Haryana, Sector-17, Chandigarh.

I am to request that the above instructions may kindly be strictly followed in future. You are also requested to bring the above instructions to the notice of all the officers/officials working under your control for strict compliance.

Yours faithfully,

Sd/-
Under Secretary Finance (Budget),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 28/8/84-2 B&C

Dated, Chandigarh, the 15th March, 1984

A copy is forwarded to the (i) Accountant General (Accounts and Entitlement) Haryana, Sector 17, Chandigarh. (ii) Accountant General (Audit) Haryana, Sector 17, Chandigarh, for information.

Sd/-
Under Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners Haryana and all Administrative Secretaries to Govt., Haryana for information and necessary action.

Sd/-
Under Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 28/8/84-2 B&C

Dated, Chandigarh, the 15th March, 1984.

Contd...

Encl.

No. 59-TA1/199-83

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA.
NEW DELHI-110002.**

DATED 21st January, 1984.

To

The Secretary to the Government of India,
Ministry of Finance,
(Department of Economic Affairs in Budget Division),
New Delhi.

The Chief Secretaries of all States.

Subject : Restructuring of the existing Accountant General Offices in various States in to Accountant General Offices in various States in to Accountant General (Accounts) and Accountant General (Audit) Offices.

Sir,

The Phenomenal growth of plan expenditure and proliferation in the activities of the Government have given rise to the need for re-orientation of the offices of the State Accountants General for more effective discharge of the audit and Accounts functions. This matter has been under consideration of the C.A.G. for some time past and after consulting the Government of India it has been decided that the existing Accountant's General Offices in various States would be bifurcated in to two separate Offices to look after the accounting and audit needs of the states Government. It is expected that this will result in improvement in the quality of audit and provide the State Governments with better equipped accounting and entitlement organizations.

The broad outline of the new set up will be as follows :-

- (a) Accountants General Offices will from 1.3.84 be bifurcated in to two distinct Offices with separate cadres. The Accountant General (Accounts and Entitlement) will deal with accounts and entitlement. The Accountant General (Audit) will be in charge of all audit work.
- (b) The broad division of work between the two Accountants General will be as follows :-
 - (1) The Accountant General (Accounts & Entitlement) will be responsible for the following functions :-
 - (i) Receipt of accounts and vouchers from the Treasury Offices P.W. Divisions and Forest Divisions and their compilation.
 - (ii) Preparation of Appropriation Accounts and Finance Accounts.
 - (iii) Maintenance of detailed accounts of loan and advances.
 - (iv) Maintenance of provident fund Accounts wherever this work is still with the Accountant general.
 - (v) Pension Verification/report.
 - (vi) Gazetted Entitlement involving issue of pay slips etc. Where this work is still with the Accountant General.
 - (vii) Reconciliation of a accounts maintained in the Accountant General Office with those of the treasuries in respect of transactions under various deposit heads.

- (2) The Accountant General (Audit) will look after the following items of work :-
- (i) Audit of the accounts and vouchers received in the office of Accountant General (Accounts) from the treasury Offices.
 - (ii) Pension Audit sanctioned by the Accountants General (Accounts).
 - (iii) Audit of Government Departments and Offices including audit under C.A.G.'s Act 1971.
 - (iv) Local audit of Public works/Forest Offices.
 - (v) Audit of projects and Resident Audit Offices.
 - (vi) Audit of Commercial undertakings of State Government, Corporations etc.
 - (vii) Audit of State Receipts.
 - (viii) Local Audit Department (In west Bengal and Bihar only) till such time this work is transferred to State Governments.

The new set up will call for change in the areas of interaction between the State Governments and the Accountants General's Offices. Sanctions of various kinds issued by the State Governments which have hitherto been marked to the Accountants General Offices, will from 1.3.84 onwards, have to be marked to both the new offices which will exist from that date i.e. the office of the Accountant General (Accounts) and the Office of the Accountant General (Audit).

This letter is in the nature of a preliminary intimation about changes in the structure of our organization which will be coming in to effect in the near future. The Accountant General concerned will be writing to you again in more detail and would request you, at that stage to issue suitable instructions to your subordinate formations.

Yours faithfully,

Sd/-

(S. R. Mukerji)

Addl. Dy. Comptroller and Auditor
General (H).

No. 60-T.I/199-83 Dt. 21.1.1984.

Copy forwarded to all :-

Accountants General (Accounts) as per mailing list.

Accountants General (Audit).

All officers and sections in this offices.

Sd/-

(Sunil Verma)

Joint Director (TA).

A copy is forwarded to all the Financial Commissioners Haryana and all Administrative Secretaries to Govt. Haryana, for information and necessary action.

Sd/-

Under Secretary Finance (B)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners Haryana.

All Administrative Secretaries to Govt., Haryana.

U.O. No. 28/8/84-2 B&C

Dated, Chandigarh, the 8th March, 1984.

These instructions have become obsolete.

No. 12(7)-81-2FR

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers(Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 20th March, 1984

Subject : Counting of emoluments drawn by officers while on deputation from the State Governments to the Govt. of India and vice-versa for the purpose of pension.

Sir,

I am directed to invite a reference to Finance Dept. circular letter No. 1/2(7)-81-2FR-II, dated 18th January, 1984 on the subject noted above and say that clarification has been sought by Accountant General Haryana about the date of effect of these orders. In this connection it is clarified that these orders are effective from 22.5.1982 i.e. from the date the Government of India has issued similar orders vide their letter No. 27/4/81-Pension Unit, dated 22.5.82, a copy of which was enclosed with the letter under reference.

Yours faithfully,

Sd/-
(S.L.DHANI)
Joint Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/2(7)-81-2FR-II

Dated, Chandigarh, the 20-3-1984

A copy is forwarded to the Accountant General; Haryana; Chandigarh; for information and necessary action with reference to his letter No. Pet I (R)-General-3/83-84/9156; dated 15.2 1984.

Sd/-
(S.L.DHANI)
Joint Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/83-1B&C(55-A)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments, Haryana,
Commissioner, Ambala and Hisar Divisions,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 27th March, 1984

Subject : Economy in expenditure.

Sir,

In continuation of Finance Department Letter No. 5/1/83-1B&C(55A) Dated 5/10/83 on the subject indicated above, I am directed to say that in the context of the instructions, issued vide Finance Department letter No. 5/1/83-1B&C dated 26-5-83 clarification on the following two points have been sought by certain quarters :-

- (i) Whether any reversions as a result of 10% cut will be allowed if it is not possible to adjust all the surplus employees against existing vacancies; and
- (ii) Whether promotion or recruitment against existing vacancies by the departments may be made if suitable surplus employees are not available for absorption against existing vacancies.

In regard to both the afore mentioned points it is clarified that the intention of the instructions dated 26-5-83 was that no reversions as a result of the 10% cut would be imposed if it is not possible to adjust all the surplus employees against the existing vacancies and that the normal promotions on the basis of 10% reduced cadre strength of the higher cadre would be allowed.

The position as has been clarified above may kindly be brought to the notice of all concerned under your administrative control for information and strict compliance.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/83-1B&C(55A)

Dated, Chandigarh, the 27-3-1984

A copy is forwarded to the Accountant General, Haryana for information.

Sd/-

(JAGDISH CHANDER)
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/83-1B&C(55A)

Dated, Chandigarh, the 27-3-1984

A copy is forwarded to all the Chairman/Managing Directors, Corporations/Govt.

Undertakings. Boards etc. for information and necessary action.

Sd/-
(JAGDISH CHANDER)
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Govt. Haryana for information and necessary action with reference to F.D. U.O. No. 5/1/83-1B&C(55A) Dated 5-10-83.

Sd/-
(JAGDISH CHANDER)
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/1/83-1B&C(55A)

Dated, Chandigarh, the 27-3-1984

A copy is forwarded to the Chief Secretary to Govt. Haryana for information and necessary action.

2. His office file No. 23/11/83-4GS-III dated 12-3-84 is returned herewith.

Sd/-
(JAGDISH CHANDER)
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Chief Secretary to Govt., Haryana.

U.O. No. 5/1/83-1B&C(55A)

Dated, Chandigarh, the 27-3-1984

A copy is forwarded to all the Branch Officers/Superintendents in Finance Department for information and necessary action.

Sd/-
(JAGDISH CHANDER)
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Branch Officers/Supdts. in Finance Department.

U.O. No. 5/1/83-1B&C(55A)

Dated, Chandigarh, the 27-3-1984.

These instructions have become obsolete.

No. 5/2/84/1FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments, Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court.

Dated, Chandigarh, the 5th April, 1984

Subject : Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped employees of Haryana Government.

Sir,

I am directed to invite a reference to Haryana Government circular letter No. 5/2/84/1FR-II, dated 15.2.84, on the subject noted above and to say that doubts have been expressed in certain quarters as to whether the cases already decided prior to the issue of these instructions are to be re-opened or not. It is here accordingly, clarified that the cases already decided prior to the date of issue of these instructions dated 15.2.84 are not to be re-opened.

Yours faithfully,

Sd/-

(S.L. Dhani)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Dated 5-4-1984

No. 5/2/84-1FR-II,

A copy is forwarded to the Accountant General Haryana, Chandigarh for information and necessary action.

Sd/-

(S.L. Dhani)

Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to the :-

Financial Commissioners Haryana,
All Administrative Secys. to Govt. Haryana for information and necessary action.

Sd/-

(K.K. Abrol)

Under Secretary Finance (D)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners Haryana
All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/2/84-1FR-II,

Dated 5-4-1984.

No. 16/39/83-WM(5)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions and
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,
and all District & Session Judges in Haryana.

Dated, Chandigarh, the 6th April, 1984

Subject : Grant of loan for the purchases of all types of vehicles – hypothecation thereof.

Sir,

I am directed to invite your attention to Finance Department circular letter No. 16/43/81-WM(3), dated 19.2.1982, on the subject noted above and to say that instances have come to the notice of Government where the Government servants are not following the instructions mentioned therein. These instructions were issued for the security of Government loans. I am, therefore, again to request you to ensure that the instructions contained therein are followed by you strictly.

Please acknowledge the receipt of this letter.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information & necessary action.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded for information and necessary action to :-

1. The Financial Commissioners, Revenue, Haryana.
2. All the Administrative Secretaries to Government, Haryana.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

1. The Financial Commissioners, Revenue, Haryana.
2. All the Administrative Secretaries to Government, Haryana.

U.O. No. 16/39/83-WM(5),

Dated, Chandigarh, the 6th April, 1984

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Parliamentary Secretary, for information of the Chief Minister/Ministers/State Ministers/Parliamentary Secretaries.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/State Ministers/Parliamentary Secretary.

U.O. No. 16/39/83-WM(5),

Dated, Chandigarh, the 6th April, 1984.

**These instructions have been Reiterated vide
No. 2/2(2)-85-2FR-II, Dated 19.09.1984.**

विषय : Grant- in-laid and utilization certificate in respect thereof.

क्या वित्तायुक्त एवं सभी प्रशासकीय सचिव, हरियाणा सरकार, कृपया उपरोक्त विषय पर इस शाखा के अशा: 2/2(3)-79-2एफ:आर:।। दिनांक 27/2/1979 की ओर ध्यान देंगे ?

2. संदर्भित पत्र द्वारा कम्पट्रोलर एवं आडिटर जनरल ऑफ इण्डिया तथा लोक लेखा समिति ने वर्ष 1974-75 के हरियाणा सरकार के विनियोजन तथा वित्त लेखा की चौदवीं रिपोर्ट के पैराग्राफ 46 द्वारा की गई जो उन्हें भेजी गई थी उनमें से अन्य के अतिरिक्त नियमानुसार भी कहा गया था :-

“The Committee further recommend that Government should consider the desirability of withholding payments of further grants to the institutions which do not submit the utilization certificates within the prescribed time limit.”

3. इस संदर्भ में उनको सूचित किया जाता है कि लोक लेखा समिति ने दिनांक 12.12.1983 को हुई अपनी बैठक में सातवीं रिपोर्ट के पैराग्राफ 50 तथा चौदहवीं रिपोर्ट के पैराग्राफ 46 द्वारा निम्नानुसार आवजरवेशन की है :-

“The committee regret to observe that its earlier recommendations have not been complied with in so far as the committee has not been informed whether their recommendations about considering the desirability of withholding the payment for further grants to the institutions who do not submit the utilization certificates within the prescribed time limit was at all considered and if so, with what results? The Committee would like to be informed in the matter without further loss of time.”

हस्ता: /—

अवर सचिव वित्त (डी)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

वित्तायुक्त एवं सभी प्रशासकीय सचिव हरियाणा सरकार।

अशा: क्रमांक 2/2(2)84-2एफ0आर0।।

दिनांक 6-4-1984 (6th April, 1984)

इसकी एक-एक प्रति वित्त विभाग के सभी अधीक्षक/उप अधीक्षक को इस शाखा के उक्त हवाला दिये पत्रांक संदर्भ में भेजी जाती है।

2. उनसे अनुरोध है कि वे इन हिदायतों का दृढ़ता पूर्वक पालन करवायें। अपने-अपने विभागों के बारे अनुदान का ठीक प्रयोग किये जाने तथा यूटीलाईजेशन सर्टीफिकेट समय पर भिजवाने के लिए कृपया सुनिश्चित करें।

हस्ता: /—

अवर सचिव वित्त (बजट)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

वित्त विभाग के सभी अधीक्षक/उपअधीक्षक।

अशा: क्रमांक 2/2(12)84-2एफ0आर0।।

दिनांक 6-4-1984.

***These instructions have been Revised/Modified
vide No. 5/1/83-1B&C, Dt. 27.11.1992 &
No. 5/6/92-1B&C, Dt. 05.07.1996.***

No. 5/1/83-1B&C(55A)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
The Commissioner of Haryana Ambala Division and
all the Deputy Commissioners in the State,
All the Chairmen/Managing Director of Corporations/
Govt. Undertakings/Boards in the state.

Dated, Chandigarh, the 9th April, 1984

Subject : Economy in expenditure.

Sir,

I am directed to invite your attention to the instructions contained in Finance Department letter No. 5/1/83-1B&C(55A) dated 26.5.83 on the subject cited above and to say that a doubt has been expressed in some quarters whether the provisions envisaged in the said instructions, especially those relating to the imposition of immediate ban of all kinds of recruitment should be deemed to be operative during the current financial year also. In order to allay any erroneous impression in regard to above said position it is clarified that the said instructions will remain operative till further orders to the contrary.

2. It is requested that the above position may please be noted for compliance and this may also be brought to the notice of all concerned under your administrative control for similar action.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/83-1B&C(55A)

Dated, Chandigarh, the 9-4-84

A copy is forwarded to the Accountant General, Haryana(Accounts and Entitlements) for information and necessary action.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

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A copy is forwarded to all the Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/1/83-1B&C(55A)

Dated, Chandigarh, the 9-4-84

No. 5/1/83-1B&C(55A)

Dated, Chandigarh, the 9-4-84

A copy is forwarded to all the Branch Officers/Superintendents in Finance Department for information and necessary action.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/83-1B&C(27C)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department in Haryana,
Commissioner of Haryana Ambala & Hisar Divisions,
All the D.Cs. in the State,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 12th April, 1984

Subject : Economy in expenditure.

Sir,

I am directed to invite your attention to the instructions contained in Finance Department letter No. 5/1/83-1B&C, dated 26-5-83 with which 10% reduction in staff on the cadres of 10 or more employees was applied and ban on all kinds of recruitment was imposed. The matter has been further examined and it has been decided that the instructions referred to above will also apply in the case of work charged employees.

2. This may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-

(JAGDISH CHANDER)

Under Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/83-1B&C(27C)

Dated, Chandigarh, 12th April, 1984

A copy is forwarded to A.G. Haryana (Accounts and Entitlements) Haryana, Chandigarh for information and necessary action.

Sd/-

(JAGDISH CHANDER)

Under Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Government Haryana, for information and necessary action.

Sd/-

(JAGDISH CHANDER)

Under Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/1/83-1B&C

Dated, Chandigarh, the 12th April, 1984

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No. 5/1/83-1B&C

Dated, Chandigarh, the 12th April, 1984

A Copy is forwarded to all the Branch Officers/Superintendents in Finance Department for information and necessary action.

Sd/-
(JAGDISH CHANDER)
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

These instructions have become obsolete.

No. 5/1/83-1B&C(12C)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana.

Dated, Chandigarh, the 17th April, 1984

Subject : Economy in expenditure.

Sir,

I am directed to invite a reference to Finance Department's letter of even number dated 16-11-83 on the subject cited above and to say that in sub-para (vii) of para-I of the Finance Department's instructions contained in letter No. 5/1/83-1B&C (55A) dated 26-5-83 it was prescribed that the departments would set up a Committee for reviewing of the work-load and such a committee will be assisted by an officer from the Finance Department and an officer from the Administrative Reforms Branch.

2. The information received in this connection from the various departments, however, reveal that owing to their indifferent approach to the matter the progress has not at all been satisfactory. In fact some of the departments have not so far been able to set up such Committees. In view of the urgent need for exercising economy in expenditure it is necessary that Committees as envisaged in the letter referred to above may be set up immediately. You are, therefore, requested to ensure prompt compliance of instructions referred to above and inform the Finance Department about the progress made in regard to reviewing of norms of work-load together with the findings of the Committee as early as possible.

Yours faithfully,

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/162/1PR(FD)-80

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana.

Dated, Chandigarh, the 18th April, 1984

Subject : Revision of pay scales of employees of Marketing Boards/Marketing Committees and other Public Sector Undertakings.

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department circular letter No. 1/162/1PR(FD)- 80 dated 22nd July, 1981, on the above subject and to say that it has come to the notice of Finance Department that some Boards/Corporations and other Public Sector Undertakings are giving facilities such as conveyance allowance and other allowances etc., over and above those admissible to the State Government employees, without obtaining prior approval of the Finance Department. As uniformity is being maintained in the pay scales of Haryana Govt. employees and those of the Corporations and Boards etc. of Haryana, it is imperative that there should be uniformity in the grant of conveyance allowance and other allowances also. It has, therefore, been decided that prior approval of the Finance Department should be obtained by all the autonomous Bodies/Boards/Corporations etc. before allowing any kind of allowance at a rate higher than that admissible to Haryana Government employees, from time to time. Accordingly, you are requested to issue instructions to the autonomous Bodies/Corporations and Boards etc., under your control, to strictly follow the procedure and principles as adopted by the State Government for the grant of such benefits to their employees.

2 Receipts of this letter may please be acknowledged.

Yours faithfully,

Sd/-

Joint Secretary, Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

These instructions have been Modified vide No. 1/2(1) 85-3FR(I), Dated 23.03.1985 and Incentive of small family Norms was discontinued for fresh cases w.e.f. 01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.

No. 6/1(8)/79-1FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department,
The Commissioners Ambala/Hisar Divisions and
All Deputy Commissioner and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 20th April, 1984

Subject : Introduction of incentives among Haryana Govt. employees for promoting the Small Family Norms.

Sir,

I am directed to invite a reference to Finance Department's circular letter of even number dated the 20th July, 1981 on the subject noted above and to say that clarification has been sought by some Departments whether the special increment in the form of personal pay has to be given to the work-charged establishment and the employees working on adhoc basis. In this connection it is clarified that the incentive of one increment for promoting the small family norms has been given to Haryana Government employees whose appointment is regular and not to the categories of employees mentioned above.

These instructions may be brought to the notice of all concerned.

Yours faithfully,

Sd/-

Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 6/1(8)/79-1FR-I

Dated, Chandigarh, the 20-4-84

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information and necessary action.

Sd/-

Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to :-

All the Financial Commissioners.
All Administrative Secretaries to Government, Haryana;
for information and necessary action.

Sd/-
Superintendent Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Financial Commissioner Haryana.
All Administrative Secretaries to Govt. Haryana.

U.O. No. 6/1(8)/79-1FR-I

Dated, Chandigarh, the 20-4-84

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Minister of State for information of the Chief Ministers/Ministers/Ministers of State.

Sd/-
Superintendent Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries
to the Chief Minister/Ministers/Minister of State

U.O. No. 6/1(8)/79-1FR-I

Dated, Chandigarh, the 20-4-84.

These instructions have become obsolete.

No. 4/3(3)/83-2FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 24th April, 1984

Subject : Incentive for increased deposits in Provident Fund - Matching contribution Scheme.

Sir,

I am directed to invite a reference to the Finance Department letter No. 4/3(3)/83-2FR-I, dated the 7th July, 1983 on the subject noted above and to say that the proviso under para 4(1) of the Haryana General Provident Fund(Special Incentive Scheme, 1983 shall be substituted as below :-

“Provided that in case of employees with more than 25 years service at the commencement of that year the eligibility for matching contribution will remain even if his closing balance is less than the above limit but the reduction has been caused only by the amount of a non-refundable withdrawal availed by him within that year strictly in accordance with the applicable rules, and without obtaining any relaxation there from.”

Yours faithfully,

Sd/-

(S.L. DHANI)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 4/3(3)/83-2FR-(I)

Dated, Chandigarh, 24th April, 1984

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-

(S.L. DHANI)

Joint Secretary Finance, (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to the :-

- (i) Financial Commissioners, Haryana
- (ii) All Administrative Secretaries to Government, Haryana, for information and guidance.

Sd/-
(K.K. ABROL)
Under Secretary Finance, (D)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

- (i) The Financial Commissioners, Haryana.
- (ii) All the Administrative Secretaries to Govt., Haryana.

U.O. No. 4/3(3)/83-2FR-(I)

Dated, Chandigarh, the 24th April, 1984

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretary for information of the Chief Minister/Ministers/Minister of State/Parliamentary Secretary.

Sd/-
(K.K. ABROL)
Under Secretary Finance, (D)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries/to the
Chief Minister/Ministers/Ministers of State and Parliamentary Secy.

U.O. No. 4/3(3)/83-2FR-(I)

Dated, Chandigarh, the 24th April, 1984.

These instructions have become obsolete.

No. 5/7/81-1B&C(18-B)

From

The Commissioner & Secretary to Government,
Haryana, Finance Departments.

To

All Heads of Departments,
Commissioner Ambala and Hisar Divisions,
All the Deputy Commissioners in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,
All the Chairman/Managing Directors of the Corporations/
Govt. Undertakings/Boards in Haryana state.

Dated, Chandigarh, the 27th April, 1984

Subject : Purchase of Contessa Car as staff car.

Sir,

I am directed to address you on the subject noted above and to say that it has come to the notice of the Govt. that some departments /Corporations/Boards are proposing to buy Contessa Car as staff car for their office use. This vehicle has not yet been brought on the rate contract and its engine and suitability as staff car still remain to be checked. In view of this position I am to request you that no order for the purchase of Contessa Car with the concerned authorised dealers should be placed without the prior approval of the Finance Department.

These instructions may please be brought to the notice of all concerned under your control for strict compliance.

Yours faithfully,

Sd/-

(JAGDISH CHANDER)

Under Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/7/81-B&C(18-B)

Dated, the 27th April, 1984

A copy is forwarded to the Accountant General, Haryana (Accounts and Entitlements) Chandigarh, for information.

Sd/-

(JAGDISH CHANDER)

Under Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

680

A copy is forwarded to all the Administrative Secretaries to Govt., Haryana for information and necessary action.

Sd/-
(JAGDISH CHANDER)
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All The Administrative Secretaries to Govt., Haryana.

U.O. No. 5/7/81-B&C(18-B)

Dated, the 27th April, 1984.

These instructions have become obsolete.

MOST IMMEDIATE
DATE BOUND

No. 75/2/84-FD/Pension/SAP

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub-Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 30th April, 1984

Subject : Delay in finalisation of pension cases and measures thereof.

Sir,

I am directed to invite your attention to the subject notice above and to say that the Accountant General, Haryana has desired for the supply of details regarding the total number of employees (Gazetted & Non-gazetted) who had retired/died upto 31/12/1983 and were eligible for pension but whose pension papers have not been sent to his office so far. It is, therefore, requested that consolidated information relating to your department as per the proforma supplied by A.G. Haryana, (copy enclosed) may please be forwarded to him direct, under intimation to your Administrative Department/the Finance Department within a week from the date of issue of this letter, positively.

The information should be consolidated at the level of Heads of Departments. Even if the information is nil a report may please be sent to the Accountant General, Haryana and the others concerned within the prescribed period.

Yours faithfully,

Sd/-

Under Secretary Finance (D),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 75/2/84-FD/Pension/SAP

Dated, Chandigarh, 30th April, 1984

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action with reference to Shri T.R. Handa, Accounts Officer of his

office's D.O. No. Pen.1/Gen 1.5 83-84/82, dated 9-4-1984.

Sd/-
Under Secretary Finance, (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to the :-

1. All Financial Commissioners, Haryana.
2. All Administrative Secretaries to Government, Haryana, for information.

Sd/-
Under Secretary Finance, (D)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

1. All Financial Commissioners, Haryana.
2. All Administrative Secretaries to Govt., Haryana.

U.O. No. 75/2/84-FD/Pension/SAP

Dated, Chandigarh, the 30th April, 1984.

Contd...

Encl.

PROFORMA

Name of the employee	Date of retirement	Date of death	Name of the D.D.O. and Department	Present position regarding preparation of the pension case.	Detailed reasons for non-submission of the pension/gratuity case to A.G., Haryana
1	2	3	4	5	6

***These instructions have been Revised vide
No. 5/7/2005-1B&C, Dated 30.10.2007.***

No. 5/7/81-1B&C(1B)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
in Haryana.

Dated, Chandigarh, the 3rd May, 1984

Subject : Economy in expenditure - Economy in the use of staff Cars.

Sir,

I am directed to invite your attention to the instructions contained in Finance Department's circular letter of even number dated the 25th May, 1981 on the subject noted above and to say that in para-2 thereof it was laid down that the field touring by officers/officials will be restricted to 10 days in a month. It was also explained that the officers/officials who undertake tours beyond 10 days in a month shall not be eligible to draw TA/DA for the journeys exceeding 10 days such journeys could, of course, be got regularised with the concurrence of Finance Department provided those were essential in the public interest.

2. Since the issue of instructions referred to above, a number of departments have been approaching the Finance Department for regularisation of journeys performed by their officers/officials beyond 10 days in a month and also for grant of general relaxation from the purview of the said instruction in case of such categories of Govt. servants who are ordinarily required to tour extensively in public interest. The matter has been reconsidered in the Finance Department and it has been decided that the powers to regularise journeys in excess of 10 days shall henceforth be vested in the Administrative Secretaries. While exercising the power as are now being delegated, the Administrative Secretaries will, however, ensure that the journeys performed in excess of 10 days were really essential and unavoidable in the public interest. However, cases involving the question of grant of general exemption from the purview of the instructions dated the 25th May, 1981 or allowing the performance of journeys more than 10 days in a month as a general measure, would continue to be referred to the Finance Department as per present practice.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Finance Department.

***These instructions have been revised vide
No. 8(1)-84-WM(6) Dated 03.05.1988.***

No. 8(1)84-WM(6)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.
And all District & Sessions Judges in Haryana.

Dated, Chandigarh, the 3rd May, 1984

**Subject : Grant of Cycle Advance - increases in the limit of Cycle Advance from
Rs. 300/- to Rs. 400/-.**

Sir,

In continuation of Haryana Government, Finance Department Letter No. 4969-WM(2)-77/19800, dated 14.7.1977, on the subject, I am directed to say that in view of the increase in the cost of bicycle, it has been decided to raise the maximum amount of Advance for the purchase of bicycle from Rs. 300/- to Rs. 400/- or the actual price of the bicycle whichever is less. It has further been decided that the advance for the purchase of bicycle will only be allowed to class III and IV officials of the state Government. The loan shall be repayable in 20 monthly instalments. Other terms and conditions will remain unchanged.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 8(1)84-WM(6)

Dated, Chandigarh, 3rd May, 1984

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to the :-

- (i) The Financial Commissioners, Revenue &
- (ii) All Administrative Secretaries to Government, Haryana, for information.

Sd/-
Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

- (i) The Financial Commissioners, Revenue and
- (ii) All the Administrative Secretaries to Govt., Haryana.

U.O. No. 8(1)84-WM(6)

Dated, Chandigarh, 3rd May, 1984

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretary for information of the Chief Minister/Ministers/Minister of State/Parliamentary Secretary.

Sd/-
Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Parliamentary Secretary.

U.O. No. 8(1)84-WM(6)

Dated, Chandigarh, 3rd May, 1984.

These instructions have become obsolete.

No. 9/1/84-3FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of the Departments,
Commissioner of Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court.

Dated, Chandigarh, the 8th May, 1984

Subject : Additional Emoluments (Compulsory Deposit) Act, 1974 - Provision for interest payments.

Sir,

I am directed to forward herewith a copy of letter No. F.9(1)-CD/84(11) dated the 19.3.1984, Government of India, Ministry of Finance, Department of Economic Affairs, New Delhi and to request that the contents therein may please be brought to the notice of all Officers under your control for information and necessary action.

Yours faithfully,

Sd/-

Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 9/1/84-3FR-II

Dated, Chandigarh, the 8th May, 1984

A copy, with a copy of its enclosure is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-

Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 9/1/84-3FR-II

Dated, Chandigarh, the 8th May, 1984

A copy, with a copy of its enclosure is forwarded to all Treasury Officers/Assistant Treasury Officers in the State for information and necessary action.

Sd/-

Under Secretary, Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy, with a copy of its enclosure is forwarded to :-

The Financial Commissioner, Haryana.
All Administrative Secretaries to Government, Haryana for information.

Sd/-

Under Secretary, Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner, Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 9/1/84-3FR-II

Dated, Chandigarh, the 8th May, 1984

A copy, with a copy of its enclosure is forwarded to the Principal Secretary/ Secretaries/Private Secretaries to the Chief Minister/Ministers of State/Deputy Minister/Chief Parliamentary Secretary for the information of the Chief Minister/Ministers of State/Deputy Minister/Chief Parliamentary Secretary.

Sd/-

Under Secretary, Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers of State/Deputy Minister/Chief Parliamentary
Secretary.

U.O. No. 9/1/84-3FR-II

Dated, Chandigarh, the 8th May, 1984.

Contd...
Encl.

Copy of letter **No. F.9-(1)-CD/84(II), dated 19th March, 1984** from the Deputy Director Government of India, Ministry of Finance, Department of Economic Affairs, CD-Special Cell, New Delhi to the Financial Secretaries of all State Governments.

Subject : Additional Emoluments (Compulsory Deposit) Act, 1974 - Provision for interest payments.

I am directed to state that even though repayment of the last installment of deposits under the AE(CD) Act, 1974 fell due in July, 1982, not all the deposits have been repaid with the result that both the drawing and disbursing officers and the Treasury Officers, etc. continue to be subscribed with the responsibility for maintenance of the compulsory deposit accounts. It is also necessitated inclusion of provision for interest payments under the above Act in the Budget estimates 1984-85. The provision for such payments to State Government employees during the year 1984-85 has been made under the following sub/detailed heads in Demand "No. 43- Other Expenditure of the Ministry of Finance" for 1984-85.

A.1 -Other Fiscal Services;

A.1(3) -Additional Emoluments (Compulsory Deposit) Act, 1974;

A.1(3)(3)-Interest on deposits in the Additional Wages Deposits Account;

A.1(3)(3)(3) - State Government employees;

A.1(3)(4) - Interest on deposits in the Additional Dearness Allowance Deposit Account;

A.1(3)(4)(3) - State Government employees;

A.1(3)(5) - Interest on deposits in the Additional Dearness Allowance Deposit Account (New);

A.1(3)(5)(3) - State Government employees.

2. There would no change in the procedure for adjustment and reconciliation of expenditure of the above payments laid down in this Ministry's letters No. F9(11)-CD/75, dated 9th September, 1975 and No. F.4(17)-CD/76 (1), dated the 11th November, 1976. In other words, these would continue to be initially adjustable under a distinct sub head "Interest Payment under AE(CD), Act 1974" below the minor head "P.A.O. Suspense-Transactions adjustment by Principal Accounts Officer, Ministry of Finance Department of Economic Affairs" in the State Section of the books of the Accountant General concerned, reimbursement, therefore, being obtained from the Controller of Accounts, Department of Economic Affairs on monthly basis. A reference in this connection is invited to this Ministry's letter No. F.9(18)-CD/79, dated the 3rd March, 1980 regarding watch on reimbursement of interest payments to State Government employees.

3. It is requested that the above position may be brought to the notice of all Heads of Departments/Drawing and Disbursing Officers in the State with instructions that repayment of the balance amounts may be arranged without any further loss of time. They may also be advised to prominently indicate on the top of the bills for drawl of amounts for interest payment the deposit account to which the bill relates.

4. The receipt of this communication may please be acknowledged. Its Hindi version is enclosed.

***These instructions have been Revised vide
No. 28/8/84-2B&C, Dated 15.6.1984.***

No. 28/8/84-2B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner, Ambala and Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,
All Distt. & Session Judges in Haryana.

Dated, Chandigarh, the 8th May, 1984

Subject : Restructuring of the existing Accountant General Officers in various States in to Accountant General (Accounts & Entitlement) and Accountant General (Audit) Offices.

Sir,

I am directed to invite your attention to Finance Department letter of even number dated 15-3-84 on the subject noted above and to say that the following items of work will also be dealt with by the office of the Accountant General (Accounts & Entitlements) Haryana Chandigarh :-

- (i) Issue of authorities to the Treasury Officers to entertain in the bills presented by various Drawing & Disbursing Officers declared by the Govt. under various heads of accounts.
- (ii) Pre-audit of time-barred claims.
- (iii) Verifications of pay fixations.
- (iv) Utilisation certificate in respect of grant-in-aid.

2. I am to request that in future correspondence in respect of these items may kindly be made with the above office. You are also requested to bring these instructions to the notice of all the officers/officials working under your control for strict compliance.

Yours faithfully,

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 28/8/84-2B&C

Dated, Chandigarh, the 8th May, 1984

A copy is forwarded to the (i) Accountant General (Accounts & Entitlement) Haryana, Sector-17, Chandigarh (ii) Accountant General (Audit), Haryana, Sector-17, Chandigarh for information with reference letter No. Central Audit/Co. Ordination/9, dated 30-4-84.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 38(240)-WM(6)-87, Dated 01.12.1987.***

No. 38(33)84-WM(6)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department

To

All Heads of Departments,
Commissioner of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh &
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 24th May, 1984

Subject : Advances to Government servants for the celebration of marriages.

Sir,

I am directed to invite your attention to the Finance Department circular letter No. 5877-WM(4)-80, dated the 1st August 1980, on the subject noted above and to say that due to rise in the price of all the commodities, the matter regarding enhancement of limit for the grant of marriage advance to Govt. servants has been reconsidered by the Finance Department and it has been decided that henceforth the advance will be limited to 20 months' pay or Rs. 5,000/- whichever is more subject to a maximum of Rs. 10,000/-. The second advance will also be sanctioned equivalent to 20 months' pay or Rs. 5,000/- whichever is more, subject to the condition that the balance of the first advance and the amount sanctioned for the second marriage did not exceed Rs. 10,000/-.

2. The Principal of the loan shall be recoverable in 100 monthly installments in all cases of Class II, Class III and Class IV officials/officers. The recovery should be regulated in such a manner that the advance together with the interest thereon is fully recovered from the pay of the official/officer before his/her retirement.

3. All other terms and conditions as laid down by the Finance Department from time to time, remain unchanged.

4. You are requested to acknowledge the receipt of this letter and bring the contents thereof to the notice of all officials/officers working in your department.

Yours faithfully,

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 38(33)84-WM(6)

Dated, Chandigarh, the 24th May, 1984

A copy is forwarded to the Accountant General Haryana,(Accounts) Chandigarh for information.

Sd/-
Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner Revenue, and
All Administrative Secretaries to Govt., Haryana, for information.

Sd/-
Under Secretary Finance
for Commissioner & Secretary to Government
Haryana, Finance Department.

To

The Financial Commissioner Revenue, and
All Administrative Secretaries to Govt., Haryana.

U.O. No. 38(33)84-WM(6)

Dated, Chandigarh, the 24th May, 1984

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Minister/Parliamentary Secretary for information of the Chief Minister/Ministers/State Ministers/Parliamentary Secretary.

Sd/-
Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers/State Ministers/Parliamentary
Secretary.

U.O. No. 38(33)84-WM(6)

Dated, Chandigarh, the 24th May, 1984.

No. 5/41/84-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
Commissioner, Ambala and Hisar Division,
The Registrar, Punjab and Haryana High Court, Haryana.

Dated, Chandigarh, the 25th May, 1984

Subject : Economy in expenditure work load norms for Additional staff.

Sir,

In paragraph 4 of the composite Punjab Govt. letter No. 2295-B&C-63/2831, dated 22nd March, 1963, the work load norms for grant of additional staff were revised upward by 50% in respect of receipts per day to be dealt with by each assistant/dealing hand subject to the condition that receipts requiring less than 5 minutes to deal with were not to be counted. The matter has further been examined in the Finance Department. On the recommendations of the Administrative Reforms organisation, Haryana Civil Secretariat, it has now been decided that each assistant/dealing hand in future will be expected to carry a work load for 1900 man-hours per annum. I am therefore, directed to say that for calculating additional staff in future the revised work load norms will be kept in view and the existing staff will also be required to give the output referred to above. These instructions may kindly be brought to the notice of all concerned.

Yours faithfully,

Sd/-

(JAGDISH CHANDER)

Under Secretary Finance(B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been revised vide
No. 5/7/2005-1B&C, Dt. 30.10.2007.***

No. 5/7/81-1B&C(1B)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana.

Dated, Chandigarh, the 28th May, 1984

Subject : Economy in expenditure - Economy in the use of staff cars.

Sir,

I am directed to refer to the instructions contained in para 2 of the Finance Department circular letter of even number dated 3.5.84 on the subject noted above, under which the powers to regularise journey in excess of 10 days have been vested in Administrative Secretaries to the Government.

2. Enquiry has been made by certain quarters as to from which date, the powers which have now been vested with the Administrative Departments, by virtue of the instructions referred to above, should be deemed to be applicable. In this connection it is clarified that the intention of the Finance Department was that the delegation of the powers will have retrospective effect. In other words, the powers so vested could be exercised by the Administrative Secretaries even in case of matters involving journeys performed in excess of 10 days relating to the period prior to the date of issue of the instructions. It is requested that this position may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-

Under Secretary Finance(B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/6/84-PE&IC (FD)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department in Haryana.

Dated, Chandigarh, the 29th May, 1984

Subject : Guidelines for watching recoveries of Government Loans with interest and dividends etc. from State Undertakings.

Sir,

I am directed to invite your attention to this department letter No. 1/6/78-SAFD, dated 21.3.1979 on the subject noted above and to say that the instructions referred to above provided that in case of non-repayment of loans on due dates, the Government will charge penal interest at 2% per annum above the normal rates on all overdue instalments of principal and interest w.e.f. 1.6.1979, but it has been observed that this clause is not incorporated in the sanctions issued by various departments. It is, therefore, reiterated that this clause of penal interest should invariably be incorporated in all future sanctions/orders of the State Government.

Please acknowledge the receipt of this letter.

Yours faithfully,

Sd/-

Joint Secretary Finance (IF),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 1/6/84-PE&IC (FD),

Dated, Chandigarh, the 29th May, 1984

A copy is forwarded to the Accountant General Haryana for information.

Sd/-

Joint Secretary Finance (IF),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all Financial Commissioners and Administrative Secretaries to Govt. Haryana, for information and necessary action

Sd/-

Joint Secretary Finance (IF),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners &
All Administrative Secretaries to Govt., Haryana.

U.O. No. 1/6/84-PE&IC (FD),

Dated, Chandigarh, the 29th May, 1984

These instructions have been revised vide No. 16/21/86-5WM, Dated 09.05.1986.

No. 2/248/83-WM(5)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners &
Sub Divisional Officers (Civil) in the State,
The Registrar, Punjab & Haryana High Court, and
All District & Session Judges in Haryana.

Dated, Chandigarh, the 4th June, 1984

Subject : Grant of advance for the purchase of Car and Scooter Motorcycle to Government employees - Revision of norms.

Sir,

I am directed to invite a reference to Finance Department letter No. 16/21/79-WM(3), dated 13.5.1980 and No. 16/109/80-WM(3), dated 8.7.1980 on the above subject and to say that in view of further rise in the prices of Cars and Scooters/Motorcycles, it has been decided to enhance the maximum limit of advance for the purchase of those conveyances as under :-

Advance for the purchase of :

(a)	Motor Car	
	Govt. employees drawing pay of Rs. 1500/- and above per month	Rs. 60,000/- or prices of the Motor car whichever is less recoverable in not more than 120 equal monthly instalments.
(b)	Scooter/Motorcycle	
	Govt. employees drawing pay of Rs. 700/- and above per month	Rs. 8,000/- or prices of the Scooter/Motorcycle whichever is less recoverable in not more than 80 equal monthly instalments.

2. All other conditions governing the grant of these advances will remain unchanged. These instructions are effective from the date of issue of this letter.

3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 2/248/83-WM(5)

Dated, Chandigarh, 4th June, 1984

A copy is forwarded to the Accountant General, Haryana (Accounts), Chandigarh for information.

Sd/-
Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner Revenue and
All Administrative Secretaries to Govt., Haryana for information.

Sd/-
Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner Revenue and
All Administrative Secretaries to Govt., Haryana.

U.O. No. 2/248/83-WM(5)

Dated, Chandigarh, 4th June, 1984

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/ Parliamentary Secretary for the information of Chief Minister/Ministers/Ministers of State/Parliamentary Secretary.

Sd/-
Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Parliamentary Secretary.

U.O. No. 2/248/83-WM(5)

Dated, Chandigarh, 4th June, 1984.

No. 34/4/82-WM(3)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department,
Commissioner Ambala & Hisar Divisions,
All Deputy Commissioner and
Sub Divisional Officers (Civil) in the Haryana,
The Registrar, Punjab and Haryana High Court Chandigarh,
All District & Session Judges in Haryana.

Dated, Chandigarh, the 11th June, 1984

Subject : Rate of interest on deposits in the Provident Fund and other similar funds for the financial year 1984-85.

Sir,

In continuation Haryana Government letters of even numbers dated the 6th September, 1983 and 14th September, 1983, on the subject noted above, I am directed to say that it has been decided to fix rates of interest on deposits in the General Provident Fund and other similar funds for the financial year 1984-85 as under :-

(i)	On the balance at the credit of the subscribers on 31.3.1984 and deposits made during the financial year 1984-85	9% p.a.
(ii)	On the excess subscription made in a financial year in the General Provident Fund Account in addition to 12½% of the pay of an employee.	10% p.a.

2. These rates of interest will remain in force during the financial year beginning from 1st April, 1984.

3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/4/82-WM(3)

Dated, Chandigarh, the 11th June, 1984

A copy is forwarded to the Accountant General, Haryana (Accounts), Chandigarh for information in continuation of Finance Department Endst. No. 34/4/82-WM(3), dated the 6th September, 1983 and dated 14.9.1983.

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to :-

The Financial Commissioner, Revenue, Haryana.
All Administrative Secretaries to Govt. Haryana.
for information, in continuation of Finance Department U.O. No. 34/4/82-
WM(3), dated, the 6th September, 1983 and dated 14.9.1983.

Sd/-
Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner, Revenue, Haryana
All Administrative Secretaries to Govt., Haryana.

U.O. No. 34/4/82-WM(3)

Dated, Chandigarh, the 11th June, 1984

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/State Ministers/Ministers/State Ministers/Parliamentary Secretary.

Sd/-
Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/State Ministers/Ministers/State Ministers/
Parliamentary Secretary.

U.O. No. 34/4/82-WM(3)

Dated, Chandigarh, the 11th June, 1984.

***These instructions have been Revised partly vide
No. 28/8/84-2B&C, Dated 31.3.1986.***

No. 28/8/84-2B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner, Ambala and Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 1st/15th June, 1984

Subject : Restructuring of the existing Accountant General Offices in various States in to Accountant General (Accounts & Entitlement) and Accountant General (Audit) Offices.

Sir,

I am directed to invite your attention to Finance Department letter of even number dated 15.3.84 and 8.5.84 on the subject noted above and to enclose a copy of letter No. TM(T)-16(1)/84-85/688-4, dated 30.4.84. with its enclosures received from the Accountant General (Accounts and Entitlements) Haryana wherein the sanctions which are to be sent to the Accountant General (Accounts and Entitlements) and Accountant General (Audit) have been indicated. These lists are not exhaustive. As far as possible all such sanctions which have financial bearings and which concerns whether the Audit or the Accounting functions or both the functions may be sent to respective or both offices.

I am again to request you that the instructions regarding bifurcation of Accountant General Office, Haryana may kindly be followed strictly to enable the Accountant General Haryana to work properly and smoothly.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 28/8/84-2B&C

Dated, Chandigarh, the 1/15-6-1984

A copy is forwarded to the (i) Accountant General (Accounts & Entitlement) Haryana, Sector-17, Chandigarh (ii) Accountant General (Audit), Haryana, Sector-17, Chandigarh for information with reference letter No. TM(T)-16(1)/84-85/688-A, dated 30-4-84.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

701

A copy is forwarded to the Financial Commissioner, Haryana all Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-
Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 28/8/84-2B&C

Dated, Chandigarh, the 1/15-6-1984.

Contd...

Encl.

Copy of letter No. TM(T)-16(1)/84-85/688-A, dated 30.4.84 from Dy. A.G. (Accounts) O/o A.G. Haryana, Chandigarh to the Commissioner & Secy. To Govt. Haryana, Finance Department, Chandigarh.

Subject : Restructuring of the existing Accountant General Offices in various States in to Accountant General Accounts & Entitlements) and Accountant General (Audit) Offices.

I am to invite a reference to this office letter No. TM(T)-16(1)/83-84/851, dated 6.2.1984, on the subject cited above requesting you therein to issue suitable instructions to all Secretaries to Government and Heads of Departments to send copies of sanctions required to be communicated to the Offices of the Accountant General (A&E) and Accountant General (Audit).

2. As earlier intimated the Office of the Accountant General (Audit) which has started functioning from 1st March, 1984 is exclusively entrusted with the responsibilities of audit of transactions relating to Government of Haryana. The Office of the Accountant General (A&E) is concerned with the Compilation and maintenance of accounts, pension, provident fund and other entitlement functions.

3. In view of the fact that both these offices are concerned with the sanctions issued by Government and Government departments in respect of matters falling under their respective functional spheres, an indication has been given in the Statements enclosed about the nature of sanctions which need to be communicated to the different offices. Statement-I shows the sanctions which are to be sent to the Accountant General (A&E), Statement-II relates to sanctions pertaining to Accountant General (Audit).

4. The list given in the enclosed statements cannot be exhaustive. It is, however, requested that as far as possible all such sanctions which have financial bearing and which concerns either the Audit or the Accounting functions or both the functions may be sent to respective or both the offices with a view to facilitate the responsibilities entrusted to the two offices.

5. This issues with the approval of the Accountant General.

Statement - I

Particulars relating to the sanctions which are required to be sent to the Accountant General (Accounts & Entitlements), Haryana, Chandigarh.

1. All sanctions pertaining to Provident Fund Accounts.
2. All sanction pertaining to Payment of pensions and Family Pensions.
3. Budget Estimates/Communications Supplementary grants and Re-appropriation orders.
4. Sanctions regarding Central assistance to State Government.
5. Financial Sanctions pertaining to contingency fund.
6. Sanctions pertaining to loans and advances to Government Servants.
7. Sanctions pertaining to loans and advances to local bodies.
8. All amendments to State Rules relating to Accounting procedure.
9. Sanction to the investigation of time-barred claims of pay and allowances, TA, Medical etc.
10. Sanctions pertaining to journey beyond Jurisdiction of officers whose pay slips are issued by A.G. (A&E).
11. Sanctions pertaining to refund of lapsed deposits and refund bills of revenue side.
12. All sanctions relating to the claims requiring Pre-audit by this office.
13. Sanctions relating to declaration of Drawing & Disbursing officers including cheque drawing authorities of P.W. Departments.

Statement - II

Particulars are relating to the sanctions which are required to be sent to the Accountant General (Audit) Haryana, Chandigarh.

1. Sanctions relating to creation/extension of posts/appointments.
2. Sanctions relating to promotions, reversions, and grant of leave etc. of Senior Officers only (Heads of Departments, Secretaries and other important appointments).
3. Sanctions regarding creation of posts and continuation thereof.
4. Amendments and orders relating to all State Rules, Codes and Manuals, pensions/provident fund, service rules, advances etc.
5. All sanctions regarding administrative, technical and financial approval of schemes, projects and works.
6. All orders and sanctions of a general nature having a bearing on service matters and rules and procedures.
7. Sanctions of periodical and special charges such as renting of buildings etc., unusual charges and expenses.
8. All orders regarding provision of funds, re-appropriation, releases for contingency fund and sections classifiable to contingency fund.
9. Orders involving waivers, writing off of losses, losses per se on whatever account.

These instructions have become obsolete.

No. 4/3(1)/84-2FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 18th June, 1984

Subject : Grant of Non-refundable withdrawals from General Provident Fund to the Subscribers to meet expenditure in connection with the purchase of Plot/ construction of house etc.

Sir,

I am directed to invite a reference to the Finance Department letter No. 4/3(5)/80-2FR-I, dated the 23rd July, 1980 on the above subject and to say that it has come to the notice of the Finance Department that some Administrative Departments are sanctioning non-refundable withdrawal to a subscriber of G.P.Fund for more than one time, for one or more of the purposes, laid down in rule 13.29-B(a) of the Punjab Civil Services Rules Volume. II, It is now clarified that the Administrative Departments are competent to sanction non-refundable withdrawal to a subscriber at any one time during his whole service for one or more of the purposes and down in Rule 13.29-B(a) of the Punjab Civil Services Rules, Volume-II, whether the amount of withdrawal is 90% or less than 90% of the amount standing at the credit of the subscriber of General Provident Fund.

2. If the subscriber justifies his necessity to withdraw amount from his General Provident Fund for more than one occasion for the purposes laid down in above said rule, such cases should be referred to the Finance Department on merit basis, after full scrutiny/ justification and clear recommendations of the Administrative Department.

Yours faithfully,

Sd/-

(S.L. DHANI)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 4/3(1)/84-2FR-I

Dated, Chandigarh, 18th June, 1984

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-
(K.K. ABROL)
Joint Secretary Finance, (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies forwarded to the :-

1. Financial Commissioners, Haryana
2. All Administrative Secretaries to Government, Haryana, for information and guidance.

Sd/-
(K.K. ABROL)
Under Secretary Finance, (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

1. The Financial Commissioners, Haryana.
2. All the Administrative Secretaries to Government, Haryana.

U.O. No. 4/3(1)/84-2FR-I

Dated, Chandigarh, the 18th June, 1984

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretary for information of the Chief Minister/Ministers/Minister of State/Parliamentary Secretary.

Sd/-
(K.K. ABROL)
Under Secretary Finance, (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/2(20)-84-2FR-II

From

The Commissioner & Secretary to Government,
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.

Dated, Chandigarh the 22nd June, 1984

Subject : Payment of interest on delayed payment of Death-cum-retirement Gratuity.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 1/4(5)-79-2FR-II, dated the 9th March, 1981 on the above subject vide which instructions were inter alia issued for the payment of interest on delayed payment of Death-cum-retirement Gratuity. In this connection a case has come to the notice of Government in which the Excise and Taxation Department had referred the case of Sh. B. R. Goel, Excise and Taxation Officer (retired) to the office of the Accountant General, Haryana on 22.12.1981 for issuing PPO/G.P.O. The case remained under correspondence between the Department and the office of the Accountant General, Haryana, and at last PPO/GPO was issued by the office of the Accountant General, Haryana on 3.5.1983. As much of the time. (i.e. nearly 8 months after submitting the final information to the office of the Accountant General, Haryana, by the Department) was taken by the office of the Accountant General, Haryana, a Clarification was sought as to whether the time taken by the Accountant General, Haryana in issuing the PPO/GPO is to be treated as administrative lapse for making payment of interest to the concerned retiree. The matter has been examined and it is clarified that the delay either on the part of the Department or at the level of the Office of the Accountant General, Haryana, is to be treated as an administrative lapse for making payment of interest as the concerned retiree is not, at all, at fault. Under these circumstances it is requested that pension cases, complete in all respect should be sent to the office of the Accountant General, Haryana without any delay and thereafter those should be pursued with the latter's office vigorously so as to avoid financial loss to the Government and Financial hardship to the retiree. I am therefore to request you to please bring these instructions to the notice of all concerned working under your control for strict compliance. Any lapse on the part of Government employee will be taken serious notice of.

2. Receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(S. L. Dhani)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/2(20)-84-2FR-II

Dated, Chandigarh, the 22nd June, 1984

A copy is forwarded to. the Accountant General, (Accounts and Entitlement), Haryana Chandigarh.

2. He is requested to take necessary action in such cases without any loss of time to avoid hardship to the retirees and financial loss to Government.

Sd/-
(S. L. Dhani)
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioners Haryana, and
All Administrative Secretaries to Government Haryana, for information and
necessary action.

Sd/-
(K.K. Abrol)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department

To

The Financial Commissioners, Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 1/2(20)-842FR-II (11)

Dated, Chandigarh, the 22nd June, 1984

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretaries for information of the Chief Minister/Ministers/Ministers of State/Parliamentary Secretaries.

Sd/-
(K.K. Abrol)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department

To

The Principal Secretary/Secretaries/Private Secretaries to
Chief Minister/Ministers of State/Parliamentary Secretaries.

U.O. No. 1/2(20)-84-2FR-II

Dated, Chandigarh, the 22nd June, 1984.

No. 10(20)-83-4FR-I
GOVT. OF HARYANA
DEPARTMENT OF FINANCE
(Finance Regulations)

To

The Secretary Haryana Vidhan Sabha.
The Secretary, Public Service Commission, Haryana.
The Legal Remembrancer & Secretary to Govt.,
Haryana, Law & Legislative Department.

Dated, Chandigarh, the 27th June, 1984

Subject : Grant of Special Pay to the Assistants & Clerks of Haryana Vidhan Sabha, Public Service Commission Haryana & L.R. Office.

Sir,

I am directed to convey the sanction of the Governor of Haryana to the grant of Special Pay to the Assistants & Clerk of the Haryana Vidhan Sabha, Public Service Commission & the Office of the Legal Remembrancer Haryana, as indicated below :-

Sr. No.	Designation of the Post	Scale of pay	Amount of Special pay
1.	Assistants	525-1050 (T.S.) 700-1250(S.G.)	Rs. 30/-P.M.
2.	Clerks	400-660(T.S.) 480-760(S.G.)	Rs. 20/-P.M.

2. This decision will take effect from the date of issue of this letter.

Yours faithfully,

Sd/-
(S.L. Dhani)
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 10(20)-83-4FR-I

Dated, Chandigarh, the 27-6-1984.

No. 2/2(4)-84-2FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Head of Departments,
Commissioner, Ambala and Hisar Divisions,
All Deputy Commissioner and
Sub Divisional Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 27th June, 1984

Subject : Drawal of Funds in advance of requirements.

Sir,

I am directed to address you on the subject noted above and to say that rules 2.10(b)(5) and 7.12(i) of Punjab Financial Rules Vol. I read with rule 6.2 of Subsidiary Treasury Rules stipulated that money should not be drawn from the Treasury unless required for immediate disbursement or has already been paid out of permanent advance. Drawal of advances from the Treasury for the execution of works, completion of which is likely to take considerable time, is also inadmissible. Any unspent balance is required to be refund into the Treasury promptly.

2. Despite these provision, it has been brought to the notice of the Finance Department by the Accountant General Haryana, that test check in audit of certain offices revealed that huge funds drawn during March, 1978, March, 1980, March, 1981, March, 1982, March, 1983, for purpose of material, execution of works disbursement of subsidy etc. were retained in the form of cash of Remittance Treasury Receipts etc. Out of this amount so retained, some disbursements of course, were made and some amount was also refunded into the Treasury subsequently. Finance Department take a serious view of such lapses and felt that this tendency of drawal of funds in advance of requirements is not desirable and needs to be curbed immediately.

3. I am therefore to request you to issue suitable instructions to the subordinate under your control in this regard.

Yours faithfully,

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all Financial Commissioners and Administrative Secretaries to Govt. Haryana.

2. They are also requested to ensure that such lapses do not occur in the departments under their control.

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Financial Commissioners and Commissioners and
Administrative Secretaries to Govt., Haryana.

U.O. No. 2/2(4)84-2FR-II

Dated, Chandigarh, the 27th June, 1984

No. 2/2(4)84-2FR-II

Dated, Chandigarh, the 27th June, 1984

A copy is forwarded to the Accountant General, Haryana with reference to his letter No. C.A.(Civil) 40-5/83-84/287, dated 15.6.84 for information.

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 2/2(4)84-2FR-II

Dated, Chandigarh, the 27th June, 1984

A copy is forwarded to the Secretary, Haryana Vidhan Sabha for information of the Public Accounts Committee.

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all Branch Officers/ Superintendents/Deputy Superintendents in Finance Departments for information.

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Branch Officers/Superintendents/
Deputy Superintendents in finance Department.

U.O. No. 2/2(4)84-2FR-II

Dated, Chandigarh, the 27th June, 1984.

***These instructions have been Revised vide
No. 419-2FICW-91, Dated 28.02.1991.***

No. 1815-2FICW-84

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
Deputy Commissioners and
Sub Divisional Officers, (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 29th June, 1984

Subject : Grant of House Rent Allowance to Government employees stationed at Gurgaon.

Sir,

I am directed to invite a reference to Haryana Government Finance Department circular letters No. 768-2FICW-83 dated 4-4-1983 and 11/25/80-FICW(2) dated 14th July, 1980 and to state that for the purpose of grant of House Rent Allowance, it has been decided to treat Gurgaon as 'A' Class city. The Government employees station at Gurgaon will henceforth be entitled to draw House Rent Allowance at the rates mentioned in the letter dated 14-7-1980 and subject to the same conditions as laid down in the letters referred to above.

2. These orders shall take effect from the date of issue of orders.

Yours faithfully,

Sd/-

(S. L. Dhani)

Joint Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 4/1/84-3FR-II/2065

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 29th June, 1984

Subject : Grant of Dearness Allowance to Haryana Government employees.

I am directed to invite a reference to Finance Department circular letter No. 4/1/83-3FR-II/2347, dated 11-10-1983, on the subject noted above/ and to say that the State Government have had under Consideration the question of granting further relief to its employees consequent upon increase in 12 monthly average Consumer Price Index from 496 to 504, 504 to 512 and 512 to 520. It has now been decided to grant relief with effect from 1st August, 1983, 1st October, 1983 and 1st November, 1983 on the revised scales of pay at the rate given below :-

Pay Range	Rate of D.A. per mensem (inclusive of the previous installments granted vide letter No. 4/1/83-3FR-II/2347, dated 11-10-1983).
(a) With effect from 1-8-1983 (at 12 monthly average Consumer Price Index 504)	
Upto Rs. 600/-	63.25% of pay subject to a maximum of Rs. 368/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/- .
Above Rs. 600 and upto Rs. 2000/-	51.75% of pay subject to a minimum of Rs. 368/- and a maximum of Rs. 690/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/- .
Above Rs. 2000/- and upto Rs. 2060/-	Amount by which pay + D.A. does not exceed Rs. 2690/- plus Rs. 7/- on account of restoration of cut.
Above Rs. 2060/-	The rates of D.A. as sanctioned in para 1(c) of F.D letter No. 4/1/83-3FR-II/2347, dated 11-10-1983 shall remain unchanged.
(b) with effect from 1-10-1983 (at 12 monthly average Consumer Price Index 512)	
Upto Rs. 600/-	66% of pay subject to a maximum of Rs. 384/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/- .
Above Rs. 600/- and upto Rs. 2399/-	54% of pay subject to a minimum of Rs. 384/- and a maximum of Rs. 720/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/- .
Rs. 2400 to Rs. 2749/-	Rs. 1090/- minus the amount of ADA-I & II at 320 C.P.I if any merged at the time of fixation of pay in the raised scales.
Rs. 2750/- and above	Rs. 1350/-
(d) with effect from 1-11-1983 (at 12 monthly average Consumer Price Index 520)	
Upto Rs. 600/-	68.75% of pay subject to a maximum of Rs. 400/- plus 0.5% of pay on account of restoration of cut subject to maximum of Rs. 2/-
Above Rs. 600/- and upto Rs. 1400/-	56.25% of pay subject to a minimum of Rs. 400/- and a maximum of Rs. 750/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/-
Above Rs. 1400/- and upto Rs. 1430/-	Amount by which pay plus D.A. does not exceed Rs. 2150/- plus Rs. 7/- on account of restoration of cut.
Above Rs. 1430/-	As per (b) above.

Note I. The amount of Dearness Allowance admissible now or in future on pay of Rs. 2400/- p.m. and above would be reduced by the amount of Additional Dearness Allowance (I&II) merged at the time of fixation of pay in the revised scale. However, if the amount of A.D.A. merged in revised pay is more than or equal to the amount of dearness allowance admissible, no dearness allowance would be paid.

Note II. In case of persons whose pay has been fixed directly at Rs. 2400/- and above in the revised scale of pay, the amount of Rs. 363/- notionally admissible to them as A.D.A. (I&II) at 320 points CPI would be deducted from the amount of admissible dearness allowance.

Note III. The term 'pay' would include Basic Pay, Personal Pay, Special Pay, Overseas Pay and Deputation Allowance, where admissible as defined in Rule 2.44 of C.S.R Vol.-I, Part-I.

Note IV. The payments on account of Dearness Allowance would be rounded off to the nearest 10 Paise.

2. In case of employees who opt to continue in the un-revised scales of pay, whose pay scales have not yet been revised and the teaching personnel of Education Department (Colleges Cadre) who are in receipt of U.G.C. scales of pay the amount classified as Dearness Pay as detailed below, will be treated as 'Pay' for calculation of admissible dearness allowance.

(a) In case of those who opt to continue in the un-revised scales of pay and whose pay scales have not yet been revised.

Dearness Allowance, Ad-hoc Relief and Additional Dearness Allowance (I&II), upto 12 monthly Consumer Price Index=320 (1960 base=100) minus excess payment of adhoc relief.

(b) In case of teaching personnel of the Department of Education (Colleges Cadre) who are in receipt of U.G.C. scales of pay.

Additional Dearness Allowance (I&II) upto 12 monthly Consumer Price Index 320 (1960 base=100) minus excess payment of adhoc relief.

3. The general conditions of the payment of Dearness Allowance would continue to be the same as in force at present.

4. The amount of arrears on account of the above installments of Dearness Allowance for the period from 1-8-83 to 30-6-84 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees who have no such accounts the amount of such arrears will be invested in the Post Office Savings Certificates.

5. Payment of further Adhoc Dearness Allowance admissible to senior Officers getting basic pay above Rs. 1881 will continue to be regulated under Finance Department Circular letter No. 4/1/83-3FR-II/2346, dated 06.02.1984.

6. These orders are also applicable to the work charged employees.

7. The above order will not apply to :-

(i) Staff paid from contingencies;

- (ii) Casual Labour;
- (iii) Staff employed on daily wages those working on piece rate system; and
- (iv) those employed on contract basis except Dearness Allowance is admissible terms of their contract.

Yours faithfully,

Sd/-

(S.L Dhani)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been Modified vide
No. 11/61/83-1FR-II, Dated 15.03.1988***

No. 11/61/83-1FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 4th July, 1984

Subject : Grant of maternity leave to female Government employee appointed on adhoc basis.

Sir,

I am directed to invite a reference to the Haryana Government Finance Department Circular No. 11/61/83-1FR-II, dated 10-8-1983, on the subject noted above and to say that doubts have been expressed in certain Departments as to the manner of deciding the cases where the female Government employee had already proceeded on maternity leave before the issue of these instructions. It is accordingly clarified that where the maternity leave had already been sanctioned to female Government employee, appointed on adhoc basis, before the issue of the above mentioned instructions, the period of such leave, upto the date of issue of these instructions, may be treated as maternity leave and the remaining period as leave of the kind due.

2. These instructions may be brought to the notice of all concerned.

Yours faithfully,

Sd/-
(S.L. DHANI)
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 11/61/83-1FR-II

Dated, Chandigarh, 4-7-1984

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-
(S.L. DHANI)
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies forwarded to the :-

1. All the Financial Commissioners, Haryana.
2. All Administrative Secretaries to Government, Haryana, for information and guidance.

Sd/-
(K.K. ABROL)
Under Secretary Finance, (D)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

1. All the Financial Commissioners, Haryana.
2. All the Administrative Secretaries to Govt., Haryana.

U.O. No. 11/61/83-1FR-II

Dated, Chandigarh, 4-7-1984

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretary for information of the Chief Minister/Ministers/Minister of State/Parliamentary Secretary.

Sd/-
(K.K. ABROL)
Under Secretary Finance, (D)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries/to the
Chief Minister/Ministers/Ministers of State and Parliamentary Secy.

U.O. No. 11/61/83-1FR-II

Dated, Chandigarh, 4-7-1984.

***These instructions have been clarified vide
No. 11/111/01-4FR-II, Dated 29.04.2002.***

No. 11/95/83-1FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Head of Departments,
Commissioners, Ambala/Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 4th July, 1984

Subject : Cash payment in lieu of unutilised earned leave on the date of retirement

Sir,

I am directed to invite a reference to the instructions contained in Haryana Govt. F.D. Letter No. 11/5/78-1FR-II, dt. 13/2/78 on the basis of decision taken by the Govt. of India, the State Govt. has decided that the authority competent to grant leave, may withhold whole or part of cash equivalent of earned leave in the case of a Govt. servant who retires from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on the conclusion of the proceedings against him. On the conclusion of the proceedings he will become eligible to the amount so withheld after adjustment of Government dues, if any.

2. Necessary amendments to the relevant rules will be issued in due course.

Yours faithfully,

Sd/-
(S.L. Dhani)
Joint Secretary, Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 11/95/83-I-FR-II

Dated, Chandigarh, the 4-7-1984

A copy is forwarded to the Accountant General, Haryana Chandigarh for information and necessary action.

Sd/-
(S.L. Dhani)
Joint Secretary, Finance (P.R.)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to the :-

Financial Commissioners, Haryana,
All Administrative Secretaries to Govt. Haryana for information and necessary
action.

Sd/-
(K. K. Abrol)
Under Secretary, Finance (P.R.)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners, Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 11/95/83-I-FR-II

Dated, Chandigarh, the 4-7-1984

A copy is forwarded to Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

Sd/-
(K. K. Abrol)
Under Secretary, Finance (P.R.)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State Parliamentary Secretaries.

U.O. No. 11/95/83-I-FR-II

Dated, Chandigarh, the 4-7-1984.

No. 34/1/83-WM(3)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions and
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State,
The Registrar, Punjab and Haryana High Court and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 6th July, 1984

Subject : Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Govt. servants during the year 1984-85.

Sir,

I am directed to inform that it has been decided that the rate of interest to be charged on House Building/Motor car/Scooter/Motor cycle/Moped and Cycle advances granted to Government servants during the year 1984-85 will be 8% (Eight percent) per annum with effect from 1st April, 1984.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/1/83-WM(3)

Dated, Chandigarh, the 6-7-1984

A copy is forwarded to the Accountant General (Accounts), Haryana, Chandigarh for information and necessary action.

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the All Financial Commissioners and Administrative Secretaries to Govt. Haryana for information necessary action.

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Financial Commissioners, Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 34/1/83-WM(3)

Dated, Chandigarh, the 6-7-1984

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Minister/Parliamentary Secretary for information.

Sd/-
Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers/State Ministers/Parliamentary Secy.

U.O. No. 34/1/83-WM(3)

Dated, Chandigarh, the 6-7-1984.

***These instructions have been Revised vide
No. 5/27/98-1FR-II(Part-I), Dated 29.7.1998.***

No. 5/35/84-1FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 25th July, 1984

Subject : Revised rates of Travelling Allowance, Daily Allowance etc. admissible on new scales of pay.

Sir,

I am directed to invite a reference to para 2(d) of Haryana Government, Finance Department, letter No. 5/1-80-1FR-II dated 21-2-1980, wherein it is laid down that Grade-I employees would be entitled to perform journey by Private car and Grade-II and III employees by motor cycle/scooter, with the permission of competent authority. The question of allowing the road mileage for the journey performed by ordinary cycle had been engaging the attention of Government for sometime past. After careful consideration, it has now been decided that if the journey is performed by ordinary cycle by any employee, with the permission of the competent authority, road mileage would be paid @ 15 paise per kilometer.

2. The above instruction will take effect from the date of issue of this letter.
3. Necessary amendment to the relevant rules in Punjab civil Services Rules, Volume III (T.A. Rules), as applicable to Haryana Government employees, will be issued in due course.

Yours faithfully,

Sd/-

(S.L. DHANI)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/35/84-1FR-II

Dated, Chandigarh, 25-7-1984

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-

(S.L. DHANI)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies forwarded to the :-

1. All the Financial Commissioners, Haryana and
2. All Administrative Secretaries to Government, Haryana, for information and necessary action.

Sd/-

(S.L. DHANI)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

1. All the Financial Commissioners, Haryana, and
2. All the Administrative Secretaries to Govt., Haryana.

No. 5/35/84-1FR-II

Dated, Chandigarh, 25-7-1984

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretaries for information of the Chief Minister/Ministers/Minister of State/Parliamentary Secretaries.

Sd/-

(S.L. DHANI)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State and Parliamentary Secys.

U.O. No. 5/35/84-1FR-II

Dated, Chandigarh, 25-7-1984.

<p><i>These instructions have become obsolete.</i></p>

No. 4/4(2)/84-2FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 25th July, 1984

Subject : Upkeep of General Provident Fund Accounts.

Sir,

I am directed to invite a reference to the subject noted above and to say that the Accountant General, Haryana, has brought to the notice of the Government certain common omissions/mistakes which are generally committed by the Drawing and Disbursing officers/Head of offices. They are discussed as follows :-

1. The Heads of Departments/Heads of offices while forwarding the part-II of the Final payment application form P.F.9, P.F.9-A and P.F.9-B of provident Funds cases are required to give the details of advances/withdrawals drawn out of provident fund account during 12 month immediately preceding the date of quitting service/death of the subscriber or furnish a certificate to the effect that neither any temporary nor any non-refundable advance has been sanctioned to the subscriber concerned during the said period. It has been reported that in routine such certificates are being recorded by some departments without verification.

Such omissions/mistakes are serious and can lead to overpayment which, in the case of persons no longer in service, are very difficult, rather impossible, to recover. It is, therefore, requested that such practice should be stopped immediately and before forwarding the applications of final payment of provident fund to the Accountant General, the information given in the application should be carefully checked and verified from the office record.

2. Payment authorities for final payment of Provident Fund are issued by the Accountant General, Haryana in form G.P.F. II. As per para 2 of the said form the Drawing and Disbursing Authorities are required to ensure that disbursement is made in terms of General Provident Funds Rules and a certificate of disbursement furnished in the next establishment bill. Such disbursement certificates are not being sent to the Accountant General, Haryana, with the result that his office remains unaware about the payments having been made to the right persons and record of his office remains incomplete.

It is requested that, in future, in all cases, disbursement certificates should be sent to the Accountant General, Haryana, soon after payment is made to the persons authorized to receive payment.

3. In many cases the name of the subscriber or G.P.Fund account Number noted in the schedules is given incorrectly. In case of transferred employees, the name of the office from which a subscriber has been transferred is generally not indicated in the G.P.Fund schedules. In case of cash deposits on account of G.P.Fund subscriptions, the amount is generally shown in lump-sum in the cash account by the T.Os. and account wise details are not furnished. Sometimes even the name of the D.D.O. is not indicated in the cash account. In the case of late credits of the amount related to arrears of D.A., interim relief etc. in the account of subscribers, in many cases, the arrears are drawn by the D.D.O. other than the one where the subscriber happens to work at the time of drawal of arrear. But in the G.P.Fund Schedules, no information is given about the office to which the subscriber has been transferred. Again in Finance Department letter no. 6339-7FR-75/41568, dated the 1st December, 1975, all Heads of Departments etc. were asked to depute periodically a departmental representative to reconcile the G.P.Fund Account in consultation with the Accountant General, Haryana's office. However, practically no reconciliation of G.P.Fund Accounts is being done. When annual G.P.Fund Account Statements are sent to the D.D.Os. they generally do not distribute these statements to the subscribers.

Such commissions/mistakes should not be repeated in future and the instructions issued by the Finance Department from time to time, on the subject, should be strictly complied.

4. As regards the issue of G.P.Fund Statements for the year, 1983-84, all Heads of offices working under you may please be instructed to send, to the office of the Accountant General, Haryana lists (in duplicate) of the subscribers who are at present working with them (D.D.O. wise) in the proforma given below, so that arrangement may be made by the Accountant General, Haryana to dispatch the annual statements at correct address. The list should be prepared in serial order of the account numbers allotted to the subscribers by the office of Accountant General, Haryana :-

Sr. No.	Name of Office	Account No. Allotted by A.G., Haryana	Name of the Subscriber(s)	Designation	Remarks
1.	2.	3.	4.	5.	6.

The list may be furnished complete in all respect. The complete addresses of the subscribers, on deputation to other offices, may also be given separately. If, in any case, the subscriber(s) had not subscribed to the Provident Fund for the full year 1983-84 in the Institution(s), where he is now working the name of previous institutions, where subscription were made, may please be indicated in the remarks column of the statement against the names of the subscriber concerned. These lists should positively reach the Accountant General, Haryana Chandigarh by the 15th August, 1984.

In view of the above you are requested to instruct all concerned under your charge to avoid such mistakes/omissions.

Yours faithfully,

Sd/-

(S.L. DHANI)

Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 4/4(2)/84-2FR-(I)

Dated, Chandigarh, 25th July, 1984

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action with reference to his letter No. Fds. I/AS-Gen/84-85/159, dated 4-5-1984, D.O. No. Fds. 1/AS-Gen/84-85/171, dated 5-5-1984] No. Fds. 1/AS-53/84-85/196, dated 19-5-1984 and Fds. I/AS-14/AC/84-85/258, dated 29-5-1984.

Sd/-
(S.L. DHANI)
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to the :-

- (i) Financial Commissioners, Haryana,
- (ii) All Administrative Secretaries to Government, Haryana, for information and guidance.

Sd/-
(K.K. ABROL)
Under Secretary Finance, (D)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

- (i) The Financial Commissioners, Haryana.
- (ii) All the Administrative Secretaries to Govt., Haryana.

U.O. No. 4/4(2)/84- 2FR-(I)

Dated, Chandigarh, the 25th July, 1984

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretary for information of the Chief Minister/Ministers/Minister of State/Parliamentary Secretary.

Sd/-
(K.K. ABROL)
Under Secretary Finance, (D)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries/to the
Chief Minister/Ministers/Ministers of State and Parliamentary Secy.

U.O. No. 4/4(2)/84-2FR-(I)

Dated, Chandigarh, the 25th July, 1984.

<p><i>These instructions have become obsolete.</i></p>

IMMEDIATE**No. 1/5/84-1B&C**

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana.

Dated, Chandigarh, the 25th July, 1984**Subject : Preparation of Budget Estimates 1984-85 - information regarding B.M. Form-10.**

Sir,

I am directed to invite your attention to F.D. Circular letter No. 1/2/83-1B&C, dated 5.7.1983 on the subject notice above wherein it was made obligatory for the departments to furnish information in B.M. Form-10 while forwarding their budget returns to the Finance Department. It has, however, been observed that such information is not being supplied to the Finance Departments by most of the departments and in certain cases the information received is partial. Furnishing of information in B.M. Form-10 is imperative for framing the budget estimates in so far as these relate to determination of provisions to be made for salaries and wages. Non receipt of this information also results in delay in framing the budget estimates of the state Government. I am, therefore, to request you to kindly ensure that information in respect of your department in B.M. Form-10, if not already furnished, be sent to the Finance Department (in concerned branch) by the 30th July, 1984 positively, failing which Finance Department will be constrained to limit your budget provisions for the year 1984-85 on account of salaries/D.A. to the budget grant sanctioned for the year 1983-84. These instructions should be brought to the notice of all concerned for necessary action and strict compliance.

Yours faithfully,

Sd/-

Under Secretary Finance (D)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-

Under Secretary Finance (D)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

1. All the Administrative Secretaries to Govt., Haryana.

U.O. No. 1/5/84-1B&C

Dated, Chandigarh, 25-7-1984

1. A copy is forwarded to all Branch Officers/Superintendents in Finance Department for information and necessary action with reference to F.D. U.O. of even number, dated 9.7.84.
2. They are requested to personally to ensure that the requisite information is obtained from the concerned departments by the prescribed date positively their estimates are scrutinized on the basis of information received from them.

Sd/-

Under Secretary Finance (D)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Branch Officers/Superintendents in Finance Department.

U.O. No. 1/5/84-1B&CI

Dated, Chandigarh, 25-7-1984.

No. 34/1/83-3WM(Marriage)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions and
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State,
The Registrar, Punjab and Haryana High Court and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 30th July, 1984

Subject : Rate of interest to be charged on Marriage advance granted to Govt. servants during the Financial year 1984-85.

Sir,

In continuation of Haryana Govt. letter No. 34/1/83-WM(3)(Marriage), dated 30.11.1983 on the above subject, I am directed to inform you that the rate of interest to be charged on marriage advances granted to Govt. Servants during the year 1984-85 will be 9% (Nine percent) per annum.

2. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/1/83-3WM(Marriage)

Dated, Chandigarh, the

A copy is forwarded to the Accountant General (Accounts), Chandigarh for information and necessary action in continuation of Finance Department No. 34/1/83-3WM(Marriage). dated 30.11.83.

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to :-

The Financial Commissioners, Revenue, Haryana and

All Administrative Secretaries to Govt., Haryana for information and necessary action

Sd/-
Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner & Secretary to Govt., Haryana.
Revenue Department.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 34/1/83-WM(3)

Dated, Chandigarh, the

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Minister/Parliamentary Secretary in continuation of Finance Department U.O. No. 34/1/83-3WM, dated 30.11.83 for the information of Chief Minister/Ministers/State Minister/Parliamentary Secretary.

Sd/-
Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers/State Ministers/Parliamentary Secy.

U.O. No. 34/1/83-WM(Marriage),

Dated, Chandigarh, the

Sd/-
Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/3(3)-84-2FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 1st August, 1984

Subject : Grant of relief to Haryana Government pensioners/recipients of family pension and extra ordinary family pension.

Sir,

I am directed to invite a reference to the correspondence resting with Finance Department circular letter No. 1/3(1)-81-2-FR-II, dated the 14th December. 1983. on the above subject and to say that consequent upon the rise in the cost of living (i.e. Average Consumer Price Index raising from 496 to 504, 504 to 512 and 512 to 520 points), the State Government had been considering for some time past, the question of affording further relief to Haryana Government pensioners as well as to the recipients of family pension and extraordinary family pension. It has now been decided to grant them further three installments of relief with effect from 1st August, 1983, October, 1983 and 1st November, 1983 each at the rate of 2.5% of their pension with a minimum of Rs. 2.50 and a maximum of Rs. 12.50 per mensum.

2. With the grant of relief mentioned above the pensioners and recipients of family pension will be entitled to total relief as under :

Date	Rate of relief in the case of Govt. employees who retired on or before 31.3.1979	Rate of relief in the case of Govt. employees who retired / retire on or after 1.4.1979.
1.8.83 to 30.9.83	55% of pension subject to a minimum of Rs. 55.00 and a maximum of Rs. 275.00	60% of pension subject to a minimum of Rs. 60.00 and a maximum of Rs. 300.00.
1.10.83 to 31.10.83	57½ of pension subject to minimum of Rs. 57.50 and a maximum of Rs. 287.50	62½% of pension subject to a minimum of Rs. 62.50 and a maximum of Rs. 312.50.
1.11.83 onwards	60% of pension subject to a minimum of Rs. 60.00 and a maximum of Rs. 300.00	65% of pension subject to a minimum of Rs. 65.00 and a maximum of Rs. 325.00

In the case of pensioners and recipients of family pension retired prior to 1.4.1979, the at the above rates will be calculated with reference to the pension as determined on 1.4.1979 in terms of para. (5) of Finance Department circular letter No. 11/1PR(FD)-81, dated

19.3.1981. The relief as calculated above will be expressed in whole rupees and for this purpose the fraction of a rupee will be rounded off to the next higher rupee:-

3. These orders will not apply to pensioners. Whose pensions have been determined on ad hoc basis without reference to the emoluments drawn by them i.e. political pension, special pension, war risk pension etc The relief will also not be admissible to the re- employed pension, the period of their re-employment.

4. The expenditure involved will be debitable to the Major Head "266- Pension and other Retirement Benefits".

Yours faithfully,

Sd/-

(S.L Dhani)

Joint Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 28/40/84-5B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana and
Commissioners, Ambala and Hisar Divisions,
All the Deputy Commissioners and
All Sub Divisional Officers (Civil) in the Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh &
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 2nd August, 1984

Subject : Rounding off transactions to the nearest multiple of 5 paise.

Sir,

I am directed to invite your attention to the subject noted above and to say that the Government of India has some time ago discontinued minting of 1 paise, 2 paise and 3 paise coins. In order to avoid inconvenience to the public in day-to-day transactions as a result of withdrawal of 1 paise, 2 paise and 3 paise coins from circulation, you are requested that all transactions (e.g. fees/taxes/levies/fixation of prices of essential commodities/materials/manufactured articles/services/banks and insurance transactions/fares collectible by the Government etc.) may please be rounded off to the nearest multiples of 5 paise.

2. These instructions may please be brought to the notice of the staff working under your control for strict compliance.

Yours faithfully,

Sd/-

Under Secretary Finance (Dev.)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 28/40/84-5B&C

Dated 2.8.1984

A copy is forwarded to the Under Secretary to the Govt. of India. Ministry of Finance, Department of Economic Affairs, New Delhi with reference to his letter No. F.1/8/82-Coin dated 28th May, 1984, for information

Sd/-

Under Secretary Finance (Dev.)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 28/40/84-5B&C

Dated 2.8.1984

A copy is forwarded to the (i) Accountant General (A&E) and (II) Accountant General (Audit), Haryana for information.

Sd/-
Under Secretary Finance (Dev.)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all Financial Commissioners and all Administrative Secretaries to Government, Haryana, for information.

A copy is forwarded to :-

The Financial Commissioners, Revenue, Haryana and
All Administrative Secretaries to Govt., Haryana,
for information and necessary action.

Sd/-
Under Secretary Finance (Dev)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Financial Commissioners to Govt., Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 28/40/84-5B&C

Dated 2.8.1984.

***These instructions have been Revised vide
No. 1011-2FICW-91, Dated 30.04.1991.***

Copy of letter **No. 77-2FICW-83, dated 13th August, 1984** from Commissioner & Secretary to Govt. Haryana, Finance Department, to all Heads of Departments, (Located at Chandigarh) Registrar, Punjab and Haryana High Court.

Subject : Recovery of licence fee in respect of Govt. accommodation allotted to the Haryana Government employees in Chandigarh.

Sir,

I am directed to invite a reference to Finance Department letter No. 11/106-2FICW-80 dated 6-7-81 wherein it was decided that recovery of house rents in respect of Govt. accommodation be made at the following rates :

(i)	Upto Rs. 1000/-	5%
(ii)	Above Rs. 1000/- but upto Rs. 2000/-	7½%
(iii)	Exceeding Rs. 2000/-	10%

The revised rates were made effective from 1-4-1981 but the recovery of house rent for the period from 1-4-1979 to 31-3-1981 was to be made at the old rate of 10% on the pre revised scale of pay. As the Chandigarh Administration holds the administrative control over the Government accommodation at Chandigarh it was insisted by the Chandigarh Administration that the house rent should be recovered @ 10% of the pay or standard rent, whichever is less or the difference in the rate of rent be borne by the State Government.

2. The matter was again considered with a view of bringing uniformity in the rate of recovery for Government accommodation at Chandigarh and other place in Haryana it has now been decided that the difference between the rent chargeable under FR 45-A and the rate prescribed in the letter referred to above would be borne by the State Government.

3. Finance Department letter No. 11/117/81-2FICW, dated 2-11-1982 may be treated as cancelled.

These orders will take effect from 1-4-1981.

No. 4/1/84-3FR-II/2236

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 13th August, 1984

Subject : Payment of further adhoc Dearness Allowance to Senior Officers.

Sir,

I am directed to invite a reference to Finance Department letter No. 4/1/83-3FR-II/2326 dated 6.2.84 on the subject noted above and to say that the State Government have decided that with effect from 1.10.1983, in addition to the rates of dearness allowance specified in para 1(a)(b)(c) of circular letter No. 4/1/84-3FR-II/2065, dated 29.6.1984 (in so far as Senior Officers getting pay above Rs. 2004/- p.m. in the revised scale are concerned), the following adhoc dearness allowance will be payable to Senior Officers, getting pay above Rs. 2004/- p.m. in the revised scale of pay in lieu of the Adhoc dearness allowance already sanctioned:-

Pay Range	Rate of further dearness allowance per mensem.
Rs. 2005-2749/-	71% of (basic pay and N.P.A. in the case of doctors minus the amount of ADA-I and II sanctioned upto 12 monthly average C.P.I. 320 already merged in the pay of the employees for the purpose of pay fixation on the appointed day) less Rs. 1090/- subject to the further condition that the increase in total Dearness Allowance payable by this order from 1.10.83 shall not exceed Rs. 150/- p.m.
Rs. 2750/- and above	Rs. 600/-

2. Payment of further Ad-hoc Dearness Allowance admissible to Senior Officers getting basic pay above Rs. 1881/- to 2004/- will continue to be regulated under Finance Department circular letter No. 4/1/83-3FR-II/2346, dated 6.2.84.

Note I. In the case of officers whose Pay on 1.4.79 in the unrevised scales of pay was less than Rs. 2400/- the amount of ADA-I and II at 320 C.P.I. merged in their pay may be deducted from the pay on 1.1.83 and onward for calculating the adhoc dearness allowance.

Note II. In case of officers whose Pay on 1.4.79 in the pre-revised scales of pay was Rs. 2400/- and above, deduction from their pay 1.1.83 and onward, may be made while calculating adhoc dearness allowance.

Note III. In the case of officers whose Pay has been fixed directly in the revised scales the amount of Rs. 363/- notionally admissible to them as ADA-I and II would be deducted from their basic pay for determining the amount of admissible adhoc dearness allowance.

3. In case of employees in receipt of pay in U.G.C. Pay Scales and also those who have been allowed to retain the unrevised scales of pay, the rate of adhoc dearness allowance will be as under :

Pay Range	Rate of further dearness allowance per mensum.
Rs. 1642-2749/-	71% of basic pay and N.P.A. (in the case of doctors only) less Rs. 1090/- subject to the further condition that the increase in total Dearness Allowance payable by this order from 1.10.83 shall not exceed Rs. 150/- p.m.
Rs. 2750/- and above	Rs. 600/-

4. For purpose of calculating 71% of Ad-hoc Dearness Allowance only basic pay would be taken into account. Special Pay except N.P.A. payable to doctors, deputation pay, Special Allowance or any addition in pay under any other nomenclature would not be included.

5. The payment on account of Ad-hoc Dearness Allowance as calculated in the above manner would be rounded off to the nearest 10 paise.

6. The amount of the arrears on account of the above adhoc dearness allowance for the period from 1.10.83 to 30.6.84 will be deposited in the General Provident Fund Accounts of the Senior Officers.

7. The above order will not be applicable to the employees taken on contract basis except where dearness allowance is admissible to them in terms of their contract.

Yours faithfully,

Sd/-

(S. L. Dhani)

Joint Secretary Finance(R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 2/113/84-WM(I)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department in Haryana.

Dated, Chandigarh, the 13th August, 1984

Subject : Grant of loans and advances to Government employee - Revision of norms on the basis of revised scales of pay.

Sir,

I am directed to refer to Finance Department letter No. 2/7/81-WM(I), dated the 5th February, 1981, on the above noted subject and to say that as you are aware, the Finance Department grant house building advance strictly on the basis of 'First come, First serve' and the applications of the employees for this purpose are pending in the Finance Department for quite a long time due to paucity of funds. As and when the funds are earmarked in favour of Government employees on their turn, the applicants request for further loan due to increase in their pay by way of fixation of pay or annual increments etc. Since the loan amount is earmarked/released in more than one instalment, the matter regarding laying down the date for working out the admissibility of loan on the basis of the pay of the employee has been considered and it has been decided that the admissibility for the grant of house building advance will be determined only once i.e. when the first instalment of the loan is sanctioned to the concerned employee and thereafter no benefit will be given on subsequent increase in pay. As such you are requested to recommend the cases accordingly.

2. These instructions may please be brought to the notice of all officers/officials working in your department.
3. All other conditions governing the grant of House Building Advance will remain same.

Yours faithfully,

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 2/113/84-WM(I)

Dated, Chandigarh, the 13th August, 1984

A copy is forwarded to the Accountant General, (A&E) and (Audit) Haryana, Chandigarh for information and necessary action.

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to for information and necessary action to :-

Financial Commissioner, Revenue, Haryana and
All Administrative Secretaries to Govt. Haryana.

Sd/-
Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner, Revenue, Haryana and
All Administrative Secretaries to Government, Haryana.

U.O. No. 2/113/84-WM(I)

Dated, Chandigarh, the 13th August, 1984

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/State Ministers/Ministers/State Ministers/Parliamentary Secretary for
the information of Chief Minister/Ministers/State Ministers/Parliamentary Secretary.

Sd/-
Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/State Ministers/Ministers/State Ministers/
Parliamentary Secretary.

U.O. No. 2/113/84-WM(I)

Dated, Chandigarh, the 13th August, 1984.

No. 2/113/84-WM(I)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Division Officers(Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 14th August, 1984

Subject : Misutilisation of House Building Advance by Govt. employees - Recovery of penal interest.

Sir,

I am directed to refer to Finance Department circular letter No. 2/80/80-WM(I), dated the 18th August, 1982, on the subject noted above and to say that certain departments had sought clarification about the recovery of penal interest imposed in case of misutilisation of loan amount by the employees. The matter has been considered and it has been decided that the amount of penal interest imposed due to misutilisation of loan amount should be recovered immediately alongwith the instalments of the Principal after issuing formal sanction.

2. These instructions may please be brought to the notice of all Officers/Officials working your department for strict compliance.

Yours faithfully,

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 2/113/84-WM(I)

Dated, Chandigarh, the 14th August, 1984

A copy alongwith a spare copy is forwarded to the Accountant General, (A&E) and (Audit) Haryana, Chandigarh for information and necessary action

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded for information and necessary action to :-

Financial Commissioner, Revenue, Haryana; and

All Administrative Secretaries to Government Haryana.

Sd/-
Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner, Revenue, Haryana; and
All Administrative Secretaries to Govt. Haryana.

U.O. No. 2/113/84-WM(I)

Dated, Chandigarh, the 14th August, 1984

A copy forwarded to the Principal Secretary/Sectaries/Private Secretaries to the
Chief Minister/Ministers/State Ministers/Parliamentary Secretary for information of the Chief
Minister/Ministers/State Ministers/Parliamentary Secretary.

Sd/-
Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Sectaries/Private Secretaries to the
Chief Minister/Ministers/State Ministers/Parliamentary Secretary.

U.O. No. 2/113/84-WM(I)

Dated, Chandigarh, the 14th August, 1984.

***These instructions have been modified partly vide
No. 5/21/84-PE&IC (FD) dated 27/29.05.1985 &
No. 16/279/PE (FD)89, dated 09.01.1990.***

No. 5/21/84-PE&IC (FD)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Managing Directors/Chief Administrators,
of all Govt. Corporations/Companies/Boards/HUDA &
Co-operative Institutions in the State.

Dated, Chandigarh, the 16th/17th August, 1984

Subject : Economy in Expenditure.

Sir,

You are aware that for some time past the Committee on Public Undertakings of the Haryana Vidhan Sabha as well as the Bureau of Public Enterprises, Union Minister of Finance have been stressing for strict regulatory measures to curb the increasing expenditure of the State Public Undertakings. In order to assess and have an idea of the manpower deployment in your Enterprises, you are requested to forward the sanctioned strength as also manpower deployment charts so as to reach the Finance Department by the end of August, 1984. The number of adhoc employees and on daily wages may also be shown separately.

2. In order to maintain uniformity in the creation of new posts, it has also been decided that all proposals for creation of new posts should be referred for prior clearance to the Finance Department (in the Public Enterprises and Investment Cell) and should invariably be submitted to the Board of Directions for sanction only after receiving the clearance from that cell.

3. It has also been decided that similarly no new vehicle be purchased without prior consultation with the Finance Department (In the Public enterprises & Investment Cell)

4. The above order takes effect immediately accordingly, you are requested to ensure that the proposals for creation of new posts and purchase or replacement of vehicles are referred to the Finance Department (in the Public Enterprises & Investment Cell) and may be brought before the Board of Directors after receiving their clearance.

5. Please acknowledge receipt of this letter.

Yours faithfully,

Sd/-

Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst No. 5/21/84-PE&IC (FD)

Dated, Chandigarh, the 16th August, 1984

A copy is forwarded to the Chairman of all Public Undertakings in Haryana for information and necessary action.

Sd/-
Accounts Officer,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to :-

The Chief Secretary to Govt. Haryana,
All the Administrative Secretaries to Govt., Haryana;
for information and necessary action.

Sd/-
Accounts Officer,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Chief Secretary to Govt., Haryana,
All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/21/84-PE&IC (FD)

Dated, Chandigarh, the 16th August, 1984

A copy is forwarded to all Heads of Departments in Haryana for information and necessary action.

Sd/-
Accounts Officer,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 4/1/84-3FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated Chandigarh the 22nd August, 1984

Subject : Payment of further Dearness Allowance to Senior Officers.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 4/1/84-3FR-II/2236, dated 13th August, 1984, on the subject noted above and to say that have been decided quarters whether the non-practicing allowance admissible to Haryana Government Officers other than Doctors and the personal pay allowed to Officers, which is to be merged in their future increments will be treated as "Pay" for the purpose of calculation of adhoc dearness allowance. After careful desideration, it has been decided that the N.P.A. wherever admissible and the personal Pay to be absorbed in the future increments of the concerned officers will also be treated as "Pay" for purpose of calculation of adhoc dearness allowance.

2. This shall take effect from the date of issue of these orders.
3. The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

(S.L. Dhani)

Joint Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 2/244/83-7WM

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar Punjab & Haryana High Court, Chandigarh and
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 27th August, 1984

Subject : Grant of House Building Advance - Charging of interest.

Sir,

I am directed to refer to the subject noted above and to say that certain departments have sought clarifications regarding charging of rate of interest on house building advances granted to Govt. Servants in more than one instalment i.e. whether it should be charged as per provisions made in rule 10.15 of P.F.R. Vol. I or it is to be charged on the basis of instructions issued by the Finance Department from year to year for fixing the rate of interest. The matter has been considered and it is clarified that interest is to be charged according to the provisions made under rule 10.15 of P.F.R., Volume-I, i.e. if an advance is drawn in more than one instalment, the rate of interest on the whole advance should be determined with reference to the date on which the first instalment was drawn. (For Director, Technical Education, Haryana, This also disposes of his memo. No. E-8(19)-74/998, dated 3.2.1984)

2. These instructions may kindly be brought to the notice of all officials/officers in your department.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 2/244/83-7WM,

Dated, Chandigarh, the 27th August, 1984

A copy is forwarded to the Accountant General (Audit) & (A&E), Haryana Chandigarh, for information and necessary action.

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to :-

Financial Commissioners Revenue, Haryana.
All Administrative Secretaries to Govt. Haryana;
for information and necessary action.

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners Revenue, Haryana.
All Administrative Secretaries to Govt. Haryana,

U.O. No. 2/244/83-7WM,

Dated, Chandigarh, the 27th August, 1984

A copy is forwarded to the Principal Secretary/Private Secretaries to the Chief Ministers/Ministers/State Minister/Parliamentary Secretary for the information of the Chief Minister/Ministers/State Ministers/Parliamentary Secretary.

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Private Secretaries to the
Chief Minister/Ministers/State Minister/Parliamentary Secy.

U.O. No. 2/244/83-7WM,

Dated, Chandigarh, the 27th August, 1984.

FINANCE DEPARTMENT**The 30th August, 1984**

No. 14/186/83-3FA.— In exercise of powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana State subordinate Accounts (Group C) Service Rules, 1982, namely :-

1. These rules may be called the Haryana State Subordinate Accounts (Group C) Service (First Amendment) Rules, 1984.
2. In the Haryana State Subordinate Accounts (Group C) Service (First Amendment) Rules, 1982, in Appendices A, B, C and D in column I, for the words "Senior Auditor" or "Senior Auditors", the words "Section Officer" shall be substituted.

M.C. Gupta,
Secretary to Government, Haryana,
Finance Department.

No. 2/16/83-WM(7)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State,
The Registrar Punjab & Haryana High Court, Chandigarh.
and all District & Sessions Judges in Haryana.

Dated, Chandigarh, the 30th August, 1984

Subject : Advance to Government servants for the purchase of built up houses from Housing Boards.

Sir,

I am directed to refer to Finance Department's circular letter No. 2/16/83-WM(7), dated the 15th December, 1983, on the subject noted above and to say that the matter has been reconsidered and it has been decided that the applications for the grant of house building advances for the purchase of built up houses from the Housing Boards will also be accepted in the Finance Department where the Housing Boards have committed that the houses are ready for allotment and the turn of the applicant for the allotment of house has come and the Boards have asked the applicants to deposit some amounts before allotment.

2. This may be brought to the notice of all the officers/officials working in your department.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to :-

Financial Commissioners Revenue, and
All Administrative Secretaries to Govt., Haryana;
for information and necessary action.

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners Revenue and
All Administrative Secretaries to Govt., Haryana,

U.O. No. 2/16/83-WM(7),

Dated, Chandigarh, the 30th August, 1984

A copy is forwarded to the Principal Secretary/Private Secretaries to the Chief Minister/Ministers/State Minister/Parliamentary Secretary for the information of the Chief Minister/Ministers/State Ministers/Parliamentary Secretary.

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Private Secretaries to the Chief Minister/
Ministers/State Minister/Parliamentary Secretary.

U.O. No. 2/16/83-WM(7),

Dated, Chandigarh, the 30th August, 1984.

***These instructions have been revised vide
No. 2/160/04-WM(1), Dated 23.11.2005***

No. 2/137/84-WM(7)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Division Officers(Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh &
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 10th September, 1984

Subject : Grant of House Building Advance to Government employees - Instructions regarding submission of utilization certificate.

Sir,

I am directed to say that it has come to the notice of the Finance Department that the norms fixed vide Finance Department letter No. 2/28/81-5WM, dated 27.5.1981 regarding submitting the utilization certificates of earlier instalments of house building advances are not followed strictly and incorrect utilization certificates are submitted to the Finance Department by the departments which not only cause a great hardship to the applicants, but also increase the work of the Finance Department and concerned departments. It was made clear that funds for the construction of a house are earmarked in three instalments instead of four due to rise in the cost of construction material. Accordingly, the employees obtaining loan are required to complete the construction upto plinth level with the first instalment and to lay down the roof with the second instalment. In spite of clear instructions, the utilization certificates are not being properly submitted to the Finance Department. To avoid unnecessary hardship to employees, it is again made clear that the utilization certificates may be sent to the Finance Department in future in the following manner :-

- (i) After the first instalment of 40% loan has been obtained, utilization certificate stating that construction has been completed upto plinth level, should be submitted.
- (ii) After the 2nd instalment of 30% has been obtained, utilization certificate stating that the roofs have been laid, should be submitted.
- (iii) After obtaining 3rd instalment, a utilization certificate to the effect that the house has been completed, should be submitted.

2. Kindly acknowledge the receipt of this letter.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

750

No. 2/137/84-WM(7)

Dated, Chandigarh, the 10th September, 1984

A copy alongwith a spare copy is forwarded to the Accountant General (Accounts), Haryana, Chandigarh for information and necessary action.

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded for information and necessary action to :-

The Financial Commissioner, Revenue, Haryana;
All Administrative Secretaries to Government, Haryana;
for information and necessary action.

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner, Revenue, Haryana; and
All Administrative Secretaries to Govt., Haryana.

U.O. No. 2/137/84-WM(7)

Dated, Chandigarh, the 10th September, 1984

A copy forwarded to the Principal Secretary/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretary for information of the Chief Minister/Ministers/Ministers of State/Parliamentary Secretary.

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Private Secretaries to the Chief Minister/
Ministers/Ministers of State/Parliamentary Secretary.

U.O. No. 2/137/84-WM(7)

Dated, Chandigarh, the 10th September, 1984.

No. 10/7/5PR(FD)-84/

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana.

Dated, Chandigarh, the 11th September, 1984

Subject : Grant of Selection Grade to employees in the offices of Heads of Departments.

Sir,

I am directed to invite a reference to the subject cited above and to say that the question of grant of selection grade of certain categories of employees working in the offices of Heads of Departments located at Chandigarh has been engaging the attention of Govt. for sometimes past. After careful consideration, it has now been decided to grant selection grade to 20% of posts, to the following categories of employees, with immediate effect :-

Sr. No.	Name of the post	Selection Grade
1.	Assistants/Sr. Scale Stenographers.	Rs. 700-1250
2.	Dy. Superintendents/Personal Assistants.	Rs. 750-1450
3.	Superintendents	Rs. 1600/- fixed.

2. In a department where there is a joint cadre or joint seniority with the field staff, the Selection Grade will be allowed to 20% of the posts sanctioned at Headquarter only.

3. The pay of the officials in the Selection Grade will be fixed in accordance with the normal rules.

Yours faithfully,

Sd/-

(K.C. SHARMA)

Joint Secretary Finance (R),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 10/7/5-PR(FD)-84,

Dated, Chandigarh, 11th September, 1984

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information.

Sd/-

(K.C. SHARMA)

Joint Secretary Finance, (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded for information and necessary action to :-

1. All the Financial Commissioners, Haryana.
2. All Administrative Secretaries to Government, Haryana, for information.

Sd/-
(K.K. ABROL)
Under Secretary Finance, (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

1. All the Financial Commissioners, Haryana.
2. All Administrative Secretaries to Govt., Haryana.

U.O. No. 10/7/5-PR(FD)-84,

Dated, Chandigarh, 11th September, 1984

A copy is forwarded to the Principal Secretary/Secretaries to the Chief Minister/Ministers/Deputy Ministers/Parliamentary Secretaries for information of the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-
(K.K. ABROL)
Under Secretary Finance, (R)
for Commissioner & Secretary Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to
the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary
Secretary/Parliamentary Secretary.

No. 10/7/5-PR(FD)-84,

Dated, Chandigarh, 11th September, 1984.

No. 10(38)84/PE&IC(FD)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Managing Directors,
All State Corporations/Companies in Haryana.

Dated, Chandigarh, the 10th/11th September, 1984

Subject : Instructions to regulate enforcement of responsibility for losses sustained by the State Public Undertakings through frauds or negligence of individuals.

Sir,

As you are aware, the Government of Haryana have invested a sizeable amount in the Public Sector Undertakings and it is expected that these Undertakings would run on sound financial management principles. Among various other important issues, the Government have decided that all Public Sector Undertakings of Haryana Govt. will henceforth, follow a common procedure for exercising a check on and in dealing with cases of frauds, embezzlements/ misappropriations and defalcations.

2. In this context, it is requested that the procedure laid down in Rule 2.33, 2.34 and 2.35 of P.F.R. Vol. I read with Appendix 2 of the Punjab Financial Rules may be followed mutatis mutandis by all the State Undertakings for enforcement of responsibility for losses sustained by the Undertakings. In almost all cases frauds are rendered possible for want of supervision and non enforcement of rules laid down for the scrutiny of money/stores etc. Thus in addition to tight supervision, measures should be devised to ensure that every employee should realise fully clearly that he will be held personally responsible for any loss sustained by the undertaking through fraud or negligence on his part and that he will also be held personally responsible for any loss arising from fraud or negligence on the part of any other employee to the extent to which it may be shown that he contributed to the loss by his own action or negligence.

3. It is of greatest importance to avoid delay in the investigation of any losses due to fraud, negligence, financial irregularity etc. If the irregularity is detected by audit in the first instance, it will be the duty of the audit to report immediately to the Chief Executive of the undertaking concerned. If the irregularity is detected by the management in the first instance and if it is one which should be reported to the Management in terms of Punjab Financial Rules 2.33, 2.34 and 2.35, it must be reported immediately to the head of the undertakings. All such cases should be brought to the notice of Board of Directors immediately. Should the authority require the assistance of the Audit or Govt. Department in pursuing the investigation, he may call on that officer for all vouchers and other documents that may be relevant to the investigation, and if the investigation is complex and he needs the assistance of an expert to unravel it, he should apply forthwith for that assistance to the Management which will then segregate with the Admn. Department/Vigilance Department for the services of an investigating staff/Vigilance Department. Thereafter the Administrative Authority and the vigilance authority will be personally responsible, within their respective spheres for the expeditious conduct of the enquiry.

4. In any case in which it appears that recourse to judicial proceedings is likely to be involved, competent legal advice should be taken as soon as the possibility emerges. In the case of losses involving a reasonable suspicion of fraud or other criminal offence, a prosecution should be attempted unless the legal advisers consider that the evidence available is not such as will secure a conviction. The reasons for not attempting a prosecution should be placed on record in all such cases.

5. A certificate to the effect that the case is not fit for Judicial trial, shall be obtained from the Legal Adviser immediately after the loss comes to notice, and furnished to the Management along with the final report.

6.
 - (1) The general rule in all cases of fraud, embezzlement or similar offence shall be that the competent authority shall decide whether the delinquent is to be tried departmentally first and Judicially thereafter.
 - (2) If it is decided that the delinquent is to be tried in a court of law, then the departmental proceedings shall be stayed.
 - (3) If it is decided that the delinquent is to be proceeded against departmentally, then such proceedings shall be instituted immediately against the delinquent and if there are more than one delinquent, against all the delinquents. Such proceedings shall be conducted with strict adherence to the rules up to the point at which prosecution of any of the delinquent begins in respect of the charges which are subject matter of the criminal case.
 - (4) Where the delinquent is convicted by a court, the departmental proceedings against him in respect of charges leading to his conviction should not be resumed as he can be dismissed on the ground of his conviction without giving him a reasonable opportunity of making a representation against the punishment proposed to be inflicted vide sub-clause (a) of the proviso to Article 311 of the Constitution of India.
 - (5) If the delinquent is not convicted by a court, the departmental proceeding against him shall be dropped unless the acquittal is on a technical ground or by giving him benefit of doubt and the authority competent to take disciplinary action is of the opinion that the facts of the case warrant departmental action against him.
 - (6) The question of enforcing pecuniary liability should always be considered as well as the question of other forms of disciplinary action in deciding the degree of the employees pecuniary liability, it will be necessary to look not only to the circumstances of case. But also to the financial circumstances of the Government employees, since it should be recognized that the penalty should not be such as to impair his future efficiency.
 - (7) In particular if the loss has occurred through fraud, every endeavor should be made to recover the whole amount from the guilty person and if laxity of supervision has facilitated the fraud, the supervising employee at fault may properly be penalized either directly by requiring him to make good in money a sufficient proportion of the loss, or indirectly by reduction or stoppage of his increments of pay.
 - (8) It should always be considered whether the value of property or equipment lost, damaged or destroyed by the carelessness of individuals entrusted with their care (e.g. a policeman's rifle, a touring officer's tent, a factory motor lorry, an engineer's instruments) should be recovered in full up to the limit of the employee's capacity to pay.

- (9) The fact that employees who were guilty of frauds or irregularities have been demobilized or have retired and have thus escaped punishment should not be made justification for absolving those who are also guilty but who still remain in service.
- (10) The Finance Department of the State Government should be consulted by Administrative Department in all cases of serious financial irregularities before orders are issued in the matter of disciplinary action against those found responsible.

7. The following supplementary instructions should be followed by departmental officers, wherever prosecution in the criminal courts are, or are likely to be necessary :-

- (i) All losses of the kind referred to in Punjab Financial Rules 2.33, 2.34 and 2.35 must be reported forthwith by the employees concerned, not only to the Management but also to his own immediate official superior. Reports must be submitted as soon as reasonable grounds exist for believing that a loss has occurred, they must not be delayed while detailed enquiries are made.
- (ii) As soon as a reasonable suspicion arises that a criminal offence has been committed, the senior employee of the Undertakings concerned present in the station will report to the M.D. concerned and ask for a regular investigation.
- (iii) When the investigation is completed an employee of the Undertakings (accompanied by the employee who attended the investigation) must be made available for conference with the authority which will decide whether a prosecution should be instituted. If it is decided not to prosecute the case must be reported through the usual channel to Management.
- (iv) If it is decided to prosecute, the representative will ascertain from the prosecuting officer whether having regard to the engagements of the prosecuting staff, and the state of work in the court which would ordinarily hear the case, it is necessary to move the District magistrate to make special arrangements for a speedy trial, and will request the prosecuting officer to make any application that he may think necessary.
- (v) When the case is put in to court by the police, the senior employee of the Undertaking concerned present in the station will see that all witnesses serving in the Corporation/Company and all documentary evidence in the control of the Undertaking are punctually produced and will also appoint an employee (preferably the employee who attended the investigation) to attend the proceedings in the court and assist the prosecuting staff.
- (vi) If any prosecution results in the discharge or acquittal of any person or in the imposition of sentences which appear to be inadequate, the senior employee of the undertaking concerned will at once consult the M.D. as to the advisability of instituting further proceedings in revision or appeal, as the case may be, and if the M.D. is of opinion that further proceedings are necessary, will ask him to proceed as he would in any other case. Appeals against acquittals may be made only under the orders of Management.
- (vii) The senior employee of the undertaking concerned in the station will see that, in addition to the reports required under (i) and (ii) above, prompt reports are submitted to M.D. through the usual channel regarding :
 - (a) the commencement of investigation;

- (b) the decision to prosecute in any particular case;
 - (c) the result of any prosecution;
 - (d) the decision to proceed further in revision or appeal in any case; and
 - (e) the result of any proceedings in revision or appeal.
- (viii) Notwithstanding anything contained in paragraphs (i)- (vii) above the senior employee of the undertaking concerned present in the station may, if he thinks fit, refer any matter through the channel for the orders of M.D. before taking action.
- (ix) Final action relating to the write off of the loss of money and the like, should not be taken till a report bearing on the case is received by the authority concerned from the audit.

8. In fact the Management should ensure that no delay takes place in making good the loss from the defaulters.

Yours faithfully,

Sd/-
Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 10(38)84/PE&IC(FD),

Dated, Chandigarh, the 10/11.09.1984

A copy is forwarded to all the Heads of Departments in Haryana.

Sd/-
Accounts Officer,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all Administrative secretaries to Government, Haryana.

Sd/-
Accounts Officer,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 10(38)84/PE&IC(FD),

Dated, Chandigarh, the 10/11.09.1984.

<p><i>These instructions have become obsolete.</i></p>

No. 13/5(1)78-5FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
The Commissioners, Ambala & Hisar Divisions,
Deputy Commissioners and Sub Divisional Officers (C),
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 14th September, 1984

Subject : Watching recovery of Leave salary and Pension Contributions - Supply of Registers for maintaining the accounts.

Sir,

I am directed to invite a reference to Haryana Government Finance Department letter no. 13/5(1)/78-5FR-I dated the 5th October, 1983 on the subject noted above and to say that with a view to keeping a watch over the recovery of Leave salary and Pension Contribution, the Heads of Departments were directed to maintain registers for which they were expected to send their requisition to the Controller, Printing & Stationery, Haryana early. But it has been reported to the Finance Department that by now only one or two Departments have sent their requisition for printing of the aforesaid register to the Controller, Printing & Stationery, Haryana, Chandigarh. As the Controller, Printing & Stationery Haryana has to take into account the total requirement of the State before taking up the work of Printing of the registers, you are requested to place your requirement with him for printing of registers within fifteen days.

Yours faithfully,

Sd/-

(K.K. ABROL)

Under Secretary Finance Regulations,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 13/5(1)/78-5FR-I

Chandigarh, Dated, 14th September, 1984

A copy is forwarded to the Controller, Printing & Stationery, Haryana, Chandigarh for necessary action with reference to his letter No. P&SH-84/1224 dated the 13th August, 1984. You are requested to consolidate the requisition of all the departments and supply the requisite register to them at an early date.

Sd/-

(K.K. ABROL)

Under Secretary Finance, (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A Copy is forwarded to :-

- (i) The Financial Commissioners, Haryana,
- (ii) All Administrative Secretaries to Government, Haryana, for information and necessary action.

Sd/-
(K.K. ABROL)
Under Secretary Finance, (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners, Haryana,
All the Administrative Secretaries to Govt., Haryana.

U.O. No. 13/5(I)/78-5FR-I

Chandigarh, Dated, 14th September, 1984

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Parliamentary Secretary for information of the Chief Minister/Ministers/State Minister/Parliamentary Secretary.

Sd/-
(K.K. ABROL)
Under Secretary Finance, (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretary/Private Secretary to the
Chief Minister/Ministers/State Ministers/Parliamentary Secretary.

U.O. No. 13/5(I)/78-5FR-I

Chandigarh, Dated, 14th September, 1984.

***These instructions have been revised vide
No. 2/7/81-WM(1), Dated 08.03.1988.***

No. 2/7/81-WM(I)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Chief Secretary to Govt., Haryana,
The Financial Commissioner & Secretary to Government,
Haryana, Rome Department;
The Financial Commissioner & Secretary to Government,
Haryana, Forest Department;
The Director General of Police,
Haryana, Chandigarh;
The Chief Conservator of Forests,
Haryana, Chandigarh.

Dated, Chandigarh, the 14th September, 1984

Subject : Grant of loans and advances to Govt. employees - Revision of norms of House Building Advance.

Sir,

I am directed to refer to Finance Department's circular letter No. 2/7/81-WM(I), dated the 5th February, 1981 and to say that the matter regarding enhancement of limit of House Building Advance to Government employees has been under consider of the State Government for some time past. It has now been decided to increase the present maximum limit of Rs. 1.00 lakh to 1.25 lakh for the grant of House Building Advance to the officers of All India Services only, on the pattern of the advance granted by the Government of India.

2. The revised rates/norms of admissible loan to the AIS officers for the purpose of construction of house/purchase of built up house shall be as follows :-

60 months' pay or Rs. 1,25,000/- whichever is less subject to a minimum of Rs. 60,000/- recoverable in not more than 150 equal monthly instalment.

In case of those officers whose pay scales have not been revised or who have opted to continue in the unrevised scale, D.A., A.D.A., Adhoc Relief granted upto 320 points consumer price index would be treated as part of pay for calculating the admissibility of House Building Advance.

3. On the analogy of provisions of rule 10.18 of Punjab Financial Rules, Volume I, the benefit of additional advance will also be allowed to the officers, if they so desire, who drew the last instalment of previous advance in accordance with the instructions here-to-in force, or after 1st April, 1984, so as to enable them to complete the house/discharge the liabilities they might have already incurred on the purchase of land/built up house or on the construction of house.

4. It is once again made clear that the above limit is applicable only in the case of A.I.S. Officers.
5. This may kindly be brought to the notice of officers working under your control.
6. All other conditions governing the grant of this advance will remain the same.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 2/7/81-WM(I)

Dated, Chandigarh, the 14th September, 1984

A copy alongwith a spare copy, is forwarded to the Accountant General (Accounts Entitlement) and (Audit). Haryana, Chandigarh, the information and necessary action.

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been Reiterated vide
No. 2/2(2)-85-2FR-II, Dated 10.06.1985.***

विषय : Grants-in-aid and utilization Certificates in respect thereof.

क्या सभी वित्तायुक्त एवं प्रशासकीय सचिव, हरियाणा सरकार कृपया उपरोक्त विषय पर इस विभाग के अशा: क्रमांक 2/2(2)-84-2एफ.आर.।।, दिनांक 6.4.84 की ओर ध्यान देंगे ?

2. संदर्भित पत्र द्वारा, अन्य के अतिरिक्त, लोक लेखा समिति ने दिनांक 12.12.83 को हुई अपनी बैठक की सातवीं रिपोर्ट के पैराग्राफ 50 तथा चाहदवीं रिपोर्ट के पैराग्राफ 46 में जो निम्नानुसार आब्जरवेशन की, उन्हें भेजी गई थी :-

“The Committee regret to observe that its earlier recommendations have not been complied with in so far as the committee has not been informed whether their recommendation about considering the desirability of withholding the payment for further grants to the institutions who do not submit the utilization certificates within the prescribed time limit was at all considered and if so, with what result? The Committee would like to be informed in the matter without further loss of time”.

3. इस संदर्भ में उनको यह यूचित किया जाता है कि कम्पट्रोलर एंड आडिटर जनरल ऑफ इण्डिया ने वर्ष, 1977-78 की सिविल तथा रैवेन्यु रिसीट्स के बारे जो रिपोर्ट दी है उस पर लोक लेखा समिति 1982-83 ने अपनी उन्नसवीं रिपोर्ट में जो आब्जरवेशनज की है, वे इस प्रकार है :-

“The Committee find that at present there is no definite procedure to ensure that the grants are justified by the financial position of the grantee and that the previous grants had been spent for the purpose for which these were sanctioned. The Committee are of the view that a definite procedure is necessary in order to streamline the whole procedure and to minimize the chances of misutilisation etc. of the grants. The Committee, therefore, recommend that the whole matter be examined by the Finance Department, a definite procedure be laid down and all concerned be informed to ensure proper compliance in future”.

4. इस बारे विभाग का कहना है कि पी.ए.सी. की उपरोक्त आब्जरवेशनज की पालना दृढ़ता से की जाया करें। इसके फलस्वरूप यदि निर्धारित समय में यूटीलाइजेशन सर्टीफिकेट सम्बन्धित संस्था द्वारा न भेजे जाने की सूरत में आगामी दी जाने वाली ग्रांट्स को रोक लिया जाता है और यह शर्त ग्रांट्स को रिलीज किये जाने वाली संस्वीकृति में लगा दी जाती है तो यूटीलाइजेशन सर्टीफिकेट समय पर प्राप्त होंगे और उनसे यह सुनिश्चित किया जा सकता है कि पहले स्वीकृत की गई ग्रांट्स उसी उद्देश्य पर खर्च की गई है जिस के लिए वह दी गई थी। इसके अतिरिक्त ग्रांट्स रिलीज करने से पूर्व प्रशासकीय विभाग द्वारा यह भी सुनिश्चित करना आवश्यक है कि ग्रांट्स की वित्तीय स्थिति ऐसी है जिसके आधार पर ग्रांट्स देना उपयुक्त माना जा सकता है।

5. उक्त स्थिति के सम्मुख पी.ए.सी. की अब की गई उक्त आब्जरवेशन को ठीक प्रकार से कार्यान्वित करने के संदर्भ में उनसे अनुरोध है कि उक्त पैरा-4 में दी गई विधि अनुसार आगामी कार्यवाही किए जाने बारे में सुनिश्चित करें।

हस्ता: /—

संयुक्त सचिव वित्त (आर)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी वित्तायुक्त एवं प्रशासकीय सचिव,
हरियाणा सरकार।

अशा: क्रमांक 2/2(2)-84-2एफ.आर.।।.

दिनांक 19.9.1984 (19th September, 1984)

इसकी एक-एक प्रति वित्त विभाग के सभी अधीक्षक/उप अधीक्षक, को इस शाखा के उक्त हवाला दिये पत्र के संदर्भ में भेजी जाती है।

2. उनसे अनुरोध है कि वे इन हिदायतों का दृढ़तापूर्वक पालन करवायें अपने-अपने विभागों के बारे अनुदान का ठीक प्रयोग किये जाने तथा यूटीलाईजेशन सर्टीफिकेट समय पर भिजवाने के लिए कृपया सुनिश्चित करें। इसके अतिरिक्त उनसे यह भी अनुरोध है कि संबंधित विभागों को अनुदान की राशि रिलीज करते समय दी जाने वाली अनुमति में इस मामले में समय-समय पर इस विभाग द्वारा जारी की गई शर्तों का भी उनमें उल्लेख कर दिया करें।

हस्ता: /—

संयुक्त सचिव वित्त (आर)
कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

विभाग के सभी अधीक्षक/उप अधीक्षक।

अशा. क्रमांक 2/2(2)-84-2एफ.आर.।।

दिनांक 19.9.1984

***These instructions have been reiterated vide
No. 5/41/95-4FR-II, Dated 7.12.1995.***

No. 5/24/84-1FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in the State,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 27th September, 1984

Subject : Journey by Air.

Sir,

I am directed to invite a reference to Haryana Government Finance Department's letter No. 5/1/80-1FR-II, dated 21-2-1980, on the subject noted above, and to say that Government have, for some time past been observing that some Departments allow their officers, who are not entitled to travel by air to perform Journeys by air and then refer the matter to the Finance Department for ex-post-facto approval, Government view this tendency with a great concern and would, therefore, like to impress upon you the desirability of ensuring that no officer, who is not entitled to travel by air, is allowed to perform such a journey without the prior approval of Finance Department.

2. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-
(K.C. SHARMA)
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/24/84-1FR-II

Dated, Chandigarh, the 27-9-84

A copy is forwarded to the Accountant General Haryana for information.

Sd/-
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to :-

All the Financial Commissioners, Haryana and

All Administrative Secretaries to Govt., Haryana for information and necessary action.

Sd/-
(K.K. ABROL)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Financial Commissioner Haryana.
All Administrative Secretaries to Govt. Haryana.

U.O. No. 2/24/84-1FR-II

Dated, Chandigarh, the 27-9-84

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Minister of State/Parliamentary Secretary for information of the Chief Minister/Ministers/Minister of State/Parliamentary Secretary.

Sd/-
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers/State Ministers/Parliamentary
Secretary.

U.O. No. 2/24/84-1FR-II

Dated, Chandigarh, the 27-9-84.

***These instructions have been revised vide
No. 1/2(152)01-2FR-II, Dt. 20.02.02.***

No. 1/4(34)-84-2FR-II

From

The Commissioner & Secretary to Government,
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.

Dated Chandigarh, the 15th October, 1984

Subject : Payment of interest on delayed payment of Death-cum-retirement Gratuity.

I am directed to invite a reference to Finance Department circular letter No. 1/4(5)-79-2FR-II, dated the 9th March, 1981, on the above subject, and to say that the Government have had under consideration the question of raising the rate of interest payable to a Government employee on delayed payment of gratuity where the delay occurs on account of administrative lapses or for reasons beyond the control of the Government employee concerned. In partial modification of this Department's circular letter under reference, it has now been decided that in cases where the payment of Death-cum Retirement Gratuity has been delayed, the rate of interest will be as follows :-

- (i) beyond 3 months and upto one year-7% per annum.
- (ii) beyond one year- 10% per annum.

It has also been decided that in all cases where interest has to be 'paid, action should be taken to fix responsibility for the delay and disciplinary action should be taken against the officer/officials responsible for it.

2. The teases of these Government employees who retired died while in service before the date of issue of this letter would also be covered, if death-cum-Retirement Gratuity has not been paid as on the date and there has been delay in its payment beyond three months of the date of their retirement/death for which interest is payable in accordance with the existing instructions. In such cases the interest would be worked out at the rates mentioned in this Department circular letter dated 9th March, 1981 referred to above, upto the date preceding the date of issue of this letter and thereafter at the rates indicated in Para I above.

3. You are requested to ensure that in all cases where interest is paid, action is taken to fix responsibility for the delay and disciplinary Action taken against the officers/officials responsible for it.

4. These instructions will take effect from the date of issue of this letter.

5. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(Beant Singh)

Deputy Secretary Finance (D),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 4/1/84-3FR-II/3001

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 15th October, 1984

Subject : Grant of Dearness Allowance to Haryana Government Employees.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 4/1/84-3FR-II/2065, dated 29th June, 1984 on the subject noted above and to say that State Government have had under consideration the question of granting further relief to its employees consequent upon increase in 12 monthly average Consumer Price Index from 520 to 528, 528 to 536, 536 to 544 and 544 to 552. It has now been decided to grant relief with effect from 1st January, 1984, 1st February, 1984, 1st April, 1984 and 1st June, 1984 on the revised scale of pay at the rates given below :-

Pay Range	Rate of dearness Allowance per mensem of the previous installments granted vide letter No. 4/1/84-3FR-II/2065 dated 29-6-84)
(a) With effect from 1-1-1984 (at 12 monthly average Consumer Price Index 528)	
Upto Rs. 600/-	71.50% of pay subject to a maximum of Rs. 416/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/-
Above Rs. 600/- and upto Rs. 2000/-	58.50% of pay subject to a minimum of Rs. 416/- and a maximum of Rs. 780/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/- .
Above Ra. 2000/- and upto Rs. 2060/-	Amount by which pay plus D.A. does not exceed Rs. 2780/- plus Rs. 7/- on account of restoration of cut.
Above Rs. 2060/-	The rates of D.A. as sanctioned in para I(C) of F.D letter No. 4/1/84-3FR-II/2065 dated 29-6-1984 shall remain unchanged.
(b) with effect from 1-2-1984 (at 12 monthly average Consumer Price Index 536)	
Upto Rs. 600/-	74.25% of pay subject to a maximum of Rs. 432/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/-
Above Rs. 600/- and Upto Rs. 2399/-	60.75% of pay subject to a minimum of Rs. 432/- and a maximum of Rs. 810/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/-
Rs. 2400/- to 2749/-	Rs. 1180/- minus the amount of ADA-I & II at 320 C.P.I if any merged at the time of fixation of pay in the revised scales.
Rs. 2750/- and above	Rs. 1500/-

(c) with effect from 1-4-1984 (at 12 monthly average Consumer Price Index 544)	
Upto Rs. 600/-	77% of pay subject to a maximum of Rs. 448/- plus 0.5% of pay on account of restoration of cut subject to maximum of Rs. 2/-
Above Rs. 600/- and upto Rs. 1400/-	63% of pay subject to a minimum of Rs. 448/- and a maximum of Rs. 840/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/-
Above Rs. 1400 and upto Rs. 1430/-	Amount by which pay plus D.A. does not exceed Rs. 2240/- plus Rs. 7/- on account of restoration of cut.
Above Rs. 1430/-	As per (b) above.
(d) with effect from 1-6-1984 (at 12 monthly average Consumer Price Index 552)	
Upto Rs. 600/-	79.75% of pay subject to a maximum of Rs. 464/- plus 0.5% of pay on account of restoration of cut subject to maximum of Rs. 2/-
Above Rs. 600/- and upto Rs. 2000/-	65.25% of pay subject to a minimum of Rs. 464/- and a maximum of Rs. 870/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/-
Above Rs. 2000/- and upto Rs. 2060/-	Amount by which pay plus D.A. does not exceed Rs. 2870/- plus Rs. 7/- on account of restoration of cut.
Above Rs. 2060/-	As per (C) above.

Note I. The amount of Dearness Allowance admissible now or in future on pay of Rs. 2400/- p.m. and above would be reduced by the amount of Additional Dearness Allowance (I&II) merged at the time of fixation of pay in the revised scale. However, if the amount of A.D.A. merged in revised pay is more than or equal to the amount of dearness allowance admissible, no dearness allowance would be paid.

Note II. In case of persons whose pay has been fixed directly at Rs. 2400/- and above in the revised scale of pay, the amount of Rs. 363/- notionally admissible to them as A.D.A. (I&II) at 320 points CPI would be deducted from the amount of admissible dearness allowance.

Note III. The term 'pay' would include Basic Pay, Personal Pay, Special Pay, Overseas Pay and Deputation Allowance, where admissible as defined in Rule 2.44 of C.S.R Vol.-I, Part-I.

Note IV. The payments on account of Dearness Allowance would be rounded off to the nearest 10 Paise.

2. In case of employees who opt to continue in the un-revised scales of pay, whose pay scales have not yet been revised and the teaching personnel of Education Department (Colleges Cadre) who are in receipt of U.G.C. scales of pay the amount classified as Dearness Pay as detailed below, will be treated as 'Pay' for calculation of admissible dearness allowance.

(a) In case of those who opt to continue in the un-revised scales of pay and whose pay scales have not yet been revised.

Dearness Allowance, Ad-hoc Relief and Additional Dearness Allowance (I&II), upto 12 monthly Consumer Price Index=320 (1960 base=100) minus excess payment of adhoc relief.

(b) In case of teaching personnel of the Department of Education (Colleges Cadre) who are in receipt of U.G.C. scales of pay.

Additional Dearness Allowance (I&II) upto 12 monthly Consumer Price Index 320 (1960 base=100) minus excess payment of adhoc relief.

3. The general conditions of the payment of Dearness Allowance would continue to be the same as in force at present.
4. The amount of arrears on account of the above installments of Dearness Allowance for the period from 1-1-84 to 30-9-84 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees who have no such accounts the amount of such arrears will be invested in the Post Office Savings Certificates.
5. Payment of further Adhoc Dearness Allowance admissible to senior Officers getting basic pay above Rs. 1881 will continue to be regulated under Finance Department Circular letter No. 4/1/84-3FR-II/2236, dated 13-8-1984 and dated 22.08.1984.
6. These orders are also applicable to the work charged employees.
7. The above order will not apply to :-
 - (i) Staff paid from contingencies;
 - (ii) Casual Labour;
 - (iii) Staff employed on daily wages those working on piece rate system ; and
 - (iv) those employed on contract basis except Dearness Allowance is admissible terms of their contract.

Yours faithfully,

Sd/-

(Rajni Razdan)

Joint Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been Reiterated vide
No. 7/10/85-2WM, Dated 13.01.1986.***

No. 10/1/83-WM(3)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions, and
The Registrar, Punjab and Haryana High Court.

Dated, Chandigarh, the 18th October, 1984

Subject : Arrear of recoveries of revenue receipts and loans.

Sir,

I am directed to invite your attention to Finance Department circular letter No. 10/1/83-WM(3), dated 2nd August, 1983, wherein it was pointed out that there were heavy arrears in collection of revenue and that all out efforts should be made immediately to affect recovery thereof. For watching the progress of recovery of the arrears of revenue receipt and loans, a proforma was also prescribed and you were requested to furnish the progress to the Finance Department by 10th of each month. But it has been observed that these reports are not sent regularly to the Finance Department.

2. The report of the Comptroller & Auditor-General of India for the year 1982-1983 (revenue receipts) also reveals that pending collections as on 31st March, 1983 were very heavy in respect of many departments. Arrears of some of the departments were more than 5 years old which gives a dismal picture. The accumulation of these arrears collections obviously affect the Ways and Means position of the Government and is likely to be taken seriously by the Public Accounts Committee. I am, therefore, to request that immediate steps be taken to collect these arrears lest their recovery may become difficult with the passage of time. It should also be ensured that the monthly progress report in the *proforma* already sent to you,—*vide* Finance Department letter under reference is also furnished to the Finance Department regularly.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 10/1/83-WM(3)

Dated, Chandigarh, the 18th October, 1984

A copy is forwarded to the Administrative Secretaries to Government, Haryana, for information.

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

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No. 10/1/83-WM(3)

Dated, Chandigarh, the 18th October, 1984

A copy is forwarded to Accountant General, Haryana, Chandigarh, for information.

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 10/1/83-WM(3)

Dated, Chandigarh, the 18th October, 1984

A copy is forwarded to the Secretary, Haryana Vidhan Sabha (in PAC) for the information.

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

<i>These instructions have become Obsolete.</i>

IMMEDIATE
DATE BOUND

No. 4/4/2PR(FD)-80/

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments, Commissioners in Haryana.

Dated, Chandigarh, the 22nd October, 1984

Subject : Rationalization of Travelling Allowance.

Sir,

I am directed to invite a reference to the subject noted above and to say that the question of rationalization of Travelling allowance of various categories of officers/officials is under consideration of Government for some time past. I am therefore, to request you to intimate the categories of officers/ officers who are required to tour constantly or for some prescribed period, within a specified jurisdiction, in the normal performance of their duties in the following proforma by the 31st October, 1984, positively :

Sr. No.	Designation of the post	No. of sanctioned post as on 31.3.84.	Whether paid any conveyance allowance, if so, the quantum thereof.	Whether provided with a Govt. Vehicle	Average amount of T.A. drawn per month
1	2	3	4	5	6

2. It is requested that the above information may please be supplied to this department by the stipulated date positively.

Yours faithfully,

Sd/-

(K.K. Abrol)

Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 38(110)-WM(6)-89, Dated 01.01.1990.***

No. 38(2)83-WM(6)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh and
All district & Sessions Judges in Haryana.

Dated, Chandigarh, the 7th November, 1984

Subject : Advance to Govt. servants for the celebration of sister's marriage.

Sir,

I am directed to refer to Haryana Government letter No. 38/2/83-WM(6), dated 24.5.1983, on the subject and to say that the matter regarding acceptance of proof of age of the sister of Government employees seeking advance from Government for the celebration of her marriage has been engaging the attention of the Government for sometime past and it has been decided that anyone of the following documents shall be acceptable for the purpose and may invariably be submitted alongwith the application form :-

- (i) Attested copy of School leaving Certificate.
- (ii) Registration of Birth Certificate in Form No. 9 as prescribed under the Haryana Registration of Birth and Death Rules, 1972.
- (iii) Birth Certificate as per record of Chowkidar/Panchayat of the village specifically indicating the Sr. No. and date of entry in the relevant register duly attested by the C.M.O. concerned of the district.

2. All other terms and conditions on the subject will remain unchanged.

3. Kindly acknowledge the receipt of this letter and bring the contents of it to the notice of all Government servants working under your control.

Yours faithfully,

Sd/-
Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 38(2)83-WM(6),

Dated, Chandigarh, the 7th November, 1984

A copy is forwarded to the Accountant General (Accounts), Haryana Chandigarh, for information.

Sd/-
Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

Financial Commissioners, Revenue &
All Administrative Secretaries to Govt., Haryana for information.

Sd/-
Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner Revenue and
All Administrative Secretaries to Govt. Haryana.

U.O. No. 38(2)83-WM(6),

Dated, Chandigarh, the 7th November, 1984

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Minister of State /Parliamentary Secretary for information of the Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-
Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers/State Ministers/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 38(2)83-WM(6),

Dated, Chandigarh, the 7th November, 1984.

***These instructions have been Revised vide
No. 38(240)-WM(6)-87 Dated 01.12.1987.***

No. 38(2)83-WM(6)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh, and
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 7th November, 1984

**Subject : Advance to Govt. servants for the celebration of marriages of their
Children and dependent sisters.**

Sir,

I am directed to refer to Haryana Government letter No. 38(33)84-WM(6), dated 24th May, 1984, on the subject noted above and to say that the matter regarding fixation of limit for the grant of marriage advance to Government servants for the celebration of the marriage of employee's son has been reconsidered by the Finance Department and it has now been decided the henceforth the advance for the marriage of son will be limited to 20 months' pay or Rs. 5,000/- whichever is less. However, the maximum limit of Rs. 10,000/- will continue for the celebration of marriage of the daughter and dependent sister. All other terms and conditions will remain unchanged

2. Kindly acknowledge the receipt of this letter and bring the contents of it to the notice of all Government employees working under your control.

Yours faithfully,
Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 38(2)83-WM(6),

Dated, Chandigarh, the 7th November, 1984

A copy is forwarded to the Accountant General (Accounts), Haryana Chandigarh, for information.

Sd/-
Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

Financial Commissioners, Revenue &
All Administrative Secretaries to Govt., Haryana for information.

Sd/-
Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner Revenue and
All Administrative Secretaries to Govt., Haryana.

U.O. No. 38(2)83-WM(6),

Dated, Chandigarh, the 7th November, 1984

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Minister of State /Parliamentary Secretary for information of the Chief
Minister/Ministers/Minister of State/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-
Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers/State Ministers/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 38(2)83-WM(6),

Dated, Chandigarh, the 7th November, 1984.

No. 1/3(3)-84-2FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 12th November, 1984

Subject : Grant of relief to Haryana Government pensioners/recipients of family pension and extraordinary family pension.

Sir

I am directed to invite a reference to the correspondence resting with Finance Department circular letter No. 1/3(3)-84-2FR-II, dated the 1st August, 1984; on the above subject and to say that consequent upon the rise in the cost of living (i. e. Average Consumer Price Index raising from 520 to 528, 528 to 536, 536 to 544 and 544 to 552 points), the State Government had been considering for some time past, the question of affording further relief to Haryana Government pensioners as well as to the recipients of family pension and extraordinary family pension. It has now been decided to grant them further four installments of relief with effect from 1st January, 1984, 1st February, 1984, 1st April, 1984 and 1st June, 1984 each at the rate of 2.5% of their pension with a minimum of Rs. 2.50 and a maximum of Rs. 12.50 per mensem.

2. With the grant of relief mentioned above the pensioners and recipients of family pension will be entitled to total relief as under :

Date		Rate of relief in the case of Govt. employees who retired on or before 31-3-1979	Rate of relief in the case of Govt. employees who retired / retire on or after 1-4-79.
1.1.1984 31.1.1984	to	62½% of pension subject to a minimum of Rs. 62.50 and a maximum of Rs. 312.50	67½% of pension subject to a minimum of Rs. 67.50 and a maximum of Rs. 337.50
1.2.1984 31.3.1984	to	65% of pension subject to a minimum of Rs. 65.00 and a maximum of Rs. 325.00	70% of pension subject to a minimum of Rs. 70.00 and a maximum of Rs. 350.00
1.4.1984 31.05.1984	to	67½% of pension subject to a minimum of Rs. 67.50 and a maximum of Rs. 337.50	72½% of pension subject to a minimum of Rs. 72.50 and a maximum of Rs. 362.50
1.6.1984		70% of pension subject to a minimum of Rs. 70.00 and a maximum of Rs. 350.00	75% of pension subject to a minimum of Rs. 75.00 and a maximum of Rs. 375.00

In the case of pensioners and recipients of family pension retired prior to 1.4.1979, the relief at the above rates will be calculated with reference to the pension as determined 1.4.1979 in terms of para (5) of Finance Department circular letter No. 11/1PR(FD)-81, dated 19.3.1981. The relief as calculated above will be expressed in whole rupees and for this purpose the fraction of a rupee will be rounded off to the next higher rupee.

3. These orders will not apply to pensioners, whose pensions have been determined on ad hoc basis without reference to the emoluments drawn by them i.e. 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 expenditure involved will be debitable to the Major Head "266-Pensions and other Retirement Benefits".

5. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(Rajni Razdan)

Joint Secretary Finance

for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been Cancelled vide
No. 28/8/84-2B&C, Dated 13.02.1985.***

No. 28/8/84-2B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners Ambala and Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,
All Distt. & Session Judges in Haryana.

Dated, Chandigarh, the 12th November, 1984

Subject : Restructuring of the existing Accountant General Officers in various States in to Accountant General (Accounts & Entitlement) and Accountant General (Audit) Offices.

Sir,

I am directed to invite your attention to Finance Department letter of even number dated 15-3-84 and 8.5.84 and 15-6-84 on the subject noted above vide which it was requested that all such sanctions which have financial bearings and which concern the Audit or the Accounting functions or both the functions should be sent to respective or both the offices. It has now been brought to the notice of the F.D. by the A.G.(Accounts and Entitlement) Haryana that the sanctions relating to re-imbursement of medical claims, Journey beyond adhere of jurisdiction payment of honorarium, clearance of efficiency bar, charge Reports of gazetted officers, posting and transfer orders, appointment orders of new incumbents, orders of pay fixation which are purely meant for A.G. (Audit) are being sent to his office.

This clearly tends to show that the earlier instructions are not being adhered to properly. This being so, it is emphasised once again that it may please be ensured that in future sanctions pertaining to matters mentioned above may kindly be rendered to A.G. (Audit) Haryana only and not to A.G. (Accounts and Entitlement) Haryana. You are also requested to bring these instructions to the notice of all the officers/officials working under you control for strict compliance.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 28/8/84-2B&C

Dated, Chandigarh, the 12-11-1984

A copy is forwarded to the Accountant General (Accounts & Entitlement) Haryana, Chandigarh for information with reference letter No. TM(T)-16(I)/84-85/1180-89, dated 27.8.84.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the Financial Commissioner, Haryana all Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Financial Commissioners Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 28/8/84-2B&C

Dated, Chandigarh, the 12-11-1984.

These instructions have become obsolete.

No. 13/5(1)/78-5FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State,
The Registrar, Punjab and Haryana High Court and
District and Sessions Judges in Haryana.

Dated, Chandigarh, the 20th November, 1984

Subject : Watching recovery of leave salary and pension contributions.

Sir,

I am directed to address you on the subject noted above and to say that the information asked for in para 3 of letter No. 1028-TA(ATI)-84/1535, dated 18.9.84 (copy enclosed), by the Principal, Accounts Training Institute, Finance Department, Haryana, Chandigarh may please be supplied to him, direct under intimation to this department, so that the arrangement for imparting training to the Government employees could be finalized by him at an early date.

2. This may please be treated as MOST URGENT.

Sd/-

Under Secretary Finance (Regulations),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 13/5(1)/78-5FR(I),

Dated, Chandigarh the, 20th November, 1984

A copy is forwarded to the Principal, Accounts Training Institute, Haryana, Jawahar Bhawan, Sector 17-C, Chandigarh, with the request to intimate the date and timings for imparting the training to the Government employees direct at his convenience.

Sd/-

Under Secretary Finance, (Regulations),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been revised vide
No. 16/102/2010-4B&C, Dt. 09.11.2010.***

MOST IMMEDIATE

No. 5/1/84-1B&C-84

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department in Haryana,
The Registrar Punjab and Haryana High Court, Chandigarh,
Commissioners of Divisions and
all the Deputy Commissioner in Haryana.

Dated, Chandigarh, the 23rd November, 1984

Subject : Economy in expenditure Measures for controlling the consumption of fuel.

Sir,

I am directed to invite a reference to Finance Department circular letter number 1628-1B&C-77/11400, dated 20th April, 1977 on the subject cited above and to say that out of the various measures aiming to bring in economy in the Government expenditure, one of the measures as was envisaged in the instructions referred to above was that from 1.4.1974 a coupon system to keep a check over the expenditure on Petrol, Mobile Oil etc. on Government vehicles was introduced. It was, however, provided that the said system will, for the present, not apply in case of trucks and other vehicles which are run on diesel. In other words, the coupon system was not made to envelop the diesel driven vehicles. In view of the present overwhelming need of exercising economy it has been decided that the said system will be applicable mutatis-mutandis in case of the diesel driven Government vehicles also with effect from 1.12.1984.

Attention is also invited to Finance Department circular No. 2782-1B&C-75/22622 dated 11.7.75 regarding preparation of Budget Estimates for the year 1976-77 and the instructions issued on the subject thereafter every year wherein it was emphasised that provision for P.O.L. (Petrol, Oil and Lubricants) should be shown separately under the standard object of expenditure officer Expenses. It has, however, been observed that despite these instructions, this is not being done by certain departments. You are, therefore, requested that these instructions should be meticulously followed in future. Apart from this the figures of "Fuel Charges" representing diesel for Govt. Vehicles should also be exhibited separately under the above mentioned standard object of Expenditure in the budget.

3. In order to enable the Finance Department to determine quantum of coupons, as may be necessary to issue, for diesel driven vehicles, for the remaining period of the Financial year 1984-85, it is requested that the information in the following manner may please be sent immediately :-

- (i) Total number of diesel driven vehicles with the department during the year :-
- (ii) 1983-84.
- (iii) 1984-85.
- (iv) Budget provision as will be available from the existing funds sanctioned under primary unit "office expenses" for the purpose.

- (v) Expenditure incurred by the department on the purchase of diesel for use in the diesel vehicles during the period year :-
- (vii) 1983-84.
- (viii) 1.4.84 to 30.9.84.

4. It is requested that the above instructions may please be brought to the notice of all concerned for strict compliance and it also be ensured that the information as has been sought is furnished to the Finance Department without any avoidable delay.

5. Receipts of this Communication may please be acknowledged.

Yours faithfully,

Sd/-

(S.K. SAXENA)

Deputy Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/84-1B&C/84

Dated, Chandigarh, the 23/11/1984

A copy is forwarded to Accountant General, Haryana, for information and necessary action.

Sd/-

(S.K. SAXENA)

Deputy Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/84-1B&C/84

Dated, Chandigarh, the 23/11/1984

A copy is forwarded for information and necessary action to :-

1. Joint Secretary to Govt., Haryana, Treasuries and Accounts Department.
2. All Treasury Officers/Sub Treasury Officers in Haryana.

2. They are requested to ensure that the same procedure is followed for drawing money from Treasuries as is being followed at present in the case of petrol run vehicles.

Sd/-

(S.K. SAXENA)

Deputy Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all Administrative Secretaries to Government Haryana for information and necessary action.

Sd/-

(S.K. SAXENA)

Deputy Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/1/84-1B&C

Dated, Chandigarh, the 23/11/1984.

प्रतिलिपि क्रमांक 10/16(7)-84-3एफ0आर0।।/2840,
दिनांक 26 नवम्बर, 1984 (26th November, 1984)

विषय : कर्मचारियों/अधिकारियों को प्रशिक्षण/सैमिनार इत्यादि में भाग लेने की सामान्य शर्तों का ब्यौरा भेजने बारे।

उपरोक्त विषय पर मुझे यह कहने का निर्देश हुआ है कि वित्त विभाग में प्रशिक्षण संबंधित जो प्रस्ताव प्राप्त होते हैं उनमें प्रायः प्रशिक्षण से संबंधित सामान्य शर्तों का उल्लेख नहीं किया जाता है जिससे ऐसे केसों के निपटान में अनावश्यक विलम्ब हो जाता है तथा इस विभाग का कार्य भी बढ़ जाता है। इस त्रुटि को दूर करने के लिये आपसे अनुरोध है कि भविष्य में प्रशिक्षण से संबंधित मामले इस विभाग को भेजते समय उनमें शर्तों का उल्लेख किया करें। प्रशिक्षण संबंधित सामान्य शर्तों की एक प्रति मार्गदर्शन हेतु संलग्न की जाती है। इन हिदायतों का दृढ़ता से पालन करने के लिये इन्हें सभी कर्मचारियों/अधिकारियों के ध्यान में ला दिया जाये।

हस्ता०/-

अवर सचिव वित्त (आर)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

1. इस कोर्स का समय जिस तिथि से कर्मचारियों/अधिकारी जायेंगे और प्रशिक्षण प्राप्त करने के बाद वापिस ड्यूटी पर उपस्थित होंगे ड्यूटी पर समझे जायेंगे और इनको उस समय का पूरा वेतन तथा भत्ते दिये जायेंगे।
2. इन कर्मचारियों/अधिकारियों को यात्रा भत्ता नियम 2.88 ऑफ टी.ए. रूलज के अनुसार दौरे के रेट्स पर जो सफर वह ड्यूटी स्थान ट्रेनिंग स्थान तक और वापिसी ड्यूटी स्थान पर रुकेंगे, दिया जायेगा। ये अधिकारी यदि कोई सफर स्टडी टूर के संबंध में करेंगे तो यात्रा भत्ता ऊपर लिखे रेट पर नियमों के अनुसार दिया जाएगा। इन कर्मचारियों/अधिकारियों को प्रशिक्षण के दौरान ट्रेनिंग भत्ता वित्त विभाग के परिपत्र क्रं० 5/6(1)-78-3एफ0आर0।। दिनांक 9.1.81 के अनुसार दिया जाये।
3. प्रशिक्षण अवधि के दौरान संबंधित कर्मचारी/अधिकारी को उसके पद के साथ लगा हुआ विशेष वेतन उसी सूरत में देय होगा यदि सक्षम अधिकारी यह प्रमाणित करे कि संबंधित कर्मचारी/अधिकारी इस पद पर लगा हुआ रहता तो पद के साथ लगा हुआ विशेष वेतन प्राप्त करता, यदि उसे प्रशिक्षण पर न भेजा जाता।
4. इन अधिकारियों/कर्मचारियों की गैर हाजरी पर इनके काम-काज का प्रबन्ध अंदरूनी तौर पर किया जायेगा।
5. यह अधिकारी/कर्मचारी ट्रेनिंग के आधार पर कोई अतिरिक्त भत्ता या तरक्की की माँग नहीं करेंगे।
6. प्रशासकीय विभाग सैंक्शन जारी करते समय वित्त विभाग के परिपत्र क्रं० 64-1एफ.आर.-।।-60/4380, दिनांक 12.5.60 के पैरा 2 में दिये गये प्रमाण-पत्र भी शामिल करें तथा स्पष्ट करें कि यह ट्रेनिंग लोकहित में है तथा विभाग को वास्तविक व एक्टिव परसोनल की आवश्यकता है।
7. ये अधिकारी/कर्मचारी इस ट्रेनिंग के बाद एक वर्ष का प्रशिक्षण की अवधि के दुगुने समय के लिए विभाग में नौकरी के लिए भी बाध्य होंगे।

D. O. No. 5/27/81-1B&C

M. C. Gupta, IAS

Commissioner & Secretary to Government,
Haryana, Finance Department.

Dated 28th November, 1984

Subject : Purchases through DGS&D by the Govt. Departments.

My dear,

For some time past we have been observing that the State Government Departments authorised to make purchases through DGS&D have been exceeding their initial estimates with the result that the state Government is faced with greater liabilities than it should be meeting. Moreover the multiplicity of authorities empowered to make purchases is also leading to a tendency towards haphazard purchases.

2. With a view to streamlining the system and to restrict purchases within the given limits, it has been decided that as far as Haryana state Government are concerned, indents would be placed with DG S&D only by Head of Departments and not by any authority subordinate to them. The main Indenting Departments are the following :-

- (1) Engineer-in-Chief, PWD (B&R).
- (2) Engineer-in-Chief, Irrigation.
- (3) Engineer-in-Chief, Public Health.
- (4) Director, Food & Supplies.
- (5) Director, Health Services.

3. I am apprising to inform you of the decision of the State Government and also seeking your co-operation for a successful implementation of this system. You may like to advise your officers that as far as the Haryana state Government are concerned, indents received only from the above authorities may be accepted and honoured and non else. Obviously, the state Govt. shall not be liable for making payment for supplies made against indents received from authorities other than the designated Heads of Departments.

4. To avoid any administrative problems the new system may be put into effect from the 1st December, 1984 and indents received upto the 30th November, 1984, on the existing system may be honoured. We are also informing the concerned Departments of the state Government accordingly.

A line in reply will oblige.

With kind regards,

Yours sincerely,

Sd/-
(M.C. Gupta)

Shri R.K. Singhal,
Director General, Supplies & Disposal,
Government of India,
New Delhi.

Endst. No. 5/27/81-1B&C

Dated, 29th November, 1984

A copy is forwarded to the Accountant General (Accounts & Entitlement) Haryana, for information. It is requested that these instructions may be brought to the notice of all concerned so that no debits are allowed to be raised against DGS&D purchases in contravention of these. The receipt of this letter may also kindly be acknowledged.

Sd/-
JAGDISH CHANDER
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 5/27/81-1B&C

Dated 29th Nov., 1984

A copy is forwarded to :-

1. Shri K.B. Vig, E-in-C, Irrigation;
2. Shri J.S. Gupta, E-in-C, B&R;
3. Shri I. Chandra, E-in-C, P.H.,
4. Shri R.D. Garg, Director, Food & Supplies;
5. All other concerned Heads of the Departments.
for information and strict compliance please.

Sd/-
JAGDISH CHANDER
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

These instructions have become obsolete.

No. 12/2/84-WM(4)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar Punjab & Haryana High Court, Chandigarh,
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 30th November, 1984

Subject : Payment of interest on delayed payment of Death-cum-Retirement Gratuity.

Sir,

I am directed to invite your attention to Haryana Government, Finance Department circular letter No. 1/4(5)-79-2FR-II, dated the 2nd November, 1983, on the subject noted above and to say that with the approval of the Accountant General, Haryana it has been decided to open a detailed head, Interest on delayed payment of death-cum-retirement Gratuity under the Major/Minor/Sub-Head, "249-Interest payment-F-Interest on other obligations-(2) Miscellaneous." It may be deemed to have become operative with immediate effect. All other instructions issued on the subject remain unchanged.

2. You are requested to intimate the expenditure incurred on this account to the Accountant General (Accounts), Haryana regular.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 12/2/84-WM(4)

Dated, Chandigarh, the 30th November, 1984

A copy is forwarded to the Accountant General (Audit), Haryana, Chandigarh, for information with reference to his letter No. TM(T)/3-1/CS/84-85/1227-30, dated the 19th October, 1984

He is requested to send the budget estimates on this account to the Finance Department every year.

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to :-

The Financial Commissioners Revenue, Haryana and
All Administrative Secretaries to Govt., Haryana, for information.

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners Revenue Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 12/2/84-WM(4)

Dated, Chandigarh, the 30th November, 1984

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary/Parliamentary Secretary for the information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Minister of State/Chief Parliamentary
Secretary/Parliamentary Secretary

U.O. No. 12/2/84-WM(4)

Dated, Chandigarh, the 30th November, 1984.

No. 4/1/84-3FR-II/3146

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 18th December, 1984

Subject : Payment of further Ad-hoc Dearness Allowance to Senior Officers.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 4/1/84-3FR-II/2236, dated 13-8-1984 and dated 22-8-84, on the subject noted above and to say that the State Government have decided that with effect from 1-2-1984, in addition to the rates of dearness allowance specified in para I (a), (b), (c) and (d) of circular letter No. 4/1/84-3FR-II/3001, dated 15-10-1984 (in so far as Senior Officers getting pay above Rs. 2171/- p.m. in the revised scales are concerned) the following Ad-hoc D.A. will be payable to senior officers getting pay above Rs. 2171/- p.m. in the revised scale of pay in lieu of the adhoc dearness allowance already sanctioned :

Pay Range	Rate of further dearness allowance per mensem
Rs. 2172-2749	76% of (basic and pay N.P.A. where admissible minus the amount of ADA-I and II sanctioned upto 12 monthly average CPI 320 already merged in the pay of the employees for the purpose of pay fixation on the appointed day) less Rs. 1180/-
Rs. 2750/- and above	Rs. 600/-

2. Payment of further Ad-hoc Dearness Allowance admissible to Senior Officers getting basic pay above Rs. 1881 to 2171/- will continue to be regulated under Finance Department circular letter No. 4/1/84-3FR-II/2236, dated 13-8-84 and 22-8-84.

Note I. In the case of officers whose pay on 1-4-79 in the unrevised scales of pay was less than Rs. 2400/- the amount of ADA-I and II at 320 C.P.I. merged in their pay may be deducted from the pay on 1-1-83 and onward for calculating the adhoc dearness allowance.

Note II. In the case of Officers whose pay on 1-4-79 in the pre-revised scales of pay was Rs. 2400/- and above, deduction from their pay on 1-1-83 and onward may be made while calculating adhoc dearness allowance.

Note III. In case of persons whose pay has been fixed directly in the revised scales of pay the amount of Rs. 363/- notionally admissible to them as ADA-I and II would be deducted from their basic pay for determining the amount of admissible adhoc dearness allowance.

3. In case of employees in receipt of pay in U.G.C. pay scales and also those who have been allowed to retain the un-revised scales of pay, the rate of adhoc dearness allowance will be as under :

Pay range	Rate of further Dearness Allowance per mensum
Rs. 1809-2749/-	76% of basic pay N.P.A. where admissible less Rs. 1180/-
Rs. 2750/- and above	Rs. 600/-

4. For purpose of calculating 76% of Ad-hoc Dearness Allowance only basic pay would be taken into account. Special Pay except N.P.A. where admissible deputation pay, Special Allowance or any addition in pay under any other nomenclature would not be included.

5. The payments on account of Ad-hoc Dearness Allowance as calculated in the above manner would be rounded off to the nearest 10 paise.

6. The amount of the arrears on account of the above adhoc dearness allowance for the period from 1-2-84 to 30-9-84 will be deposited in the General Provident Fund Accounts of the Senior Officers.

7. The above orders will not be applicable to the employees taken on contract basis except where dearness allowance is admissible to them in terms of their contract.

Yours faithfully,

Sd/-

(RAJNI RAJDAN)

Joint Secretary, Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 8(4)84-2WM(6)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State,
The Registrar, Punjab and Haryana High Court, Chandigarh, and
all District & Sessions Judges in Haryana.

Dated, Chandigarh, the 20th December, 1984

Subject : Grant of Cycle Advance to Government employees.

Sir,

I am directed to invited your attention on the subject noted above and to say that the matter regarding fixation of time limit for the submission of applications to the Finance Department for the grant of Cycle advance to Govt. employees has been engaging the attention of the Government for sometime past and it has been decided that hence-forth the applications for the grant of Cycle Advance will be accepted only twice in a year i.e. May and November. You are requested to adhere to these schedules and send the applications in one lot in the month of May and November, while sending the applications, a duplicate copy of the name of the applicants may also be furnished with your letter. No. application will be entertained except these months during the year.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 8(4)84-WM(6),

Dated, Chandigarh, the 20th December, 1984

A copy is forwarded to the Accountant General Haryana (Accounts), Chandigarh, for information

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to the :-

Financial Commissioners, Revenue &
All Administrative Secretaries to Govt., Haryana;
for information.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner Revenue and
All Administrative Secretaries to Govt., Haryana.

U.O. No. 8(4)84-WM(6),

Dated, Chandigarh, the 20th December, 1984

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Minister of State /Parliamentary Secretary for information of the Chief Minister/Ministers/Minister of State/Parliamentary Secretary.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers/State Ministers/Parliamentary
Secretary.

U.O. No. 8(4)84-WM(6),

Dated, Chandigarh, the 20th December, 1984.

(Copy of F.D. Hr. No. 1/14/1PR(FD)-84 on 21st December, 1984)

U.O. No. 47/15/83-SII, dt. 16-11-84 U.O. No. 48/8/84-SII, Dt. 26.6.84

Subject : Revision of Selection Grade of HCS (Executive) Officers.

I am directed to invite your attention to your communications noted in the margin, on the above subject, and to state that after careful consideration, the state Govt. has decided to revise the selection Grade of HCS (Executive) from Rs. 2000-75-2300-100-2400 to Rs. 2100-75-2400-100-2500, with effect from 1.6.84 to be granted after completion of twelve years of service to be counted from the year of vacancy

2. The pay of the concerned officers may be refixed in the revised scale of pay in accordance with the normal rules and laid down in the Punjab CSR Vol. I Part I.

***These instructions have been partly modified
vide No. 2/28/02-2 Pension, Dt. 09.07.04.***

No. 1/2(11)-84-2FR-II

From

The Commissioner & Principal Secretary to Govt.,
Haryana, Finance Department.

To

All the Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 4th January, 1985

Subject : Restoration of commuted portion of pension to the pensioners - Clarification regarding.

Sir,

I am directed to invite a reference to Para (7) of Finance Department circular letter No. 11/1PR(FD)-81, dated the 19th March, 1981, which, interalia, provides that, where a pensioner commutes a part of his pension and receives lumpsum in lieu thereof, he would be allowed restoration of the surrendered value of pension in full after completion of 70 years of age. In this connection, the Accountant General, Haryana has sought clarifications (i) whether the commuted portion of pension is to be restored after completion of 70 years of age in the case of only those employees who got their pension commuted within one year of the date of their retirement i.e. before 59th birthday or it is also to be restored in the case of those employees who got their pension commuted after one year or more of the date of their retirement i.e. on attaining the age of 60 years thereafter; and (ii) whether the benefit of restoration of surrendered value of pension after completion of 70 years of age is to be extended to old pensioners who retired before 1-4-1979 i.e. before the date of liberalisation of pensionary benefits on the recommendations of the Pay Commission. The matter has been examined further and after careful consideration, it has been decided that the commuted portion of pension may be restored in the case of those employees who retired long ago and had reached the age of 70 years or more on 31-10-1984. In the case of those employees who have retired before the 31st October, 1984, but have not yet exercised their option for commutation of pension, restoration may be granted only after a period of 11 years has elapsed from the date of their exercising such option and they surrender full amount of commuted value of pension. Similar will be the position in the case of those retired employees who have exercised their option for commutation but have not reached the age of 70 years as on 31-10-1984.

2. In regard to the employees who were in service as on the 1st November, 1984, the clear stipulation would be that if they want to have the benefit of commutation of pension, they must exercise their option within six months of their retirement. In case they fail to do so, commutation in pension will not be permitted.

3. You are requested to bring these instructions to the notice of all concerned for strict compliance.

4. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-
(Beant Singh)
Deputy Secretary Finance (D),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/2(11)-84-2FR-II

Dated, Chandigarh, the 4th January, 1985

A copy is forwarded to the Accountant General (i) (Accounts & Entitlement) and (ii) (Audit) for information and necessary action with reference to former D.O. letter No. Pen.(R)/General3B/83-84/9600, dated 27-2-1984.

Sd/-
(Beant Singh)
Deputy Secretary Finance (D),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/2(11)-84-2FR-II

Dated, Chandigarh, the 4th January, 1985

A copy is forwarded to the Treasury Officers/Assistant Treasury Officers in Haryana State for information & necessary action.

Sd/-
(Beant Singh)
Deputy Secretary Finance (D),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the :-

1. All the Financial Commissioners, Haryana; and
2. All Administrative Secretaries to Government, Haryana information and necessary action.

Sd/-
(Beant Singh)
Deputy Secretary Finance (D),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Financial Commissioners, Haryana and
All the Administrative Secretaries to Govt., Haryana.

U.O. No. 1/2(11)-84-2FR-II

Dated, Chandigarh, the 4th January, 1985.

No. 2/68/83-WM(7)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala & Hisar Divisions,
All Deputy Commissioners &
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh and
All District & Session Judges in Haryana.

Dated, Chandigarh, the 4th January, 1985

Subject : Grant of advance to Government employees for the purchase of built up houses.

Sir,

As you are aware that in some cases advance less than the admissibility of the Government servant or actual prices of the house has been earmarked by the Finance Department for the purchase of a built up house from private sources other than Government agencies. In such cases, Finance Department asked the concerned departments in individual cases, where part advance had been sanctioned, to furnish the irrevocable agreement for the purchase of a house which should be for an indefinite period, otherwise penal interest at the rate of 4% would be charged from the loanee in addition to normal rate of interest. It has now been decided that following action be taken in the cases where partial amount for the purchase of the house has been sanctioned :-

- (i) The irrevocable agreement for the purchase of a house from the owner for indefinite period should be obtained from concerned employee. If the employee fails to do so, the sanctioned amount should be recovered in lump sum alongwith 4% penal interest in addition to normal rate of interest.
 - (ii) Where the irrevocable agreement has been received and the amount has not been utilized by the employee, the amount may also be recovered in lump sum alongwith simple interest and where the amount has been utilized, the sanctioned loan may not be recovered, but the utilization certificate be obtained.
2. The action taken in the matter may please be intimated to the Finance Department.
 3. The above instruction may be brought to the notice of all concerned working under your control.
 4. Please acknowledge the receipt of this letter.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 2/68/83-WM(7)

Dated, Chandigarh, 4th January, 1985

A copy is forwarded to the Accountant General, (Accounts), Haryana Chandigarh for information and necessary action.

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to :-

The Financial Commissioner Revenue, Haryana and
All Administrative Secretaries to Govt., Haryana;
for information and necessary action.

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner Revenue, Haryana; and
All Administrative Secretaries to Govt., Haryana.

U.O. No. 2/68/83-WM(7)

Dated, Chandigarh, 4th January, 1985

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary for the information of Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 2/68/83-WM(7)

Dated, Chandigarh, 4th January, 1985

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Transport Commissioner, Haryana,
Chandigarh.

No. 5/1/354/B&C

Dated : 23rd January, 1985

Subject : Economy in Expenditure - Measures for controlling the consumption of fuel.

Reference your Memo No. Spl./ACC/Tech, dated 10.1.1985 on the subject cited above.

Finance Department observe that Roadways buses are for general use and not run like other staff car, vehicles for which P.O.L. coupons are required. As such, Roadways buses are automatically exempted from P.O.L. coupons scheme.

Sd/-

Superintendent, Budget & Committee
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 5/1/85-1/B&C

Dated 24th January, 1985

A copy is forwarded to all the Treasury Officers/Asstt. Treasury officers in Haryana for information and necessary action with reference to Finance Department Endst. of even number dated 23.11.1984.

Sd/-

Superintendent, Budget & Committee
for Commissioner & Secretary to Government,
Haryana, Finance Department.

These instructions have become obsolete.

No. 22/1/84-2B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Head of Departments, Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 29th January, 1985

Subject : Programme of Commercial Audit.

Sir,

I am directed to invite your attention to the subject noted above and enclose a list of various offices/Department/Companies/Corporation of the Govt. of Haryana which are run on commercial lines and are on programme for local audit during the year 1985-86 by the Accountant General Haryana. If the audit of any other department/office/company/corporation under your control is to be conducted during 1985-86 suggestions for its inclusion in the audit programme may kindly be conveyed to the A.G. Haryana immediately alongwith the reasons for such inclusion.

2. The information regarding the closure of existing officers/opening of new offices, which have to be brought on annual programme for local audit by the Audit Office, should invariable be sent direct to the Accountant General (Audit), Haryana in future under intimation to Finance Department.

Yours faithfully,

Sd/-
Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 22/1/84-2B&C

Dated, Chandigarh, the 29-1-1985.

A copy is forwarded to the Accountant General (Audit), Haryana Chandigarh for information with reference to his letter No. CW/HR/forecast/Programme/84-85/3480-81, dated 7.1.85.

Sd/-
Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all Financial Commissioners, Haryana and Administrative Secretaries to Govt. Haryana for information and necessary action.

2. They are requested to ensure that the requisite information is sent by the Heads of Departments. To the Accountant General (Audit) Haryana under your control.

Sd/-
Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Financial Commissioners, Haryana,
and all Administrative Secretaries to Govt., Haryana.

U.O. No. 22/1/84-2B&C

Dated, Chandigarh, the 29-1-1985.

Contd...
Encl.

STATEMENT OF OFFICE/DEPARTMENTS/GOVT. COMPANIES/CORPORATIONS AUDIT OF WHICH S DUE TO BE CONDUCTED DURING 1985-86.

Sr. No.	Name of Audit	District
1.	Seed depot Scheme	Ambala
2.	-do-	Rohtak
3.	-do-	Narnaul
4.	-do-	Jind
5.	-do-	Karnal
6.	-do-	Gurgaon
7.	-do-	Hisar
8.	-do-	Kurukshetra
9.	-do-	Sonipat
10.	-do-	Sirsa
11.	-do-	Bhiwani
12.	-do-	Faridabad
13.	Director of Agriculture, Seed Depot Scheme, Chandigarh. Director of Agriculture purchase & Distribution of Pesticide (Performa Account)	

TRANSPORT DEPARTMENT

1.	Haryana Roadways	Ambala
2.	-do-	Hisar
3.	-do-	Chandigarh
4.	-do-	Rohtak
5.	-do-	Karnal
6.	-do-	Gurgaon
7.	-do-	Jind
8.	-do-	Rewari
9.	-do-	Bhiwani
10.	-do-	Kaithal
11.	-do-	Sirsa
12.	-do-	Sonipat
13.	-do-	Yamuna Nagar
14.	-do-	Faridabad
15.	State Transport Controller, Haryana, Chandigarh.	
16.	Checking of Motors Transport Reserve Fund Figures of Haryana Roadways Depots.	
17.	General Manager, Haryana, Roadways Central Workshop, Gurgaon.	

MISCELLANEOUS DEPARTMENTS

1.	Controller of Stores Haryana, Chandigarh
2.	Central Jail (Factory) Ambala
3.	Haryana Vety. Vaccine Institute, Hisar (Biological Products Section)
4.	Controller Printing & Stationary Haryana, Chandigarh
5.	Director Food & Supplies Haryana, Chandigarh

GOVT. DEPTT./COMPANIES AND CORPORATION ETC.

1.	Haryana Agro Industries Corp. Ltd. Chandigarh
2.	Haryana State Industrial Dev. Corp. Ltd. Chandigarh
3.	Haryana State Small Industries & Export Corp. Ltd. Chandigarh
4.	Haryana State Warehousing Corp. Ltd. Chandigarh
5.	Haryana Dairy Dev. Corpn. Ltd. Chandigarh
6.	Haryana State Minor Irrigation (Tubewell) Corpn. Ltd.
7.	Haryana Harijan Kalyan Nigam Ltd. Chandigarh
8.	Haryana Breweries Limited Murthal
9.	Haryana Financial Corpn. Ltd.
10.	Haryana Matches Ltd. Yamuna Nagar
11.	Haryana Tanneries Ltd. Jind
12.	Haryana Minerals Ltd. Chandigarh
13.	Haryana Land Reclamation & Dev. Corpn. Ltd. Chandigarh
14.	Haryana Tourism Corp. Ltd. Chandigarh
15.	Haryana Seeds Dev. Corp. Ltd. Chandigarh
16.	Haryana Concast Ltd. Hisar
17.	Haryana Television Ltd. Faridabad
18.	Haryana Handicrafts & Handloom Corp Ltd. Chandigarh
19.	Haryana Backward Classes Kalyan Nigam
20.	Haryana Electronics Corp. Ltd.
21.	Haryana Economically Weaker Sections Kalyan Nigam
22.	Haryana Hotels Ltd. (11-4-1983).

Sd/-
Audit Officer

These instructions have become obsolete.

No. 5/21/84-JAIV-PE&IC (FD)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Managing Directors/Chief Administrators of
all Govt. Corporations/Companies/Boards/HUDA &
Co-operative Institutions in the State.

Dated, Chandigarh, the 6th February, 1985

Subject : Economy in Expenditures.

Sir,

I am directed to invite a reference to the instructions contained in Haryana Govt. Finance Department letter No. 5/21/84-PE&IC (FD) dated 17th August, 1984 on the subject cited above and to say that the following information may kindly be supplied in respect of Vehicles in your Corporation/Company to this Department immediately :-

1. No. of vehicles
2. Operating expenses annually on :-
 - (i) Petrol/oil/Lubrication
 - (ii) Maintenance charges
 - (iii) Pay/T.A. etc. of the Drivers.
 - (iv) Total operating expenses.

Yours faithfully,

Sd/-

Joint Secretary (IP),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/21/84-JAIV-PE&IC (FD)

Chandigarh, Dated 6th Feb., 1985.

A copy is forwarded to the Chairman of all Public Undertakings in Haryana for information and necessary action.

Sd/-

Accounts Officer,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A Copy is forwarded to :-

1. The Chief Secretary to Govt., Haryana.
2. All the Administrative Secretaries to Govt., Haryana for information and necessary action.

Sd/-
Accounts Officer,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

1. The Chief Secretary to Govt., Haryana.
2. All the Administrative Secretaries to Government, Haryana.

U.O. No. 5/21/84-JAIV-PE&IC (FD)

Chandigarh, Dated 6th Feb., 1985.

A copy is forwarded to all Heads of Departments in Haryana for information and necessary action.

Sd/-
Accounts Officer,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana.

U.O. No. 5/21/84-JAIV-PE&IC (FD)

Chandigarh, Dated 6th Feb., 1985.

No. 4/1/85-3FR-II/248

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana. High Court, Chandigarh.

Dated Chandigarh, the 8th February, 1985

Subject : Grant of Dearness Allowance to Haryana Government employees.

I am directed to invite a reference to Finance Department circular letter No. 4/1/84-3FR-II/3001, dated 15-10-1984, on the subject noted above and to say that the State Government have had under consideration the question of granting further relief to its employees consequent upon increase in 12 monthly average Consumer Price Index from 552 to 560 and 560 to 568. has now been decided to grant relief with, effect froth 1st August, 1984 and 1st November, 1984 on the revised scales of pay at the rates given below :

Pay Range	Rate of Dearness Allowance Per mensum (inclusive of the previous installments granted vide letter No. 4/1/84-3FR-II/3001, dated 15.10.1984)
1.	2
(a) With effect from 1-8-1984 (at 12 monthly average Consumer Price Index 560)	
Upto Rs. 600/-	82.50% of pay subject to a maximum of Rs. 480/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/-
Above Rs. 600/- and upto Rs. 2399/-	67.50% of pay subject to a minimum of Rs. 480/- and a maximum of Rs. 900/- plus 0.5% of pay account of restoration of cut subject to a maximum of Rs. 7/- .
Rs. 2400/- to Rs. 2749	Rs. 1270/- minus the amount of ADA-I & II at 320 C.P.I. if any merged at the time of fixation of pay in the revised scales.
Rs. 2750/- and above	Rs. 1650/-
(b) with effect from 1-11-1984 (at 12 monthly average Consumer Price Index 568)	
Upto Rs. 600/-	85.25% of pay subject to a maximum of Rs. 496/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/-
Above Rs. 600/- and Upto Rs. 1400/-	69.75% of pay subject to a minimum of Rs. 496/- and a maximum of Rs. 930/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/- .
Above Rs. 1400/- and 1430/-	Amount by which pay plus D.A. does not exceed Rs. 2330/- plus Rs. 7/- on account of restoration of cut.
Above Rs. 1430/-	As per (A) above.

Note-I. The amount of Dearness Allowance admissible now or in future on pay of Rs. 2400/- p.m. and above would be reduced by the amount of Additional Dearness Allowance (I&II) merged at the time of fixation of pay in the revised scale. However, if the amount of A.D.A. merged in revised pay is more than or equal to the amount of dearness allowance admissible, no dearness allowance would be paid.

Note-II. In case of persons whose pay has been fixed directly at Rs. 2400/- and above in the revised scale of pay, the amount of Rs. 363/- notionally admissible to them as A.D.A. (I&II) at 320 points CPI would be deducted from the amount of admissible dearness allowance.

Note-III. The term 'pay' would include Basic Pay, Personal Pay, Special Pay, Overseas Pay and Deputation Allowance, where admissible as defined in Rule 2.44 of C.S.R Vol.-I, Part-I.

Note-IV. The payments on account of Dearness Allowance would be rounded off to the nearest 10 Paise.

Note-V. In case of those who opt to continue in the un-revised scales of pay, whose pay scales have not yet been revised and the teaching personnel of Education Department (Colleges Cadre) who are in receipt of U.G.C. scales of pay, the amount classified as Dearness Pay as detailed below, will be treated as 'Pay' for calculation of admissible dearness allowance :

(a) In case of those who opt to continue in the un-revised scales of pay and whose pay scales have not yet been revised.

Dearness Allowance Ad-hoc Relief and Additional Dearness Allowance (I & II) upto 12 monthly Consumer Price Index = 320 (1960 base=100) minus excess payment of adhoc relief.

(b) In case of teaching personnel of the Department of Education (Colleges Cadre) who are in receipt of U.G.C. scales of pay.

Additional Dearness Allowance (I& II) upto 12 monthly Consumer Price Index 320 (1960 base = 100) minus excess payment of adhoc relief.

2. It has further been decided that the rates of adhoc Dearness Allowance payable to Senior Officers as sanctioned vide Haryana Government letter No. 4/1/83-3FR-II, dated 3-1-83, 4/1/83-3FR-II, dated 1-3-83, 4/1/83-3FR-II, dated 9-8-83, 4/1/83-3FR-II/2346, dated 6-2-84, 4/1/84-3FR-II/2236, dated 13-8-84, 4/1/84-3FR-II, dated 22-8-84, 4/1/84-3FR-II/3146, dated 18-12-84 as amended from time to time will be as under with effect from 1-8-84 :

Pay Range	Rate of further D.A. per mensem
1. Rs. 2002/- to 2749/-	82% of (basic pay and N.P.A where admissible minus the amount of ADA-I and II sanctioned upto 12 monthly average C.P.I. 320 already merged in the pay of the employees for the purpose of pay fixation on the appointed day) less Rs. 1270/- subject to the further condition that the increase in total Dearness Allowance payable by this order from 1.8.84 shall not exceed Rs. 150/- per month
Rs. 2750/- and above	Rs. 600/- In respect of Officers getting pay above Rs. 1881/- but below Rs. 2002/- the further adhoc Dearness Allowance will continue to be regulated according to circular letter No. 4/1/84-3FR-II/3146, dated 18.12.84.

II. In the case of the employees on receipt of U.G.C. scales and for those who have retained unrevised scales of pay the rates of Ad-hoc Dearness Allowance will be as under :

Pay Range	Rate of Further Ad-hoc Dearness Allowance Per mensem.
Rs. 1639/- to 2749/-	82% of basic pay plus N.P.A., if any less Rs. 1270/- subject to the further condition that the increase in the total Dearness Allowance payable by this order from 1-8-1984 shall not exceed Rs. 150/- p.m.
Rs. 2750/- and above	Rs. 600/-

Note : For purpose of calculating 82% of Ad-hoc Dearness Allowance only basic pay would be taken into account. Special Pay (except' N.P.A. where admissible) deputation pay, Special Allowance or any addition in pay under any other nomenclature would not be included.

3. The general conditions of the payment of Dearness Allowance would continue to be the 'same as in force at present.

4. The amount of arrears on, account of the above installments of Dearness' Allowance for the period from 1-8-84 to 31-1-85 will be deposited in the General. Provident Fund Accounts of the employees. In case of those employees who have no such accounts, the amounts of such arrears will be invested in the Post Office Saving Certificates.

5. These orders are also applicable to the work charged employees

6. The above order will not apply to :-

- (i) Staff paid from contingencies;
- (ii) Casual Labour;
- (iii) Staff employed on daily wages and those working on piece-rate system; and
- (vi) those employed on contract basis except where Dearness allowance admissible in terms of their contract.

Yours faithfully,

Sd/-
(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance, (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 28/8/84-2B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department,
Commissioners Ambala and Hisar Divisions,
All Deputy Commissioner and
Sub Divisional officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,
All Distt. & Session Judges in Haryana.

Dated, Chandigarh, the 13th February, 1985

Subject : Furnishing of copies of sanctions to Accountant General (Audit) Haryana.

Sir,

I am directed to invite your attention to Finance Department's letter of even number dated the 15th June, 1984 on the subject noted above and to say that copies of sanctions will continue to be sent to the offices of Accountant General (Accounts) and Accountant General (Audit) in accordance with the instructions issued vide Finance Department letter referred to above. The instructions issued vide Finance Department letter of even number dated 12-11-1984 may please be treated as cancelled.

2. The Drawing and Disbursing Officer may be instructed to attach in all cases of a copy of the sanction with the bill in support of the amounts withdrawn.

Yours faithfully,

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 28/8/84-2B&C

Dated, Chandigarh, the 13th February, 1985

A copy is forwarded to the Accountant General (Accounts) and Accountant General (Audit), Haryana for information.

Copies of Finance Department letter No. 28/8/84-2B&C, dated 8-5-1984 and 15-6-84 are sent to Accountant General (Audit) for information with reference to his letter No. Cont. Co-order/1-2/Sanction 84-85/2-98-11-A, dated 25-1-1985.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

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A copy is forwarded to All the Financial Commissioners, Haryana, and all Administrative Secretaries to Government, Haryana, for information and necessary action.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department

To

All the Financial Commissioner Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 28/8/84-2B&C

Dated, Chandigarh, the 13th February, 1985

These instructions have been Revised vide No. 428-2FICW-93, dated 26.03.1983 and No. 10/13/96-2FICW, dated 22.05.1996.

No. 125-2FICW-85

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala, Gurgaon, Hisar & Rohtak Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil),
The Registrar, Punjab & Haryana High Court, Chandigarh.
All District & Session Judges, in Haryana.

Dated, Chandigarh, the 14th February, 1985

Subject : Grant of House Rent Allowance to Govt. employees posted at Delhi but residing in the Capital Region of Delhi.

Sir,

I am directed to invite a reference to Haryana Govt. letter No. 956-FICW 65/1548, dated 20-2-65 on the subject noted above and to say that it has come to the notice of Govt. that a few of the employees of State Govt. working in Delhi are stationed in neighboring Cities/Towns of Haryana State. In order to mitigate the hardship caused to such employees, it has been decided that 50% of the house rent allowance admissible in Delhi to Haryana State employees residing in Delhi may be allowed to such employees residing in Capital Region of Delhi as under :-

1. Distt. Sonipat
2. Distt. Faridabad
3. Distt. Rohtak
4. Distt. Gurgaon
5. Rewari Tehsil of Mohindergarh Distt.
6. Panipat Tehsil of Karnal Distt.

The benefit of house rent allowance would be applicable from the date of issue of letter and subject to the same conditions as laid down in the letter referred to above as amended from time to time.

Yours faithfully,

Sd/-

(Rajni Razdan)

Joint Secretary Finance (SG)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 10/7/5PR(FD)-84

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana.

Dated, Chandigarh, the 15th February, 1985

Subject : Grant of selection grade to employees in the offices of Heads of Departments.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 10/7/5PR(FD)-84, dated 11th September, 1984, on the subject cited above and to say that the question of grant of selection grade to Head Assistants/Head Clerks in the offices of Heads of Departments located at Chandigarh has been engaging the attention of Govt. for sometime past. After careful consideration, it has now been decided that they may also be granted a selection grade of Rs. 750-1450 (for 20% posts) with effect from 9.1.1985.

2. In a department where there is a joint cadre or Joint Seniority with the field staff, the selection grade will be allowed to 20% of the posts sanctioned at headquarter only.

3. The pay of the officials in the selection grade will be fixed in accordance with the normal rules.

Yours faithfully,

Sd/-

(K.K. ABROL)

Under Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 10/7/5PR(FD)-84

Dated the 15th February, 1985

A copy is forwarded to the Accountant General, Haryana for information.

Sd/-

(K.K. ABROL)

Under Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded for information and necessary action to :-

All the Financial Commissioner, Haryana.

All Administrative Secretaries to Govt. Haryana for information.

Sd/-

(K.K. Abrol)

Under Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 10/7/5PR(FD)-84

Dated the 15th February, 1985

Copies are forwarded to the Principal Secretary/Secretaries to the Chief Minister/
Ministers/Deputy Ministers for information of the Chief Minister/Ministers/Deputy Ministers/Chief
Parliamentary Secretary.

Sd/-
(K.K. Abrol)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to
the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary
Secretary.

U.O. No. 10/7/5PR(FD)-84

Dated the 15th February, 1985.

No. 5/1/84-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
Commissioner Ambala/Hisar Division and
All the Deputy Commissioner in the state.

Dated, Chandigarh, the 26th February, 1985

Subject : Economy in Expenditure - Measures for controlling the consumption of fuel.

Sir,

In continuation of Finance Department letter of even No. dated 15.2.85 on the subject cited above. I am directed to inform you that scheme of P.O.L. coupons (diesel) will also not apply in the case of Trucks, Road Rollers, generating sets etc. which are run on diesel.

This clarification may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-

(R.L. ANAND)

Superintendent Budget & Committee,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/84-1B&C

Dated, Chandigarh, the 26th February, 1985

A copy is forwarded to Accountant General, Haryana for information and necessary action.

Sd/-

(R.L. ANAND)

Superintendent Budget & Committee,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/84-1B&C

Dated, Chandigarh, the 26th February, 1985

A copy is forwarded to :-

- (i) Joint Secretary to Government, Haryana, Treasury and Accounts.
- (ii) All the Treasury Officers/Assistant Treasury Officers in Haryana for information and necessary action.

Sd/-

(R.L. ANAND)

Superintendent Budget & Committee,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-
(R.L. ANAND)
Superintendent Budget & Committee,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/1/84-1B&C

Dated, the 26th February, 1985.

***These instructions have been Revised vide
No. 5/30/88-1FR-II, Dated 30.3.1988.***

No. 5/4(2)-82-1FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 1st March, 1985

Subject : Grant of conveyance allowance to Blind and Orthopaedically Handicapped employees of Haryana Government.

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department circular letter No. 5/4(2)-82-1FR-II, dated 10-9-1982 on the subject noted above and to say that for some time past the question of raising the rate of conveyance allowance to Blind and Orthopaedically Handicapped employees in the State has been engaging the attention of Government. After careful consideration, it has been decided to raise the maximum limit of conveyance allowance from Rs. 50/- per month to Rs. 75/- per month, with effect from the date of issue of this letter. There will, however, be no change in the existing terms and conditions for the grant of this allowance.

2. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(MEENAXI ANAND CHAUDHRY)

Joint Secretary Finance (R),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/4(2)/82-1FR-II

Dated, Chandigarh, 1st March, 1985

A copy, with one spare copy, is forwarded to the Accountant General, Haryana, (i) Audit (ii) A&E Wing, for information and necessary action.

Sd/-

(MEENAXI ANAND CHAUDHRY)

Joint Secretary Finance, (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners, Haryana and all Administrative Secretaries to Government, Haryana, for information and necessary action

Sd/-

(K.K. ABROL)

Under Secretary Finance, (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

- (1) All the Financial Commissioners, Haryana.
- (2) All Administrative Secretaries to Government, Haryana.

U.O. No. 5/4(2)/82-1FR-II

Dated, Chandigarh, 1st March, 1985

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretaries for information of the Chief Minister/Ministers of State/Parliamentary Secretaries.

Sd/-

(K.K. ABROL)

Under Secretary Finance, (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State and Parliamentary
Secretary.

U.O. No. 5/4(2)/82-1FR-II

Dated, Chandigarh, 1st March, 1985.

These instructions have become obsolete.

No. 5/2/85-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
The Registrar, Punjab and Haryana
High Court, Chandigarh,
Commissioner, Ambala/Hisar Divisions and
All Deputy Commissioners in Haryana State.

Dated, Chandigarh, the 1st March, 1985

Subject : Economy in expenditure.

Sir,

I am directed to invite your attention to the ban imposed on the construction of new buildings and purchase of furniture, which was imposed vide Finance Department circular letter No. 1628-1B&C-77/11400 dated the 24th April, 1977. Government have reviewed the matter and have decided to lift these bans subject to the following conditions :-

(i) Construction of new buildings :

The construction of new buildings could be undertaken on the basis of the budget provisions subject to prior scrutiny by the Administrative Department and the Finance Department for schemes included on the plan side in 1985-86. While scrutinizing such proposals it may *inter alia* be examined as to what are the committed liabilities of the Department for completing other buildings whose construction is in hand.

(ii) Purchase of furniture :

Sanction for the purchase of furniture could be issued by the Administrative Department provided the necessary budget provision is available under the relevant major and minor heads. It may be ensured that the furniture being purchased is absolutely necessary and is strictly in accordance with the approved norms laid down by the Chief Secretary in this behalf. The purchase of furniture on the plan side may be sanctioned after the scrutiny of the plan schemes by the Administrative and the Finance Department for provision made in 1985-86.

(iii) Purchase of vehicles in replacement of condemned vehicles :

New vehicles in replacement of condemned vehicles may be purchased by the concerned Departments provided a specific budget provision exists for the purpose. In regard to the vehicles purchased in replacement to condemned vehicles. The condemned vehicle vehicles should be sold off within 45 days of the purchase of the new vehicles and the sale proceeds should be deposited in the Government treasury immediately under intimation to the

Administrative Department and the Finance Department. Proposals for the purchase of any additional vehicles will be referred to Finance Department as hitherto.

Yours faithfully,

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/2/85-1B&C

Dated, Chandigarh, the 1-3-1985

A copy is forwarded to the Accountant General Haryana Chandigarh, for information.

Sd/-

Under Secretary Finance(B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Government, Haryana, for information and necessary action.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/2/85-1B&C

Dated, Chandigarh, the 1-3-1985.

These instructions have become obsolete.

TOP PRIORITY
IMMEDIATE

No. 28/60/84-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners Ambala/Hisar Divisions and
All the Deputy Commissioners in the State,
Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 1st March, 1985

Subject : Control over expenditure.

Sir,

I am directed to address you on the subject cited above and to say that the Government have been emphasizing time and again the need for having an effective control over expenditure and the need for avoidance of excess expenditure over the budgetary grants during a year. Notwithstanding the instructions issued in the matter, it has been observed that these are not being followed by some departments causing severe strain on the financial position of the State. The Public Accounts Committee while examining the audit reports has also adversely commented upon the large number of cases of excess expenditure, defective budgeting on account of unnecessary or excessive Supplementary grants/charged appropriations, savings in grants/charged appropriations short fall/excesses in recoveries and injudicious reappropriation and surrenders. A perusal of such cases in the various audit reports leads one to the conclusion that financial control is not being effectively exercised in some of the departments.

The Government view with great concern the recurrence of such irregularities year after year.

With a view to eliminating such excesses and defaults, the various provisions in the Budget Manual, Financial Rules etc. and instructions issued by the Finance Department on the subject are hereby reiterated for the benefit of all departments.

(1) EXCESS EXPENDITURE OVER THE SANCTIONED BUDGET GRANTS

Under the Constitution of India no expenditure which is likely to involve excess over the authorised grants can be incurred in anticipation of approval of the legislature. (see Articles 266(3), 267(2), 204 and 205 of the Constitution of India and also paras 17.14 & 17.15 of PFR. Vol. I and para 14.1 of Punjab Budget Manual). This being so, the expenditure of sums in excess of the provisions is a constitutional irregularity. The Public Accounts Committee has viewed with great concern the recurrence of such type of budgetary irregularities year after year in its various reports. Under para 12.3 & 12.4 of the Punjab Budget Manual. The Heads of Departments are squarely responsible to ensure that the budget allotments are not exceeded in any case. Para 12.5 further enunciates that this control is to be made effective from below in as much as the disbursing officer in every departments is directly responsible for the expenditure

incurred against the grants allotted to him under each primary unit of appropriation. He should keep a close watch over the progress of expenditure and in no case should allow the appropriation for any unit or any item subordinate to the unit to be exceeded without prior approval of the competent authority. While presenting bills to the treasuries they should ensure that the budget allotment are not being exceeded in any case. Where there is reason to anticipate any excess expenditure, he should approach the superior officers for additional funds for the purpose. Para 2.10 (b)(1) & (2) and para 17.2 of the Punjab Financial Rules Vol. I further stipulates that public money cannot be spent without the sanction of the competent authority and without proper appropriation. Like drawing and disbursing officers who are responsible for ensuring that the budget allotments under each primary unit of appropriation are not exceeded. The Heads of Departments under para 12.4 of the Manual are also responsible for taking necessary steps to prevent expenditure of a grant by (a) transfer from one Drawing Officer to another under their powers of appropriation within the primary unit of appropriation (b) by exercise of their delegated powers of reappropriation (c) by application for extra grant under the prescribed rules as soon as the necessity for this course become definitely clear. Paras 12.9 to 12.12 and the Appendices G H & J lay down detailed procedural formalities to enable the H.O.O. to maintain such control.

(2) PURCHASES MADE THROUGH DGS&D AND RUSHING OF PURCHASES AT THE END OF YEAR.

The indenting power in respect of purchases to be made through Director General Supplies and Disposals, New Delhi have now been conferred only on the Heads of Department with this change in the system of placing orders, the Heads of Departments are expected to ensure that no excess expenditure is incurred on the purchase of stores/stock than provided for in the Budget Estimates. The Heads of Department, should also know upto date information regarding purchases made/orders placed by them with Director General Supplies and Disposals. There should be a regular flow of expenditure throughout the year and tendency of the departments to rush through purchase proposals in the months of February and March should be avoided. This is necessary as sanctioned issued in the month of March cause administrative inconvenience and are also not desirable from the point of view of good financial management. The departmental expenditure should not exceed 1/6th of the budget provision in each block of two months (e.g. April and May, June and July, August and September and so on). In case of plan schemes and 1/12th of the non plan budget provision every month. The information in respect of the expenditure incurred every month should be furnished to the Finance Department and the A.G. by the 10th next month positively. (Para 12.22 and 12.18 of PBM). Further in this regard general principal of Financial propriety as envisaged under rule 2.10 of P.F.R. Vol. I and principal enunciated in chapter 12 of Punjab budget Manual should be adhered to All the Drawing and Disbursing Officers should strictly comply with these instructions.

(3) RECONCILIATION OF EXPENDITURE /ACCOUNTS

It has been observed in many cases that the Heads of Departments attach little importance to the proper maintenance of Accounts in their own office and subordinate offices. There has been little monitoring of expenditures and at a proper time generally in all the departments. This disregard of proper accounting and monitoring of expenditure must be deprecated. The consolidated accounts of controlling/Drawing Disbursing officers are required to be reconciled monthly with the accounts of Accountant General, Haryana. The objective of the procedure is to ensure accuracy of departmental accounts which is necessary to make department's financial control really effective and to prevent misclassification of expenditure and other errors in their accounts. Proper and regular reconciliation of expenditure also enable the Controlling officer to watch the flow of expenditure from month to month vis-a-vis the budget grants placed at their disposal. It also enable them to apply for additional funds or

reappropriation wherever required and surrender unnecessary funds during the financial year. The system of proper and timely accounting also enable us to have actuals for a year or a quarter which is the basic data to be used in the process of budget formulation, forecasting for plan purpose and also evaluation and monitoring of the schemes. The provisions of chapter 12 PBM and other instructions in this respect issued from time to time should, therefore, be adhered to strictly and due importance given to the matter in future.

(4) INJUDICIOUS RE-APPROPRIATION EXCESS OVER ALLOTMENTS AND SURRENDERS/SAVINGS.

All re-appropriation and surrenders are essentially based on the Revised Estimates. Unless, therefore, the modified estimates are fairly accurate, the reappropriation and surrender sanctioned on the basis are likely to prove either unnecessary or injudicious. The most important factor to be taken into account for the purpose of framing the final Revised Estimates is the latest progress of expenditure during the year. It is also necessary to take due cognizance of other relevant factors while arriving at the Revised Estimates/final modified grant eligibilities which were in view at the time preparation of budget estimates, liabilities which are expected to occur subsequently during the course of the year and usual adjustments, if any, which take place during or after the close of a year. In short, the greater the accuracy in framing the final modified grant the lesser the number of instances of unnecessary or injudicious reappropriations and unwanted supplementary demands.

(5) UNREMEDIED OR UNCOVERED EXCESSES SURRENDER OF SAVINGS.

While emphasizing the necessity of accurate budgeting and for a proper control over expenditure, close approximation is necessary. The more objectionable aspect is the non surrender of savings or failure to make a suitable provision for meeting an excess that could, with greater care and foresight have been anticipated. These irregularities can be easily avoided if the Controlling and disbursing officers keep a close and constant watch over the progress of expenditure against the sanctioned allotments properly and regularly maintain the registers of expenditure prescribed in paragraph 13.3 of the Punjab Budget Manual; the Heads of Department, in their turn being ultimately responsible for keeping expenditure within the grant, exercise necessary control over the actual expenditure incurred against grants communicated to them. The Heads of Department are further required to see that the surrenders or excesses likely to occur over the sanctioned grants are duly indicated in the statement of Excesses and Surrenders furnished by them to the Finance Department by 1st December of each year. It should, however, particularly noted in this connection that surrenders not provided in the statement of Excesses and Surrenders may be offered latest by 15th January each year and surrenders made after that date will not be accepted. Regarding powers of reappropriation please refer to para 14.5 to 14.9 P.B.M. and our earlier Communication No. 2/2/81-1B&C dated 24.12.81.

(6) DEFECTIVE BUDGETING

The defective budgeting is also the major cause for lack of control over expenditure. The term Defective budgeting is rather wide and includes all types of budgeting irregularities which are not included in the preceding paragraphs. Among other these include:-

- (i) Provision for the same item/type of expenditure under two or more budget heads made advertently or inadvertently;
- (ii) Absence of provision of the item of expenditure which could have been anticipated;
- (iii) Provision under wrong budget head;
- (iv) Treatment of new item as ordinary items of expenditure;

- (v) Supplementary grants obtained unnecessarily or in excess of the amount required for repayment to the contingency Fund i.e. for recouping the expenditure incurred from the contingency Fund in the previous year;
- (vi) Over estimating and under estimating expenditure.

The irregularities mentioned in (i) to (v) above are usually due to reasons of oversight, inadvertence, lack of adequate knowledge of budgeting etc. The need for exercising utmost care in framing budget estimates is imperative with a view to avoiding these irregularities. The instructions issued from time to time and procedure laid down in this respect on all these matters should be followed strictly.

(7) INEVITABLE PAYMENT

Instances have come to the notice of the Finance Department wherein some Drawing and Disbursing Officers have authorised some payment on the plea that some were inevitable and could not be avoided. Such subsequent payment also result in excess expenditure over the grants. Para 17.17 of PFR Vol. I of course, provides that the money indisputably payable by the Government shall not as far as possible be left unpaid and the payment made shall not be kept out of accounts longer than is absolutely necessary. Suitable provisions for anticipated liabilities should, therefore, invariably be made in demands for grants to be placed before the Legislature. In this respect the onus of proving that the disbursement could not have been anticipated would be on the controlling officer. A drawing officer may not on his own authority authorise any payment in excess of the funds placed at his disposal. If the Drawing Officer is called upon to honour a decision which is certain to result in excess over allotments for appropriations at his disposal, he should take orders of Administrative authority to which he is subordinate before authorising payment of the claim in question. Administrative authority can then arrange funds (i) through re-appropriation within the grants (ii) making supplementary demands and (iii) be taking advance from the contingency Fund. It is, therefore, not open to Drawing Officer to make or authorise payment in excess of amounts provided in the Appropriation Act. If certain escapable payment for which no appropriation exists, have to be made urgently, an advance from the Contingency Fund should be taken before the expenditure is incurred. The circumstances under which a payment has become inescapable is also to be fully justified by the Drawing/Controlling Officer of Head of Department. In view of what has been stated above and having regard to the urgent need for control over expenditure, as envisaged by the financial rules and financial propriety it is requested that these instructions should be carefully studied and their aims and importance be specifically brought to the notice of officers under your control for meticulous compliance in letter and spirit. Government are fully committed to curb any tendency towards excess expenditure over the grants and the cooperation of the Heads of Departments is vital in this respect. The Controlling Officers and Drawing and Disbursing Officers would appreciate that any failure in this matter will seriously affect the smooth flow of funds to their department both for plan and non-plan needs.

The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(S.K. SAXENA)

Deputy Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 28/60/84-1B&C

Dated, Chandigarh, the 1st March, 1985

A copy is forwarded to the Accountant General, Haryana, for information.

Sd/-
S.K. SAXENA
Deputy Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Govt., Haryana for information and necessary action.

Sd/-
(S.K. SAXENA)
Deputy Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretary to Govt., Haryana.

U.O. No. 28/60/84-1B&C

Dated, Chandigarh, the 1st March, 1985

A copy is forwarded to all Branch Officers/Superintendents in Finance Department for information and necessary action.

Sd/-
(S.K. SAXENA)
Deputy Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Branch Officers/Superintendent in
Finance Department.

U.O. No. 28/60/84-1B&C

Dated, Chandigarh, the 1st March, 1985.

No. 1/3(3)-84-2FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 4th March, 1985.

Subject : Grant of Dearness Relief to Haryana Government Pensioners/recipients of family pension and extraordinary family pension.

Sir,

I am directed to invite a reference to the correspondence resting with Finance Department circular No. 1/3(3)-84-2FR-II, dated 12th November, 1984, on the above subject and to say that consequent upon the rise in the cost of living (i.e. Average Consumer Price Index raising from 552 to 560 and 560 to 568 points), the State Government had been considering for some time past, the question of affording further relief to Haryana Government pensioners as well as to the recipients of family pension and extraordinary family pension. It has now been decided to grant them further two instalments of relief with effect from 1st August, 1984 and 1st November, 1984 each at the rate of 2.5% of their pension with a minimum of Rs. 2.50 and a maximum of Rs. 12.50 per mensem.

2. With the grant of relief mentioned above the pensioners and recipients of family pension will be entitled to total relief as under :

Date	Rate of relief in the case of Govt. employees who retired on or before 31.3.1979	Rate of relief in the case of Govt. employees who retired on or after 1.4.1979
1.8.1984	72½% of pension subject to a minimum of Rs. 72.50 and a maximum of Rs. 362.50.	77½% of pension subject to a minimum of Rs. 77.50 and a maximum of Rs. 387.50.
1.11.1984	75% of pension subject to a minimum of Rs. 75.00 and a maximum of Rs. 375.00.	80% of pension subject to a minimum of Rs. 80.00 and a maximum of Rs. 400.00.

2. In the case of pensioners and recipients of family pension retired prior to 1.4.79, the relief at the above rates will be calculated with reference to the pension as determined on 1.4.79 in terms of para (5) of Finance Department circular letter No. 11/1PR(FD)-81, dated 19.3.1981. The relief as calculated above will be expressed in whole rupees and for this purpose the fraction of a rupee will be rounded off to the next higher rupee.

3. These orders will not apply to the pensioners, whose pension have 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 re-employment.

4. The expenditure involved will be debatable to the Major Head "266-Pensions and other Retirement Benefits".

5. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(Meenaxi Anand Chaudhry)
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

<p><i>These instructions have become obsolete.</i></p>

No. 4/4(2)-84-2FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department,
Commissioners Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 11th March, 1985**Subject : Upkeep of General Provident Funds Accounts**

Sir,

I am directed to invite a reference Haryana Government Finance Department letter No. 4/4(2)/84-2FR-I, dated 25-7-84 on the above subject and to say that para 3 of the said letter, interalia, provides that in case of transferred employees, the name of the office from which a subscriber has been transferred should be indicated, in the G.P.Fund schedule invariably at the time of deducting regular as well as late credits of the amounts related to the arrears in the account of the subscriber. It has come to the notice of Finance Department that aforesaid instructions are not being complied with by the DDOs/Heads of Offices. As a result of this the missing credits/incomplete accounts of the subscribers are multiplying fast.

You are, therefore, requested to instruct all concerned under your charge to be more careful in this regard & invariably furnish to the Accountant General Haryana the aforesaid information in the G.P.Fund Schedules in future so that the accounts of the subscriber are brought up to date by him.

Yours faithfully,

Sd/-

(Meenaxi Anand Chaudhry)
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 4/4(2)-84-2FR-I

Dated, Chandigarh, the 11-3-85

A copy is forwarded to the Accountant General, Haryana, (A&E) for information with reference to D.O. No. Fds 7/G-4/Imp Orders/15490, dated 1-2-85 from Shri R.S. Suri, Deputy Accountant General to Shri M.C. Gupta, Commissioner & Secretary to Government Haryana, Finance Department.

Sd/-

(Meenaxi Anand Chaudhry)
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to :-

Financial Commissioners Haryana
All Administrative Secretaries to Govt. Haryana, for information & necessary
action

Sd/-
(Meenaxi Anand Chaudhry)
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners Haryana,
All Administrative Secretaries to Govt. Haryana.

U.O. No. 4/4(2)-84-2FR-I

Dated, Chandigarh, the 11-3-85

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to
the Chief Minister/Ministers/Ministers of State/Parliamentary Secretary for the information of the
Chief Minister/Ministers/Ministers of State/Parliamentary Secretary

Sd/-
(Meenaxi Anand Chaudhry)
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Minister of State/Parliamentary Secretary.

U.O. No. 4/4(2)-84-2FR-I

Dated, Chandigarh, the 11-3-85.

***Incentive for Small Family Norms was discontinued w.e.f.
01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

No. 1/2(I)/85-3FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 23rd March, 1985

Subject : Introduction of incentives among Haryana Government employees for promoting small family norms.

Sir,

I am directed to invite a reference to the Finance Department circular letter No. 6/1/(8) 79-1FR-I, dated the 20th July, 1981 on the subject noted above and to say that condition No. (iii) in the above mentioned letter shall be substituted from the date of these orders, as under :-

“The sterilization operation must be performed in medical institution run by the Haryana Government or a doctor recognized, employed or engaged by Haryana Government for this purpose. Where this is not possible the sterilization operation must be conducted and the sterilization certificate issued by an institution recognized by State/Centre Government for this purpose”.

2. After condition No. (v), the following condition No. (vi) shall be added as :-
“The concession will also be admissible to :-

- (a) Work-charged employees with 4 years' service or more;
- (b) Adhoc employees with 2 years' service or more;

who undergo the sterilization operation on or after the date of issue of these instructions.

Yours faithfully,

Sd/-

(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance (Regulations),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

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No. 1/2(I)/85-3FR-I

Dated, Chandigarh, 23rd March, 1985

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-
(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance, (Regulations)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 4/1(3)-85-3FR-II

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated Chandigarh the 28th March, 1985

Subject : Grant of Dearness Allowance to Haryana Govt. Employees.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 4/1/85-3FR-II/248, dated 8-2-1985, on the subject noted above, and to say that the question of rounding off the fraction of a rupee for the purpose of drawal of arrears of Dearness Allowance has been under consideration of Govt. for sometime past. It has now been decided that in future, while preparing bills for drawing arrears of dearness allowance, the fraction of 50 paise and above may be rounded off to the next rupee and less than fifty paise may be ignored for example if the amount of arrears of an employee works out to Rs. 25.40, the amount of 0.40 paise may be ignored and he may be granted Rs. 25/- and, on the other hand, if the amount works out to Rs. 25.50 or more, it may be rounded off to Rs. 26.00

Yours faithfully,

Sd/-

(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been Revised partly vide
No. 5/6-(II)-85-3FR-II, Dated 02.02.1999 & 22.01.2003
and No. 5/6(II)-85-4FR, Dated 18.08.2008.***

No. 5/6-(II)-85-3FR-II

From

Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 28th March, 1985

**Subject : Deputation of Government employees on Training to various courses in India
Delegation of powers.**

Sir,

I am directed to refer to this Department U.O. No. 5/6(II)-82-3FR-II, dated 9.12.82, addressed to all Administrative Departments (copy enclosed), on the subject cited above, and to say that, with a view to expeditious disposal of work, the question of delegation of powers in connection with the Training Courses/Seminars etc. within India has been engaging the attention of Govt. for sometime past. After careful consideration of the matter, it has now been decided that where the duration of a Training course, including a conference, Seminar, Refresher Course or departmental course etc., does not exceed thirty days, the Administrative Department may depute Govt. employees for training etc. within India at their own level subject to the following conditions :-

- (i) The officer/official concerned will be treated on duty for the period of the Training/Course etc.
- (ii) He will be entitled to full pay and allowances for the period on the same rates as he would have drawn but for his proceeding on the, said course/training. Consequently, remuneration, if any received, by him on account of having attended such course/training will be got refunded and deposited into the Haryana Govt. Treasury.
- (iii) His TA/DA will be regulated under rule 2.88 of the Punjab CSR Volume III (TA Rules as applicable to Haryana) read with the instructions contained in Haryana Govt., circular letter No. 5/6(II)78-3FR-II, dated 9.1.81.
- (iv) He will not claim any promotion, special pay or additional allowance in lieu of having attended course/training etc.
- (v) No substitute will be allowed during the period of the Course/Training etc., and the work in his absence will be carried on from within the existing sanctioned strength.
- (vi) The Administrative Department should certify in the sanction that the participation of the officer/official in the said Training/Course etc., is necessary

in public interest and that the fees etc., for attending such courses, Conferences & Seminars etc., are at normal rates & no abnormal expenditure is involved.

(vii) The expenditure involved will be met from within sanctioned Budget allotment of Department.

2. However, the above condition of 30 days will not apply in the case of Training/ Courses/Refresher Courses etc., organized by (i) Haryana Institution of Public Administration, Chandigarh; (ii) any other institution under the Haryana Govt.; and (iii) Refresher Courses organized by the Departments.

3. The Administrative Department will be competent to sanction expenditure upto Rs. 1000/- (Rs. one thousand only) in connection with the fees of the above mentioned courses etc., provided funds are available in the sanctioned Budget of the Department for the purpose.

4. All Proposals regarding foreign training / Course & Seminar etc. and within those 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.

5. These instructions will come into force from the date of issue of this letter.

6. The contents of these instructions may kindly be brought to the notice of all concerned under your control, for information and necessary action.

7. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-
(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/6 (ii)-85-3-FR-II

Dated, Chandigarh, the 28th March, 1985

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-
(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the Financial Commissioners, Haryana and all Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-
(K. K. ABROL)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners, Haryana.
All Administrative Secretaries to Government Haryana.

U.O. No. 5/6 (II)-85-3FR-II/248

Dated, Chandigarh, the 28th March, 1985

A copy is forwarded to the Principal Secretary/Secretaries/Private-Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretaries for information of the Chief Minister/Ministers/Ministers of State/ Parliamentary. Secretaries.

(Sd/-
(K. K. ABROL)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State and Parliamentary Secys.

U.O. No. 5/6 (II)-85-3FR-II

Dated, Chandigarh, the 28th March, 1985.

***These instructions have been Revised vide
No. 6/1/88/3FR-II, Dated 01.02.1988.***

No. 6/1/85/3FR-II/

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners &
Sub Divisional Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 1st April, 1985

Subject : City Compensatory Allowance.

Sir,

I am directed to invite a reference to Haryana Government Finance Department circular letter No. 6/1/80-3FR-II, dated 21st February, 1980, on the above subject, and to say that, for sometime past, the State Government had under consideration the question of enhancing the rate of City Compensatory Allowance. After careful consideration of the matter, it has now been decided that the rate of City Compensatory Allowance for the employees stationed and residing at Chandigarh may be raised, w.e.f. 1.4.85, from 8% to 10%, but there will be no change in the existing maximum ceiling of Rs. 100/- p.m. City Compensatory Allowance at the above rate will also be admissible, as at present to Haryana Government employees stationed and residing at Panchkula and those working at Chandigarh but residing at Mohali.

2. The State Government have further decided to grant City Compensatory Allowance to its employees stationed at Gurgaon, Bhiwani, Panipat, Sonipat and Karnal, although these cities have not a spread of 30 Sq. Kilometers and yet their population, as per 1981 Census, is over one lac at the rate of 5% of pay, subject to a maximum of Rs. 50/- p.m. with effect from 1-4-85. The other conditions for the grant of City Compensatory Allowance will however remain unchanged.

Yours faithfully,

Sd/-

(MEENAXI ANAND CHAUDHRY),
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 6/1/85-3FR-II

Dated, Chandigarh the 1st April, 1985

A copy with one spare copy is forwarded to Accountant General Haryana
(i) Accounts & Entitlement wing (ii) audit for information and necessary action in continuation

of Finance Department Endst. No. 6/1/80-3FR-II dated 21-2-1980 and 6/1/80-3FR-II dated 8-3-80.

Sd/-
(MEENAXI ANAND CHAUDHRY),
Joint Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to All the Financial Commissioner, Haryana all Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-
(K.K. Abrol)
Under Secretary, Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Financial Commissioner, Haryana.
All Administrative Secretaries to Government, Haryana.

U.O. No. 6/1/85-3FR-II

Dated, Chandigarh the 1st April, 1985

A copy is forwarded to Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary Haryana.

Sd/-
(K.K. Abrol)
Under Secretary, Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State and Parliamentary
Secretaries Haryana.

U.O. No. 6/1/85-3FR-II

Dated, Chandigarh the 1st April, 1985.

No. 1/42/1PR(FD)-82/

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Head of Departments,
Commissioner, Ambala/Hisar Divisions,
Deputy Commissioners &
Sub Divisional Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 4th April, 1985

Subject : Grant of Special Pay to Car/Jeep Drivers in the offices of Heads of Department and in the other Field offices.

Sir,

I am directed to invite a reference to the subject noted above and to say that for some time past the State Govt. had under consideration the question of replacement of the facility of overtime Allowance, admissible to Staff Car Drivers, with Special Pay. After a careful consideration of the matter, the Governor of Haryana is now pleased to decide that the Car/Jeep Drivers in the offices of Heads of Department will be granted a special pay of Rs. 100 P.M. and those in the field offices will be granted a special pay of Rs. 50/- P.M. w.e.f. 1.4.85. Consequently, the orders regarding grant of over-time allowance mentioned in the Finance Department's circular letter No. 1/174/1PR(FD)-81 dated 11.1.82 in so far as they relate to Drivers only, will simultaneously stand with-drawn from the first April, 1985.

2. It is also clarified that, as was in the case of earlier instructions regarding over-time allowance, mentioned above, this Special Pay will be admissible to Drivers of Govt. Cars/Jeeps only.

Yours faithfully,

Sd/-
(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/42/1PR(FD)-82

Dated, Chandigarh, the 4th April, 1985

A copy is forwarded to the Accountant General, Haryana (A&E AND Audit) Chandigarh for information.

Sd/-
(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all Financial Commissioners and Administrative Secretaries to Govt. of Haryana for information and necessary action.

Sd/-
(K. K. Abrol)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Financial Commissioner, Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 1/42/1PR(FD)-82

Dated, Chandigarh, the 4th April, 1985

A copy is forwarded to Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

Sd/-
(K. K. Abrol)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary
Secretary for information of the Chief Minister/Ministers/
Ministers of State/Chief Parliamentary Secretary.

U. O No. 1/42/1PR(FD)-82

Dated, Chandigarh, the 4th April, 1985.

***These instructions have been Revised vide
No. 1/65/98-3PR(FD), Dated 07.08.1998 &
No. 9/16/94-1PR(FD), Dated 09.04.2001.***

No. 1/106/3PR(FD)-81

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 4th April, 1985

Subject : Revision of Pay Scales.

Sir,

I am directed to invite a reference to Finance Department Circular letter No. 1/106/3PR(FD)-81, dated 6-4-1981, on the subject noted above, and to say that the question of removing the condition of ceiling in the matter of drawal of N.P.A. in the case of H.C.M.S. Class I & II Doctors, Senior Dental Surgeons, Deputy Director Ayurveda and Director Ayurveda, has been engaging the attention of Government for sometime past. It has now been decided that there shall be no ceiling on pay plus N.P.A. of the above mentioned categories of officers with effect from 1st April, 1985.

Yours faithfully,

Sd/-

(MEENAXI ANAND CHAUDHRY)

Joint Secretary Finance (R),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/106/3PR(FD)-81

Dated, Chandigarh, 4-4-1985

A copy is forwarded to the Accountant General, Haryana, (A&E/Audit), Chandigarh, for information.

Sd/-

(MEENAXI ANAND CHAUDHRY)

Joint Secretary Finance, (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to All the Financial Commissioners, and Administrative Secretaries to Government, Haryana, for information and necessary action.

Sd/-

Joint Secretary Finance, (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

- (1) All the Financial Commissioners, Haryana.
- (2) All Administrative Secretaries to Government, Haryana.

U.O. No. 1/106/3PR(FD)-81

Dated, Chandigarh, 4-4-1985

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretaries for information of the Chief Minister/Ministers of State/Parliamentary Secretaries.

Sd/-

Joint Secretary Finance, (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State and Parliamentary Secy.

U.O. No. 1/106/3PR(FD)-81

Dated, Chandigarh, 4-4-1985.

***These instructions have been re-iterated
vide same No. dated 07.11.1985.***

No. 1/2(34)-85-2FR-II

From

The Financial Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (C) in Haryana,
The Registrar, Punjab Haryana High Court, Chandigarh.

Dated, Chandigarh, the 7th April, 1985

Subject : Instructions regarding placing of nomination form on the service book or forwarding its copy with pension papers.

Sir,

I am directed to invite your attention sub-rule (2) of rule 6.16-B of Punjab Civil Services Rules, Vol. II, which, inter alia, provides that an officer shall, at any time after confirmation, make a nomination conferring on one or more persons, the right to receive any gratuity, which may become admissible to him under the rules. Similarly para 12(i) and (ii) of Family Pension Scheme, 1964 also provides that all gazetted/non gazetted officers entitled to this scheme are required to furnish details of their family members and this statement shall be countersigned by Head of office and pasted in the Service Book of the Govt. employee. In this connection the Accountant General, Haryana has pointed out that while dealing with the pension cases of the State Govt. employees it has been observed that in almost all pension cases, nomination form for payment of pension/D.C.R.G., required to be made by each employee is neither placed on record in the service book of the employee concerned nor a copy thereof is sent with pension papers as required under the rules quoted above. Therefore, non-supply of relevant documents results in avoidable correspondence with the departmental officers and delay in the finalization of pension cases.

2. I am, therefore, to request you kindly to ensure strict compliance of the provisions of the above mentioned rules so that there is no delay in the finalization of pension cases in future.

3. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

(MEENAXI ANAND CHAUDHRY)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 38(110)-WM(6)-89, Dated 01.01.1990.***

No. 38(2)83-WM(6)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh, and
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 16th April, 1985.

Subject : Advance to Government servants for the celebration of sister's marriage.

Sir,

I am directed to refer to Haryana Government, Finance Department letter No. 38(2)83-WM(6), dated 27.7.1982, on the subject noted above and to say that according to the instructions contained therein, advance to Government employees can be granted for the celebration of marriages of their dependent sisters where their parents are not alive.

2. For some time past, a large number of requests have been received in the Finance Department for earmarking of funds in favour of Government employees for the celebration of the marriages of their sisters where their parents are alive. The matter has been considered and it has been decided that the condition of the parents being not alive be waived off. In such cases, the employee will give an affidavit to the effect that the sister for whose marriage, Advance is being sought for, is wholly or partially dependent on him (employee) and his parents are old and their financial condition is such that they cannot perform marriage by themselves.

3. To make sure that the old parents and sister of the employee are wholly or partially dependent on the employee, the Head of the department should furnish a certificate to this effect after satisfying himself in this behalf. Incomplete applications will not be entertained by the Finance Department.

4. These instructions may kindly be brought to the notice of all the employees working under your control. All other instructions issued on the subject from time to time remain unchanged.

5. Please acknowledge the receipt of this communication

Yours faithfully,
Sd/-

Deputy Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 38(2)83-WM(6),

Dated, Chandigarh, the 16th April, 1985.

A copy is forwarded to the Accountant General (Accounts) Haryana Chandigarh for information and necessary action.

Sd/-

Deputy Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to the :-

Financial Commissioner Revenue &
All Administrative Secretaries to Govt. Haryana, for information.

A copy is forwarded to the Financial Commissioner Haryana and all
Administrative Secretaries to Govt. Haryana for information and necessary
action.

Sd/-

Deputy Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner Revenue and
All Administrative Secretaries to Govt. Haryana.

U.O. No. 38(2)83-WM(6),

Dated, Chandigarh, the 16th April, 1985.

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary/Parliamentary Secretary
for information of the Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary/
Parliamentary Secretary.

Sd/-

Deputy Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers/State Ministers/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 38(2)83-WM(6),

Dated, Chandigarh, the 16th April, 1985.

These instructions have become obsolete.

No. 38/110/84-WM(6)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State,
The Registrar, Punjab and Haryana High Court, Chandigarh,
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 30th April, 1985

Subject : Advance to Government servants for the celebration of marriage of their Children and dependent sisters.

Sir,

I am directed to invite your attention to the above subject and to say that it has come to the notice of the Finance Department that the cases for the advances of marriage are sent by the departments to the Finance Department without proper examination of application. Sometimes, surety bonds and affidavits are not filled in completely. Documentary proof regarding the age of the son/daughter is also not furnished. Submission of incomplete papers not only increases the work in Finance Department and concerned department, but also causes hardship to the applicants.

2. I am, therefore, to request you to please ensure that the application forms, complete in all respects, are scrutinized at your level and complete documents are furnished, to the Finance Department.

Please acknowledge the receipt of this letter.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 38/110/84-WM(6),

Dated Chandigarh, the 30-4-85

A copy is forwarded to the Accountant General (Accounts) Haryana Chandigarh for information and necessary action.

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the :-

All the Financial Commissioner Revenue, Haryana, &
All Administrative Secretaries to Govt. Haryana,
for information and necessary action.

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner Revenue, Haryana.
All Administrative Secretaries to Govt. Haryana.

U.O. No. 38/110/84-WM(6),

Dated Chandigarh, the 30-4-85

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary/Parliamentary Secretary
for information of the Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary/
Parliamentary Secretary.

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers/State Ministers/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 38/110/84-WM(6),

Dated, Chandigarh, the 30-4-85.

No. 34/1/83-WM(3)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department,
Commissioners, Ambala and Hisar Divisions and
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State,
The Registrar, Punjab and Haryana High Court, and
All Districts and Session Judges in Haryana.

Dated, Chandigarh, the 4th May, 1985.

Subject : Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Govt. Servants during the year 1985-86.

Sir,

I am directed to inform that it has been decided that the rate of interest to be charged on House Building, Motor Car/Scooter/Motor Cycle/Moped and Cycle advances granted to Government Servants during the year 1985-86 will be 9% (Nine percent) per annum with effect from 1st April, 1985.

Yours faithfully,

Sd/-
Deputy Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/1/83-WM(3)

Dated, Chandigarh, 4th May, 1985

A copy is forwarded to the Accountant General, Haryana, (Accounts and Audit), Haryana, Chandigarh, for information and necessary action.

Sd/-
Deputy Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to All the Financial Commissioners & Secy. and Administrative Secretaries to Government, Haryana, for information and necessary action.

Sd/-
Deputy Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

1. All the Financial Commissioners, Haryana.
2. All Administrative Secretaries to Government, Haryana.

U.O. No. 34/1/83-WM(3)

Dated, Chandigarh, 4th May, 1985

A copy is forwarded to the Principal Secretary/Secretary/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretaries for information of the Chief Minister/Ministers of State/Parliamentary Secretaries.

Sd/-
Deputy Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State & Parliamentary Secretary.

U.O. No. 34/1/83-WM(3)

Dated, Chandigarh, 4th May, 1985.

Subject : Oral Examination of the departmental Secretary by the Public Accounts Committee.

Will all the Financial Commissioners and Administrative Secretaries to Government, Haryana please refer to F.D.'s U.O. No. 15/1/85-3B&C, dated 4th April, 1985 on the subject noted above.

2. The Public Accounts Committee of the Haryana Vidhan Sabha has made the following general observations/recommendations in its Twenty-Second Report on the Report of the Comptroller and Auditor-General of India for the year 1979-80 (Civil and Revenue Receipts) while examining the departmental representatives of irrigation at the time of oral examination in respect of a paragraph concerning them.

“The Committee express their displeasure at the apathy of the department in sending their reply to the Committee without verification of the facts although they had sufficient time to shift the facts and explain the correct position to the Committee. The Committee strongly deplore this tendency which tantamount to suppression and distortion of facts.

The Committee observe that the departmental Secretary, being the principal witness before the Committee, is personally responsible for pleasing correct and factual evidence before them. Needless to mention that written replies sent by the departments assume greater significance, as the Committee have sometime to draw appropriate conclusions from these replies without requiring the department to appear before them for oral evidence.

The Committee would, therefore, like to impress upon the departmental Secretaries the need for placing factual position before the Committee wherein the view of the Government on the Audit points is clearly stated.”

3. It is requested that the above observations/recommendations of the Committee may kindly be strictly complied with. It may also be noted for future that correct and factual position should invariably be placed before the Committee to avoid such embarrassing position.

Sd/-

Deputy Secretary, Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Financial Commissioners and
Administrative Secretaries to Govt., Haryana.

U.O. No. 15/1/85-3B&C

Dated, Chandigarh, the 4th May, 1985.

***These instructions have been Revised vide
No. 38(110)-WM(6)-89, Dated 01.01.1990.***

No. 25/16/81-WM(6)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner, Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh, and
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 15th May, 1985.

Subject : Advance to Government servants for the celebration of marriages of their daughters.

Sir,

I am directed to refer to Haryana Government, Finance Department letter No. 3518-WM(5)-75/20396, dated the 23rd June, 1975, on the subject noted above and to say that according to the instructions contained therein, advance to Government employees granted for the celebration of marriages of their daughters where the age of the girl is not less than 21 years.

2. For some time past, a large number of requests have been received in the Finance Department for reducing the age of the girl to 18 years. For this purpose the matter has been considered and in view of the existing social conditions in the State, it has been decided to reduce the requisite age of the girl from 21 years to 18 years for the purpose of marriage loans.

3. These instructions may kindly be brought to the notice of all the employees working under your control. All other instructions issued on the subject from time to time remain unchanged.

4. Please acknowledge the receipt of this letter.

Yours faithfully,

Sd/-
Deputy Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 25/16/81-WM(6)

Dated, Chandigarh, the 15th May, 1985.

A copy is forwarded to the Accountant General Haryana (Accounts), Chandigarh for

information and necessary action.

Sd/-
Deputy Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the :-

All the Financial Commissioner Revenue, Haryana, &
All Administrative Secretaries to Govt. Haryana;
for information and necessary action.

Sd/-
Deputy Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner Revenue, Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 25/16/81-WM(6)

Dated, Chandigarh, the 15th May, 1985.

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary/Parliamentary Secretary for information of the Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-
Deputy Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers/State Ministers/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 25/16/81-WM(6)

Dated, Chandigarh, the 15th May, 1985.

No. 4/1/85-3FR-II/1401

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners Ambala/Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh the 18th May, 1985.

Subject : Grant of Dearness Allowance to Haryana Government Employees.

Sir,

I am directed to invite a reference to invite a reference to Govt. of Haryana Finance Department circular letter No. 4/1/85-3FR-II/248, dated 8-2-1985 on the subject noted above and to say that the States Government have had under consideration the question of granting further relief to its employees consequent upon increase in 12 monthly average Consumer Price Index from 568 to 576. it has now been decided to grant relief with effect from 1st January, 1985 on the revised scales of pay at the rates given below :

Pay Range	Rate of dearness Allowance per mensem (inclusive of the previous installments granted vide letter No. 4/1/85-3FR-II/248 dated 8-2-85)
1	2
Upto Rs. 600/-	88% of pay subject to a maximum of Rs. 512/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/-
Above Rs. 600/- and upto Rs. 2000/-	72% of pay subject to a minimum of Rs. 512/- and a maximum of Rs. 960/- plus 0.5% of pay account of restoration of cut subject to a maximum of Rs. 7/- .
Above Ra. 2000/- and upto Rs. 2060/-	Amount by which pay plus D.A. does not exceed Rs. 2960/- plus Rs. 7/- on account of restoration of cut.
Above Rs. 2060/-	As per F.D. letter No. 4/1/85-3FR-II/248, dated 8-2-1985.

Note-I. The amount of Dearness Allowance admissible now or in future on pay of Rs. 2400/- p.m. and above would be reduced by the amount of Additional Dearness Allowance (I&II) merged at the time of fixation of pay in the revised scale. However, if the amount f A.D.A. merged in revised pay is more than or equal to the amount of dearness allowance admissible, no dearness allowance would be paid.

Note-II. In case of persons whose pay has been fixed directly at Rs. 2400/- and above in the revised scale of pay, the amount of Rs. 363/- notionally admissible to them as A.D.A. (I&II) at 320 points CPI would be deducted from the amount of admissible dearness allowance.

Note-III. The term 'pay' would include Basic Pay, Personal Pay, Special Pay, Overseas Pay and Deputation Allowance, where admissible as defined in Rule 2.44 of C.S.R Vol.-I, Part-I.

Note-IV. The payments on account of Dearness Allowance would be rounded off to the nearest 10 Paise.

Note-V. In case of employees who opt to continue in the unrevised scales of pay, whose pay scales have not yet been revised and the teaching personnel of Education Department (College Cadre) who are in receipt of U.G.C. scales of pay, the amount classified as Dearness Pay as detailed below, will be treated as 'Pay' for calculation of admissible dearness allowance.

(a) In case of those who opt to continue in the un-revised scales of pay and whose pay scales have not yet been revised.

Dearness Allowance, Ad-hoc Relief and Additional Dearness Allowance (I&II), upto 12 monthly Consumer Price Index=320 (1960 base=100) minus excess payment of adhoc relief.

(b) In case of teaching personnel of the Department of Education (Colleges Cadre) who are in receipt of U.G.C. scales of pay.

Additional Dearness Allowance (I&II) upto 12 monthly Consumer Price Index 320 (1960 base = 100) minus excess payment of adhoc relief.

2. Further, Ad-hoc Dearness Allowance admissible to officers getting pay above Rs.. 2001/- shall continue to be regulated under paragraph 2 of Finance Department Circular letter No. 4/1/85-3FR-II/248, dated 8-2-1985.

3. The general conditions of the payment of Dearness Allowance would continue to be the same as in force at present.

4. The amount of arrears on account of the above installments of Dearness Allowance for the period from 1-1-85 to 30-4-85 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees who have no such accounts the amount of such arrears will be invested in the Post Office Savings Certificates. In this connection alteration is also indicate to F.D.'s Circular No. 4/1(3)-85-3FR-II, dated 28-3-1985

5. These orders are also applicable to the work charged employees.

6. The above order will not apply to :-

- (i) Staff paid from contingencies;
- (ii) Casual Labour;
- (iii) Staff employed on daily wages those working on piece rate system;
- (iv) those employed on contract basis except Dearness Allowance is admissible terms of their contract.

Yours faithfully,

Sd/-

(MEENAXI ANAND CHAUDHRY)

Joint Secretary Finance

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/4/82-WM(3)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions and
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, and
All Districts and Session Judges in Haryana.

Dated, Chandigarh, the 21st May, 1985

Subject : Rate of interest on deposits in the Provident Fund and other similar funds for the Financial year 1985-86.

Sir,

In continuation Haryana Government letter of even number dated the 14th June, 1984, on the subject noted above, I am directed to say that it has been decided to fix rates of interest on deposits in the General Provident Fund and other similar funds for the Financial year 1985-86 as under :

(i)	On the balance at the credit of the subscribers on 31.3.1985 and deposits made during the financial year 1985-86.	9% p.a.
(ii)	On the excess subscription made in a financial year in the General Provident Fund Account in addition to 12½% of the pay of an employee.	10% p.a.

2. These rates of interest will remain in force during the financial year beginning from 1st April, 1985.

3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/4/82-WM(3)

Dated, Chandigarh, 21st May, 1985

A copy is forwarded to the Accountant General, Haryana, (Accounts), Haryana, Chandigarh, for information, in continuation of Finance Department Endst. No. 34/4/82-WM(3), dated the 11th June, 1984.

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to :-

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana, for information, in continuation of Finance Department Endst. No. 34/4/82-WM(3), dated the 11th June, 1984.

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

- 1. The Financial Commissioner, Revenue, Haryana.
- 2. All Administrative Secretaries to Government, Haryana.

U.O. No. 34/4/82-WM(3)

Dated, Chandigarh, 21st May, 1985

A copy is forwarded to the Principal Secretary/Secretary/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretaries for information of the Chief Minister/Ministers of State/Parliamentary Secretaries.

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State and Parliamentary Secretary.

U.O. No. 34/4/82-WM(3)

Dated, Chandigarh, 21st May, 1985.

These instructions have become obsolete.

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Treasury Officers/Assistant Treasury Officers in Haryana.
The Pay and Accounts Officer No. 5, Tis Hazari, Delhi.

Memo No. 1/2(58)-81-2FR-II,

Dated, Chandigarh, the 22nd May, 1985.

Subject : Notification regarding nomination of any other person during life time to receive arrears of pension or after his death.

Please refer to the subject noted above.

2. Ten printed copies of notification No. 1/2(58)-81-2FR-II, dated 13.12.84, on the above subject are sent herewith for your information and necessary action.

3. Kindly acknowledge its receipt.

Sd/-

Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/2(58)-81-2FR-II,

Dated, Chandigarh, 22nd May, 1985

A copy, with ten spare copies, is forwarded to the Accountant General :-

- (i) Audit; and
- (ii) Accounts and Entitlement Wing; Haryana, for information with reverence to this department Endst No. 1/2(58)-81-2FR-II, dated 13.12.84.

Sd/-

Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/2(58)-81-2FR-II,

Dated, Chandigarh, 22nd May, 1985

A copy, with ten spare copies of Haryana Govt. notification No. 1/2(58)-81-2FR-II, dated 13.12.84 is forwarded to the Accountant General, Punjab for information and necessary action.

Sd/-

Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

1. The Financial Commissioner, Revenue, Haryana.
2. All Administrative Secretaries to Government, Haryana.

U.O. No. 34/4/82-WM(3)

Dated, Chandigarh, 21st May, 1985

A copy is forwarded to the Principal Secretary/Secretary/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretaries for information of the Chief Minister/Ministers of State/Parliamentary Secretaries.

Sd/-

Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State and Parliamentary Secretary.

U.O. No. 34/4/82-WM(3)

Dated, Chandigarh, 21st May, 1985.

***These instructions have been Revised vide
No. 6/1/88/3FR-II, Dated 01.02.1988.***

No. 6/1/85-3FR-II/1298

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court.

Dated, Chandigarh, the 27th May, 1985

Subject : City Compensatory Allowance.

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department circular letter No. 6/1/80-3FR-II, dated 20.5.1980 and No. 6/1/85/3FR-II, dated 1st April, 1985 on the subject noted above, and to say that Haryana Govt. employees stationed and residing at Delhi shall also be entitled to City Compensatory Allowance at the rate of 10% of the revised pay subject to the maximum of Rs. 100/- P.M. with effect from the 1st April, 1985.

Yours faithfully,

Sd/-

(MEENAXI ANAND CHAUDHRY)

Joint Secretary, Finance (R),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 6/1/85-3FR-II/1298

Dated, Chandigarh, the 27.5.85

A copy is forwarded to the Accountant General Haryana Chandigarh (i) Audit (ii) Accounts & Entitlement Wing for information with reference to the Finance Department Circulars letters noted above.

Sd/-

(MEENAXI ANAND CHAUDHRY)

Joint Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the :-

All the Financial Commissioners Haryana.

All Administrative Secretaries to Govt., Haryana;
for information.

Sd/-

(K.K. ABROL)

Under Secretary Finance (R)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 6/1/85-3FR-II/1298

Dated, Chandigarh, the 27/5/85

Copies are forwarded to the Principal Secretary/Secretaries/Parliamentary Secretaries for Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretaries for information of the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-

(K.K. Abrol)

Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 6/1/85-3FR-II/1298

Dated, Chandigarh, the 27/5/85

No. 6/1/85-3FR-II/1298

Dated, Chandigarh, the 27/5/85

A copy is forwarded to the Special Representative-cum-Commissioner, Haryana Govt. New Delhi, with reference to his telex No. 314342 SRGII dated 16.4.85, for information and necessary action.

Sd/-

(K.K. Abrol)

Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

क्रमांक 11/77/84-1एफ.आर.।।/

प्रेषक

आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष, हरियाणा।

दिनांक, चण्डीगढ़ 27 मई, 1985 (27th May, 1985)

विषय : उच्च शिक्षा प्राप्त करने के लिए पंजाब सी.एस.आर. वाल्यूम। पार्ट। के नियम 8.137 के अंतर्गत असाधारण अवकाश प्रदान करना।

महोदय,

उपरोक्त विषय पर मुझे यह कहने का निर्देश हुआ है कि वित्त विभाग में प्रशासकीय विभागों से उनके अधीन अधिकारियों/कर्मचारियों द्वारा उच्च शिक्षा प्राप्त करने के लिए असाधारण अवकाश आदि देने के बारे जो प्रस्ताव प्राप्त होते हैं। उनमें प्रायः देखने में आया है कि जिन शर्तों के आधार पर सम्बन्धित अधिकारी/कर्मचारी को उच्च शिक्षा प्राप्त करने हेतु आज्ञा दी जानी होती है कि प्रायः अधिकारी/कर्मचारी को रिलीव करने से पूर्व प्रस्ताव वित्त विभाग को नहीं भेजे जाते हैं और कई बार तो जब अधिकारी/कर्मचारी शिक्षा समाप्त कर के वापिस आ जाता है या आने वाला होता है तो स्वीकृति या घटनोस्तर स्वीकृति के लिए मामले वित्त विभाग को भेजे जाते हैं। इसके अतिरिक्त यह भी पाया गया है कि बहुत से विभागों ने अपने अधिकारियों/कर्मचारियों को उच्च शिक्षा प्राप्त करने हेतु आज्ञा देने बारे कोई नीति भी नहीं बनाई हुई है जिस कारण ऐसे मामलों को निपटाने में अनावश्यक विलम्ब होता है तथा वित्त विभाग द्वारा स्थिति स्पष्ट करवाने हेतु बैंक रेफरेन्स करनी पड़ती है और उनका कार्य भी बढ़ता है।

2. उपरोक्त के दृष्टिगत आपसे अनुरोध है कि इस मामले में विचार करके अधिकारियों/कर्मचारियों को उच्च शिक्षा प्राप्त करने के लिए आज्ञा देने के सम्बन्ध में सरकार द्वारा समय-समय पर जारी की गई हिदायतों को ध्यान में रख कर नीति निर्धारित की जाए और ऐसा करते समय अन्य के अतिरिक्त मुख्य सचिव के परिपत्र क्रमांक 3251-4जी.एस.।।-76/12309 दिनांक 13.5.76 (प्रति संलग्न) को ध्यान में रख लिया जाये जिस के अनुसार कम से कम तीन वर्ष की नियमित सेवा वाले अधिकारी/कर्मचारी को ही, यदि लोक हित में हो तो, उच्च शिक्षा प्राप्त करने की आज्ञा दी जानी होती है।

3. आपसे यह भी अनुरोध है कि भविष्य में ऐसे मामले वित्त विभाग की सहमति के लिए भेजते समय निम्नलिखित शर्तों को ध्यान में रख कर तथा उनका उल्लेख करते हुए अपना प्रस्ताव पूर्ण औचित्य देते हुए उचित माध्यम से भेजा करें :-

1. अधिकारी/कर्मचारी को रिलीव करने से पूर्व नियमानुसार बान्ध-पत्र भरवाना होता है। जिसकी अवधि जैसा कि वित्त विभाग के परिपत्र 8709(3)-एफ.आर.-।।-64/9821 दिनांक 22.10.64 (प्रति संलग्न) में व्यवस्था है, एक वर्ष जमा उच्च शिक्षा या कोर्स की अवधि का दुगुना समय होनी चाहिए और इस प्रकार के बाध्य पत्र की कम से कम सीमा एक वर्ष और अधिक 5 वर्ष तक रखी जाए यदि इस समय में उसने सेवा निवृत्त न होना हो,

2. बान्ध पत्र में यह व्यवस्था करना भी आवश्यक है कि यदि संबंधित अधिकारी/कर्मचारी उसमें लिखी शर्तों का उल्लंघन करेगा तो सरकार द्वारा उच्च शिक्षा के दौरान उसे दी गई किसी प्रकार की भी राशि, जैसा कि वेतन, भत्तों तथा लीव सैलरी आदि, की भी यकमुशत वसूली की जायेगी, तथा
3. अधिकारी/कर्मचारी उच्च शिक्षा के आधार पर कोई विशेष वेतन, अतिरिक्त वेतन वृद्धि, अतिरिक्त भत्ता या पदोन्नति की मांग नहीं करेगा।
4. आपसे यह भी अनुरोध है कि ऐसे मामले संबंधित अधिकारी/कर्मचारी को रिलीव करने की तिथि से कम से कम एक मास पूर्व वित्त विभाग को भेजा करें, अथवा वित्त विभाग भविष्य में देरी से प्राप्त होने वाले केसों में स्वीकृति या घटनोत्तर स्वीकृति देने में असमर्थ होगा।
5. कृपया यह हिदायतें अपने अधीन सभी अधिकारियों/कर्मचारियों के ध्यान में कठोर पालना हेतु ला दी जाये।
6. कृपया इस पत्र की पावती भेजी जाए।

भवदीया,

हस्ता१०/—

(मीनाक्षी आनन्द चौधरी)

संयुक्त सचिव, वित्त विभाग (आर)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

इसकी एक प्रति सभी वित्तायुक्तों एवं सभी प्रशासकीय सचिवों हरियाणा सरकार को आवश्यक कार्यवाही हेतु भेजी जाती है।

कृपया इसकी पावती भेजें।

हस्ता१०/—

(मीनाक्षी आनन्द चौधरी)

संयुक्त सचिव, वित्त विभाग (आर)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी वित्तायुक्त एवं
सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा: क्रमांक 11/77/84-1एफ.आर.-।।

दिनांक 27-5-85

No. 5/21/84-PE&IC(FD)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Managing Directors/Chief Administrators
of all Govt. Corporations/Companies/Boards/
HUDA & Co-op. Institutions in the State.

Dated, Chandigarh, the 27th/29th May, 1985

Subject : Economy in Expenditure.

Sir,

The instructions issued by this Department vide letter No. 5/21/84-PE& IC (FD), dated 16/17-8-1984 have been reconsidered by the Government. Para 4 of the above instructions be treated as amended to the following extent :-

"The proposals for creation of new posts and purchase of new vehicles will be referred to the Finance Department in the Public Enterprises and Investment Cell for prior clearance and such proposals be brought before Board of Directors after receiving their clearance. However, in case of replacement of old vehicles, the Administrative Department concerned will henceforth clear the proposals provided a Condemnation Certificate is issued by the Condemnation Board of the Director, Supplies & Disposal Haryana and condemned vehicles should be sold off within 45 days of the purchase of new vehicles".

Yours faithfully,

Sd/-

Accounts Officer
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/1/83-3WM(Marriage)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner, Ambala and Hisar Divisions,
All Deputy Commissioners
And Sub Divisional Officers (Civil) in the State,
The Registrar, Punjab and Haryana High Court, and
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 6th June, 1985

Subject : Rate of Interest to be charged on marriage advance granted to Government servant during the financial year 1985-86.

Sir,

In continuation of Haryana Government letter No. 34/1/83-3WM(Marriage), dated 30.7.1984, on the above subject, I am directed to inform you that the rate of interest to be charged on marriage advances granted to Government servants during the year 1985-86 will be 9% (Nine per cent) per annum.

2. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/1/83-3WM(Marriage),

Dated, Chandigarh, the 6th June, 1985

A copy is forwarded to the Accountant General (Accounts) Haryana Chandigarh for information and necessary action in continuation of Finance Department Endst. No. 34/4/83-3WM(Marriage), dated 30-7-1984.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the :-

The Financial Commissioner Revenue, Haryana, &
All Administrative Secretaries to Govt. Haryana,
for information and necessary action.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner & Secretary to Government,
Haryana, Revenue, Department.
All Administrative Secretaries to Govt. Haryana.

U.O. No. 34/1/83-3WM(Marriage),

Dated, Chandigarh, the 6th June, 1985

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary/Parliamentary Secretary in continuation of Finance Department U.O. No. 34/1/83-3WM(Marriage) dated 30.7.1984 for information of the Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers/State Ministers/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 34/1/83-3WM(Marriage),

Dated, Chandigarh, the 6th June, 1985.

क्रमांक 5/18/85-1एफ.आर.-।।

प्रेषक

आयुक्त एवं सचिव हरियाणा सरकार,
वित्त विभाग।

सेवा में

हरियाणा सरकार के सभी विभागाध्यक्ष,
आयुक्त, अम्बाला तथा हिसार मण्डल
सभी उपायुक्त तथा उप-मण्डल अधिकारी (सिविल)
रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट, चण्डीगढ़।

दिनांक: चण्डीगढ़ 10 जून, 1985 (10th June, 1985)

विषय : यात्रा भत्तों बिलों के भुगतान के लिए हवाई जहाज (वातानुकूल) डीलक्स बस तथा रेल द्वारा की गई यात्रा (प्रथम श्रेणी) के टिकटों का प्रस्तुत करना।

उपरोक्त विषय के संदर्भ में मुझे यह कहने का निर्देश हुआ है कि इस विभाग के ध्यान में यह लाया गया है कि कई केसों में जब कोई कर्मचारी/अधिकारी दौरे पर जाते हैं, तो वे सक्षम अधिकारी की पूर्व अनुमति लिए बिना चले जाते हैं। यह भी देखने में आया है कि यात्रा भत्ता कलेमों के साथ हवाई जहाज, वातानुकूल/डीलक्स बस तथा रेल द्वारा की गई यात्रा (प्रथम श्रेणी) के टिकटों को बिल के साथ नहीं लगाया जाता है। इस पर महालेखाकार द्वारा आपत्तियां उठाई जाती हैं।

2. वैसे तो यह पहले ही इम्पलाईड है कि कोई भी अधिकारी/कर्मचारी दौरे पर जाने से पहले अपने सक्षम अधिकारी (Competent Authority) से आज्ञा ले तथा अपने टी0ए0 क्लेम के साथ प्रमाण-पत्र प्रस्तुत करे कि जिस साधन/क्लास द्वारा वह टी0ए0 क्लेम कर रहा है उसने वास्तव में ही उसी द्वारा यात्रा की है, फिर जैसा कि ऊपर लिखा गया है महालेखाकार हरियाणा द्वारा ऐसे केस पाये गये हैं, जिनमें उपरोक्त आदेशानुसार कार्यवाही नहीं की गई है। अतः इस प्रकार की अनियमितताओं को रोकने के लिए रीइटिरेट किया जाता है कि दौरे पर जाने से पूर्व सम्बन्धित अधिकारी/कर्मचारी निम्नलिखित शर्तों का पालन करेंगे : -

1. दौरे पर जाने से पहले समक्ष अधिकारी की पूर्व अनुमति प्राप्त की जाये।
2. यात्रा बिल के साथ हवाई जहाज, वातानुकूल/डीलक्स बस के टिकट लगाये जाएं। प्रथम श्रेणी रेल द्वारा की गई यात्रा के संबंध में रेल टिकट/टिकट का नम्बर/रिजर्वेशन स्लिप जैसा भी केस हो, साथ में लगाए जाएं।
3. जो कर्मचारी/अधिकारी टिकटें साथ नहीं लगायेंगे उन्हें, जैसा भी केस हो, साधारण बस/रेल किराया दिया जाए।
4. कृपया यह आदेश सभी अधिकारी/कर्मचारियों के ध्यान में ला दिये जाएं।
6. कृपया इस पत्र की पावती भेजी जाए।

भवदीय,

हस्ता/—

(मीनाक्षी आनन्द चौधरी)

संयुक्त सचिव वित्त (आर)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

Subject : Grants-in-aid and utilization Certificates in respect thereof.

कृपया सभी वित्तियुक्त एवं सभी प्रशासकीय सचिव, हरियाणा सरकार, कृपया उपरोक्त विषय पर इस विभाग के अशा. क्रमांक 2/2(2)84-2एफ.आर.।।, दिनांक 19.9.84 की ओर ध्यान देंगे?

2. संदर्भित पत्र द्वारा अन्य के अतिरिक्त कम्पट्रोलर एंड आडिटर जनरल आफ इण्डिया द्वारा वर्ष 1977-78 की सिविल तथा रैवेन्यु रिसीट के बारे दी गई रिपोर्ट पर लोक लेखा समिति (1982-83) ने अपनी उन्नीसवीं रिपोर्ट में जो निम्नानुसार आबजरवेशनज की थी, उन्हें भेजी गई थी :-

“The Committee find that at present there is no definite procedure to ensure that the grants are justified by the financial position of the grantee and that the previous grants had been spent for the purpose for which these were sanctioned. The Committee are of the view that a definite procedure is necessary in order to streamline the whole procedure and to minimize the chances of misutilization etc. of the grants. The Committee, therefore, recommend that the whole matter be examined by the Finance Department a definite procedure be laid down and all concerned be informed to ensure proper compliance in future”.

3. पी.ए.सी. की उपरोक्त आबजरवेशनज की पालना दृढ़ता से करने बारे इस विभाग को सुझाव दिया गया था। इस के साथ यह भी सुझाव दिया गया था कि निर्धारित समय में यूटीलाईजेशन सर्टीफिकेट सम्बन्धित संस्था द्वारा न भेजे जाने की सूरत में यदि भविष्य में दी जाने वाली ग्रांटस को रोक लिया जाता है और यह शर्त ग्रांटस को रिलीज किये जाने वाली संस्वीकृति में लगा दी जाती है तो यूटीलाईजेशन सर्टीफिकेट समय पर प्राप्त होंगे और उनसे यह सुनिश्चित किया जा सकता है कि पहले स्वीकृत की गई ग्रांटस उसी उद्देश्य पर खर्च की गई है जिस के लिए वह दी गई थी। इसके अतिरिक्त ग्रांटस रिलीज करने से पूर्व प्रशासकीय विभाग द्वारा यह भी सुनिश्चित करने का अनुरोध किया गया था कि ग्रांटी की वित्तीय स्थिति ऐसी है जिसके आधार पर ग्रांट देना उपयुक्त माना जा सकता है।

4. लोक लेखा समिति ने वर्ष 1984-85 (बाईसवीं रिपोर्ट) की रिपोर्ट के पैरा 13 में जो आबजरवेशनस की है, वे इस प्रकार है :-

“The Committee, therefore, recommend that the department should ensure to keep an effective watch over the utilization of assistance by obtaining progress reports and audited accounts from the recipient bodies, to take through verification of their records by the departmental officers and to revolve suitable procedure for regulating the release of grants keeping in view the pace of utilization.

The Committee desire that the rules regarding the release of grant/subsidy, in favour of Corporation/Autonomous Bodies be framed and finalized at the earliest and they be informed of the progress made in this regard.

The Committee also recommend that registers showing the assets created by the various corporations/Autonomous Bodies, put of the grants released to them, should be maintained at the level of Sanctioning Authority (Head of Department) to watch proper utilization of grants/subsidies.”

अतः उनसे अनुरोध है कि पी.ए.सी. की उक्त आबजरवेशनस को कार्यान्वित करने के बारे में वे सुनिश्चित करवाएं तथा की गई कार्यवाही के बारे अपनी प्रगति रिपोर्ट, अन्य सम्बन्धित क्वाटरज के अतिरिक्त वित्त विभाग की सम्बन्धित शाखा, को भी समय-समय पर भेजते रहें।

हस्ता: /—

संयुक्त सचिव वित्त (आर)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी वित्तायुक्त एवं प्रशासकीय सचिव,
हरियाणा सरकार।

अशा. क्रमांक 2/2(2)-88-2एफ.आर.।।

दिनांक 10.6.1985 (10th June, 1985)

इसकी एक-एक प्रति वित्त विभाग के सभी अधिकारी तथा अधीक्षक/उप अधीक्षक, को उक्त कथित अशा., दिनांक 19.9.84 के क्रम में आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ता: /—

संयुक्त सचिव वित्त (आर)
कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

वित्त विभाग के सभी अधिकारी तथा
अधीक्षक/उप अधीक्षक।

अशा. क्रमांक 2/2(2)-85-2एफ.आर.।।

दिनांक 10.6.1985.

<i>These instructions have become obsolete.</i>
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No. 4/4(2)-84-2FR-I

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department,
Commissioners Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 26th June, 1985**Subject : Regarding up keep of G.P. Fund accounts.**

Sir,

I am directed to invite a reference Finance Department circular letter No. 4/4(2)/84-2FR-I, dated 25-7-84 on the subject noted above, and to say that it has been reported by the Accountant General, Haryana, that field officers in the State are generally not complying with the instructions continued in para 3 of the letter mentioned above in as much as reconciliation is not being done by almost all the offices in the State. Provident Fund Schedules are also not being prepared correctly as per instructions of the Government and by Accountant General Office. As a result, many accounts remain incomplete. This causes avoidable hardship to the subscribers for no fault of their as it becomes difficult to trace out the missing credits at a later stage and complete the accounts.

2. It is, therefore, once again emphasized that effective steps may be taken to ensure that Head of Department/DDOs. take personal interest in ensuring the correct submission of the G.P.Fund schedules and also in reconciling the G.P.Fund Accounts by sending reconciliation Assistants to the office of the Accountant General, Haryana periodically.

3. These instructions may kindly be brought to the notice of all cases working under your control for strict compliance.

Yours faithfully,

Sd/-
(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance (Regulations)
for Commissioner & Secretary to Government,
Haryana , Finance Department.

Endst. No. 4/4(2)-84-2FR-I

Dated, Chandigarh, the 26-6-85

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information with reference to his D.O. No. Fds I/A.G-53/193, dated 10-5-85 from Shri R.S. Suri, DAG to the address of Sh. M.C. Gupta.

Sd/-
(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance (Regulations)
for Commissioner & Secretary to Government,
Haryana , Finance Department.

A copy is forwarded to all the :-

Financial Commissioners Haryana
Administrative Secretaries to Govt. Haryana, for information & necessary action.

Sd/-
(K.K. Abrol)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana , Finance Department.

To

All the Financial Commissioners Haryana,
All the Administrative Secretaries to Govt. Haryana,

U.O. No. 4/4(2)-84-2FR-I

Dated, Chandigarh, the 26-6-85

A copy each is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary for the information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary for information.

Sd/-
(K.K. Abrol)
Under Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana , Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 4/4(2)-84-2FR-I

Dated, Chandigarh, the 26-6-85.

These instructions have become obsolete.

No. 18/1/84-3 B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

1. Chief Secretary and Secretary to Government Haryana Elections, Protocol, Hospitality Departments and also Financial Commissioner and Chief Electoral Officer.
2. Financial Commissioner Revenue & Secretary to Government, Haryana, Revenue (including the work of land Records), Consolidation, Rehabilitation, Home, Jails, Criminal Investigation Administration of Jails, Vigilance & Transport Departments.
3. Financial Commissioner & Secretary to Government Haryana, Health (including Medical Education), and Local Government Departments.
4. Financial Commissioner & Secretary to Government, Haryana, Planning, Labour & Employment & Industrial Training Departments and Secretary in charge of work relating to Plan Coordination and Implementation of 20 Point programme and other Plan Schemes, Environmental Improvement and Land Use, Manpower Planning, Employment Generation Schemes and also Chairman State implementation Committee of the Mewat Development Board.
5. Financial Commissioner & Secretary to Government, Haryana, Institutional Finance and Credit Control Sports, Tourism, Industries, Public Relations and Science & Technology Departments and also Principal Secretary to Chief Minister.
6. Commissioner & Secretary to Government, Haryana, Finance, Excise & Taxation, Town & Country Planning Urban Estates & Colonization Departments.
7. Secretary to Government, Haryana, PW(Irrigation and Power) Departments.
8. Commissioner & Secretary to Government, Haryana Food & Supplies Department.
9. Commissioner & Secretary to Government, Haryana PW(B&R), Architecture & Technical Education Departments.
10. Commissioner & Secretary to Government, Haryana, Printing & Stationery & Housing Departments.
11. Commissioner & Secretary to Government, Haryana Development & Panchayats, Social Welfare and welfare of Backward Class Departments.
12. Commissioner & Secretary to Government, Haryana, PH(Public Health) Department.
13. Commissioner & Special Secretary to Government, Haryana, Education, Languages, Archaeology & Cultural affairs Departments.
14. Commissioner & Secretary to Government, Haryana, Agriculture, Forests and Wild Life Preservation, Cooperation, Dairy Development, animal Husbandry & Fisheries Departments.
15. Commissioner & Secretary to Government, Haryana, Administrative Reforms, Personnel & Training Departments.

16. Commissioner & Secretary to Government, Haryana, Civil Aviation Department and Chief Administrator, HUDA and Director Town & Country Planning, Urban Estates and Colonization, Haryana.
17. Legal Remembrance and Secretary to Govt., Haryana, Law and Legislative Department.
18. Deputy Secretary to Govt., Haryana, Secretariat Establishment.
19. The Chairman, Haryana Public Service Commission.
20. The Chairman, Subordinate Services Selection, Board, Haryana.
21. The Joint Chief Electoral, Haryana.
21. The Director Grievances, Haryana.
22. The Director of Hospitality Organisation, Haryana.
22. The Secretary to Governor of Haryana.
23. The Commissioner, Ambala Division.
24. The Commissioner, Hisar Division.
25. The Director Consolidation and Record-cum-Inspector General of Registration a Special Lend Acquisition Officer and Special Collector.
26. The A.G.O.T. Haryana, Chandigarh.
27. The Advocate General, Haryana.
28. The Department General, Home Guards and Director of Civil Defense. Haryana.
29. The Director of Prosecution, Haryana.
30. The Director, State Vigilance Bureau, Haryana.
31. The Inquiry Officer, Vigilance Bureau, Haryana.
32. The Director General & Inspector General of Police Criminal Investigation & Forensic Science Lab. Organization.
33. The Inspector General of Prisons, Haryana.
34. The Legal Remembrance, Haryana.
35. The Registrar, Punjab & Haryana High Court, Chandigarh.
36. The Transport Commissioner, Haryana.
37. The Director of Animal Husbandry, Haryana.
38. The Director of Fisheries, Haryana.
38. The Milk Commissioner, Haryana.
39. The Registrar, Cooperative Societies, Haryana.
40. The Economic & Statistical Advisor, Haryana.
41. The Chief Conservator of Forests, Haryana.
42. The Director of Agriculture, Haryana.
43. The Director of Sports, Haryana.
44. The Director of Tourism, Haryana.
45. The Director of Industries, Haryana.
46. The Director of Public Relations, Haryana.
48. The Principal-cum-Director Sports School, Rai, Sonipat.
49. The Excise & Taxation Commissioner, Haryana.
50. The Director of employment, Haryana.
51. The Director Supplies and Disposal, Haryana.

52. The Labour Commissioner, Haryana.
53. The Labour Commissioner, Haryana.
54. The Director Industrial Training, Haryana.
55. The Chairman, Haryana State Electricity Board, Chandigarh.
56. The Engineer-in-Chief P.W. (Irrigation) Department, Haryana.
57. The Chief Architect, Haryana.
58. The Director Health Services-cum-Principal Medical College, Rohtak.
59. The Director of Ayurvedic, Haryana,
60. The Director, Health Services (Hospitals), Haryana.
61. The Director of Panchayats, Haryana.
62. The Director of Local Bodies, Haryana.
63. The Director of Elections (Local Bodies), Haryana.
64. The Adviser Civil Aviation, Haryana.
65. The Director of Lotteries, Haryana.
66. The Director of Small Savings, Haryana.
67. The Director Treasury & Accounts, Haryana.
68. The Secretary to Govt. Haryana, Local Audit Department
69. The Director of School Education, Haryana.
70. The Director of Higher Education, Haryana.
71. The Director of Archeology and Museums, Haryana.
72. The Director of Archives, Haryana.
73. The Director of Cultural Affairs, Haryana.
74. The Director of Colonization, Haryana.
75. The Director of Urban Estate, Haryana.
76. The Director of Food and Supplies, Haryana.
77. The Director, Town & Country Planning, Haryana.
78. The Director, Social Welfare and Welfare of Scheduled Castes and Backward Classes Department Haryana.
79. The Controller, Printing & Stationary, Haryana.
80. The Engineer in Chief, Public Health Department Haryana.

Dated, Chandigarh, the 26th June, 1985.

Subject : Finance Accounts 1982-83, Appropriation Accounts 1982-83, and Report of the Comptroller and Auditor General of India for the year 1982-83 (Civil) - Govt. of Haryana.

Sir,

I am directed to invite your attention to the Finance Departments letter No. 18/1/84-3B&C, dated the 14th September, 1984 on the subject cited above and to inform you that the Public Accounts Committee of Haryana Vidhan Sabha has since started the Oral Examination of the various Administrative Secretaries, on the report of the Comptroller and Auditor General of India for the year 1982-83 (Civil and Revenue Receipts). Questionnaires are being issued by the Committee and the Governments are required to send the replies to the questionnaire within the prescribed period of four weeks.

It is requested that the replies to the questionnaire as and when received from Vidhan Sabha for oral examination may please be sent to the Secretary Haryana Vidhan Sabha within the stipulated period and the officers who have to appear before the Committee for oral examination may be instructed to go fully prepared and well acquainted with the back ground and have full relevant record with them in respect of paras to be examined by the Committee.

Yours faithfully,

Sd/-
Under Secretary, Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 18/1/84-3B&C

Dated 26-6-1985

A copy is forwarded to the Secretary, Haryana Vidhan Sabha (in PAC Br.) for the information of Public Accounts Committee.

Sd/-
Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 18/1/84-3B&C

Dated 26-6-1985

A copy is forwarded to the Accountant General (Audit) Haryana, Chandigarh, for information.

Sd/-
Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all Branch Officers/Superintendents/Deputy Superintendents for information and necessary action.

Sd/-
Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The All Branch Officers/Superintendents/Deputy Superintendents
(in Finance Department).

U.O. No. 18/1/84-3B&C

Dated 26-6-1985

No. 34/8/84-2B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Chairmen/Managing Directors of
Corporations/Boards in Haryana.

Dated, Chandigarh, the 27th June, 1985.

Subject : Questionnaires in respect of the Reports of the Comptroller and Auditor General of India.

Sir,

I am directed to invited your attention to the Finance Department letter of even number dated 12.7.84 on the subject noted above and to say that the Committee on Public Undertakings in its meeting held on 8.5.85 has reconsidered the existing procedure relating to examination of the Reports of Comptroller and Auditor General without obtaining replies to the questionnaires, containing specific questions and has felt that effective oral examination of the departmental representatives is not possible in the absence of complete information in the form of replies to the specific questions included in the questionnaire framed by the Committee. The Committee has, therefore, decided that in future questionnaires in respect of the audit paras, as may be framed by the Committee, will be issued and replies thereto obtained before the oral examination of the departmental representatives is undertaken by the Committee.

2. You are, therefore, requested to strictly adhere to the new procedure evolved by the Committee on Public Undertakings in future and ensure timely submission of the replies to the questionnaires as may be framed and issued by the Committee in future.
3. These instructions may please be brought to the notice of all concerned.

Sd/-

Superintendent Budget & Committee.
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/8/84-2B&C

Dated, Chandigarh, the 27th June, 1985.

A copy is forwarded to the Secretary, Haryana Vidhan Sabha Secretariat, Chandigarh for information with reference to his letter No. 28-CPU/1984-85/16837, dated 6.6.85.

Sd/-

Superintendent Budget & Committee.
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all concerned Financial Commissioners, Haryana and all Administrative Secretaries to Government, Haryana, for information and necessary action.

Sd/-

Superintendent Budget & Committee.
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All concerned Financial Commissioners to Govt., Haryana.
All concerned Administrative Secretaries to Govt., Haryana.

U.O. No. 34/8/84-2B&C

Dated, Chandigarh, the 27th June, 1985.

No. 1146-2FICW-85

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments (located at Chandigarh).
Registrar, Punjab & Haryana, High Court Chandigarh.

Dated, Chandigarh, the 28th June, 1985.

Subject : Recovery of license fee in respect of Govt. accommodation allotted to the Haryana Govt. employees at Chandigarh.

Sir,

I am directed to invite a reference to Finance Department letter No. 77-2FICW-83, dated 13th August, 1984, wherein it was decided that the difference between the rate chargeable under FR-45-A and the rates prescribed in Finance Department letter No. 11/106-2FICW-80, dated 6-7-81, would be borne by the State Govt.

2. It is clarified that these instructions will not apply on such officials/officers who are on deputation with the Chandigarh administration. These cases should be covered by the rules applicable to the employees of that Administration.

Yours faithfully,

Sd/-

Deputy Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 14/300/84-5FA

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments, Haryana.
All the Managing Directors of Corporation/
Boards, Haryana.

Dated, Chandigarh, the 5th July, 1985

Subject : Maintenance of accounts - Duties and Functions of Section Officers.

Sir,

Various posts of Section Officers have been sanctioned in Government Departments/Corporations/Boards and S.A.S. qualified Section Officers are posted against these posts by the Director, Treasuries and Accounts. In order to see that the Section Officers post carry out the functions for which they have been provided it has been considered necessary to mention the areas of their responsibility as below:-

ACCOUNTS WING

- (i) Preparation of budget estimates, supplementary estimates and scrutiny of departmental schemes.
- (ii) Watching of actual against the appropriations, scrutiny of proposals for transfer/re-appropriations of funds from one Head of Account to another.
- (iii) Reconciliation of departmental accounts with those maintained by the A.G. Haryana.
- (iv) Scrutiny of pension cases.
- (v) Scrutiny of proposals for sanction of permanent advance and submission of annual certificates to A.G.
- (vi) Preparation of personal claims of all categories of establishment such as pay and allowances, leave salary, medical reimbursement and T.A. claims and scrutiny of contingent expenditure.
- (vii) Maintenance of service record of all categories of establishment, G.P.Fund Accounts, Accounts of Loans and advances etc. and determination of interest thereon.
- (viii) He will also work as one of the members (as representative of Accounts & Finance) on various Committees constituted by the Department having financial implications, in case, there is no other accounts personnel senior to him in the department.

(ix) To render advice on all matter involving financial implications/expenditure of Govt. money.

(x) **OUT AUDIT WING**

- (i) To conduct Internal Audit of the accounts kept in the office of Head of the Department and its subordinate offices.
- (ii) To conduct investigation of irregularities revealed as a result of scrutiny of accounts maintained by subordinate offices.
- (iii) To deal with A.G.'s Audit & Inspection Reports and to suggest action to rectify the persistent irregularities.
- (iv) To render advice to departmental officers in preparation of replies to the P.A.C. etc.
- (v) To render advice on all matters involving Financial implications/ expenditure of Govt. money.

Besides this, the Head of the Department/Head of the Institutions may, however, assign any specific duty to a Section Officer.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been Modified vide
No. 1/1/2003/FD/Pension/SAP, Dt. 04.03.2003.***

No. 1/2(11)-84-2FR-II/

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Accountant General, Haryana,
Chandigarh.

Dated, Chandigarh, the 9th July, 1985

Subject : Restoration of commuted portion of pension to the pensioners – clarification regarding.

Sir,

I am directed to refer to the correspondence resting with Shri R.S.Suri, Deputy Accountant General (Pension's) communication, noted in the margin, on the above subject, and to state that the points raised/clarifications sought therein have been considered by Govt. and the following decision have been taken :-

- (1) Normally a portion of pension is got commuted by a Pensioner within one year of his retirement but there may be cases where pension is got commuted after the above said period of one year. It has, therefore, been decided that the commuted portion of pension, in all cases, will be restored after the pensioner has attained the age of 70 years or he has surrendered the full value of commuted portion of pension, along-with notional interest, whichever is later. Since, the scheme for restoration of commuted portion of pension was made effective from 1-4-79, those pensioners who had completed the age of 70 years by 31-3-79, and had surrendered the full value of their commuted portion of pension, alongwith notional interest, by that date, their commuted portion of pension will be restored with effect from 1.4.79 and in the case of those who did not do so by 31-3-79, in their case, the commuted portion of pension will be restored on completion of 70 years or surrendering the commuted portion of pension, alongwith notional interest, whichever is later.
- (2) In regard to the employees who sought pre-mature retirement or were retired compulsorily by Govt., before 1-11-84 and who got their pension commuted within one year of their retirement, the commuted portion of pension will be restored after attaining the age of 70 years. In case such a retiree gets his pension commuted after one year of his pre-mature or compulsory retirement, as the case may be, his commuted portion of pension will be restored on attaining the age of 70 years or after he has surrendered full value of commutation, together with notional interest, whichever is later.

- (3) In regard to the condition mentioned in Para 2 this State Govt. circular letter No. 1/2(11)-84-2FR-II, dated 4-1-85, that the employees who were in service on 1st Nov, 1984 and retire or seek pre-mature-retirement or are retired by Govt. after this, date, they must exercise their option for commutation of pension within six months of their retirement, it has now been decided that this condition will apply in the case of such Govt. employees who retire on or after 4-1-85 instead of 1-11-84.

This may please be deemed to have amended the relevant portion of Punjab CSR Volume II, to this extent. Formal amendment to these rules will be issued in due course.

MARGIN :

D.O. No. Pen.1/Gen.-3/84-85/13922,
Dated 19.3.85

Yours faithfully,

Sd/-
(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/9/85-WM(I)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions,
All Sub Divisional Officers (C) in Haryana,
The Registrar, Punjab and Haryana High Court and
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 10th July, 1985.

Subject : Promotion of non-gazetted officers to Gazetted rank - information regarding loans.

Sir,

I am directed to enclose a copy of letter No. I/Misc./85-86/754, dated 3.6.85 from the A.G. Haryana to the address of Chief Secretary, Haryana, on the above subject and to request you to furnish the requisite information direct to the Accountant General, Haryana in the proforma prescribed therein

The officers/officials working under your control may please be instructed for its compliance.

Yours faithfully,

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/9/85-WM(I)

Dated 10.7.1985.

A copy is forwarded to the Accountant General (Accounts) Haryana for information with ref. to his letter referred to above.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy with a copy of the enclosure is forwarded for information & necessary action to :-

The Financial Commissioner Revenue.
All Administrative Secretaries.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioner Revenue, and
All Administrative Secretaries.

U.O. No. 1/9/85-WM(I)

Dated 10.7.85.

<p><i>These instructions have become obsolete.</i></p>

No. 28/8/84-2B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,
All District & Session Judges in Haryana.

Dated, Chandigarh, the 10th July, 1985

Subject : Furnishing of Copies of sanctions to Accountant General (Audit) Haryana.

Sir,

I am directed to invite your attention to Finance Department letter of even number dated 15.6.1984 on the subject noted above vide which the sanctions which are to be sent to the Accountant General (Audit),/Accountant General (Accounts) have been indicated. The A.G. has now brought to the notice of Finance Department that action on most of the sanctions is required to be taken in more than one section of his office. It, therefore, requested that two copies of the sanctions indicated in statement II appended with the letter dated 15.6.1984 may please be supplied to Accountant General (Audit) in future.

2. These instructions may please be brought to the notice of the staff working under your kind control.

Yours faithfully,

Sd/-
Superintendent, Budget & Committee,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 28/8/84-2B&C

Dated, Chandigarh, the 10-7-1985

A copy is forwarded to the Accountant General (Audit) Haryana for information with reference to his letter No. CASS-I(c) 985-86/1343 dated 17.6.85.

Sd/-
Superintendent, Budget & Committee,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to :-

All the Financial Commissioners Haryana.

And all Administrative Secretaries to Govt., Haryana for information and necessary action.

Sd/-
Superintendent, Budget & Committee,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Financial Commissioners Haryana.
All the Administrative Secretaries to Govt., Haryana.

U.O. No. 28/8/84-2B&C

Dated, Chandigarh, the 10-7-1985

Contd...
Encl.

Copy of letter **No. 1/Misc/85-86/754 dated 3.6.85** from the Office of the Accountant General Haryana, Chandigarh to the Chief Secretary to Government of Haryana, Chandigarh.

Subject : Promotion of Non-Gazetted Officer to Gazetted rank.

The problem of speedy finalization of the loan accounts of Gazetted Govt. Servants, especially in cases where the loans are drawn in Non Gazetted capacity and recoveries are effected partially in Non Gazetted capacity and partially in Gazetted capacity has been engaging the attention of this office. With a view to finalize such cases without any delay and to accelerate the issue of No. Demand Certificate by this office in loan cases. I am to request you to issue instructions to all the Head of Departments to supply the information in the following 'Form' as soon as an official is promoted from 'Non Gazetted' rank to 'Gazetted Post' so that Non Debit of recoverable amount is got transferred from 'NGO' books to 'G.O. Books speedily.

1. Name of Officer and Designation as 'Non-Gazetted' and 'Gazetted'.
2. Nature of long term advance drawn such as House Building Advance/Motor Car Advance/Scooter/Motor Cycle/Moped Advance/Marriage Advance.
3. Amount of loan drawn and month/year of drawal.
4. Balance of loan to be recovered on the date of promotion.
5. Date of recovery.
6. Month of last recover as Non-Gazetted and month of 1st recovery as Gazetted.
7. Head of Account in which pay were drawn as Non-Gazetted and head of account in which pay as to be drawn as Gazetted.

The information may be supplied immediately at the time of promotion to that account of loanee be completed.

The copy of the said information be endorsed to our Non-Gazetted Branch also.

TDH II for House Building and Marriage Advance and TDH IV for conveyance Advance.

No. 68/1/85/FD/Pension/SAP

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department in the Haryana State,
Commissioners Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana State,
The Registrar Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 26th July, 1985

Subject : Expeditious disposal of pension cases.

Sir,

The Accountant General, Haryana, has once again brought to the notice of the Government that the pension/family pension papers in many cases are sent by a large number of departments to his office incomplete and after along time of the actual date of retirement/death of government servants which results in delay in sanctioning pension/family pension and consequently it causes financial hardship to the pensioners/their families. He has pointed out that in most of the cases the delay in sanctioning pension takes place for non supply of 'No Demand Certificate' or for want of sanction of the competent authority or reply to the observations made by his office in the Certificate & Report issued in individual cases.

2. The Accountant General has further pointed out that the following factors also contribute towards the delay in finalisation of pension cases :-

- (i) the time schedule laid down by the Finance Department is not being adhered to strictly by most of the departments. In majority of the cases papers are sent to his office just before the date of retirement or after the retirement;
- (ii) orders/instructions regarding simplified procedures for pension laid down by the Finance Department are not being followed in letter and spirit by most of departments, and
- (iii) pension papers received in his office are incomplete in majority of the cases.

3. In this connection your attention is invited to rules 9.1, 9.7 and 9.11 of the Punjab C.S.R. Vol. I and the instructions contained in Haryana Govt., Finance Department's circular letter No. 1347-FD(Pension)-76/43596, dated 23.12.1976, which were subsequently reiterated from time to time. In these instructions it has been specifically laid down that pension cases should be initiated two years before the date of retirement of a Govt. servant and sent to the Accountant General, Haryana, for issue of Certificate and Report, at least six months before the actual date of retirement. It has however, been pointed out by the Accountant General, that despite these instructions due and timely action is not being taken by the Departments for expeditious disposal of pension cases, and the time schedule prescribed by Govt. is not adhered to which results unavoidable delay in finalisation of pension cases.

4. I am, therefore, to request you once again to ensure that, in future, pension cases are got initiated in time in accordance with the Govt. instruction issued from time to time. You are also requested to ensure that pension cases are dealt with on priority basis at all levels so that these are decided well before the actual date of retirement of the Govt. employee concerned and the pensioner and their family members are not put to avoidable financial sufferings. These instructions may please be brought to the notice of officers/officials under your control, dealing with pension cases for strict compliance and it should also be made clear to them that any delay in handling pension cases will be taken serious notice of and will invite disciplinary action against them.

5. The receipt of the letter may please be acknowledged.

Yours faithfully,

Sd/-
(Meenaxi Anand Chaudhry)
Joint Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 68/1/85/FD/Pension/SAP,

Dated, Chandigarh, the 26th July, 1985

A copy is forwarded to Shri. R.S. Suri, Deputy Accountant General, Haryana, Chandigarh for information with reference to his D.O. letter No. Pen. I/Genl(b)85-86/1713-16, dated 27.6.85.

Sd/-
(Meenaxi Anand Chaudhry)
Joint Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to :-

All Financial Commissioners Haryana,
All Administration Secretaries to Govt., Haryana;
for information and necessary action.

Sd/-
(K.K.Abrol)
Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Financial Commissioners, Haryana.
All Administrative Secretaries, Haryana.

No. 68/1/85/FD/Pension/SAP,

Dated, Chandigarh, the 26th July, 1985.

No. 1/3(4)-85-2FR-II

From

The Financial Commissioner & 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 and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 13th August, 1985

Subject : Grant of relief to Haryana Government Pensioners/recipients of family pension and extraordinary family pension.

Sir,

I am directed to invite a reference to the correspondence resting with Finance Department circular letter No. 1/3(3)-84-2FR-II, dated the 4th March, 1985, on the above subject, and to say that consequent upon the rise in the cost of living (i.e. Average Consumer Price Index raising from 568 to 576 points), the state Government had been considering, for some time past, the question of affording further relief to Haryana Government pensioners as well as to the recipients of family pension and extraordinary family pension. It has now been decided to grant them one further instalment of relief with effect from 1st January, 1985 at the rate of 2.5% of their pension with pension with a minimum of Rs. 2.50 and a maximum of Rs. 12.50 per mensem.

2. With the grant of relief mentioned above the pensioners and recipients of family pension will be entitled to total relief as under :-

Date	Rate of relief in the case of Govt. employees who retired on or before 31.3.1979.	Rate of relief in the case of Govt. employees who retired/retire on or after 1.4.79.
1-1-1985	77½% of pension subject to a minimum of Rs. 77.50 and maximum of Rs. 387.50	82½% of pension subject to a minimum of Rs. 82.50 and maximum of Rs. 412.50.

In the case of pensioners and recipients of family pension retired prior to 1.4.79, the relief at the above rates will be calculated with reference to the pension as determined on 1.4.79 in terms of para (5) of Finance Department circular letter No. 11/1PR(FD)-81, dated 19-3-1981. The relief as calculated above will be expressed in whole rupees and for this purpose the fraction of a rupee will be rounded off to the next higher rupee.

3. These orders will not apply to pensioners whose pensions have been determined on adhoc basis without reference to the emoluments drawn by them i.e. 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 expenditure involved will be debitable to the Major Head "266-Pensioners and other Retirement Benefits".
5. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-
(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

**HARYANA GOVERNMENT
FINANCE DEPARTMENT**

Notification

The 16th August, 1985

No. G.S.R. 69/Const./Art.309 /Amd.(1)/85.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules, further to amend the Haryana Civil Services (Revised Scales of Pay) Rules, 1980, namely :-

- (1) These rules may be called the Haryana Civil Services (Revised Scales of Pay) First Amendment Rules, 1985.
- (2) These rules shall be deemed to have come into force with effect from the 1st day of April, 1979.

2. In the Haryana Civil Services (Revised Scales of Pay) Rules, 1980 in rule 2, in sub-rule (2) in clause (f), for the words "Government employees" the words "Government employees except ex-military pensioners" shall be substituted.

M.C. GUPTA
Secretary to Government, Haryana,
Finance Department.

***These instructions have been Revised vide
No. 10/14/94-2FICW, Dated 04.01.1989.***

No. 2392-FICW-85

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
Deputy Commissioner and
Sub Divisional Officers (Civil) in Haryana.

Dated, Chandigarh, the 11th September, 1985

Subject : Recovery of House Rent on transfer/retired Govt. employees.

Sir,

I am directed to invite a reference to Finance Department notification No. 194-2FICW-76/18798, dated 16 June, 1976 which interalia provides that the employees who have retired/transferred but do not vacate the Government accommodation within 21 days of transfer/retirement shall be required to pay the following rent :-

1.	Upto one month after 21 day	20% of the Pay
2.	For one month thereafter	30% of the Pay
3.	After that the till the employees vacates the Govt. accommodation	40% of the Pay

It has now come to, notice of the Govt. that the Govt. employees generally do not vacate the Govt. houses and continue to pay the rent @40% of pay as per rules even after their transfer/retirement as no time limit for retaining the Govt. accommodation is laid down. After careful consideration it has now been decided that after four months market rent should be charged and eviction proceedings under Haryana Public Premises (Eviction) Act be initiated by filling a case in the Court of Collector.

2. These orders will be effective from the date of issue of letter.

Yours faithfully,

Sd/-

(Jagdish Chander)

Deputy Secretary Finance,

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

MOST IMMEDIATE**No. 28/60/84-1B&C**

From

The Financial & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department
Commissioner, Ambala/Hisar Divisions and
All the Deputy Commissioner in the State,
The Registrar, Punjab & Haryana High Court.

Dated, Chandigarh, the 11th September, 1985**Subject : Control over expenditure—monitoring—reconciliation of expenditure/accounts.**

Sir,

I am directed to invite your attention to para 3 of the Finance Department circular letter of even No. dated 1.3.85 on the subject noted above wherein it was impressed upon you that in order to ensure accuracy of departmental accounts and departmental financial control effective, there should be proper accounting, reconciliation of figures and monitoring of expenditure. It has, however, been observed that the Heads of Department attach very little importance to proper maintenance of accounts in their own offices and their subordinate offices which consequently results in the late finalisation of the monthly accounts. This object can only be achieved if the Heads of Departments keep a constant watch on the flow of expenditure and receipt under various minor/major heads concerned with their departments. Notwithstanding standing instructions in para 12.22 of the Punjab Budget Manual which inter-alia requires the submission of statements of monthly expenditure in form BM 30 by the department to Finance Department but no proper attention is being paid to these instructions. In view of the paramount need of monitoring the expenditure and realization of receipts, it has been decided that in future the departments should collect the detailed figures of monthly expenditure and receipts by the 10th of the next month and after reconciliation with the Accountant General should send it to the Finance Department by 15th of that month. This would enable the Finance Department to have a close and comprehensive picture of the trend of expenditure and income of all the Departments. I am, therefore, to request you that the monthly statement of receipts and expenditure pertaining to your department under your control may please be supplied to the Finance Department regularly by the 15th of the next month as mentioned above and these instructions may please also be brought specifically to the notice of all concerned under your control for strict compliance. The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

(R.L. ANAND)

Superintendent Budget & Committee,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 28/60/84-1B&C

Dated, Chandigarh, the 11th September, 1985

A copy is forwarded to Accountant General, Haryana for information.

Sd/-
R. L. Anand
Superintendent Budget & Committee
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners and all the Administrative Secretaries to Govt., Haryana for information and necessary action.

2. They are requested to ensure that the monthly statement of the receipt and expenditure is sent regularly by the department under their administrative control by the stipulated date.

Sd/-
R. L. Anand
Superintendent Budget & Committee
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

- (i) All the Financial Commissioner to Govt., Haryana;
- (ii) All the Administrative Secretaries to Govt., Haryana.

U.O. No. 23/60/84-1B&C

Dated, Chandigarh, the 11th September, 1985

A copy is forwarded to all the Branch Officers/Superintendents in the Finance Department for information and necessary action with reference to the proceedings of para 1 of the meeting held on 20.7.85 as intimated by the Finance Department U.O. No. 28/34/85-5B&C, dated 3.8. 1985.

Sd/-
R. L. Anand
Superintendent Budget & Committee
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Branch Officers/Superintendent in the
Finance Department.

U.O. No. 23/60/84-1B&C

Dated, Chandigarh, the 11th September, 1985.

MOST IMMEDIATE**No. 28/60/84-1B&C**

From

The Financial & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department,
Commissioner, Ambala/Hisar Divisions and
All the Deputy Commissioner in the State,
The Registrar, Punjab and Haryana High Court.**Dated, Chandigarh, the 11th September, 1985****Subject : Control over expenditure - monitoring - reconciliation of expenditure/ accounts.**

Sir,

I am directed to invite your attention to para 3 of the Finance Department circular letter of even No. dated 1.3.85 on the subject noted above wherein it was impressed upon you that in order to ensure accuracy of departmental accounts and departmental financial control effective, there should be proper accounting, reconciliation of figures and monitoring of expenditure. It has, however, been observed that the Heads of Department attach very little importance to proper maintenance of accounts in their own offices and their subordinate offices which consequently results in the late finalisation of the monthly accounts. This object can only be achieved if the Heads of Departments keep a constant watch on the flow of expenditure and receipt under various minor/major heads concerned with their departments. Notwithstanding standing instructions in para 12.22 of the Punjab Budget Manual which inter-alia requires the submission of statements of monthly expenditure in form BM 30 by the department to Finance Department but no proper attention is being paid to these instructions. In view of the paramount need of monitoring the expenditure and realization of receipts, it has been decided that in future the departments should collect the detailed figures of monthly expenditure and receipts by the 10th of the next month and after reconciliation with the Accountant General should send it to the Finance Department by 15th of that month. This would enable the Finance Department to have a close and comprehensive picture of the trend of expenditure and income, of all the Departments. I am therefore, to request you that the monthly statement of receipts and expenditure pertaining to your department under your control may please be supplied to the Finance Department regularly by the 15th of the next month as mentioned above and these instructions may please also be brought specifically to the notice of all concerned under your control for strict compliance. The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

(R.L. ANAND)

Superintendent Budget & Committee,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 28/60/84-1B&C

Dated, Chandigarh, the 11th September, 1985

A copy is forwarded to Accountant General, Haryana for information.

Sd/-
(R. L. Anand)
Superintendent Budget & Committee
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners and all the Administrative Secretaries to Govt., Haryana for information and necessary action.

2. They are requested to ensure that the monthly statement of the receipt and expenditure is sent regularly by the department under their administrative control by the stipulated date.

Sd/-
(R. L. Anand)
Superintendent Budget & Committee
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

- (i) All the Financial Commissioner to Govt., Haryana;
- (ii) All the Administrative Secretaries to Govt., Haryana.

U.O. No. 23/60/84-1B&C

Dated, Chandigarh, the 11th September, 1985

A copy is forwarded to all the Branch Officers/Superintendents in the Finance Department for information and necessary action with reference to the proceedings of para 1 of the meeting held on 20.7.85 as intimated by the Finance Department U.O. No. 28/34/85-5B&C, dated 3.8. 1985.

Sd/-
(R. L. Anand)
Superintendent Budget & Committee
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Branch Officers/Superintendent in the
Finance Department.

U.O. No. 23/60/84-1B&C

Dated, Chandigarh, the 11th September, 1985.

These instructions have become obsolete.

No. 4/4(33)-85-2FR-I

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Department,
Commissioners Ambala and Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 16th September, 1985

Subject : Non-reconciliation of G.P.F. balances by the D.D.Os.

Sir,

I am directed to invite a reference to the subject noted above and to say that the Accountant General Haryana has reported to the State Government that the DDOs. of different are not taking any interest on reconciling balances of G.P.Fund appearing in the books of the audit office for the year 1984-85. This has resulted into a large number of credits remaining unposted in the subscribers account due to either not availability of schedules or showing wrong accounts numbers in the schedules. You are, therefore, requested to impress upon the D.D.Os. working under you, to depute their officials to reconcile the G.P.F. accounts for the year 1984-85, at every early date.

Yours faithfully,

Sd/-
(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance (R),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance, Department.

Endst. No. 4/4(33)85-2FR(1)

Dated, Chandigarh, the 16-9-85

A copy is forwarded to Accountant General, Haryana, Chandigarh for information and necessary action with reference to his letter No. Funds XII/85-86/MC/327-334, dated 23-7-85 and Fun XII/85-86/MC/692-711A Dated 10-7-85

Sd/-
(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance (R),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance, Department.

A copy is forwarded to :-

All Financial Commissioners Haryana,
All Administration Secretaries to Govt. Haryana;
for information and necessary action

Sd/-
(K.K. Abrol)
Under Secretary Finance (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Financial Commissioners, Haryana
All Administrative Secretaries to Govt., Haryana.

U.O. No. 4/4(33)85-2FR(1)

Dated, Chandigarh, the 16-9-85.

No. 1/4(29)-85-2FR-II

From

The Financial 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 & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 17th September, 1985

Subject : Simplification of procedure with a view to eliminate delays in the finalization of Pension cases.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 593-2FR-II-77/16346, dated the 7th June, 1977, read with its circular letter No. 1830-FD(Pen)-77/32962, dated 31-10-1977, on the above subject, vide which the requirements of an administrative sanction had been dispensed with in superannuation pension cases only. The Accountant General, Haryana, has pointed out that pension cases are not being processed strictly according to rules and orders/instructions, issued by Government from time to time, by most of the departments which causes delay in their finalization. The matter has been considered and the following remedial measures are suggested to avoid delay in the finalization of pension cases :-

- (i) The third page of Pen. Form 1 may either be sent duly completed and signed by the Head of Department or officer, as the case may be, or a certificate to the effect that the retiree has been allowed full pension and gratuity and no cut has been proposed/imposed, may be given while sending pension papers to Audit Office, in superannuation cases.
- (ii) In all other cases of compulsory/voluntary retirement where administrative sanction for payment of pension is required, as per clarification given vide F.D. circular letter No. 31-10-77 referred to above, the pension papers should be sent to Audit Office, alongwith administrative sanction, which should be obtained by the authorities concerned well in time.
- (iii) The Audit Office, as per para (3) of Finance Department circular letter No. 1/4(5)-79-2FR-II dated 15-12-82, is required to authorise provisional pension, in cases where departmental or judicial proceedings have been instituted and are not likely to be finalised by the date of retirement. In such cases, the sanction for provisional payment of pension should be accorded and communicated by making a mention of pending departmental judicial proceedings while forwarding pension papers of the retirees to Audit office, by the competent authority so as to enable the Audit Office to authorise provisional pension to the retiree concerned.

2. You are requested to ensure the compliance of these measures in letter and spirit so that there is no delay in the finalization of pension cases in the future.

3. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-
(Meenaxi Anand Chaudhry)
Joint Secretary Finance (R),
for Financial Commissioner & Secretary Govt.,
Haryana, Finance Department.

No. 1/4(29)-85-2FR-II

Dated 17th September, 1985

A copy is forwarded to the Accountant General (i) Account & Entitlement and (ii) Audit Haryana Chandigarh with reference to his letter No. Pen I/General-3/85-86/1593 dated 19.6.1985. for information and necessary action.

Sd/-
(Meenaxi Anand Chaudhry)
Joint Secretary Finance (R),
for Financial Commissioner & Secretary Govt.,
Haryana, Finance Department.

No. 1/4(29)-85-2FR-II

Dated 17th September, 1985

A copy is forwarded to all the Treasury/Officers/Assistant Officers in Haryana State for information and necessary action.

Sd/-
(K.K. Abrol)
Joint Secretary Finance (R),
for Financial Commissioner & Secretary Govt.,
Haryana, Finance Department.

No. 1/1(3)-83-2FR-II

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioner and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 24th September, 1985

Subject : Grant of benefit of liberalized pension formula to Haryana Government's pre 1-4-79 retirees as a result of Supreme Court's Judgment dated 17.12.82 in the case of Central Government employees.

Sir,

I am directed to address you on the subject noted above and to say that the question of grant of benefit of liberalized pension formula, adopted by the Haryana State Government vide their circular letter No. 11/1PR(FD)-81, dated the 19th March, 1981 to the pre-1.4.79 retirees of Haryana Government, as a result of Supreme Court's decision dated 17.12.82, given in the case of Central Government employees, has been, under consideration of this State Government for some time past. After a careful consideration of the matter, it has now been decided that in the case of Haryana Government employees who retired from Government service after 1.11.66 and upto 31.3.79, and in whose case pension was earlier worked out on the basis of last 36 or 24 months' average emoluments and at the rate of 30/80 or 33/80, their pension shall be recalculated @ 50% of the last ten months' average emoluments. There will, however, be no change in regard to the present provisions regarding minimum and maximum qualifying service and definition of average emoluments for grant of pension. The new liberalized pension formula will be as under :-

- (i) Pension @ 50% of the average 10 months' "emoluments" as defined in rule 6.19 (C) of Pb.C.S.R. Vol. II on completion of qualifying service for 33 years or more subject to a maximum of Rs. 1500/- p.m. For the retirees who at the time of retirement had rendered qualifying service of ten years or more but less than 33 years, the amount of their pension will be such proportion of the maximum admissible pension as the qualifying service rendered by them bears to the maximum qualifying service of 33 years, subject to a minimum of Rs. 150/- p.m.
- (ii) At the time of the adoption of liberalized pension formula vide Haryana Government letter dated 19.3.81 mentioned above, 8 DA installments @ 5% each, subject to a minimum of Rs. 40/- and a maximum of Rs. 200/-, were made a part of pension of the pre-1.4.79 retirees. Besides they were granted adhoc increase in their original pension (before commutation) at the rate of 50% of their basic pension subject to a maximum of Rs. 100/- inclusive of adhoc relief ranging from Rs. 15 to 35 granted vide FD's circular letter No.

1/3(5)-78-2FR-II, dated 3.3.78. Since they are now being given the benefit of liberalized pension formula, instead of the adhoc benefits given to them earlier they will now be granted DA on the revised pension w.e.f. 1.4.79, as admissible from time to time. Presently DA is admissible @ 77½% of pension subject to a minimum of Rs. 77.50 and a maximum of Rs. 387.50 vide Haryana Government circular letter No. 1/3(4)-85-2FR-II, dated 13.8.85, and 576 CPI. Therefore, at 576 CPI a pre-1.4.79 retiree will get DA @ 117½% subject to a minimum of Rs. 117.50 and maximum of Rs. 587.50 (77½% + 40% in lieu of eight DA installments).

- (iii) If as a result of recalculation of pension on application of liberalized formula of pension; there is some reduction in any individual case in total emoluments being received by the pensioner on 1-9-85, then the difference of present emoluments of the pensioner as being received on 1-9-85 at 576 CPI, and the emoluments which may become admissible to him as a result of recalculation of the new pension on the basis of the above decisions, shall be granted to him as "personal payment". This "personal payment" shall be adjusted against DA installments which may become due (i.e. after 576 CPI), in future, from time to time, on pension calculated on the basis of liberalized formula. Therefore, in the case of such a pensioner any further increase in his total payment, i.e. pension plus DA, will be admissible only after the aforesaid "personal payment" has been fully neutralized. It is clarified that no DA shall be admissible on the amount of "personal payment" as calculated on 1-9-85.

2. Above calculation of pension shall be made from the date of retirement of the respective pre-1.4.79 pensioners, but arrears of pension or DA, if any, shall be granted to them with effect from 1-4-79 i.e. no arrears of pre 1-4-79 period will be payable to them. If, however, any recovery of excess payment upto 1-9-85 becomes recoverable from such a retiree that shall stand waived off.

3. The above decisions are subject to the following conditions :-

- (1) The liberalized pension formula will be applicable to all pensioners who were in receipt of pension as on 1-4-79 i.e. on retiring pension, superannuation pension, Compensation pension, invalid pension and Compassionate Allowance.
- (2) The benefit of computation of average emoluments drawn during, last complete 10 months immediately preceding the date of retirement may be allowed where-ever, the average emoluments were earlier computed on the basis of 24 months or 36 months emoluments.
- (3) In cases where the pension was earlier determined with ceiling of 30 years of qualifying service the pension under liberalized formula will be determined with reference to actual period of qualifying service subject to the ceiling of 33 years.
- (4) No commutation will be admissible for the additional amount of pension accruing as a result of this revision.
- (5) These benefits, will not affect D.C.R.G. already determined and paid.

- (6) Family Pensions are not to be revised on the basis of this formula. However, in certain post-retirement death the enhanced rate of family pension may have been restricted to retiring pension. In such cases, the family pension may be increased with reference to retiring pension.
- (7) The Haryana Government employees who got themselves absorbed under Haryana Public Sector undertakings / autonomous bodies prior to 1-4-79 and have received/or opted to receive commuted value for 1/3rd of pension as well as the terminal benefits equal to the commuted value of the balance amount of pension left after commuting 1/3rd of pension, are not entitled to any benefit under the present formula as they were not Haryana Government pensioners as on 1.4.79. In cases where only a portion of pension has been commuted, the pension will have to be enhanced in accordance with the formula with effect from 1-4-79.

4. These orders will take effect from 1-4-79 in respect of Haryana Government pensioners who retired prior to 1-4-79.

5. These orders, will not, however, apply to the pensions sanctioned on adhoc basis such as political pensions, special pensions, war risk pensions etc:

6. The relevant provisions of Punjab Civil Services Rules Vol. II should be deemed to have been amended to the extent of provisions of this letter. Formal amendment to these rules will, however, be issued in due course.

7. The expenditure will be debitable to the Head "266-Pensions and Other Retirement Benefits".

Yours faithfully,

Sd/-
(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 5/26/88-1FR-II, Dated 14.3.1988.***

No. 5/51/85-1FR-II

From

The Financial Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Head of Departments,
Commissioner, Ambala and Hisar Divisions,
All Deputy Commissioner and
Sub Divisional Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 24th September, 1985.

Subject : Mileage allowance Journey by road – Increase thereof.

Sir,

I am directed to refer to Haryana Govt. Finance Department letter No. 5/1 /80-1FR-II, dated 21.2.1980 on the subject noted above and to say that Govt. had for sometime past under their consideration the question of revision of rates of road mileage mentioned in para (d) of the above letter as result of increase in the cost of petrol as well as rise in fares of other conveyance. After careful consideration, it has now been decided that where the journey is performed by car, road mileage would be paid @ Rs. 1.25 per kilometer and in case the journey is performed by motor cycle/scooter, road mileage would be paid @ 50 paise per kilometer, and other conditions will remain unchanged.

2. These orders will take effect from 1-9-85.
3. Necessary amendment in the relevant rules will be issued in due course.

Yours faithfully,

Sd/-
(Meenaxi Anand Chaudhry)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 4/1/85-3FR-II/2534

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners Ambala/Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana, High Court, Chandigarh.

Dated, Chandigarh, 27th September, 1985

Subject : Grant of Dearness Allowance to Haryana Government Employees.

Sir,

I am directed to invite a reference to Government Haryana, Finance Department "circular letter No. 4/1/85-3FR-II/1401, dated 18-5-1985 on the subject noted above and to say that the State Government have had under consideration the question of granting further relief to its-employees consequent upon increase in 12 monthly average Consumer Price Index from 576 to 584. It has now been decided to grant relief with effect from 1st May, 1985 on the revised scale of pay at the rates given below :

Pay Range	Rate of dearness Allowance per mensem of the previous installments granted vide letter No. 4/1/85-3FR-II/1401 dated 18-5-85)
1	2
Upto Rs. 600/-	90.75% of pay subject to a maximum of Rs. 528/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/- .
Above Rs. 600/- and upto Rs. 2399/-	74.25% of pay subject to a minimum of Rs. 528/- and a maximum of Rs. 990/- plus 0.5% of pay account of restoration of cut subject to a maximum of Rs. 7/- .
Rs. 2400/- to 2749/-	1360/- minus the amount of ADA-I and II at 320 C.P.I., if any, merged at the time of fixation of pay in the revised scales.
Rs. 2750/- and above	Rs. 1800/-

Note-I. The amount of Dearness Allowance admissible now or in future on pay of its 2400/- p.m. and above would be reduced by the amount of Additional Dearness Allowance (I&II) merged at the time of fixation of pay in the revised scale. However, if the amount of A.D.A. merged in revised pay is more than or equal to the amount of dearness allowance admissible, no dearness allowance would be paid.

Note-II. In case of persons whose pay has been fixed directly at Rs. 2400/- and above in the revised scale of pay, the amount of Rs. 363/- notionally admissible to them as A.D.A. (I&II) at 320 points C.P.I would be deducted from the amount of admissible dearness allowance.

Note-III. The term 'pay' would include Basic pay, Personal Pay, Special Pay, Overseas Pay and Deputation Allowance where admissible as defined in Rule 2.44 of C.S.R. Vol. I Part- I.

Note-IV. The payments on account of Dearness Allowance would be rounded off to the nearest 10 Paise.

Note-V. In case of employees who opt to continue in the un-revised scales of pay, whose pay scales have not yet been revised and the teaching personnel of education Department (Colleges Cadre) who are in receipt of U.G.C. scales of pay, the amount classified as Dearness Pay as detailed below, will be treated as 'pay' for calculation of admissible dearness allowance.

(a) In case of those who opt to continue in the un-revised scales pay and whose pay scales have not yet been revised.

Dearness Allowance, Ad-hoc Relief and Additional Dearness Allowance (I&II), upto 12 monthly Consumer Price Index=320 (1960 base=100) minus excess payment of adhoc relief.

(b) In case of teaching personnel of the Department of Education (Colleges Cadre) who are in receipt of U.G.C scales of pay.

Additional Dearness Allowance (I&II) upto 12 monthly Consumer Price Index 320 (1960 base=100) minus excess payment of adhoc relief.

2. It has further decided that the rates of adhoc Dearness Allowance to Senior Officers as sanctioned vide Haryana Government letter No. 4/1/85-3FR-II/248, dated 8-2-85, as amended from time to time will be as under with effect from 1-5-1985.

Pay Range	Rate of further Adhoc D.A. per mensum.
Rs. 2164/- to 2749	87% of (basic pay and N.P.A. where Admissible minus the amount of ADA-I&II sanctioned upto 12 monthly average C.P.I 320 already merged in the pay of the employees for the purpose of pay fixation on the appointed day) less Rs. 1360/-
Rs. 2750/- and above	Rs. 600 In respect of Officers getting pay above Rs. 1881/- but below Rs. 2164/- the further adhoc Dearness Allowance will continue to be regulated according to circular letter No. 4/1/85-3FR-II/248, dated 8-2-1985.
(II) In the case of the employees in receipt of U.G.C scales and for those who have retained unrevised scales of pay the rates of Adhoc Dearness Allowance will be as under	
Pay Range	Rate of further Adhoc D.A. per mensum.
Rs. 1801/- to 2749/-	87% of basic pay plus N.P.A, if any less Rs. 1360/-
2750/- and above	Rs. 600/-

Note : For purpose of calculating 87% of Adhoc Dearness Allowance only basic pay would be taken into account special pay (except N.P.A where admissible) deputation pay Special Allowance or any addition in pay under any other nomenclature would be included.

3. The general conditions of the payment of Dearness Allowance would continue to be the same as in force at present.

4. The amount of arrears on account of the above installments of Dearness Allowance for the period from 1-5-85 to 31-8-85 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees who have no such accounts the amount of such arrears will be invested in the Post Office Saving Certificates. In this Connection attention is also invited to F.D s circular letter No. 4/1(3)-85-3FR-II, dt. 28-3-85.

5. These orders are also applicable to the work charged employees;

6. The above order will not apply to :-

- (i) Staff paid from contingencies
- (ii) Casual Labors;
- (iii) Staff employed on daily wages and system ; and
- (iv) Those employed on-contract basis except: where Dearness Allowance is admissible in terms of their Contract.

Yours faithfully,

Sd/-

(MEENAXI ANAND CHAUDHRY)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 22/1/85-2B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Department,
Commissioners Ambala and Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in State,
The Registrar Punjab & Haryana High Court &
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 27th September, 1985

Subject : Constitution of Audit Committees for the prompt disposal/settlement of audit objections/audit paras.

Sir,

I am directed to invite your attention to the subject noted above and to say that it has been decided by the State Govt., that Audit Committees may be formed for each Administrative Department as under :

1.	Administrative Secretary	Chairman
2.	Deputy Accountant General (Concerned)	Convener
3.	Head of Department (Concerned)	Member

2. The meetings of those Committees may be arranged once in three months to review the progress of the settlement of audit paras and to monitor pace of work in this behalf. Finance Department's representative may be invited to such meetings only where it is felt that Finance Department's intervention will be particularly useful. It has also been decided that cases involving an amount of less than Rs. 5000/- will be settled by the Administrative Departments themselves.

3. I am, therefore, to request that such committees may kindly be constituted on top priority basis.

4. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(P.K. BALI)

Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 22/1/85-2B&C

Dated, Chandigarh, the 27-9-85

A copy is forwarded to Accountant General, (Audit) Haryana, Chandigarh for information and necessary action.

Sd/-
(P.K. BALI)
Under Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to :-

All Financial Commissioners to Govt., Haryana.
All Administration Secretaries to Govt., Haryana;
for immediate necessary action.

Sd/-
(P.K. BALI)
Under Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Financial Commissioners to Govt., Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 22/1/85-2B&C

Dated, Chandigarh, the 27-9-85

<i>These instructions have become obsolete.</i>
--

No. 8/1/85-5B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
Commissioners, Ambala and Hisar Divisions,
Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 27th September, 1985.**Subject : Regularization of excess over voted grants for the year 1981-82.**

Sir,

I am directed to invite your attention to attention to Finance Department letter No. 18/1/83-3B&C, dated 11th November, 1983 *vide* which a copy of the report of the Comptroller and Auditor General of India for the year 1981-82 was forwarded to you. The Public Accounts Committee on the oral examination of the Financial Commissioner & Secretary, Finance on para 2.2. of the report regarding excess expenditure over voted grants/charged appropriations have taken a very serious view on the repeated occurrences of such excess expenditure on the fact that these are able to be regularized only after a lapse of considerably, long period of 3 to 4 years. In order, therefore, to expedite the regularization of these excesses the Public Accounts Committee has decided that all the departments should send detailed and comprehensive notes about the causes of the excess expenditure relating to the report for the year, 1981-82 to the Vidhan Sabha with a copy to the Finance Department in the first instance itself by 15th October, 1985. The notes on the excess expenditure should be so comprehensive as to enable the Public Accounts Committee to examine the department and take final view on their regularization in minimum possible time say by November/December, 1985. After the finalization of the Public Accounts Committee recommendation on the excess expenditure these are proposed to be regularized through excess grants during the financial year, 1985-86 itself. You are also requested to please send two copies of schedules and memoranda pertaining to the excess expenditure.

2. This may please be treated on a top priority basis.

Yours faithfully,

Sd/-

Superintendent, Budget & Committee,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to all Financial Commissioners/Administrative Secretaries in the State of Haryana for immediate necessary action.

2. They are requested to ensure that the requisite information is sent by the Departments under their administrative control by the stipulated date.

Sd/-
Superintendent, Budget & Committee,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Financial Commissioners in Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 8/1/85-5B&C

Dated, Chandigarh, the 27th September, 1985.

A copy is forwarded to all Branch Officers/Superintendents in the Finance Department for immediate necessary action.

2. They are requested that necessary schedules and memoranda for the regularization of excess over voted grants and charged appropriations for the year, 1981-82 received from the departments are sent by them to the Budget & Committee Branch by 31st October, 1985 positively.

Sd/-
Superintendent, Budget & Committee,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Branch Officers/Superintendents in Finance Department.

U.O. No. 8/1/85-5B&C

Dated, Chandigarh, the 27th September, 1985.

***These instructions have been Revised vide
No. 1754-2FICW-91, Dated 04.09.1992.***

No. 1755-2FICW-85

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Department,
Commissioners Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 3rd October, 1985.

Subject : Grant of House Rent Allowance to Govt. employees.

Sir.

I am directed to refer you on the subject noted above and to say that under Appendix 7 of C.S.R. Vol. I, Part II different rates of House Rent Allowance have been allowed to different categories of employees who are entitled to rent free accommodation but have not been provided with the same. With a view to bringing uniformity in the matter of House Rent Allowance to such Haryana Govt. employees the matter has been engaging the attention of the State Govt. for some time past. It has now been decided that such Govt., employees who are entitled to rent free accommodation but have not been provided with Govt. accommodation may be granted house rent allowance at the rate of 5%, 7½% or 10% of their pay (subject to the pay range in the revised pay scale) as laid down in Para 1 of Finance Department letter No. 11/106-2FICW-80, dated 6-7-1981 plus the amount of House Rent Allowance on slab basis admissible to them according to the pay range and the place of posting as sanctioned vide Haryana Government letter No. 11/25/80-2FICW dated 14-7-80 or actual rent, whichever is less.

2. These orders will have effect from 1-1-1980, but if any excess payment becomes recoverable from any Govt. servant on this account for the period from 1-1-80 to the date of issue of letter that shall be considered to be waived off.

Yours faithfully,

Sd/-

Deputy Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

These instructions have become obsolete.

No. 1/4(34)-84-2FR-II

From

The Financial 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.

Dated Chandigarh, the 9th October, 1985

Subject : Payment of interest on delayed payment of Death-cum-retirement Gratuity.

Sir,

I am directed to invite a reference to Finance Department circular Letter No. 1/4(5)-79-2FR-II, dated, the 9th March, 1981, on the above subject vide which, orders were interalia, issued that interest should be paid on delayed payments of gratuity at the rate of Five percent per annum for the period beyond three months after the gratuity becomes due subject to the condition mentioned therein. It has further been provided in the above said letter that each case of payment of interest would be considered by the Administrative Department and the payment of interest would be authorised through an administrative sanction. It is thus clear from these orders that the administrative authority who is to accord sanction for payment of interest on the delayed payments of death-cum-retirement, gratuity is also to exercise control and vigilance on the prompt payment of gratuity and the amount of interest. It would thus be proper if only one Drawing and Disbursing Officer in respect of a department as a whole is declared by the administrative authority. You are therefore, requested to immediately initiate action for declaring D.D.O. for this purpose for your department as a whole if it has not already been done so, so far.

2. The receipt of this letter, may kindly be acknowledged.

Yours faithfully,

Sd/-
(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance (R),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. I / 4(34)-84-2FR-II,

Dated 8-10-85.

A copy is forwarded to the Accountant general (Account & Entitlements) Haryana, Chandigarh with reference to his letter No. TM (T)/3-1/CS/84-85/1454, dated 16-3-85 for

information & necessary action.

Sd/-
(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/4 (34)-84-2FR-II

Dated 9-10-85.

A copy is forwarded to the Treasury Officers/Assistant Treasury Officers in Haryana State for information & necessary action.

Sd/-
(K.K. Abrol)
Under Secretary, Finance (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to :-

All the Financial Commissioner, Haryana.
All Administrative Secretaries to Government, Haryana.
They are requested to ensure that DDOs for this purpose are declared in the
Depts. Under their control immediately if already not done so, so far.

Sd/-
(K.K. Abrol)
Under Secretary, Finance (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioner, Haryana.
All Administrative Secretaries to Govt., Haryana.

No. 1/4(34)-84-2FR-II

Dated 9-10-85.

A copy is forwarded to Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretaries.

Sd/-
(J.P. NARANG)
Joint Secretary, Finance (R)
for Financial Commissioner & Secretary 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.

No. 2/161/85-WM(I)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments of Haryana,
Commissioners of Divisions,
All Deputy Commissioners in Haryana,
The Registrar Punjab & Haryana High Court, Chandigarh,
All District & Session Judges in Haryana.

Dated, Chandigarh, the 11th October, 1985

Subject : Regarding N.D.C. of HBA/Long Term Advance of Non-Gazetted Officers.

Sir,

I am directed to enclose a copy of Accountant General's letter No. TDH-II/Genl.-ITA/85-86/1268, dated the 16th September, 1985, on the above subject and to request you to send the requisite information direct to Accountant General Haryana so that the accounts of the State employees, who have availed of the facility of long term advance could be squared up by him without any delay and NDCs thereof issued accordingly.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 2/161/85-WM(I)

Dated, Chandigarh, the 11th October, 1985

A copy is forwarded to Accountant General, (Account) Haryana, Chandigarh for information with reference to his letter referred to above.

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded for information and necessary action to the :-

Financial Commissioners Revenue Haryana and
All Administration Secretaries to Govt., Haryana.

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Financial Commissioners, Revenue, Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 2/161/85-WM(I)

Dated, Chandigarh, the 11th October, 1985

Contd...

Encl.

A copy of letter **No. TDH II/Genl.-ITA/85-86/1268, dated the 16th September, 1985** from Accounts Officer, Office of the Accountant General Haryana, Chandigarh addressed to the Financial Commissioner & Secretary to Government, Haryana, Finance Department, Chandigarh.

Subject : Regarding NDC of HBA/Long Term Advance of Non-gazetted officials.

It has been observed that finalization of the outstanding cases of HBA (N.G.O.) and issue of NDC by this office is being delayed in a number of cases because of delay on the part of department in submitting the cases along with detailed statements of recovery of principal and interest to this office.

It is, therefore, requested that all Heads of the Department of Haryana Government may please be directed to review the position in this respect and expedite the submission of all these cases individually whose recoveries of principal and interest should have been completed upto 31.3.84. This is in the interest of the State employees who have availed of the facility of long term advance from time to time. We are anxious that their account may be squared up without any further delay.

These instructions have become obsolete.

M.C. Gupta, IAS

D.O. No. 28/60/84-1B&C

Financial Commissioner &
Secretary to Govt., Haryana,
Finance Department.

29th October, 1985

Subject : Control over Expenditure - Monitoring - reconciliation of expenditure/ accounts.

Dear,

Kindly refer to Finance Department circular letter number 28/60/84-1B&C, dated 11th September, 1985 on the subject cited above.

2. The instructions referred to above provide that the detailed figures of monthly expenditure and receipt from the Controlling/Disbursing Office be collected by the Head of Departments by the 10th of the next month and after reconciliation with the Accountant General forwarded the same to Finance Department by the 15th of that month. It appears that the instructions and procedure detailed in this letter are not being followed by the departments and the progress in this behalf has not been satisfactory. Since, such information is very essential for monitoring and evaluation of schemes and for maintaining financial control it has been considered desirable to reiterate these instructions and to request you to ensure that these instructions are strictly complied with by your departments.

3. I shall be grateful for acknowledgment of this letter.

Yours sincerely,
Sd/-
(M. C. Gupta)

To

All Administrative Secretaries to Govt., Haryana.

(By name)

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

No. 28/60/84-1B&C

Dated, Chandigarh, the 29th October, 1985

A copy is forwarded to :-

- (i) All Heads of Departments;
- (ii) Commissioners, Ambala and Hisar Divisions and all the Deputy Commissioners in the State.
- (iii) The Registrar, Punjab and Haryana High Court, Chandigarh.

Sd/-
(R. L. Anand)
Superintendent Budget & Committee,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

(To BE SUBSTITUTED FOR THE LETTER BEARING THE SAME NUMBER AND DATE)

No. 1/3(4)85-2FR-II

From

The Financial Commissioner & 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 and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 30th October, 1985

Subject : Grant of relief to Haryana Government pensioners recipients of family pension and extraordinary family pension.

Sir,

I am directed to invite a reference to the correspondence resting with Finance Department circular letter No. 1/3(4)-85-2FR-II, dated the 13th August, 1985, on the above subject, and to say that consequent upon the rise in the cost of living (i.e. Average Consumer Price Index raising from 576 to 584, points), the State Government had been considering for some time past, the question of affording further relief to Haryana Government pensioners as well as to the recipients of family pension and extraordinary family pension. It has now been decided to grant them one further installment of relief with effect from 1st May, 1985, at the rate of 2.5% of their pension with a minimum of Rs. 2.50 and a maximum of Rs. 12.50 per mensem.

2. With the grant of relief mentioned above the postages and recipients of family pension will be entitled to total relief as under : -

Date	Rate of relief on pension / family pension in case of Govt. employees who retired on or after 1.4.79	Rate of relief in case of Govt. employees who retired on or before 31-3-1979 and are receiving revised pension as per orders issued vide circular letter No. 11/1PR-(FD)-81, dated 19-3-1981, i.e. in whose case the pension has not so far been revised as per circular letter No. 1/1(3)-83-2FR-II, dated 24-9-85	Rate of relief in case of Govt. employees who retired on or before 31-3-79 and whose pension has been revised as per orders issued vide circular letter No. 1/1(3)-83-2FR-II, dated 24-9-85	Rate of relief on family pension in respect of pre 1.4.79 retirees (whose pension is not to be revised as per orders issued vide circular letter No. 1/1(3)-83-2FR-II dated 24-9-85)
1.5.1985	85% of pension subject to a minimum of Rs. 85.00 and a maximum of Rs. 425.00	77½% of pension subject to a minimum of Rs. 77.50 and a maximum of Rs. 387.50	As per details given in the Annexure 'A'	80% of pension subject to a minimum of Rs. 80.00 and a maximum of Rs. 400.00

The relief as calculated above will be expressed in whole rupees and for this purpose the fraction of a rupee will be rounded off to the next higher rupee.

3. These orders will not apply to pensioners, whose pensions have been determined on ad-hoc basis without reference to the emoluments drawn by them i.e. political pension, special pension, war risk pension etc. The relief will also not be admissible to the re-employed pensioners during the period of theft reemployment.

4. The expenditure involved will be debitable to the Major Head "266-Pensions and other Retirement Benefits".

5. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(Meenaxi Anand Chaudhry)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Contd...

Encl.

ANNEXURE - A

Rate of relief in case of Government employees who retired on or before 31-3-79 and whose pensions have been revised as per circular letter No. 1/1(3)83-2FR-II, dated 24-9-85.—Rates of DA payable w. e. f. 1.4.79 to 1-5-1985.

Date	Rate of adhoc Relief	Minimum Rs.	Maximum Rs.
1.4.79	40% of pension	40.00	200.00
1.11.79	45% of pension	45.00	225.00
1.5.80	50% of pension	50.00	250.00
1.9.80	55% of pension	55.00	275.00
1.12.80	57½% of pension	57.50	287.50
1.2.81	60% of pension	60.00	300.00
1.4.81	62½% of pension	62.50	312.50
1.6.81	65% of pension	65.00	325.00
1.8.81	67½% of pension	67.50	337.50
1.10.81	70% of pension	70.00	350.00
1.11.81	72½% of pension	72.50	362.50
1.1.82	75% of pension	75.00	375.00
1.4.82	77½% of pension	77.50	387.50
1.6.82	80% of pension	80.00	400.00
1.9.82	82½% of pension	82.50	412.50
1.12.82	85% of pension	85.00	425.00
1.3.83	87½% of pension	87.50	437.50
1.5.83	90% of pension	90.00	450.00
1.7.83	92½% of pension	92.50	462.50
1.8.83	95% of pension	95.00	475.00
1.10.83	97½% of pension	97.50	487.50
1.11.83	100% of pension	100.00	500.00
1.1.84	102½% of pension	102.50	512.50
1.2.84	105% of pension	105.00	525.00
1.4.84	107½% of pension	107.50	537.50
1.6.84	110% of pension	110.00	550.00
1.8.84	112½% of pension	112.50	562.50
1.11.84	115% of pension	115.00	575.00
1.1.85	117½% of pension	117.50	587.50
1.5.85	120% of pension	120.00	600.00

No. 1/2(34)-85-2FR-II

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
Deputy Commissioners and
Sub Divisional Officers (C) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 7th November, 1985

Subject : Instructions regarding placing of nomination form on the service book or forwarding its copy with pension papers.

Sir,

I am directed to invite your attention to sub-rule (2) of rule 6.16-B of Punjab Civil Services Rules, Vol. II, which inter alia, provides that an officer shall at any time after confirmation, make a nomination, conferring on one or more persons, the right to receive any gratuity, which may become admissible to him under the rules. Similarly para 12 (i) and (ii) of Family Pension Scheme, 1964 also provides that all gazetted/non-gazetted officers entitled to this scheme are required to furnish details of their family members and this statement shall be countersigned by Head of office and pasted in the Service Book of the Govt. employee. In this connection the Accountant General, Haryana has pointed out that while dealing with the pension cases of the State Govt. employees it has been observed that in almost all pension cases, nomination form for payment of pension/D.C.R.G., required to be made by each employee, is neither placed on record in the service book of the employee concerned nor a copy thereof is sent with pension papers as required under the rules quoted above. Therefore, non-supply of relevant documents results in avoidable correspondence with departmental officers and delay in the finalization of pension cases.

2. I am, therefore, to request you kindly to ensure strict compliance of the provisions of the above mentioned rules so that there is no delay in the finalization of pension cases in future.

3. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-
(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance (R),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/2(34)-85-2FR-II

Dated, Chandigarh, 7-11-85

A copy is forwarded to the Accountant General, (i) Accounts & Entitlement, and (ii) Audit, Haryana, Chandigarh with reference to his office D.O. letter No. Pen. 1/General-3(b)/84-85/14650, dated 29.3.85, for information.

Sd/-
(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance (R),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/2(34)-85-2FR-II

Dated, Chandigarh, 7-11-85

A copy is forwarded to All the Financial Commissioners, and Administrative Secretaries to Government, Haryana, for information and necessary action.

Sd/-
(K.K. ABROL)
Under Secretary Finance, (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/2(34)-85-2FR-II

Dated, Chandigarh, 7-11-85

A copy is forwarded to the :-

- (1) All the Financial Commissioners, Haryana, and
- (2) All Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-
(K.K. ABROL)
Under Secretary Finance, (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

- (1) All the Financial Commissioners, Haryana.
- (2) All Administrative Secretaries to Government, Haryana.

U.O. No. 1/2(34)-85-2FR-II

Dated, Chandigarh, 7-11-85

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretaries for information of the Chief Minister/Ministers of State/Parliamentary Secretaries.

Sd/-
(K.K. ABROL)
Under Secretary Finance, (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State & Parliamentary Secy.

U.O. No. 1/2(34)-85-2FR-II

Dated, Chandigarh, 7-11-85.

<p><i>These instructions have become obsolete.</i></p>

No. 13/5(I)/78-5FR-I

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 7th November, 1985

Subject : Watching recovery of Leave salary and Pension contributions.

Sir,

I am directed to invite a reference to the Haryana Government, Finance Department letter No. 13/5(I)/78-5FR-I, dated the 5th October, 1983 on the subject noted above and to say that the work of watching recovery of leave salary and Pension Contributions in regard to Government employees sent on Foreign Service within India has since been transferred to the Heads of Departments of the State Government with effect from 1-4-1982 in respect of the employees in whose case the contributions are to be paid by foreign Employer and the accounts are to be maintained in the office of the Heads of Departments. The Accountant General Haryana has pointed out that the sanctions in this regard are still being sent to his office. You are, therefore, requested that such sanctions may not be endorsed to the office of the Accountant General, Haryana in future.

Yours faithfully,

Sd/-

(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 13/5(I)/78-5FR-I

Dated, Chandigarh, 7th November, 1985

A copy is forwarded to the Accountant General, (Accounts & Entitlement), Haryana, Chandigarh for information with reference to his letter No. Pen. 4/G-Cir/85-86/4502, dated the 4th October, 1985.

Sd/-

(MEENAXI ANAND CHAUDHRY)
Joint Secretary Finance, (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been revised vide
No. 16/21/86-5WM, Dated 09.05.1986.***

No. 16/100/80-WM(5)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State,
The Registrar, Punjab & Haryana High Court, Chandigarh,
and all District & Sessions Judges in Haryana.

Dated, Chandigarh, the 29th November, 1985

**Subject : Grant of advances for the purchase of Moped to Government employees -
Revision of norms.**

Sir,

I am directed to invite a reference to Finance Department letter No. 16/109/90-WM(3), dated the 8th July, 1980, on the above subject and to say that in view of further rise in the prices of Mopeds, it has been decided to enhance the maximum limit of advance for the purchase of said conveyance as under :-

Advance for the purchase of Moped :-

Government employees drawing pay of Rs. 500/- and above per month.	Rs. 4000/- or price of the Moped whichever is less.
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2. All other conditions governing the grant of advance will remain unchanged. These instructions will come in force from 1st April, 1986.

3. The Receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-
Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

These instructions have become obsolete.

No. 1/1(2)-85-2FR-II

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Head of Departments,
Commissioners of Divisions,
Deputy Commissioner and
Sub Divisional Officer (C) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 2nd December, 1985

***Subject :* Grant of benefit of liberalised pension formula to Haryana Governments pre-1.4.1979 retirees as a result of Supreme Court's judgment dated 17.12.1982 in the case of Central Government employees.**

Sir,

I am directed to invite a reference to Finance Department Circular letter No. 1/1 (3)-83-2FR-II, dated the 24th September, 1985, vide which benefit of liberalised pension formula was extended to pre-1.4.1979 retirees the matter has further been considered and it has been decided that the pre 1.4.79 pensioners should apply in the enclosed Form of application to the concerned Department from where they had retired for the revision of their pension. You are, therefore, requested to entertain such applications from the pensioners and send the same, after verification, to the Accountant General, Haryana for further necessary action.

Yours faithfully,

Sd/-

(Meenaxi Anand Chaudhry)
Joint Secretary Finance (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Contd...

Encl.

FORM OF APPLICATION

To

Subject : Application of Liberalised Pension Formula to the Pensioners of Government of Haryana, who retired before 1.4.79 Implementation of the Judgement of the Supreme Court.

Kindly revise my pension in terms of Haryana Govt. Circular letter No. 1/1 (2)-83-2FR-II dated 24.9.1985.

Requisite particular are given below.

1. Name (in Block letter)
2. Date of retirement
3. P.P.O. No.
4. amount of Original Pension
5. Amount of pension commuted (if any)
6. Name of the Pension Disbursing (Authority)
7. Name of the authority who issued P.P.O.
8. Name of the Department/Office from where retired.
9. (i) Date of re-employment (if any)
(ii) Date of discharge from re employment (if any)

Dated :

(Signature of the pensioner)
Name in full in Block letter Address)
Postal address

Note : In case Pensioners is in receipt of two pensions particulars are to be given in respect of both the pension.

Strike off not applicable.
Particulars verified

Rubber Stamp of the pension Sanctioning Authority.
