

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

**TOP PRIORITY**

From

Shri B.S. Grewal, ICS  
Financial Commissioner (Revenue)  
Haryana.

To

All Administrative Secretaries in the State of Haryana.  
All Heads of Departments in the State of Haryana.

**Memorandum No. 13-DSF(III)-66/540**

**Dated, Chandigarh, the 23rd November, 1966**

***Subject : Economy in expenditure.***

Sir,

The Chief Ministers, Haryana having examined the cadres of different Departments has desired that a 33½% reduction be effected in expenditure under all heads including staff. He has accordingly appointed a committee comprising Financial Commissioner, Revenue, Chief Secretary and Finance Secretary to implement this decision. The need for economy is apparent in a small State like Haryana and would also meet the current criticism levelled in Parliament and in the Press about the desirability of reducing staff and governmental expenditure.

2. The proper strength and genuine requirements of different Department could not be examined meticulously at the time of Re-organisation owing to shortage of time, and, therefore, cadres were fixed adhoc. These must now be revised realistically ensuring maximum possible economy, a minimum work load of, at least 8 hours for every employees and also to give effect to the recommendations of the Administrative Reforms Commission. (A summary of the latter is attached).

3. The above reduction in staff may mean that Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries, Directors and the field staff may have to take on additional work, but that should not be grudged keeping in view the financial position of Haryana and the need of missionary zeal in making the new State a success. You may, therefore, examine immediately how best the directive of the Chief Minister can be carried out in the Department under your control and the recommendations of the Administrative Reforms Commission adopted. Your suggestions should reach the undersigned before the 30th November, 1966 without fail. If that is not done, then the committee will have to make their own proposals. The following suggestions are made for reducing expenditure :-

- (i) Greater efficiency and speedy disposal of work at all levels,
- (ii) Increase in the work norms,
- (iii) Not-filling vacant post,
- (iv) Reduction of levels,
- (v) Reduction of the staff engaged on various levels of posts involving allied work and duties in the same organisations,

(vi) Revision, modifications or amalgamation of such of the schemes as are not found to be commensurate in their result with the amount of expenditure involved.

Staff rendered surplus as a result of the above examination may have to be deployed by Government for clearance of arrears, decision of pending cases and realisation of Government dues in Departments where such accumulation has occurred on account of shortage of staff etc. The remaining employees will be utilized in the requirements of the Fourth Five Year Plan.

Yours faithfully,

*Sd/-*

(J.R.DHINGRA)

Deputy Secretary Finance (III)  
*for* Financial Commissioner, Revenue.

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

**No. 38-FR-66/703**

From

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

To

All the Heads of Departments,  
Commissioner/Ambala Division,  
District & Sessions Judges and  
The Deputy Commissioners in Haryana State.

**Dated, Chandigarh, the 14th December, 1966**

**Subject : Sanction of temporary withdrawals out of G.P.Fund Accounts.**

Sir,

I am directed to refer to the subject cited above and to state that Audit office has brought to the notice of Government that while according sanctions to the payment of temporary advance out of Provident Fund Accounts most of the Departments do not indicate therein the full particulars of the subscribers. Each sanction to the payment of temporary advance out of General Provident Fund Account should normally contain the following details for facility of check in the Audit Office :-

- (i) Name of subscriber
- (ii) Designation
- (iii) Account No.
- (iv) Purpose for which the advance is granted
- (v) Pay the subscriber and
- (vi) Number of installments in which recoveries are to be effected.

2. I am accordingly to request that these details may be invariably indicated in the sanctions for the grant of temporary advances from the Provident Fund.

Yours faithfully,

*Sd/-*

Superintendent Finance Regulations,  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 38-FR-66/704

Dated, Chandigarh, the 14th December, 1966

A copy is forwarded to the Accountant General, Simla for information with reference to his letter No. Fds.1/AS-41/Vol.III/8326-28, dated the 8th November, 1966.

By Order,

*Sd/-*

Superintendent Finance Regulations,  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

Copies are forwarded for information and necessary action to :-

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

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

To

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

U.O. No. 38-FR-66/704

Dated, Chandigarh, the 14th December, 1966.

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

Copy of letter **No. GAD.1/Genl-36/4306, dated the 21st November, 1966** from the Accountant General, Punjab, Simla to the Secretary to Government, Haryana, Finance Department.

**Subject : Pay of Government servants appointed as probationers.**

I am to invite a reference to Rule 4.5-A of the Punjab Civil Services Rules, Vol. I, Part I, which lays down the manner in which pay of probationers and of Government servants appointed "on probation" against posts in services or cadres where recruitment to permanent posts of such services/cadres is made as probationers, is to be regulated. It is requested that services/cadres of the State Government to which recruitment normally takes place as probationers may be specified so that pay of the officer recruited to such services/cadres may be governed by Rule 4.5-A *ibid*.

The matter has been taken up already with the Punjab Government vide this office letter No. GAD.1/Genl-36/4211, dated the 18th October, 1966.

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**No. 204-4FR-66/1231**

**Dated : 22nd December, 1966**

A copy is forwarded to all Heads of Departments of Government Haryana for favour of supply of the information direct to the Accountant General, Haryana and Himachal Pradesh, Simla, as desired by him, under intimation to the Finance Department, Haryana.

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

No. 204-4FR-66/1231

Dated : 22-12-66

A copy is forwarded to the Accountant General, Haryana & Himachal Pradesh, Simla for information, with references to his letter No. GAD.1/Genl-36, dated the 21st November, 1966.

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

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

**No. 507-2FICW-67/2745**

From

Sh. B.S. Manchanda, I.A.S.,  
Secretary to Government, Haryana,  
Finance Department.

To

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

**Dated, Chandigarh, the 6th February, 1967**

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

Sir,

I am directed to invite a reference to composite Punjab Government letter No. 956-FCW-65/1548 dated the 20-2-1965 on the subject noted above in which the benefits of House Rent Allowance was granted to State Government employees stationed at certain towns of the composite Punjab and in Delhi and to state that it has been brought to the notice of Government that a few of the employees of the Haryana State Government are also stationed in towns and cities of the neighbouring State. In order to mitigate the hardship caused to such employees not provided with Government accommodation, at the station of their posting, it has been decided to extend to them the benefit of house rent allowance. The extension of this benefit shall be at the same scale and subject to the same conditions as laid down in the letter referred to above and as modified from time to time.

2. The House Rent Allowance to these employees shall be payable with effect from the 1-2-67.

3. The extra expenditure involved during the current financial year shall be met from within the authorized expenditure of the Departments.

Yours faithfully,

Sd/-

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

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**No. 412-3FR-67/2585**

From

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

To

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

**Dated, Chandigarh, the 13th February, 1967**

**Subject : Relief to Government employees in the employ of State Government.**

Sir,

In continuation of Punjab Government, Finance Department circular letter No. 3679-3FRI-66/11066, dated the 15th June, 1966, on the subject noted above, I am directed to say that Government have considered the question of affording further relief to Government employees and it has now been decided to enhance the Dearness Allowance at the following rates :

(i)	Employees drawing basic pay upto Rs. 50.00 per mensem	Rs. 10.00 per mensem
(ii)	Employees drawing basic pay between Rs. 51 to Rs. 300 per mensem	Rs. 12.50 per mensem
(iii)	Employees drawing basic pay between Rs. 301 to Rs. 500 per mensem.	Rs. 15.00 per mensem
(iv)	Employees drawing basic pay between Rs. 501 to Rs. 1000 per mensem.	Rs. 20.00 per mensem (with marginal adjustment upto basic pay of Rs. 1,040 per mensem).

*Remarks.—*

- (i) Dearness Allowance as indicated above will be applicable to Police personnel at their basic salaries i.e., exclusive of the element of Dearness Allowance included in their consolidated pay grades sanctioned on the recommendations of the Police Commission.
- (ii) This concession will be admissible to work-charged/ Contingent paid employees.
- (iii) No portion of this concession will be treated as 'Pay' for any purpose.
- (iv) This concession will not be admissible to employees drawing pay on consolidated basis which already includes an element of Dearness Allowance.

- (v) The term "basic pay" would mean as defined in Rule 2.44 (a) of C.S.R., Volume I.
- (vi) This concession will not be permissible to part-time Government employees.
- (vii) This concession will also be permissible to un-married Gazetted Officers.

2. These orders will take effect from the 1st January, 1967.

Yours faithfully,

*Sd/-*

(J.R. DHINGRA)

Deputy Secretary, Finance (D)

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

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***These instructions have been Revised vide No. 768-3FICW-83,  
dated 04.04.1983 & have become obsolete.***

**No. 926-2FICW-67/5997**

From

Shri B.S. Manchanda, I.A.S.,  
Commissioner, Finance and Planning,  
Haryana Government.

To

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

**Dated, Chandigarh, the 4th March, 1967**

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

Sir,

I am directed to invite a reference to composite Punjab Government letter No. 956-FCW-65/1548, dated the 20th February, 1965, on the subject noted above and to state that for purpose of the grant of house rent allowance, it has been decided to treat Jind town as "B" Class town. Consequently, Haryana State Government employees stationed at Jind will henceforth be entitled to draw house rent allowance at the rates admissible to such employees stationed at places already classified as "B" Class towns in composite Punjab Government letter referred to above.

2. The grant of this benefit shall be subject to the same conditions as laid down in the letter referred to above and as modified from time to time.
3. These orders shall take effect from 1st April, 1967.

Yours faithfully,

Sd/-

Under Secretary Finance,  
for Commissioner Finance and Planning,  
Haryana Government.

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

**No. 1277-1FR-67/8427**

From

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

To

All the Heads of Departments,  
Commissioner of Ambala Division,  
District and Sessions Judges and the  
Deputy Commissioners in Haryana State.

**Dated, Chandigarh, the 8th May, 1967**

**Subject : Preparation of Provident Fund Schedules.**

Sir,

I am directed to address you on the subject noted above and say that it has been brought to the notice of the Govt. that there is a tendency among certain drawing and disbursing officers/Treasury Officers to classify receipts/ payments pertaining to the following categories of Provident Funds Accounts, under the General Provident Funds Account :-

- (i) I.C.S. Provident Fund (R.B.).
- (ii) I.C.S. Provident Fund (S.B.).
- (iii) I.A.S. Provident Fund (S.B.).
- (iv) I.C.S. New Fund (R.B.).
- (v) Punjab Contributory Provident Fund.
- (vi) Revenue Patwari Fund.
- (vii) Canal Patwari Fund
- (viii) Defence Savings Fund.

It has also been observed that the significance of Central & the State Accounts is generally ignored in as much as the items relating to the Central accounts are misclassified and booked under the State Account and vice versa. Likewise, their receipts/payments adjusted in the books of other Audit offices are credited to the General Provident Fund of the office of the Accountant General, Haryana.

2. With a view to avoiding any misclassification of various funds, Government have decided that Schedules for different Provident Funds should be prepared on different Coloured forms for different Provident Fund Accounts. The various coloured forms viz. (STR-17 in brown colour, STR 17-A in white colour, STR 17-B in light blue colour and STR 17-C in yellow colour) have since been printed by the Controller of Printing and Stationery and can now be procured from him. I am, therefore, to request that in future the Provident Fund Schedules should be prepared on the printed forms of the prescribed colour and these instructions may be brought to the notice of all concerned officers/officials under your control for careful compliance.

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

Yours faithfully,

*Sd/-*  
Deputy Secretary Finance(D),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 1277-1FR-67/8428

Dated, Chandigarh, the 8th May, 1967

A copy is forwarded to the Accountant General, Simla w.r.t. his letter No. Fds. VIII/Sch/966, dated the 14.4.1967.

*Sd/-*  
Deputy Secretary Finance(D),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded to the Deputy Secretary to Government, Haryana, Finance Department. He is requested to issue necessary instructions to the Treasury Officers for compliance with the above instructions.

*Sd/-*  
Deputy Secretary Finance(D),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

The Deputy Secretary to Govt. Haryana,  
Finance (D) Department (T&A Branch).

U.O. No. 1277-1FR-67/

Dated, Chandigarh, the 8th May, 1967

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

*Sd/-*  
Deputy Secretary Finance(D),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 1277-1FR-67/

Dated, Chandigarh, the 8th May, 1967

Copies are forwarded to the Secretaries/Private Secretaries/and Personal Assistants to the Chief Minister/Minister/Minister of State/Deputy Ministers.

*Sd/-*  
Deputy Secretary Finance(D),  
*for* Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

The Secretaries/Private Secretaries/Personal Assistants to the  
Chief Minister/Minister/ Minister of State/Deputy Ministers.

U.O. No. 1277-1FR-67/

Dated, Chandigarh, the 8th May, 1967.

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***These instructions have been Revised vide  
No. 5/26/88-1FR-II, Dated 14.3.1988.***

**No. 1538-3FR-67/8432**

From

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

To

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

**Dated, Chandigarh, the 15th May, 1967**

**Subject : Journeys from Chandigarh to Delhi or any other place performed by Howrah-Delhi-Kalka Mail.**

Sir,

I am directed to invite a reference to the correspondence resting with Punjab Govt. Finance Department letter No. 6613-FRI-66/18520, dated 4.10.66, on the subject noted above, and to state that the Governor of Haryana is pleased to extend the orders regarding the admissibility of the half daily allowances for the day of departure as contained in Punjab Government letter No. 2839-FRI-57/12192, dated the 22nd April, 1957, for a period of one year commencing from the 22nd April, 1967 subject to the over-riding condition of the train timing remaining unchanged.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (Development),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 1538-3FR-67/8433

Dated, Chandigarh, the 15th May, 1967

Copy is forwarded to the Accountant General, Simla for information.

By order,

*Sd/-*

Deputy Secretary Finance (Development),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

*Sd/-*

Superintendent Finance Regulation,  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 1538-3FR-67/

Dated, Chandigarh, the 15th May, 1967

Copies are forwarded to the Secretaries to the Chief Minister and other Ministers, Private Secretaries, Personal Assistants to the Ministers/Chief Parliamentary Secretary for information of the Chief Minister/Ministers/ Chief Parliamentary Secretary.

*Sd/-*  
Superintendent Finance Regulation,  
*for* Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

The Secretaries to the Chief Minister/Ministers and Private Secretaries/  
Personal Assistants to the Minister/Chief Parliamentary Secretary.

U.O. No. 1538-3FR-67/

Dated, Chandigarh, the 15th May, 1967.

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

**No. 1720-(5)-FR-67/9282**

From

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

To

All Heads of Departments,  
Registrar, High Court,  
Commissioner, Ambala Division,  
Deputy Commissioners and  
District Session Judges in the State of Haryana.

**Dated, Chandigarh, the 20th/22nd May, 1967**

**Subject : Transfer of Government employees to other Governments/Complies, Corporations, etc. - Grant of Deputation Allowance.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 10508-3FR-II-62/508, dated the 28th/31st January, 1963 on the subject noted above and to say that, as a measure of economy, it has been decided that with effect from the date of issue of this letter deputation allowance will not be admissible to Government employees who go on deputation/foreign service to ex-cadre posts which carry identical, equivalent or lower scales of pay. In such cases, pay will be fixed in the scale of the post to which the Government servant is transferred, under the normal rules and orders. Where, however, the individual wishes to retain the scale of pay admissible to him in his parent department at the time of deputation, he may be allowed to do so if it is an equivalent scale, but no deputation allowance will be paid.

For the above purpose, equivalent scales are those which have the same minimum and maximum or where one scale is a segment of the other.

2. In the case of employees already on deputation/Foreign Service on the date of the issue of this letter, these orders will apply from the date of commencement of further extension, if any, or renewal of the period of deputation/Foreign Service.

The provisions of the above sub-para are subject to the following clarifications.—

- (a) Those employees in whose case the orders of deputation/Foreign Service have already been issued on or before the issue of this letter but have not joined the deputation posts will be deemed to be already on deputation/foreign service for the purposes of these orders.
- (b) Where it has been decided to extend the period of deputation/foreign service on or before the issue of this letter but formal orders of extension have not been issued, no deputation allowance will be admissible after the expiry of the extended period.

- (c) Extensions or renewals of deputation/Foreign Service limited up to a period of six months or less granted on first occasion after the issue of this letter, will be exempted from the operation of this letter.

3. These orders will, however, not apply to :-

- (1) Cases in which a special pay is admissible under the existing orders in addition to pay of the parent grade while holding the deputation post; and  
(2) Cases of personnel deputed for a service in Border and troubled areas and in security assignments in which deputation allowance is sanctioned at present.

Yours faithfully,

*Sd/-*

(G.D. MALIK)

Deputy Secretary, Finance (General)  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 1720-(5)-FR-67/9283,

Dated, Chandigarh, the 20th/22nd May, 1967

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

*Sd/-*

(G.D. MALIK)

Deputy Secretary, Finance (General)  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

*Sd/-*

(G.D. MALIK)

Deputy Secretary, Finance (General)  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 1720(5)-FR-67,

Dated, Chandigarh, the 20th /22nd May, 1967

A copy is forwarded Secretaries/Private Secretaries/Personal Assistants to all Ministers (including Chief Minister) Ministers of State/Deputy Ministers in Haryana for the information of Ministers (including Chief Minister)/Minister of State/ Deputy Ministers,

*Sd/-*

(RAJINDER DUTT)

Superintendent, Finance Regulations,  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

The Secretaries/Private Secretaries/Personal Assistants to all Ministers including the Chief Minister/Minister of State/Deputy Ministers in Haryana.

U.O. No. 1720-(5)-FR-67,

Dated, Chandigarh, the 20th/22nd May, 1967.

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***These instructions have been Revised vide  
No. 2/1(4)-80-2FR-II, Dated 25.5.1989.***

**No. 1138-1FR-67/8204**

From

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

To

All the Heads of Departments,  
Commissioner, Ambala Division,  
District & Sessions Judges and  
The Deputy Commissioners in Haryana State.

**Dated, Chandigarh, the 24th May, 1967**

**Subject : Claims against Govt. held in abeyance by the Departmental authorities without valid reason/justification.**

Sir,

I am directed to invite a reference to the instructions contained in Rule 2.25 (h) of the Punjab Financial Rules, Vol. I, which lays down that in respect of non-gazetted Govt. servants whose pay and allowances are drawn on establishment bills by the Heads of offices, the responsibility for making claim rests with the latter and they should invariably see that all claims are presented within one year of their falling due.

2. It has, however, been observed by the Audit that the claims against Govt. etc. sometimes held in abeyance by the Departmental authorities without Valid reason/justification with the result the claims become time-barred and have to be referred to the Accountant General, Haryana for pre-audit. Consequently this causes un-necessary hardship to the Govt. servants. It is desirable that the departmental authorities should ensure the punctual and prompt submission of claims against Govt. I am accordingly to request that all drawing and disbursing officers should be directed to ensure that claims of subordinate staff are either drawn well in time or where sanction of a higher authority is necessary the case is not only initiated without delay but is also settled promptly.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (G),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 1138-1FR-67/8205

Dated, Chandigarh, the 24th May, 1967

A copy is forwarded to the Accountant General, Simla, for information with reference to his letter No. TM(HR)/17-3/66-67/496, dated the 3.4.1967.

By order,

*Sd/-*

Deputy Secretary Finance (G),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

*Sd/-*  
Deputy Secretary Finance (G),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 1138-1FR-67/

Dated, Chandigarh, the 24th May, 1967

Copies are forwarded to the Secretaries/Private Secretaries/and Personal Assistants to the Chief Minister/Minister/Minister of State/Deputy Ministers.

*Sd/-*  
Deputy Secretary Finance (G),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

The Secretaries/Private Secretaries/Personal Assistants  
to the Chief Minister/Minister of State/Deputy Ministers.

U.O. No. 1138-1FR-67/

Dated, Chandigarh, the 24th May, 1967.

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

**No. 2187-FICW-67/**

From

Shri B. S. Manchanda, I.A.S.,  
Secretary to Government, Haryana,  
Finance Department, Chandigarh.

To

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

**Dated, Chandigarh, the 2nd June, 1967**

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

Sir,

I am to invite a reference to the Finance Department letter No. 507-2FICW-67/2745, dated the 16-2-1967, extending the benefit of House Rent Allowance to employees of Haryana State Government stationed in towns and cities outside the composite Punjab and Delhi and to State that the Accountant General Punjab, Haryana and Himachal Pradesh has suggested that the names of the cities and towns of the neighbouring States and the exact scale of House Rent Allowance may be specified. It is therefore requested that the following information may kindly be supplied in respect of your Department within a period of three weeks from the receipt of this communication :-

(a) Names of towns and cities outside composite Punjab and Delhi where employee/employees of your Department are stationed.

(b) Population of such a town a city as per latest census.

Yours faithfully,

Sd/-

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

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

**No. 1915-2FICW-67/9997**

From

Shri B.S. Manchanda, I.A.S.,  
Secretary to Government, Haryana,  
Finance Department, Chandigarh.

To

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

**Dated, Chandigarh, the 3rd June, 1967**

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

Sir,

I am directed to address you on the subject noted above and to state that it has been represented to Government that in view of the exceptionally high cost of rent in Delhi and the large number of litigations pending between landlords and tenants there is reluctance on the part of landlords to give receipts of the actual rent received. The difficulty in obtaining receipts being experienced on this account by the Haryana State employees stationed in Delhi has been considered by Government and it has been decided to exempt such employees in Delhi who are in receipt of a salary of 500/- p.m. or less from the production of receipts and the verification prescribed in composite Punjab Finance Department letter No. 956-FCW-65/1548, dated the 20th February, 1965 as modified from time to time.

Yours faithfully,

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

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***These instructions have been Superseded vide  
No. 2607-2FICW-80, Dated 11.09.1980.***

**No. 764-2FICW-67/1038**

From

Shri B.S. Manchanda, IAS  
Commissioner for Planning and Finance and Secy. to Govt.,  
Haryana, Planning and Finance Department.

To

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

**Dated, Chandigarh, the 8th June, 1967**

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

Sir,

I am directed to invite a reference to composite Punjab letter No. 956-FCW-65/1548, dated 20-2-65, which inter-alia lays down the mode of assessment of rental value of a house at Chandigarh owned by a Govt. employee and the subsequent letter No. 4879-FCW(5)-65/12201, dated the 13th July, 1965, on the above subject in which it was clarified that the benefit of house rent allowance was admissible to a Govt. employee residing in the house owned by his wife or her husband, and to state that Govt. have further considered the matter regarding the assessment of rent of such a house at Chandigarh as owned by an employee, her husband or his wife and have decided that if the house has been on rent for at least three months prior to its occupation by the Govt. employee, assessment of the house rent may be made on the basis of the rent receipts.

2. In the peculiar conditions of Chandigarh, the rent actually charged in the past may, however, in some cases, have been lower than the real rental value of the House. In such cases the Govt. employee would have the choice between the rent actually received by him in the past and having it assessed by the P.W.D. authorities.

Yours faithfully,

Sd/-

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

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**No. 2081-3FR-67/11744**

From

SHRI B.S. MANCHANDA, IAS  
Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

**Dated, Chandigarh, the 24th June, 1967**

**Subject : Relief to Government employees in the employ of State Government Grant of Dearness Allowance.**

Sir,

I am directed to refer to Haryana Government Finance Department, circular letter No. 412-3FR-67/2585, dated 13th February, 1967, on the subject noted above, and say that Haryana Government have considered the question of affording further relief to their employees and have decided to enhance the rates of Dearness Allowance so as to raise them to the level of the Central Government Dearness Allowance rates, as below :

		<b>Rs.</b>
(i)	Employees drawing basic pay upto Rs. 109 per mensem	47/-
(ii)	Employees drawing basic pay between 110-149 per mensem.	70/-
(iii)	Employees drawing basic pay between 150-209 per mensem	90/-
(iv)	Employees drawing basic pay between 210-399 per mensem	110/-
(v)	Employees drawing basic pay between Rs. 400-999 per mensem (subject to marginal adjustment in the case of those drawing pay exceeding Rs. 1000-1019 so that the total of basic pay plus Dearness Allowance does not exceed Rs. 1119	120/-
(vi)	Employees drawing basic pay between Rs. 1020-2250 per mensem (subject to marginal adjustment in the case of those drawing pay exceeding Rs. 2250 so that Pay plus Dearness Allowance does not exceed Rs. 2350/-)	100/-

2. The grant of above rates of Dearness Allowance will be effective from the 1st of June, 1967, and will be governed by the following terms and conditions :-

- (1) The enhanced rate of Dearness Allowance as given above shall absorb the varying amounts of Temporary Allowance admissible to certain categories of Government Employees in terms of composite Punjab Government, Finance Department, circular letter No. 1022-FR-50/1686, dated the 1st April, 1950 and shall hereafter cease as a separate item of Allowance.

- (2) The increase representing the difference between the existing rate of Dearness Allowance plus Temporary Allowance and the rate of Dearness Allowance as given in para (1) above will be admissible to the extent that the maximum emoluments of a Haryana Government employee do not exceed those of an employee of the Central Govt. holding a corresponding post provided that where such emoluments are already in excess, no reduction will be effected, and provided further that this limitation will not apply to such categories of staff as have no corresponding post under the Central Government.
- (3) The increase in Dearness Allowance hereby allowed will also be applicable to the personnel of the Police, Home Guards and Civil Defence Organisation on their basic salaries, *i.e.* exclusive of the element of Dearness Allowance and Temporary Allowance included in their consolidated pay grades, as sanctioned on the recommendations of the Police Commission or otherwise.
- (4) These orders will also apply to Government School and College Teachers.
- (5) The term 'emoluments' in this context will mean aggregate of existing rates of basic pay, dearness pay, temporary allowance and dearness allowance.
- (6) No portion of the Dearness Allowance will be treated as pay for any purpose.
- (7) This concession will not be admissible to employees drawing pay on consolidated basis which already includes an element of dearness allowance. These cases should be referred to Finance Department separately.
- (8) The term basic pay would mean as defined in Rule 2.44(a) of C.S.R. Volume I, Part I.
- (9) This concession will also be permissible to unmarried gazetted officers.
- (10) This concession will not also be permissible to part-time Government employees.
- (11) This concession will also be admissible to work charged/contingent paid employees.
- (12) The employee drawing a basic pay of below Rs. 51/- per mensem will be given the full benefit in cash. Employees drawing basic salary of Rs. 51/- p.m. and above will be required to deposit half of the amount thus received in general Provident Fund or in Cumulative Time Deposit Accounts of at least 5 years duration at their option subject to the condition that contribution already being made by them to the General Provident Fund/Cumulative Time Deposit Accounts should not be stopped or reduced but should continue intact.
- (13) 50 per cent part of the increased Dearness Allowance to be deposited in General Provident Fund/Cumulative Time Deposit Accounts should be so regulated that the amount is deposited to the nearest multiple of 5 and the balance, if any should be added to the 50 per cent increase in Dearness Allowance to be allowed in cash. For example, an employee who is to be allowed Rs. 52.50 as total difference between the existing and new rates of Dearness Allowance should be paid Rs. 27.50 in cash and Rs. 25 should be

deposited by him in General Provident Fund/ Cumulative Time Deposit Accounts.

- (14) Employees recruited on purely temporary basis against regular or work charged/contingency paid posts should be exempted from the operation of General Provident Fund/Cumulative Time Deposit Accounts.

Yours faithfully,

*Sd/-*  
(G.D. MALIK),  
Deputy Secretary Finance (R),  
*for* Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning and Finance Department.

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

**No. 5530-1FR-67/11519**

From

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

To

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

**Dated, Chandigarh, the 29th June, 1967**

***Subject : Grant of advances from Provident Fund to Government servants for the construction of their own houses at Chandigarh.***

Sir,

I am directed to invite a reference to the correspondence resting with Finance Department letter No. 3225-4FR-I-62/4109, dated the 11th April, 1962, on the subject noted above and to say that in order to give a fillip to the development of Chandigarh Capital, the Governor of Haryana is pleased to extend the concession of the grant of advances from G.P./C.P. Funds, for the construction of Houses at Chandigarh for a further period of one year ending the 31st March, 1969, on the same terms and conditions.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (R),  
for Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning and Finance Department.

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**No. 6016-3FR-67/15722**

From

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

To

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

**Dated, Chandigarh, the 20th July, 1967**

**Subject : Relief to Government employees in the employ of State Government - Grant of Dearness Allowance.**

Sir,

I am directed to invite a reference to Haryana Government, Finance Department circular letter No. 2081-3FR-67/11744, dated the 24th June, 1967, on the subject noted above and to state that Government on reconsideration have decided to delete the instructions contained in para 2(2) thereof. This letter should, therefore, be deemed to have been modified to this extent.

Yours faithfully,

*Sd/-*

(G.D. MALIK)

Deputy Secretary Finance (R),  
for Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning and Finance Department.

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

**No. 775-FD(Pen)-67/16321**

From

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

To

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

**Dated, Chandigarh, the 26th July, 1967**

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

SIR,

I am directed to invite a reference to rules 9.7 and 9.11 of the Punjab C.S.R. Volume II, which require that the third page of Pen Form I should invariably be filled in before forwarding pension cases to the audit office for issue of gratuity and pension payment orders. It has been reported by the Accountant General, Punjab, Haryana and Himachal Pradesh, that generally the Pen Form I is not being filled in by the pension sanctioning authorities.

2. In order to mitigate hardship to retirees, I am to request that all pension sanctioning authorities should be asked to ensure that page 3 of Pen. Form I is duly completed before transmission to the Audit Office. I am to add that in cases where for certain reasons it is not possible for pension sanctioning authority to record final orders for the grant of pension in the Pen. Form I, a provisional recommendation should be made so that the Accountant General, Punjab and Haryana is able to authorize anticipatory pension/gratuity under rule 9.17 *ibid*.

Yours faithfully,

Sd/-

(J.R. DHINGRA)

Deputy Secretary Finance (D),

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

No. 775-FD(Pen)-67/16322,

Dated Chandigarh, the 26th July, 1967

A copy is forwarded to the Accountant General, Punjab and Haryana, Simla, for information, with reference to his letter No. Pen(HR)/HPC-4/1496-97, dated the 11th July, 1967.

Sd/-

(J.R. DHINGRA)

Deputy Secretary Finance (D),

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

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***These instructions have been modified partly vide  
No. 236-WM(1)-71/2339, Dated 15.01.1971.***

**No. 708-FD-W&M-67/16118**

From

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

To

All Heads of Departments,  
Commissioner of Ambala Division,  
District and Sessions Judges and  
Deputy Commissioners in the Haryana State.

**Dated, Chandigarh, the 26th July, 1967**

**Subject : Grant of advance to Government servants for the purchase of cars.**

Sir.

I am directed to invite a reference to the erstwhile Punjab Government, Finance Department circular letter No. F.D.-Loans-81(137)61, dated 5th April, 1963 read with their circular letter No. F.D.-Loans-3(4)-65/5931, dated 4th April, 1966 on the subject noted above and to say that it has been decided to enhance the maximum amount of advance for the purchase of a motor car to Rs. 15,000 or 15 months' pay of the Government servant or the anticipated price of the motor car, whichever is the least. The loan advanced will be recoverable in not more than 75 monthly installments. In the case of a Government servant whose service falls short of the period of these installments the last instalment may be recovered from the gratuity payable to him at the time of his retirement, provided that the Government servant concerned executes an agreement to this effect and cancels any nomination made by him under rule 4(6)(b) of the New Pension Rules contained in Appendix 2 of the Civil services Rules, Volume II so as to leave Government free to appropriate the sum payable to him after retirement in adjustment of the advance. For the purpose of determining gratuity, the emoluments which the Government servant is in receipt of at the time of the sanction of the advance may be taken into consideration. In cases where it is calculated that the gratuity will fall short of the final instalment due, the monthly instalment will be increased so as to ensure recovery of the balance together with interest in full from gratuity at the time of the retirement of the Government Servant concerned. All other conditions relating to the grant and recovery of such advances will continue as before.

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***These instructions have been Revised vide  
No. 2058-WM-74/10491, Dated 21.03.1974.***

Copy of Haryana Government **letter No. 708-F.D.-W&M-67/16592, dated 29th July, 1967,** regarding advance for the purchase of motor cycle/scooters.—

I am directed to invite a reference to the erstwhile Punjab Government Finance Department circular letter No. F.D.Loans-3(4)-64/959, dated the 9th February, 1965 on the subject noted above and to say that in cases of Government employees posted at Chandigarh it has been decided to enhance the maximum amount of advance for the purchase of motor cycle/scooters/ Auto cycles etc., to Rs. 3,500 or 12 months' pay of the Government Servant or the anticipated price of the vehicle whichever is the least. The loan advanced will be recoverable in not more than 65 monthly installments. In the case of a Government servant whose service falls short of the period of these installments the last instalment may be recovered from the gratuity payable to him at the time of his retirement, provided that the Government servant concerned executes an agreement to this effect and cancels any nomination made by him under rule 4(6) (b) of the New Pension Rules contained in Appendix 2 of the Civil Service Rules, Volume II, so as to leave Government free to appropriate the sum payable to him after retirement in adjustment of the advance. For the purpose of determining gratuity, the emoluments which the Government servant is in receipt at the time of the sanction of the advance may be taken into consideration. In case where it is calculated that the gratuity will fall short of the final installments due the monthly instalment will be increased so as to ensure recovery of the balance together with interest in full from gratuity at the time of retirement of the Government servant concerned.

2. All other conditions relating to the grant and recovery of such advances will continue as before.
3. It is added that in case of Government employees posted at stations other than Chandigarh the existing orders will continue to apply.

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

**No. 2256-FICW-2-67/16662**

From

Shri L. C. Gupta, I.A.S.,  
Additional Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Departments,  
The Registrar High Court,  
Deputy Commissioners and  
District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 31st July, 1967**

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

Sir,

I am directed to invite a reference to composite Punjab Finance Department, letter No. 6857-FCW(5)-65/18732, dated the 14-10-65, on the subject noted above and to say that a clarification, whether a Class IV Government employee not occupying Government accommodation is entitled to Rs. 5/- per mensem as house rent allowance without the production of a house rent receipt as well as without certifying that he is paying any rent has been sought. In this connection I am to state that the minimum house rent allowance of Rs. 5 p.m. is admissible to a Class IV Government employee without the production of a rent receipt or a certificate about the rent paid but it is necessary that he should submit a certificate to the effect that he has not been provided with Government accommodation.

2. For Chief Engineer, Haryana, P.W.D. B & R, Branch only. This disposes of his Memo No. 19/Hc/66/211, cash, dated the 19-5-67.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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**No. 7038-3FR-67/19002**

From

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

To

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

**Dated, Chandigarh, the 21st August, 1967****Subject : Relief to Government employees in the employ of State Government Grant of Dearness Allowance.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department Circular Letter No. 2081-3FR-67/11744, dated the 24th June, 1967, on the subject noted above, and to say that it has been brought to the notice of Government that orders referred to above are not being correctly interpreted. With a view to avoid all chances of confusion the following points are hereby clarified :-

Point No. 1.— Those who have been benefited by Rs. 16/- per mensem in the form of enhanced D.A., 50 per cent of it may be considered as Rs. 10/- or Rs. 5/- for depositing towards C.T.D./G.P.Fund ?	<u>Reply</u> Rs. 5/- will be required to be deposited in the C.T.D. Account/G.P.Fund and the balance of Rs. 11/- will be paid in cash, as per example given under para 2(13) of the letter referred to above.
Point No. 2.— How 50 per cent of the amount to be deposited in C.T.D./G.P.Fund is to be determined when the rate of Dearness Allowance increases after some time ?	The amount determined out of the enhanced D.A., in the month of June, viz., 1st June, 1967 may be allowed to continue for a spell of 5 years for the C.T.D. Account only.
Point No. 3.— How deposits in G.P.Fund is to be regulated even where employees indicate that fresh accounts be opened ?	The deposits in the existing G.P.Fund Accounts will be started from the month of June, 1967 even though the amount is withdrawn in the subsequent month(s). New Accounts may be opened immediately in consultation with A.G., Haryana, wherever possible, otherwise the deposit be started by opening C.T.D. Accounts.
Point No. 4.— Whether the amount of D.A. for the month of June, 1967, which cannot be deposited in C.T.D. Accounts, be paid in cash ?	It will be paid in cash in the case of non-gazetted employees. In the case of Gazetted officers, deposit of 50 per cent enhanced D.A. in C.T.D. Accounts, will take effect from the month the amount is drawn on receipt of the revised salary slip showing the rate of enhanced D.A. and for the earlier months the amount will be retained by

	them as deposits in C.T.D. Accounts are not accepted from a prior date.
Point No. 5.— The enhanced D.A. has resulted in a loss of Re. 0.50 Paise in the case of employees drawing pay between Rs. 101/- to Rs. 109/- ?	It has been decided that such employees should be paid D.A. at revised rates.
Point. No. 6.— What is the definition of "purely temporary employees" as used in para 2(14) of the letter, dated 24th June, 1967 ?	The definition of "purely temporary employees" means who are recruited for a short duration but their services are not likely to be extended over a period of 6 months in any case.
Point. No. 7.— What procedure should be adopted in case of employees who have represented for re-allocation to Punjab State.	No exception be made in their case for so long as they draw their salaries from the Haryana State.
Point No. 8— It has been represented that officials whose retirement is due within next 3 years or less may be permitted to draw the enhanced D. A. in cash?	Such employees should deposit the portion of enhanced D.A. either in G.P.Fund or in C.T.D. Accounts and no exception be made in their case.
Point No. 9— According to instructions contained in Haryana Government Finance Department letter No. 2081-3FR-67/11744, dated 26th June, 1967, employees drawing basic pay of Rs. 51/- per mensem and above are required to deposit 50 per cent increase in D.A. in the C.T.D./G.P.Fund of at least 5 years duration at the option of an employee subject to the condition that contributions already made to G.P.F./C.T.D. should not be stopped or reduced but should continue intact, it is observed that according to rule 13.6(i) of Punjab C.S.R., Vol. II a Government servant is at liberty to discontinue subscribing to the G.P.Fund at any time and the amount of subscription can also be reduced under the provisions of rule 13.10(3) <i>ibid</i> .	One of the conditions for the admissibility of the enhanced rates of D.A. to the level of the Central Government is that employees should deposit either in G.P.Fund or in C.T.D. accounts 50 per cent of the increase in D.A. The employees should abide by this voluntarily in order to derive the benefit of this D.A. to their advantage otherwise they will be rendered ineligible for the grant of enhanced D.A. As such, no amendment of rules is intended by Government. If, in any case Government servant reduces the contribution that will be at the risk of his losing the enhanced D.A.
Point No. 10— Whether the orders of 50% contribution will also apply to the Contributory Provident Fund. If so, whether the Government share of contribution to the Contributory Provident Fund will also be proportionately increased?	The instructions contained in Haryana Government Finance Department Circular letter No. 2081-3FR-67/11744, dated 24th June, 1967, do not require the deposits in Contributory Provident Fund.
Point No. 11— The procedure for watching that the	In the case of non-gazetted employees the compliance of the investment in General



employees do not stop or reduce the present rates of contributions to the G.P.Fund/C.T.D. Account is silent	Provident Fund/C.T.D. Accounts will be watched by the Heads of offices/Drawing and Disbursing Officers concerned. In the case of Gazetted Officers, who are themselves drawing officers, the Treasury Officers can watch the contribution to the G.P.Fund only. As regards C.T.D. Accounts, the responsibility is of the individual officer, who should append a certificate with the pay bill that have been deposited for the month for which the pay is claimed — vide Account No.
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2. I am also to state that for deposits in the C.T.D. Accounts the officials of the State Government, viz., Cashiers or other disbursing officers shall with the permission of their Heads of office make necessary deductions from the salaries of the concerned non-gazetted employees, as per their consent slips, and enter such deductions in a separate column of Acquittance Roll or in the office copy of the Pay Bill, as the case may be, against each name by opening a new column. For this work, the officials can claim commission @ 1% on investments made in C.T.D. Accounts, as in the case of Pay Roll Savings Scheme. The procedure for claiming the commission has been detailed in para 8 of the Appendix annexed with erstwhile Punjab Government circular letter No. 9-SS-62/6729, dated the 18th August, 1962, and no specific form has been prescribed by the State or the Government of India for claiming the commission. The commission bill is to be prepared on usual contingent bill and marked Centre at the top of the bill, while presenting it at the local treasury for payment. The commission charges will be debited to the Central head of Account "6-Interest on Debt and other Obligations-A-Interest on Public Debt and other Obligations Interest on other Obligations Miscellaneous" under a detailed head "Commission" under Pay Roll Savings Scheme. The detailed procedure, in respect of the deductions and deposits to be made under the Pay Roll Savings Scheme, is laid down by the Government of India, Ministry of Finance, Department of Economic Affairs, in their office Memo. No. F. 31(22)-NS/65, dated the 14th April, 1966.

3. Detailed instructions on this subject are, however, being issued separately by the Small Savings Directorate, Haryana.

Yours faithfully,

Sd/-

(G. D. MALIK)

Deputy Secretary, Finance (Regulations),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

**Copy of Haryana Government letter No. 3505-F.D.-W&M-67/29581, dated 26th August, 1967.—**

I am directed to invite a reference to this Department letter No. 708-F.D.-W&M-67/16118, dated 26th July, 67 on this subject and to say that Government, in consultation with the Law Department, have decided that the form of agreement to be executed by Government servants, whose service falls short of the period of prescribed number of installments, should be as in Annexure I and the declaration cancelling previous nomination for payment of Death-cum-Retirement gratuity should be as in Annexure II.

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**No. 3364-3WM-67/19763**

From

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

To

All Heads of Departments,  
Registrar, Punjab and Haryana High Court,  
Commissioners, Ambala Division, Ambala,  
District and Session Judges and  
Deputy Commissioners in Haryana (with 20 spare copies for  
Distribution among the Sub Divisional Officers (Civil).

**Dated, Chandigarh, the 30th August, 1967**

**Subject : Rate of interest on deposits in the Provident Fund and other similar Funds for  
the financial year 1967-68.**

Sir,

I am directed to say that it has been decided to fix the rate of interest at 5 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, 1967, administered by the Haryana Government. This rate of interest will be in force during the financial year beginning from the 1st April, 1967.

Yours faithfully,

*Sd/-*

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

No. 3364-3WM-67/19764

Dated, Chandigarh, the 30th August, 1967

A copy is forwarded to the Accountant General, Punjab, Haryana, and Himachal Pradesh, Simla, for information.

*Sd/-*

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

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***These instructions have been revised vide  
No. 1248-WM(I)-68/9930, 22/23.04.1968***

**No. 2118-WM(I)-67/20006**

From

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

To

All Heads of Departments,  
Commissioner, Ambala Division, Ambala,  
District and Sessions Judges,  
Deputy Commissioners in the Haryana State.

**Dated, Chandigarh, the 5th September, 1967**

**Subject : Grant of house building advance to Government servants.**

Sir,

I am directed to say that in view of the rise in the cost of land and construction material it has been decided by the Government that :-

- (a) Advance equal to 36 months' pay, subject to a maximum of Rs. 30,000 may be allowed to Government employees who may wish to construct, purchase, etc., houses for their own use at any place in India where they intend to settle.
- (b) Those Government employees who may wish to construct, purchase, etc., houses for their own use at any place in India where they intend to settle and are drawing pay at such rates that the amount of advance calculated on the basis of 24 months' pay exceeds Rs. 30,000 will be allowed to draw advance equal to 24 months' pay subject to the ceiling of Rs. 50,000.

2. The advance will be recoverable in 144 monthly installments in case of the employees who are allowed the advance under para (a) above and in 96 installments in case of those employees to whom it is allowed under para (b) above. In the case of a Government employee whose service falls short of the period of installments the last installment may be recovered from the gratuity payable to him at the time of his retirement provided he executes an agreement i.e. the enclosed Annexure "A" and cancels the nominate made by him under rule 4 (6) (b) of the New Pension Rules as contained in Appendix 2 of the Civil Services Rules, Volume II so that the last installment of advance may be adjusted against the gratuity payable to him after his retirement from service. For the purpose of calculating the amount of gratuity, the emoluments which the Government employee is in receipt of at the time of the sanctioning of the advance may be taken into account and in cases where the amount of gratuity falls short of the final instalment for recovery of the advance together with interest, the monthly installments will be so increased as to liquidate the entire amount of advance before the retirement of the Government employee.

3. In cases where the houses are still under construction or have yet to be constructed, an additional advance equal to the difference between the first advance and Rs. 30,000 or 36 months' pay whichever is less, may be allowed in relaxation of rule 10.16 (iv) of the

Punjab/Haryana Financial Rules, Volume I, which may be recovered in 144 monthly installments. The amount of additional advance may be calculated on the basis of the pay which the Government employee was getting at the time of the grant of first advance. In case of Government employees to whom advance is allowed under para 1(b) above, the additional advance may be sanctioned to the extent the amount falls short of the permissible ceiling.

4. The Government employees who are granted advance under the above instructions will not be entitled to get advances under any other scheme sponsored by the State Government. Similarly the Government employees who get advance under, any other Housing Scheme, will not be allowed advance under these orders.

5. A permanent Government employee standing surety for temporary Government employee should execute a bond in the attached Annexure "B" on a non-judicial stamp paper of the value of Rs. 15 when the amount secured exceeds Rs. 1,000 and to the stamp duty as prescribed in articles 57 of the Schedule I-A of the Indian Stamp Act, read with article 15 *ibid* when the amounts secured is less than Rs. 1,000/-.

Yours faithfully,

*Sd/-*

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

No. 2118-WM(I)-67/20007

Dated, Chandigarh, the 5th September, 1967

A copy is forwarded to the Accountant General, Punjab, Haryana and Himachal Pradesh, Simla, for information.

*Sd/-*

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

\*\*\*\*\*

**Subject : Terms and conditions of Government employees proceeding on training within India - submission of proposals.**

Will the Administrative Secretaries to Government Haryana, please refer to the subject noted above?

2. It has been observed for some time past that proposals from various Departments for training of Government employees within India are received in the Finance Department for approval of the terms and conditions of deputation of the officials/officers for undergoing such training/course at a very late stage, i.e., after the trainees have actually left for training. Instances are also not lacking where the officials/officers have proceeded on training, etc, even without the approval of the Administrative Department. In certain cases the bond to serve the State Government for a specified period in consequence of training was not got executed before proceeding on training and subsequent the official/officer showed reluctance to do so. This tendency of sending officers/officials for training in anticipation of Government/Finance Department's approval and without going through the required formalities needs to be checked.

3. It is, therefore, requested that all proposals for the training of Government employees within India should be referred to the Finance Department well in time in future, i.e. before the official/officers concerned actually leave for the course of training. The bond to serve the State Government should be got executed before they are relieved and allowed to proceed on training

4. A duplicate copy of Administrative Department notice may also be invariably supplied while referring such cases to Finance Department.

Yours faithfully,

Sd/-

(G.D. MALIK)

Deputy Secretary Finance (R),

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

To

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

**U.O. No. 5128-FR-67,**

**Dated, Chandigarh, the 7th September, 1967.**

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**No. 4016-3WM-67/20701**

From

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

To

All Heads of Departments,  
Registrar, Punjab & Haryana High Court,  
Commissioner, Ambala Division, Ambala,  
District and Session Judges and  
Deputy Commissioners in Haryana,  
(with 20 spare copies for distribution amongst  
Sub Divisional Officers Civil).

**Dated, Chandigarh, the 8th September, 1967**

**Subject : Rate of interest to be charged on House building, Motor Car and other advances granted to Government servants during the year 1967-68.**

Sir,

I am directed to inform you that the rate of Interest to be charged on house-building, motor car and other advances granted to Government servants during the year 1967-68 will be 6½ percent per annum.

Yours faithfully,

*Sd/-*

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

No. 4016-3WM-67/20702,

dated, Chandigarh, the 8th September, 1967

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

By order,

*Sd/-*

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

Copies are forwarded to the all Administrative Secretaries to Government, Haryana, for information.

*Sd/-*

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

To

All Administrative Secretaries to Government,  
Haryana.

U.O. No. 4016-3WM-67

Dated, Chandigarh, the 8th September, 1967

Copies are forwarded to the Financial Commissioner to Government, Haryana, for information.

*Sd/-*

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

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To

The Financial Commissioner to Government,  
Haryana.

U.O. No. 4016-3WM-67

Dated, Chandigarh, the 8th September, 1967.

\*\*\*\*\*



***These instructions have been Modified partly vide  
No. 5/27/98-1FR, dated 31.12.2010***

(Copy of F.D. Hr. No. 7091-3FR-67/20891, dated 14th/27th September, 1967)

**Subject : Payment of Toll-Tax to State Govt. Employee.**

I am directed to address you on the subject noted above and to say that Government has had under consideration the question to reimburse the Toll Tax to State employees, who were required to pay this amount in connection with their official tours within or outside the State. The matter has been considered and it has been decided that since toll Tax is a part of expenditure incurred while travelling on official duty, it should be treated as part of T. A. and may be reimbursed in addition to the T.A. and D.A. which is normally admissible to the employees.

I am, therefore, to request you that the above instructions may be brought to the notice of all concerned for information and future guidance.

\*\*\*\*\*

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

**No. 9426-(5)-FR-67/24126**

From

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

To

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

**Dated, Chandigarh, the 11th October, 1967**

**Subject : Transfer of Government employees to other Governments Companies Corporation etc. - Grant of deputation allowance.**

Sir,

I am directed to invite a reference to Finance Department letter No. 1720-(5)FR-67/9282, dated the 20th/22nd May, 1967, on this subject and say that on reconsideration it has been decided to remove the bar in regard to payment of deputation allowance to State Government employees proceeding on deputation/foreign service in cases where the deputation allowance is to be paid by a body other than the Government of Haryana. The deputation allowance will be paid to such employees in accordance with the instructions laid down in composite Punjab Finance Department letter No. 10508-(3)FR-II-62/508, dated the 28th/31st January, 1963.

2. In cases where the State Government, may secure the services officer/ Officials on deputation, and deputation allowance is payable by the State Government, the matter should invariably be referred to the Finance Department for settlement of terms and conditions of such deputation.

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

Yours faithfully,

*Sd/-*

(J.R. DHINGRA)

Deputy Secretary, Finance (D),

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

No. 9426-(5)-FR-67/24127,

Dated, Chandigarh, the 11th October, 1967

A copy is forwarded to the Accountant General, Haryana, Simla, for information in continuation of this Department Endorsement No. 1720-(5)-FR-67/9283, dated the 20th/22nd May, 1967.

Sd/-  
(J.R. DHINGRA)  
Deputy Secretary, Finance (D),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

Sd/-  
(J.R. DHINGRA)  
Deputy Secretary Finance (D),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 9426-(5)-FR-67,

Dated, Chandigarh, the 11th October, 1967

A copy is forwarded to the Secretaries/Private Secretaries/Personal Assistants to the Chief Minister/Ministers/Ministers of State and Deputy Ministers, for the information of the Chief Minister, the Ministers, the Ministers of State and Deputy Ministers.

Sd/-  
(RAJINDER DUTT)  
Superintendent, Finance (R)  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

The Secretaries/Private Secretaries/Personal Assistants to the  
Chief Minister/Ministers/Ministers of State and Deputy Ministers,

U.O. No. 9426-(5)-FR-67,

Dated, Chandigarh, the 11th October, 1967.

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**FINANCE DEPARTMENT  
REGULATIONS**

**Notification**

**The 11th October, 1967**

**No. 9456-3FR-67/24508.**— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules further to amend the Punjab Civil Services Rules, Vol. III.

- (1) These rules may be called the Punjab Civil Services, Vol. III (Haryana First Amendment) Rules, 1967.
- (2) In appendix 'B' to rule 2.5, the words 'Excise Sub-Inspectors and Taxation Sub-Inspectors' wherever occurring against Serial Nos. 10 and 11, and in Note (2) below Rule 2.7 shall be substituted by Excise Inspectors and Taxation Inspectors, respectively.
- (3) This amendment takes effect from 1st April, 1966.

B. S. MANCHANDA,  
Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 9456-3FR-67/24509,

Dated, Chandigarh, the 11th October, 1967

A copy is forwarded to the Accountant General, Punjab/Haryana, Simla, for information, with reference to his communication noted in the margin.

**MARGIN :**

U.O. No. IM (HR)20-I/66-68 dated 14th May, 1967.

By order,  
Sd/-  
(M. SETH)  
Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 9456-3FR-67/24510,

Dated, Chandigarh, the 11th October, 1967

A copy is forwarded to :-

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

By order,  
Sd/-  
(M. SETH)  
Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded to the :-

Financial Commissioners, Haryana.

All Administrative Secretaries to Government, Haryana, for information.

*Sd/-*  
(RAJINDER DUTT)  
Superintendent, Finance Regulation,  
*for* Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 9456-3FR-67,

Dated, Chandigarh, the 11th October, 1967

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

*Sd/-*  
(RAJINDER DUTT)  
Superintendent, Finance Regulation,  
*for* Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

The Secretary to Chief Minister, Haryana.  
The Secretaries/Private Secretaries to Ministers/Ministers of State/  
Deputy Ministers/Parliamentary Secretary.

U.O. No. 9456-3FR-67,

Dated, Chandigarh, the 11th October, 1967.

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**No. 9870-5FR-67/24975**

From

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

To

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

**Dated, Chandigarh, the 24th October, 1967**

**Subject : Training of Government employees, on Foreign Service, abroad or in India.**

Sir,

I am directed to address you on the subject noted above and say that according to the instructions issued from time to time the Government employees who proceed on training abroad or in India are required to execute a service bond for a specified period. It has now been decided that Government servants on foreign service who proceed on training abroad or in India at the expense of the foreign employer or any other body institution should also be required to execute a bond to serve either the Government or with the permission of the Government, the said foreign employer, for a period to be determined in accordance with instructions laid down in Finance Department letter No. 8709(3)FRII-64/9821, dated 22nd October, 1964. The bond should be executed before the Government employees on foreign service, actually proceed for training abroad or in India.

Yours faithfully,

*Sd/-*

(M.SETH)

Deputy Secretary, Finance (R)

for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning and Finance Departments.

No. 9870-5FR-67/24976,

Dated, Chandigarh, the 24th October, 1967

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

By Order,

*Sd/-*

Superintendent Finance Regulations,

for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning and Finance Departments.

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

*Sd/-*

Superintendent Finance Regulations,

for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning and Finance Departments.

To

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

U.O. No. 9870-5FR-67

Dated, Chandigarh, the 24th October, 1967

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

*Sd/-*  
Superintendent Finance Regulations,  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning and Finance Departments.

To

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

U.O. No. 9870-5FR-67

Dated, Chandigarh, the 24th October, 1967.

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

**No. 9713-1FR-67/25435**

From

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

To

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

**Dated, Chandigarh, the 27th October, 1967**

**Subject : Grant of temporary advances out of General Provident Fund accounts.**

Sir,

I am directed to invite your attention to note I to Rule 13.14 of the Civil Services Rules Volume II and Annexure 'A' appended thereto which inter alia provides that the General Provident Fund has been designed for the protection of a subscriber's family against his sudden death, or if he survives until retirement to provide both to him and his family with additional resources in his old age. It further provides that every prudent married man, for example, should be prepared to meet a certain demand upon his resources on account obligatory expenses in connection with marriage, funeral or other ceremonies of persons actually dependent on him and it is only when the burden is exceptionally prolonged, or the necessity usually grave and sudden that he ought to think of making use of Provident Fund for these objects.

2. Temporary advances from the General Provident Fund are granted to Govt. servants from the amounts standing to their credit in the said fund to meet expenses to be incurred for the purpose indicated in the Rule 13.14 of the Civil Services Rules Vol. II. The limit of the advances is restricted in the said rule but the sanctioning authority is enquired to see that the pecuniary circumstances of the subscriber justify the grant of an advance from the fund.

3. A detailed study of the cases received in the Finance Department for the grant of temporary advances has revealed that the demand of the subscribers is on the increase in as much as most often a third advance is asked for during the currency of first two advances. In order to guard against the misuse of the advance, the proposals for the grant of temporary advances must be examined strictly and the sanctioning authorities must satisfy themselves that the applicant's pecuniary circumstances justify the grant of an advance and it will be utilized for the purpose for which it is granted.

4. In short, the matter deserves to be looked into with more serious consideration than heretofore so that the purpose for which his fund was started is not defeated.

Yours faithfully,

Sd/-

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



No. 9713-1FR-67/25436

Dated, Chandigarh, the 27th Oct., 1967

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

By order

*Sd/-*

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

Copies are forwarded to :-

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

*Sd/-*

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

To

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

U.O. No. 9713-1FR-67/

Dated, Chandigarh, the 27th Oct., 1967

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

*Sd/-*

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

To

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

U.O. No. 9713-1FR-67/

Dated, Chandigarh, the 27th Oct., 1967.

\*\*\*\*\*

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

**No. 4356-2-FICW-67/12378**

From

Shri B.S. Manchanda, I.A.S.,  
Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

**Dated, Chandigarh, the 31st October, 1967**

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

Sir,

I am directed to invite a reference to composite Punjab Govt. letter No. 956-FCW-65/1548, dated 20-2-65 regarding grant of house rent allowance to Government employees and to say that the State Government has had under consideration the question of paying house rent allowance during 'Joining time'. After Careful consideration it has been decided that during joining time a Govt. employee shall continue to draw house rent allowance at the same rate at which he was drawing this allowance at the station from where he was transferred. In certain cases, joining time is also admissible, under the existing rules, on return from leave. Where in such cases, joining time is affixed to leave, joining time shall be added to the actual period of leave unless in any case it is otherwise expressly provided. The drawal of the house rent allowance and the admissibility of joining time shall be subject to the requirements and conditions operating at present.

2. The orders shall take effect from the date of issue. The orders issued vide Composite Punjab Finance Department letter No. 8520-FCW(5)-65/23807, dated 24-12-65 shall be deemed to have been superseded by the present orders for the date of issue of this letter.

Sd/-  
Deputy Secretary Finance (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

\*\*\*\*\*

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

**Copy of Haryana Government letter No. 3505-WM(I)-67-27087, dated 28th November, 1967.—**

In continuation of Finance Department, letter No. 3505-FD-W&M-67/19581, dated the 26th August, 1967, on the subject noted above I am directed to say that Government have decided that the benefit of the orders contained in Finance Department letter No. 708-FD-W&M-67/16118, dated 26th July, 1967, which take effect from the date of issue, should also be allowed in cases where the advance was sanctioned in accordance with the orders previously in force but it was not actually drawn for being paid to the Government employees for purchasing the car.

\*\*\*\*\*

***These instructions have been Superseded vide  
No. 2607-2FICW-80, Dated 11.09.1980.***

Copy of letter **No. 5221-FICW(2)-67/30763 dated 13th December, 1967** from Commissioner for Planning and Finance and Secretary to Government Haryana, Planning and Finance Department, Chandigarh to All Heads of Departments, Registrar, Punjab & Haryana High Court. Commissioner of Ambala Division, Deputy Commissioners and District and Sessions Judges in Haryana.

**Subject : Grant of House Rent Allowance to Government employees living in their own houses or in their parent houses.**

I am directed to invite a reference to erstwhile Punjab Government Finance Department letter No. 956-FCW-65/1648 dated the 20th Feb. 1965 and subsequent clarifications/instructions issued vide letters No. 7183-FCW-65/17709 dated the 30th Sept. 1965 and 8901-FCW-65 dated the 4th April, 1966, on the subject noted above and to say, that it has been decided to adopt uniform procedure for the grant of House Rent Allowance to Government employees living in the own houses owned by themselves and to those who live in their parent house. In the latter type of cases too, the rent of the house/accommodation to be taken into account while reckoning the allowance due, shall be the one as assessed in the property tax register of the Excise and Taxation Department or in its absence, the one assessed in the relevant Municipal records. In the case of Chandigarh the rent shall be assessed by the PWD authorities of Chandigarh Administration, or the basis of the above assessment they will be required to give a certificate to the effect that the accommodation being occupied by them is in excess of the rental value of 10% of their pay and also indicate by how much it exceeds 10% for, that will regulate the due allowance. In the other word the rules and procedures which apply to the Govt. employees living in their own houses will also apply to those living in their parent's houses.

2. In the case of Gazetted Officers, these order will retrospectively taken effect from the date from which the payment of the allowance fell due to any officer, under the instruction contained in the circular orders mentioned above.

In the case of non-gazetted officers who may have drawn the allowance on the tests of mere certificate as provided earlier, the assessment now to be made will have to be taken into account at the amount due from retrospective effect, and suitable adjustment made in the allowance new payable.

3. The assessed rent to be taken into account for the purpose of determining the entitlement will have to be limited to such proportion of the assessed rental value as the accommodation occupied by the Government servant concerned, bears to the total accommodation included in that house. While this function, in the case of Chandigarh, can be performed by the authority assessing the rent, in the case of other places, where the rent is assessed by the local body concerned, the Government servant should either obtained a certificate from the local body, based on official record, recording the accommodation in his possession and the rental proportion thereof to the total rent of the house, or the controlling officer may satisfy himself on this point through such checks as he may deem necessary.

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<p><b><i>These instructions have become obsolete.</i></b></p>
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**No. 10341-1FR-67/**

From

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

To

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

**Dated, Chandigarh, the 13th December, 1967**

***Subject : Completion of missing credits in the Provident Fund Account of the subscribers.***

Sir,

I am directed to refer to the subject noted above and to state that in order to bring accounts of the subscribers to the Provident Fund upto date, a party from the office of the Accountant General, Haryana, will be visiting the various Government Officers/Treasuries for collecting information for completion of the accounts of the subscribers. I am, accordingly, to request you to extend full cooperation to the Party on their visit to your office in regard to the consultation of the official record.

Yours faithfully,

*Sd/-*

Superintendent Finance Regulations,  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 10341-1FR-67/

Dated, Chandigarh, the 13th December, 1967

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

\*\*\*\*\*

***These instructions have been superseded vide  
No. 9479-M(3)77/23024, Dated 12.09.1977.***

Copy of Haryana Government letter **No. 4236-WM(l)-67/3048, dated 22nd December, 1967.**

I am directed to say that note 3 below rule 10.21 read with rule 10.22 of the Punjab Financial Rules, Volume I, enjoins that a Government servant who draws an advance for the purchase of a motor conveyance should purchase the conveyance within a period of one month and that in the event of any delay in supply despite the (written assurance of the dealer) the officers concerned should apply for extension of the time limit within the permissible period of one month and seek permission for retaining advance for further period which should be specified.

2. In this context the question arose as to which authority is competent to allow the extension in the time limit of one month. The matter has been considered and it is clarified that the power to allow extension in the time limit of one month can be exercised by the authority competent to sanction the advance subject to the conditions prescribed by the rules.

\*\*\*\*\*

**No. 10858-3FR-67/117**

From

SHRI B.S. MANCHANDA, I.A.S.,  
The Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Finance Department.

To

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

**Dated, Chandigarh, the 3rd January, 1968****Subject : Relief to Government employees - Enhancement of the rates of Dearness Allowance.**

Sir,

I am directed to address you on the subject noted above and to say that in partial modification of para 1 of Haryana Government letter No. 2081-3FR-67/11744, dated the 24th June, 1967, the rates of Dearness Allowance shall be as below with effect from 1st December, 1967 :—

		Rs.
(i)	Employees drawing basic pay upto Rs. 109.	59.00
(ii)	Employees drawing basic pay between Rs. 110-149	84.00
(iii)	Employees drawing basic pay between Rs. 150-209	106.00
(iv)	Employees drawing basic pay between Rs. 210-399	128.00
(v)	Employees drawing basic pay between Rs. 400-449	140.00
(vi)	Employees drawing basic pay between Rs. 450-468	(Amount by which pay falls short of Rs. 589).
(vii)	Employees drawing basic pay of Rs. 469 and above	As laid down in letter, dated 24th June, 1967, referred to hereinabove.

Yours faithfully,

Sd/-

(J.R. DHINGRA)

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

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

**No. 4567-WM(I)-67/657**

From

SHRI B.S. MANCHANDA, I.A.S.,  
Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Finance Department.

To

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

**Dated, Chandigarh, the 8th January, 1968**

**Subject : Grant of house building advance to Government servants.**

Sir,

I am directed to refer to Haryana Government letter No. 2118-WM(I)-67/20006, dated 5th September, 1967, on the subject cited above.

2. According to para 3 of the above letter, additional advance for the construction of a house is permissible in relaxation of rule 10.16 (iv) of the Punjab Haryana Financial Rules, Volume I, in cases where the houses were still under construction. Since the additional advance, thus contemplated, is to be allowed in cases where a Government employee had, already drawn an advance for the construction of a house, the question would arise what criterion should be applied to determine that the house for which an advance had already been drawn by a Government employee was still under construction, having regard to the following facts :-

- (i) In view of clause (iii) of rule 10.16 *ibid* the advance for the construction of a house should be drawn by installments, the amount of each instalment, being such as was likely to be required for expenditure in the next 3 months and satisfactory evidence should be produced to show that the amount of the installments have been actually utilized for the purpose for which it was drawn before the next instalment is paid.
- (ii) A certificate furnished by the Government servant concerned certifying that the amount drawn had been utilised by him was a sufficient proof of the amount having been actually utilized *vide* note 2 below clause (iii) of rule 10.16 *ibid*.
- (iii) The power to sanction house building advances has been delegated to Heads of Departments by serial No. 1 of the table below rule 19.10 of the Punjab Haryana Financial Rules, Volume I, and, therefore, the additional advance in terms of para 3 of the Haryana Government's circular letter under reference could be sanctioned by the Heads of Departments after satisfying themselves that the house in question was still under construction.



In view of (i) above it should be presumed that the advance already drawn by a Government servant for the construction of a house should have been fully utilised within three months of the date on which the last instalment was drawn by him.

It is accordingly clarified that in normal circumstances the additional advance for a house still under construction applied for in terms of para 3 of the instructions under reference should not be permissible in cases where a period of 3 months has elapsed after the date on which the first advance was finally drawn by the applicant and that the benefit of the additional advance should not be allowed as a rule in cases where the first advance was drawn before the 1st November, 1966, the date on which the Haryana Government came into existence.

Yours faithfully,

*Sd/-*

(D. N. Marya)

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

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

Copy of Haryana Government letter **No. 5895-WM(I)-67/659, dated 9th January, 1968.—**

In continuation of Finance Department letter No. 708-FD-W&M-67/16592, dated the 27/29th July, 67 on the subject noted above, I am directed to say that Government have decided that the benefit of the orders contained therein, which take effect from the date of issue, should also be allowed in cases where the advance was sanctioned in accordance with the orders previously in force but it was not actually drawn for being paid to the Government employees for purchasing the Motor Cycles/Scooters etc.

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**No. 165-3FR-68/1312**

From

SHRI B.S. MANCHANDA, I.A.S.,  
Commissioner for Planning and Finance  
and Secretary to Government, Haryana,  
Finance Department.

To

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

**Dated, Chandigarh, the 15th January, 1968**

**Subject : Relief to Government employees - Enhancement of the rates of Dearness Allowance.**

Sir,

In continuation of Haryana Government Finance Department letter No. 10858-3FR-67/117, dated the 3rd January, 1968, on this subject, I am directed to say that the Government have considered the question of affording further relief to Government employees and it has now been decided to enhance the rates of Dearness Allowance as follows on an adhoc basis with effect from 1st January, 1968 :—

		Rs.
(i)	Employees drawing basic pay upto Rs. 109	65.00
(ii)	Employees drawing basic pay between Rs. 110-149	91.00
(iii)	Employees drawing basic pay between Rs. 150-209	114.00
(iv)	Employees drawing basic pay between Rs. 210-399	137.00
(v)	Employees drawing basic pay between Rs. 400-449	150.00
(vi)	Employees drawing basic pay between Rs. 450-499	153.00
(vii)	Employees drawing basic pay between Rs. 500-532	Amount by which basic pay plus Dearness Allowances falls short of Rs. 652.00
(viii)	Employees drawing basic pay of Rs. 533 and above	As laid down in Haryana Government letter No. 2081-3FR-67/11744, dated the 24th June, 1967.

Yours faithfully,  
Sd/-

(J.R. DHINGRA)

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

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**FINANCE DEPARTMENT  
REGULATIONS**

**Notification**

**The 18th January, 1968**

**No. 10700-3FR-67/1855.**—In exercise of the powers conferred under Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rule to further amend the Punjab Civil Services Rules, Vol. III (Travelling Allowance Rules), namely :-

1. These rules may be called the Punjab Civil Services (Volume III) (Travelling Allowance Rules) (Haryana First Amendment) Rules, 1968.
2. The following shall be substituted for the opening para of note (3) below 2.81(1) :-

The Haryana Government have entered into reciprocal arrangements with the State Government of Orissa, Bihar, U.P., Maharashtra, Madras, Punjab, Rajasthan, Madhya Pradesh, Andhra Pradesh, Mysore, Kerala, Gujarat, J. & K., West Bengal and with the Government of India, for the payment of expenses of Government servants who are summoned by the Criminal Courts to give evidence in their official capacity on the following lines :-

3. This amendment takes effect from 1st November, 1966.

B. S. MANCHANDA,  
Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 10700-3FR-67/1855,

Dated, Chandigarh, the 18th January, 1968

A copy is forwarded to the Accountant General, Haryana, Simla, for information, with reference to his communication noted in the margin.

By order,  
Sd/-  
(KIRAN PREM)  
Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 10700-3FR-67/1857,

Dated, Chandigarh, the 18th January, 1968

A copy is forwarded to :-

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

By order,  
Sd/-  
(KIRAN PREM)  
Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded to the :-

Financial Commissioners, Haryana.

all Administrative Secretaries to Government, Haryana, for information.

*Sd/-*  
(RAJINDER DUTT)  
Superintendent, Finance Regulation,  
*for* Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

No. 10700-3FR-67,

Dated, Chandigarh, the 18th January, 1968.

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**FINANCE DEPARTMENT  
REGULATIONS**

**Notification**

**The 12th February, 1968**

**No. 328-3FR-68/4169.**—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 President of India is pleased to make the following rules further to amend the Punjab Civil Services Rules, Vol. III, as are applicable to Haryana Government employees :-

1. These rules may be called the Punjab Civil Services Volume III (Haryana Second Amendment) Rules, 1968.
2. The following shall be added as notes to exception (2) below rule 2.24(C) :-

- Notes:-**
- (i) When an official spends less than 24 hours as State Guest only 3/4 of the daily allowance for one day should be deducted from the T.A. Bill.
  - (ii) If board and lodging is enjoyed for half a day, 1/2 deduction should be made.
  - (iii) If only board or lodging is enjoyed for half a day, 1/4 deduction should be made.

B. S. MANCHANDA,  
Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning and Finance Department.

No. 328-3FR-68/4170,

Dated, Chandigarh, the 12th February, 1968

A copy is forwarded to the Accountant General, Punjab/Haryana, Simla, for information, with reference to his communication noted in the margin.

By order,

Sd/-

(KIRAN PREM)

Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning and Finance Department.

No. 328-3FR-68/4171,

Dated, Chandigarh, the 12th February, 1968

A copy is forwarded to :-

All Heads of Departments, the Commissioner, Ambala Division, and All Deputy Commissioners and Sub Divisional Officers.

The Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

By order,

Sd/-

(KIRAN PREM)

Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning and Finance Department.

A copy is forwarded to the :-

Financial Commissioners, Haryana.

All Administrative Secretaries to Government, Haryana, for information.

*Sd/-*  
(RAJINDER DUTT)  
Superintendent, Finance Regulation,  
*for* Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning and Finance Department.

To

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

U.O. No. 328-3FR-67,

Dated, Chandigarh, the 12th February, 1968.

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

**No. 12-FICW(2)-68/3420**

From

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

To

All the Deputy Commissioners in  
Haryana State.

**Dated, Chandigarh, the 15th February, 1968**

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

Sir,

I am directed to invite your attention to the instructions issued vide, Composite Punjab Government letter No. 956-FCW-65/1548 dated 20-2-65 regarding grant of House Rent Allowance to the Government employees at the rates of 7½% and 5% stationing in first and second class cities/towns and to say that the classification of these cities was made on the basis of population figures of Census Report 1961. Many instances have now come to the notice of Government in which representations have been made regarding admissibility of the House Rent Allowance at the rate of 5% to the employees stationed in the towns where the statistics of population has considerably changed thus requiring the change of classification. Further population has increased in certain towns which did not originally fall in any category but now deserve classification according to their population.

2. You are requested to supply the latest population figures of important towns in your district on the basis of reliable records (the authenticity whereof should also be indicated) after giving comments and recommendations in the matter and enable Government to determine the classification accordingly.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (R)  
for Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

**No. 1351-TA(3T)-68/1932-92**

From

The Deputy Secretary to Government,  
Haryana, Finance Department.

To

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

**Dated, the 23rd February, 1968**

**Subject : Delay in taking payment from Treasuries/Sub-Treasuries of refund Vouchers of lapsed deposit.**

Sir,

I am directed to invite a reference to the subject cited above and say that Accountant General, Punjab, Haryana and Himachal Pradesh has brought to the notice of this Department that various Courts and offices dealing with Treasuries/Sub Treasuries in the matter of Revenue/Civil Court deposits get refund vouchers in respect of lapsed Deposits (in form A&T No. 6) pre-audited by the Audit Office but fail to make arrangements to receive payment thereof from Treasuries/Sub Treasuries concerned although one copy of pre-audit slip is duly sent to them by the Audit Office for the purpose. I am therefore to request that all Courts and Offices under your control may please be directed to arrange to get payment in respect of such vouchers promptly in future. In the absence of necessary action by the Courts/Offices concerned such Vouchers remain uncashed in Treasuries/Sub Treasuries for such an inordinately long time that even their validity expires and these have to be returned by Treasury Officers to the Audit Office for revalidation thereby resulting in unnecessary and avoidable work in Treasuries and the Audit Office and unwarranted inconvenience to claimants.

Yours faithfully,

*Sd/-*

(J.R. DHINGRA)

Deputy Secretary to Government,  
Haryana, Finance Department.

Endst. No. 351-TA(3T)-68/1993.

Dated, Chandigarh, the 23rd February, 1968

A copy is forwarded to the Accountant General, Punjab, Haryana and Himachal Pradesh, Simla for information with reference to his letter No. Dep-HR/12/HSR/2808-09, dated the 14th February, 1968.

*Sd/-*

(J.R. DHINGRA)

Deputy Secretary to Government,  
Haryana, Finance Department.

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

**IMMEDIATE**

**No. 1634-TA-HR(4T)-68/2351-2432**

From

The Deputy Secretary to Government,  
Haryana, Finance Department.

To

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

**Dated, Chandigarh, the 4th March, 1968**

***Subject : Expeditious disposal of bills etc. during the closing month of the financial year 1967-68.***

Sir,

I am directed to invite a reference to the subject noted above and say that all bills which have to be encashed within the current financial year (1967-68) should be presented at Treasury/Sub-treasuries concerned in such a manner that these can be passed by Treasuries/Sub-treasuries for encashment well in time and in any case not later than 30th March, 1968 as 31st March, 1968, is Sunday. To avoid abnormal rush of payments at the branches of the Bank during the last 3-4 days, the presentation of bills should be so arranged that there is no abnormal work-load in Treasuries/Sub-treasuries and consequent rush in the Bank for payment. The Treasury Officers, Assistant Treasury Officers/Sub Treasury Officers in the State are being advised to pass bills in convenient lots to ensure uniform flow of work to the Bank for payment.

Yours faithfully,

*Sd/-*

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

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

**No. 983-WM(I)68/6043**

Form

Shri B.S. Manchanda, I.A.S,  
Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

**Dated 12th March, 1968**

***Subject : Loans to Government servants - Earmarking of funds.***

Sir,

I am directed to say that provision under the detailed head "H-Advances for purchase of other conveyances" is reduced from Rs. 3 lakhs to Rs. One Lakh in the B.E. 1967-68.

It has been intimated by the Accountant General, Haryana that the provision of Rs. One lakh has practically been exhausted. I am accordingly to request that no further reference be made to the Accountant General Haryana for earmarking of funds under this detailed head.

Yours faithfully,

*Sd/-*

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

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***These instructions have been revised vide  
No. 2056-WM(1)-68/10451, dated 04.05.1968.***

**No. 12-WM(I)-68/**

Form

Shri B.S. Manchanda, I.A.S,  
Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

**Dated: 19th March, 1968**

**Subject : Grant of House building advance to Government servants on deputation with other Governments.**

Sir,

I am directed to say that certain departments have enquired from the Finance Department :-

- (i) Whether house building advance can be sanctioned to the employees to whom it is admissible under the rules contained in Chapter X of the Punjab Financial Rules, Volume I and the other instructions on the subject but who are on deputation to other Governments or any statutory bodies in India; and
- (ii) If so, whether it can be sanctioned by virtue of the power delegated under rule 19.10 of the Punjab Financial Rules, Volume I.

It is clarified that :-

- (i) the fact of a Government employee being on deputation does not debar him from the facility of drawing house building advance; and
- (ii) the powers delegated under serial No. 1 of the table below Rule 19.10 of the Punjab Financial Rules, Volume I to sanction house building advances can be exercised in cases where a Government employee is on deputation with other Government or any statutory body in India but the sanctioning authorities should make suitable arrangements with the employer in consultation with the Accountant General to ensure that the recovery of the advances in prescribed installments is made punctually and credited to State account during the period of deputation of the Government employee.

Yours faithfully,

*Sd/-*

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

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**No. 10295-1FR-68/5670**

From

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

To

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

**Dated, Chandigarh, the 26th March, 1968**

**Subject : Custody of cheque-books - intimation to Treasury in the event of their loss -  
Instructions regarding.**

Sir,

I am directed to address you on this subject and to say that certain instances have been brought to the notice of Government of fraudulent payments against forged cheques on Government account. It has been pointed out that some of the Drawing & Disbursing Officers who have been authorized to make payments by drawing cheques are not following properly the provisions of rule 2.13 of Punjab Financial Rules Volume I, in as much as the cheque books are not kept by them in their personal custody and the loss of the cheque books or the blank cheque forms is not notified to the treasury/bank with whom Disbursing Officer concerned is in drawing account. The observance of the above said provisions would greatly help in elimination the chances of such fraudulent payments. I am, accordingly, to impress upon you that all the Drawing and Disbursing Officers may be instructed to follow strictly the provisions of rule mentioned above.

Yours faithfully,

*Sd/-*  
Deputy Secretary Finance (R),  
for Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 10295-1FR-68/5671

Dated, Chandigarh, the 26th March, 1968

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

By order,  
*Sd/-*  
Deputy Secretary Finance, (R)  
for Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

Copies are forwarded to all the Financial Commissioners, Haryana and All the

Administrative Secretaries to Government, Haryana for information.

*Sd/-*  
Deputy Secretary Finance, (R)  
*for* Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 10295-1FR-68/5671

Dated, Chandigarh, the 26th March, 1968.

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<b><i>These instructions have become obsolete.</i></b>
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**No. 2140-TA(7T)-68/3278-3340**

From

The Deputy Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments Stationed at Chandigarh.

**Dated, Chandigarh, the 26th March, 1968****Subject : Delay in submission of bills to the treasury by the drawing & disbursing officers.**

Sir,

I am directed to invite a reference to this subject and say that according to the provisions of Rule 5.1 of Punjab Financial Rules, Volume I, monthly pay bills at Government headquarters may be signed and presented for payment three days before the last working day of the month to which they relate. But it has been brought to the notice of this department that several drawing and disbursing officers stationed at Chandigarh do not submit their bills to the treasury in time as a result of which avoidable hardship is caused to the treasury staff. I am accordingly to request that the drawing and disbursing officers stationed at Chandigarh and working under your control may please be directed to present their monthly bills will in time to avoid inconvenience and hardship not only to their employees but also to Treasury staff.

Yours faithfully,

Sd/-

(J.R. DHINGRA)

Deputy Secretary to Government,  
Haryana, Finance Department.

No. 2140-TA(7T)-68/3341.

Dated, Chandigarh, the 26th March, 1968

A copy is forwarded to the Treasury Officer, Haryana Treasury, Chandigarh for information with reference to his memo No. 3973-PA(NG), dated 12.3.1968.

Orders in respect of para 4 will be communicated to him separately.

Sd/-

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

\*\*\*\*\*

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

**No. 848-3FR-68/8790**

From

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

To

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

**Dated, Chandigarh, the 5th April, 1968**

**Subject : Drawal of Daily Allowance.**

Sir,

I am directed to invite a reference to note 8 below rule 2.100 of the Punjab Travelling Allowance Rules under which a Government servant who performs a journey in a conveyance, supplied at the cost of Government or Local Fund, from an ordinary locality to an expensive locality where he halts is entitled to daily allowance at ordinary rate instead of at the enhanced rate. This rule does not seem to have any rationale behind it and operates harshly against Government servants. Under note 5 below rule 2.27 *ibid* the daily allowance of a Government servant who spends part a day in one locality and part of it in a place for which a different rate of daily allowance prevails is determined according to the place where he spends the night succeeding such day. The note 8 below rule 2.100 thus runs counter to note 5 of rule 2.27 *ibid* and is inconsistent with it. Action to delete this note is being taken separately. Meanwhile, I am to request that the daily allowance in such cases should be regulated under note 5 below rule 2.27.

Yours faithfully,

*Sd/-*

(J. R. Dhingra)

Deputy Secretary Finance (D),

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

No. 848-FR-68/8791

Dated, Chandigarh, the 5th April, 1968

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

*Sd/-*

(J. R. Dhingra)

Deputy Secretary Finance (D),

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



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

*Sd/-*  
(J. R. Dhingra)  
Deputy Secretary Finance (D),  
*for* Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 848-FR-68/

Dated, Chandigarh, the 5th April, 1968.

\*\*\*\*\*

***These instructions have been obsolete.***

Copy of letter **No. GA. HR.I/Sanction Misc/6799–6801, dated the 31st October, 1967**, from the Accountant General, Punjab, Haryana, and Himachal, Simla, to the Finance Secretary to Government, Haryana, Chandigarh.

**Subject : Extensions of the tenure of posts and the issue of pay slips to the officers.**

I am to state that it has generally been observed that the tenure of the temporary posts in the various departments is extended without specifying the name of offices who are holding these posts with the result that this office has to undertake a good deal of correspondence with the departments concerned before the pay slips can be issued to the concerned officers. This lengthy and pay slips process not only results waste of time all wrong but also causes in convenience and hardships to the concerned officers due to delay in the issue of their pay slips.

It is, therefore, requested that in order to avoid delay in the issue of pay slips of the concerned officers, list specifying the names of the officers holding the posts in question should simultaneously be arranged to be furnished to his office along with the sanctions extending the tenure of the posts in the various Departments. In cases where it is not possible for the Administrative Departments to furnish the lists along with the sanctions, they should issue instructions to the Head of Department concerned to send the officers census within a week of the issue of the sanction. This procedure will go a long way in particular at the commencement of the new financial years. It is requested that suitable instructions in the matter may kindly be issued to all the Administrative Departments and the Registrar of Haryana High Court etc for strict compliance.

### **HARYANA GOVERNMENT**

**No. 10512-1FR-67/ 9492**

**Dated, Chandigarh, the 17th/20th April, 1968**

A copy is forwarded to :-

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

By order,

*Sd/-*

Superintendent Finance Regulations,  
for Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded to all the Financial Commissioners, Haryana and All the

Administrative Secretaries to Government, Haryana for information and guidance.

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

To

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

U.O. No. 10512-1FR-67/

Dated, Chandigarh, the 17th/20th April, 1968.

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***These instructions have been Revised vide  
No. 768-3FICW-83, dated 04.04.1983.***

**No. 357-FICW(2)-68/9613**

From

Shri B.S. Manchanda, I.A.S.  
Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

**Dated, Chandigarh, the 22nd April, 1968**

**Subject : Grant of House Rent Allowance to Government employees stationed at  
Faridabad**

Sir,

I am directed to invite a reference to erstwhile Punjab Government letter No. 956-FCW-65/1548 dated 20.2.65 on the subject noted above and to state that for the purposes of the grant of House Rent Allowance, it has been decided to treat Faridabad as an 'A' Class City. The Government servants stationed at Faridabad will henceforth be entitled to draw House Rent Allowance @7½% of their pay subject to minimum of Rs. 5/- P.M.

2. The grant of this benefit shall be subject to the same conditions as laid down in the letter referred to above and as modified from time to time.
3. These instructions shall take effect from the date of issue of orders.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (Regulation)  
for Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

**No. 1248-WM(I)-68/9930**

From

Shri B.S. Manchanda, I.A.S.,  
Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

**Dated, Chandigarh, the 22nd/23rd April, 1968**

**Subject : Grant of House Building Advance to Government Servants.**

Sir,

In continuation of Haryana Government Finance Department letter No, 2118-WM(I)-67/20006, dated the 5th September, 1967, on the subject noted above, I am directed to say that in view of further rise in the prices of lands and construction material, it has been decided to liberalize the rules regarding the grant of house building advances as under :-

**1. Construction of houses etc.**

(a) Government servants drawing less than Rs. 500 per mensem as pay may be allowed advances equivalent to their 48 months' pay to construct, purchase etc., houses for their own use at any place in India where they intend to settle.

(b) Government servants whose pay is above Rs. 500 per mensem may be allowed advances equivalent to their 36 months' pay for the same purpose or Rs. 24,000 whichever is more, subject to a ceiling of Rs. 50,000.

(c) The advance will be recoverable in 180 monthly installments in the case of employees who are allowed the advance under sub-para (a) above and in 144 installments in the case of those employees to whom it is allowed under sub-para (b) above, except that in case of employees drawing pay between Rs. 500 per mensem to Rs. 667 per mensem, the installments should be worked out in a way that not more than 48th/180 of pay is recovered every month and the total number of installments may, accordingly, be between 144 to 180.

**2. Extension of houses**

(i) It has also been decided that in the case of those Government employees who have drawn house building advance against 24 months 18 months' pay in accordance with earlier instructions, on the subject may be allowed an additional advance equivalent to their 12 months' pay for an extension of a single house, subject to the condition that the total amount of advance drawn earlier does not exceed Rs. 50,000.

(ii) The advance granted for extension of the house will be recovered in 48

installments after the recovery of the principal portion of the advance allowed for the construction of house against 18/24 months' pay has been made in accordance with the terms and conditions prescribed, therefore, The recovery of interest accrued there on, will be effected from the Government servant concerned in additional installment after the repayment of principal amount.

- (iii) A fresh mortgage deed would be required to be executed by the Government servant concerned for this purpose.

### 3. Repairs of house

- (i) It has been decided that no change should be made in the procedure for the grant of advance for this purpose. Consequently, an advance equal to six months' pay recoverable in 36 installments will be admissible to a Government servant for effecting repairs to his house in accordance with the provisions of Rule 10.19 of Punjab Financial Rules, Volume I
- (ii) A fresh mortgage deed would, be required to be executed by the Government servant concerned for this purpose.

4. In the case of a Government employee whose-service falls short of the period of installments mentioned in paras 1 (c), 2(ii) and (i) 2 above; the last installment alongwith interest due may be recovered from the gratuity payable to him at the time of his retirement provided he executes an agreement in Annexure 'A' appended to Haryana Government Finance Department letter dated the 5th September, 1967, referred to in para 1 above, and cancels the nomination made by him under rules (6)(b) of the New Pension Rules as contained in Appendix 2 of the Civil Services Rules, Volume II, so that the last installment of advance may be adjusted against the gratuity payable to him after his retirement from service. For the purpose of calculating the amount of gratuity the emoluments which the Government employee is in receipt of at the time of the sanctioning of the advance may be taken into account and in cases where the amount of gratuity falls short of the final installment for recovery of the advance together with interest, the monthly installments will be so increased as to liquidate the entire amount of advance before the retirement of the Government employee.

5. Note 2 below rule 10.16 (iv) and note 4 below rule 10.17 of Punjab, Financial Rules, Volume, I, provide inter alia that special pay shall not be treated as part of pay for the purpose of grant of advances to Government employees for construction, purchase etc. of houses. It has now been decided that the special pay should also be treated as part of pay, for the purposes of determining the. grant of advances for construction, purchase etc., of houses at any place in India.

6. The Government employees who are granted advances under the instructions above will not be entitled to get advances under any other scheme sponsored by the State Government. Similarly, the Government employees who get advances under any other Housing Schemes will not be allowed advances under these orders.

Yours faithfully,

Sd/-

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

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***These instructions have been Revised vide  
No. 5/26/88-1FR-II, Dated 14.3.1988.***

**No. 1462-3FR-68/9364**

From

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

To

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

**Dated, Chandigarh, the 25th April, 1968**

**Subject : Journeys from Chandigarh to Delhi or any other place performed by Howrah-Delhi-Kalka Mail.**

Sir,

I am directed to invite a refer to the correspondence resting with Haryana Government Finance Department letter No. 1538-3FR-67/8432, dated 15.5.1967, on the subject noted above, and to state that the President of India is pleased to extend the orders regarding the admissibility of the half daily allowance for the day of departure as contained in Punjab Government letter No. 2839-FRI-57/12192, dated the 22nd April, 1957 for a period of one year commencing from the 22nd April, 1968, subject to the over-riding condition of the train timing remaining unchanged.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (R),  
for Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

U.O. No. 1462-3FR-68/9365

Dated, Chandigarh, the 25th April, 1968

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

*Sd/-*

Deputy Secretary Finance (R),  
for Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

*Sd/-*

Deputy Secretary Finance (R),  
for Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 1462-3FR-68,

Dated, Chandigarh, the 25th April, 1968.

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

**No. 447-FD(Pen)-68/10632**

From

The Deputy Secretary to Government, Haryana,  
Finance Department (D) and Secretary High Powered Committee  
for Finalization of pending pension cases.

To

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

**Dated, Chandigarh, the 29th April, 1968**

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

Sir,

I am directed to invite a reference to this department letter No. 775F.D.Pen-67/16321, dated the 26th July, 1967, on this subject and say that instances are yet coming to notice where pension cases are being sent by the pension sanctioning authority to audit incomplete, in as much as sanction on page 3 of Pen. Form I is not accorded or provisional recommendation (where it is not possible to recommend full pension for various reasons), for grant of anticipatory pension/Gratuity is not made. This results in avoidable delay in the issue of final/interim Pension Payment Order/Gratuity Order thereby resulting in unnecessary hardship to the retired Government servants. In order to keep up the morale of the retired Government servants, it is very essential that in cases where full Pension cannot be granted for any reason, anticipatory pension is allowed immediately after retirement so that there is continuity in the receipt of emoluments by the retired Government servants. I am, therefore, to request that page 3 of Pen Form I should invariably be signed before transmission of cases to audit. It must also be remembered that in cases where it is not possible for unavoidable reasons to make a final recommendation of pension, provisional recommendation is invariably made so that the Accountant General is able to promptly authorise anticipatory pension/gratuity under Rule 9.17 of Civil Services Rules Volume II.

Yours faithfully,

Sd/-

(J.R. DHINGRA)

Deputy Secretary to Government, Haryana,  
Finance Department (D) and Secretary,  
High Powered Committee for finalisation of  
Pension cases.

No. 447-FD (Pen)-68/10639,

Dated, Chandigarh, the 29th April, 1968



A copy is forwarded to Accountant General, Punjab, Haryana and Himachal Pradesh, Simla, for information.

2 He is requested to ensure that as decided in the meeting of the High Powered Committee on the 7th March, 1968, anticipatory pension/gratuity may be sanctioned ranging from 50% to 75% according to circumstances of each case where full pension cannot be sanctioned in time.

*Sd/-*  
(J.R. DHINGRA)  
Deputy Secretary to Government, Haryana,  
Finance Depart (D) and Secretary,  
High Powered Committee for finalisation of  
Pension cases.

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

**No. 2056-WM(I)-68/10451,**

From

Shri B.S. Manchanda, I.A.S.  
Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

**Dated, Chandigarh, the 4th May, 1968**

**Subject : Grant of House Building Advances to Government servants on deputation to other Governments or on Foreign Service in India.**

Sir,

In Continuation of Finance Department letter No. 12-WM(I)-68, dated the 19th March, 1968, on the subject noted above, I am directed to say that the following procedure be adopted for the payment and recovery of the house building advance granted to Government servants sent on deputation to the Central or other State Government or on foreign service :-

**(1) Government servants sent on deputation to other Government.—**

- (a) Communication of Sanction:— The sanction to the payment of advance to such a Government servant should be communicated by the Head of the parent Department to the borrowing Government and to the Accountant General, Haryana.
- (b) Payment of Advance.— If the sanction is found to be in order, the Accountant General, Haryana, will issue the necessary payment authority to the Audit/Accounts Officer of the Government, which the Government servant concerned serving on deputation. After disbursement of the advance, the debit, therefore, shall be passed on by the disbursing Audit/Accounts Officer to the Accountant General, Haryana.
- (c) Recovery of Advance.— The credit for the recoveries effected from the Government servant shall be passed on by the Audit/Accounts Officer of the borrowing Government to the Accountant General, Haryana, for necessary adjustment.

In the event of reversion of the Government servant to his parent department or of his deputation to another Government, the recovery of the outstanding balance of advance and interest thereon, if any, will be effected by the parent department or the Audit/Accounts Officer

of the other Government, as the case may be, and adjusted in the manner indicated above.

**2. Government servants sent on Foreign Service in India.—**

- (a) Communication of sanction.— In the case of Government servants sent on Foreign Service, the sanctioning authority should communicate the sanction to the advance to the Accountant General Haryana and to the institution or body concerned.
- (b) Payment of Advance.— The Accountant General, Haryana, will issue the necessary authority for payment in respect of Gazetted Officers if the sanction is in order. As regards non-gazetted. Government servants, the drawing and disbursing Officers of the parent office will draw and disburse the amount to the Government servant.
- (c) Recovery of advance.— The foreign employer shall recover the advance and interest thereon regularly at the prescribed rates and remit the recoveries to the Accountant General, Haryana, every month, preferably by demand drafts or failing that by cheques alongwith remittances on account of leave salary and pension contributions etc. If the Government servant reverts to his parent department before the full amount of advance with interest is recovered, the parent Department/Treasury Officer shall be responsible for making recoveries of the balance according as Government servant is non-gazetted or gazetted.

Yours faithfully,

*Sd/-*

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

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**FINANCE DEPARTMENT  
REGULATIONS**

**Notification**

**The 8th May, 1968**

**No. 1579-3FR-68/11353.**— 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 President of India is pleased to make the following rule to further amend the Punjab Civil Services Rules, Volume III, as are applicable to Haryana Government employees, namely :-

1. These rules may be called the Punjab Civil Services (Haryana Third Amendment) Volume III, Rules, 1968.
2. In the Punjab Civil Services Rules, Volume III, Clause (d) of rule 2.88, shall be substituted as under :-

If the period of training exceeds 6 weeks, the T.A./D.A. may be allowed as under :-

- (1) Daily Allowance at full rates for the first 30 days and at half rates for the remaining period. Where food or lodging is provided free, 1/2 D.A. may be allowed for the first 30 days and 1/4th D.A. for the remaining period. Where both food and lodging are free, the amount of D.A. may be reduced to 1/4th for the first 30 days and to 1/8th for the remaining period.
- (2) T.A. may be allowed at four rates without any Daily Allowance.

B. S. MANCHANDA,  
Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 1579-3FR-68/11354,

Dated, Chandigarh, the 8th May, 1968

A copy is forwarded to the Accountant General, Punjab/Haryana, Simla, for information, with reference to his U.O. No. TM (HR.)20-1/68-69/30, 18th April, 1968.

By order,

Sd/-  
(V. S. AILAWADI)  
Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 1579-3FR-68/11355,

Dated, Chandigarh, the 8th May, 1968

A copy is forwarded to :-

All Heads of Departments, the Commissioner, Ambala Division, and All Deputy Commissioners and Sub Divisional Officers.

The Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

By order,

Sd/-

(V. S. AILAWADI)

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

A copy is forwarded to the :-

Financial Commissioners, Haryana.

All Administrative Secretaries to Government, Haryana, for information.

Sd/-

(RAJINDER DUTT)

Superintendent, Finance Regulation,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

Financial Commissioners, Haryana.

All Administrative Secretaries to Government, Haryana.

U.O. No. 1579-3FR-68,

Dated, Chandigarh, the 8th May, 1968.

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***These instructions have been Revised vide No. 333-FD(Pen)-76/13222, Dt. 19.04.1976.***

Copy of letter **No. 509-FD(Pen)-68/11514 dated the 9th May, 1968** from the Commissioner for Planning and Finance and Secretary to Government, Haryana, Planning and Finance Department, to all Heads of Departments, Commissioner, Ambala Division, All Deputy Commissioners etc. etc.

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

I am directed to invite a reference to rule 9.13(3) of Civil Services Rules, Volume II, according to which the final pension cannot be sanctioned to an employee unless dues pending against him are recovered. Finalisation of pension cases is thus held up where dues outstanding against employees are not assessed before retirement. To overcome this difficulty, Government in the composite Punjab laid down the following procedures - vide Finance Department letter No. 6034-2FRI-59/8941, dated 2nd September, 1959:-

(1) The retiring Government servant may be asked to furnish a surety of a permanent Government servant. If the surety furnished by him is found acceptable the payment of his pension or gratuity or his last claim for pay, etc. and the issue of last pay certificate should not be withheld

(2) If the retiring Government servant is unable or unwilling to furnish a surety, a suitable cash deposit may be taken from him or only such portion of the gratuity as may be considered sufficient may be held over till the outstanding dues are assessed and adjusted.

In all such cases efforts should be made to settle the outstanding dues within a period of three months so that the release of the surety or the final payment of the Government servant dues is not unduly delayed.

The above instructions were further modified as under vide Finance letter No. 2338-6-FRI-60/3692, dated 19th April, 1960:-

- (a) The cash deposit to be taken or the amount of gratuity to be withheld should not exceed the estimated amount of the outstanding dues plus 25 per cent thereof. In cases where it is not possible to estimate the approximate amount recoverable from the retired Government servant the deposit to be taken other portion of gratuity to be withheld should be limited to 10 percent of the amount of death-cum-retirement gratuity or Rs. 1,000 whichever is less;
- (b) Efforts should be made to assess and adjust the recoverable dues within a period of 3 months from the date of retirement of the Government servant. In any case the cash deposit taken or the amount withheld from gratuity should not be held back or the surety bound over beyond a period of two years after retirement of Government servant. After lapse of the period of two years, the dues assessed upto that time should be adjusted against the cash deposit taken or the amount withheld from gratuity, if any, and the balance released to the pensioner. Similarly, in cases where the pensioner had furnished a surety, the surety should be released after lapse of a period of two years from the date of retirement of the Government servant concerned, after recovering the dues assessed upto that time.

- (c) If some dues recoverable from a retired Government servant come to light more than two years after his retirement, by which time normally the surety would have been released, or the cash deposit or the amount withheld from gratuity would have been refunded, the question whether recovery of the irrecoverable amount should be waived or the recovery made from the Government servant responsible for not assessing and effecting the recovery in time should be considered on merits.”

2. Government have considered the matter further and have decided that in regard to 'no demand certificate' in respect of dues (other than house rent and water charges for the Government accommodation allotted to employees), it should be presumed that there is no claim on Government account against a Government servant if none is made within six months after his retirement. After the lapse of this period any deposit or surety or gratuity with held for meeting Government dues should be released. But the dues themselves will not lapse and will be recoverable through legal process as laid down in rule 1.2 *ibid*.

3. As regards issue of 'no demand certificate' in respect of house rent and water charges, instructions were issued with Finance Department letter No. 1830-6FRI-65/3621, dated 3rd April, 1965, requiring that if the certificate was not issued by the Divisional Officers or the Chandigarh Capital Project authorities, within one month of the request having been made by the pension sanctioning authorities, it will be presumed that nothing was outstanding against the official concerned and the pension case of the official finalized on this assumption. These instructions also required that in order to curtail the time lag in the issue of final 'no demand certificate' and safeguard financial interests of Government, a clearance certificate should be issued to the occupants of the Government accommodation at the close of every year. To enable the P.W.D. authorities to issue a clearance certificate within the prescribed period, it has also been decided that pension sanctioning authorities should send an intimation to the P.W.D. one year before the retirement of a Government servant. The prescribed period of one month for issue of 'no demand certificate' should be reckoned from the date of retirement or from the date of vacation of Government accommodation whichever is later. It would also be brought to the notice of all officials serving under your control that it would be in their own interest to vacate the Government accommodation immediately after retirement to avoid delay in the settlement of pension claims.

4. I am to add that all concerned with the intimating and processing of demands against the retiring Government servants should be asked to clearly note that any default on their part to report in the dues against the retiring officials would not only jeopardise public funds but will also become their responsibility.

No. 509-FD(Pen)-68/11515,

Dated the 9th May, 1968

A copy is forwarded to the Chief Commissioner, Chandigarh Administration, Chandigarh, for information.

Sd/-  
(J.R. DHINGRA)  
Deputy Secretary Finance (D),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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***These instructions have been revised vide  
No. 6005-WM(I)-68/32222, Dated 03.12.1968,  
No. 5170-WM(I)-68/24410, Dated 16.10.1968.***

**No. 2474-WM(I)-68/12960**

From

Shri B.S. Manchanda, I.A.S.,  
Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala Division, Ambala,  
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 4th June, 1968**

**Subject : Grant of House Building Advance to Government Servants.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department letters No. 2118-WM(1)-67/20006, dated the 5th September, 1967 and No. 1248-WM(I)-68/2430, dated the 22nd April, 1968, on the subject noted above and to say that the question of grant of additional advance in terms of para 3 of the instructions contained in the letter dated 5th September, 1967 has been reconsidered and it has been decided that in cases where the houses are under construction or have yet to be constructed, the additional advance should be allowed on the basis of the existing pay of Government Servant and not on the basis of the pay which he was getting at the time of the grant of first advance subject to the condition that for allowing this benefit (of additional advance) the entire amount of additional advance will not be determined on the basis of existing pay but only the difference of relevant monthly pays will be reckoned for this purpose. For instance if a Government Servant entitled to 36 months' pay in accordance with the instructions contained in letter No. 1248-WM(I)-68/2430, dated 22nd/23rd April, 1968 has already drawn an advance of 24 months' pay the additional advance equivalent to his 12 months' pay may be allowed to him on the basis of his present pay.

2. In view of the above, the instructions contained in para 3 of Finance Department letter No. 4546-WM(I)-67/657, dated the 8th January, 1968, are withdrawn.

Yours faithfully,

Sd/-  
Assistant Secretary Finance,  
for Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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**No. 4793-TA(7T)-68/5487-92**

From

The Deputy Secretary to Government,  
Haryana, Finance Department.

To

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

**Dated, Chandigarh, the 7th June, 1968**

**Subject : Errors and omissions of Drawing and Disbursing officers in presentation of bills at Treasuries.**

Sir,

I am directed to invite a reference to subject cited above and say that instances have come to the notice of this Department where Drawing and Disbursing officers have committed serious irregularities in the preparation and presentation of bills at Treasuries. Attention in this connection is invited to Rule 4.7 of Subsidiary Treasury Rules, Volume I (copy enclosed), which lays down instructions regarding preparation and form of vouchers, and form S.T.R. 43 containing a list of objections which are ordinarily raised in auditing payments made at the Treasuries. If the Drawing and Disbursing Officers observe these instructions carefully, chances of wrong/overpayments and consequent loss to Government can be considerably reduced. Since under rules 2.31 (a) and (d) of Punjab Financial Rules, Volume I and 6.3 of Subsidiary Treasury Rules, Volume I, (copies enclosed), primary responsibility for overcharges rests with Drawing and Disbursing officers, they should ensure that claims presented by them at Treasuries are correct and complete in all respects. I am, therefore, to request that Drawing and Disbursing officers working under your control may please be directed to pay greater attention to preparation of bills so that wrong claims are not presented at the Treasuries and Government is not put to any loss.

I am to add that the Treasury Officers are being directed to maintain a register of very serious errors and omissions on the part of Drawing Officers and submit a monthly report to this Department. Such irregularities will be reported to the Heads of Departments concerned to enable them to take suitable action against the defaulting officers/officials.

*Sd/-*

(J. R. DHINGRA)

Deputy Secretary to Government, Haryana,  
Finance Department.

**Contd...  
Encl.**

**Copy of rule 4.7 of Subsidiary Treasury Rules, Volume I.**

(vi) General Instructions regarding preparation and form of vouchers.

4.7. (1) The following general instructions regarding the preparation and form of vouchers should also be observed :-

- (a) Printed forms of vouchers in English should be adopted as much as possible; but when, from any circumstances, a vernacular voucher is unavoidably necessary a bilingual form should be used.
- (b) When the use of a purely vernacular account or voucher is unavoidable, a brief abstract should be endorsed in English under the signature of the preferring Government servant stating the amount, the name of the payee, and the nature of the payment.
- (c) All vouchers must be filled in and signed in ink. The amount of each voucher should be written in words as well as in figures. In case there are no Naye paise the word "only" should be inserted after the number of whole rupees and care should be taken to leave no space for interpolations as in the following examples :-
  - (i) Rupees twenty-five and five naye paise as Rs. 25-05 (not Rs. 25.5).
  - (ii) Rupees twenty-five and fifty naye paise as Rs. 25-50(not 25.5).
  - (iii) Rupees fifty five and eighty-three naye paise as Rs. 55.83
  - (iv) Fifty naye paise as Rs. 0.50.
  - (v) Rupees twenty-five as Rupees twenty-five only.
- (d) All corrections and alterations in the total of a voucher should be attested by full signature with date of the person signing. The receipt as many times as such corrections or alterations are made; any corrections or alterations in the orders of payment must be attested in the same way by the Treasury Officer. No. documents bearing an erasure can be accepted and payment of such voucher should be refused by the Treasury Officer and a fresh voucher called for. Corrections and alterations in orders of payment drawn by the Treasury Officers on the Bank should be attested by their full signatures.
- (e) The complete accounts classification as shown in the statement of appropriation communicated to him should be entered in the voucher by the drawing officer, that is to say, the major and minor heads sub-heads (if any) and the primary unit of appropriation, as also the secondary unit, if any, is prescribed, against which the amount of the bill is to be debited. If two primary or secondary units are included in the same bill the amount under each unit should be indicated. This should be done on all bills, including those for "Pay of Officers" and "Pay of Establishment" This classification should also show whether the expenditure is vote or charged. Care should be taken not to include "allowances and Honoraria" (other than those drawn with pay) in the same bills as those for "Pay of Officers 'or' Pay of Establishment'.
- (f) Charges against two major heads should not be included in one voucher, but the Treasury Officer will not take exception to a voucher on this ground such as entry in different registers. This order does not apply to the allowances of a gazetted Government servant, or of an establishment as in such cases the

whole of his allowance, even if belonging to two or more major heads of account, should be drawn on a single bill if they are chargeable wholly to the Revenue of the State.

- (g) Unless the Government has expressly authorized it in the case of any specified office, no payment may be made on a voucher or order signed by a clerk instead of by the head of an office, although in the absence of the latter the clerk may be in the habit of signing letters for him. Nor may any moneys be paid on a voucher or order signed with a rubber or facsimile stamp. When the signature on a voucher is given by a mark or seal or thumb-impression, it should be attested by some known person. Transliterated.

**Note :** (1) The head or an office may authorize any gazetted Government servant serving under him to sign a bill, voucher or order for him, communicating his name and specimen signatures to the treasury. This will not., however, relieve the head of the office in any way of his responsibility for the accuracy of the bill or for the disposal of the money received in payment.

(2) In the Public Works Department, irrigation and Buildings and Roads Branches, credit notes may be signed by Superintendents of Circle Offices, Divisional Head Clerks and Sectional Officers in the absence from headquarters of the Superintending Engineer, Executive Engineer or Sub-Divisional Officer. This will not, however, relieve the Superintending Engineer and Sub-Divisional Officer in any way of the responsibility for the accuracy of the credit notes.

(3) In the case of a Subordinate Civil and Sessions Courts, District and Sessions Judges and Senior Subordinate Judges are authorized to delegate the powers of signing bills etc, on their behalf during vacation, to Duty Magistrates, who are under the control of District Magistrates. This will not, however, relieve them in any way of their responsibility for the accuracy of the bills etc., signed on their behalf or for the disposal of any money received in payment.

(h) Bills requiring previous countersignature should be returned unpaid if presented without such countersignature.

(i) When bills are presented on account of charges incurred under any special orders, the orders sanctioning the charge should be quoted. Copies of sanctions accompanying a bill must be duly certified by a responsible officer, not by a clerk.

(j) The authority under which deductions are made in a bill should be quoted.

(k) Dates of payment should when possible be noted by the payees in their acknowledgements in sub-vouchers a quittance rolls, etc. If for any reason, such as illiteracy or the presentation of receipts in anticipation of payment, it is not possible for the dates of payment to be noted by the payees, the dates of actual payment should be noted by disbursing officers on the documents under their initials, either separately for each payment or by groups as may be found convenient.

(l) When the drawing officer requires payment to be made through some other person, he must specifically endorse an order to pay to that specified person. In regard to endorsements on a bill is that (a) one endorsement in favour of

another party is admissible, that (b) the party to whom the bill is payable can endorse to his banker or to a messenger for collection only and that (c) the banker can in turn endorse to a messenger for collection only. Thus, in all, three endorsements are admissible provided that of the three one is to the payee's banker and one is to a messenger for collection only. (See also rule 4.157 infra).

- (m) In cases in which the endorsement on a bill is authorized, incomplete, or otherwise irregular, the Treasury Officer should refuse payment of the bills and return it to the person who presents it with a memorandum explaining why payment is refused.
- (n) When payment is desired wholly or partly in Reserve Bank Government Draft, a formal application for such drafts should accompany the bill and the manner in which payment is desired should also be indicated in the drawer's receipt on the bill.
- (o) Where it is permitted by Government by general or special orders that either the whole or a part of the amount of a bill should be remitted to a person or persons by Postal Money order, the Treasury Officer will pass the bill for the net amount and credit the deduction representing the amount to be remitted by money order by transfer credit to the post office and issue a certificate to this effect that the amount of money order has been credited to post office by contra credit.

Note :- The procedure contemplated in this clause has been prescribed in the Education and Police Departments as indicated in Notes 1 and 2 below 4.152.

- (p) The spaces left blank either in the money column or in the column for particulars of the bill should invariably be covered by oblique lines.
- (q) A note to the effect the effect that the amount of bill is below a specified amount expressed in whole rupees which is slightly in excess of the total amount of the bill, should invariably be recorded in the body of the bill in red ink.

(2) When the drawing Officer desires to draw money through a messenger who is an employee of the office, he should invariably record a separate and clear authority, in the following manner to receive payment on his behalf on the body of the bill :-

Pay to \_\_\_\_\_ (designation)

Whose specimen signature below is hereby attested.

Signature of messenger.

Signature of drawing officer,

Note :- The above endorsement should not be combined with other endorsements on the bills as for example "Received payment" or "Received contents" unusually recorded by the drawing officers at the end of the bill. In other words, the drawing officers' discharge should be quite separate from the authority to receive payment on their behalf.

**Copy of rule 2.31 (a) and (d) of Punjab Financial Rules, Volume I.**

2.31 (a) A drawer of bill for pay, allowances contingent and other expense will be held responsible for any overcharges, and misappropriations. He should, therefore, make himself thoroughly acquainted with the meaning of the various financial checks which he is expected to exercise so that he can be in a position to detect immediately any attempt at defalcation and should pay special care to those points in financial procession at which leakage is likely to occur, such as the stage at which money has been drawn from the Treasury and is lying undisguised with a subordinate official. To minimize the length of time during which the leakage occurs, and the amount of money lying undisguised should be one of his first cares (See also Subsidiary Treasury Rule 6.2).

With a view to enable the head of office to see that all amounts drawn from the treasury have been entered in the Cash Book he should obtain from the Treasury Officer by the 15th of every month a list of all bills drawn by him during the previous month and trace all the amounts in the cash book.

(d) The responsibility for an overcharge shall rest primarily with the drawer of the bill, and it is only in the event of culpa bale negligence on the part of controlling officer or of the Treasury Officer, that the question of recovery from either of them may be considered.

**Copy of rule 6.3 of Subsidiary Treasury Rules, Volume I.**

**6.3** A Government servant supplied with funds for expenditure is responsible for rendering an account of such funds to the satisfaction of the accountant-General. He has, therefore, to see not only that the rules governing the withdrawal of money from the Consolidated Fund, the Contingency Fund and the Public Account as laid down in Section VII of the Treasury Rules and Chapter IV of the Subsidiary Rules are duly observed but also that all objections raised by the Accountant General are attended to promptly. Further in respect of any overcharges the responsibility will rest primarily with the drawer of the bill and (failing recovery from him) the overcharges will be recovered from the Treasury Officer, or from the countersigning officer, only in the event of culpable negligence in either of them.

**List of objections which are ordinarily taken in auditing the payments made at the treasuries as per form S.T.R. 43 printed at pages 174-175 of Subsidiary Treasury Rules, Vol. I.**

1. Amount of Bill to be stated in words.
2. Certificate of date and hour on which \_\_\_\_\_ made over charge of the office of \_\_\_\_\_ required.
3. Certificate of date and hour on which \_\_\_\_\_ received charge of the office of \_\_\_\_\_ required.
4. Certificate required by rule 4.49 of the Subsidiary Treasury Rules regarding the submission of D. Contingent Bills to the Controlling Officer not furnished.
5. Corrections in Bill to be attested by \_\_\_\_\_
6. Contingent charges not recorded as for the current month.
7. District and office from which \_\_\_\_\_ was transferred to be noted.
8. Erasures in Bill prevent its acceptance.
9. Funds subscriptions to be deducted.
10. Health Certificate of \_\_\_\_\_ required.
11. Last Pay certificate required.
12. Life Certificate required.
13. Absentee Statement required.
14. Memo of Budget allotment for the current year, and expenditure including this Bill, not filled in.
15. Name of claimant to be written in English.
16. Names of temporary incumbents drawing Rs. 50 or more required (Rule 2, below S T.R. 4.31).
17. Order of Government required sanctioned increased pay.
18. Payee being private party, his parentage and residence should be stated.
19. Payees receipt wanting.
20. Purpose of Journey not stated.
21. Receipt stamp not affixed.
22. Station from and to which the Journey was performed by rail and road not shown separately in the bill.
23. Sub-voucher numbers not noted.
24. Sub-voucher numbers required.
25. Signature illegible.
26. Total on page is incorrect.
27. Post held by the Govt. servant previous to his transfer not stated.
28. A copy of the Govt. order transfer him to \_\_\_\_\_ not received, nor the Gazetted Notification pointed out.
29. Separate list of stages traveled and the amount claimed for each individual should be attached to the bill.
30. A certificate to the effect that traveling allowance has not been drawn more than once before this for attending the examinations by this standard should be furnished.
31. Certificates printed on the bill, not signed.
32. Places where and dates on which halts were made, not specified.

33. Date and time of departure from and arrival at, each place not specified.
34. The amount of the bill stated in figures does not agree with that shown in words.
35. The endorsement to make the bill payable to \_\_\_\_\_ not signed by the drawing officer.
36. Government order appointing you as \_\_\_\_\_ required.
37. Complete account classification not recorded on the bill.
38. Form B.M. 23 not attached to the bill.

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**No. 2516-3WM-63/13757**

From

Sh. B.S. Manchanda, IAS,  
Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

**Dated, Chandigarh, the 15th June, 1968**

**Subject : Rate of interest on deposits in the Provident Fund and other similar funds for the financial year 1968-69.**

Sir,

I am directed to say that it has been decided to fix the rate of interest at 5.20% per annum on deposit and General Provident Fund and other similar fund on the 31st March, 1968, administered by the Haryana Govt. This rate of interest will be in force during the financial year beginning from 1st April, 1968.

Yours faithfully,

*Sd/-*  
(D.N. Marya)  
Assistant Secretary Finance,  
for Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 2516-3WM-63/13757

Dated, Chandigarh, the 15th June, 1968

A copy is forwarded to the Accountant General, Haryana, Simla, for information and continuation of Haryana Govt. letter No. 2296-3WM-68/11539, dated the 13th May, 1968.

*Sd/-*  
Assistant Secretary Finance,  
for Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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**No. 3230-1FR-68/15669**

From

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

To

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

**Dated, Chandigarh, the 5th July, 1968**

**Subject : Procedure regarding the remittance to treasury and withdrawal therefrom.**

Sir,

I am directed to Finance Department circular letter No. 2731-FR-56/753, dated the 23rd August, 1956, (copy enclosed) on the subject noted above and to state that the detailed procedure laid down therein for monthly reconciliation of departmental figures of receipt/ expenditure with those of the treasury is not being observed by most of the Heads of Departments as a result of which discrepancies in accounts are not promptly reconciled and frauds, if any, are not detected in time. I am, therefore, to request that compliance of these instructions may kindly be ensured by your office as well as offices under your control.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (Regulation)  
*for* Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 3230-1FR-68/15670

Dated, Chandigarh, the 5th July, 1968

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

By order,

*Sd/-*

Deputy Secretary Finance (Regulation)  
*for* Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

Copies are forwarded to Financial Commissioners, Haryana, and All Administrative Secretaries to Govt. Haryana, for information.

*Sd/-*

Superintendent Finance (Regulation)  
*for* Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 3230-1FR-68/15670

Dated, Chandigarh, the 5th July, 1968

Copies are forwarded to the Secretaries/Private Secretaries to the Chief Minister/  
Ministers for information.

*Sd/-*  
Superintendent Finance (Regulation)  
*for* Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

The Secretaries/Private Secretaries to the  
Chief Minister/Ministers.

U.O. No. 3230-1FR-68,

Dated, Chandigarh, the 5th July, 1968.

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<b><i>These instructions have become obsolete.</i></b>
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**No. 862-FD(Pen)-68/19963**

From

Shri J.R. Dhingra,  
Deputy Secretary to Government, Haryana,  
Finance and Secretary High Powered Committee,  
for Finalization of pending pension cases.

To

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

**Dated, Chandigarh, the 6th July, 1968****Subject : Expeditious disposal of pending pension cases.**

Sir,

I am directed to invite a reference to rule 9.10 of the Punjab Civil Services Rules, Volume II, which requires that service statement of an employee should be prepared and forwarded to the Accountant General one year in advance of his retirement for verification. Similarly instructions were issued vide Government letter No. 5945-6-FRI-63/11467, dated 5th November, 1963 that Service Books of all non-gazetted employees should be sent to audit office for check five years before their date of retirement so that timely action is taken to settle the audit objections and to effect recoveries of over payment due to wrong fixation of pay, if any.

2. It has been observed that the provisions of rules and instructions cited above are not being followed strictly. Consequently cases involving large scale recoveries on account of wrong fixation of pay etc. come to light at the fag end of service or long after the retirement of an employee. Enforcement of such recoveries causes great hardship to retirees especially when their income is already considerably reduced on account of retirement. In order to safeguard interests of Government and avoid hardship to retirees, I am to request that rules and instructions referred to above should be followed meticulously and service books of non-gazetted employees sent to audit for check five years in advance of the date of their superannuation.

Yours faithfully,

Sd/-

(J.R. DHINGRA)

Deputy Secretary to Government, Haryana,  
Finance and Secretary High Powered Committee,  
for finalization of pending Pensions cases.

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No. 862-FD(Pen)-68/19964,

Dated, Chandigarh, the 6th July, 1968

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

*Sd/-*

(J.R. DHINGRA)

Deputy Secretary to Government, Haryana,  
Finance and Secretary High Powered Committee,  
for finalization of pending Pensions cases.

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

**IMMEDIATE**

**No. 5619-1FR-68/19484**

From

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

To

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

**Dated, Chandigarh, the 13th August, 1968**

***Subject : Grant of advances from Provident Fund to Government servants for the construction of their own houses at Chandigarh.***

Sir,

I am directed to invite a reference to the correspondence resting with Finance Department letter No. 5530-1FR-67/11519, dated the 29th June, 1967, on the subject noted above and to say that the Governor of Haryana is pleased to extend the concession of the grant of advances from GP/CP Funds, for the construction of Houses at Chandigarh for a further period of one year ending the 31st March, 1969, on the same terms and conditions.

Yours faithfully,

*Sd/-*  
Deputy Secretary Finance (R),  
for Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 5619-1FR-68/19485,

Dated, Chandigarh, the 13th August, 1968

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

By order,

*Sd/-*  
Deputy Secretary Finance (R),  
for Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded to the :-

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

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

To

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

U.O. No. 5619-1FR-68,

Dated, Chandigarh, the 13th August, 1968

A copy are forwarded to the Secretary/Private Secretaries to the Chief Ministers in the Haryana State.

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

To

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

U.O. No. 5619-1FR-68,

Dated, Chandigarh, the 13th August, 1968.

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

**No. 2116-1SS-68/3549**

From

Shri M.L. Batra, IAS,  
Commissioner for Planning & Finance,  
Haryana, Chandigarh.

To

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

**Dated, Chandigarh, the 14th August, 1968**

**Subject : Relief to Government employees in the employ of State Government – Grant of Dearness Allowance - Intensification of Small Savings Movement in Government offices through Pay Roll Savings Scheme.**

Sir,

Continuation of Haryana Government letter No. 2090-SS-67/2018, dated the 13-9-1967, on the subject oiled above.

2. The collection charges of 1% for operating pay Rolls Savings Scheme are claimed by the individual drawing and disbursing officers from the treasuries by drawing a contingent bill and charging the expenditure to the Central Government under the Head "16-Interest on Debit and their obligations-A-Interest-Misc. Commission under the Pay Roll Savings Scheme in forms B.M.26 and 29". The expenditure of this item is from budget grant of the Regional Director National Savings and he has to reconcile this as a departmental expenditure with those booked in A.G.'s office. The National Savings Commissioner, Nagpur has emphasized that the Regional Director should be responsible to exercise check in the accuracy of the above commission paid by the various disbursing authorities.

3. In view of the above, it is requested that all Heads of Departments and through them all drawing and disbursing officers may furnish monthly statement of expenditure on account of Pay Roll to the Regional Director National Savings, Government of India (for Punjab, Haryana and H.P.) Jullundur regularly.

Yours faithfully,

Sd/-

(O.P. Gupta)

Director, Small Savings Haryana and  
Under Secretary to Govt., Haryana,  
for Commissioner for Planning & Finance.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notification**

**The 14th August, 1968**

**No. 5279-3FR-68/20282.**— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules further to amend the Punjab Civil Services Rules, Volume III, as are applicable to Haryana Government employees :-

1. These rules may be called the Punjab Civil Services (Volume III) (Travelling Allowance Rule) (Haryana Fourth Amendment), Rules, 1968.
2. The following shall be inserted as item (xiv) under note 2 of rule 2.19 :-  
“between Jind and Hansi.”

M. L. BATRA,  
Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning and Finance Department.

No. 5279-3FR-68/20283,

Dated, Chandigarh, the 14th August, 1968

A copy is forwarded to the Accountant General, Haryana, Simla, for information with reference to his communication noted in the margin.

**MARGIN :**

U.O. No. TM (HR)20-1/68-69/69/KW/472), dated 25th July, 1968.

By order,  
Sd/-  
(SHER JANG SINGH)  
Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning and Finance Department.

No. 5279-3FR-68/20283-A,

Dated, Chandigarh, the 14th August, 1968

A copy is forwarded to :-

All Heads of Departments, the Commissioner, Ambala Division, and All Deputy Commissioners and Sub Divisional Officers.

The Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

By order,  
Sd/-  
(SHER JANG SINGH)  
Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning and Finance Department.

A copy is forwarded to the :-

Financial Commissioners, Haryana.



All Administrative Secretaries to Government, Haryana, for information.

*Sd/-*  
(RAJINDER DUTT)  
Superintendent, Finance Regulation,  
*for* Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning and Finance Department.

To

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

U.O. No. 5279-3FR-67,

Dated, Chandigarh, the 14th August, 1968

A copy are forwarded to the Secretary/Private Secretaries to the Chief Ministers in the Haryana State.

*Sd/-*  
(RAJINDER DUTT)  
Superintendent, Finance Regulation,  
*for* Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning and Finance Department.

To

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

U.O. No. 5279-3FR-67,

Dated, Chandigarh, the 14th August, 1968.

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***These instructions have been Revised vide  
No. 2139-3FR-75/27193, dated 08.08.1975.***

**No. 5623-3FR-68/23279**

From

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

To

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

**Dated, Chandigarh, the 18th/20th September, 1968**

**Subject : Grant of Compensatory Allowance to Officials/Officers posted at places where conditions of living are difficult.**

Sir,

I am directed to invite a reference to the instructions contained in composite Punjab Government Finance Department circular letter No. 13556-3FRI-63/797, dated 27th January, 1964, on the subject noted above, and to say that the orders contained therein will also apply to Government employees working in Bhiwani Tehsil (including Loharu Sub-Tehsil) on the same pattern as has been allowed to officers/officials working in Mohindergarh District.

2. These orders will take effect from the date of issue.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (R),  
for Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 5623-3FR-68/23280

Dated, Chandigarh, the 18th September, 1968

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

*Sd/-*

Deputy Secretary Finance (R),  
for Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded to :-

(i) Financial Commissioners, Haryana.

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

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

To

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

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

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

To

The Secretary/Private Secretaries to Chief Minister/Ministers.

U.O. No. 5623-3FR-68,

Dated, Chandigarh, the 18th/20th September, 1968.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
REGULATIONS**

**Notification**

**The 23rd September, 1968**

**No. 6006-3FR-68/24265.—** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules further to amend the Punjab Civil Services Rules, Volume III, as are applicable to Haryana Government employees :-

- (1) These rules may be called the Punjab Civil Services, Volume III, (Haryana Fifth Amendment), Rules, 1968.
- (2) The following shall be added after the words I.P.S. appearing in line 2 of rule 2.24(a)(ii) :-  
“I.F.S.”

M. L. BATRA,  
Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 6006-3FR-68/24266,

Dated, Chandigarh, the 23rd September, 1968

A copy is forwarded to the Accountant General, Haryana, Simla, for information with reference to his communication noted in the margin.

**MARGIN :**

U.O. No. GAHRII/Forest/IFS/61821, dated 29.8.1968.

By order,  
Sd/-  
(SHER JANG SINGH)  
Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 6006-3FR-68/24266-A,

Dated, Chandigarh, the 23rd September, 1968

A copy is forwarded to :-

All Heads of Departments, the Commissioner, Ambala Division, and All Deputy Commissioners and Sub Divisional Officers.

The Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

By order,  
Sd/-  
(SHER JANG SINGH)  
Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded to the :-

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

*Sd/-*  
(RAJINDER DUTT)  
Superintendent, Finance Regulation,  
*for* Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

No. 6006-3FR-68,

Dated, Chandigarh, the 23rd September, 1968

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

*Sd/-*  
(RAJINDER DUTT)  
Superintendent, Finance Regulation,  
*for* Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

No. 6006-3FR-68,

Dated, Chandigarh, the 23rd September, 1968.

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***These instructions have been Revised partly vide  
No. 1182-2FR-73/18281, Dt. 02.05.1973.***

**No. 6226-2FR-68/25062**

From

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

To

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

**Dated, Chandigarh, the 7th October, 1968**

**Subject : Permanent transfer of Government servants to Government Companies/  
Corporations - Grant of retirement benefits.**

Sir,

I am directed to invite a reference to Finance Department Circular letter No. 898-5FRI-61/1631, dated the 9th February, 1961, wherein retirement benefits were granted to Government servants who were permanently absorbed in a Public Sector Undertaking. The Governor of Haryana is pleased to sanction the following revised terms in respect of those absorbed hereafter :-

- (i) A permanent Government servant on absorption in a Public Undertaking will be eligible for pro-rata pension and death-cum-retirement gratuity based on the length of his qualifying service under Government till the date of absorption. The pension will be calculated on the basis of average emoluments for three years preceding the date of absorption and the death-cum-retirement gratuity on the basis of the emoluments immediately before absorption.

In cases where an officer at the time of absorption has less than 10 years' service and is not entitled to pension, the question of proportionate pension will not arise; he will only be eligible to proportionate service gratuity in lieu of pension and to death-cum-retirement gratuity based on length of service.

- (ii) The amounts of pension/gratuity and the death-cum-retirement gratuity would be currently worked out and will be intimated to the officer as well as to the undertaking as and when an officer is absorbed.
- (iii) The pro-rata pension, gratuity etc. admissible in respect of the service rendered under Government would be disbursable only from the date the Government servant would have normally superannuated had he continued in Government service.

- (iv) Every officer will exercise an option, within six months of his absorption, for either of the alternatives indicated below :-
- (a) Receiving the monthly pension and death-cum-retirement gratuity already worked out, under the usual Government arrangements.
  - (b) Receiving the gratuity and a lump sum amount in lieu of pension worked out with reference to commutation tables obtaining on the date of superannuation.

Where no option is exercised within the prescribed period, the officer will automatically be governed by alternative (b) above. Option once exercised shall be final. The option shall be exercised in writing and communicated by the officer concerned to the undertaking.

- (v) Where an officer retires from the service of a public undertaking before his date of superannuation, the proportionate pension and death-cum-retirement gratuity will not be paid to him till such time as he actually attains the age of superannuation. This will be the case irrespective of the option exercised by him.
- (vi) Cases of resignation from a public undertaking for purposes of these orders be treated as resignation from Government entailing forfeiture of the earlier service under Government and loss of the pensionary benefits under these orders.
- (vii) For the period of service rendered in a public undertaking the absorbed Officers will be entitled to all the benefits admissible to other corresponding employees of the organisation.
- (viii) The total gratuity admissible in respect of service rendered under the Government and that under the public undertaking should not exceed the amount that would have been admissible had the officer continued in Government service and retired on the same pay which he drew on retirement from the public undertaking.
- (ix) Government would have no liability for family pension in such cases.
- (x) Any further liberalization of pension rules decided upon by Government after the permanent absorption of a Government servant in a public undertaking would not be extended to him.
- (xi) In case where an officer has opted to receive pension as at (iv) (a) above but wishes to commute a portion of the pension, such communication will be regulated in accordance with the Government rules in force at the time of his superannuation.

2. The above decision will apply only where the permanent transfer from Government service to a public undertaking is in the public interest. In all other cases, Government will not accept liability to pay any retirement benefits for the period of service rendered by the officer before his transfer.

Yours faithfully,

Sd/-  
(SHER JANG SINGH)  
Deputy Secretary Finance (R),  
for Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Finance Department.

No. 6226-2FR-68/25063,

Dated, Chandigarh, the 7th October, 1968

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information with reference to his letter No. Pen.(HR)/Genl-5/68-69/3866, dated the 10th September, 1968.

By order,

*Sd/-*  
(SHER JANG SINGH)  
Deputy Secretary Finance (R),  
*for* Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Finance Department.

Copies are forwarded to :-

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

*Sd/-*  
(RAJINDER DUTT)  
Superintendent Finance Regulations  
*for* Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 6226-2FR-68,

dated Chandigarh the 7th October, 1968

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

*Sd/-*  
(RAJINDER DUTT)  
Superintendent Finance Regulations  
*for* Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 6226-2FR-68,

Dated, Chandigarh, the 7th October, 1968.

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<b><i>These instructions have become obsolete.</i></b>
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**No. 4018-(3)-FR-68/24961**

From

The Secretary to Government, Haryana,  
Finance Department.

To

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

**Dated, Chandigarh, the 11th October, 1968****Subject : Grant of bonus to Government employees on deputation to Public Sector Undertakings etc.**

Sir,

I am directed to address you on the subject noted above and to say that it has been decided that the State Government employees drawing pay not exceeding Rs. 1600 per month and on deputation to Public Undertakings, which are generally required to pay bonus under the 'Payment of Bonus Act 1965, may be allowed to accept bonus declared by the Undertakings. Past cases may also be disposed of accordingly. The term 'Pay' as used in this para shall have the same meaning as 'Salary or wage' as defined in section 2(21) of the Payment of Bonus Act, 1965 and shall include pay, special pay, if any and dearness allowance. City Compensatory allowance, house rent allowance and overtime allowance if any etc. should not be taken into account for this purpose.

2. There are a few Undertakings which have declared bonus or an ex-gratia award even though the payment of bonus was not a legal obligation in their cases. The Government employees on deputation to those undertakings may also be allowed the ex-gratia awards declared for the year 1968-69 and earlier years. In future, however, such ex-gratia award would be available only to those deputationists who are drawing pay in the scale prescribed for the post in the Undertakings and not to those who draw their own grade with a deputation allowance. The deputationists drawing their grade pay with a deputation allowance may be given a fresh option either to continue on such deputation with a deputation allowance without the eligibility for ex-gratia awards from the next year onwards or to opt for the scale of pay of the post in the Undertakings and be eligible for ex-gratia award. It is further clarified that only Government employees on deputation drawing salary, as amplified in para 1 above, not exceeding Rs. 1600 per month in the scale of pay of the deputation post will be allowed to accept such ex-gratia award. These instructions will also be applicable in the case of the Government employees on deputation with the Co-operative Sugar Mills, Corporations etc., which are not covered under the term 'Public Undertakings.'

3. Where the salary of an employee exceeds Rs. 750 per month, the ex-gratia awards

or bonus, as the case may be, shall be calculated as if the salary were Rs. 750 per month. The maximum amount of ex-gratia awards or bonus payable to Government employees on deputation in such undertakings should be limited to 20 per cent of the salary not exceeding Rs. 750 per month as in the case of legally payable bonus.

Yours faithfully,

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

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***These instructions have been Revised vide  
No. 5620-WM(1)-70/26520, Dated 24.09.1970.***

**No. 5170-WM(I)-68/24410**

From

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

To

All Heads of Departments,  
Commissioner, Ambala Division,  
All the 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 16th October, 1968**

**Subject : Grant of House Building Advance to Government Servants.**

Sir,

In continuation of Haryana Government, Finance Department letter No. 2474-WM(I)-68/12960, dated the 4th June, 1968, on the subject noted above I am directed to say that on consideration it has been decided that the Government servants drawing less than Rs. 500 per mensem as pay may be allowed advance equivalent to their 60 months' pay to construct, purchase, etc., houses for their own use at any place in India where they intend to settle.

2. The other conditions laid down in Finance Department communications noted below will remain unchanged :-

1. Letter No. 2118-WM(I)-20006, dated 5th September, 1967.
2. Letter No. 1248-WM(I)-68/9930, dated 22nd/23rd April, 1968.
3. Letter No. 2474-WM(I)-12960, dated 4th June, 1968.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance ( Regulations)  
for Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Finance Department.

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

Copy of letter **No. 4250-6B&C-68/2549 dated 23rd October, 1968** from the Commissioner for Planning and Finance & Secretary to Govt., Haryana, Planning and Finance Department to the Accountant General, Punjab Haryana and Himachal Pradesh, Simla.

**Subject : Payment of contingent charges incurred by the Department prior to 31.10.1968.**

I am directed to invite your attention to your letter No. TMI/Reorganization. Misc./66-67/2727 dated 2nd November, 1966 on the subject noted above.

2. Paragraph 3 of these instructions is reproduced below :-

“As regards the Contingent Charges attention is invited to the Note below Rule 8.1 of P.F.R. Vol.-I. According to which the contingent charges are to be recorded and treated in the accounts as charges of the month in which these are actually disbursed from treasury, in view of this all payments on bills presented on or after 1.11.1968 would be debitible to the respective State Government in whose jurisdiction, the concerned office is functioning.”

In this connection your attention is invited to State Government Finance Department letter No. 809-B&C-67/4177, dated 7th March, 1967 copy enclosed. According to paragraph 6 of this letter, such charges in the first instance are to be met by the continuing State of Punjab subject to adjustment at a subsequent date. These instructions have been issued on reciprocal basis. A copy of the continuing Punjab Government letter No. 359-B&C-66/361 dated 10.1.1967 is also added for your perusal. It is requested that necessary action to straighten the matter may kindly be taken so that no ambiguity is left.

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**No. 6818-3FR-68/30503**

From

Shri M.L. Batra, I.A.S.,  
Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

**Dated, Chandigarh, the 7th November, 1968**

**Subject : Relief to Government employees - Enhancement of the rates of Dearness Allowance.**

Sir,

In continuation of Haryana Government Finance Department letter No. 165-3FR-68/1312, dated the 15th January, 1968, on this subject, I am directed to say that the Government have considered the question of affording further relief to Government employees and it has now been decided to enhance the rates of Dearness Allowance as follows with effect from 1st September, 1968 :-

(i)	Employees drawing Basic pay upto Rs. 109	71.00
(ii)	Employees drawing basic pay between Rs. 110-149	98.00
(iii)	Employees drawing basic pay between Rs. 150-209	122.00
(iv)	Employees drawing basic pay between Rs. 210-399	146.00
(v)	Employees drawing basic pay between Rs. 400-449	160.00
(vi)	Employees drawing basic pay between Rs. 450-499	164.00
(vii)	Employees drawing basic pay between Rs. 500-543	Amount by which basic pay <i>Plus</i> Dearness Allowance falls short of Rs. 663.00.
(viii)	Employees drawing basic pay of Rs. 544 and above	As laid down in Haryana Govt. letter No. 2081-3FR-67/11744, dated the 24th June, 1967.

Yours faithfully,

Sd/-

(J.R. DHINGRA)

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

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***These instructions have been obsolete.***

**No. 6752-WM(I)68/31549**

From

Shri M.L. Batra, I.A.S.,  
Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

**Dated, Chandigarh, the 21st November, 1968**

**Subject : Instructions regarding grant of advances to Government servants..**

Sir,

I am directed to say that after the formation of Haryana State with effect from the 1st November, 1966, several instructions for liberalising the rules regarding grant of advances to Government servants as contained in the Punjab Financial Rules Volume I, have been issued by the Finance Department. All these instructions have been consolidated in a booklet form copies of which are being sent to you for guidance.

Yours faithfully,

*Sd/-*  
(SHER JUNG SINGH)  
Deputy Secretary, Finance (R),  
*for* Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 6752-WM(I)68/31550,

Dated, Chandigarh, the 21st November, 1968.

A copy alongwith two spare copies of the enclosure is forwarded to the Accountant General, Haryana, Simla for information

*Sd/-*  
(SHER JUNG SINGH)  
Deputy Secretary, Finance (R),  
*for* Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

Copies are forwarded to the :-

Financial Commissioner, Revenue; and

All the Administrative Secretaries to Government, Haryana, for information.

*Sd/-*  
(SHER JUNG SINGH)  
Deputy Secretary, Finance (R),  
*for* Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 6752-WM(I)68,

Dated, Chandigarh, the 21st November, 1968

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

**No. 5504-WM(I)-68/26947**

From

Shri M.L. Batra, I.A.S,  
Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala Division, Ambala,  
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 25th November, 1968**

**Subject : Grant of House Building Advance to Government Servants - the Power to sanction Advance for extension of a house.**

Sir,

I am directed to refer to para 2 of Haryana Government Finance Department Circular letter No. 1248-WM(I)-68/9930 dated the 23rd April, 1963.

2. In para 2 thereof, the admissibility of an advance for extension of a house was Recognised to the extent and subject to the conditions mentioned therein. The question arose whether the authorities to whom the power to sanction house building advances was delegated by serial No. 1 of the table below rule 19.10 of the Punjab Financial Rules, Volume I, were competent to sanction an advance, for extension of a house subject to the relevant conditions being satisfied. On a reference made to the Accountant General, he has clarified that since the existing rules on grant of house building advances contained in section III (ii) of chapter X of the Punjab Financial Rules do not recognize this category of advance, namely advance for extension of a house, the delegation under rule 19.10 ibid could not cover cases involving grant of advance for extension of a house till the aforesaid rules were amplified by including therein a provision for such advances.

2. It will be some-time before the Financial Rules are amended by including therein the orders in Finance Department circular letter under reference. Meanwhile, the demands for grant of an advance for extension of a house would have to be dealt with by the various sanctioning authorities.

3. In the above context, the Governor of Haryana is pleased to empower the authorities competent to sanction house building advances by virtue of the financial delegation made by serial No. 1 of the table below rule 19.10 of the Punjab Financial Rules volume I to sanction advances for extension of a house subject to the prescribed conditions being satisfied.

Yours faithfully,

*Sd/-*

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

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

**No. 1684-1FR-68/31890**

From

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

To

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

**Dated, Chandigarh, the 28th November, 1968**

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

Sir,

I am directed to state that in order to eliminate all available delays in the final payment of Provident Fund moneys standard forms containing the request of the person applying for final payment of the Provident Fund money as well as various particulars and certificates to be furnished by the Heads of Departments' offices, were prescribed. The State Government have decided to adopt the revised forms prescribed by the Government of India for use by gazetted officers, non-gazetted officers and nominees or other claimants for claiming final payment of balances in their Provident Fund Accounts. A copy each of these forms is enclosed with the request that the appropriate form should invariably be used by the claimants in future.

Yours faithfully,

*Sd/-*

(SHER JANG SINGH)

Deputy Secretary Finance (R)

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

U.O. No. 1684-1FR-68/31891,

Dated, Chandigarh, the 28th November, 1968

A copy is forwarded to the Accountant General, Haryana, for information, with reference to his letter No. FDs/HR-AS-EDA/838, dated the 23rd April, 1968.

*Sd/-*

(SHER JANG SINGH)

Deputy Secretary Finance (R)

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

A copy is forwarded for information to :-

- (i) All Financial Commissioners, Haryana.

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

*Sd/-*  
(RAJINDER DUTT)  
Superintendent, Finance Regulations,  
*for* Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 1684-1FR-68,

Dated, Chandigarh, the 28th November, 1968

Copies are forwarded to :-

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

*Sd/-*  
(RAJINDER DUTT)  
Superintendent Finance Regulations,  
*for* Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 1684-1FR-68,

Dated, Chandigarh, the 28th November, 1968.

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

**FORM 'A'***(For Gazetted Officer)*

Form of application for final payment of balances in the..... Provident Fund Account.

To

The Accountant General.....  
(Through the head of office/ Departments)

Sir,

I am due to retire/have retired/have proceeded on leave preparatory to retirement for \_\_\_\_\_ months/ have been discharged/dismissed/have resigned finally from Government service and my resignation has been accepted with effect from \_\_\_\_\_ forenoon/afternoon.

2. I request that the entire amount at my credit with interest due under the rules may be paid to me through Treasury/Sub Treasury. My Provident Fund Account No. is\_\_\_\_\_.

3. A sum of Rs(Rupees\_\_\_\_\_) was last deducted as Provident Fund subscription and recovery on account of refund or advance from my pay bill for the month of \_\_\_\_\_ for Rs. \_\_\_\_\_ encashed on \_\_\_\_\_ at \_\_\_\_\_ Treasury/ Sub-Treasury.

4. My specimen signature, in duplicate, duly attested by another Gazetted Officer of Government is enclosed.

5. I certify that I have neither drawn any temporary advance nor made any final withdrawal from my Provident Fund Account during the 12 months immediately preceding the date of my - quitting service/proceeding on leave preparatory to retirement or thereafter.

OR

Details of the temporary Advances drawn by me/final withdrawals made by me from my Provident Fund Account during the 12 months preceding the date of my quitting service/proceeding on leave preparatory to retirement or thereafter are given below:-

	Amount of advance	Date
1.		
2.		

6. I hereby certify that no amount was withdrawn/the following amounts were withdrawn by me from my provident fund account during the 12 months immediately preceding the date of my quitting service/proceeding on leave preparatory to retirement or thereafter for payment of Insurance premia or for the purchase of a new Policy:-

	Amount	Date
1.		
2.		

7. The particulars of the Life Insurance Policies financed by me from the Provident Fund which are to be released by you are given below :-

	Policy No.	Name of the Co.	Sum assured
1.			
2.			

Yours faithfully

Signature  
(Name and address)

Station

**Footnote:** Para 4 applies only when a payment is desired at a Treasury other than the one at the District Headquarter where the subscriber last served otherwise it may be struck out.

**FORM 'A'**

Certificate by the Head of Office/Department

1. It is certified after due verification with reference to the records in my office that no temporary advance/final withdrawal was sanctioned to the applicant from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service proceeding on leave preparatory to retirement or thereafter.

OR

2. It is certified that after due verification with reference to the records in my office that the following temporary advances/final withdrawals were sanctioned to and drawn by the applicant from his/her provident fund account during the 12 months immediately preceding the date of his her quitting service/proceeding on leave preparatory to retirement or thereafter.

	Amount of Advance withdrawal	Vr. No. and date
1.		
2.		
3.		

3. It is certified that no-demands following demands of Government are due for recovery.

Signature of the Head of Office/Department.

**Note:** Certificate No. 3 to be furnished in the case of Contributory Provident Funds only.

**FORM 'B'**

For Non-Gazetted Officer.

Form of application for final payment of balances in the.....provident fund account.

To

The Accountant General, (Through the Head of Office)

Sir,

I am due to retire/have retired/have proceeded on leave preparatory to retirement for.... months/have been discharged/dissmised/have resigned finally from Government Service and my resignation has been accepted with effect from forenoon/afternoon.

2. I request that arrangements may kindly be made to pay the entire amount at my credit with interest due under the rules.

3. My Provident Fund account No. is.....I desire to receive payment through my office/through the.....Treasury/sub-treasury. Particulars of my personal marks of identification, photograph, left hand thumb and finger impressions (in the case of illiterate subscribers) and specimen signature (in the case of literate subscribers) in duplicate, duly attested by a Gazetted Officer of the Government are enclosed.

4. The under mentioned life Insurance Policies financed by me from my Provident Fund account may kindly be released.

	Policy No.	Name of the Co.	Sum assured
1.			
2.			
3.			

Yours faithfully,

(Signature)  
Name and Address.

Station

Date

**Footnote:** This applies only when payment is not desired through the head of Office.

(For use by Head of Offices)

Forwarded to the Accountant General\_\_\_\_\_ for necessary action.

2. The Provident Fund Account No. of Shri/ Smt./ Kumari (as verified from the Statements furnished to him/her from year to year) is

3. He/she has finally retired/will retire/has proceeded on leave preparatory to retirement for \_\_\_\_\_ months/has been discharged/dissmised/has resigned finally from Govt. Service and his/her resignation has been accepted with effect from \_\_\_\_\_ forenoon/afternoon.

4. The last fund deduction was made from his/her pay in this office bill No. \_\_\_\_\_ Dated \_\_\_\_\_ for \_\_\_\_\_ (Rs. \_\_\_\_\_) cash voucher No. \_\_\_\_\_ of \_\_\_\_\_ Treasury, the amount of \_\_\_\_\_ deduction being Rs. \_\_\_\_\_ and recovery on account of refund of advance Rs. \_\_\_\_\_

5. Certified that he ,she was neither sanctioned any temporary advance for any final withdrawal from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service proceeding on leave preparatory to retirement or thereafter.

OR

Certified that the following temporary advances/final withdrawals were sanctioned to him/her and drawn from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter.

	Amount of advance/withdrawal	Date	Vr. No.
1.			
2.			

6. Certified that no amount was withdrawn/the following amount were withdrawn from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service proceeding on leave preparatory to retirement or thereafter for payment of Insurance premia or for the purchase of new Policy.

	Policy No. and date of Co.	Amount	Date	Vr. No.
1.				
2.				

7. It is certified that no demands of Government/following demands are due for recovery.

(Signature of Head of Office/Department.)

**Note:** Certificate No. 7 to be furnished in the case of Contributory Provident Funds only.

**Footnote:** This applies only when payment is not desired through the head of office.

(For use of Head of Office/Department).

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

2. The Provident Fund account No. \_\_\_\_\_ of Shri/Smt./Kumari (as verified from the annual statements furnished to him/her is \_\_\_\_\_

3. He/She died on \_\_\_\_\_ a death certificate issued by the Municipal Authorities has been produced/is not required in this case as there is no doubt about his/her death.

4. The last fund deduction in this office Bill No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rupees) cash Voucher. No. \_\_\_\_\_ of \_\_\_\_\_ Treasury, the amount of deduction being Rs. \_\_\_\_\_ and recovery on account of refund of advance Rs. \_\_\_\_\_.

5. Certified that he/she was neither sanctioned any temporary advance nor any final withdrawal from his/her Provident Fund account during the 12 months immediately preceding the date of his/her death.

OR

Certified that the following temporary advances/final withdrawals were sanctioned to him/her and drawn from his/her provident fund account during the 12 months immediately preceding the date of his/her death.

	<b>Amount of advance withdrawal.</b>	<b>Date and place of encashment</b>	<b>Vr. No.</b>
1.			
2.			

6. Certified that no amount was withdrawn/the following amount was withdrawn from his/her provident fund account during the 12 months immediately preceding the date of his/her death for payment of insurance premia or for the purchase of a new policy.

	<b>Policy No. and Name of the Co.</b>	<b>Amount</b>	<b>Date</b>	<b>Vr. No.</b>
1.				
2.				

7. It is certified that no demands of Government/following demands are due for recovery.

(Signature of the Head of Office/Department)

**Note:** Certificate No. 7 to be furnished in the case of Contributory Provident Fund only.



**FORM 'C'**

Form of application for final payment of balances in the Provident Fund Account of a subscriber to be used by the Nominees or any other claimants where no nomination subsists.

To

The Accountant General  
(Through the Head of Office)

Sir,

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

- (1) Name of the Govt. servant.
- (2) Date of Birth.
- (3) Post held by the Government servant.
- (4) Date of death.
- (5) Proof of death in the form of a death certificate issued by the Municipal authorities etc. if available.
- (6) Provident Fund Account No. allotted to the subscriber.
- (7) Amount of Provident Fund money standing to the credit of the subscriber at the time of his death, if known.
- (8) Details of the nominees alive on death of the subscriber if a nomination subsists.

	Name of the nominee	Relationship with the subscriber	Share of the nominee
1.			
2.			

- (9) In case the nomination is in favour of a person other than a member of the family, the details of the family, if the subscriber subsequently acquired a family.

	Name	Relationship with the subscriber	Age on the date of death
1.			
2.			
3.			

- (10) In case no nomination subsists, the details of the surviving members of the family on the date of death of the subscriber. In case of a daughter or a daughter of a deceased son of the subscriber, married before the death of the subscriber, it should be stated against her name whether her husband was alive on the date of death of the subscriber.

	Name of the nominee	Relationship with the subscriber	Share of the nominee
1.			
2.			

- (11) In case of amount due to a minor child whose mother (widow of subscriber) is not a Hindu, the claim should be supported by indemnity Bond or Guardianship certificate, as the case may be.
- (12) If the subscriber has left no family and no nomination subsists the names of persons to whom the Provident Fund money is payable (to be supported by letters of probate or succession certificate etc.)

	Name of the nominee	Relationship with the subscriber	Share of the nominee
1.			
2.			

- (13) Religion of the claimant(s)
- (14) The payment is desired through the office of \_\_\_\_\_ through the \_\_\_\_\_ Treasury/Sub-Treasury. In this connection the following documents duly attested by Gazetted officer in service/Magistrate are attached.
- (i) Personal marks of identification.
  - (ii) Left/right hand thumb and finger impressions (in the case of illiterate claimants)
  - (iii) Specimen Signature in duplicate (in case of literate claimants).
  - (iv) Photographs in duplicate.

Yours faithfully,

Station  
Date

(Signature of claimant  
Full name and address).

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

**No. 5538-1FR-68/31095**

From

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

To

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

**Dated, Chandigarh, the 28th November, 1968**

**Subject : Issue of salary slips - Communication of sanctions to the grant of leave etc.**

Sir,

I am directed to address you on the subject noted above and say that sanctions to the grant of leave etc., in the case of Gazetted Officers are sometimes conveyed to the office of the Accountant General, Haryana by subordinate officers on behalf of the Heads of Departments, who are the ordinarily competent to accord sanctions under the rules. The Audit has pointed out that these sanctions do not, however, indicate that the sanction of the competent authority to the leave has been obtained, with the result that revised sanctions have to be called for, involving delays in the issue of salary slips to the officers.

2. In order to avoid delays in such cases, it is request that all subordinate officers may be asked to see that where sanction on behalf of the competent authority are signed by a subordinate officer after obtaining the former's approval these may be so worded as to read, for instance, "sanction of the Chief Engineer is hereby conveyed under rule....." so that there is no difficulty in acting upon these orders promptly in the office of the Accountant General.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance, Regulation  
for Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 5538-1FR-68/31026

Dated, Chandigarh, the 28th November, 1968

A copy is forwarded to the Accountant General, Haryana, Simla, for information with reference to his letter No. TM(HR)/17(I)/68-69/488, dated 30th July, 1968.

*Sd/-*

Deputy Secretary Finance, Regulation  
for Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded for information to :-

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

U.O. No. 5538-1FR-68/

Dated, Chandigarh, the 28th November, 1968.

Copy are forwarded to :-

- (1) The Principal Secretary to Chief Minister, Haryana.
- (2) The Secretaries/Private Secretaries to Chief Minister/Ministers.

*Sd/-*  
Superintendent Finance, Regulation,  
*for* Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 5538-1FR-68/

Dated, Chandigarh, the 28th November, 1968.

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

**No. 6005-WM(I)-68/32222**

From

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

To

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

**Dated, Chandigarh, the 3rd December, 1968**

**Subject : Grant of House Building Advance to Government Servants.**

Sir,

In continuation of Haryana Government Finance Department letter No. 2474-WM(I)-68/12960, dated 4th June, 1968, on the subject noted above, I am directed to say that certain Departments have made enquiries from the Finance Department regarding the maximum limit of time prescribed by the relevant rules and instructions within which the house is required to be completed by the Government servants after drawing an advance for the purpose from the Government.

2. In this connection I am to state that in clause 3 of rule 10.16 of P.F.R. Volume I it is laid down that the advance for the construction of a house should be drawn by installments, the amount of each installment, being such as was likely to be required for expenditure in the next 3 months and satisfactory evidence should be produced to show that the amount of the installments has been actually utilised for the purpose for which it was drawn before the next installment is paid. So far as the advances drawn in lumpsum are concerned, attention is invited to the instructions issued by the composite Punjab Government's vide their letter No. F.D.Loans3(4)-65/10517, dated 21st June, 1955, wherein the following procedure for recoveries of the advances for house building was prescribed :-

(i)	Advances for the purchase of plots	Recovery to commence from the 4th issue of pay.
(ii)	Advances for the constructions of houses	Recovery to commence from the 6th issue of pay.
(iii)	Advances for the purchase of plots and construction of houses thereon.	Recovery to commence from the 8th issue of pay.

The maximum limit of time for completing construction of the house in respect of the advance drawn in installment may therefore, be treated as 3 months of the drawal of the last

installment. As regards advances drawn in lump sum, it has been decided that the periods prescribed for the commencement of recovery of advances should be treated as the maximum limit of time within which the house is required to be completed by the Government servants after drawing an advance for this purpose from Government.

Yours Faithfully,

*Sd/-*  
Deputy Secretary Finance (Regulations)  
*for* Commissioner for Finance & Planning and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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***These instructions have been Revised vide  
No. 8054-1FR-69/27326, Dated 03.10.1969.***

**No. 6398-1FR-68/17906**

From

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

To

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

**Dated, Chandigarh, the 12th/13th December, 1968**

***Subject : Printing/cyclostyling of Provident Fund Schedules.***

Sir,

I am directed to address you on the subject noted above and state that the Accountant General Haryana has brought to the notice of Government that difficulties are being experienced by his office in maintaining the General Provident Fund Accounts properly. In this connection, he has informed that the General Provident/Schedules received from the departments are in a majority of cases defective or incomplete. In numerous cases wrong Account Nos. are quoted or in many cases Account Nos. are altogether omitted, even though these have been allotted by the Audit office. In some cases the month to which the subscription pertained were not correctly indicated in the Schedules. The result of all these omissions had been that a large number of credits were mis-classified and had to be kept in suspense pending their final adjustment.

2. The defects referred to above are to a certain extent inherent in the present system of preparing the requisite Schedules in manuscript. In order to overcome these defects it has been suggested that in offices having large Establishments Schedules bearing Account numbers and names of subscribers may be got printed or cyclostyled after getting the Account numbers checked up by the office of the Accountant General. This would eliminate the chances of error and minimize the numbers of missing credits in the subscriber's Account. I would, therefore, requested that action may be taken accordingly at an early date.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 6398-1FR-68/

Dated, Chandigarh, the 13th December, 1968

A copy is forwarded to the Accountant General, Haryana, Simla, for information with reference to his office D.O. No. Fds.Pb.I/AS-28/KW/Vol.II/4112-13 dated 20th August, 1968.

*Sd/-*  
Deputy Secretary Finance (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

Copies are forwarded to Financial Commissioners, Haryana, and All Administrative Secretaries to Government, Haryana, for information and necessary action.

*Sd/-*  
Deputy Secretary Finance (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 6398-1FR-68/

Dated, Chandigarh, the 12th/13th December, 1968

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

*Sd/-*  
Deputy Secretary Finance (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 6398-1FR-68/

Dated, Chandigarh, the 12th/13th December, 1968.

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**FINANCE DEPARTMENT  
REGULATIONS**

**Notification**

**The 17th December, 1968**

**No. 7112-3FR-68/33955.**—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rule to further amend the Punjab Civil Services Rules, Volume III, as are applicable to Haryana Government employees :-

1. These rules may be called the Punjab Civil Services, Volume III (Haryana Seventh Amendment), Rules, 1968.
2. The following shall be substituted for the existing entries in columns 2, 3 and 4 against grades II, III and IV in Appendix 'R' as referred to in note 1(b) below Rule 2.27 :-

Column 2	Column 3	Column 4
II. 25 paise for every Rs. 10 of pay or fraction thereof subject to a maximum of Rs. 8	33 paise for every Rs. 10 of pay or fraction thereof subject to a maximum of Rs. 10.70	50 paise for every Rs. 10 of pay or fraction thereof subject to a maximum of Rs. 13.30
III. 25 paise for every Rs. 10 of pay or fraction thereof subject to a minimum of Rs. 3 and maximum of Rs. 8	33 paise for every Rs. 10 of pay or fraction thereof subject to a minimum of Rs. 4 and maximum of Rs. 10.70	33 paise for every Rs. 10 of pay or fraction thereof subject to a minimum of Rs. 5 and maximum of Rs. 13.30
IV. Rs. 3.00	Rs. 4.00	Rs. 5.00

M. L. BATRA,  
Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Finance Department.

No. 7112-3FR-68/33955-A,

Dated, Chandigarh, the 17th December, 1968

A copy is forwarded to the Accountant General, Haryana, Simla, for information with reference to his communication noted in the margin.

**MARGIN :**

U.O. No. HR and HM6/68-69/951, dated the 25th November, 1968.

By order,

Sd/-

(SHER JANG SINGH)

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

No. 7112-3FR-68/33956,

Dated, Chandigarh, the 17th December, 1968

A copy is forwarded to :-

All Heads of Departments,  
The Commissioner, Ambala Division, and  
All Deputy Commissioners and

Sub Divisional Officers.  
The Registrar, Punjab and Haryana High Court and  
All District and Sessions Judges in Haryana.

By order,

*Sd/-*

(SHER JANG SINGH)

Deputy Secretary, Finance (R),  
*for* Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

Copy is forwarded to the :-

Financial Commissioners, Haryana.

All Administrative Secretaries to Government, Haryana, for information.

*Sd/-*

(RAJINDER DUTT)

Superintendent, Finance Regulation,  
*for* Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

U.O. No. 7112-3FR-68

Dated, Chandigarh, the 17th December, 1968

A copy are forwarded to the Secretary/Private Secretaries to the Chief Ministers in  
the Haryana State for information.

*Sd/-*

(RAJINDER DUTT)

Superintendent, Finance Regulation,  
*for* Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 7112-3FR-68,

Dated, Chandigarh, the 17th December, 1968.

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

**No. 7332-WM(I)-68/34045**

From

Shri M.L. Batra, I.A.S.,  
Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

All the Heads of Departments in Haryana.

**Dated, Chandigarh, the 19th December, 1968**

**Subject : Grant of House Building Advances to Government Servants.**

Sir,

I am directed to say that in view of the heavy demand indented with the Audit Office by the Departments for the grant of House building advances to Government servants, the Finance Department have made an additional allocation of Rs. 8 lakhs for the purpose to the Accountant General, Haryana, for ear making of funds keeping in view the following priorities :-

- (i) The Government servants who had previously drawn house building advances and have now requested for the additional advances in terms of Finance Department letter No. 5170-WM(I)-68/24410, dated the 16th October, 1968, may be allowed the entire amount of advance indented for them by the Departments as they are required to complete the construction of house within the specified period of time.
- (ii) Advances may also be allowed to the Government servants who have applied for the same for the first time but in whose cases the construction work has either been started or has reached an advance stage. It may however, not be possible for you to ascertain the above fact from the documents sent to you by the Departments. In order to secure the same it is suggested that the requisite information may be called for from the departments concerned.
- (iii) As regards the advances to Government servants who have applied the same for the purchase of plots and construction of house it has been decided that advance to them may be disbursed in instalments. During the current year, advance equivalent to the price of plot may be released to them. The balance amount may be allocated to them out of the grant for the next financial year.

2. It is requested that in future no cases may be referred to the Finance Department for earmarking of funds by re-appropriation during the current year.

Yours faithfully,

Sd/-

Assistant Secretary Finance,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded to the Financial Commissioner Revenue, Haryana and All the Administrative Secretaries to Government, Haryana for information.

*Sd/-*  
Assistant Secretary Finance,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 7332-WM(I)-68/

Dated, Chandigarh, the 19th December, 1968.

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**FINANCE DEPARTMENT**  
**REGULATIONS**  
**The 28th December, 1968**

**No. 6921-3FR-68/679.**— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules further to amend the Punjab Civil Services Rules, Vol. III, as are applicable to Haryana Government employees, namely :-

- (1) These rules may be called the Punjab Civil Services, Volume III (Haryana sixth Amendment) Rules, 1968.
- (2) In the Punjab Civil Services Rules, Volume III, the following may be added after the words "fare admissible to him" in note 7 below Rules 2.24(D) :-

"except in the case of Class III and IV Government employees drawing pay not exceeding Rs. 80, who will be allowed actual fare paid for an ordinary seat in the public conveyance".

Ishwar Chandra,  
Commissioner for Planning & Finance Secretary.

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

**No. 7087-WM(I)-68/34842**

From

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

To

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

**Dated, Chandigarh, the 30th December, 1968**

**Subject : Grant of House Building Advances to Government Servants.**

Sir,

I am directed to refer to the Haryana Government, Finance Department letter No. 1248-WM(I)-68/9930, dated the 22/23rd April, 1968, on the subject noted above.

2. According to para 2(i) of the above letter a Government servant who has drawn house building advance against 24 months/18 months' pay in accordance with earlier instructions, on the subject can be allowed additional advance equivalent to their 12 months' pay for extension of an existing house, subject to the condition that the total amount of advance including the advance drawn earlier does not exceed Rs. 50,000. In such cases it was required by Sub-para (iii) of para 2 of the letter under reference, that the fresh mortgage deed should be executed by the Government servant concerned but the form in which the fresh mortgage deed should be executed was not indicated. This question has been considered in consultation with the Legal Remembrancer to Government, Haryana and it has been decided that the form P.F.R. 15 (as prescribed in P.F.R. Volume II for House building advance referred to in the note under Rule 10.16 (VI) Note 4 under Rule 10.16 (VII) and Note 3 to Rule 10.17 of P.F.R. Volume I) should be adopted in respect of advances for the extension of a house.

Yours faithfully,

*Sd/-*

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

No. 7087-WM(I)-68/34843

Dated, Chandigarh, the 30th December, 1968

A copy is forwarded to the Accountant General, Haryana, Shimla, for information in continuation of Finance Department endorsement No. 1248-WM(I)-68/9931, dated the 22nd/23rd April, 1968.

*Sd/-*

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

A copy is forwarded to the (i) Financial Commissioner Revenue and (ii) all the Administrative Secretaries to Government, Haryana for information in continuation of Finance Department U.O. No. 1248-WM(I)-68, dated the 22nd/23rd April, 1968.

*Sd/-*  
Deputy Secretary Finance (Regulations),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 7087-WM(I)-68,

Dated, Chandigarh, the 30th December, 1968.

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

**No. 5080-5B&C-68/**

From

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

To

All the Heads of Departments and  
Deputy Commissioners and  
District and Session Judges in the State of Haryana.

**Dated, Chandigarh, the 30th December, 1968**

**Subject : Payment of contingent charges incurred by the Departments prior to 31.10.1968.**

Sir,

I am directed to refer on the subject cited above and say that the procedure in regard to the payment of contingent charges prior to 31.10.1968 is contained in the Accountant General, Punjab and Haryana letter No. TM(HR)/Reorg. Misc/68-69/942 dated the 19.11.1963. and F.D. letter No. 4250-6B&C-68/25747 dated 23.10.1968 (Copies enclosed) F.D. letter No. 809-B&C-67/4177 dated the 7th March, 1967 referred to therein and already addressed to you.

It is suggested that this procedure may kindly be followed for the adjustment of liabilities regarding contingent charges.

Yours faithfully,

*Sd/-*

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

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

- (a) The Financial Commissioner Revenue,
- (b) Chief Secretary to Government, Haryana.
- (c) All other Administrative Secretaries to Government, Haryana.

*Sd/-*

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

To

- (a) The Financial Commissioner Revenue,



- (b) Chief Secretary to Government, Haryana.
- (c) All other Administrative Secretaries to Govt., Haryana.

U.O. No. 5080-B&C-68

Dated, Chandigarh, the 30th Dec., 1968

A copy is forwarded to the Commissioner for Planning & Finance & Secretary to Govt., Haryana, Planning & Finance Department (in FG Branch) for information and necessary action with reference to his U.O. No. 4838-FG-II-68 dated 19.9.1968.

His office file is returned herewith.

*Sd/-*  
Deputy Superintendent B&C,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

The Commissioner, for Planning & Finance,  
and Secretary to Government, Haryana,  
Planning & Finance Department.  
(In FGII Branch)

U.O. No. 5080-5B&C-68,

Dated, Chandigarh, the 30, Dec. 1968.

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

Copy of letter **No. M(HR)/Reorg.Misc/68-69/942, dated 19th Nov. 1968** from the Accountant General Punjab Haryana, & Himachal to the all treasure Officers in Punjab/Haryana and HP. etc.

**Subject : Payments relating to the period upto 31.10.65**

A reference is invited to item (ii) of this office circular letter No. TM.I/Reorg.Misc/66-67/2727 dated 2.11.1966 wherein it was laid down that as the contingent charges are to be recorded and treated in the accounts as charges of the month in which they are actually disbursed from the treasury in terms of not below Rule 3.1 of the P.F.R. Vol. I all payments on bills presented on or after 1.11.1966 would be debitible to the respective State Governments. In whose jurisdiction the concerned office might be functioning.

It has now been clarified by state Govt. that according to the reciprocal arrangements agreed upon between the successor States, such charges are in the first instance to be met by the State of Punjab subject to financial adjustments at a later date. The instructions contained in this Office letter dated 2.11.1966 may, therefore, please be treated as modified to this extent.

Yours faithfully,

*Sd/-*  
Senior Deputy Accountant General,  
Haryana.

No. TM(HR)/Reorg.Misc/68-69/942

Dated 19 Nov. 1968.

Copy to :—

1. The Commissioner for Planning and Finance & Secretary to Govt., Haryana, Planning and Finance Department Chandigarh with reference to his departments Letter No. 4250-6B&C-68/25747 dated 23.10.1968.
2. Secretary to Govt., Punjab Finance Department, Chandigarh. The clarification given by the Haryana Government, is in accordance with the instructions contained in para 3 of his department's circular letter No. 359-B&C-66/361 dated 10.1.1967
3. Secretary to Govt., of Himachal Pradesh, Finance Department, Simla for information.

*Sd/-*  
for Senior Deputy Accountant General,  
Haryana.

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<b><i>These instructions have become obsolete.</i></b>
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**No. 5517-1FR-68/470**

From

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

To

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

**Dated, Chandigarh, the 3rd January, 1969****Subject : Grant of advances/final withdrawals from the Provident Funds for meeting the expenses of the higher education.**

Sir,

I am directed to address you on the subject noted above and to say that Rule 13.14 (I)(a)(ii) of Punjab Civil Services Rules Volume II permit advances/ withdrawals from G.P.Fund for meeting expenses in connection with Medical Engineering on other technical or specialized courses in India beyond the High School stage provided that the course of study is for not less than three years. Enquiries are received from time to time as to which courses qualify for advances/withdrawals under the above provisions. It is hereby clarified that the courses detailed below should be treated as technical in nature provided that the course of study is not less than three years duration and is beyond High School stage.

- (a) Diploma courses in the various fields of Engineering and Technology, e.g. Civil Engineering, Mechanical Engineering, Electrical Engineering, Telecommunication/Radio Engineering, Metallurgy, Automobile Engineering, Textile Engineering, Leather Technology, Printing Technology, Chemical Technology, etc. etc. conducted by recognized Technical Institutions.
- (b) Degree courses in various fields of Engineering and Technology, e.g. Civil Engineering, Mechanical Engineering, Electrical engineering, Telecommunication Engineering and Electronics, Mining Engineering, Metallurgy, Aeronautical Engineering, Chemical Engineering, Chemical Technology, Textile Technology, Leather Technology, Pharmacy, Ceramic etc. etc. conducted by Universities and Recognized institutions.
- (c) Post Graduate Courses in the various fields of Engineering and Technology conducted by the Universities and recognized institutions.
- (d) Degree and Diploma Courses in Architecture, Town Planning and allied fields conducted by recognized institutions.

- (e) Diploma and Certificate courses in Commerce conducted by recognized institutions.
- (f) Diploma Courses in the Management conducted by recognized institutions.
- (g) Degree Courses in Architecture, Veterinary Science subjects conducted by recognized universities and institutions.
- (h) Courses conducted by Junior Technical Schools.
- (i) Courses conducted by Industrial Training Institutes.
- (j) Degree and Diploma courses in Art/ Allied Art and Allied subjects conducted by recognized institutions.
- (k) Draftsmanship courses by recognized institutions.
- (l) Medical Courses.

2. The above courses would qualify for withdrawals/advances from the Contributory Provident Fund Rules in Punjab Civil Services Rules Vol. II as applicable to the State of Haryana.

Yours faithfully,

*Sd/-*  
Deputy Secretary Finance (Regulations),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 5517-1FR-68/471

Dated, Chandigarh, the 3rd January, 1969

A copy is forwarded to the Accountant General, Haryana, Simla for information with reference to his letter No. FD Punjab I/AS-41-IV/4515-17, dated 4.9.1968.

*Sd/-*  
Deputy Secretary Finance (Regulations),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

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

To

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

U.O. No. 5517-1FR-68/

Dated, Chandigarh, the 3rd January, 1969

Copies are forwarded to Secretaries/Private Secretaries/Personal Assistants to the Chief Ministers/Ministers for the information of Chief Minister/Ministers.

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

To

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

U.O. No. 5517-1FR-68,

Dated, Chandigarh, the 3rd January, 1969.

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

Copy of letter **No. CB/EC-67/16228, dated 24th November, 1967**, from Shri Raj Kumar Malhotra, Secretary, Haryana Vidhan Sabha Secretariat to the Secretary to Government Haryana, Finance Department, Chandigarh.

**Subject : Procedure for dealing with the reports of the Estimates Committee on the Budget Estimates.**

I am directed to invite your attention to para 1(h) of letter No. 48-PR-66/1072, dated 27th/28th January, 1966, from the Secretary to Government, Punjab, Finance Department, to all Heads of Departments (copy enclosed) and to request you to kindly furnish this Secretariat with the quarterly statements of the action taken by the Haryana Government Departments on the outstanding recommendations/observations made by the Estimates Committee of the Composite Punjab, in accordance with the procedure laid down in the letter aforementioned. It is also requested that such statements may kindly be sent regularly, in future to this Secretariat.

**HARYANA GOVT. FINANCE DEPARTMENT**

**Endst. No. 6930-5B&C-67/30372, Dated, Chandigarh, the 17th/18th January, 1969**

A copy with a copy of the enclosure is forwarded to all the Heads of Departments in Haryana, for information and necessary action.

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

A copy with a copy of enclosure is forwarded to all the Administrative Departments for information and necessary action.

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

To

The Financial Commissioner and  
All the Administrative Secretaries to Govt. in Haryana.

**U.O. No. 6930-5B&C-67, Dated, Chandigarh, the 16th/18th January, 1969**

A copy with a copy of the enclosure is forward to all Branch Officers. Superintendents and Deputy Superintendents in Finance Department for information and necessary action

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

To

All the F.D., Branch Officers in F.D., Haryana.

**U.O. No. 6930-5B&C-67, Dated, Chandigarh, the 16th/18th January, 1969.**

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**No. 6498-3FR-68/2355**

From

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

To

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

**Dated, Chandigarh, the 20th/24th January, 1969**

**Subject : Fees, traveling allowance etc. of Government servants appointed as Directors, Representatives or nominees of Government on Industrial Undertakings, etc.**

Sir,

I am directed to invite a reference to the instructions contained in composite Punjab Government, Finance Department Circular Letter No. 6152-1FRI-65/18289 dated 4th November, 1965, on the subject noted above, and to say that in partial modification of the provisions contained therein, the Governor of Haryana is pleased to decide that the amounts recovered from the Undertakings etc. instead of being credited as a revenue receipt of the Department concerned shall henceforth be adjusted as a recovery under the expenditure head in the Accounts. It may be added that this change in the classification in accounts will make no change in regard to the need for budget provision. In other words, budget provision should continue to be made for the gross amount of expenditure shown separately by way of foot notes in the Demands for Grants.

Yours faithfully,

*Sd/-*

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

No. 6498-3FR-68/2356

Dated, Chandigarh, the 20th/24th January, 1969

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

By order,

*Sd/-*

(SHER JANG SINGH)  
Deputy Secretary Finance, (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded to the :-

(i) Financial Commissioners, Haryana,

- (ii) All Administrative Secretaries to Government, Haryana, for information.

*Sd/-*  
(RAJINDER DUTT)  
Superintendent Finance, Regulations  
*for* Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 6498-3FR-68,

Dated, Chandigarh, the 20th/24th January, 1969

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

*Sd/-*  
Superintendent Finance, Regulation,  
*for* Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 6498-3FR-68/

Dated, Chandigarh, the 20th/24th January, 1969.

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

**No. 7295-1FR-69/1925**

From

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

To

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

**Dated, Chandigarh, the 25th January, 1969**

**Subject : Issue of non-payment certificate in cases of cheques alleged to have been lost by the Bank - consideration of.**

Sir,

I am directed to refer to the subject noted above and to enclose a copy of letter No. F.10(3)B/65, dated the 17th July, 1968, along with its enclosure from the Government of India, Ministry of Finance Department of Economic Affairs, and to request that in case where cheques issued by the Government Officers are payable at the bank and have been lost before payment the procedure indicated by the Government of India should be followed for issuing fresh cheques in lieu thereof.

Yours faithfully,

*Sd/-*

Joint Secretary Finance, (Regulations),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 7295-1FR-69/1926

Dated, Chandigarh, the 25th January, 1969

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

By order,

*Sd/-*

Joint Secretary Finance, (Regulations),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded to the :-

(i) Financial Commissioners, Haryana;

- (ii) All Administrative Secretaries to Government, Haryana, for information.

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

To

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

U.O. No. 7295-1FR-69/1926

Dated, Chandigarh, the 25th January, 1969.

**No. F.10(3)8/65**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF FINANCE**  
**DEPARTMENT OF ECONOMIC AFFAIRS**  
**New Delhi, the 17th July, 1968**  
**Official Memorandum**

**Subject : Issue of non-payment certificate in case of cheques alleged to have been lost by the Bank - consideration of.**

The undersigned is directed to invite reference to the provisions of Rule 165 of the Central Treasury Rules (copy enclosed) regarding the procedure that should be followed by a drawing officer in issuing a fresh cheque in lieu of a cheque alleged to have been lost. It has been represented by the Reserve Bank of India that it is not the normal Banking practice to certify the non-payment of a cheque in such cases and that the Bank should, therefore, be relieved of this responsibility. The Government of India, in consultation with the Comptroller and Auditor General of India, have accepted this view of the Bank and have decided that in cases where cheques issued by Government Officers are payable at the Bank and have been lost before payment, the following procedure should be followed for issuing fresh cheques in lieu thereof :-

- (i) On receipt of a request for issue of a fresh cheque in lieu of a cheque alleged to have been lost, the drawing officer should send an intimation by Registered post A.D., to the Bank regarding the alleged loss of the cheque and advise to stop payment if the cheque alleged to have been lost is presented thereafter. A written confirmation about the Bank having recorded the 'Stop Order' should also be obtained from it. However, in cases where the currency of the cheque alleged to have been lost has already expired, in terms of Rule 162 *ibid*, at the time when the request for recording the 'Stop Order' by the Bank is made, no acknowledgement of 'Stop Order' by the Bank, other than a post acknowledgement due, is necessary.
- (ii) The certificate prescribed in sub-rule (1) of Rule 165 *ibid* should be called for from the treasury officer or other disbursing officer like Pay and Accounts Officer set up under the scheme of separation of accounts from audit, who would give the certificate after a search through the list of cheques paid, as provided in sub-rule (2) thereof.
- (iii) The party requesting for a fresh cheque in lieu of a lost one should execute an indemnity bond in the Form enclosed. However, in the case of a Government department or a bank of the execution of an indemnity bond is not necessary but a fresh cheque should be issued in its favour only on receipts of a certificate stating that it has not received the cheque alleged to have been lost or having received it, it has been lost and that it will be returned to the drawer if found later.
- (iv) On completion of the requirements stated in clauses (i), (ii) and (iii) above, the drawing office may issue a fresh cheque in lieu of the lost one, under intimation to the drawer office.

Ministry of Home Affairs etc. are requested to bring these instructions to the notice of all heads of offices etc. with whom they are concerned.

Sd/-  
Under Secretary to the Govt. of India.

To

As per Mailing list A.

**Copy of Rule 165 of Central Government Treasury Rules Volume I.**

165. (1) If a drawing officer be informed that a cheque drawn by him has been lost, he shall address the Treasury officer drawn on, forwarding for signature a certificate in the following form :-

“Certified that cheque No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ reported by (the drawing officer) to have been drawn by him on this treasury in favour of \_\_\_\_\_ has not been paid, and will not be paid if presented thereafter.”

(2) If, after search through the lists of cheques paid, the Treasury Officer finds that the cheque has not been cashed, he will sign and return the certificate taking care to note the stoppage of the cheque, a board showing the particulars of stopped cheques being hung up before the clerk concerned. If the original cheque be presented afterwards, the Treasury Officer shall refuse payment and return the cheque to the person presenting it, after writing across it “Payment stopped”.

(3) The drawing officer, on receipt of the certificate duly signed by the Treasury Officer, shall enter in his account the original cheque as cancelled, and may issue another.

This DEED of INDEMNITY made on the \_\_\_\_\_ day of \_\_\_\_\_  
BETWEEN \_\_\_\_\_ Son of \_\_\_\_\_ Resident of \_\_\_\_\_ or

(1) \_\_\_\_\_ son of \_\_\_\_\_, resident of \_\_\_\_\_  
(2) \_\_\_\_\_ son of \_\_\_\_\_, resident of \_\_\_\_\_

etc. carrying on business in co-partnership under the name and style of \_\_\_\_\_  
at \_\_\_\_\_ or \_\_\_\_\_ a company registered under the Indian  
Companies Act 1913/Companies Act, 1956 having its registered office at \_\_\_\_\_  
\_\_\_\_\_ herein-after called 'the Indemnifier' which expression  
shall unless excluded by or repugnant to the context be deemed to include his heirs executors,  
administrators, legal representatives, successors and permitted against) of the ONE PART AND  
the President of India (herein after called 'the Government' which expression shall unless  
excluded by or repugnant to the context be deemed to include his successors or assigns) of the  
OTHER PART.

WHEREAS on the \_\_\_\_\_ day of \_\_\_\_\_ cheque No. \_\_\_\_\_ dated  
\_\_\_\_\_ on \_\_\_\_\_ (name of the bank) for Rs. \_\_\_\_\_ was drawn by  
\_\_\_\_\_ in favour of the Indemnifier.

AND WHEREAS the Indemnifier has represented to the Government that the said  
cheque has been lost by him/during transmission by post to him.

AND WHEREAS at the request of the Indemnifier the Govt. has agreed to issue a  
second cheque for Rs. \_\_\_\_\_ being the amount of the said previous cheque  
No. \_\_\_\_\_ dated \_\_\_\_\_ upon the Indemnifier giving such indemnity as  
hereinafter contained

NOW IT IS HEREBY AGREED by and between the parties hereto as follows :

- (1) In consideration of the said premises and of the agreement on the part of the  
Government in issuing in favour of the Indemnifier second cheque for  
Rs. \_\_\_\_\_ being the among the previous cheque No. \_\_\_\_\_ dated  
\_\_\_\_\_ the Indemnifier doth hereby agree and undertake to refund to the  
Government on demand or without demur the said sum of Rs. \_\_\_\_\_ in  
the event of the said previous cheque No. dated \_\_\_\_\_ being presented to and  
paid by the bankers and to indemnify the Government and keep the  
Government harmless and indemnified from and against all expenses which  
may be incurred by the Government in relation thereto or in connection  
therewith.
- (2) The Government agrees to bear the stamp duty, if any chargeable on these  
presents.

In witness whereof the parties to have set and subscribed their respective hands  
hereunto on the \_\_\_\_\_ day and year first above written.

Signed by the said Indemnifier in the presence of.

(1)  
(2)

Signed for and on behalf of the President of India by Shri \_\_\_\_\_ (name and  
designation) in the presence of.

(1)  
(2)

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

**No. 21-GOI-B&C-69/1993**

From

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

To

All Heads of Department and  
Deputy Commissioners and  
District and Session Judges in the State of Haryana.

**Dated, Chandigarh, the 5th February, 1969**

**Subject : Recoveries from salaries of Central Govt. servants account of dues of Cooperative Societies registered under the Cooperative Societies Act by disbursing Officers situated outside the area of the State concerned - consideration of.**

Sir,

I am directed to enclose a copy of the letter No. F.10(125)-B/08, dated the 6th December, 1968, along with its enclosure, from the Government of India, Ministry of Finance (Department of Economics Affairs) for information and necessary action.

Yours faithfully,

Sd/-

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

A copy is forwarded to the :-

1. The Financial Commissioner, Revenue,
2. The Chief Secretary to Government, Haryana.
3. All other Administrative Secretaries to Government, Haryana, for information and necessary action.

Sd/-

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

To

1. The Financial Commissioner, Revenue,
2. The Chief Secretary to Government, Haryana.
3. All other Administrative Secretaries to Govt., Haryana.

U.O. No. 21-GOI-B&C-68

Dated, Chandigarh, the 5.2.1969

Copy of letter **No. F.10(125)-B/68, dated 6th December, 1968** from the Under Secretary to the Government of India, Ministry of Finance Department of Economic Affairs, New Delhi to as per mailing list 'A'.

**Subject : Recovers from Salaries of Central Government servants on account of dues of Co- operative Societies registered under the Cooperative Societies Act by discharging officers situated outside the area of the State concerned - consideration of.**

The undersigned is directed to state that a question has been raised whether the recovery of the dues of a Cooperative Society registered under the Cooperative Societies Act of the State concerned may be effected by a disbursing officer situated outside the area of that State in cases where the debtor-member authorizes him to effect the recovery of such dues. The position in this regard was clarified in para 2 of this Ministry O.M. No. F.4(13)-BII/55 dated the 14th August, 1956 (copy enclosed). It is hereby further clarified that it would be in order for a disbursing officer to honour an authorisation given by the debtor-member where it is clear, given by debtor-members may, therefore, be honoured provided the disbursing officers is satisfied as to the authenticity and binding Nature of the letter of authority.

2. Ministry of Home Affairs etc. are requested to bring these orders to the notice of all the disbursing officers under their control.

Copy of letter **No. F.4. (13)-BII/55, dated 14th August, 1956** from the Government of India, Ministry of Finance (Department of Economic Affairs) New Delhi.

**Subject : Recovery of dues of Co-operative Societies registered under the Bengal Co-operative Societies Act, 1940 from the Pay bills of Central Govt. employees outside the State of West Bengal.**

The undersigned is directed to state that the question as to how far section 51 of the Bengal co-operative Societies Act, 1940, as amended in 1953, (Extract enclosed) is binding on the disbursing officers of the Central Government outside the State of West Bengal has been under the consideration of India have been advised that members of a cooperative society registered under the above Act would continue to be governed by the provisions of the Act even after they are transferred outside the State of West Bengal and irrespective of the place of their residence. But it has been held that the statutory obligation imposed by Section 51 of the Act on the person who disburses any amount payable to such member as salary in respect of such employment to deduct on demand from the Society the amount of instalment by which a loan is to be repaid, could operate on persons outside the State of west Bengal only if a sufficient territorial connection between them and the State could be shown to exist. It does not appear that such a territorial connection with the State of : West Bengal exists in the case of officers of the Central Government who are outside the State and are charged with the duty of disbursing salaries to the employees of the Central Government. Consequently, section 51 of the Act does not extend to the disbursing officers of the Central Government, outside the State of West Bengal who are, therefore, under no legal obligation to made educations on demand by the Co-operative Societies under such disbursing Officers are parties to the Agreement between the debtor-employee of the Central Government and the Society in regard to the loan.

2. The Government of India have, however, advised that a direct authorisation by a Central Government employee in favour of his disbursing officer, even outside the State of West Bengal, to made deductions in respect of such dues of Co-operative Societies would constitute a sufficient authority for the later to make deductions. In such cases the disbursing officer would be acting not under or by reason of the statute, which as stated earlier does not apply to him, but under the authority given by the debtor employees.

3. The undersigned is accordingly directed to request the Ministry of Communications etc. to bring the above position to the notice and for the guidance of all disbursing officers the Government of India for some time.

**Extract from Bengal Co-operative societies Act, 1940 as amended in 1953**

“51. If a member of a Co-operative Society, who is in the employment of the Government or of any local authority or of any other person takes a loan from a Co-operative Society in terms of written contract providing that the loan is to be repaid by instalments and that the Society shall be entitled to recover such instalments from the salary the person who disburses any amount payable to such member as salary in respect of such employment shall, on demand from the Society, deduct the amount of such instalment from the amount disbursed to such member as salary as often as is necessary until the loan is repaid and shall after any such deduction is made forthwith remit to the Society the amount so deducted. Provided that nothing in this Section shall apply to persons employed upon Railways within the meaning of the constitution or in mines or oil fields.”

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**No. 6757-5FR-68/34558**

From

The Secretary to Government, Haryana,  
Finance Department.

To

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

**Dated, Chandigarh, the 7th February, 1969**

**Subject : Admissibility of dearness allowance, compensatory (city) Allowance and House Rent Allowance during the period of leave granted immediately after completion of training abroad to cover stay overs/stop overs which results in the absence of trainees beyond a period of six months.**

Sir,

I am directed to refer to FD letter No. 3624-(3)FR11-62/9900 dated 21.9.1962 and to say that a question has arisen with regard to the admissibility of dearness allowance, house rent allowance and compensatory (city) allowance for the period of leave taken during the course of training or that taken immediately after the completion of training abroad to cover stay overs/stop overs resulting in the absence of the trainees abroad beyond a period of six month.

2. It has been decided that leave taken during the course of training or immediately after the completion of training abroad cannot be treated as part of period of training and as such the Government servant concerned will not be entitled to any compensatory (city) and house rent allowances during the period of leave taken on training aboard irrespective of whether the leave falls within the first six months of the training or immediately after the completion of training abroad. The drawal of dearness allowance during such leave will be regulated in accordance with the provisions of FD letter No. 3624-(3)FR11-62/9900 dated 21.9.1962, referred to above.

Yours faithfully,

*Sd/-*

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

No. 6757-5FR-68/34559

Dated, Chandigarh, the 7.2.1969

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

*Sd/-*

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

A copy is forwarded to the :-

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

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

To

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

U.O. No. 6757-5FR-68/

Dated, Chandigarh, the 7.2.1969

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

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

To

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

U.O. No. 6757-5FR-68/

Dated, Chandigarh, the 7.2.1969.

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**FINANCE DEPARTMENT**  
**REGULATIONS**  
**The 22nd February, 1969**

**No. 514-3FR-69/5695.**—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules further to amend the Punjab Civil Services Rules, Volume III, as are applicable to Haryana Government employees :-

- (1) These rules may be called the Punjab Civil Services, Volume III (Haryana First Amendment) Rules, 1969.
- (2) The following shall be added as item (v) of Note of para 1 in Appendix E of the T.A. Rules :-

“An Excise Peon accompanying the Excise Inspector, Narnaul may draw the actual lorry fare for the journeys performed between Narnaul-Mohindergarh-Charkhi Dadri subject to the maximum of mileage allowance admissible for any journey within the District which the Excise and Taxation Officer concerned certifies to have been undertaken in the public interest”.

Ishwar Chandra,  
Commissioner for Planning & Finance Secretary.

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

**No. 1634-TA-HR(7T)-69/3165-81**

From

The Deputy Secretary to Government,  
Haryana, Finance Department.

To

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

**Dated, Chandigarh, the 7th March, 1969**

**Subject : Expeditious disposal of bills etc. during the closing month of Financial year 1968-69.**

Sir,

I am directed to invite a reference to the subject noted above and say that last 3 days of this year viz. 29th to 31st March, 1969 happen to be gazetted holidays. To facilitate passing of bills at Treasury and their encashment at Bank without causing abnormal rush during last week of the month, Government have decided to keep the Treasuries/Sub Treasuries open on 29th March, 1969 (Saturday). It is, therefore, necessary that all bills which have to be encashed within this financial year should be presented at Treasuries/Sub Treasuries concerned well in time so that they are passed on or before 29th March, 1969. In order to avoid abnormal rush of payments of bills at branches of the Bank during the last 3-4 days, the presentation of bills should be so arranged that there is no abnormal work-load in Treasuries/Sub Treasuries and consequent rush at the Bank for payment. The Treasury Officers/Assistant Treasury Officers/Sub Treasury Officers in the State are being advised to pass bills on presentation at the Treasuries/Sub Treasuries in convenient lots in such a way that the Bank is able to start making payments early in the day and finish the work before the closing hours.

2. I am to point out that branches of the Bank are covered under the Punjab Shops & Commercial Establishments Act, 1958, and as such cannot remain open after 6.30 P.M. No payments can under any circumstances be made after that time even on the last working day of the financial year.

Yours faithfully,

Sd/-

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

No. 1634-TA-HR(7T)-69/3182-3217

Dated, Chandigarh, the 7th March, 1969

A copy is forwarded to all Treasury Officers/Assistant necessary action. They are directed to keep the Treasuries/Sub Treasuries open on 29th March, 1969 and pass bills which have to be encashed within this financial year.

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

No. 1634-TA-HR(7T)-69/3316-17

Dated, Chandigarh, the 7th March, 1969

A copy is forwarded to the Deputy Secretary, State Bank of India, Parliament Street, New Delhi and General manager, State Bank of Patiala, the Mall, Patiala for information and necessary action.

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

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

**No. 264-2FR-69/6958**

From

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

To

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

**Dated, Chandigarh, the 17th March, 1969**

**Subject : Option for New Pension Rules/Family Pension Scheme, 1964.**

Sir,

I am directed to invite a reference to composite Punjab Government Finance Department letter No. 3022-FR-51/3116, dated the 4th July, 1951 and to say that at the time of the introduction of the New Pension Rules, 1951, all Government employees, other than Class IV employees, who held lien or suspended lien on permanent pensionable posts under the Government before 10th June, 1951, were allowed the following options :-

- (a) Coming on to the New Pension Rules;
- (b) Continuing under the rules applicable to them before the 10th June, 1951; and
- (c) Drawing pension including additional pension under the rules applicable to them before the 10th June, 1951, reduced by the pension equivalent of the gratuity admissible under the New Pension Rules and receiving in lieu of this reduction death-cum-retirement gratuity and Family Pension benefits.

Similarly, at the time of integration of the erstwhile States of Punjab and Pepsu with effect from 1st November, 1956, permanent employees of erstwhile Pepsu State were given an opportunity to opt for the eligible clauses of Punjab Pension Rules as stated above vide Punjab Government Finance Department letter No. 2841-FRI-58/12603, dated the 16th August, 1958. Thereafter, on various occasions whenever any liberalization was made in the New Pension Rules, the employees still governed under the old pension rules, wholly or partially as well as those governed by the Pepsu Pension Rules, were given opportunities to opt for the liberalized pension rules.

2. It has come to notice that in a large number of cases the options exercised by the employees do not find place in their service books or other relevant record and in some cases the options exercised are not found to be in order due to one reasons or another. Thus the missing/faulty options result in undue hardship to the employees/beneficiaries concerned. Further, most of the employees failed to exercise their right of option due mainly to the reasons that they were ignorant of the implications of the New Pension rules and or could not anticipate their service prospects and assess their pay at the time of retirement. In such cases, requests

are being received from the employees particularly those who are on the verge of retirement for allowing them to opt for the finalization of the pension case.

3. In view of the position explained above and to avoid the never ending chain of options which exists because whenever any liberalisation of pension rules is made a fresh opportunity has to be given to the employees to retain or not to retain old pension rules, it has been decided that the Punjab and Pepsu employees mentioned in para 1 above who were entitled to the right of option, should while submitting their applications for the grant of pension at the time of retirement, be allowed to opt for the pension rules favourable to them irrespective of the fact whether they had exercised any option on previous occasions or not and in the case of Government employees who die while in service their families should be allowed pensionary benefits under the rules favourable to them.

4. This letter takes effect with effect from the 1st November, 1968.

Yours faithfully,

*Sd/-*  
(SHERJANG SINGH)  
Joint Secretary Finance  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

No. 264-2FR-69/5957,

Dated, Chandigarh, the 17th March, 1969

A copy is forwarded to the Accountant General Haryana, Simla, for information with reference to his letter No. Pen.(HR)/options/Agr/68-69/6344, dated the 8th Jan, 1969.

*Sd/-*  
(SHERJANG SINGH)  
Joint Secretary Finance  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

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

**IMMEDIATE**  
**OUT TODAY**

**No. 1270-1FR-69/7017**

From

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

To

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

**Dated, Chandigarh, the 17th March, 1969**

***Subject : Compulsory Contribution to the General Provident Fund.***

Sir,

I am directed to address you on the subject noted above and to say that according to the provisions of rule 13.14 of the Punjab Civil Services Rules, Volume II, and the instructions issued from time to time the State Government employees are allowed temporary advances from the General Provident Fund for various purposes. Non-refundable withdrawals from the G.P.Fund are also allowed for various purposes to such subscribers as have either rendered not less than 20 years service (including broken periods of service, if any) or have less than 10 years to attain the age of superannuation whichever is earlier.

2. It is observed that the balance in the Provident Fund of the employees are not sufficient to enable them to meet their expenses for which both temporary and permanent withdrawals are permissible. In this behalf, the Government of India have already made contributions by their employees to their Provident Fund compulsory at the rate not less than 6% of the emoluments of all temporary Government employees (other than re-employed pensioners after a continuous service of one year and all permanent employees. The Haryana Govt. has, accordingly, decided to follow the Government of India so that all temporary State employees (other than re-employed pensioners) after a continuous service of one year and all permanent employees shall subscribe to the Provident Fund with effect from 1st May, 1969. The amount of subscription shall be fixed by the subscriber himself subject to the following conditions :-

- (a) It may be any sum so expressed not less than 6% of pay (including dearness pay) and not more than basic pay;

Provided that in the case of Class IV employees the minimum rates of subscription shall be Rs. 3.00 a month for those drawing pay of less than Rs. 60/- p.m. and Rs. 4.00 a month in the case of others;



- (b) It shall be expressed in whole rupees. The deduction of 6% of pay (including dearness pay) will be determined as on pay admissible on 31st March of a year after the inception of the scheme. The fraction of 50 paise and above will be rounded to a rupee, while the amount less than 50 paise will be ignored.
- (c) The amount of 6% will be over and above the 50% contribution to the General Provident Fund/Cumulative Time Deposit Accounts being made vide Finance Department letter No. 2081-3FR-67/11744 dated the 24.06.1967. The contributions already made to the General Provident Fund may be accounted for accordingly.
- (d) In the case of Government servants who are likely to retire within six months from the first of June, 1969, it will not be necessary for them to contribute to the General Provident Fund now, if they have not already been contributing. Such employees may be treated as exempted from the compulsory scheme.
- (e) After the introduction of this scheme no employee can stop subscription to his General Provident Fund Account till he reaches the age of superannuation. With a view to avoiding delay in the final payment of balances in the General Provident Fund Account of the retiring employees they may cease to subscribe their General Provident Fund Account 6 months before the date of their superannuation, if they so desire.

4. For the timely implementation of the Scheme it is desired that urgent steps should be taken to see that Account Nos. are got allotted by the office of the Accountant General Haryana well in time before the introduction of this Scheme. If deductions are made without allotment of Account Nos. there would be unnecessary discrepancies, complications and complaints later on. For the purpose of allotment of Accounts Nos. arrangements are being made by the office to depute Field parties to the District Headquarters. The District offices of all the departments may kindly be requested to prepare in triplicate the lists of prospective subscribers coming under the General Provident Fund Compulsory Scheme working in their own offices as well as the employees working in subordinate offices in the district and to get the admission application forms and nomination forms properly filled in by such employees (gazetted and non gazetted employees). Such lists should include names of those who may be on leave and or on deputation. These triplicate lists along with admission application forms and nomination forms complete in all respect should be handed over to the Field parties of the Audit Office. The Field parties allot the Account Nos. on the spot and hand over one of the copies of the lists, together with the Account Nos. allotted to the District officers for reference and record. These Account Nos. should be fully and correctly noted in the monthly scheme of General Provident Fund deductions to be prepared by the Drawing and Disbursing Office.

5. The Departments/District Officers may also be asked to similar lists in triplicate of the subscribers already subscribing the General Provident Fund showing their present account no. for it may be necessary to allot new Account Nos. to these subscribers also. The list should also include the names of those who may be on leave or on deputation.

6. A number of officials of Haryana Govt. are on deputation to the Union Territory of Chandigarh, Bhakra and Beas Projects Talwara and at Sunder Nagar etc. Under the scheme such officers would also be required to contribute to the Provident Fund compulsorily. As the office of Accountant General is aware of the particulars of offices in which Haryana Govt. officers/officials are serving on deputation, it is necessary that Head of Departments/Districts Officers should include the name of such officers/officials in the lists to be prepared and to

obtain well in time the application and the nomination forms from them, so Account Nos. could be allotted by the field parties to such subscribers in the same manner as indicated above.

7. The Field parties from the Accountant General Office will be reaching by about the 1st of April, 1969, and would endeavor complete the allotment of Account Nos. by the middle of the May. Copies of tour programmes of these parties will be sent well in advance to the Head of Departments/District Officers by the Accountant General. For facility of smooth working these parties will be stationed in Deputy Commissioners' office at District Head quarters and the District Officers of the respective departments concerned may kindly be directed to get the Accounts Nos. allotted from the field parties in the Deputy Commissioners' offices. It is requested that the Head of Departments/District Officers will extend their full cooperation to these parties so that the job may be completed by the target date.

8. These instructions may kindly be brought to the notice of all concerned for immediate necessary action.

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

Yours faithfully,

*Sd/-*  
Joint Secretary Finance,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 1270-1FR-69/7018

Dated, Chandigarh, the 17th March, 1969

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

By order,

*Sd/-*  
Joint Secretary Finance,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

*Sd/-*  
Joint Secretary Finance,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 1270-1FR-69,

Dated, Chandigarh, the 17th March, 1969

Copies are forwarded to Secretaries/Private Secretaries/Personal Assistants to the Chief Ministers/Ministers for the information of Chief Minister/Ministers.

*Sd/-*  
Joint Secretary Finance,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 1270-1FR-69,

Dated, Chandigarh, the 17th March, 1969.

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

**No. 143-(5)-FR-69/7649**

From

The Commissioner for Planning and Finance and  
Secretary to Government, Haryana,  
Planning and Finance Departments.

To

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

**Dated, Chandigarh, the 24th March, 1969**

**Subject : Transfer of Government employees on 'Foreign Service' to Private Bodies/  
Corporations etc.**

Sir,

I am directed to address you on the subject noted above and to say that the amount of remuneration to be paid to a Government employee sent on foreign service is to be regulated in accordance with the principles laid down in Annexure A to Chapter X, of the Punjab Civil Services Rules, Volume I, Part I, read with the instructions contained in Finance Department letter No. 10508-(3)-FR-II-62/508, dated 28th/31st January, 1963 and No. 3003-(3)-FR-II-64/4029, dated the 25th April, 1964. The terms and conditions of transfer of a Government employee on foreign service must be settled before the Government employee is transferred and the Government is not permitted to receive any remuneration or to enjoy any concession not covered by the terms and conditions settled at the time of this transfer to the private body, Corporation etc.

2. Instances have, however, come to the notice of the State Government where the Government employees transferred on foreign service to private bodies, have, been allowed extraordinary attractive concessions and have started drawing pay and allowances much in excess of what was admissible to them, in accordance with the terms and conditions settled at the time of their transfer, which is contrary to the provisions of rules instructions referred to above. In order to ensure that Government employees, deputed on foreign service to private bodies, etc. do not draw adhoc pay and allowances or any other concession, a clause should invariably be incorporated in the order sanctioning the terms and conditions of transfer of a Government employee on foreign service, that the foreign employer shall furnish a certificate after every 3 months that the Government employee concerned has not been paid any 'ad-hoc' pay or allowance or concession of any kind except that specified in the terms and conditions of his transfer. Similarly, a certificate should also be obtained from the Government employee concerned that he has not received any ad-hoc-pay, allowance or concession except those specified in the terms and conditions of his transfer.

3. I am to request you to bring these instructions to the notice of all concerned for district compliance in future.

Yours faithfully,

Sd/-  
(J.R. DHINGRA)  
Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 143-(5)-FR-69/7650,

Dated, Chandigarh the 24th March, 1969

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

Sd/-  
(J.R. DHINGRA)  
Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

Copies are forwarded to the :-

- (i) Financial Commissioner Revenue; and
- (ii) All Administrative Secretaries to Government Haryana.

Sd/-  
RAJINDER DUTT  
Superintendent, Finance Regulations,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 143-(5)-FR-69,

Dated, Chandigarh, the 24th March, 1969.

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<b><i>These instructions have become obsolete.</i></b>
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**No. 488-FD(Pen)-69/9130**

From

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

To

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

**Dated, Chandigarh, the 9th April, 1969**

Sir,

I am directed to invite a reference to Finance Department letter No. 221-FD(Pen)-67/6147, dated the 3rd April, 1967 which inter alia requires that Heads of offices/Heads of Departments who do not take up preparation of pension papers of the employees of their offices/departments one year in advance of the date of retirement of the employees concerned will render themselves liable to disciplinary action. In case of invalid retirement, compulsory retirement, death and the like of employees, action is required to be taken immediately the event takes place or is known. Notwithstanding these instructions, instances have come to notice where pension cases have been initiated and sent to audit after the date of retirement with the result that retirees have been undergoing unnecessary hardship as a result of non-finalisation of their cases. Details of cases which were sent to the audit office after the date of retirement by the Heads of Offices/ Departments were sent to you with Finance Department letter No. 21-FD(Pen)-69/1277, dated the 13th/15th January, 1969. To ensure that pension cases are initiated well in time, I am to request that instructions contained in the aforesaid letter may be implemented both in letter and spirit. A certificate to the effect that pension cases in respect of officials who have to retire in the next year, have been initiated and sent to audit office may, however, be sent quarterly, i.e., on the 15th January, 15th April, 15th July and 15th October every year both to the Finance Department and the Accountant General, Haryana, Simla In so far as persons who have retired by 31st March, 1969, requisite certificate may be sent to the Finance Department by the 30th April, 1969.

2. I am to add that cases of retirees who do not co-operate and submit their applications well in time should be dealt with in accordance with the provisions contained in note below rule 9.2 read with 10.1 of C.S.R., Vol. II which inter alia lay down that in the absence of special order, a pension applied for after the Government servant has retired begins from the date of application.

Yours faithfully,

Sd/-

(J.R. DHINGRA)

Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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No. 488-FD(Pen)69/9131

Dated, Chandigarh, the 9th April, 1969

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

By Order,

*Sd/-*

(J.R. DHINGRA)

Deputy Secretary, Finance (R),  
*for* Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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<b><i>These instructions have become obsolete.</i></b>
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Copy of Memo No. 1536-1FR-69/9221, dated the 9th April, 1969, from the Commissioner for Planning and Finance and Secretary to Govt., Haryana Planning and Finance Departments, Chandigarh to the All Heads of Departments., Registrar, Punjab and Haryana High Court, Commissioner, Ambala Division, District and Sessions Judges, Deputy Commissioners in the Haryana State.

**Subject : Grant of advances from Provident Fund to Govt. servants for the construction of their own houses at Chandigarh.**

I am directed to invite a reference to the correspondence resting with Finance Department letter No. 5819-1FR-68/19484, dated the 13th August, 1968, on the subject noted above and to say that the Governor of Haryana is pleased to extend the concession of the grant of advances from GP/CP Fund, for construction of House at Chandigarh for a further period of one year ending the 31st March, 1970, on the same terms and conditions.

Copy of Endst. No. 1536-1FR-69/9222, of even date and by the same officer.

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

Copy of U.O. No. 1536-1FR-69, of even date and by the same officer.

A copy is forwarded to the :-

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

Copy of U.O. No. 1536-1FR-69, of even date and by the same officer.

A copy is forwarded to the Secretaries/Private Secretaries to the Chief Minister/ Ministers in the Haryana State.

\*\*\*\*\*



***These instructions have been Revised vide  
No. 2058-WM-74/10491, Dated 21.03.1974.***

Copy of Haryana Government letter **No. 592-WM(I)-68/9241, dated 15th April, 1969.**

In continuation of Haryana Government Finance Department letter No. 5895-WM(I)-67659, dated 9th January, 1968 on the subject noted above, I am directed to say that it has been decided that Government employees posted outside Chandigarh may also be allowed advance for the purchase of motor cycles/scooters etc. upto a maximum of Rs. 3,500 or 12 months' pay of the Government Servant or the anticipated price of the vehicle, whichever is the least on the same terms and conditions as laid down in Finance Department letters No. 708-FD-W&M-67/16592, dated 27/29th July, 1967 and No. 3505-FD-W&M-67/19581, dated the 26th August, 1967.

\*\*\*\*\*

***These instructions have been revised vide No. 1985-WM(i)-69/11890,  
Dated 12.05.1969, No. 4969-WM(2)-77/19800, Dated 14.07.1977.***

Copy of F.D. instruction **No. 1290-WM(I)-69/9675, dated 16th April, 1969.**

I am directed to say that under the existing instructions maximum limit of advance for the purchase of bicycles is Rs. 175 for other than class IV Government servants and Rs. 150 for Class IV Government servants. In view of the rise in the cost of cycles, it has been decided that the maximum amount of advance for the purchase of bicycles should be increased to Rs. 225 or two months' pay of the Government Servant or the anticipated price of the bicycle whichever is the least. The advance will be recoverable in not more than 15 monthly installments.

2. It has also been decided that the number of advances to be allowed to a Government servant during whole of his service for the purchase of bicycle should be increased to four. However, after an advance has been sanctioned to a Government servant for the said purpose, a second advance for the purchase of bicycle will not be admissible to him before the expiry of five years of the grant off first advance.

3. All other conditions applicable to the grant of advance for purchase of bicycle shall remain in force.

\*\*\*\*\*

***These instructions have been revised vide  
No. 9479-M(3)77/23024, Dated 12.09.1977.***

Copy of Haryana Government letter **No. 1506-WM(I)-69/dated 18th April, 1969.**

I am directed to address you on the subject cited above and to say that it has been brought to the notice of the Finance Department by the Audit Department that in some cases the officials who drew loan from the State Government for the purchase of motor car/motor cycle/scooter etc. did not purchase the vehicles and consequently the amount drawn by them is mis-utilised. This mis-utilisation had been facilitated as the concerned department did not exercise proper check in the matter and the requisite documents required to be furnished under the provision of rule 10.21 and 10.32 of P.F.R. Vol. I were not obtained from the officials concerned in time.

In order to check such cases in future it is requested that the sanctioning authority should exercise strict vigilance in the matter and insist on obtaining the necessary documents from the loanees within one month of the grant of loan as required vide note 4 below Rule 10.21 *ibid.*

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

**No. 1566-1FR-69/10291**

From

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

To

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

**Dated, Chandigarh, the 24th April, 1969**

**Subject : Final withdrawal of money from Provident Fund for meeting expenditure on marriage and education purposes.**

Sir,

I am directed to invite a reference to Finance Department Circular letters No. 12327-FR-55/563 dated the 16.1.1956 (read with rule 13.28 of Civil Services Rules, Volume II) & No. 1277-FRI-57/2779, dated the 16-4-1957, (copies enclosed for ready reference) and say that advances on non-refundable basis in accordance with para 2 of the letter dated the 16-1-1956, can be sanctioned by the Administrative Departments where the amount of advance does not exceed either 6 months' pay of the subscriber or half of the amount standing at his credit, sanction of the Finance Department is required to be obtained.

2. With a view to delegating further powers both financial and administrative, it has been decided by Government that these advances within the limits mentioned in the aforesaid circulars should in future be sanctioned by the Heads of Departments in respect of their staff. The Deputy Commissioners will be competent to sanction advances in respect of Class III & IV Government servants working under them. Where any relaxations are involved the sanctions will be issued by the Administrative Departments with prior approval of Finance Department.

Yours faithfully,

*Sd/-*

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

No. 1566-1FR-69/10292

Dated, Chandigarh, the 24th April, 1969

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

*Sd/-*

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

A copy is forwarded to the :-

- (i) Financial Commissioners, Haryana,
- (ii) All Administrative Secretaries to Govt., Haryana,  
for information and necessary action.

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

To

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

U.O. No. 1566-1FR-69/

Dated, Chandigarh, the 24th April, 1969

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

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

To

The Secretaries/Private Secretaries to Chief Minister/  
Ministers in the Haryana State.

U.O. No. 1566-1FR-69/

Dated, Chandigarh, the 24th April, 1969.

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***These instructions have been Revised vide  
No. 5/26/88-1FR-II, Dated 14.3.1988.***

**No. 1641-3FR-69/11457**

From

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

To

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

**Dated, Chandigarh, the 1st/3rd May, 1969**

**Subject : Journeys from Chandigarh to Delhi or any other place performed by Howrah-Delhi-Kalka Mail.**

Sir,

I am directed to invite a refer to the correspondence resting with Haryana Government Finance Department letter No. 1462-FR-68/9364, dated 25.4.68, on the subject noted above, and to State that the Government of Haryana is pleased to extend the order regarding the admissibility of the half Daily allowance for the day of departure as contained in composite Punjab Government letter No. 2839-FRI-57/12192, dated the 22nd April, 1957 for a period of one year commencing from the 22nd April, 1969, subject to the over-riding condition of the train timing remaining unchanged.

Yours faithfully,

Sd/-  
(J.R. DHINGRA)  
Deputy Secretary Finance (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 1641-3FR-69/11458

Dated, Chandigarh, the 1st/3rd May, 1969

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

Sd/-  
(J.R. DHINGRA)  
Deputy Secretary Finance (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded to the :-

(i) Financial Commissioners, Haryana,

- (ii) All Administrative Secretaries to Government, Haryana, for information.

*Sd/-*  
(J.R. DHINGRA)  
Deputy Secretary Finance (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 1641-3FR-69/

Dated, Chandigarh, the 1st/3rd May, 1969

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

*Sd/-*  
(Rajinder Dutt)  
Superintendent Finance (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 1641-3FR-69/

Dated, Chandigarh, the 1st/3rd May, 1969.

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

**No. 2473-WM(I)-69/11827**

From

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

To

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

**Dated, Chandigarh, the 9th May, 1969**

**Subject : Loans to Govt. servants - Earmarking of funds.**

Sir,

I am directed to invite a reference to composite Punjab Govt., Finance Department letter No. FD-Loans-31(36)-60/80 dated the 5th May, 1961, on the subject noted above (copy enclosed). Wherein it is interalia laid down that if a Govt., servant for whom funds have been earmarked fails to utilise, the provision without sufficient justification, he should not be granted an advance for the same purpose in the succeeding financial year.

2. It is, requested that the above instructions may strictly be followed and in cases where an advance is proposed to be allowed in such circumstances, the approval of Finance Department may be obtained before sanctioning the same.

Yours faithfully,

*Sd/-*

Assistant Secretary Finance,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

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***These instructions have been Revised vide  
No. 798-FD-Pen(SAP)-76/19880, Dt. 14.06.1976.***

**No. 713-FD(Pen)-69/12046**

From

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

To

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

**Dated, Chandigarh, the 12th May, 1969**

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

Sir,

I am directed to invite a reference to this Department letter No. 447-FD (Pen)-68/10632, dated the 29th April, 1968, wherein you were requested to ensure that page 3 of the Pension Application is signed by the Pension Sanctioning Authorities before forwarding the pension papers to audit office so that the Accountant General could issue pension payment orders on that authority after verification. It has, however, been pointed out by the audit office that these instructions are not being followed by Pension Sanctioning Authorities and in consequence thereof audit office had to return numerous pensions cases merely by the issue of formal sanction orders for the grant of pension, although the cases were otherwise complete in all respects. This omission on the part of pension sanctioning authorities not only results in avoidable delay in the finalisation of the pension cases, but also causes unnecessary hardship to the retired Government servants. I am, therefore, to request you and other pension sanctioning authorities under your control to complete pension cases in all respects particularly page 3 of the pension application form which, in fact, is necessary for the issue of the P.P.O.

2. I am also to point out that large number of employees overstay in service beyond the date of their superannuation. The number of such cases has been mounting steadily during the last few years although instructions to check irregular overstayals in service have been issued a number of times. In most cases the persons overstaying in service are themselves responsible. To curb this tendency, it is necessary to fix responsibility on persons responsible for the overstayal of such Government servants. I am, therefore, to request you to inform all employees working under you that in future the onus of overstayal in service will squarely be on them as it is they who should know their dates of birth and consequently their dates of superannuation. Any overstayal in service should, therefore, be considered as collusion on the part of the employees concerned and no payment be made to such employees. I am to add that all pension sanctioning authorities should ensure that no overstayal occur in their Departments/Offices otherwise they will be personally held responsible for any financial loss sustained by Government.

3. An acknowledgement of this communication is requested. Yours faithfully.

Yours faithfully,

*Sd/-*  
(J.R. DHINGRA)  
Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 713-FD(Pen)-69/12047,

Dated, Chandigarh the 12th May, 1969

A copy is forwarded for information to the Accountant General, Haryana, Simla-3.

*Sd/-*  
(J.R. DHINGRA)  
Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

\*\*\*\*\*

***These instructions have been revised vide  
No. 4969-WM(2)77/19800, Dated 14.07.1977.***

Copy of Haryana Government letter **No. 1985-WM(I)-69/11890 dated 12th May, 1969.—**

In partial modification of the instructions contained in Haryana Government, Finance Department letter No. 1290-WM(I)-69/9675 dated 16th April, 1969, on the subject noted above, I am directed to say that such employees Class III and Class IV whose two months' pay is less than Rs. 225 may be allowed advance for the purchase of bicycle upto Rs. 220 or the actual price of the bicycle, whichever is less. The advance may be recovered in not more than 22 installments and Rs. 10 per mensem.

2. These orders issue in relaxation of the provisions of Note 2 below Rules 10.23 of the Punjab Finance Rules Volume I.

\*\*\*\*\*

***These instructions have been partly inserted in rules and partly become obsolete.***

**No. 548-FD-(Pen)-69/12275**

From

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

To

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

**Dated, Chandigarh, the 14th May, 1969**

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

Sir,

I am directed to state that the existing rules and procedure governing sanction and payment of pension are very complicated and consequently lead to delay in finalisation of pension cases. In order to eliminate delay and to avoid hardship to the retiring Government employees/their families, Government have taken the following decisions :-

- (1) Pension papers in respect of the Gazetted Officers will be prepared initially in time by the Audit Office, instead of by the Departments concerned as at present and unless anything is heard to the contrary, the sanction of the Administrative authority (Pension Sanctioning Authority) to the pension will be assumed by the Audit Office after three months have elapsed from the date of report by Audit to such an authority. The Audit Office will finalise the case in such a way that the pensioner is able to draw his pension immediately after his retirement. These arrangements will, however, come into force from a date to be fixed by the Accountant General's Office (after making the necessary staffing arrangements with the approval of the Comptroller and Auditor-General of India) which will be communicated to you later. Till then, the pension papers of Gazetted Officers will continue to be prepared by the Department concerned as heretofore.
- (2) In the case of Non-Gazetted Government employees, pending scrutiny and authorization of final pension/gratuity, death-cum-retirement gratuity. by the audit office, the pension sanctioning authorities are authorized to pay anticipatory pension/gratuity up to 75 per cent of the amount calculated by them due to the retiring pension. The sanctioning authorities shall communicate the orders to the Treasury Officers concerned who shall act without obtaining further authority of the Accountant General, Haryana. A copy of such orders shall also be endorsed to the Accountant General, Haryana. The pensionary benefits thus sanctioned may be drawn and disbursed to the pensioners in cash by the Drawing and Disbursing Officers under whom the pensioners were serving before retirement, in separate Establishment bills from the Treasury at which their pay and allowances as Government employees were drawn previously. If the pensioner desires the payment by money order or Bank Draft the Commission charges will be borne by him. It

may please be ensured by the Pension Sanctioning Authorities that the Drawing and Disbursing Officers actually start drawing the amount of anticipatory pension from the month following the month of retirement of the employee. Such payments may be made up to a period of six months from the date of retirement of the Government servant or till the issue of final P.P.O. by the Accountant General whichever is earlier, irrespective of the actual time taken in the finalisation of the pension case in Office. In rare cases, where pension cannot be finalized within six months of the date of retirement, the anticipatory payments may be continued only on a specific authority of the Accountant General which will be issued to the Treasury Officers under intimation to the Head of Office for a specified period on the request of the Head of Office. In such cases, P.P.O. will be issued by the Accountant General effective from the date immediately after the period of six months expires. The Provisional payments are subject to adjustment by the Accountant General. The expenditure involved is debit to the same head to which the pension of the person concerned is debit.

Since with introduction of the revised procedure, the responsibility devolving on the pension sanctioning authorities would increase, they will have to exercise greater caution in determining the correct amount of anticipatory pension, so that there is no chance altogether of over-payment. In this behalf, you are, therefore, requested to kindly ensure that there is close scrutiny of pension cases by experienced hands to whom this work should invariably be entrusted.

- (3) (i) There will be no distinction between the substantive pay and officiating pay for the purpose of determining emoluments for calculating pension and gratuity/death cum retirement gratuity. The term 'emoluments' for these purposes will mean "pay" as defined in Rule 2.44 of Punjab Civil Services Rules, Volume-I, (Part I). If a Government employee immediately before his retirement or death, has been absent from duty or leave with allowances, his emoluments for the purpose of calculating service gratuity/or death-cum-retirement gratuity should be taken at what they would have been had he not been absent from duty.

Provided that the amount of gratuity is not increased on account of increase in pay not actually drawn and that benefit of higher officiating or temporary pay is given only if it is certified that he would have continued to hold the higher officiating or temporary appointment but for his proceeding on leave.

- (ii) Pay drawn in tenure appointment(s) will count provided the service in tenure appointment(s) does not qualify for grant of special additional pension
- (iii) There will be no change in the existing principle of reckoning those emoluments for pension which are paid by the Government. In other words, the entire amount drawn as emoluments by a Government employee while on foreign service will not count for pension and gratuity. In such a case, the pay which the Government employee would have drawn under the Government had he not been sent on foreign service will alone be taken into account.
- (4) Pension would depend on the average of last 24 months "emoluments" instead of 36 months as at present.
- (5) (a) All service interrupted or continuous followed by confirmation shall be treated as qualifying service; the period of break shall be omitted while working out aggregate service.

- (b) Extraordinary leave counted towards increments under rule 4.9(b)(ii) of Punjab Civil Services Rules, Volume I (Part I) will be accounted towards service qualifying for pension.
  - (c) Periods of suspension, dismissal, removal, compulsory retirement followed by reinstatement will count for pension to the extent permissible under rule 4.17 of Punjab Civil Services Rules, Volume II read with rule 7.3 of Punjab Civil Services Rules, Volume I (Part I).
  - (d) Resignation from the Public Service or dismissal or removal from it for misconduct, insolvency, inefficiency, not due to age, or failure to pass a prescribed examination will entail forfeiture of past service in terms of rule 4.19(a) of Punjab Civil Services Rules, Volume II.
  - (e) An interruption in the service of a Government employee caused by willful absence from duty and unauthorized absence without leave will as hitherto entail forfeiture of past service.
- (6) It has been observed that certificates regarding annual verification of service with reference to pay bills and acquittance rolls are not recorded in the service books of the non-gazetted Government servants with the result that settlement of a large number of pension cases is delayed. To ensure that these certificates are recorded annually, periodic scrutiny thereof should be made. In cases where the requisite certificates cannot be recorded for one reason or the other, annual verification may be dispensed with subject to the following conditions :-
- (a) that the entries in service books have been recorded contemporaneously and in the ordinary course of business;
  - (b) That there are no reasons to doubt the genuines of the entries and that there is no evidence of interpolations, erasures, over-writings, alterations, etc., which render any entries suspicious or of doubtful authenticity; and
  - (c) that the entries in service books were properly authenticated.

2. The above concessions will not apply to :-

- (i) Persons paid from contingencies;
- (ii) Work-charged staff;
- (iii) Casual Labour
- (iv) Contract Officers; and
- (v) Person borne on Contributory Provident Fund Establishment.

3. The above orders will be applicable to retirements taking place on or after 5th February, 1969. Necessary amendment of relevant rules will be issued separately.

Yours faithfully,

(J.R. DHINGRA)  
Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

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**No. 1889-1FR-69/12851**

From

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

To

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

**Dated, Chandigarh, the 20th May, 1969**

**Subject : Indication of General Provident Fund Account numbers in the Service Books.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 4249-(IV)-FRI-66/16534, dated the 24th September, 1966 (copy enclosed) on the subject noted above and say that it was indicated therein that as soon as a Govt. servant is admitted to the Provident Fund, the account number allotted to him should invariably be noted in his service-book at a prominent place preferably on the second or third page. I am to request that instructions may be strictly followed by all concerned especially in view of the introduction of the Scheme of compulsory contributions to the General Provident Fund by the employees of the Haryana Government from their pay of May, 1969 to be paid in June, 1969.

2. I am further to request that receipt of this communication be acknowledged.

Yours faithfully,

*Sd/-*

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

No. 1889-1FR-69/12582

Dated, Chandigarh, the 20th May, 1969

A copy is forwarded to the Accountant General, Haryana, Simla, for information with reference to his letter No. Fbs. Pb.1/AS-11-12/278 dated the 24th April, 1969.

By order,

*Sd/-*

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

A copy is forwarded to the :-

(i) Financial Commissioners, Revenue, Haryana,

- (ii) All Administrative Secretaries to Government, Haryana,  
for information and necessary action.

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

To

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

U.O. No. 1889-1FR-69/

Dated, Chandigarh, the 20th May, 1969

A copy is forwarded to the Secretaries/Private Secretaries to the Chief Minister/  
Ministers, in the Haryana State.

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

To

The Secretaries/Private Secretaries to Chief Minister/  
Ministers in the Haryana State.

U.O. No. 1889-1FR-69/

Dated, Chandigarh, the 20th May, 1969.

**Contd...**

**Encl.**



Copy of letter **No. 4249-(4)-FRI-66/16534 dated 24th September, 1966** from the Secretary to Govt., Punjab, Finance Department, to all Heads of Department, Registrar of High Court, Commissioners of Divisions of Sessions Judges and Deputy Commissioners in the Punjab and copy endst. to the A.G. Punjab, Simla.

**Subject : Indication of Provident Fund account number in the service Book of a subscriber.**

Sir,

I am directed to address you on the subject noted above and to state that it has been observed in most of the cases of the transfer of Government servants from one office to another, that the Provident Fund Account numbers are not specifically mentioned in their L.P.C. despite the fact that the L.P.C. form clearly requires this to be shown. As a result of this omission the new Heads of offices of such transferees are unable to note the Provident Fund Account numbers in the Provident Fund schedules. Thus a good number of Provident Fund credits remain unadjusted in the subscribers accounts for considerably long periods. Besides, increasing the number of miscellaneous unposted items, this leads also to avoidable correspondence all round.

2. As a remedial measure it has been decided that as soon as a Government servant is admitted to the Provident Fund, the Provident Fund account number allotted to him should invariably be noted in his service book. This account number should be entered on the right hand top of page 1 of the service book by means of a rubber stamp or in red ink at a prominent place preferably on the second or third page, which is intended for noting entries regarding options etc.

3. Before the service book of a subscriber is transferred to the new office, his Head of the old office has to record a certificated of verification of his service there in. Although this work should not take much time, it has been noticed that the transmission of the service book from one office to another is generally delayed. With a view that the device suggested above is made use of to the maximum extent possible. It is necessary that the service book of the transferred Govt. servant should be made available by the old offices to the new offices immediately or as soon as possible after their transfer but not later than one month after the transfer. It is also desirable that LPC (complete in all respects) should be sent to the new offices promptly after the transfer of an employee to another office.

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

**IMPORTANT  
INSTRUCTIONS**

**No. 1500-B&C-69/16859**

From

SHRI M.L. BATRA, I.A.S.,  
Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

**Dated, Chandigarh, the 22nd May, 1969**

**Subject :** (i) **Guidelines for the preparation of Budget Estimates.**  
(ii) **Schedule of returns for the preparation of Budget Estimates for the financial year 1970-71.**

Sir,

The State Government had recently constituted a Committee to consider the question of further delegation of powers, both financial, and administrative to Heads of Departments. This Committee, in its report, had inter alia made the following recommendation, which has been accepted by Government :-

The Finance Department should, as far as possible, complete detailed security of schemes at the pre-budget stage in discussion with the Administrative Departments, if necessary. That alone would ensure that sanctions for the creation of posts should be unconditional and further time would not be taken subsequently in sanctioning essential posts to the detriment of the work.

There are, as you know, comprehensive instructions on this subject already. It has been noticed, however, that the departments lose sight of their contents may be because they were issued from time to time, while framing Budget Estimates and submitting prescribed returns therefore to the financing Department. I am, therefore, retreating these various instructions with a view of providing permanent guidelines for the preparation of Budget Estimate and issue of financial sanction pertaining to the provision made therein keeping in view the above mentioned recommendations of the Committee.

2. The estimates of expenditure embodied in the budget are furnished by the departments in different parts as under :-

- (i) ordinary budget, i.e., the estimates of recurring expenditure;
- (ii) schedule of new expenditure - technically new schemes; and
- (iii) schedule of new expenditure - new schemes.

The schedule of new expenditure are detailed estimates of the schemes which have

been either continuing for a number of years of the schemes expenditure on which is not contemplated in the authorized expenditure of the year and for which a reference to the Legislature is required to be made. There are comprehensive instructions in the Punjab Budget Manual (1st Edition, 1966) on the preparation of estimates of expenditure, - vide chapters 3-5 thereof. The Departments do not appear to have been observing these instructions with the result that the estimates of expenditure framed by them on examinations in the Finance Departments, are at times found to be excessive of requirements and are referred back to the Departments for clarifications with inevitable delay in their clearance. It is therefore important that following points are born in mind while working out the Budget Estimates :-

- (i) Care should be taken to see that provision is made for schemes only as a matter of course and not for schemes of new expenditure;
- (ii) lump provisions should not, as a rule, be proposed to be made in the Budget Estimates
- (iii) in the case of works in progress, only such amounts as are expected to be spent during the ensuing year should be included in the estimates
- (iv) no provision should, as a rule, be proposed in the budget for new works unless and until all preliminaries, e.g. administrative approval of site etc. have been completed
- (v) no scheme of new expenditure should be included in the budget unless and until it is finally approved by Government and is likely to be actually implemented during the ensuing financial year; and
- (vi) estimates should be proposed keeping in view the actual expenditure for the previous year, flow of expenditure in the current year and programme of activities/targets to be achieved.

3. To ensure that pre-budget scrutiny is applied to all scheme of new expenditure before their inclusion Budget Estimates. You are requested to observe the following procedure :-

- (a) Estimates of New Expenditure (Plan and Non-Plan). These estimates consist of two classes, namely new expenditure on works to be carried out by the Public Works Department and other new expenditure. (The lists of major and minor works deal with the former and the Schedules of New expenditure with the latter) It is necessary that all schemes of new expenditure for which it is proposed to make provision in the estimates should be examined before the schemes are provided for and admitted in the Schedules of New Expenditure. For this purpose you should arrange send to the Finance Department all schemes of new expenditure relating to technically new schemes of new schemes, by 1st August/1st October, respectively, at the latest each year. It may be clearly stated that the date of 1st August/1st October, need be strictly adhered to since any schemes received thereafter will be returned to the Departments and their inclusion in the budget Estimate will be possible with the approval of Council of Ministers only.
- (b) Proper justification should be given to the Finance Department for the inclusion of the Schemes in e Schedules of New expenditure. Any increase proposed to be made in the number of Posts or provisions for Travelling Allowance and Contingencies over and above that included in the current year should be explained not only with reference to the expenditure incurred during the year previous and flow of expenditure during the year current but also with reference to (a) programme. (b) activity and targets achieved /to be achieved. New Schemes should be proposed with utmost care and a reference should be

made to the Finance Department for making a provision in the Budget Estimates only after they have been approved by the Minister concerned and this fact should be clearly mentioned in the explanatory memorandum accompanying the schemes.

- (c) When the schemes have been examined and approved by the Finance Department, these will be returned to the Administrative Departments by 31st August in the case of technically new schemes and 15th October in the case of New Schemes for conveying necessary administrative approval previous to their inclusion in the schedule of New expenditure or list of major works, as the case may be. The endorsement on administrative sanctions to the Accountant General will be signed by the competent authority and this will be treated as a final sanction to the extent the funds have been voted by the Legislature. Where, however, due to the induction of new circumstances budget provision is revised and is not in accordance with the administrative approval already accorded, fresh administrative approval will be given and the same will be treated as financial sanction. In the case of a major work which is to be carried out by the Public Works Department, the Administrative Department will submit to the Chief Engineer, B&R Branch a statement, before 15th August, for inclusion in the list of major and minor works. The Chief Engineer will return the same to the Administrative Department after indicating the amount which the Public Works Department considers it can spend in the first year. The Administrative Department will, in return, forward the form in original to the Finance Department along with the list of major and minor works duly completed.
- (d) Ordinary Budget.— Sanction charges should only be provided in the ordinary budget. Where the existing provisions under the travelling allowance at contingencies are to be exceeded, the excess should be justified with detailed reasons in the Budget notes. In the absence of proper justification coming forth, the Finance Department will reduce the proposed provision to the level of existing Budget Estimates. Since expenditure estimates for standing charges are to be referred by the departments to the Finance Department for approval for their inclusion in the Budget Estimates of the ensuing year, up to 25th October, at the latest, the departments have ample time at their disposal to offer requisite justification for the increases proposed. It should, thus, be not a department in respect of these charges for the ensuing financial year, in time.

4. The annual Budget Estimates should be prepared on the assumption that once these have been cleared by the Finance Department and approved by the legislature, frequent references to the Finance Department will not be necessary within the framework of the budget.

5. To ensure that the schemes plan as well as non-plan are, as far as possible, fully scrutinized at the pre-budget stage, it will be necessary to adhere to the date schedule prescribed for the submission of various returns to the Finance Department strictly. The Finance Department may not be in a position to accede to the requests of the departments to include their proposals in the Budget Estimates provisionally subject to their scrutiny subsequently, unless there are very special reasons for the same and the request is made by the department with the approval of the Minister-in-charge. It may be clear that the chances of the acceptance of the schemes in the Budget Estimates provisionally by the Finance Departments will be few and far between and, therefore, the departments should be careful in making such requests lest they may be turned down.

6. Since pre-budget scrutiny of the proposals is wholly dependent on the timely submission of proposals, it is suggested that the Administrative Departments may arrange discussions with the Finance Department officers concerned for the clearance of proposals

which could not be referred to the Finance Department in time and were expected to be delayed for one or the other reason. For this purpose the departments concerned should prepare details of such schemes, giving requisite justification in terms of not only expenditure but also activity/programme and send the same to the Finance Department officer concerned four days before the discussion to enable him to have all the necessary background and views of the branch concerned.

7. A schedule of dates for the submission of various returns in connection with the preparation of Budget Estimates, 1970-71 is enclosed at annexure I. The returns mentioned in this schedule should be got prepared in time so that the dates prescribed for their processing are adhered to.

8. Information in forms B.M. 3 and B.M. 10 copies of which are attached at annexure II and III respectively should also be supplied with the Budget Estimates for the year 1969-70 to enable the Finance Department to assess increase in expenditure on account of annual increments as also on account of items responsible for increase in "other contingencies".

Receipt of this communication may kindly be acknowledged.

Yours faithfully,

*Sd/-*

(M. L. BATRA)

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

Endst. No. 1500-B&C-69/16860,

Dated, Chandigarh, the 22nd May, 1969

A copy is forwarded to the Accountant General, Haryana, for information and with the request that he may kindly advise the Finance Department about the estimates of the heads of account with which Audit Department is concerned due dates.

*Sd/-*

(M. L. BATRA)

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

Copies are forwarded to the :-

- (1) Financial Commissioner, Revenue, Haryana.
- (2) Chief Secretary, Haryana, and
- (3) All other Administrative Secretaries to Government of Haryana

for information. It is requested that they may kindly ensure that the Heads of Departments under their administrative control submit the budget returns by the dates prescribed in the schedule at annexure positively.

*Sd/-*

(M. L. BATRA)

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

To

1. The Financial Commissioner, Revenue, Haryana.
2. The Chief Secretary, Haryana, and
3. All other Administrative Secretaries to Govt., Haryana.

U.O. No. 1500-B&C-69/

Dated, Chandigarh, the 22nd May, 1969

Copies are forwarded to all Officers, Superintendents, Deputy Superintendents in the Finance Department for information and necessary action.

*Sd/-*  
(A. BANERJEE)  
Deputy Secretary to Government, Haryana,  
Finance Department.

To

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

U.O. No. 1500-B&C-69,

Dated, Chandigarh, the 22nd May, 1969.

**V . LIST of Non-Plan New Schemes not accepted by the Finance Department**

Six copies of the list of Non-Plan New Schemes not Accepted by the Finance Department to be Supplied to the Finance Department by	1st December, 1969
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**Note :-** Along with the schedules and the Memoranda, both for Plan and Non-Plan Schemes statements showing the revenue accruing from the schemes 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	Central Assistance		
					Grant	Loan	Total
1	2	3	4	5	6A	6B	6A+6B

**FORM B.M. 3**

**Abstract statement referred to in paragraph 3.6, 5.7 and 5.9**

Major Head  
Minor Head

Primary Unit	Details	Amount
(a) Pay of Officers Pay of Establishment		
(b) Contingencies		

**Note :-** (a) Give details as to numbers and rates of pay.  
(b) Give details of 'Other Contingencies'.

**ANNEXURE - III**  
**FORM B.M. 10**

**Nominal Roll referred to in paragraph 3.6 (a) and 5.6**

Department  
Office

Officers

Statement of details of provisions proposed for pay of Establishment for the year 1970-71

1	2	3			4	5			6	7
		<b>Sanctioned pay of the post</b>				<b>Increment falling due within the year</b>				
Name and Designation	Reference to page of Estimate form	(a) Maximum	(b) Minimum	(c) Actual pay of the Govt. servant due on the 1st April next year	Amount of provision for the year at the rate in column 3 (c)	(a) Date of increment	(b) Rate of increment	(c) Amount of increment for the year	Total provision for the year i.e. total of columns 4 and 5 (c)	Remarks

- Notes :-**
- (1) 'Voted' and 'Charged' items should be separately shown.
  - (2) In the case of temporary establishment authority under which they are entertained should be quoted.
  - (3) Numbers and amount of provision should agree with the entries in the estimate form.

Date of 19

Signature and designation of Officer.

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

**IMMEDIATE**

From

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

To

The All Heads of Departments,  
Commissioner, Ambala Division and  
All Deputy Commissioners in the State.  
The Registrar, Punjab and Haryana, High Court and  
District and Sessions Judges in Haryana.  
(Except noted in the enclosed list)

**Memo. No. 871-FD-(PEN)-69/13096**

**Dated, Chandigarh, the 24th May, 1969**

***Subject :* Delay in submission of pension to audit.**

Reference Finance Department letter No. 488-FD(Pen)-69/9130, dated 9.4.1969 on this subject.

2. The requisite certificate desired to be furnished by the 30th April, 1966 has not been received as yet. You are requested the needful within 3 days of the receipt of this letter.

*Sd/-*

Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

- (i) The Financial Commissioners, Revenue, Haryana; and
- (ii) All Administrative Secretaries to Government, Haryana, in continuation of this department U.O. No. 433-FD(Pen)-69 dated 9-4-1969.

*Sd/-*

Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 781-FD-(Pen)-69,

Dated, Chandigarh, the 24th May, 1969.

**LIST**

1. Advisor Civil Aviation, Haryana
2. Director of employment and training, Haryana
3. Secretary to Govt., Haryana , Vigilance Department
4. Senior Architect, Haryana.
5. Director, Department of Languages, Haryana.
6. Director of Agriculture, Haryana.
7. Chief Electoral Officer, Haryana.
8. Director, Food and Supplies, Haryana.
9. Deputy Commissioner, Hissar (Estt. Branch)
10. Distinct and Sessions Judge Ambala.

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

Copy of Haryana Govt. letter **No. 2266-WM(I)-69/13313 dated 26th May, 1969.—**

The undersigned is directed to state that under the rules to regulate the grant of advances to Government servants for the building etc. of houses, an advance is at present, admissible only if the applicant himself possesses a clear and marketable title to the land/house. It has now been decided that a House Building Advance may also be granted to a Government Servant who owns the land house jointly with his/her wife/husband, if otherwise admissible provided both the husband and wife are willing to mortgage the land/house in favour of the Governor of Haryana as security for repayment of the advance.

2. The application for the grant of House Building Advance, in such cases, should be accompanied by a letter from the wife or husband (as the case may be) that if the loan applied for is sanctioned, the wife/husband will mortgage her/his share of the land property jointly with her husband/his wife as security for payment of the advance.

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***These instructions have been revised vide  
No 5620-WM(1)-70/26520, Dated 24.09.1970.***

**No. 2839-WM(I)-69/13893**

From

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

To

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

**Dated, Chandigarh, the 2nd June, 1969**

**Subject : Grant of House Building Advance to Government Servants.**

Sir,

In continuation of Haryana Government Finance Department letter No. 1248-WM(I)-38/9930, dated the 22nd/23rd April, 1968, on the subject cited above, I am directed to say that on reconsideration it has been decided that the Government servants drawing pay at Rs. 500 per mensem or more may be allowed advances equivalent to their 36 months' pay or Rs. 30,000 whichever is more, subject to a ceiling of Rs. 50,000 to construct, purchase etc. houses for their own use at any place in India where they intend to settle.

2. The other conditions laid down in Finance Department communications noted below will remain unchanged :-

No. 2113-WM(I)-67/20006, dated 5th September, 1967.

No. 1248-WM(I)-68/9930, dated 22nd/23rd April, 1968.

No. 2474-WM(I)-68/2960, dated 4th June, 1968.

Yours faithfully,

*Sd/-*

Assistant Secretary Finance,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 2339-WM(I)-69/13894

Dated, Chandigarh, the 2.6.1969

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

*Sd/-*

Assistant Secretary Finance,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

Copies are forwarded to :-

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

*Sd/-*  
Assistant Secretary Finance,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 2339-WM(I)-69,

Dated, Chandigarh, the 2.6.1969

Copies are forwarded to the Principal Secretary to the Chief Minister/Secretary to Finance Minister and/Private Secretaries to Ministers.

*Sd/-*  
Assistant Secretary Finance,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 2339-WM(I)-69,

Dated, Chandigarh, the 2.6.1969.

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**No. 98-4B&C-(VS)-69/15871**

From

Shri M.L. Batra, I.A.S.,  
Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

**Dated, Chandigarh, the 9th June, 1969**

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

Sir,

I am directed to invite your attention to paragraph (1) (i) Finance Department letter No. 48-PR-66/1072, dated the 27th February, 1966, circulated with F.D. Endorsement No. 6930-5B&C-67/30372, dated the 17th/18th January, 1966, (copy enclosed) in which it was emphasized that every effort should be made to expedite action on the recommendations of the Estimate Committee and this work should be treated as a general rule, on top priority basis. It has, however been observed that due importance is not being given to this work in many cases with the result that the progress in regard to the implementation of the recommendations of the Committee is very slow and a large number of recommendations from various Reports are still outstanding. The Implementation Sub-Committee of the Estimates Committee of the Haryana Vidhan Sabha for the year 1968-69, have shown great concern over the non-finalization of the recommendations contained in the previous report issued in the composite Punjab and have urged that action thereon should be taken speedily otherwise the very object of the Committee will be defeated. I am accordingly to impress upon you once again the importance of this work and to request that it should be done on 'top-priority' basis at all level. Necessary instructions may be issued to all concerned under you. Steps may also be taken to finalise the outstanding recommendations from the previous Reports of the Committee without further delay.

2. I am to add that the procedure for dealing with the recommendations of the Reports of the Estimates as detailed in F.D. Letter No. 48-PR-66/1272, dated the 17th/18th January, 1966, as referred to above should be strictly adhered to. I am, therefore, to request you that great emphasis be laid on the necessity of attaching maximum importance to the work relating to the Estimates Committee so that the pace of progress, which is obviously slow, is accelerated in regard to the implementation of their recommendations.

Yours faithfully,

*Sd/-*

(A. BANNERJI)

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

Copies are forwarded to all the Administrative Secretaries to Government, Haryana, for information in continuation of Finance Department U.O. Endorsement No. 6930-5B&C-67, dated the 16th/18th January, 1968.

It may please be ensured that the recommendations of the Estimates Committee are dealt with utmost promptitude at all levels.

Sd/-  
(A. BANNERJI)  
Deputy Secretary, Finance (B),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

All Administrative Secretaries to Government, Haryana.

U.O. No. 98-4B&C-(VS).69/-

Dated, Chandigarh, the 9th June, 1969

No. 98-4B&C-(VS).69/-

Dated, Chandigarh, the 9th June, 1969

A copy is forwarded to the Secretary, Haryana Vidhan Sabha Secretariat, for information with reference to their communication noted in the Margin,

It is requested that an upto date list of the outstanding paras of the Estimate Committee to be pursued by the Haryana Government may please be supplied to F.D. at his earliest convenience.

Sd/-  
(A. BANNERJI)  
Deputy Secretary, Finance (B),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

**No. 1005-FD(Pen)-69/**

From

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

To

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

**Dated, Chandigarh, the 10th June, 1969**

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

Sir,

I am directed to address you on the subject cited above and say that the High Powered Committee for finalisation of pending pension cases in their recent meeting observed that disposal of pension cases was not up to the mark. To expedite finalisation of such cases, the Committee suggested the following measures for adoption :-

- (a) Persons dealing with pension cases in the districts and other offices should not be transferred even after three years but should be kept in the posts for longer period so that there is no interruption in the disposal of pension cases;
- (b) In order that such officials do not feel frustrated they should be suitably rewarded by means of advance increments or otherwise in case they take keen interest in the expeditious disposal of pending pension cases; and
- (c) A course of training should be instituted in all districts to familiarize and acquaint all pension dealing officials with the latest instructions.

2. I am accordingly to request you to ensure implementation of the suggestions (a)&(b) above. As regards training programme, a further communication will be sent after consultation with audit.

Yours faithfully,

Sd/-

(J.R. Dhingra)

Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.



A copy is forwarded to the :-

1. Financial Commissioners, Revenue, Haryana,
2. All Administrative Secretaries to Government, Haryana, for information and necessary action.

Sd/-  
(J.R. Dhingra)  
Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 1005-FD(Pen)-69,

Dated Chandigarh, the 10th June, 1969

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

Sd/-  
(J.R. Dhingra)  
Deputy Secretary, Finance (R),  
for Commissioner Planning and Finance and Secy. to Govt.,  
Haryana, Planning and Finance Department.

To

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

U.O. No. 1005-FD(Pen)-69,

Dated Chandigarh, the 10th June, 1969.

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**Subject : Grant of Daily Allowance to the Drivers of Government Vehicles.**

**(F.D. Hr. letter 3208-3FR-69/16092, dt. 18th June, 1969)**

I am directed to invite a reference to Rule 2.103 of Punjab Civil Services Rules, Volume III (T.A. Rules), which provides that the chauffeur of a Motor car supplied at the expenses of Government, when making a journey by road on the motor car in his charge may draw travelling allowance under the provision of rule 2.100(a) if the journey involves an absence of at least one night from his headquarters. For a journey which does not involve such absence he is entitled to no Travelling Allowance. It has been brought to the notice of Government that this rule operates harshly against the drivers of Govt. Vehicles. The matter has been considered and it has been decided that the Chauffeur/Driver of a Motor Car/Jeep/Station wagon supplied at the expense of Government when making a journey by road on the motor car/Jeep/Station wagon in his charge will draw Travelling Allowance as admissible under the provision of rule 2.105 of Punjab Civil Services Rules, Volume III (T.A. Rules).

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**No. 3393-3FR-69/18251**

From

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

To

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

**Dated, Chandigarh, the 30th June/1st July, 1969**

**Subject : Prompt disposal of audit objections.**

Sir,

I am directed to address you on the subject cited above, and say that with a view to avoiding delay in the disposal of Inspection Reports and Audit Objections, Finance Department has been issuing detailed instructions from time to time. Attention in this connection is invited to instructions contained in Finance Department endorsement No. 1779-FRI-57/2743, dated 11th April, 1957 and letter No. 65-3FRI-III-61/766, dated the 20th January, 1961, in which emphasis had been laid for prompt settlement of Audit objections and the like. It has, however, been noticed that these instructions are not being followed by several departments as number of outstanding objections is increasing rapidly as would appear from the following figures incorporated in the Audit Reports for the last two years :-

<b>(A) Audit Objections</b>	<b>No. of objections</b>	<b>Amount involved</b>
As shown in the Audit Report for 1968	12,481	Rs. 09.51 crores
As shown in the Audit Report for 1969	31,297	Rs. 23.75 crores
<b>(B) Inspection Reports</b>	<b>Inspection Reports</b>	<b>No. of paras</b>
As shown in the Audit Report for 1968	3,268	15,726
As shown in the Audit Report for 1969	3,540	18,096

(money values not available).

2. I am to add that objections and inspection reports remain pending for long time mainly because officers do not give their personal attention to this work and adequate effort is not made to get even the minor objections settled. Until, therefore, the Inspection Reports and Audit objections are explained, it is rightly presumed by the audit office that expenditure to which such reports and objections relate was irregular and might be vitiated by hidden fraud, embezzlement and mis-appropriations.

3. Government have noted with grave concern the existing State of unsatisfactory affairs regarding disposal of objections. They are accordingly anxious that objections should be settled without delay. For this purpose, they have decided to constitute one ad-hoc committee

for each Administrative Department consisting of :-

(a)	Deputy Secretary of the concerned Administrative Department.	Convener
(b)	Deputy Secretary Finance (of concerned Department).	Member
(c)	Deputy Secretary General (as representative of Accountant General, Haryana).	Advisor-Member

4. In order that no time of the committee is lost and the meetings thereof are effective, the Deputy Secretary concerned of the Administrative Department should, in the first instance, call a meeting of the Heads of Departments concerned and find out personally whether the objections cannot be disposed of straightaway by furnishing details or data required by the Accountant General. After disposal of such objections at the level of the Head of the Department, he should consider whether or not objections can be disposed of at the level of the Administrative Department. Objections which can be disposed of at the level of the Administrative Department should also be settled immediately without reference to the aforementioned Committee.

5. After taking into account the objections that have been settled at the level of the Heads of Departments or that of Administrative Department, he should draw up a list of objections in the enclosed proforma which require settlement at the level of the Committee. He should then call a meeting of the ad-hoc Committee after consulting the representatives of the Finance Department and the Accountant General. The Heads of Offices/Departments concerned should attend this meeting to explain points raised by the Audit.

6. I am to add that it is the intention of Government that the aforementioned Committee should work in an effective way. Accordingly, where objections are of technical or of minor nature and do not involve any loss of money to Government, the Committee should settle such objections at the spot and requisite sanction of the appropriate authority whether of the Administrative Department or the Finance Department, should be accorded. It should, however, clearly be borne in mind that functions of the Committee are not to cover up defects of the Heads of Departments or to condone losses for which proper enquiry should, in fact, be held or responsibility fixed.

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

Yours faithfully,

Sd/-

(J. R. Dhingra)

Deputy Secretary Finance (R),

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

No. 3393-WM(I)-69/18252,

Dated, Chandigarh, the 30th June/1st July, 1969

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

Sd/-

Deputy Secretary Finance (R),

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

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

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

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

To

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

U.O. No. 3393-WM(I)-69,

Dated, Chandigarh, the 30th June/1st July, 1969

Copies are forwarded to the Principal Secretary/Secretary/Private Secretary to Chief Minister/Ministers, for the information of the Chief Minister/Ministers in Haryana.

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

To

The Principal Secretary/Secretary/Private Secretary to  
Chief Minister/Ministers, Haryana.

U.O. No. 3393-WM(I)-69,

Dated, Chandigarh, the 30th June/1st July, 1969

A copy is forwarded to all Officers, Superintendents and Deputy Superintendents in the Finance Department for information and guidance.

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

To

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

U.O. No. 3393-WM(I)-69,

Dated, Chandigarh, the 30th June/1st July, 1969.

## LIST OF AUDIT OBJECTIONS/INSPECTION REPORTS REQUIRING SETTLEMENT

Name of the Office :

Name of the Department :

Sr. No.	Nature of Objection	Period to which the objection relates	Reasons why the objection has not been settled so far
1	2	3	4

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**Note 1: Annexures of this Notification and modifications of pay scale made between the year 1969 and 1979 not printed. See website of FD.**

**Note 2: For pay scale of a post as on 31.03.1979 see Notification No. GSR.20/Const./Art.309/80, Dt. 29.02.1980 & No. G.S.R 80/Const. Art. 309/Amd (1)/80, Dt. 21.07.1980.**

**HARYANA GOVERNMENT GAZETTE  
EXTRAORDINARY**

**Published by Authority**

**CHANDIGARH, FRIDAY, JULY 22, 1969 (ASADHA 31, 1891 SAKA)**

**FINANCE DEPARTMENT**

**Notification**

**The 7th July, 1969**

**No. 129-1PRC-69/18963.**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana, after consultation with the Speaker of the Haryana Legislative Assembly in so far as such consultation is necessary under the provisions of article 187(3), hereby makes the following rules, relating to revision of pay scale of certain services and posts under the State Government, namely.—

**1. Short title.**— These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969.

**2. Application.**— Save as otherwise provided by or under these rules, they shall apply to a person holding any post mentioned in the Schedule appended to these rules, if the pay scale of that post has been revised therein :-

Provided that nothing in these rules shall apply to—

- (a) Members of Haryana Civil Service (Executive Branch and Judicial Branch) and Deputy Superintendents of Police.
- (b) persons not in the whole-time employment of the State;
- (c) persons paid out of contingencies;
- (d) persons paid as work-charged establishment;
- (e) persons employed on contract basis, except when the contract provides otherwise;
- (f) re-employed Government servants; and
- (g) persons specifically excluded wholly or in part from the operation of these rules.

**3. Definitions.**— In this rule, unless there is anything repugnant in the subject or context :-

- (a) "appointed day" means,
  - (i) in relation to a Government servant appointed before the 1st day of February, 1969, that day, and
  - (ii) in relation to a Government servant appointed on or after the 1st day of February, 1969, but before the date of issue of these rules the day on which such Government servant was appointed;
- (b) "basic pay" means pay as defined in rule 2.44 (a)(i) of the Punjab Civil Services Rules, Volume I, Part I, as applicable to Haryana Government servants;
- (c) "existing emoluments" means the aggregate of—

- (i) the basic pay in the existing scale;
  - (ii) the dearness pay appropriate to the basic pay, provided that where a Government servant is drawing dearness pay at a higher rate than appropriate to his basic pay at such higher rate of dearness pay subject to the condition that increase in the rate of dearness pay subject to the condition that increase in the rate of dearness pay due to non-practicing allowance or rural allowance shall be ignored for this purpose;
  - (iii) the adhoc pay, if any, where such adhoc pay is abolished with effect from the appointed day; and
  - (iv) the special pay, if any, as distinct from special pay which is to be abolished after the existing incumbent leaves the post;
- (d) "existing scale" means the scale of pay of a Government servant in respect of the post held by him in substantive or officiating capacity immediately before the appointed day;
- (e) "revised pay" means such basic pay of a Government servant in the revised scale as may be determined in accordance with these rules;
- (f) "revised scale" in respect of a Service of post specified in column 2 of the Schedule, means the scale of pay specified in column 4 thereof: and
- (g) "Schedule" means the Schedule appended to these rules.

4. **Right to draw revised pay and to exercise option for existing scale.—**

- (1) Save as otherwise provided in these rules, as from the appointed day, a Government servant shall be entitled to draw the pay in the revised scale:  
 Provided that a Government servant whose pay scale has been revised under these rules may opt to continue to draw pay in the existing scale until the date on which he earns his next or any subsequent increment in the existing scale or until he vacates his post or ceases to draw his pay in that time scale of pay, whichever is earlier.
- (2) Where under the proviso to sub-rule (1) a Government servant exercises the option to retain the existing scale in respect of a post held by him in an officiating capacity his substantive pay for the purpose of rule 4.4 of the Punjab Civil Services Rules, Volume I, Part I as applicable to Haryana Government servants, shall be substantive pay which he would have drawn had he retained the existing scale in respect of the permanent post on which he holds a lien or would have held a lien, had his lien not been suspended.

5. **Exercise of option.—** (1) The option referred to in the proviso to sub-rule (1) of rule 4 shall be exercisable in writing so as to reach the authority mentioned in sub-rule (2) within four months of the date of issue of these rules :

Provided that.—

- (i) in the case of a Government servant who is on that data out of India or on leave or deputation or on foreign service or on active service, such option shall be exercisable within four months of the date of his taking over charge of his post under the State Government; and
- (ii) where a Government servant is under suspension on that date, such option shall he exercisable within four months of the date of his return to duty.

**Explanation.—** 'Active Service' means Service abroad with armed forces, but does not include service in the Indian Missions abroad.



- (2) The option shall be intimated by the Government servant in the Form appended to these rules.—
- (a) if he is a gazetted Government servant to the Accountant General, Haryana; and
- (b) if he is a non-gazetted Government, to the head of his office.
- (3) If the declaration regarding option is not received by the prescribed authority within time mentioned in sub-rule (1), a Government servant shall be deemed to be entitled to the revised scale with effect from the appointed day.
- (4) The option once exercised shall be final.

**6. Fixation of pay in revised scale.—** (1) The initial pay of a Government servant in the revised scale shall, unless otherwise directed by the State Government, be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien had it not been suspended and in respect of his pay the officiating post held by him in the following manner :-

- (i) Where a single existing scale has been replaced by a single revised scale, the pay in the revised scale shall be fixed at the stage arrived at after adding the same number of stages to the minimum of the revised scale as were necessary to arrive at the basic pay in the existing scale from its minimum:

Provided that where the minimum of the revised scale is less than the emoluments at the minimum of the existing scale, the minimum of the revised scale shall be deemed to be the stage where the basic pay in the revised scale is equal to the emoluments at the minimum of the existing scale, and if there is no such stage, the next above.

#### Example - I

An officer who in the scale of Rs. 500-25-600/40-800/50-1000 and drawing pay Rs. 550 per mensem and opts to come to the new scale of Rs. 450-30-600/40-800/50-1100 will be allowed pay in the revised scale as under :-

Existing Emoluments	Notional minimum or starting stage in the revised scale for fixation of pay
Pay Rs. 550 <u>D.P. Rs. 85</u> Rs. 635	Rs. 500+Rs. 70 D.P.= Rs. 570
	He will be entitled to pay @ Rs. 640 after adding two increments.

#### Example - II

The pay of a Superintendent of 'B' Class Office who is working in the scale of Rs. 350-20-450 and drawing pay at Rs. 370 per mensem and opts for the revised scale of Rs. 400-25-500/30-650, will be fixed as under :-

Existing Emoluments	Notional minimum or starting stage in the revised scale for fixation of pay
Pay Rs. 370 <u>D.P: Rs. 70</u> Rs. 440	Rs. 350+Rs. 70 D.P. = Rs. 420

	As there is no stage of Rs. 420 in revised scale, the starting or first stage for fixing the pay of the existing incumbents will be deemed to be Rs. 425 i.e. stage next above Rs. 420. He will be allowed one increment in lieu of increment drawn in the existing scale and his pay will be fixed at Rs. 450.
	(This notional minimum will be for the purpose of fixation of pay of the existing incumbents only).

- (ii) Where more than one existing scale is replaced by a single revised scale the pay in the revised scale shall be fixed in the manner indicated in (i) above, as if each of the existing scale had been singly replaced by the revised scale.
- (iii) Where an existing scale has been replaced by two revised scales, the pay of the persons fitted in the lower or higher revised scale shall be fixed in the manner indicated in (i) above, as if the existing scale had been replaced by a single lower or higher revised scale, as the case may be.
- (iv) Where a Government servant is holding a permanent post and is officiating in a higher post and the scales applicable to those two posts are merged into one revised scale, the pay shall be fixed under (ii) above with reference to the officiating post only, provided he has continuously officiated in that post for not less than one year and the pay so fixed shall be treated as substantive pay. When such a Government servant has not completed one year's continuous service in the higher officiating post on the appointed day his pay in the revised scale shall be fixed separately with reference to his substantive pay and officiating pay in the existing scale and his pay in the revised scale as fixed with reference to the officiating pay shall be treated as substantive pay in that scale after rendering service for the period by which it fell short of one year on the appointed day, provided it is certified by the Appointing Authority that he would have continued to officiate in the higher officiating post during this period, had the revised scales not been introduced. If however the Appointing Authority certifies that he would have reverted to the lower post during this period his pay in the revised scale would from the date on which he would have reverted be regulated on the basis of the pay fixed on the appointed day with reference to his substantive pay in the lower post.

(2) The revised pay shall not exceed the existing emoluments by more than the following ceiling limits :-

- (i) Rs. 5 or Rs. 7½ in the case of revised scales ending at Rs. 100 or below according as the Government servant concerned has rendered service not exceeding ten years or exceeding ten years respectively in the same existing scale;
- (ii) Rs. 10 in the case of revised scales ending between Rs. 101-200;
- (iii) Rs. 20 in the case of revised scales ending between Rs. 201-300;
- (iv) Rs. 30 in the case of revised scales ending between Rs. 301-600;
- (v) Rs. 40 in the case of revised scales ending between Rs. 601-1000;
- (vi) Rs. 50 in the new of revised scales ending above Rs. 1000.

Provided that—

- (a) in the case of a Government servant whose existing emoluments are not less than Rs. 1100 per mensem, the revised pay shall not exceed such emoluments;

- (b) if the pay in the revised scale as worked out under these rules is less than or equal to the existing emoluments, the pay in the revised scale shall be fixed at the stage next above the existing emoluments;
- (c) the advance increment to be granted under these rules in consideration of qualifications shall be allowed after fixing pay in the revised scale, and will not be subject to the ceiling imposed above; and
- (d) the pay in the revised scale shall not be fixed at a rate lower than the minimum stage of the revised scale.

**Explanation.—** For the purposes of clause (i), periods of the following type of service shall be taken into account for computing 10 years service :-

- (i) leave, including extraordinary leave;
- (ii) Non-continuous service only if the benefit of that service has been allowed for increments on the existing scale;
- (iii) the service of a person who has been held up at a stage in the existing scale or whose increments have been stopped with cumulative effect.

(3) Where the revised pay at the stage arrived at under sub-rule (1) exceeds the existing emoluments by more than the ceiling limits prescribed in sub-rule (2) the pay shall be fixed at the highest stage in the revised scale at which the revised pay so fixed does not exceed the existing emoluments by more than the ceiling limits and the difference between the existing emoluments plus the ceiling and the revised pay shall be allowed as personal pay to be absorbed in pay at the time of the next increment or subsequent increments.

**Example**

An Assistant 'X' who is drawing basic pay of Rs. 200 in the existing scale of Rs. 106-6-160/8-200 and Rs. 45 as dearness pay will under sub-rule (1) be entitled to the corresponding 15th stage in the revised scale of Rs. 160-10-280/15-400 at Rs. 310. This exceeds existing emoluments by Rs. 65. Under sub-rule (2) his revised pay should not exceed the existing emoluments by more than Rs. 30 and he should be fixed up at Rs. 275. There being no stage of Rs. 275 in the revised scale, his pay will be fixed at Rs. 270, the stage below and he will get Rs. 5/- as personal pay to be absorbed in his next grade increment when he would rise by increment to the stage of Rs. 280.

(4) The dearness pay which is given at present with marginal adjustment up to Rs. 1100 shall cease with effect from the appointed day, except where an employee has opted for the existing scale.

(5) If pay as fixed in the officiating post under sub-rules (1), (2), (3) or (4) is equal to or lower than the Pay as fixed in the substantive post, officiating pay shall be re-fixed at this stage next above the substantive pay.

(6) Where a Government servant continues to draw his pay in the existing scale and comes over to the revised scale from a date later than the appointed day his pay in the revised scale from such later date shall be so fixed as if he had opted to be governed by these rules with effect from the appointed day, provided that such a Government servant shall not be required to refund the benefit derived by him in the existing scale till the date of his coming over to the revised scale.

(7) A Government servant, who has officiated in a post prior to the appointed day but was not holding that post on that day and who on subsequent appointment to that post draws pay in the revised scale, shall be allowed the benefit of the previous officiating appointment to the extent it would have been admissible to him had he been holding that post on the appointed day and opted for the revised scale on that day.

(8) These rules will not be applicable to the Government employees in whose case there has been no change in the existing scale of pay.

(9) Date of increment of revised scales.— The next increment of a Government servant whose pay has been fixed in accordance with rule 6 shall be granted on the date he would have drawn his increment had he continued in the existing scale:

Provided that :-

- (i) where the revised pay is fixed at the minimum of the revised scale and on such fixation the revised pay exceeds the existing emoluments by more than the appropriate ceiling limit in terms of rule 6(2), the next increment shall be granted on the date it fall due in the revised scale.
- (ii) the next increment shall be granted on the 2nd of February, 1969, to a Government servant whose pay fixed on the appointed day in the revised scale is at the same stage as the one fixed for another Government servant drawing pay at a lower stage than his in the same existing scale.

(10) **Explanation.**— For the purpose of these rules, increment will be construed to mean stages in the time scale and not actual increases in pay. When an increment in an existing or revised scale is not annual the increment shall be construed as carrying as many stages as the number of years of service required to be rendered for earning an increment.

**4. Over-riding effect of these rules.**— In cases where the pay is regulated under the provisions of these rules, the provisions of the Punjab Civil Services Rules shall not apply to the extent they are inconsistent with the provisions of these rules.

**9. Arrears to go in Provident Fund.**— Arrears payable to a Government servant for the period from 1st February, 1969, to 31st May, 1969, as a result of re-fixation of pay under these rules shall be treated as his additional contribution to his Provident Fund Account. Interest will accrue on the contribution to the Provident Fund from the date of issue of the rules.

**10. Power to relax.**— Where the Government in Finance Department is satisfied that the operation of any of these rules causes undue hardship to any individual or class of employees it may by order dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary in dealing with the case in a just and equitable manner.

**11. Interpretation.**— If any question arises relating to the interpretation of these rules it shall be referred to the State Government in the Finance Department whose decision thereon shall be final.

M.L.BATRA  
Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

**FORM - A**  
**FORM OF OPTION**

*(See Sub-rule (2) of rule 5)*

I, \_\_\_\_\_ hereby opt to continue on the existing scale of pay of my substantive/officiating post mentioned below until the date of my next increment \_\_\_\_\_ (the date of my subsequent increment) raising my pay to Rs. \_\_\_\_\_ or until I vacate or cease to draw pay in the existing scale \_\_\_\_\_.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Service, if any \_\_\_\_\_

Designation \_\_\_\_\_

Office in which employed \_\_\_\_\_

Date :

Station :

**SCHEDULE SHOWING DETAILS OF REVISED SCALES OF PAY IN THE HARYANA STATION AS FROM 1ST FEBRUARY, 1969.**

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
1	2	3	4	5
		Rs.	Rs.	
1	H.V.S Class I, Deputy Director Agriculture, Statistical Officer, Agricultural and other Class I Officers of Agriculture and other Departments in this scale of the State Government	350-40-750/40-950-50-1200	400-30-550/40-750/50-1250	
2	District Attorneys	500-30-800/30-1100/50-1200	700-50-1000, 50-1, 250 (T.S.)1300-50-1500 (S.G. for 10 per cent posts)	
3	Director Language	600-40-800/40-920-1000/50-1200	700-50-1000/50-1250	
4	Officer on Special Duty (Ind)	625-40-1025/40-1225	700-50-1000/50-1250	
5	Deputy Director Industries, Controller Weights & Measures, Textile Officer (Designs)	50-25-600/40-800/50-1000	450-30-600/40-800/50-1100	
6.	Deputy Director (Technical) Deputy Apprenticeship Adviser (Industrial training)	625-40-1025/40-1225	700-50-1000/50-1250	
7	Deputy Directress, Industrial Training	600-40-1000	400-30-700/40-1100	
8	Superintending Engineers (B&R, Irr. & Public Health) Senior Architects Senior Town Planner	1500-50-1750	1600-50-1800	
9	Regional Town Planner	1000-50-1200/50-1400	1100-50-1300/50-1500	
10	(i) Executive Engineers (B&R, Irr. & P.H.) (ii) Architects, Town Planner (iii) Deputy Director, Industries (Tech.)	625-40-1025/50-1275	700-50-1100/50-1300 (T.S) 1300-50-1600 (S.G for 10% posts)	
11	Chief Electrical Inspector	700-1275	750-50-1000/50-1300	
12	Principal (Technical Education) Director, Designs (Industries)	800-40-1000/50-1250	850-50-1100/50-1300	
13	Chief Inspector, Boilers	500-30-980/20-1000	400-30-700/40-1100	
14	(i) Assistant Executive Engineer. Senior Technical Officer (Industries) Senior District Industries Officer, Land Reclamation Officer, Sr. Asstt. to Chief Electrical Inspector, Assistant Director, Industrial Training Principal, Industrial Training Assistant Town Planner.	375-30-525/40-615/40-925	400-30-580/40-780/40-1100	
	(ii) Deputy Chief Inspector of Factories	375-30-525/40-685/40-925 plus Rs. 150 NPA	400-30-580/40-780/40-1100 plus 33½% NPA	
15	Lecturers Civil, Mechanical & Electrical Engineering (Tech. Edu.) Supdt. Workshop (Tech. Edu.)	350-350-380-380-30-590/30-770-40-850	400-30-700/40-1100	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
16	(i) Sub-Divisional Officers (B&R & P.H.)	250-25-750	400-30-700/40-1100	
17	Economic & Statistical Adviser	750-40-950/50-1200	850-50-1100/50-1300	
18	Joint Registrar (RCS Office)	800-50-1500	900-50-1100/50-1500	
19	Deputy Registrar (Ind, Coop.) Deputy Registrar (Co-op.)	670-40-750/40-950/50-1000 50-1200	700-50-1000/50-1250	
20	I. G. Prisons	900-50-1200	1000-50-1100/50-1300	
21	Director, Employment Exchanges	1000-50-1350	1000-50-1100/50-1500 (Personal Scale)	
22	Professors (including Dental Class Medical College)	1000-75-1600	1200-75-1500/75-1800	
23	Zonal Malaria Officer (Health)	600-40-1000/50-1150	700-50-1000/50-1250	
24	Associate Professors Class I	800-50-1400	900-50-1100/50-1500	
25	Assistant Director, E.S.I.	1350-50-1600	No change	
26	(i) Assistant Directors, Health (ii) Assistant Directors, Health	950-50-1250 750-50-1250	850-50-1100/50-1300 plus NPA at 33% subject to maximum of Rs. 400	
27	Chief Medical Officers	750-50-1250	850-50-1100/50-1300 plus Special pay of Rs. 100 and plus NPA as in the case of serial No. 26 above	
28	Senior Medical Officers	750-50-1250	850-50-1100/50-1300	
29	Assistant Professors Class I	750-50-1250	850-50-1100/50-1300	
30	Senior Lecturers	450-30-600/40-800/50-950	450-30-600/40-800/50-1100 with two advance increments for Post Graduate qualifications	
31	Lecturers	400-30-550/40-750/50-900	400-30-600/40-800/50-1050 with two advance increments for Post Graduate qualifications	
32	H.C.M.S. Class-I	250-25-750 plus NPA Rs. 100	350-30-500/30-800/30-950 plus 33 $\frac{1}{3}$ % NPA 700-40-1100 (10% S.G.) plus 33 $\frac{1}{3}$ % NPA	
33	Malaria Officers	275-15-470/15-500/20-700	350-30-500/30-800/30-950 plus 33 $\frac{1}{3}$ % NPA, if MBBS 700-40-1100 plus 33 $\frac{1}{3}$ % NPA, (S.G for 10% posts)	
34	Joint Provincial Transport Control	600-40/-800/40-1000/50-1200	800-50-1100/50-1300	
35	Joint Director Public Relations	720-40-1000	800-40-1000/40-1200	
36	Excise & Taxation Officers	250-25-750	350-30-500/30-800/30-950 S.G. 700-40-1100 (for 10% posts)	
37	Geologist Junior Ind. Deptt.	400-40-800/50-950	400-30-700/40-1100 (min. 500)	
38	Assistant Geologist	350-25-500/30-590-30-830/35-900	400-30-700/40-1100	
39	Public Analyst Health	500-25-750/40-950/50-1000	450-30-600/40-800/50-1100	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
40	Assistant Director Training Assistant Director, Land Dev	350-25-500/30-650/40-850	400-30-700/40-1100	
41	Veterinary Services Class II Agriculture Officer Assistant Director, Fisheries Assistant Registrar, Co-operative Societies District Industries Officers & Veterinary Services Class II Agriculture Officer Assistant Director, Fisheries Assistant Registrar, Co-operative Societies District Industries Officers & Assistant Director Industries Public Relations Officers Forest Officers Assistant Director Food & Supplies) District Food & Supplies Controller Principal, Assistant Director, Industrial Training Assistant Director, Language Labour Officer Statistical Officer, Agriculture Superintendent, Quality Marking, Ind. Assistant Director, Tourism/Hospitality Senior Statistical Officer, Labour Census Officer, SA. Leather Experts, Ind. Asstt. Land Record Officer Senior Statistical Officer, Health Asstt. Mining Expert, Ind. Fire Officer (Local Bodies) Asstt. Director, Panchayat, Lady Manager, industries Industrial Asstt. Registrar Asstt. Director/State Vocational Guidance Officer/Employment Liaison officer/Employment Marketing Information Officer/Sub-Regional Employment Officer and all other class II posts in this scale of State Government	250-25-750	350-25-500/30-590/30-830/ 35-900	
42	Treasury Officers Asstt. Accounts Officers Resident Audit Officers	250-25-500/30-650	350-25-500/30-590/30-830/ 35-900	
	(ii) Accounts Officer, Food & Supplies	250-25-750	350-25-500/30-590/30-830/ 35-900	
	(iii) Accounts Officer, Health	350-25-500/30-650	350-25-500/30-590/30-830/ 35-900	
43	Asstt. Distt. Attorney	300-15-450/15-480/20-540/30-600	350-25-500/30-590/30-830/ 35-900 (min. 450)	



Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
44	Asstt. Secretaries Secretaries to Ministers/ Dy. Excise & Taxation Commissioner Deputy Chief Electoral Officer	800-40-1000	900-50-1200	
45	Superintendent A Class Offices. Private Secretaries, Establishment Officers (Ed.& Agr.), Administrative Officers (Public Relations and Aviation) Accounts Officer (Coop) O.S.D. (Elections) Chief Stamp Auditor Codification officer (L.R.) Planning-cum-Panchayati Raj Election Officer Asstt. Director, Sports	350-25-500/30-650	450-25-500-30-650/30-800	
46	Asstt. Director, Nursing Health	400-15-475/20-575/25-700	450-25-500-30-650/30-800	
47	Electoral Officer	400-30-550/40-750	450-25-500-30-650/30-800	
48	Asstt. Excise & Taxation Officers	250-15-400	350-25-500/30-650/30-800	
49	Asstt. Director, Local Bodies	270-15-300/25-400/25-550	350-25-500/30-650/30-800	
50	Deputy Collector, Irr.	250-25-550	350-25-500/30-650/30-800	
51	Divisional Sports Officer	300-25-500/30-650	350-25-500/30-650/30-800	
52	Research Officer	250-25-500/25-650	350-25-500/30-650/30-800	
53	Distt. Statistical Officer, ESA.	250-25-350/25-500/25-600	350-25-500/30-650/30-800	
54	Lecturer, Pharmacy	300-25-600	350-25-500/30-650/30-800	
55	Sales Manager. Ind. Technical Officer, Photo Cinema, Officer, Public relation	300-20-600	350-25-500/30-650/30-800	
56	Inspector of Boilers	300-20-500/25-600	350-25-500/30-650/30-800	
57	Block Development Officers Lady Circle Supervisors	250-25-350/25-500	300-25-550/30-700	
58	Clerk of Court, F.C.'s Office	300-15-420/20-500	300-25-550/30-700	
59	Demonstrator, Pharmacy Pharmacists, Chemist Dietician, Social Medical Officer	250-20-330/20-430/20-550	300-25-550/30-700	
60	Asstt. Director. Unani Transport Officer, Health	250-20-330/20-430/20-550	300-25-550/30-700	
61	District Sports Officers and Coaches	250-25-350/25-500	300-25-450/25-600	
62	Traffic Managers, Transport works Manager, Transport	250-25-750	350-25-500/30 650/30-800	
63	Bio-Statistician, Health	350-20-550	350-25-500/30-650/30-800	
64	Information Officer, Asstt. District Industries Officers/Development Officer/Planning-cum-Survey Officer/Asstt. Marketing Officer, Asstt. Director, Design, Mining Officers.	200-15-375/15-470/15-500	250-15-400/20-600	
65	Deputy Supdt. Prison	270-10-340/10-420 450-10-500/10-550	300-15-450 15-600 540-20-700 (for 10 percent posts)	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
66	General Manager, Transport	600-25-750/30-900	700-40-1100/50-1250	
67	Head Pharmacy Health Class II	600-40-800/50-900	700-40-900/40-1100	
68	O.S.D. (Irr.) Assistant Director-cum-Registrar, Examination (Tech. Edu) Coaches Sports Accounts Officers Assistant Examiners.	500-30-800	550-30-760/40-1000	
69	Dy. Director, Tourism Dy. Director Public Relations State Press Liaison Officer, Public Relations	500-25-650/30-800	550-30-760/40-1000	
70	Superintendent, Jail	500-25-600/25-800	550-30-760/40-1000	
71	Assistant Legal Remembrance	500-30-680/40-800	550-30-760/40-1000	
72	Deputy Economic and Statistical Advisor	350-40-750/40-950 300-30-510/30-600/40-720/40-800/50-850	400-40-1000/50-1100 350-30-620/40-900/5-1000	
73	Registrar, B & R.	700-25-750/30-900	700-30-850/30-1006	
74	Deputy Transport Controller	650-25-750/30-900/40-1020	700-40-1100/50-1250	
75	Deputy Director, Food and Supplies/Deputy Controller, Food Accounts/Deputy Labour Commissioner District Organiser, food, Project Officer/Marketing Officer Industries	300-30-510/30-600/40-720/40-800/50-850	350-30-620/40-900/50-1000	
76	Secretary, Regional Transport Authority	300-25-475/25-650/30-860 40-900	400-25-650/30-800/40-1000	
77	Extra Assistant Transport Controller	300-25-475/25-650/30-800	400-25-650/30-860/40-900	
78	Tehsildar	270-15-300/25-400/25-550 S.G (i) Rs. 600 (ii) Rs. 650	300-25-500/30-650/30-800 S.G Rs. 850	
79	Naib-Tehsildar	150-10-200/10-300	250-15-400/20-500	
<b>COMMON CATEGORY CLASS III POSTS</b>				
1	Superintendent B Grade Offices	350-20-450	400-25-500/30-650	
2	Superintendent C Grade Offices	300-20-400	400-25-500/30-650	
3	Head Assistants	250-10-350	300-20-400/20-500	
4	Assistant Superintendents	200-10-300	250-10-280/15-430/20-450	
5	Assistant Section Officers	250-20-450	300-25-450/25-600	
6	Deputy Superintendents Personal Assistants	150-10-200/10-300 plus Rs. 5 (as Special Pay	225-15-360/20-500 plus Rs. 50 as special pay.	
7	Assistant 'A' Grade Offices	150-10-200/10-300	225-15-360/20-500	
8	Assistant 'B' Grade Offices	116-8-180/10-250	160-10 280/15 400	
9	Assistants 'C' Grade Offices Stenographers	106-6-160/8-200	160-10-280/15-400	
10	Junior Seale Stenos	100-5-150-5-175	120-5-160/8-200/10-250 with a start of Rs. 140 (with two advance increments to graduates)	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
11	Steno typists	60-4-80/5-120/5-175 plus Rs. 15 special pay	110-4-130/5-160/5-225 plus Rs. 15 special pay (with two advance increments to Graduates)	
12	Clerks	60-4-80/5-120/5-175 45-2-75.	110-4-130/5-160/5-225 (with 2 advance increments to Graduates)	
13	Restorers, Duplicating/Gestetnor Operators	45-2-75	90-3-120/4-140	
<b>OTHER CLASS III POSTS</b>				
14	Sadr Kanungos	116-8-180/10-250	160-10-280/15-400	
15	Field Kanungos Peshi Kanungos (Colonization and Consolidation)	80-5-140/6-200	140-6-170/8-210/1-300	
16	Kanungo Colony (Colonisation and Consolidation)	80-5-140/6-200 PLUS Rs. 15. Special Pay	140-6-170/8-210/10-300 plus Rs. 15 Special Pay	
17	Alhmads (Consolidation)	80-4-120/5-180	120-5-150/6-180-8-220/10-250	
18	Patwari	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
19	Patwari Moharrir	60-4-100	100-4-130/5-160/5-225	
20	Assistant Patwari	50-3-80/4-100	90-3-120/4-140	
21	Taxation inspectors Excise	150-10-200/10-300	200-10-240/15-450	
22	Legal Assistants	250-15-400/20-500	300-25-450/25-600	
23	Chief inspector. Fertilizer	250-25-500	300-25-450/25-600	
24	Agricultural inspectors Chemical Inspectors Fertilizer Inspectors	130-10-200/10-320 (T.S.).	250-10-300/15-450	
		320-15-440 (S.G.)	450-25-550 (S.G.)	
25	Sub-Inspector, Agriculture	60-4-80/5-120 (T.S.)	110-4-130/5-160/5-200 (T.S.)	
		120-6-150 (S.G.)	200-10-250 (S.G.)	
26	Veterinary Assistant Surgeons Research Asstt., Technical Asstt., Farm Overseers, Head Farm Overseers	220-15-320/16-400 (T.S.)	300-15-390/20-550 (T.S.)	
		400-20-600 (S.G.)	550-25-700 (S.G.)	
27	Animal Husbandry Assistants	80-5-130/7-200	130-10-200/10-300	
28	Stock Assistant and Veterinary Compounders	75-5-100/5-125 (T.S.)	130-5-160/5-200 (T.S.)	
		150-10-200 (S.G.)	200-10-300 (S.G.)	
29	Dairy Inspectors Extension Assistant (Dairy)	120-10-200/15-350	200-15-380/20-500 (For Degree holders)	
30	Village Level Workers	60-4-80/5-120	110-4-130/5-160/5-200 (T.S.) 120-5-150/6-180-8-220/10-250 (S.G. for 10 per cent posts)	
31	Inspectors, Co-operative Societies	100-10-200/10-300	160-10-280/15-400 (T.S.)	
		90-5-140/6-200/7-235/8-275	350-20-450 (S.G.)	
32	Sub-Inspectors, Co-operative Societies	60-4-80/5-120	110-4-130/5-160/5-200	
33	Senior Auditors	200-15-380/20-500 (for SAS.)	300-25-450/25-600 (for SAS.)	
		175-15-400 (for others)	200-15-380/20-500 (for others)	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
34	Forest Rangers/Conservation Assistants	100-10-200/10-300	200-10-280/15-400 (T.S.)	
			400-10-500 (S.G. for 10 percent post)	
35	Deputy Ranger	60-4-80/5-120	110-4-130/5-160/5-220	
36	Labour Wage Inspectors	200-10-300/15-450	225-15-390/20-550	
37	Shop Inspectors	80-5-110/5-150	140-6-1 70/8-210/10-250	
38	Junior Auditors	80-5-120/8-200/10-220	140-6-170/-210/10-300 (T.S.)	
		160-10-300 (S.G.)	200-10-400 (S.G.)	
39	Dental Assistant Surgeons	250-20-550	350-25-500/30-650/30-800	
40	Assistant Medical Officer (Dental)	150-10-200/15-275/15-380	200-10-280/15-430/20-450	
41	Assistant Unit Officer	150-10-250	200-10-280/15-400	
42	Senior Sanitary Inspectors	150-7-206	200-10-250/10-300	
43	Sanitary Inspectors	80-5-110/5-150	120-5-150/6-180/8-220/10-250	
44	Basic Health Worker	50-3-80/4-100	100-4-140/5-160	
45	Sanitary Supervisor Surveillance Workers/Basle Health Workers(Trachoma)	50-3-80	100-4-140/5-160	
46	Vaccinators/Sanitary Sub-Inspector-cum-Vaccinator	45-2-75	90-3-120/4-140	
47	Lady Health Visitors	100-5-150/7-185	140-6-170/8-210/10-250	
48	Nursing Sisters	150-10-200	200-10-250/10-300	
49	Staff Nurse/Male Nurse	100-5-150	140-5-200/10-250	
50	Auxiliary Nurse Midwives	75-5-100/5-125	130-5-160 5-200	
51	Nurse Dai	50-3-80	80-2-90/3-120	
52	Trained Dai	37-42	80-2-90/3-120	
		32-42	80-2-90/3-120	
53	Analyst	200-10-300/15-450	300-25-450/25-600	
54	Radiographers	70-4-90/5-120	120-5-150/6-180/8-220/10-250	
55	Inspector, Ayurvedic	150-10-200/10-300	300-25-450/25-600	
56	Resident Physicians	150-10-200/15-380	300-25-450/25-600	
57	Demonstrators	175-15-295/15-400	300-25-450/25-600	
58	Vaid Hakims Assistant Resident Physicians	150-10-200/15-380	200-15-380/20-500 (T.S.)	
			300-25-600 (S.G. 10% posts)	
59	Divisional Head Draftsman	200-10-300	250-10-300/15-450	
60	Circle Head Draftsman/Head Draftsman, Grade I (S.O.)	250-15-355	350-15-440/20-500	
61	Sectional Officers	100-10-200/10-300	160-10-280/15-400 (T.S.)	
			350-20-550 (S.G. for 10 percent posts)	
62	Draftsman/Assistant Draftsman	100-8-140/10-200	150-10-200/10-300	
63	Tracers	60-4-80/5-120/5-175	110-4-130/5-160/5-225	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
64	Road Inspectors	60-4-80/5-120	150-10-250/10-350	
65	Irrigation Booking Clerks	60-4-80/5-120/15-175	110-4-130/5-160/5-225	
66	Accounts Clerks 'C' Grade Assistants	106-6-160/8-200	160-10-280/15-400	
67	Sub-Divisional Clerks	60-4-80/5-120/5-175 plus Rs. 20 Special Pay	110-4-130/5-160/5-225 plus Rs. 20 Special Pay	
68	Industrial Inspectors/Inspectresses	100-10-200/10-300	160-10-280/15-400	
69	Block Level Extension Officer (Ind.)	116-8-180/10-250	160-10-280/15-400 (T.S)	
70	Manager, Industrial Estate	100-10-200/10-300	160-10-280/15-400	
71	Technical Assistant	160-10-230/15-350	250-10-350/15-500	
	Technical Assistant/Scrutiny Inspectors	180-10-250/10-400	300-25-450/25-600 (one advance increment for M.A. First Class)	
72	Junior Technical Assistants Research Assistants	150-10-200/10-300	250-10-300/15-450	
73	Assistant Superintendent of Jail/Welfare Officer	100-10-200/10-300	200-10-280/15-430-20-450	
74	Sub-Assistant Superintendent, Jail.	90-5-180	120-5-150/6-180/8-220/10-250	
75	Assistant Probation Officers	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
76	Head Warder	60-4-80/5-120	100-4-140/5-160	
77	Warder	50-3-80/4-100	90-3-120/4-140	
78	Sr. Librarian	150-10-220/10-300	300-25-450/25-600 (Master's degree 1st or 2nd Class with Diploma in Library) 250-25-450/25-550 (M.A. III Class with Diploma) 220-8-300-10-400/20-500 (B.A. with Diploma)	
79	Junior Librarian	80-5-150/5-175	125-5-250/10-300	
80	Librarian Sectt,	200-20-500	300-25-450/25-600	
81	Secretary, District Soldiers 'Sailors and Airmen's Board	350-25-S50	350-25-500/30-650/30-800	
	<b>Transport Department</b>			
82	Station Supervisor Grade I	220-10-300/15-360	250-10-300/15-480-20-500	
83	Motor Vehicle Inspector	200-8-280/10-350	250-10-300/15-480-20-500	
84	Assistant Secretary, Regional, Transport Authority	150-10-200/10-300	200-10-300/15-450	
85	Station Supervisor Grade II	90-5-120/8-160	140-6-170/8-210/10-250	
86	Inspector/Yard Master	90-5-120/8-160	140-6-170/8-210/10-250	
87	Chief Inspector/Welfare Inspector	110-6-170/8-210	160-10-280/15-400	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
88	Chief Storekeeper	106-6-160/8-200	160-10-280/15-400 (equated to B Grade Assistant)	
89	Conductor/Adda Conductor	60-4-80/5-125	110-4-130/5-160/5-200	
<b>Drivers</b>				
90	Commercial vehicles Head Driver, Raj Bhawan	90-5-120/6-160 100-5-150/5-200	130-5-160/5-205 130-5-160/5-215	
	Drivers	50-3-90	100-4-140/5-160	
		80-4-120	110-4-130/5-160/5-180	
		90-3-120	110-4-130/5-160/5-180	
		90-5-120	110-4-130/5-160/5-180	
		75-5-100	110-4-130/5-160/5-180	
91	Assistant Employment Officer	200-15-350	250-25-450/25-500	
92	Editor (Gazetteer)	250-25-500	300-25-450/25-600	
93	Forester	50-3-80/4-100	100-5-140/5-200	
94	Forest Guard	45-2-75	90-3-120/4-140	
95	Head Revenue Clerk	116-8-180/10-250	160-10-280/15-400	
96	(i) Assistant Clerk	60-4-80/5-120/5-175 plus Rs. 10 special Pay	110-4-130/5-160/5-225 plus Rs. 10 special Pay.	
	(ii) Revenue Clerk	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
	(iii) Assistant Revenue Clerk	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
<b>COMMON CATEGORY CLASS IV POSTS</b>				
1.	Peons, Chowkidar, Sweepers, Mails, Head Mail, cooks and other whole time Class IV employees by whatsoever designation except where otherwise specified	30-½-35	70-1-80/1-85	
2.	Jamadar including Excise peons/Recorder Lifters/Telephone Attendant (Irrigation)	35-1-45	75-2-85/2-95	
3.	Daftri	35-1-50	75-2-85/2-95	
4.	Stamper	40-1-50	75-2-85/2-95	
5.	Class IV employees such as Gauge Reader (Panch. Raj) Organising Watchman (Tech. Edu) etc.	32-1-37 30-1-40 30-2-40	70-1-80/1-85	
<b>OTHER CLASS IV POSTS</b>				
6.	Diary Foreman (Animal Husbandry Hammerman/Beldar (Tech. Edu)	32-1-42 42½-1-52½	75-2-85/2-95	
7.	Motor Man	40-2-60	80-2-90/3-120	
8.	Library/Lab Attendants. (Education and Animal Husbandry)	32-1-42 39-1-49	75-2-85/2-95 but if Matriculate the scale would be 90-3-120/4-140	
9.	Carpenter (Animal Husbandry)	39½-1-44½	75-2-85/2-95	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
10.	Packers (Agri.) Field Assistant (Fisheries) Process Servers	35-1-50	75-2-85/2-95	
11	Jamadar, Grade II (Irr.) Head Blacksmith (Anl. Hub.)	30½-2-49½	75-2-85/2-95	
12	Cleaners/Hammerman/Borer (Irr.)	39½-2-49½	75-2-85/2-95	
13	Game Boys	40-1-50	75-2-85/2-95	
<b>CIVIL SECRETARIAT</b>				
1.	Officer on Special Duty/Budget Officer	350-25-500/30-650 plus special pay of Rs. 75	450-25-500-30-650/30-800 plus special pay of Rs. 75	
2	Statistical Assistant	150-10-200/10-300	225-15-360/20-500	
3.	Accountant	150-10-200/10-300 plus special pay Rs. 30	225-15-360/20-500	
4.	Senior Translator	150-10-200/10-300 plus special pay of Rs. 20 for one post	225-15-360/20-500 plus special pay of Rs. 20 for one post	
5	Special Assistant to Ministers	150-10-200	Rs. 300 fixed	
6	Junior Translator	60-4-80/5-120/5-175 plus Special pay of Rs. 20	110-4-130/5-160/5-225 plus special pay of Rs. 20	
7.	Technical Adviser	116-8-180/10-250	160-10-280/15-400	
8	Statistical Assistant	105-5-120/8-200/10-220	140-6-170/8-210/10-300 with a starting pay of Rs. 146	
9	Upper Division Clerk	80-5-120/8-200/10-220	140-6-170/8-210/10-300	
10	Receptionist, Care Taker, Cash Clerk	60-4-80/5-120/5-175 plus Special pay of Rs. 15	110-4-130/5-160/5-225 plus special pay of Rs. 15	
11	Library Shelf Supervisor /Record Supervisor	50-3-80/4-100	100-4-140/5-160	
12	Furniture Supervisor	50-3-80/4-100	100-4-140/5-160	
13	Drivers	60-3-90 plus special pay of Rs. 30 80-4-120 plus special pay of Rs. 30	100-4-140/5-160 plus special pay of Rs. 30 110-4-130/5-160/5-180 plus special pay of Rs. 30	
14	Book Binder	42½-1-52½-1-57½	90-3-120/4-140	
15	Head Gate Keeper	47½-1-52½-1-57½-1-62½ plus special pay of Rs.	90-3-120/4-140 plus special pay of Rs. 10	
16	Gate Keeper	47½-1-52½-1-57½-1-62½	90-3-120/4-140	
17	Telephone Attendant/ Cycle Mechanic	45-2-75	90-3-120/4-140	
18	Potedar/Cash Hill Messenger	45-2-75 plus Special Pay of Rs. 10	90-3-120/4-140 plus special pay of Rs. 10	
19	Gate Messenger	30-½-35	75-2-85/2-95	
20	Head Chowkidar	32-1-37	70-1-80/1-85	
<b>FINANCIAL COMMISSIONER OFFICER</b>				
1.	Officer on Spl Duty	350-25-500/30-650 plus Rs. 75 special pay	450-25-500/30-650/30-800 plus Rs. 75 special pay	
2	Administrative Officer	350-20-450	400-25-500/30-650	
3	Publication Assistant	200-20-400	250-20-450/25-500	
4	Stamp Auditor	150-10-200/10-300	225-15-360/20-500	
5	Compiler	150-10-200/10-300	225-15-360/20-500	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
6	Naib Tehsildar on Special Duty	150-10-200/10-300 plus Rs. 40 special pay	250-10-400/20-500 plus Rs. 40 special pay	
7	Senior Rev. Accountant	150-10-200/10-300	225-15-360/20-500	
8	union Rev. Accountant	116-8-180/10-250	160-10-280/15-400	
9	Mechanic	116-8-180/10-250	160-10-280/15-400	
10	Draftsman-cum-Store-Keeper	100-8-140/10-160/10-200	150-10-200/10-300	
11	Painter	47½-97½	90-3-120/4-140	
12	Book Binder	42½-1½-51½/2-57½	90-3-120/4-140	
13	Drivers	60-3-90	100-4-140/5-160	
		80-4-120 plus Rs. 30 special	110-4-130/5-160/5-180 plus Rs. 30 special	
<b>FOOD AND SUPPLIES DEPARTMENT</b>				
1.	Joint Director	1250-50-1500	No Change	
2.	District Food and Supplies Officer/Statistical Officer	200-25-450	30-25-550/30-700	
3.	Assistant Food and Supplies Officer Inspectors	150-10-250	225-10-365/15-500	
4.	Inspectors	(i) 80-5-110/5-150	140-6-170/8-210/10-300	
		(ii) 80-5-120/6-190		
		(iii) 90-6-120/8-250	160-10-280/15-400	
5.	Statistical Assistant	116-8-180/10-250	160-10-280/15-400	
6.	Technical Assistant/Assistant Supdt. (District Office)	150-10-200/10-300	225-15-360/20-500	
7.	Accountant	100-10-200/10-300	160-10-280/15-400	
8.	Head Clerk/Statistical Assistant in District Offices	116-8-180/10-250	160-10-280/15-400	
9.	Assistant Incharge	150-10-200/10-300	225-15-360/20-500	
		116-8-180/10-250 plus Rs. 20 special pay	160-10-280/15-400 plus Rs. 20 special pay	
10.	Resident Assistant	116-8-180/10-250 plus Rs. 25 special pay	160-10-280/15-400 plus Rs. 25 special pay	
11.	Head Analyst	120-10-200	160-10-280/15-400	
12.	Deputy Superintendent	116-8-180/10-250 plus Rs. 50 special pay	160-10-280/15-400 plus Rs. 50 special pay	
13.	Junior Analyst	80-4-120	110-4-130/5-160/5-225	
14.	Packer	45-2-75	90-3-120/4-140	
15.	Sub-Inspector	60-4-80/5-120	110-4-130/5-160/5-225	
16.	Computer	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
17.	Care Taker	60-4-80/5-120/5-175 plus Rs. 15 Special Pay	110-4-130/5-160/5-225 plus Rs. 15 special pay.	
<b>ESTABLISHMENT OF GOVERNOR'S SECRETARY AND MILITARY SECRETARY</b>				
1.	Secretary to Governor	Senior scale IAS	No Charge	
2.	Military Secretary to Governor	Senior Scale IAS	No change	
3.	A.D.C. to Governor	Junior scale IAS/Army rates of pay for Captain	No change	
4.	Manager, House Hold	250-15-340/20-400	300-15-390/20-550	
5.	Cashier	60-4-80/5-120/5-175 plus special pay of Rs. 20	110-4-130/5-160/5-225 plus special pay of Rs. 20	



Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
6	Head Khidmatgar	50-3-80 plus Rs. 30 special pay	100-4-140/5-160 plus Rs. 30 special pay	
7	Tailor	80-2-100/4-120	120-5-150/6-180/11-220/10-250	
8	Head Cook	80-2-100/4-120	110-4-130/5-160/5-180	
9	Mistry	50-3-80	100-4-140/5-160	
10	Dhobi	60-2-80	100-4-140/5-160	
11	Assistant House Manager	50-3-80 plus special pay of Rs. 35	100-4-140/5-160 plus special pay of Rs. 35	
12	House Hearer	40-1-50/2-60	75-2-85/3-100	
13	Khidmatgar	40-1-50/2-60	75-2-85/3-100	
14	Jamadar to Governor	55 fixed	80-2-90/3-120	
15	Jamadar to Military Secretary Camp Jamadar	451-1-55	80-2-90/3-120	
16	Assistant Camp Jamadar Messenger	35-1-45	75-2-85/2-95	
17	Cook	60-4-80/5-120	100-4-140/5-160	
<b>VIDHAN SABHA</b>				
1	Secretary	1000-100-1500 plus Rs. 200 as special pay	1200-100-1600 plus Rs. 200 as special pay	
2	Deputy Secretary, Vidban Sabha	900-50-1200	1000-50-1200	
3	Assistant Secretary, Vidhan Sabha	800-40-1000	900-50-1200	
4	Research Officer	500-30-800	600-30-900	
5	Reporters, English/Hindi Punjabi	250-10-300/15-400	350-20-450/25-650	
6	Technical Supervisor	200-15-380	250-15-400/20-500	
7	Senior Translator	150-10-200/10-300	225-5-360/20-500	
8	Junior Translator	60-4-80/5-120/5-175 plus Rs. 20 special pay	110-4-130/5-160/5-225 plus Rs. 20 special pay	
9	Assistant Information Officer	150-10-200/10-300 plus Rs. 50 special pay	225-15-360/20-500 plus Rs. 50 special pay	
10	Care Taker	106-6-160/8-200	160-10-280/15-400	
11	Proof Reader	80-5-120/5-170	120-5-150/6-180-8-220/10-250	
12	Punjabi/Hindi Typist	60-4-80 /5-120/5-175	110-4-130/5-160/5-225	
13	Receptionist	60-4-80/5-120/5-175	110-4-130/5-160/5-225 plus special pay of Rs. 15	
14	Watch and Ward Assistant	50-3-85/4-100	100-4-140/5-160	
15	Telephone Attendant	50-3-80/4-100	100-4-140/5-160	
16	Copy Holder	50-2-70	90-3-120/4-140	
17	Book Binder	42½-1½-1-51½-2-57½	90-3-120/4-140	
18	Cycle Shed Attendant	35-1-50	75-2-85/2-95	
19	Door Keeper	32-1-42	75-2-85/2-95	
<b>ECONOMIC AND STATISTICAL ORGANISATION</b>				
1	Research Officer	250-25-350/25-500/25-600	350-25-500/30-650/30-800	
2	Scrutiny Inspector	180-10-250/10-400	300-25-450/25-600 (One advance increment to M.A., 1st Class)	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
3	Economic Investigator/Statistical Asstt,	150-10-200/10-300	225-15-360/20-500 (M.A. 1st Class to start at Rs. 300)	
4	Inspector, N.S.S.	150-10-200/10-300	225-15-360/20-500	
5	Field Assistant	116-8-180/10-250	160-10-280/15-400	
6	Jr. Field Investigator	80-5-120/5-175	130-5-160/5-225	
7	Computer	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
8	Book Binder	42½-1-57½	90-3-120/4-140	
<b>TOWN AND COUNTRY PLANNING DEPARTMENT</b>				
1	Administrator, Urban Estate Faridabad	Sr. Scale IAS plus Rs. 100 special pay	No Change	
2	Planning Assistant	300-25-500	300-25-450/25-600 with a start of Rs. 350	
3	Building Inspector	100-10-200/10-300	160-10-280/15-400	
4	Field Investigator	100-10-200/10-300	160-10-280/15-400	
5	Account Assistant	150-10-200/10-300	225-15-360/20-500	
<b>ORGANISATION OF CHIEF ELECTRICAL INSPECTOR</b>				
1	Auditors	130-10-250/15-355	300-25-450/25-500 (SAS)	
2	Head Clerk	150-10-200/10-300	225-15-360/20-500	
3.	Line Superintendents	125-10-225	160-10-280/15-400	
<b>LAW AND LEGISLATIVE DEPARTMENT</b>				
1	Legal Remembrance	1800-100-2000 plus Rs. 200 special pay	Superior Judicial Service Cadre No Change	
2.	Joint Legal Remembrance	Sr. Scale IAS	No Change	
3	Officer on Special Duty	350-25-500/30-650	450-25-500-30-650/30-800	
4.	Proof Reader	116-8-180/10-250	160-10-280/15-400	
<b>SPORTS DEPARTMENT</b>				
1	Deputy Director	500-30-800	550-30-760/40-1000	
2	Store-Keeper	116-8-180/10-250	160-10-280/15-400	
<b>PRINTING AND STATIONERY DEPARTMENT</b>				
1	Controller	800-40-1000/50-1250	No Change	
2	Manager	250-15-400	300-20-400/20-500	
3	Accountant	175-15-290/15-400	200-15-380/20-500	
4	P.O. Reader	116-8-180/10-250	160-10-280/15-400	
5.	Assistant Incharge	116-8-180/10-250 plus Rs. 20 special pay	160-10-280/15-400 plus Rs. 20 special pay	
6	Head Mechanic (T.W.)	125-5-175	170-8-210/10-300	
7.	Mechanic (T.W.)	75-5-150	120-5-150/6-180-8 220/10-250	
8.	Copy Holder	50-3-80/4-100	100-4-140/5-180	
9.	Packer	35-1-50	75-2-85/2-95	
10	Carpenter	50-3-80	100-4-140/5-160	
<b>TREASURIES AND ACCOUNTS ORGANISATION</b>				
1.	Administrative Officer	500-30-800	550-30-760/40-1000	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
2.	Assistant Treasury Officer	200-15-380	300-25-450/25-600	
3.	District Treasury	116-8-180/10-250	160-10-280/15-400 plus special pay of Rs. 15	
4.	Assistant Sub-Treasury	60-4-80/5-120/5-175	110-4-130/5-160/5-225 plus Rs. 10 special pay	
5	Saraf	32-1-42	75-2-85/2-95	
<b>CIVIL AVIATION DEPARTMENT</b>				
1	General Assistant	250-10-350	300-20-400/20-500	
2	Accountant	116-8-180/10-250	160-10-280/15-400	
<b>PANCHAYAT DEPARTMENT</b>				
1	Educational Panchayat Officer	250-25-500	300-8-450/25-600	
2.	Head Clerk	60-4-80/5-120/5-175 plus Rs. 20 special pay	110-4-130/5-160/5-225 plus Rs. 20 special pay	
3	Demonstrator	106-6-160/8-200	160-10-280/15-400	
<b>SMALL SAVING ORGANISATION</b>				
1	Statistical Assistant	105-5-120/8-200/10-220	140-6-170/8-210/10-300 with a starting pay of Rs. 146	
<b>ADMINISTRATION OF JUSTICE</b>				
1	District/Additional District and Session Judges	900-50-1000/50-1600/50-1800-100-2000 (one post)	No Change	
2.	Clerk of Court Reader to senior Subordinate Judges, Civil Nazirs and Translators	106-6-160/8-200	160-10-280/15-400	
3	Readers to Subordinate Judges, Ahalmads, Copyists, Insolvency Clerk, Madad Moharrirs, inspection Moharrirs Nazirs Naib-Nazirs, Assistant Nazirs, 'Executive Clerks	60-4-80/5-120/5-175	110-4-130/50-160/5-225	
4	Baillifts	45-1-60	80-2-90/3-120	
5	Process Server	35-1-50	75-2-85/2-95	
<b>COMMISSION DISTRICT ADMINISTRATION</b>				
1	Assistant Superintendent	250-10-350	300-20-400/20-500	
2.	Distt./Addl. Rev. Actt.	150-10-200/10-300	225-15-360/20-500	
3	Turn Key	42½-1-54½	75-2-85/2-95	
4	Actt. In Tehsil/Peshi Kanungo	116-8-180/10-250	160-10 280/15-400	
5.	Wasil, Baqi Nawis	106-6-160/8-200	160-10-280/15-400	
6	Asstt. Wasil Baqi Nawis	80-5-140/6-200	140-6-170/8-210/10-300	
<b>LOCAL AUDIT DEPARTMENT</b>				
1	Examiner	750-50-100	850-5-1250 (if held by an officer of I.A. & A.S. cadre he will get his grade pay plus deputation allowance at the rate of 15 percent)	
<b>SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT</b>				
1	Deputy Director	750 fixed	450-25-500/30-590/30-830/35-900	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
2	District Welfare Officer	170-10-250/10-350	250-15-400/20-500/25-550	
3	Tehsil Welfare Officer, Male Social Workers, Female Social Workers	60-4-80/5-100	110-4-130/5-160/5-22	
4.	Superintendent Agriculture Settlement Bir Thehbari	80-5-150	120-5-150/5-180-8-220/10-250	
5.	Accountant-cum-Clerk	106-6-160-6-200	160-10-280/15-400	
<b>COLONISATION DEPARTMENT</b>				
1	Building Inspector	100-10-200/10-300	160-10-280/15-400	
2	Nazir	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
3	Naib-Tehsildar Colonization	150-10-200/10-300 plus Rs. 15 special pay	250-15-400/20-500 plus Rs. 15 special pay	
4	Patwari	60-1-80/5-120/5-175 plus Rs. 2 special pay	110-4-130/5 plus Rs. 2 special pay	
<b>SPECIAL ENQUIRY AGENCY</b>				
1	Director, Special Inquiry Agency	Senior Scale of I.P.S.	No change	
2	(i) Prosecuting Inspectors	300-15-450/15-510/20-550	No Change	
	(ii) Inspectors			
3	Head Constables	150-3-165/3-180	No change	
4	Constables	125-125-125/128-1-150	No change	
5	Assistant Sub-Inspector	160-5-200	180-8-220/10-250	
<b>DEPARTMENT OF LOTTERIES</b>				
1	Deputy Director	500-30-800	550-30-760/40-1000	
<b>CONSOLIDATION DEPARTMENT</b>				
1	Director, Consolidation of Holdings	Senior scale of I.A.S. plus Rs. 150 Special pay	No change	
2	Additional Director, Consolidation of Holdings	Senior scale of I.A.S. plus Rs. 100 Special Pay	No change	
3	Inspectors	90-5-140/6-170 80-4-120/5-180	140-170/8-210/10-300	
4	Sub-inspectors	60-4-80/5-120/5-175 plus special pay of Rs. 10	110-4-130/5-160/5-225 plus special pay of Rs. 10	
5	Senior Accountant	106-6-160/8-200	160-10-280/15-400	
6	Junior Accountant	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
7	Consolidation Officer	27-15-300/25-400/25-550 plus Rs. 25 special pay	350-25-500/30-650/30-800 plus Rs. 25 special pay	
8	Asstt. Consolidation Officer	150-10-200/10-300 plus Rs. 15 special pay	250-15-400/20-500 plus Rs. 15 special pay	
<b>FISHERIES DEPARTMENT</b>				
1	Director of Fisheries	800-50-1100/50-1300	No change	
2	Fisheries Development Officer	250-25-550/25-750	350-25-500/30-590/30-830/35-900	
3	Fisheries Officers	175-10-225-15-375	200-15-380/20-500	
4	Pumping Set Driver	50-3-80	100-4-140/5-160	
5	Field Assistant	35-1-50	75-2-85/2-95	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
<b>ADVOCATE-GENERAL</b>				
1	Director	I.A.S. (Senior Scale) Plus Special Pay Rs. 200 p.m.	No change	
2	Deputy Advocate General	1500-75-1800	No change	
3	Assistant Advocate General	1300-50-1600	No Change	
4	Personal Assistant	350-25-500/30-650	450-2-500-30-650/30-800	
<b>INDUSTRIAL TRAINING DEPARTMENT</b>				
1	Director	I.A.S. (Senior Scale) Plus Special	No Change	
2	Technical Officer	200-10-300	250-10-280/15-430/20-450	
3	Apprenticeship Supervisor	200-15-350/20-410	250-15-400/20-500/25-550	
4	Technical Assistant, Accountant, Cashier, Auditor	116-8-180/10-250	160-10-280/15-400	
5	Cinema Operator	80-5-150	120-5-150/6-180/8-220/10-250	
6	Machine Man	45-2-75	90-3-120/4-140	
7	Group Instructor	200-15-350/20-410	250-15-400/20-500-25-550	
8	Expert Business Management and Accounts	250-25-500	300-25-450/25-600	
9	Craft Instructor Senior	160-8-240/10-330	225-15-360/20-500	
10	Stenography Instructor	160-8-240/10-330	225-15-360/20-500	
11	Craft Instructor Junior	120-8-200	160-10-220/10-300	
12	Drawing Instructor	120-8-200	160-10-220/10-300	
13	Mathematic Trade Instructor	80-5-140/6-200	120-10-200/10-300	
14	Hostel Superintendent-cum-P.T.I.	110-2-190/10-250	220-8-300/10-400	
15	Hostel Superintendent-cum-P.T.I.	110-8-190/10-250	220-8-300/10-400 (if he is trained graduate) otherwise 150-10-200/10-300	
16	Accountant	90-5-120/5-175	130-5-150/6-180/8-200/10-250	
17	Store keeper grade I/Accountant	106-6-160/8-200	160-10-280/15-400	
18	Superintendent, Artisan Trg. Centre/Office Superintendent	250-10-350	300-20-400/20-500	
19	Instructor	125-10-175/15-250	160-10-280/15-400	
20	Head Clerk	150-10-200/10-300	225-15-360/20-500	
21	Compounders	75-5-100/5-125	140-6-170/8-210/10-300	
22	Assistant Store Keeper	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
23	Workshop Attendant	35-1-50	75-2-85/2-95	
<b>INDUSTRIAL SCHOOLS FOR GIRLS</b>				
24	Principals	200-15-290-20-350	300-25-450/25-600	
25	Headmistress	140-8-180/10-200	220-8-300/10-400 provided they are trained	
26	Drawing Master	100-5-120/5-140	150-5-170/8-210-10-300	
27	Junior Mistress	70-5-90/5-100/5-150	120-10-200/10-300	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
28	Craft Instructor	100-5-150	150-10-200/10-300	
<b>INDUSTRIAL SCHOOLS FOR BOYS</b>				
29	Headmaster	250-10-350	300-20-400/20-500	
30	Instructors	120-10-300	160-10-280/15-400	
31	Instructors/vernacular Teachers	<u>120-8-200</u> 80-200	170-8-210/10-300	
32	Assistant Registrar Exam	250-550	300-20-550/30-700	
<b>ANIMAL HUSBANDRY DEPARTMENT</b>				
1	Director	1500-60-1800	No Change	
2	Chief Superintendent, Live Stock Farm	1250-50-1500	No Change	
3	Chargeman	20-10-300	250-10-300/15-450	
4	Dairy Extension Assistants/Assistant Manager, Poultry	150-10-200/15-380	225-15-360/20-500	
5	Statistical Assistant, Accountant, Head Assistant, Head Storekeeper, Head Clerk	150-10-200/10-300	225-15-360-20-500	
6	Mechanic	140-5-165/7-200	200-10-230/10-250	
7	Refrigerator Mechanic	120-10-200/15-380	200-10-280/15-430-20/450	
8	Store Keeper	106-6-160/8-200	160-10-280/15-400	
9	Poultry Inspector	100-10-300	160-10-280/15-400	
10	Mechanic	100-10-250	150-10-200/10-300	
11	Tractor Driver	100-5-150	140-5-170/6-200	
12	Tractor Driver/Fitter	90-5-120	140-5-170/6-200	
13	Accountant	85-10-185	130-10-220/10-250	
14	Boiler attendant/ Carpenter/Cinema Operator	80-5-150	120-5-150/6-180/10-200	
15	Turner/electrician/Painter/Welder /Mechanic	75-105	120-4-140/5-160	
16	Mechanical Overseer	65-5-100/5-140/-200	120-5-150/6-180/8-220/10-250	
17	Horseman Cattle Registration/Sub-Inspectors Computer Lab. Assistant	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
18	Carpenter Blacksmith	60-3-90 55-3-70/4-90	100-4-140/5-160 100-4-140/5-160	
19	Lab. Asstt.	65-4-105	110-4-130/5-160	
20	Lab. Asstt. Bir Darogha Godown keeper	50-3-80/4-100	100-4-150/5-160	
21	Mukadams	45-2-65/3-80/4-100	100-4-140/5-160	
22	Moulder	45-1-75 plus 33½%	100-4-140/5-160	
23	Milk Recorder Jamadar, Head Gowala Dairy Attendant, Dak Runner	40-2-60/3-90	100-4-140/5-160	
24	Head fitter	57½-267½	90-3-120/4-140	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
25	Restorer	47½-2-6 ½	90-3-120/4-140	
26	Cattle Catcher, Godown keeper Farriers, Pump Attendants	50-3-80	90-3-120/4-140	
27	Machine Attendant	40-80	90-3-120/4-140	
28	Tractor Driver	42½-2-57½	80-2-90/3-120	
29	Security Staff	40-2-60	80-2-90/3-120	
30	Mate Dairy Attendant Weigh man Senior Shepherd, Store man Security Staff	40-1-60	80-2-90/3-120	
31	Carpenter/Fitter	42½-1-52½	75-2-85/2-95	
32	Carpenter/Head Black Smith	39 ½-1-49½	75-2-85/2-95	
33	Gowala	35-1-45	75-2-85/2-95	
34	Jamadar/Cleaner	32-1-42	75-2-85/2-95	
35	Carpenter/Black smith Mate	32-1-37	70-1-80/1-85	
36	Dairy Foreman	27-1-37	70-1-80/1-85	
37	Gorest Guards, Weighman	25 fixed	60 fixed	
38	Forest Chaprasi	20 fixed	55 fixed	
39	Surra Compounder/Dairy Extension Worker	75-5-100/5-125	130-5-160/5-200	
<b>FOREST DEPARTMENT</b>				
1	Chief Conservator	1800-100-2000	No Change	
2	Conservators of Forest	1500-50-1750	No Change	
3	Forest Service Class I	350-40-740/40-950/50-1200	No Change	
4	Divisional Forest Officer	350-40-740/40-950/50-1200	No Change	
5	Chief Architect	2000,-75-2150/100-2250	No Change	
6	Demarcation Supervisor	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
7	Demarcation Darogha	60-2-80	110-4-130/5-160	
8	Head Mechanic	150-10-300	200-10-280/15-430/20-450	
9	Tubewell Mechanic	75-5-125	110-4-130/5-160/5-180	
10	Tube well Driver	50-3-80	100-4-140/5-160	
11	Cinema Asstt	120-10-250	200-10-250/10-300	
12	Computer	60-4-80/5-120/5-175 plus Rs. 15 special pay	110-4-130/5-160/5-225 plus Rs. 15 special pay	
13	Soil Survey Asstt.	100-10-200/10-300	200-10-280/15-400 provided he has the qualifications of a Forest Ranger otherwise 160-10-280/15-400	
14	Tractor Operator	75-5-120	110-4-130/5-160/180	
15	Surveyor	75-5-140/6-200	120-5-150/6-180/8-220/10-250	
<b>WILD LIFE PRESERVATION DEPARTMENT</b>				
16	Wild Life Officer	250-25-750	350-25-500/30-590/30-830/35-900	
17	Divisional Inspector Wild Life	140-10-200/10-300	200-10-280-15-450	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
18	Inspector Wild Life	80-5-110/5-150 (TS)	120-5-150/6-180-8-200-10-250	
		120-5-160/8-200 (SG)	20-10-450 (SG)	
19	Draftsman-cum-Surveyor	100-10-300	160-10-280/1-400	
20	Operator and Mechanic Tractor	75-5-150	110-4-130/5-160/5-200	
21	Head Assistant C Class	150-10-250	200-10-280/15-430/20-450	
22	Wild Life Guard	45-2-75	90-3-120/4-140	
23	Carpenter	80 fixed	125 fixed	
<b>EXCISE AND TAXATION DEPARTMENT</b>				
1	Asstt., Excise and Taxation Commissioner	600-40-800	E.T.O's. scale plus Rs. 100 special pay	
2	Distt Head Clerk/Accountant	116-8-180/10-250	160-10-280/15-400	
3	Patwari	60-4-80/5-120/175 plus Rs. 10 special pay	110-4-130/5-160/5-225 plus Rs. 10 special pay	
4	Excise Jamadar	45-1-50	75-2-85/2-95	
<b>POLICE DEPARTMENT</b>				
1	Inspector of Police/Prosecuting Inspector of Police	300-15-450/15-510/20-550	No change	
2	Sub-Inspectors/Prosecuting Sub-Inspectors	250-10-300/10-450	No change	
3	Compounder	75-5-100/5-125	140-6-170/8-210/10-300	
4	Head Constable	150-3-165/3-180	No change	
5	Constable	125-125-125/128-1-150	No change	
6	Assistant Sub-Inspectors (including Wireless)	160-5-200	180-8-220/10-250	
7	Auditor	160-8-200/10-290/10-380	200-15-380/20-500	
8	Book Binder	42½-1½-51½/2-57½	90-3-120/4-140	
<b>PRISON DEPARTMENT</b>				
1	Deputy Inspector-General-cum Superintendent, Central Jail, Ambala	500-25-600/25-800 (Plus Rs. 50 special pay)	550-30-760/40-1000 (plus Rs. 50 special pay)	
2	Probation Officer	150-10-250/15-370	225-15-360/20-500	
3	Assistant Medical Officer	150-10-250/15-380	225-15-360/20-500 plus 25 percent N.P.A.	
4	Drill Instructor	110-8-190/10-250	220-8-300/10-400	
5	Tent Master	100-10-150	150-10-200/10-250	
6	Head Clerk	150-10-200/10-300	225/15-360/20-500	
7	Store Keeper	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
8	Dispenser	75-5-100/5-125	140-6-170/8-210/10-300	
9	Accountant	95-5-145/10-275	160-10-280/15-400	
10	Tractor Driver	90-5-120	140-5-170/6-200	
11	Mistri Fitter	80-5-110	120-5-150/6-180/10-200	
12	Mason Master/Weaving Master Carpenter Master/Dyeing Master/Black Smith/Leather Master/Tailor Master	80-5-140/6-200	140-6-170/8-210-10-250	
13	Kohlu Attendant	60-2-80/4-100	100-4-140/5-160	



Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
14	Gate Keeper	60-3-90	100-4-140/5-160	
15	Matrons	50-3-80/4-100	100-4-140/5-160	
16	Executioner	50-3-80/4-100 (plus Rs. 10% execution)	100-4-140/5-160 (plus Rs. 10% execution)	
17	Assistant Armourer	55-2-65	90-3-120/4-140	
18	Turn Keys	42½-1-54½	75-2-85/2-95	
19	Gardener	30-1-40	70-1-80/1-85	
<b>DEPARTMENT OF ARCHITECTURE</b>				
1	Architectural Assistant	300-25-500	300-25-450/25-600 (with a start of Rs. 350)	
2	Sr. Draftsman	250-15-335	350-15-440/20-500	
3	Ferro Printers	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
4	Jr. Draftsman	200-10-300	250-10-300/15-450	
<b>DEPARTMENT OF LABOUR</b>				
1	Conciliation Officer, Inspector of Factories, Medical Inspector of Factories	250-25-500/25-750	350-25-500/30-590/30-840/35-900	
2	Inspector of Factories	250-25-500/25-750	350-25-500/30-590/30-840/35-900	
3	Legal Assistant Head Clerk	150-10-200/10-300	225-15-360/20-500	
4	Field Investigator	150-10-200/10-350	225-15-360/20-500	
5	Accountant	150-10-250	200-10-280/15-400	
		106-6-160/8-200	160/10-280/15-400	
6	Statistical Assistant, Head Clerk	116-8-180/10-250	160-10-280/15-400	
7	Reader	106-6-160/8-200	160-10-280/15-400	
8	Computer	60-4-80/5-120/5-115	110-4-130/5-160/5-225	
9	Instructresses	60-4-100	110-4-130/5-160/5-225	
10	Organisers Waterman	Rs. 30 fixed	Rs. 65 Fixed	
<b>DIRECTORATE OF EMPLOYMENT</b>				
1	District Employment Officer	200-15-350	250-25-450/25-550 with special pay of Rs. 50	
2	Statistical Assistant	150-10-200/10-300	225-15-360/20-500	
3	Accountant/Head Clerk	116-8-180/10-250	160-10-280/15-400	
4	Assistant Registrar (Examination)	250-25-550	300-25-550/30-100	
<b>CO-OPERATION DEPARTMENT</b>				
1	Principal, Co-operative Training Institute, Rohtak, Statistical Office	250-25-550/25-150	350-25-500/30-590/30-830/35-900	
2	Lecturers	200-10-300	250-10-280/15-430/20-450	
3	Head Clerk Statistical Assistant	150-10-200/10-300	225-15-360/20-500	
4	Head Clerks	116-8-180/10-250	160-10-280/15-400	
5	Accounts Officer	350-25-500-30-650	450-25-500-30-650/30-800	
<b>CO-OPERATIVE AUDIT</b>				
6	Chief Auditor	1000-50-1500	1100-50-1500	
7	Audit Officer	250-25-500/30-650	350-25-500/30-590/30-	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
			830/35-900	
8	Inspector Audit	90-5-140/6-200/1-235/8-275	160-10-280/15-400 350-20-450 (10 percent posts equated to co operative Inspectors) To be designated as Cooperative Inspectors	
10	Sub-Inspectors Audit	60-4-80/5-120	110-4-130/5-160/5-200 To be designated as Co-operative Sub Inspector	
<b>PUBLIC RELATIONS DEPARTMENT</b>				
1	Director	Senior Scale of I.A.S.	No change	
2	Press Liaison Officer	250-25-150	350-25-500/30-590/30-830/35-900	
3	Radio Supervisor	250-10-350	300-20-400/20-500	
4	Song and Drama Officer	200-10-320/16-400	250-15-400/20-500/25-550	
5	Editor, Panchayati Raj	200-15-340/20-400	250-15-400/20-500/25-550	
6	Copy Writer	250-10-350	300-20-400/20-500	
7	(i) Technical Adviser	150-10-200/10-300 116-8-180/10-250	225-15-360/20-500 160-10-280/15-400	
	(ii) Article Writer	150-10-200/10-300	225-15-360/20-500	
	(iii) Junior Photographer	150-10-200/10-300	225-15-360/20-500	
	(iv) Assistant Exhibition Officer/Exhibition Assistant	150-10-200/10-300	225-15-360/20-500	
	(v) Statistical Assistant	150-10-200/10-300	225-15-360/20-500	
	(iv) Evaluation Assistant	150-10-200/10-300	225-15-360/20-500	
8	(i) Technical Asstt.	150-10-250	200-10-280/15-400	
	(ii) Sales Manager	150-10-250 plus Rs. 50 special pay	200-10-280/15-400 special pay of Rs. 50	
9	(i) Art Assistant	116-8-180/10-250	160-10-280/15-400	
	(ii) Information Centre Assistant	116-8-180/10-250	160-10-280/15-400	
	(iii) Artist	116-8-180/10-250	160-10-280/15-400	
	(iv) Cashier/Accountant	116-8-180/10-250	160-10-280/15-400	
	(v) Art-cum-Lettering Assistant	116-8-180/10-250	160-10-280/15-400	
	(vi) Modeller-cum-Pattern Maker	116-8-180/10-250	160-10-280/15-400	
10	Drama Inspector	100-7-170/8-250	160-10-280/15-400	
11	Operators (Cinema)	80-5-100/5-150	120-5-150/6-180/8-220/10-250	
12	(i) Store Keeper-cum-Demonstrator	80-5-120/5-175	120-5-150/6-180/8-220/10-250	
	(ii) Proof Reader	80-5-120/5-175	120-5-150/6-180/8-220/10-250	
	(ii) Carpenter	80-5-120/5-175	120-5-150/6-180/8-220/10-250	
13	Motor Mechanic	75-5-150	120-5-150/6-180/8-220/10-250	
14	Radio Mechanic	70-4-110/5-150	120-5-150/6-180/8-220/10-250	
15	(i) Teleprinter Operator	60-4-80/5-120/5-175	110-4-130/5-160/5-225	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
			(equated to Clerk)	
	(ii) Information Centre Attendant.	60-4-80/5-120/5-175	110-4-130/5-160/5-225 (equated to Clerk)	
	(iii) Translator	60-4-80/5-120/5-175 plus Rs. 20 special pay	110-4-130/5-160/5-225 plus Rs. 20 special pay (equated to Clerk)	
	(iv) Printer	60-175	110-4-130/5-160/5-225 (equated to Clerk)	
	(v) Mechanic-cum-Clerk	60-175	110-4-130/5-160/5-225	
16	Driver Mechanic	60-3-90	100-4-140/5-160	
17	(i) Stage Master	50-3-80/4-100	100-4-140/5-160	
	(ii) Harmonium Master	50-3-80/4-100	100-4-140/5-160	
	(iii) Drama Actors	50-3-80/4-100	100-4-140/5-160	
	(iv) Moharrir	50-3-80/4-100	100-4-140/5-160	
18	Packer	45-2-75	90-3-120/4-140	
19	Tabalchi	50-1-65	80-2-90/3-120	
20	Potedar	45-1-65	80-2-90/3-120	
<b>LANGUAGE DEPARTMENT</b>				
1	Distt Language Office Assistants	200-15-320/20-500	300-25-450/25-600	
2	Statistician	180-10-320/16-400/20-440	300-25-450/25-600	
3	Language Organiser	150-10-300	225-15-360/20-500	
4	Translators	150-10-300	225-15-360/15-500	
5	Cameraman	150-10-300	200-10-280/15-400	
6	Asstt. Lexicographer	116-8-180/10-250	160-10-280/15-400	
7	Proof Reader	116-8-180/10-250	160-10-280/15-400	
8	Development Assistant	116-8-180/10-250	160-10-280/15-400	
9	Computer/Library Asstt.	60-47-80/5-120/5-175	110-4-130/5-160/5-225	
10	Tape Recorder	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
11	Copy Holder/Scribe	50-2-70	80-2-90/3-120	
12	Supervisor Hindi Stenography/Supervisor Examinations	200-10-320/16-400/20-440	250-15-400/20-500/25-550	
13	Instructors/ Head Clerk	150-10-200/10-300	225-15-360/20-500	
14	Book Binder	47½-1-57½	90-3-120/4-140	
<b>HOSPITALITY DEPARTMENT</b>				
1	Supervisor	150-10-200/10-300	225-15-360/20-500 (equated to Asstt. A. Grade)	
2	Manager-cum-Accountant/Accountant	116-8-180-10-250	160-10-140/5-160	
3	Butler	70-4-110	110-10-140/5-160	
4	Senior Waiter	45-2-75	90-3-120/4-140	
5	Cashier-cum-Office Clerk	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
<b>TOURISM DEPARTMENT</b>				
1	Tourist Officer	250-10-350	300-20-400-20-500 (equated to Head Asstt.)	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
2	Reception Officer	150-10-250	200-10-280/15-400	
3	Tourist Guide	60-4-80/5-120/5-175	110-4-130/5-160/5-225 (equated to Clerk)	
<b>REHABILITATION DEPARTMENT</b>				
1	Chief Settlement Com	HCS/IAS Scale plus Rs. 100 S.P.	No Change	
2	Settlement Officer	HCS Scale plus 100 S.P.	No Change	
3	Assistant Registrar/Tehsildar Sales	270-15-300/25-400/25-550 Plus Rs. 50 Special Pay	350-25-500/30-650/30-800 plus Rs. 50 special pay	
4	Inspectors	180-7-285/7-300	200-10-240/15-450 with a start of Rs. 220	
5	Naib Tehsildar Sales	150-10-200/10-300 plus Rs. 45 special pay	250-15-400/20-500 plus Rs. 45 S.P.	
6	Administrative Officer Senior Auditors	150-10-200/10-300 plus Rs. 50 S.P.	225-15-360/20-500 plus Rs. 50 special pay	
7	Section Officer	150-10-250	200-10-280/15-400	
8	Reader/Stenographer	150-10-200/10-300	225/15-360/20-500	
9	Kanungo Sales	80-5-140/6-200 plus Rs. 30 Special pay	140-6-170/8-210/10-300 plus Rs. 30 special pay	
10	Sub-Inspectors	80-5-140/6-170	110-4-130/5-160/5-225	
11	Ahalmad	60-4-80/4-120/5-175	110-4-130/5-160/5-225 (Equated to Clerk)	
<b>TRANSPORT DEPARTMENT</b>				
1	Provincial Transport Controller	Senior Scale of I.A.S.	No Change	
2	Legal Advisers/Legal Assistants	250-15-400/15-430/20-450	300-25-450/25-600	
3	Foreman	200-8-280/10-350	250-10-300/15-480/20-500	
4	Service Station Incharge	170-10-350	225-15-360/20-500	
5	Senior Accountant	130-10-250/15-355	225-15-360/20-500	
6	Accountant	150-10-250	200-10-280/15-400	
7	Head Mechanic/Head Electricians	150-8-190/10-250	200-10-280/15-400	
8	Mechanics/Borers	110-5-175	140-6-170/8-210-10-250 with a start of Rs. 152	
9	Reader, Store Purchase Asstt. Chief Store Keeper	106-6-160/8-200	160-10-280/15-400	
10	Technicians e.g. Fitters, T.T. Repairers, etc	100-5-150	140-6-170/8-210/10-250	
11	Stock Verifier	100-10-200/10-300	160-10-280/15-400	
12	Accountant	95-5-145/10-275	160-10-280/15-400	
13	Store Keeper/Ahlmad	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
14	Cashier	60-4-82/5-120/5-175	110-4-130/5-160/5-225	
15	Asstt. Technician Asstt. Store Keeper, Reservation/Enquiry/Clock Room Attendants	50-3-80/4-100	100-4-140/5-160	
16	Diesel/Petrol Pump Attendant	50-3-65	90-3-120/4-140	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
17	Helpers/Cleaners	40-2-60	80-2-90/3-120	
<b>PUBLIC WORKS DEPARTMENT</b>				
<b>(i) Irrigation</b>				
<b>(ii) Buildings and Roads</b>				
<b>(iii) Public Health</b>				
1	Chief Engineer	2000-75-2150-100-2250	No Change	
2	Deputy Director (Land Reclamation)	625-40-1025/50-1275	750-50-1000/50-1300	
3	Research Officer (B&R)	375-30-525/40-685/40-925	400-30-580/40-1100	
4	Assistant Land Reclamation Officer	250-25-750	350-25-500/30-590/30-830/35-900	
5	Registrar, Irrigation	700-25-750/30-900	800-30-1100	
6	Circle Superintendent	300-20-400	400-25-500/30-650	
7	Divisional Accountant	175-15-400	200-15-380/20-500	
8	Head Clerk	150-10-200)10-300	225-15-360/20-500 (equated to Asstt. A grade)	
9	Assistant Surgeon	150-10-200)15-275)15-380	225-15-360/20-500 plus NPA 25 per cent	
10	(i) Zileadar (ii) Candidate Zileadar	100-10-200/10-300 Rs. 45 fixed	200-10-380/20-500 Rs. 200 fixed	
11	Signaller	60-4-80/5-120/5-175	(i) 110-4-130/5-160/5-225 (with two advance increments) (ii) 120-5-150/6-180/8-220/10-250 (S.G. for 10 per cent posts)	
12	Head Signaller	60-4-80/5-120/5-175 plus Rs. 20 special pay	120-5-150/6-180/8-220/10-250 plus special pay of Rs. 20	
13	Apprentice Signaller	Rs. 42 fixed	Rs. 110 fixed	
14	Apprentice Irr. Booking Clerk	Rs. 40 fixed	Rs. 110 fixed	
15	Store Keeper/Asstt. Store Keepers.	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
16	Land Reclamation Supervisor	90-5-140/6-200/4-235/8-275	160-10-280/15-400	
17	Planning Asstt.	300-25-500	300-25-450/25-600 with a start of Rs. 350	
18	Planning Asstt.	250-10-350	300-20-400/20-500	
19	Head Asstt.	150-10-200/10-300	225-15-360/20-500 (equated to Asstt. A Grade)	
20	Asstt. Foreman	150-10-200	200-10-230/10-250	
21	Machinery Supervisor	80-4-100	120-4-140/5-160	
22	Sub-Divisional Mechanics/Chargeman Grade I/Electrical Chargeman	100-3-130	140-4-180/4-200	
23	Black Smith Work Mistri/Artificiers	50-3-80	100-4-180/4-200	
24	Electrician (B.Gr.) Fitter	50-2-60/3-90	100-4-140/5-160	
25	Naib Tehsildar	150-10-200/10-300 plus Rs. 15 special pay	250-15-400/20-500 plus Rs. 15 special pay	
26	Kanungo	80-5-140)16-200 plus Rs. 7½	140-6-170/8-210/10-300 plus	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
		special pay	Rs. 7½ special pay	
27	Patwari	60-4-80/5-120/5-175 plus Rs. 5 special pay	110-4-130/5-160/5-225 plus Rs. 15 special pay	
28	Pump Driver	60-3-90	100-4-140/5-160	
29	Work Mistri	50-3-80/4-88	100-4-140/5-160	
30	Field Assistant	50-1-60/2-90	100-4-140/5-160	
31	Silt Observer/Mail Clerk	50-3-80/4-100	100-4-140/5-160	
32	Electric Mistry	47½-½-57½	80-2-90/3-120	
33	Work Munshi	47½-½-57½	80-2-90/3-120	
34	Asstt. Pump Driver	42-1-52	80-2-90/3-120	
35	Tubewell Operator	45-1-65	80-2-90/3-120	
36	Gate Keepers	42½-1-52½-1-57½	80-2-90/3-120	
37	Earth Work Mistri	42-1-50/1½-57½	80-2-90/3-120	
38	Surveyor	65-5-100/5-140/6-200	120-5-150/6-180/8-220/10-250	
39	Electrician (A grade)	75-5-150	120-5-150/6-180/8-220/10-250	
40	Potedar	45-2-75	90-3-120/4-140	
41	Wireman 'B' Grade	40-3-70	90-3-120/4-140	
42	Pump Driver	40-3-70	90-3-120/4-140	
43	Head Mali	42½-1-52½	75-2-85/2-95	
44	Regulation Jamadar	Gr. I : 47½-1-50½ Gr. II : 39½-1-49½	75-2-85/2-95	
45	Telephone Attendant	30-1-45	75-2-85/2-95	
46	Gauge Reader/Gauge Mates/T. Mates Daffadars	32-1-37	70-2-80/3-85	
47	Mates	32-1-37	70-1-80/1-85	
<b>HARYANA PUBLIC SERVICE COMMISSION</b>				
1	Store keeper	60-4-80/5-120/5-175 plus Rs. 15 special pay	110-4-130/5-160/5-225 (plus Rs. 15 special pay equated to Clerk)	
2	Committee room Attendants	35-1-50	75-2-85/2-95 (Equated to Daftri)	
<b>DIRECTORATE OF URBAN ESTATE</b>				
1	Estate Officer/Land Acquisition Officer	H.C.S. scale plus Rs. 50/- special pay	H.C.S Scale plus Rs. 50 special pay	
2	Naib-Tehsildar	150-10-200/10-300 plus Rs. 15 special pay	250-15-360/20-500 plus Rs. 15 special pay	
3	Head Clerk	150-10-200/10-300	225/15-360/20-500	
4	Kanungo	80-5-140/6-200	140-6-170/2-210/10-300 plus Rs. 7½ special pay	
5	Sectional Officer-cum-Building Inspector	100-10-200/10-300	160-10-280/15-400	
6	Reader	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
7	Patwari	60-4-80/5-120/5-175 plus Rs. 5 special pay	110-4-130/5-160/5-225 plus Rs. 5 special pay	
8	Cashier	60-4-80/5-120/5-175 (plus Rs. 15 special pay)	110-4-130/5-160/5-225 plus Rs. 5 special pay	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
9	Process Server	35-1-50	75-2-85/2-95	
<b>DIRECTORATE OF URBAN LOCAL BODIES</b>				
1	Director, Urban Local Bodies	I.A.S.	No Change	
2	Deputy Director Urban Local Bodies	H.C.S	No Change	
3	Asstt. Director Elections	270-15-300/25-400/25-550	350-25-500/30-650/30/800	
4	Camp Clerk	60-4-80/5-120/5-175 plus Rs. 15 special pay	110-4-130/5-160/5-225 plus Rs. 25 special pay (equated to steno typist)	
5	Registration Inspector	60-4-80/5-120/5-175 plus Rs. 15 special Pay	110-4-130/5-160/5-225 plus Rs. 15 special pay	
6	Registration Clerk/Accountant/Store Keeper	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
7	Assistant Fire Officer	20-15-380	250-15-400/20-500/25-550	
8	Depot Manager	200-10-250	250-10-400	
9	Mechanical Foreman	120-8-200	160-10-350	
<b>EDUCATION DEPARTMENT</b>				
1	Director	1800-100-2000	No change	
2	Joint Directors	1600-50-1800	Ditto	
3	Principals and other H.E.S. Class I Officers (Dy. Directors Assistant Directors at Headquarter, C.E.O. and D.E.O. and other Class I Officers)	700-40-980/40-1100/50-1200	Ditto	
4	Lecturers (Senior Scale) and other H.E.S. Class II Officers (Assistant Directors, D.E.Os, D.D.E.Os and other Class II Officers)	400-30-640/40-800	Ditto	
5	Lecturers (Jr. Scale)	300-25-450/25-600	Ditto	
6	Demonstrators	250-15-340/15-400	Ditto	
7	(i) JBT Teachers , Drawing Mistress, Tailoring Mistress Domestic Science Mistress	125-5-150/5-250 (for 85%)	Ditto	
	(ii) J.S.T's Language Teachers, Arts & Craft Teachers	125-5-150/5-250 (for 85% with 3 advance increments)	Ditto	
8	Masters/Mistress (trained Graduates) Sanskrit Teachers/Shastri (O.T. trained)	220-8-300/10-400 (for 85% of cadre)		
9	Lecturers (Post graduate)	(i) 300-25-450/25-600 (for 1st Class and 2nd Class M.A's & M.Sc.s.) (ii) 250-25-450/25-600 (for 3rd Class M.A's and MSc's)		
10	Headmasters/Headmistresses. Principals of Higher Secondary Schools. Field Officers and officers working at the Headquarter belonging to the School Inspection cadre	(i) 300-25-450/25-600 (for 60 of cadre) (ii) 400-30-640/40-800 (for 25% of cadre) (iii) 700-40-980/40-1,100 (for 15% of cadre)		
11	Administrative Officer	H.C.S Officer plus Rs. 100	H.C.S Officer plus Rs. 100	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
		special pay	special pay	
12	Assistant Registrar	350-25-500/30-650 (plus Rs. 50 special pay)	450-25-500/30-650/30-800 (plus Rs. 50 special pay)	
	Establishment Officer	Ditto	Ditto	
	Budget and Accountant Officer	350-25-500/30-650 plus Rs. 50 special pay	450-25-500/30-650/30-800 (plus Rs. 50 special Pay)	
13	Statistical Officer	200-15-300/20-400	300-25-450/25-600	
14	Editors	250-10-350	300-20-400/20-500	
15	Film Mechanic	150-10-200/10-300	225-15-360/20-500	
	Divisional auditor/Auditor		200-15-380/20-500	
	Assistant Vigyan Mandir Officer		225-15-360/20-500	
	Mess Supervisor		225-15-360/20-500	
	Head Clerks		225-15-360/20-500	
16	Head Clerks	116-5-180/10-250	160-10-280/15-400	
17	Head Squads Social Education, Lady supervisor, Social Education	130-8-170/10-190	170-10-210/10-250	
18	Aeromodelling/Ship Remodelling Instructor, Store Keeper	100-5-175	140-5-160/5-225	
19	Accountant	80-5-175	120-5-160/5-225	
20	Hostel Superintendent	110-8-190/10-250	220-8-300/10-400	
21	Tennis Marker	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
	Senior Lecturer Assistant		110-4-130/5-160/5-225	
22	Cinema Operators	80-5-150	130-5-160/5-225	
23	Supervisor, Community Centres	90-5-140	140-5-160/5-225	
24	Junior Lecturer Assistants Gasman-cum-Mechanic Assistant Supervisor Community Centres Social Education Workers Squad Teachers	50-3-80/4-100	100-4-140/5-160	
25	Carrier	50-3-80	90-3-120/4-140	
26	Tabla Instructors Tabla Players Tabla Accompanist	47½-2-57½-4-77½	90-3-120/4-140	
27	Gasman	39¼-2½-54½-69½	80-2-90/3-120	
28	Lascars	42½ -2-62 ½	80-2-90/3-120	
<b>SOCIAL WELFARE DEPARTMENT</b>				
1	Deputy Director	350-25-500/30-650	450-25-500/30-590/30-830/35-900	
2	Dy. Director	300-20-500/25-600	400-25-500/30-800	
3	Assistant Director	250-15-400	300-15-390/20-550	
4	Divisional Welfare Officer/ Superintendents for Homes	250-20-450	300-25-450/25-600	
5	Research Officer	250-25-450	300-25-450/25-600	
6	Supdt. Government Institute for Blind, Panipat	200-25-500 (Gazetted)	300-25-450/25-600	
7	Senior Auditor	150-10-300 plus Rs. 50 special	225-15-360/250-500 plus	



Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
		pay	special pay of Rs. 50	
8	Superintendent for Homes	250-15-400	300-15-390/20-550	
9	Junior Auditor	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
10	Accountant	106-6-160/8-220	160-10-280/15-400	
11	Recreation Supervisor	80-5-140/6-200	140-6-170/8-210/10-300	
12	Investigators/Social Workers/store/Keeper	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
13	Attendants	47½ -2-57½	90-3-120/4-140	
14	Cooks	(i) Rs. 55 consolidated (ii) 30-½-35	70-1-80/1-85	
15	Technician	100-5-150	140-5-160/5-225	
16	Technician	80-5-140/5-200	140-6-170/8-210/10-300	
17	Bata Instructors	60-4-80/5-120/5-175	110-4-140/5-160	
18	Assistant Technician	50-3-80/4-100	100-4-140/5-160	
19	Medical Officer	250-550	To be equated with PCMS II Provided he is MBBS.	
20	Teachers B.T. J.B.T. J.S.T, Language Teacher	110-250 60-120 80-250 60-120 with a start of Rs. 72	220-8-300/10-400 125-5-150/5-250 125-5-150/5-250 125-5-150/5-250	
<b>DAIRY DEVELOPMENT AND MILK SUPPLY DEPARTMENT</b>				
1	Milk Commissioner	2250	No Change	
2	Dairy Extension Officer, Survey Officer (Dairy), HVS Class II	250-25-550/25-750	350-25-500/30-590/30-830 35-900	
3	Dairy Extension Assistants	120-10-200/15-350	225-15-360/20-500	
4	Dairy Extension Workers	75-5-125/5-175	130-5-160/5-225	
5	Accountant	90-5-175	130-5-160/5-225	
6	Statistical Officer	250-25-600	350-25-500/30-650/30-800	
7	Investigators	200-10-300/15-450	250-15-400/20-500/25-550	
8	Statistical Assistant	150-10-350	225-15-360/20-500	
9	Computers, Accountant-cum-Store Keeper	60-4-80/5-175	110-4-130/5-160/5-225	
10	Project Operator	90-5-175	130-5-160/5-225	
<b>RURAL CREAMERY (MILK PLANT), JIND</b>				
11	General Manager	1300-50-1800	No change	
12	Factory Supdt,	800-50-1100/50-1500	No change	
13	Shift Manager/Shift Engineer, Quality Control Officer	375-35-525/40-925	400-30-700/40-1100	
14	Foreman, Dairy Supervisors	250-20-350/30-500	300-25-450/25-600	
15	Administrative-cum-Store Officer	250-25-500/30-650	350-25-500/30-650/30-800	
16	Dairy Supervisors, Managers	160-10-200/15-350	225-15-360/20-500	
17	Mechanics	150-10-190/10-250	200-10-280/115-400	
18	Fitters	80-4-120/5-150	140-5-160/5-225	
19	Plant Operator, Lab. Attendants Dairyman	40-2-60/3-90	90-3-120/4-140	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
20	Superintendent (Admn.)	200-15-380/20-500	300-25-450/25-600	
21	Accounts Clerk, Junior Store Keepers, Time Keepers	80-4-120/5-220	140-6-170/5-210/10-300	
22	Cashier, Store Keeper	116-8-180/10-250	160-10-280/15-400	
23	Head Time keeper	116-8-180/10-250	160/10-280/15-400	
24	Security Officer	150-5-180/10-250	200-10-280/15-400	
<b>DEVELOPMENT DEPARTMENT</b>				
1	Director Woman Programme	350-40-750/40-950/50-1200	400-3-550/40-750/50-1250	
2	District Development and Panchayat Officers	300-30-600/40-800/50-850	350-30-620/40-900-50-1000	
3	Investigators	200-15-350	300-20-400,20-500	
4	Divisional Accounts	175-15-400	200-15-380/20-500	
5	Statistical Assistant, Head Assistant, Head Clerk	150-10-200/10-300	225-15-360/20-500	
6	Assistant Cameraman	Rs. 150 (fixed)	110-4-130/5-160/5-180	
7	Storekeeper	116-8-180/10-250	160-10-280/15-400	
8	Social Education and Panchayat Officer	110-8-190/10-250	220-8-300/10-400	
9	Mukhya Sewakas	110-8-190/10-250 (for B.Ed.) 80-8-200 (for others)	220-8-300/10-400 (for B. Eds.) 150-10-200/10-300 (for others)	
10	Cinema Operator	80-5-100/5-150	130-5-160/5-225	
11	Motor Mechanic	75-5-150	130-5-160/5-225	
12	Equipment Attendant/Helper	35-1-45	75-2-85/2-95	
13	Mates	32-1-37	70-1-80/1-85	
14	Gauge Readers	Rs. 32 (fixed)	70-1-80/1-85	
<b>AGRICULTURE DEPARTMENT</b>				
15	Director	1700-100-2000	No change	
16	Joint Director	1250-50-1500	Ditto	
17	Automobile Foreman/Foreman	300-20-500	350-25-600	
18	Chargeman	200-10-300	250-10-340/15-400	
19	Editor	150-10-280/20-400	225-15-360/20-500	
20	Head Clerks	150-10-200/10-300	225-15-360/20-500	
21	Photographer	150-10-200/10-300	225-15-360/20-500	
22	Artist	150-10-200/10-300	225-15-360/20-500	
23	Automobile Mechanic, Mechanics, Supervisor	150-10-250	225-10-325/15-400	
24	Statistical Supervisors/Assistants	130-10-200/10-320	250-10-300/15-450 Equated to Agriculture Inspectors	
25	Well Supervisor	100-10-200/10-300	160-10-280/15-400	
26	Hindi/Urdu Translator	100-10-200/10-300	160-10-280/15-400	
27	Junior Laboratory Assistant	60-4-100	110-4-130/5-60	
28	Graders	50-3-80/4-100 50-3-80	100-4-140/5-160	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
29	Time keeper	50-3-80/4-100	100-4-140/5-160	
30	Blacksmith	50-3-80/4-100	100-4-140/5-160	
		60-4-80/5-120/5-175	110-4-130/5-160/5-225	
31	Cleaner/Hammerman Furnaceman, Borer, Well Borer	39½-2-49½	75-2-85/2-95 (Equated to Daftri)	
32	Packer	35-1-50	75-2-85/2-95 (Equated to Daftri)	
33	Mates	22-1-26	70-1-80/1-85	
34	Budler	32-1-37	70-1-80/1-85	
<b>HOME GUARDS AND CIVIL DEFENCE DEPARTMENT</b>				
1	District Commanders, Commander Training Centre, Staff Officer C.D.H.Q.	400 (Consolidated)	450-25-500-30-590/30-830/35-900	
		250 (for Pensioners)	400 (Consolidated pensioners)	
2	Commander Training Centre Senior Instructor, Company Commanders	250 (Consolidated)	300-25-550/30-700	
		150 (For Pensioners)	250 (Consolidated for Pensioners)	
3	C.D. Instructors	150 (Consolidated)	180-8-220/10-250 (Equated to A.S.I.)	
4	J.C.O. Instructors, Staff Officer, Admn. Officers	125 (Consolidated)	180-8-220/10-250 (Equated to A.S.I.)	
		100 (for Pensioners)		
5	Sgt. Clerks	110 (Consolidated)	150-3-165/3-180 (equated to H.C./Clerk)	
		85 (for pensioners)		
6	L/Cpl./Clerks	85 (Consolidated)	125-125-125/128-1-150 (Equated to Const. Clerk)	
		70 (for pensioners)		
7	Cpl. Clerks	95 (Consolidated)	150-3-165/3-180 (for 50%)	
		75 (for pensioners)	125-125-125/128-1-150	
8	Cpl. Instructor	90 (Consolidated)	150-165/3-180 (for 50%)	
		70 (for Pensioner)	125-125-125/128-1-150 (for 50%)	
9	Q.M. Sgt.	100 (Consolidated)	150-3-165/3-180 (Equated to H.C.)	
		75 (for Pensioners)		
10	Storeman Despatch Reader Cooks Class IV	70 (consolidated)	70-1-80/1-85 (Equated to peon)	
		60 (for pensioners)		
<b>TECHNICAL EDUCATION DEPARTMENT</b>				
<b>Government Polytechnics</b>		Rs.	Rs.	
1	Head of Department (Engineering)	600-40-1000	700-50-1000/50-1250	
2	Assistant Superintendent, Workshop	250-15-340/20-500	300-25-450/25-600	
3	Junior Lecturers	200-15-320/20-400	300-25-450/25-600 (Equated to Junior Lecturer)	
4	Demonstrators, Drawing Instructors, Instructor in Science	150-10-200/110-300	225-15-360/20-500	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
5	Workshop Instructor	100-8-140/10-160/10-200	140-6-170/8-210/10-300	
6	Librarian	120-10-200	160-10-280/15-400	
		106-6-160/8-200		
		60-4-80/5-120/5-175	110-4-130/5-160/5-225-	
7	P.T.I.	150-10-200/10-300	220-8-300/10-400 (equated to Trained Graduate)	
		110-250		
		90-5-140		
8	Boiler Incharge	120-8-200/10-300	160-10-280/15-400	
9	Instrument Repairer	100-8-140/10-200	140-10-210/10-250	
10	Draftsman	100-8-140/10-200	150-10-200/10-300	
		80-5-120/6-200		
11	Electrical Chargeman	65-3-95	110-4-130/5-160	
12	Electrician	80-5-120/8-200	120-5-150/6-180/8-220/10-250	
13	Mechanic	75-5-150	130-5-160/5-225	
14	Moulder	50-3-80/4-100	100-4-140/5-160	
		50-64 (1/3)		
15	Tool Room Man	50-3-80	90-3-120/4-140	
16	Laboratory Assistants	80-5-120/6-200	120-5-150/6-180/8-220/10-250	
		60-4-80/5-120/5-175	110-4-130/5-160/5-225	
		60-4-100	100-4-140/5-160	
		50-3-80/4-100		
<b>Junior Technical School</b>				
17	Principal	350-350-380-380-30/590/30-770/40-850	400-30-700/40-1100	
18	Foreman Instructor in Engg. Drawing	200-10-300	250-10-380/15-500	
19	Draftsman (Mechanical	120-8-200/10-300	250-10-300/15-450 (equated to Divisional Head Draftsman)	
20	Instructor in Science, Mathematics and Humanities	150-10-250	220-8-300/10-400 (equated to trained graduate)	
21	Skilled Workmen	80-5-150	130-5-160/5-225	
22	Workshop Instructor Miscellaneous	120-7-190/8-270/10-300	160-10-280/15-400	
<b>Miscellaneous</b>				
23	Upper Division Clerk	80-5-120/8-200/10-220	140-6-170/8-210/10-300	
24	Storekeeper	60-4-80/5-120/5-175	110-4-130/5-160/5-225 (equated to Clerk)	
25	(i) Assistant Hotel Warden	80-5-120;8-200	140-6-170/8-210/10-300	
	(ii) Assistant Machinist	80-5-120/8-200	140-6-170/8-210/10-300	
	(iii) Assistant Pattern Maker	80-5-120/8-200	140-6-170/8-210/10-300	
26	Laboratory Attendant	40-1-60	75-2-85/2-95	
		35-1-50		
27	Hammerman/Beldar	Rs. 26 fixed	70-1-80/1-85	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
28	Daffadars	Rs. 28 fixed	70-1-80/1-85	
29	Workshop Attendant	35-1-50	75-2-85/2-95	
<b>HEALTH DEPARTMENT</b>				
1	Director, Health Services	1800-100-2000 N.P.A. @ Rs. 400	No change	
2	Deputy Directors	1300-50-1600 N.P.A. at Rs. 25 per cent subject to min. of 150 and max. of Rs. 400	No change	
3	Assistant Director (E.S.I.)	1350-50-1600	No Change	
4	Deputy Public Analyst	250-25-550/25-750	350-25-500/30-830/35-900	
5	Demonstrator (Dentistry)	350-20-650	400-25-500/30-650/30-800	
6	Drugs Inspector	200-15-320/20-400	250-15-400/20-500	
7	Food Inspector	80-5-110/5-150/10-200	140-6-170/8-210/10-300	
8	Laboratory Assistant, Grade I	80-5-120/5-175	130-5-160/5-225	
9	Laboratory Assistant	50-3-80/4-100	100-4-140/5-160	
10	T.B. Health Visitor	100-5-150/7-185	140-6-170/8-210/10-250	
11	B.C.G. Technician	75-5-100/5-125	130-5-160/5-200	
12	X-ray/Dark Room Assistant	47½-2-57½-77½ (with two advance increments for Matriculates)	100-4-140/5-160	
13	Operation Theatre Assistant	80-5-110-5-150	130-5-160/5-225	
14	Laboratory Attendants	39½-1-49½-2-59 ½	90-3-120/14-140 (if Matriculate) 75-2-85/2-95 (for others)	
15	(i) District Family Planning Education Officer	250-15-340/20-400	300-20-400/20-500	
	(ii) Health Education Extension Officer/Social Science Instr.	150-10-230	300-20-400/20-500 provided their qualification is the same as in case of Sr. No. (i) otherwise 200-10-350	
16	Family Planning Extension Educator	150-10-300	200-10-280/15-400	
17	Nursing Superintendent Distt. Nursing Officer (P.H)	250-10-350	350-25-450/25-550	
18	Senior Computers	80-5-120/18-200/10-220	140-6-170/18-210/10-300	
19	Statistical Assistant	116-8-180/10-250	160-10-280/15-400	
		105-5-120/6-200/10-220		
		100-10-250	140-6-170/8-210/10-300	
20	Pharmacists	75-5-100/5-125	140-6-170/8-200/10-300	
		150-10-200 (S.G.)	To be announced later	
21	Matrons	150-10-200	200-10-300	
22	Sister Tutors/Public Health Nurse Tutor/ Public Health Instr. P.H Nurse, Teaching	170-10-250	225-10-305/15-350	
23	Principal Tutor	210-10-320	250-10-360/15-450	
24	Entomological Assistant	100-10-300	160-10-280/15-400	
25	Foreman of Service Station	125-5-250	170-8-210/10-300	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
	Incharge			
26	Motor Mechanic	70-4-90/5-125	110-4-130/5-160/5-200	
27	Motor Mechanic	140-5-150	140-5-160/5-225	
28	Auto Electrician	100-5-150	140-5-160/5-2-225	
29	Welder	75-5-125	130-5-160/5-200	
30	Ducospray painter	75-5-120	130-5-160/5-200	
31	Store keeper	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
32	Store keeper	106-6-160/8-200	160/10-280/15-400	
		116-8-180/10-250		
33	Supdt., E.C.C.D./Med. College	250-10-350	300-20-400/20-500	
34	Store keeper	150-10-300	225-15-360/20-500	
35	Chikitsak	200-10-310/15-400	300-15-450/20-550/25-600	
36	Up. Vaidyas	55-3-70/4-90	110-4-130/5-160/5-225	
37	Ayurvedic Dispensers, Unani Dispensers	39½ -1-49½	90-3-120/4-140	
38	Head Clerk	116-8-180/10-250	160/10-280/15-400	
<b>INDUSTRIAL DEPARTMENT</b>				
1	Dy. Director (Adm.)	300-30-510/30-600/40-720-40-800/50-850 plus Rs. 100 Special pay	350-30-620/40-900/50-1000 plus Rs. 100 Special Pay	
1-A	Technical Expert	1300-60-1600-100-1800	No Change	
2	State Geologist	1300-60-1600	No Change	
3	Joint Director/Additional Controller of Stores	1250-50-1500	No Change	
4	Assistant Chemist	350-25-500/30-590/30-830/35-900	400-40-1000/50-1100	
5	Drillers	350-25-500/30-590-30-830/35-900	400-40-1000/50-1100	
6	Research Assistant	200-15-275/15-470/15-500	300-25-450/25-600	
7	Assistant Controller of Stores, Inspection Officers, Textile Officer (Marketing), Textile Officer (Dev.), Purchase Officer (Emporia), Research Officer	250-750	350-25-500/30-590/30-830/35-900`	
8	Sales Manager	200-10-400	250-10-350/15-500	
9	Sales Girl	150-10-300	225-10-325/15-400	
10	Display Artist	200-15-275/15-470/15-500	250-15-400/20-600	
11	Sale Organiser	100-10-250	160-10-280/15-400	
12	Sales Man	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
13	Assistant Superintendent, Quality Marking/Technical Officer	200-15-275/15-470/15-500	250-15-400/20-600	
14	Junior Technical Assistant, Quality Marking	160-8-240/10-300	200-10-280/15-400	
15	Inspectors	116-8-180/10-250	160-10-280/15-400	
16	Laboratory Assistant	100-5-150	140-5-160/5-225	

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
		60-4-80/5-175	110-4-130/5-160/5-225	
17	Superintendent, Heat Treatment Centre	200-15-500	250-15-400/20-600	
18	Operators	100-8-140/10-160/10-200	140-6-170/8-210/10-300	
19	Helpers	40-2-60	80-2-90/3-120	
<b>TRAINING INSTITUTIONS</b>				
20	Lecturer, Practical Training and Principal	250-20-350/25-500 plus Rs. 200 Special Pay	300-25-450/25-600 plus Rs. 200 Special pay	
21	Lecturer	250-20-350/25-500	300-25-450/25-600	
22	Foreman	200-500	250-15-400/20-600	
23	Workshop Instructor/Machineman	100-5-150/10-200	140-6-170/8-200/10-250	
24	Instructor, Footwear	200-10-300	250-10-280/15-400	
25	Mechanic	100-10-300	160-10-280/15-400	
26	Drawing Master	100-10-140	140-10-300	
27	Skilled Workers	100-10-140	140-10-300	
28	Supervisor, Hide Flaying	150-10-300	200-10-280/115-400	
29	Flayer	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
30	Boilerman	100 fixed	100-4-140/5-160	
31	Demonstrator	120-7-190/8-270/10-300	160-10-280/15-400	
32	Tanning Mistri/Flasher Carrier	50-3-80/4-100	100-4-140/5-160	
33	Rural Ind. Development Centre-Foreman-cum-Supervisor	200-15-350/20-410	225-15-360/20-500	
34	Technician	80-5-140/6-200	140-6-170/8-210/10-300	
35	Assistant Technician	50-3-80/4-100	100-4-140/5-160	
36	Industrial Cooperative Field Statistical Assistant,	150-10-300	225-15-360/20-500	
37	Ind. Sub-Inspector/Inspectress, Co-operative	60-4-80/5-120	110-4-130/5-160/5-225 (Equated Clerk)	
38	Leather Supervisor, Ind, Coop.	60-4-80/5-120	110-4-130/5-160/5-225 (Equated to Clerk)	
39	Leather Designer	140-10-300	180-10-280/15-400	
40	Accountant	106-6-160/8-200 (Assistant B. Class)	160-10-280/15-400	
<b>COMMUNITY PROJECT AND PILOT PROJECT AREA CENTRE</b>				
41	Demonstrator	80-5-140/6-200	140-6-170/8-210/10-300	
42	Leather Instructors	120-7-190/8-270/10-300	160-10-280/15-400	
43	Shoe Making/Leather Tech.	130-5-140/6-200	200-10-250/10-300	
44	Skilled Workers	40-2-60	80-2-90/3-120	
45	Flayer	50-3-80/4-100	100-4-140/5-160	
<b>DOLL MAKING CENTRE</b>				
46	Artist	150-10-250	200-10-280/15-400	
47	Block Dev, Extension Officer	116-8-180/10-250	160-10-280/15-400	
48	Jr. Inspectors of Ind	80-5-150	130-5-160/5-225	
49	Manager Ind. Estate	100-8-140/10-160/10-300	160-10-280/15-400	
<b>HEADQUARTERS STAFF</b>				

Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
50	Industrial Supply Officer	200-10-350	250-10-300/15-450	
51	Legal Assistant	150-10-350	225-15-360/20-500	
52	Statistical Assistant	150-10-350	225-15-360/20-500	
53	Cashier, store Keeper	116-8-180/10-250	160-10-280/15-400	
54	Gestetner Operator	45-2-75	90-3-120/4-140	
55	Technical Assistant	200-15-275/15-480/20-500	300-25-450/25-600	
56	Drilling Assistant	205-7-240/8-280	220-8-300/10-400	
57	Carpenter-cum-Draftsman	60-4-80/5-120/5-175	110-4-130/4-160/5-225	
58	Mechanic	110-200	140-6-170/8-210/10-300	
59	Carpenter	50-3-80/4-100	100-4-140/5-160	
60	Rigman	85-2-95/3-110/3-128	110-4-130/5-160/5-200	
	Laboratory Assistant	85-2-95/3-110/3-128	110-4-130/5-160/5-200	
61	Section Cutter	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
62	Examiner of Stores	150-10-250	160-10-280/15-400	
63	Assistant Controller, Weights & Measures	200-15-275/15-470/15-50	300-25-450/25-600	
64	Inspectors, Weights and Measures .	150-10-300	200-10-280/15-430/20-450	
65	Equipment Repairer	150-10-250	160-10-280/15-400	
66	Manual Assistant	55-3-70/4-90/5-120	100-4-140/5-160	
67	Packer	35-1-50	75-2-85/2-95	
68	Technician	200-10-300	250-10-300/10-400	
69	Supervisor	200-10-400	250-15-400/20-500	
70	Assistant Technician	150-10-200	200-10-250/10-300	
71	Technician	80-5-140/6-200	120-5-150/6-180/8-220/10-250	
72	Tech.-cum-Lab. Assistant	120-7-190/8-270/10-300	160-10-280/15-400	
73	Assistant Technician-cum-Lab. Assistant	80-5-140/6-200	120-5-150/6-180/8-220/10-250	
	Block Maker/Calico Primary Tech	80-5-140/6-200	120-5-150/6-180/8-220/10-250	
74	Photographer	100-10-150	140-10-180/15-225	
<b>DESIGN TEXTILES</b>				
75	Weaving Master	120-300	160-10-280/15-400	
76	Instructors	120-300	160-10-280/15-400	
77	Dyer-cum-Painter	100-10-250	140-6-170/8-210/10-300	
78	Cloth Checker, Salesman, Expert Weaver, Sample Weaver, Bobin Winder/Card Cutter. Craft Weaver, Sizing Assistant, Dyeing Assistant	50-3-80/4-100	100-4-140/5-160	
79	Head Weaver	50-5-140/6-200	140-6-170/8-210/10-300	
80	Technician	80-150	130-5-160/5-225	
81	Designer	250-10-350	300-10-450	



Sr. No.	Name of service of post	Existing scale of pay	Revised scale of pay after Remarks merger of D.P.	Rem.
82	Designer	120-7-190/8-270/10-300	160-10-280/15-400	
<b>DEVELOPMENT AND MARKETING ORGANISATION</b>				
83	Supervisor/Yarn/Distributor/ Mechanic	80-5-160/16-200	140-6-170/18-210/10-300	
84	Demonstrator/Supervisor Technical Assistant	120-7-190/8-270/10-300	160-10-280/15-400	
85	Demonstrator/Technician, Assistant Carpet Maker Weaving Master/Dyer/Finisher/Mechanics	80-5-140/16-200	140-6-170/18-210/10-300	
86	Supervisor, Yarn Distributor	80-5-140/6-200	140-6-170/8-210/10-300	
87	Dyer	70-4-180/5-200	120-5-160/8-200/10-250	
88	Spinner	47½ -2½ -67½	80-2-90/3-120	
89	Inspector Textile	120-10-300	160-10-280/15-400	
90	Head Assistant	150-10-250	160-10-280/15-400	
<b>ELECTIONS DEPARTMENT</b>				
1	Assistant Chief Electoral Officer	350-25-500/30-650 plus Rs. 50 Spl. Pay	450-25-500/30-650/30-800 plus Rs. 50 Spl. Pay	
2	Elections Kanungo	80-5-140/6-200 plus Rs. 10 Spl. Pay	140-6-170/8-210/10-300 plus Rs. 10 Spl. Pay	
3	Moharir	60-4-100	110-4-130/5-160/5-225	

(Inserted vide Haryana Government Notification No. 506-IPRC-69/2152, dated 31st July, 1969)				
	Existing scale of pay	Revised scale of pay after merger of D.P	Remarks	
<b>HARYANA CIVIL SERVICE (EXECUTIVE AND JUDICIAL)</b>				
	300-30-510/30-600/40-720/40-800-50- 850 (T.S)	<u>Time scale</u> 400-30-580/140-720-40- 800/50-1000/50-1250		
	S.G 900-50-1200	S.G 1300-50-1500	* The date from which this scale will be operative will be notified later.	
<b>HARYANA POLICE SERVICE</b>				
	300-25-472/25-650/30-800	400-30-580/140-720-40- 800/50-1000/50-1150 (T.S)		
	Rs. 900 fixed (S.G)	* Rs. 1250 fixed (S.G)	* The date from which this scale will be operative will be notified later.	

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**No. 5488-ASO(FD)-69/19179**

From

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

To

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

**Dated, Chandigarh, the 9th July, 1969**

**Subject : Audit of Accounts - Production of records.**

Sir,

I am directed to say that the Accountant General, Haryana has reported to Government that the following difficulties are being experienced by the Audit Parties in reviewing schemes and programmes etc., being executed by the various Departments of the State Government :-

- (i) Documents pertaining to physical targets and actual achievement are not made available to Audit in the belief that these fall outside its purview.
- (ii) Documents containing the background to the scheme or programme, proposed outlay, budget provision for the year, expenditure on the scheme or programme from inception with relevant details and such data, are not readily available in the offices visited or if available, are not given to the Audit Party.
- (iii) Old records, files, etc. pertaining to the scheme or programme are often stated to be not available.

2. The position has been reviewed by Government and it has been decided that no document or paper having bearing on the financial working of the State (except those relating to secret service expenditure) should be considered to be outside the purview of Audit. In case, it is felt that a particular classified document cannot be handed over to the Audit Party, it should be sent by name to the Deputy Accountant General, Haryana, Chandigarh. For the remaining documents which cannot be treated as classified documents, it has been decided that in case a senior officer feels that a document which can have no conceivable significance to audit is being requisitioned, he should discuss with the Accounts Officer incharge of the Party, Deputy Accountant General at Chandigarh or the Accountant General, Haryana. It should, however, be ensured that the working of audit is not hampered under any circumstances due to the non-production of records.

3. In regard to the other two points enumerated in para 1 above, it is felt that the difficulties might not always be within the power of the Department or office concerned to

resolve. These difficulties can, however, be overcome to a great extent in case full co-operation is extended by the Departments/offices concerned to the Audit Parties and all possible efforts are made by them to furnish the documents in question even if some extra effort is needed for the purpose. Government are of the view that the timely production of relevant records to Audit would not only facilitate the working of the Audit Parties but also result in on the spot settlement of most of the audit objections.

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

Yours faithfully,

*Sd/-*  
Deputy Secretary Finance (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded for necessary action to :-

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

*Sd/-*  
Deputy Secretary Finance (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 5488-ASO(FD)-69,

Dated, Chandigarh, the 9th July, 1969

A copy is forwarded for necessary action to the Principal Secretary to Chief Minister and Secretaries/Private Secretaries to Ministers.

*Sd/-*  
Deputy Secretary Finance (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

The Principal Secretary/Secretary/Private Secretary to  
Chief Minister/Ministers, Haryana.

U.O. No. 5488-ASO(FD)-69,

Dated, Chandigarh, the 9th July, 1969

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**FINANCE DEPARTMENT  
REGULATIONS**

**Notification**

**The 10th July, 1969**

**No. 3511-3FR-69/19315.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf the Governor of Haryana is pleased to make the following rules further to amend the Punjab Civil Services Rules Volume III, as are applicable to Haryana Government employees, namely :-

- (i) These rules may be called the Punjab Civil Services Rules, Volume III (Haryana 3rd Amendment, 1969).
- (ii) The following shall be added as note (6) below rule 2.24 (A) :-

“A Government employee of the fourth grade will be entitled to the cost of sleeping accommodation in addition to third class fare if actually incurred while traveling on duty (i.e. on tour or on transfer) provided the distance traveled by rail is not less than 300 kilometers and the night journey involved is for a period of not less than six hours between 21.00 hours and 0600 hours.”

M.L.BATRA  
Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 1991-2FR-73/42458, Dated 06.11.1973.***

**No. 3782-5FR-69/21042**

From

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

To

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

**Dated, Chandigarh, the 25th July, 1969**

**Subject : Fixation of pay of Military pensioners on their re-employment in Civil Service.**

Sir,

I am directed to invite a reference to note 1 of Rule 7.20 of the Punjab Civil Service Rules, Volume II, according to which if the amount of military pension does not exceed Rs. 15/- a month the same is to be ignored for purposes of fixing the pay of the military pensioner on his re-employment in civil Departments. The question of raising this limit has been under consideration of the Government for some time past. It has now been decided that in case of military pensioners in receipt of pension up to Rs. 50/- p.m., amount of pension may be ignored while fixing their pay in the scale of pay to which they are re-employed in the Civil Department.

2. These orders will take effect from the date of issue of this letter.
3. Necessary amendment to relevant rule will be issued in due course.

Yours faithfully,

Sd/-

(J.R. Dhingra)

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

No. 3782-5FR-69/21043

Dated, Chandigarh, the 25th July, 1969

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

By order,

Sd/-

(J.R. Dhingra)

Deputy Secretary Finance (R),

*for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.*

Copies are forwarded to :-

- (i) Financial Commissioners, Revenue, Haryana,
- (ii) All Administrative Secretaries to Government; for information.

*Sd/-*

*Superintendent Finance Regulations,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.*

To

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

U.O. No. 3782-5FR-69,

Dated, Chandigarh, the 25th July, 1969

Copy is forwarded to the Secretaries/Private Secretaries to the Chief Minister/  
Ministers/Parliamentary Secretaries, for information of the Chief Minister/Ministers/  
Parliamentary Secretaries.

*Sd/-*

*Superintendent Finance, Regulations,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.*

To

The Secretaries/Private Secretaries to Chief Minister/Ministers/  
Parliamentary Secretaries.

U.O. No. 3782-5FR-69,

Dated, Chandigarh, the 25th July, 1969.

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

**IMMEDIATE**

From

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

To

All Heads of Departments,  
Commissioner, Ambala Division, and  
All Deputy Commissioner in the State,  
The Registrar, Punjab and Haryana High Court and  
All District and Session Judges  
(except noted in the enclosed list).

**Memo. No. 1369-FD(Pen-69/20731****Dated, Chandigarh, the 28th July, 1969****Subject : Delay in submission of pension papers to audit Quarterly return.**

Reference Finance Department letter No. 488-FD(Pen)-69/9130, dated 9.4.1969 on this subject.

2. You are requested to furnish a certificate to the effect that pension cases in respect of officials who have to retire up to 30th July, 1970 have been initiated and sent to audit office.
3. In future, similar certificate may please be furnished quarterly i.e. on the 15th of October, January, April and July every year regularly, both to the Finance Department and Accountant General, Haryana as already desired in letter under reference.

*Sd/-*  
Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 1369-FD(Pen)-69/20742

Dated, Chandigarh, the 28th July, 1969

A copy is forwarded to the Deputy Accountant General Haryana, Kothi No. 5 Sector-2-A, Chandigarh for information.

*Sd/-*  
Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded for information to :-

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

*Sd/-*  
Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 1369-FD(Pen)-69/20743

Dated, Chandigarh, the 28th July, 1969.

**LIST**

1. Superintendent of Police Rohtak, Gurgaon Jind, Hissar and Narnaul.
2. Director General, Home Guards and Civil Defence, Haryana.
3. District and Sessions Judge, Gurgaon.
4. Deputy Commissioner, Narnaul (Estt. Branch), Hissar (Estt. Branch).
5. D.I.G. of Police, C.I.D. Haryana.
6. Officer Incharge, Controllers Advanced Training Centre, Ambala City.
7. A.I.G. G.R.P., Haryana
8. Director of Employment and Training, Haryana.

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Copy of immediate Circular letter **No. 2485-B&C-69/21111 dated 28th July, 1969** from the Commissioner for Planning and Finance and Secretary to Govt. Haryana Planning and Finance Department to all Heads of Departments in Haryana etc. etc.

**Subject : Security Deposits made by the Govt. Departments and Offices.**

Government departments and offices are, at times called upon to make security deposits with Statutory organisations like State Electricity Board, Corporations, Municipalities etc. as a safeguard against delay/default in payment of dues. The payment of security deposits by Govt. Departments/offices in such cases lock up Govt. money with third parties. Accordingly, it is necessary that Department/offices should examine before paying security deposits whether a letter of Guarantee by the State Govt. in lieu of deposit in cash will be acceptable to the authority requiring the deposit as a sufficient safeguard against delay/default in payment of dues from State Government Department/offices concerned.

In cases, where it is absolutely necessary to deposit the security in cash the departments/offices concerned may draw the same direct from the head "Part IV Suspense-Suspense Account in Section "T" Deposits and Advances" instead of from the service head as has been the practice heretofore. The payment of security deposit should be debited to distinct detailed head under a new specific minor head "Security Deposits by Govt. Departments" under the head "Part IV" Suspense-Suspense Account' in Section T deposits and advances."

The Security deposits so made will not form part of the departmental balances but will constitute its payment which will of course, be subsequently recoverable from the Statuary organisations with whom these are initially deposited. The departments/offices are requested to keep a record of the deposits made, for recovery at appropriate time and to ensure that interest, if any is received from non the authority with which the deposit is made, at prescribed times. It may also be ensured that adequate safeguards are provided to effect refund of the Security when it is necessary to do so.

The interest accruing on these deposits may be credited under head "XVI-Interest-C-Other Interest receipt Miscellaneous".

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

**No. 1041-FD(Pen)-69/21548**

From

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

To

The Accountant General,  
Haryana, Simla.

**Dated, Chandigarh, the 30th July, 1969**

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

Sir,

I am directed to invite a reference to clause 2(b) part general, of the minutes of 8th meeting of the High Powered Committee for finalization of pending pension cases and say that Committee with a view to mitigating hardship to the retired Government servants whose pension cases are subjected to pay verification in respect of period which is 10 or over 20 years old decided that normally audit should conduct verification of pay fixation for three years prior to retirement unless circumstances otherwise warrant. I am accordingly to request that recoveries in respect of amounts drawn in good faith by retirees in the process of pay fixation and over payments involved for period extending to six years prior to retirement should not be gone into.

Yours faithfully,

*Sd/-*

(J.R. Dhingra)

Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 1041-FD(Pen)-69/21549

Dated, Chandigarh, the 30th/31st July, 1969

A copy is forwarded to :-

- (i) All Heads of Departments, Commissioner, Ambala Division, and All Deputy Commissioner, in Haryana State.
- (ii) The Registrar, Punjab and Haryana High Court and All District and Session Judges, Haryana,

for information and necessary action. They are requested to ensure as part of their inspection programme of the subordinate offices that service books are complete in all respects and that service verification certificates are recorded by the respective heads of offices in time.

By order

*Sd/-*

(J.R. Dhingra)

Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded to the :-

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

*Sd/-*  
(J.R. Dhingra)  
Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 1041-FD(Pen)-69,

Dated, Chandigarh, the 30th/31st July, 1969

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

*Sd/-*  
(J.R. Dhingra)  
Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 1041-FD(Pen)-69,

Dated, Chandigarh, the 30th/31st July, 1969.

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**FINANCE DEPARTMENT****Notification****The 31st July, 1969**

**No. 506-IPRC-69/21652.**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana is placed to effect the following amendments in the Haryana Civil Services and posts (Revised Scales of Pay) Rules, 1969, issued vide Notification No. 129-IPRC-69/18963, dated 7th July, 1969 :-

- (i) Proviso (a) to Rule 2 of the aforementioned rules shall be deleted.
- (ii) The following shall be added as proviso (e) to Rule 6 (2) :-

(e) In the case of H.C.S. Officers and Deputy Superintendents of Police, the maximum benefit should not exceed Rs. 50/- in respect of officers who have already earned six increments in the existing time scale, but in the case of officers who have earned more than six increments in the existing time scale, the maximum benefit should not exceed Rs. 100/- per officer after point to point fixation of pay as illustrated below :-

**ILLUSTRATION No. I**

The pay of the officer, who has earned six increments in the existing scale of pay, will be fixed as follows :-

Existing pay :	Rs. 480/-
Dearness Pay :	Rs. 70/-
Total :	Rs. 550/-

His point to point fixation in the revised scale will be Rs. 400+180/-i.e., Rs. 580/-. His pay should therefore, be fixed at Rs. 580/-. This affords him a benefit of Rs. 30/- which is within the ceiling of Rs. 50/- proposed to be fixed for such officers.

**ILLUSTRATION No. II**

The pay of the officer, who has earned 7 increments in the existing scale of pay, will be fixed as follows :-

Existing pay :	Rs. 510/-
Dearness Pay :	Rs. 85/-
Total :	Rs. 595/-

As the maximum benefit has not to exceed Rs. 100/-, his pay should not exceed Rs. 695/-. In other words, his pay should be fixed in the revised scale at Rs. 580/- ± Rs. 115/- "personal pay" to be absorbed as the time of his next increment which would raise his pay to Rs. 720/-.

**ILLUSTRATION No. III**

The pay of the officer, who has earned 10 increments, will be fixed as follows :-

Existing pay :	Rs. 600/-
Dearness Pay :	Rs. 85/-
Total :	Rs. 685/-

His pay on point to point fixation in the revised scale will be fixed at Rs. 850/-. Since the maximum benefit of Rs. 100,-has to be given to him, his pay should be fixed at Rs. . 7851 In the revised Scale his pay would, therefore, be fixed at Rs. 760/-+ Rs. 25/-a personal pay to be absorbed at the time of his next increment, when his pay would be raised 10 Rs. 800/-. The existing date of increments will not be disturbed in any case.

#### ILLUSTRATION No. IV

The pay of the officer who has reached the maximum of the existing scale. will be fixed as follows :-

Existing pay :	Rs. 850/-
Dearness Pay :	Rs. 100/-
Total :	Rs. 950/-

His pay on point to point fixation in the revised scale will be at Rs. 1150/-. But as he has to get the maximum benefit of Rs. 100/-his pay should be fixed at Rs. 1.050/-.

(iii) The following shall be added at the end of the schedule :-

Existing scale of pay	Revised scale of pay after merger of D.P.	Remarks
<b>Haryana Civil Services (Executive and Judicial)</b>		
300-30-510/30-600/40-720/-40-800-50-850 (T .S)	400-30-580/140-720-40-800-50-1000/50-1250 Time scale S.G.*	
Rs. 900-50-1200	Rs. 1300-50-1500	The date from which this scale will be operative will be notified later
<b>Haryana Police Service</b>		
300-25-475/25-650-30-800 (T.S)	Rs. 400-30-580/140-720-40-800-50-1000/50-1150 (T.S)	
Rs. 900/-Fixed (S.G)	Rs. 1250/-fixed (S.G)	* The date from which this scale will be operative will be notified later.

M.L. BATRA  
Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

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**FINANCE DEPARTMENT**

**Notification**

**The 7th August, 1969**

**No. 518-IPRC-69/22496.—** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India the Governor of Haryana is pleased to effect the following amendments in the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, issued vide Notification No. 129-IPRC-69/18963 dated 07.07.1969 :-

“In proviso (e) to Rule 6 (2) is tied vide Notification No.506-1PRC-69/21652 dated the 31st July, 1969, between tile words 'Six increments' and 'In the existing time scale' appearing in the fourth line the words 'or less' shall be inserted.”

M.L. BATRA  
Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
REGULATIONS**

**Notification**

**The 11th August, 1969**

**No. 3952-3FR-69/23237.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf the Governor of Haryana is pleased to make the following rules further to amend the Punjab Civil Services Rules, Volume III, as are applicable to the Haryana Government employees :-

- (i) These rules may be called the Punjab Civil Services Rules, Volume III (Haryana Fourth Amendment) Rules, 1969.
- (ii) The following shall be substituted for the existing note (8) below Rule 2.100 :-

“When a Government servant performs a journey in a conveyance supplied at the cost of Government or a Local Fund from an ordinary locality to an expensive locality or from one expensive locality to another similar or more expensive locality, where he halts, the Daily Allowance admissible to him under this rule should be calculated in accordance with provisions of Note (5) below Rule 2.27”

M.L. BATRA,  
Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

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

**No. 4094-3FRI-69/23576**

From

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

To

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

**Dated, Chandigarh, the 20th/21st August, 1969**

**Subject : Prompt disposal of audit objections.**

Sir,

I am directed to invite a reference to para 3 of the instructions contained in Haryana Government Finance Department letter No. 3393-3FR-69/19251, dated the 30th June, 1969, on this subject and say that to ensure expeditious settlement of the Audit objections immediate steps may please be taken to convene a meeting of the Committee in consultation with the representatives of the Finance Department and the Accountant General, Haryana.

Yours faithfully,

*Sd/-*

Superintendent Finance Regulations,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 4094-3FR-69/23577,

Dated, Chandigarh, the 20th/21st August, 1969

A copy is forwarded to the Accountant General, Haryana, Simla, for information in continuation of Haryana Government, Finance Department Circular No. 3393-3FR-69/18252, dated 30.6.1969.

By order,

*Sd/-*

Superintendent Finance Regulations,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

1. The Financial Commissioner Revenue, Haryana.
2. All Administrative Secretaries to Government, Haryana, in continuation of this Department U.O. No. 3393-3FR-69, dated 30.6.69.



2. It is requested that a list of name(s) of the Deputy Secretaries, who are to convene meetings of the adhoc Committees, alongwith the names of the Heads of Departments on behalf of which they will be conducting meetings for settlement of Audit objections, may be supplied urgently to the Accountant General, Simla, under intimation to the Finance Department.

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

To

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

U.O. No. 4094-3FR-69,

Dated, Chandigarh, the 20th/21st August, 1969

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

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

To

The Principal Secretary/Secretary/Private Secretary to  
Chief Minister/Ministers, Haryana.

U.O. No. 4094-3FR-69,

Dated, Chandigarh, the 20th/21st August, 1969

A copy is forwarded to all Officers, Superintendents and Deputy Superintendents in the Finance Department for information.

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

To

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

U.O. No. 4094-3FR-69,

Dated, Chandigarh, the 20th/21st August, 1969.

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

**IMMEDIATE**

From

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

To

All Heads of Departments,  
Commissioner, Ambala Division, and  
All Deputy Commissioners in the State,  
The Registrar, Punjab and Haryana High Court,  
All District and Session Judges  
(except noted in the enclosed list).

**Memo. No. 1559-FD(Pen-69/23813**

**Dated Chandigarh, the 26th August, 1969**

**Subject : Delay in submission of pension papers to audit Quarterly return.**

Reference Finance Department letter No. 488-FD(pen)-69/9130, dated 9.4.1969 and subsequent reminder No. 1559-FD(Pen)-69/20731 dated 23.7.69 on this subject.

2. You are requested to furnish within a week positively a certificate to the effect that pension cases in respect of officials who have to retire up to 30th June, 1970 have been initiated and sent to audit office.
3. The reasons for not submitting the return in time may also please be intimated.

Sd/-  
Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 1559-FD(Pen)-69/23814

Dated, Chandigarh, the 26th August, 1969

A copy is forwarded to the Deputy Accountant General, Haryana Kothi No. 5, Sector 24, Chandigarh, for information.

Sd/-  
Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded to the :-

- (1) Financial Commissioners, Revenue, Haryana,
- (2) All Administrative Secretaries to Government, Haryana,  
with the request that submission of requisite certificate to the

Finance Department by the Departments under their control may be ensured.

*Sd/-*  
Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

1. The Financial Commissioners, Revenue, Haryana, and
2. All Administrative Secretaries to Government, Haryana.

U.O. No. 1559-FD(Pen)-69/

Dated, Chandigarh, the 26th August, 1969.

**LIST**

1. The Superintendent of Police, Rohtak, Gurgaon, Jind, Hisar, and Narnaul.
2. The Director General, Home Guards and Civil Defence, Haryana.
3. The District and Sessions Judge, Gurgaon, Hisar, Ambala and Karnal.
4. The Deputy Commissioner, Narnaul (Estt. Br) Hisar. (Estt. Branch).
5. D.I.G. of Police, C.I.D. Haryana.
6. The Officer Incharge, Constables Advance Training Centre, Ambala City.
7. The A.I.G.G.R.P. Haryana.
8. The Director of Employment, Haryana.
9. The Director of Agriculture, Haryana.
10. The Director of Agriculture, Haryana.
11. The Superintendent of Police, (Wireless).
12. The Director of Employment and Training, Haryana.
13. The Secretary, Distt Soldiers Sailors and Airmen's Board Haryana.
14. The Advisor, Civil Aviation, Haryana.
15. The Inspector General of Prisons, Haryana.
16. The Deputy Secretary to Govt., Haryana, Vigilance Department.
17. The Chief Electoral Officer, Haryana.
18. The Controller for Printing and Stationery Haryana.
19. The Administrator General and Official Trustee, Haryana.
20. The Deputy Commissioner, Ambala (Estt Branch) & Jind (Estt. Branch).
21. Administrative Officer Treasury and Accounts organization, Haryana.
22. Milk Commissioner, Haryana.
23. As instant Secretary to Govt., Haryana, Secretariat Establishment (Estt I and II Branch)
24. Director of Languages, Haryana.
25. Senior Architect, Haryana.
26. Chief Conservator of Forests, Haryana.
27. Director of Land Records, Haryana.
28. Assistant Registrar, Punjab and Haryana High Court.

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

**No. 8237-3FR-69/27951**

From

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

To

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

**Dated, Chandigarh, the 7th September, 1969**

**Subject : Relief to Government employees in the employ of State Government – Grant of Dearness allowance.**

Sir,

I am directed to invite a reference to the instructions contained in para 2(12) of Haryana Government Finance Department letter No. 2081-3FR-67/11744, dated the 24th June, 1967 on this subject and say that a question has arisen whether an employee can be permitted to withdraw any amount out of the deposits in C.T.D. Accounts. The matter has been considered and it is clarified that no withdrawals from the C.T.D. Account be allowed during its currency of 5 years duration.

Yours faithfully,

*Sd/-*

Superintendent Finance, Regulations,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notification**

**The 8th September, 1969**

**No. 546-IPRC-69.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, read with Haryana Government, Finance Department Notification No. 506-1PRC-69/21652, dated the 31st July, 1969 and all other powers enabling him in this behalf, the Governor of Haryana hereby orders that the revised selection grade of the Haryana Police Service mentioned in tile aforesaid notification shall be operative with effect from the 1st May, 1967.

ISHWAR CHANDRA,  
Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

**No. 8052-3FR-69/25674**

From

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

To

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

**Dated, Chandigarh, the 15th/17th September, 1969**

**Subject : Prompt disposal of Audit Objections.**

Sir,

I am directed to invite a reference to the instructions contained in Haryana Govt. Finance Department letter No. 4034-3FR-69/23576, dated 21st August, 1969, on this subject and say that further action taken to convene a meeting of the Committee may please be intimated to the department.

Yours faithfully,

*Sd/-*

Superintendent Finance Regulations,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Finance Department.

No. 8052-3FR-69/25675

Dated, Chandigarh, the 15th/17th Sept, 1969

A copy is forwarded to the Accountant General, Haryana, Simla, for information in continuation of Haryana Government, Finance Department endorsement 94-3FRI-69/23577, dated 21.8.69. This also disposes of the Deputy Accountant General D.O letter No. TM/12-3/69-70-963 dated the 26.8.1969.

*Sd/-*

Superintendent Finance Regulations,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Finance Department.

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

1. The Financial Commissioner, Haryana.

2. All Administrative Secretaries to Government Haryana in continuation of this Department U.O. No. 4094-5FR-69 dated 21.8.1969.

2. It is again requested that a list of name(s) of the Deputy Secretaries alongwith the Heads of the Department may please be supplied immediately to Audit under intimation to this Department.

3. A statement of outstanding objections upto September, 1968 as on 31.03.69 as intimated by the Accountant General is enclosed for information and necessary action.

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

To

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

U.O. No. 8052-3FR-69/25675

Dated, Chandigarh, the 15th/17th Sept, 1969.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notification**

**The 19th September, 1969**

**No. 562-1PRC-69/26844.**— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Haryana orders the following amendments in the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969.

1. In Rule 3(c) (ii) the words "at the married rates in all cases where two separate rates exist for married and unmarried officers" shall be inserted after the words 'basic pay' occurring in the first line.
2. Rule 3 (c) (iv) may be read as under :-  
  
"iv" the special pay, if any, where such special pay has been abolished with effect from the appointed day, as distinct [from special pay which is to be abolished after the existing incumbent leaves the post"
3. In the proviso to Rule 4 (i) the words "whichever is earlier" occurring at the end may be substituted by the words "whichever is beneficial."
4. Proviso (a) to Rule 6 (2) shall be deleted and proviso (b) (c) & (d) to this rule shall be renumbered as (a) (b) & (c) respectively.
5. For sub-rule (5) of the Rule 6 the following sub-rule shall be substituted "(5) if pay as fixed in the higher officiating post under sub-rules (1) (2) (3) of (4) is equal to or lower than he fixed in the substantive post or a lower Officiating post, officiating pay shall be refixed at the stage next above the substantive pay of the lower officiating pay, as the case may be."

ISHWAR CHANDRA,  
Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

**No. 7043-1FR-69/26517**

From

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

To

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

**Dated, Chandigarh, the 19th September, 1969**

**Subject : Objections outstanding for want of sub-vouchers and actual payees' receipts.**

Sir,

I am directed to enclose a copy of letter No. TM(Pb)/12-9/67-68/3074, dated the 19th February, 1968, from the Accountant General, Haryana, on this subject and request you to take immediate and effective steps to ensure that the wanting sub-vouchers and actual payees receipts are sent to the audit officers expeditiously as possible otherwise he will be compelled to advise the Treasury Officers concerned to withhold payment of contingent bills of the defaulting Drawing and Disbursing Officers.

Yours faithfully,

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

No. 7043-1FR-69/26518

Dated, Chandigarh, the 19th September, 1969

A copy is forwarded to the Accountant General, Haryana, Simla, for information, with reference to his letter No. TM/12-1/69-70/724, dated the 31st July, 1969.

By order,

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

A copy is forwarded to the Financial Commissioners, Haryana and all Administrative

Secretaries to Government, Haryana for information and guidance.

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

To

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

U.O. No. 7043-1FR-69/

Dated, Chandigarh, the 19th September, 1969

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

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

To

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

U.O. No. 7043-1FR-69/

Dated, Chandigarh, the 19th September, 1969.

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

Copy of letter **No. TM(Pb)/12-9/67-68/3074, dated the 19th February, 1968** from Accountant General, Haryana to F.D. (H.R.).

**Subject : Objections outstanding for want of sub-vouchers and actual payees' receipts.**

I am to invite a reference to the Finance Department's circular letter No. 1170-3FR-63/1615, dated 12th February, 1963 where in the Heads of Departments/Drawing and Disbursing Officers were requested to ensure that the sub-vouchers and actual payees' receipts were sent to this office within a period of two months. The Drawing and Disbursing Officers were also required to record a certificate on the contingent bills that all the wanting sub-vouchers and actual payees' receipts had been sent to the Audit Office. In the absence to such a certificate, the T.O. concerned was authorized to refuse to entertain the bills. It has however, been observed that the position in regard to the submission of sub-vouchers and actual payees' receipts had not improved. Some of the objections are several years old and even repeated reminders to the Drawing and Disbursing Officers concerned have not brought out any appreciable response. Accordingly, particulars of the Drawing and Disbursing Officers from whom the sub-vouchers and actual payees' receipts were still awaited were recently sent to the Treasury Officers requesting them not to entertain the contingent bills presented by the Drawing and Disbursing Officers, unless sufficient proof was produced by them to show that the wanting sub-vouchers and actual payees' receipts had been sent to this Office.

Since the financial year 1967-68 is coming to a close next month, the position has been reviewed and in order to avoid inconvenience to the Drawing and Disbursing Officers concerned the treasury Officers are being advised not to withhold payment of the contingent bills for the present. However, it is requested that the Heads of the Department/Drawing and Disbursing Officers may be requested to take immediate and effective steps to ensure that the wanting sub vouchers and actual payees' receipts are sent to this office as expeditiously as possible. It may also kindly be made clear to them that if the position does not show any significant improvement, the Treasury Officers may again have to be advised to withhold payment of their contingent bills.

CONTROL REGISTER		Name	
-Amount collected in the Month Rs. -Amount remitted into Post Office Rs. -Date of remittance -Balance if any, left unremitted Rs. -Reasons for no remittance Signature of Pay disbursing Officers		Designation of the employee	
		Date of authorization letter requesting deduction from pay	
		Rate of subscription	
		Year of account, 5, 10 or 15 years	
		Pass book number	
		Amount carried forward in respect of old accounts brought under Pay Roll	
		Amount collected with date of collection	Jan.
		Date of deposit in post office	Feb.
		Amount collected with date of collection	March
		Date of deposit in post office	April
		Amount collected with date of collection	May
		Date of deposit in post office	June
		Amount collected with date of collection	July
		Date of deposit in post office	August
		Amount collected with date of collection	September
		Date of deposit in post office	October
		Amount collected with date of collection	November
		Date of deposit in post office	December
		Amount collected with date of collection	
		Date of deposit in post office	
		Amount collected with date of collection	
		Date of deposit in post office	
		Amount collected with date of collection	
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	Amount collected with date of collection		
	Date of deposit in post office		
	Amount collected with date of collection		
	Date of deposit in post office		
	Amount collected with date of collection		
	Date of deposit in post office		
	Particular of loan if any taken		
	Remarks (Signature of the pass book holder)		

Name of Post Office \_\_\_\_\_

PAY ROLL SAVINGS Scheme Return

Station: \_\_\_\_\_

**STATEMENT SHOWING THE PARTICULARS OF DEDUCTIONS TOWARDS CUMULATIVE TIME DEPOSIT SCHEME THROUGH PAY ROLL NO. DETAILS OF COMMISSION DRAWN FOR THE MONTH OF \_\_\_\_\_**

Name of the office	Gazette d	Non Gazette d	LGGS	Total	Number of persons joined the pay roll savings scheme			Number yet to be enrolled	Whether accounts opened and pass books kept in safe custody	Amount of commission due Rs.	Amount of commission drawn	If commission not claimed reasons therefore.	
					In the month	Progressive total	Number						
					Number	Amount	Number	Number					
1	2	3	4	5	6	7	8	9	10	11	12	13	14

To  
Copy to the Regional Director National Savings Jullundur  
Copy to the Deputy Commissioner \_\_\_\_\_

Signature  
Designation

'2'

Balance Slip

**PAY ROLL SAVINGS SCHEME**

Particulars as per entries C.T.D. Pass book

Ref. No. S.T./

1. Name
2. Address
3. Nominated in favour of
4. Pass Book No.
5. Date of opening the account
6. Defaults with details
7. Withdrawals with date
8. Balance as on date

**FINANCE DEPARTMENT**

**Notification**

**The 23rd September, 1969**

**No. 570-IPRC-69/27405.—** 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 amendment in the Haryana Civil Services and Posts (Revised Scales of Pay Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) Fourth Amendment Rules, 1969.
2. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the Schedule, under the heading "VIDHAN SABHA", against serial No. 1, in column 4, for the figures, letters and words "1200-100-1600 plus Rs. 200/-as special pay" the figures, letters and words "1300-100-1800 plus Rs. 200 as special pay" shall be substituted.

ISHWAR CHANDRA,  
Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

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***These instructions have been Revised vide  
No. 1423-3FR-74/8946, Dated 12.03.1974.***

**No. 8416-3FR-69/27577**

From

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

To

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

**Dated, Chandigarh, the 25th September, 1969**

**Subject : CHANDIGARH COMPENSATORY ALLOWANCE.**

Sir,

I am directed to invite a reference to the instructions contained in Composite Punjab Government Finance Department letter No. 1012-3FRI-65/1611, dated the 18th February, 1965, on this subject and say that as a result of revision of scales after merger of Dearness pay, the Chandigarh Compensatory Allowance from 1.2.1969 will be payable to all Government employees stationed & residing at Chandigarh drawing pay up to Rs. 390/- p.m. with marginal adjustments up to Rs. 438.75 p.m. For example a Government servant drawing pay of Rs. 410/- p.m. will draw only an amount of Rs. 28.75 as Chandigarh Compensatory Allowance.

Yours faithfully,

Sd/-

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

No. 8416-3FR-69/27578

Dated, Chandigarh the 25th Sept., 1969

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

By order,

Sd/-

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

A copy is forwarded to the :-

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

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

To

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

U.O. No. 8416-3FR-69

Dated, Chandigarh the 25th Sept., 1969

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

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

To

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

U.O. No. 8416-3FR-69

Dated, Chandigarh the 25th Sept., 1969.

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

**No. 1489-FD(Pen)-69/26924**

From

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

To

The Chief Commissioner, Chandigarh.

**Dated, Chandigarh, the 29th September, 1969**

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

Sir,

I am directed to invite a reference to Haryana Government Finance Department letter No. 509-FD(Pen)-69/1514 dated the 9th May, 1968 on this subject and say that it has come to the notice of State Government that annual clearance certificates are not being issued to Government servants in occupation of Government owned accommodation at Chandigarh immediately on the close of the year. Similarly final 'No Demand Certificates' in the case of retiring Government servants are not being issued promptly. Delay in the issue of these certificates is evidently due to the fact that recoveries on account of rent and water charges are not recorded properly and accurately in the office of the Accounts Officer Rents, Chandigarh. Since finalization of pension cases cannot be held over indefinitely simply on account of the fact that Accounts Officer (Rents) has not intimated final dues, I am to request you to impress upon the Accounts Officers (Rents) to issue annual clearance certificates/final No. demand certificates as the case may be, immediately on the close of the year or one month after the date of retirement or vacation of house whichever is later. This will not only help in the expeditious settlement of pension cases but also minimize chances of amounts remaining outstanding which after settlement of pension cases cannot be recovered from retiring Government servants in the ordinary course.

Yours faithfully,

*Sd/-*

Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 1489-FD(Pen)-69/26925

Dated, Chandigarh, the 29th Sept., 1969

A copy is forwarded to the :-

- (i) All Heads of Departments, Government of Haryana stationed at Chandigarh;  
and

- (ii) The Registrar, Punjab and High Court, Chandigarh for information in continuation of Haryana Government, Finance Department letter No. 509-FD(Pen)-68/11514, dated the 9th May, 1968. To enable Chandigarh Capital Administration to issue final No demand Certificate in time, it is essential that request for issue of requisite certificate is made one year before the date of retirement of the Government servant concerned.

By order,

*Sd/-*  
Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded to the :-

- (i) The Financial Commissioners, Revenue; and  
(ii) All Administrative Secretaries to Government, Haryana, for information.

*Sd/-*  
Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

The Financial Commissioners, Revenue, Haryana and all  
Administrative Secretaries to Government, Haryana.

U.O. No. 1489-FD(Pen)-69/

Dated, Chandigarh the 29th Sept., 1969

No. 1489-FD(Pen)-69/

Dated, Chandigarh the 29th Sept., 1969

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

By order

*Sd/-*  
Deputy Superintendent, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

**No. 1808-FD(Pen)-69/27625**

From

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

To

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

**Dated, Chandigarh, the 30th September, 1969**

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

Sir,

I am directed to invite a reference to the Finance Department letter No. 548-FD(Pen)-69/12275, dated the 14th May, 1969, on this subject and say that according to para 1(2) thereof, pension sanctioning authorities are authorized to pay anticipatory pension/death-cum-retirement gratuity upto 75 per cent of the amount calculated by them due to the retiring non-gazetted Government employees, pending scrutiny and authorization of final pension/death cum-retirement gratuity by audit office. The Accountant General Haryana has pointed out that during the months of June and July, 1969 not a single Department has allowed any anticipatory pension /D.C.R.G. in any case despite the fact that a large number of officials retired since 5th February, 1969. Non-compliance of the instructions on the subject on the part of pension sanctioning authorities inflicts hardship on the retirees and Government takes a serious view of the matter. I am therefore, to impress upon you and, through you upon, the pension sanctioning authorities to comply with the aforesaid instructions meticulously both in letter and spirit and allow anticipatory pension/D.C.R.G. to all non-gazetted staff who have retired after 5th February, 1969 and whose cases have not yet been finalized by audit.

2. In case the pension sanctioning authorities have any difficulty in the implementation of the above orders, these may please be brought to the notice of Government immediately.

Yours faithfully,

Sd/-

Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 1808-FD(Pen)-69/27626,

Dated, Chandigarh, the 30th September, 1969

A copy is forwarded to the. Accountant General, Haryana, Simla, for information with reference to his demi-official communication No. Pen-R-I/Misc-4/H.P.C/3721, dated the 9th September, 1969.

2. He is requested to issue instructions to all Treasury Officers in the State to allow payments in respect of the bills regarding anticipatory pension/DCRG presented by various Drawing and Disbursing Officers.

*Sd/-*  
Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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**No. 8054-1FR-69/27326**

From

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

To

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

**Dated, Chandigarh, the 3rd October, 1969**

**Subject : Printing/cyclostyling of Provident Fund Schedules.**

Sir,

I am directed to refer to Finance Department Circular letter No. 6398-1FR-68/17906, dated the 18th December, 1968, on this subject and state that with the introduction of the Compulsory General Provident Fund Scheme with effect from the 1st May, 1969, the number of subscribers has increased manifold and, therefore, further instructions to improve the preparation of these schedules are given below :—

- (i) Separate schedules for subscribers to the General Provident Fund and for those who contribute to the Contributory Provident Fund should be prepared;
- (ii) As far as possible, printed forms of schedules should be used;
- (iii) The Schedules should be filled in ink and not in pencil. In the case of large establishments and in other offices, if possible, the name and accounts numbers of the subscribers should be got cyclostyled;
- (iv) The names and accounts numbers in the Schedules should be entered in the serial order (e.g., HR-Medical. 312 should appear after Hr-Medical. 310 and so on);
- (v) Whenever there is any change in the amount of subscription/contribution, the fact should be indicated in the "Remarks" column of the Schedules, notwithstanding that separate intimation of this change is sent to this office, by letter;
- (vi) The totals of the schedules should be carefully checked and tallied with the amount shown as recovered in the pay bills;
- (vii) The subscription/contribution and refunds of temporary advances should be distinctly shown in the Schedules and should not be lumped together. Information regarding the instalments recovered, total number of instalments in which the advance is to be recovered should also be noted (e.g. the 7th instalment of a temporary advance of Rs. 500/- recoverable in 20 instalments should be shown as "7/20 instalment of advance of Rs. 500/-").
- (viii) With a view to locating the accounts numbers of the subscribers in the event of schedules being lost/misplaced in transit, accounts numbers of the subscribers should also be noted in the remarks colon of the pay bills etc.

- (ix) At the foot of each Provident Fund Schedule, under the heading "Variations" accounts numbers (only) of those cases should be noted where there has been any change (e.g., increase or decrease in the rates of subscription contribution or where no contribution has been made for any valid reason or where the name of the subscriber has appeared for the first time or a subscriber has been transferred, retired, etc.) reasons may be indicated briefly. This will facilitate comparison with the schedules of past months and ensure the correct posting of accounts in the Accountant General's Office.
- (x) Every precaution should be exercised to ensure that correct account numbers/names have been entered in the schedules. To eliminate or reduce accidental errors or omissions where cyclostyling as suggested at (iii) above is not possible, the completed form may be got typed with as many copies as possible. In the subsequent month, the copy of the previous month's form should be used, corrections being cross-linked with notes under variations as at (ix) above.

2. I am further to request that receipt of this communication may be acknowledged.

Yours faithfully,

*Sd/-*

(J.R. Dhingra)

Deputy Secretary Finance (R),

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

No. 8054-1FR-69/27327

Dated, Chandigarh, the 3rd October, 1969

A copy is forwarded to the Accountant General, Haryana Simla, for information with reference to Deputy Accountant General's D.O. letter No. Fds.I/AS-2/3132, dated the 26th August, 1969.

By order,

*Sd/-*

Deputy Secretary Finance, (R)

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

A copy is forwarded to the :-

1. Financial Commissioners, Revenue, Haryana,
2. All Administrative Secretaries to Government, Haryana,  
for information and necessary action.

*Sd/-*

Superintendent Finance, Regulations,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

1. The Financial Commissioners, Revenue, Haryana,
2. All Administrative Secretaries to Government, Haryana.

U.O. No. 8054-1FR-69,

Dated, Chandigarh, the 3rd October, 1969.

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**FINANCE DEPARTMENT**

**Notification**

**The 14th October, 1969**

**No. 8743-FR(PRC)-69/29493.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) Fifth Amendment 'Rules, 1969.
2. In the Haryana Civil Services" and Posts (Revised Scales of Pay) Rules. 1969 in rule 6 in sub-rule (1) to clause (ii) the following proviso shall be added, namely :-

"Provided that where two pay scales in the same line of promotion are replaced by a single revised scale. the revised pay of a Government employee working in the higher scale will not be fixed at a stage in the revised pay scale lower than that admissible to a Government employee working in the lower existing scale drawing basic pay at the Same or lower rate as the employee working in the higher scale."

ISHWAR CHANDRA,  
Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

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**No. 5781-3WM-69/28997**

From

Shri Ishwar Chandra, IAS,  
The Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

**Dated, Chandigarh, the 14th October, 1969**

**Subject : Rate of interest on deposits in the Provident Fund and other similar Funds for the financial year 1969-70.**

Sir,

In continuation of Haryana Government letter No. 2516-3WM-68/13757, dated the 15th June, 1968, on the above subject, I am directed to say that it has been decided to fix the rate of interest at 5.50 per cent per annum on deposit and also on the balances at the credit of the Subscribers to the General Provident Fund and other similar funds on the 31st March, 1969, administered by the Haryana Government. This rate of interest will be in force during the financial year beginning from the 1st April, 1969.

Yours faithfully,

*Sd/-*

(H. L. Dham)

Assistant Secretary Finance

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

No. 5781-3WM-69/28998

Dated, Chandigarh, the 14th October, 1969

A copy is forwarded to the Accountant General, Haryana Simla, for information with reference to his letter No. Fds.I.AS.2/3084, dated the 26th August, 1969.

*Sd/-*

Assistant Secretary Finance

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

Copies are forwarded to the Financial Commissioner, Revenue and All Administrative Secretaries to Government, Haryana, for information in continuation of Finance Department



U.O. No. 2516-3WM-69/, dated the 15th June, 1969.

*Sd/-*  
Assistant Secretary Finance  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 5781-3WM-69

Dated, Chandigarh, the 14th October, 1969

Copies are forwarded to the Secretaries to Chief Minister and Private Secretaries to other Ministers for the information of Chief Minister and Ministers in continuation of U.O. No. 2516-3WM-69, dated the 15th June, 1969

*Sd/-*  
Assistant Secretary Finance  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

The Secretaries to Chief Minister and Finance  
Minster and Private Secretaries to other Ministers,

U.O. No. 5781-3WM-69.

Dated, Chandigarh, the 14th October, 1969.

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**No. 4028-1SS-69/2555**

From

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

To

All Heads of Departments in the State  
Commissioner Ambala, Division,  
Deputy Commissioners &  
District & Session Judges in the State of Haryana,  
The Registrar, Punjab/Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 16th October, 1969**

**Subject : Introduction of forms for taking out of amount contributed to Pay Roll Savings Scheme Regarding.**

Sir,

I am directed to invite a reference to the subject noted above and to requested that instructions may kindly be issued to all the Drawing & Disbursing Officers working under you to maintain a register (specimen enclosed) of Pay Roll Savings Group Scheme in the prescribed performa and also indicate in the register the amount of commission of One percent paid in each month. The Drawing and Disbursing Officers may also be instructed to send a monthly progress report of Pay Roll Savings groups and indicating the commission paid each month to the Deputy Commissioner/Regional Director, National Small Savings, Jullundur.

2. A copy of instructions issued by you to the Drawing & Disbursing Officer may be sent to this Office for records.

Yours faithfully,

*Sd/-*  
Director Small Savings,  
for Commissioner for Planning & Finance  
and Secretary to Government, Haryana,  
Planning, Finance & Small Savings, Deptts.

No. 4828-1SS-69/2556

Dated, Chandigarh, the 16th October, 1969

A copy is forwarded to Regional Director, National Savings, Jullundur, for information with reference to his Demi-Official letter No. 17538/32(I)Dev, dated the 2nd September, 1969.

*Sd/-*  
Director, Small Savings,  
for Commissioner for Planning & Finance  
and Secretary to Government, Haryana,  
Planning, Finance & Small Savings, Deptts.

A copy is forwarded to the :-

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

*Sd/-*  
Director, Small Savings,  
*for* Commissioner for Planning & Finance  
and Secretary to Government, Haryana,  
Planning, Finance & Small Savings, Deptts.

To

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

U.O. No. 4828-1SS-69/2557

Dated, Chandigarh, the 16th October, 1969.

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**FINANCE DEPARTMENT  
REGULATIONS**

**The 23rd October, 1969**

**No. 8841-3FR-69/30972.—** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules further to amend the Punjab Civil Services Rules, Volume III, as are applicable to Haryana Government employees, namely :-

- (1) These rules may be called the Punjab Civil Services (Haryana Fifth Amendment) Volume III Rules, 1969.
- (2) The following shall be substituted for the existing Rule 2.103—  
“The chauffeur/Driver of a motor car/Jeep/Station Wagon supplied at the expense of Government when making a journey by road on the motor car/Jeep/Station, “Wagon in this charge, may draw traveling allowance under the provisions of rule 2.105”.
- (3) This amendment will take effect from the 18th June, 1969.

ISHWAR CHANDRA  
Commissioner for Planning & Finance Secretary,  
Government of Haryana.

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**HARYANA GOVERNMENT****Notification****The 28th October, 1969**

**No. 8837-FR(PRC)-69/30906.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules to amend the Haryana Civil Services and posts (Revised Scales of Pay) Rules, 1969, namely :-

1. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the Schedule :-
  - (i) Against Serial No. 17, at page 1. in column 4, for the scale of "Rs. 850-50-1100/50-1300," the scale of "Rs. 1100-50-1600," shall be substituted.
  - (ii) Against Serial No. 11, at page 2, in column 2, for the words "Assistant Mining Expert" the word "Assistant Mining Engineer" shall be substituted.
  - (iii) Against Serial No. 45, at page 3, in column 2, the word shall be added at the end namely :-  
"Administrative Officer Family Planning".
  - (iv) Against Serial No. 59, at page 3, in column 2, the word "Pharmacists" shall be deleted;
  - (v) Under the Heading "SOCIAL WELFARE DEPARTMENT" at page 24, against Serial No. 2 in columns 2, 3, 4 & 5 for the existing entries the following entries shall be substituted, namely :-

2	3	4	5
Social Welfare Officer	300-20-500/25-600	450-25-500/30-590/30-830/35-900	To be designated as Deputy Director.

- (vi) Under the heading "INDUSTRIES DEPARTMENT" at page 30, against Serial No. 73, in column 2, for the words "Calico Primary Tech," the words "Calico Printing Technicians" shall be substituted.

ISHWAR CHANDRA,  
Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

**No. 3349-FICW-69/30726**

From

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

To

All Heads of Departments in Haryana State,  
Commissioner, Ambala Division, Ambala,  
All the 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 State.

**Dated, Chandigarh, the 31st October, 1969**

**Subject : Accounting of earnest money deposits remitted by tenderers at treasuries in another State.**

Sir,

I am directed to invite your attention to the subject noted above and to say that under the existing practice the earnest money deposits by an intending tenderer in a treasury of a State (Say X) in favour of a Departmental Officer in another State (Say Y) is passed on by the Accountant General 'X' to the Accountant General 'Y' through the media of settlement accounts and necessitating monetary adjustments. In case of refund of the earnest money deposits, the Accountant General 'Y' is also required to verify the credit before the refund is authorized of the Credit through settlement accounts by both the Accountant General, the refund to the tenderer in such cases is generally delayed resulting in avoidable hardship to him.

2. In order to avoid delay in the above procedure to a great extent, Govt. have now decided that in future, all intending tenders in other States should remit the earnest money deposits direct to the Departmental Officers concerned by means of Bank Drafts from Scheduled Banks or the State Bank of India. The Departmental Officer should credit the procedure of the drafts so received immediately in to the treasuries/Banks under the head "Revenue Deposits.

3. This decision is based upon the recommendations of the administrative Reform Commission on Finance Accounts and Audit for minimizing of the use of exchange and settlement accounts.

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

Sd/-

Under Secretary Finance, (G)  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 3349-FICW-69/30727

Dated, Chandigarh, the 31st October, 1969

A copy is forwarded to the Accountant General, Haryana with reference to their letter No. T1(HR)-I-5/68-69/874, dated 1/11/68, for information and necessary action.

*Sd/-*

Under Secretary Finance (G),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded for information to the :-

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

*Sd/-*

Under Secretary Finance (G),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 3349-FICW-69/30727

Dated, Chandigarh, the 31st October, 1969.

\*\*\*\*\*

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

**IMMEDIATE**

From

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

To

All Heads of Departments,  
Commissioner, Ambala Division,  
All Deputy Commissioner in the State,  
The Registrar, Punjab and Haryana High Court,  
District and Session Judges in Haryana.  
(except noted in the enclosed list)

**Memo No. 2115-FD(Pen)-69/32205****Dated, Chandigarh, the 4th/6th November, 1969****Subject : Delay in submission of pension papers to audit - quarterly return.**

Sir,

Reference Finance Department letter No. 488-FD(Pen)-69/9130, dated the 9th April, 1969 on this subject.

2. You are requested to furnish within two days, a certified to the effect that pension cases in respect of officials who have to retire up to 30th September, 1970 have been initiated and send to audit office.

*Sd/-*

Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 2115-FD(Pen)-69/32206

Dated, Chandigarh, the 4th/6th November, 1969

A copy is forwarded to the Deputy Accountant General, Haryana, Kothi No. 5, Sector 2A, Chandigarh for information.

*Sd/-*

Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

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

*Sd/-*

Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.



To

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

U.O. No. 2115-FD(Pen)-69/

Dated, Chandigarh, the 4/6th November, 1969

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

**LIST**

1. Director, Hospitality and Tourism, Haryana.
2. Commandant, 2nd Bn. HAP, Nilokheri.
3. Adviser, Civil Aviation, Haryana.
4. Superintendent of Police, Jind/Gurgaon/,Rohtak/Narnaul.
5. Director of Employment, Haryana.
6. Assistant Director of Elections, Local Bodies, Haryana.
7. Officer & Incharge, Constables Advanced Training Centre, Ambala City.
8. Deputy Secretary to Govt., Haryana, Home (I) Department.
9. Superintendent of Police(Wireless) Haryana, Chandigarh.
10. Deputy Commissioner, Hisar (Estt. Branch).
11. Director, Department of Languages, Haryana.
12. District & Sessions Judge, Karnal/Hisar.
13. Director of Panchayats, Haryana.
14. Chief Electoral Officer, Haryana.
15. Director, Food & Supplies, Haryana.
16. Inspector General of Prisons, Haryana.
17. Revenue Secretary to Financial Commissioner, Haryana.

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

**No. 2131-FD(Pen)-69/34941**

From

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

To

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

**Dated, Chandigarh, the 3rd December, 1969**

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

Sir,

I am directed to invite a reference to this department letter No. 713-FD(Pen)-69/12046 dated the 12th May, 1969 on this subject and say that High Powered Committee for finalisation of pending pension cases in their 10th meeting found that disposal of pending pension cases in various departments was very slow and warranted a critical look by it. Before taking appropriate steps in this direction, they decided to go through lists of persons who retired up to the end of the calendar year, 1968. I am accordingly, to request you to furnish a list of persons who retired by 31.12.1968 indicating the position of pension cases of each of them. The list should include the names of all retirees whether their cases have been initiated or not.

Yours faithfully,

Sd/-  
Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 2131-FD(Pen)-69/34942

Dated, Chandigarh, the 3rd December, 1969

A copy is forwarded for information to the Accountant General, Haryana, Simla-3.

Sd/-  
Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded un-officially to :-

1. The Financial Commissioner, Revenue, and

2. All the Administrative Secretaries to Government, Haryana for information.

*Sd/-*  
Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 2131-FD(Pen)-69/

Dated, Chandigarh, the 3rd December, 1969.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notification**

**The 4th December, 1969**

**No. 9615-FR(PRC)-69/35144.—** In exercise of powers conferred by the proviso to article 309 of the constitution of India read with Haryana Government , Finance Department Notification No. 506-IPRC-69/21652, dated the 31st July, 1969 and all other powers enabling him in this behalf the Governor of Haryana hereby orders that the revised selection grade of the Haryana Civil Services (Executive & Judicial) mentioned in the aforesaid notification shall be operative: with effect from 1st February, 1969.

ISHWAR CHANDRA,  
Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

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***These instructions have been revised vide  
No. 9479-M(3)77/23024, Dated 12.09.1977.***

Copy of Haryana Government letter **No. 6760-WM(l)-69/34961, dated 8th December, 1969.—**

In continuation of Haryana Government, Finance Department letter No. 592-WM(l)-68/9241, dated 15th April, 1969, on the subject noted above, I am directed to say that it has been decided that the Sub-Inspectors/Inspectors, who are entrusted with the duties of investigation and control of the crime in the State may be allowed an advance upto Rs. 6,000 for the purchase of 3.5 horse power motor cycle. The amount of the advance should, however, be restricted to the price of the vehicle which will not include charges on account of Registration, Insurance etc. incurred by the loanee.

2. The loan advanced will be recovered in 75 monthly installments of Rs. 80.
3. All other conditions laid down by the Finance Department from time to time will, however, remain unchanged.

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

**Order of the Governor of Haryana**

Sanction is hereby accorded to the bifurcation of the existing head "F-House Building Advance" subordinate to the Major Head "O-Loans and Advances by the State Government-Loans to Government Servants etc." as under :-

F-House Building Advances (Expenditure)

- (i) Advances to Officers of all India Services.
- (ii) Advances to Government servants other than all India Services.

2. The detailed head "K-House Building Advances to Officers of All India Services" existing in the Budget 1969-70 under the above Major Head shall be deleted and the provision of Rs. 8 lakhs indicated there-against should be transferred to the detailed head "(i) Advances to Officers of All India Services".

Dated, the 6th December, 1969

ISHWAR CHANDRA,  
Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

**No. 6840-WM(I)-69/35445,**

**Dated, Chandigarh, the 16th December, 1969**

Copies are forwarded to :-

All the Heads of Departments,  
Commissioner, Ambala Division,  
All the Deputy Commissioners and  
Sub Divisional Officers Civil in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh, and  
all the District and Session Judges in Haryana;  
for information and necessary action.

By Order,

Sd/-  
(H.L. Dham)  
Assistant Secretary Finance,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 6840-WM(I)-69/35446,

Dated, Chandigarh, the 16th December, 1969

A copy alongwith 10 spare copies is forwarded to the Dy. Accountant General, Haryana, Chandigarh, for information with reference to his letter No. GAIII/HBA/Misc/PF 68-69/3881-dated 24.11.1969. Necessary correction in this behalf will be made in the Budget 1970-71.

Sd/-  
(H.L. Dham)  
Assistant Secretary Finance,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

Copies are forwarded to :-

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

*Sd/-*  
Assistant Secretary Finance,  
*for* Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 6840-WM(I)-69,

Dated, Chandigarh, the 16th December, 1969.

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**FINANCE DEPARTMENT****Notification****The 19th December, 1969**

**No. 9179-FR (PRC)-69/34064.—** In exercise of the powers conferred by the Proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules further to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (Eighth Amendment) Rules, 1969.
2. In the Haryana Civil Service and Posts (Revised Scales of Pay) Rules, 1969, in the Schedule :-
  - (i) Against S. No. 73, at Page 4, in column 4, for the existing scale of Rs. 700-30-850/30-1000, the scale "800-40-1000/50-1100" shall be substituted.
  - (ii) Against S. No. 16, at page 4, under the heading "Common Category Class III Posts", in columns 3 & 4, for the words & figures "Rs. 15/- Special Pay", the words and figures "RI. 5/- Special Pay" shall be substituted.
  - (iii) Against S. No. 1, at page 8, under the heading "FINANCIAL COMMISSIONER'S OFFICE" in column 4, for the existing scale "450-25-500/30-650/30-800 plus Rs. 75/- Special Pay", the scale "450-25-500/30-650/30-800 plus Rs. 75/- Special Pay" shall be substituted.
  - (iv) Against S. No. 1, at page 10 under the heading "Law and Legislative Department" in column 3, for the words and figures "1800-100-2000 plus Rs. . 200/- Special Pay", the words and figures "Scale held by member of Superior Judicial Service appointed to the post plus Rs. 200/- Special Pay" shall be substituted.
  - (v) Against Serial No. 2 at page 10 under the heading "Law and Legislative Department" in Column 3 for the words "Sr. Scale I.A.S." the words and figures "Senior Scale I.A.S. plus Rs. 150/- Special Pay" shall be substituted .
  - (vi) Against S. No. 3, at page 12, under the heading 'COLONISATION DEPARTMENT' in Column 4, for the existing scale "225-15-400/20-500 plus Rs. 15/- Special Pay", the scale "250-15-400/20-500 plus Rs. 15/- Special Pay" shall be substituted .
  - (vii) Against S. No. 5, at page 20, under the heading "Public Works Department", in Column 4, for the existing scale "800-30-1000", the scale "800-40-1000/50-1100" shall be substituted.

ISHWAR CHANDRA,  
Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

Copy of letter **No. 8711-5FR-69/34214, dated the 19th December, 1969** from the Commissioner for Planning and Finance and Secretary to Government, Haryana, Planning and Finance Department to All Heads of Departments, Commissioner Ambala Division, Deputy Commissioner and Sub Divisional Officers (Civil) in the State. (2) The Registrar Punjab and Haryana High Court and District and Sessions Judges in Haryana.

**Subject : Transfer of Haryana Government employees to other Governments Companies/Corporations etc. - Grant of Deputation Allowance.**

Sir,

I am directed to invite a reference to para 1(a) of the composite Punjab Government letter No. 10508-(3)-FR-II-62/508, dated the 28th/31st January, 1963, according to which an employee placed on deputation has the option to draw either the pay in the scale of Pay of the new post as may be fixed under normal rules of his basic pay in the parent Government plus deputation allowance. The option once exercised is final except that on each occasion when such an employee receives proforma promotion in his parent Government under the 'Next Below Rule' or is reverted to a lower grade in the parent Government or is appointed to another grade in the borrowing Government, a fresh option is allowed to him.

2. The question of allowing Government servants on deputation a fresh Option consequent on revision scale of the deputation post or that of the post held by deputationist in his parent cadre has been under consideration of the Government. It has now been decided that when the scale of deputation post or that of the post held by a deputationist in his parent cadre is raised with retrospective effect or from a prospective date Government servant on deputation may be allowed to exercise a fresh option. The benefit of revised pay scale will, however, be subject to the restriction laid down in composite Punjab Government, Finance Department letter No. 3003-(3)-FR-II-64/4029, dated the 25th April, 1964.

No. 8711-5-FR-69/34215,

Dated, Chandigarh, the 19th December, 1969

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

*Sd/-*

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

Copies are forwarded for information to :-

- (i) The Financial Commissioner, Revenue, Haryana; and
- (ii) The Administrative Secretaries to Government, Haryana,

*Sd/-*

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

To

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

U.O. No. 8711-(5)-FR-69,

Dated, Chandigarh, the 19th December, 1969

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

*Sd/-*

Deputy Secretary Finance, (R)  
*for* Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 8711-(5)-FR-69,

Dated, Chandigarh, the 19th December, 1969.

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

**No. 2396-FD(Pen)-69/36658**

From

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

To

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

**Dated, Chandigarh, the 24th/29th December, 1969**

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

Sir,

I am directed to invite a reference to this department letter No. 2131-FD(Pen)-69/34941, dated the 3rd December, 1969, on this subject, and say that from replies received from some of the departments it appears that copy of the communication has not been endorsed to the Deputy Accountant General, Haryana, Chandigarh, Kothi No. 5, Sector 2, Chandigarh. Since submission of the statement in question to the audit office is essential, I am to request that while addressing communication to the Finance Department incorporating information of persons who retired by 31.12.1968 and whose pension cases have not been settled so far, a copy thereof may be endorsed to Deputy Accountant General, Haryana, Chandigarh invariably for information.

Yours faithfully,

*Sd/-*

Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 2396-FD(Pen)-69/36659

Dated, Chandigarh, the 24th/29th December, 1969

A copy is forwarded to the Accountant General, Haryana, Kothi No. 5, Sector 2, Chandigarh for information and necessary action.

*Sd/-*

Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded un-officially to :-

1. The Financial Commissioner, Revenue, and

2. All the Administrative Secretaries to Government, Haryana for information.

*Sd/-*  
Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 2396-FD(Pen)-69/

Dated, Chandigarh, the 24th/29th December, 1969.

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**FINANCE DEPARTMENT****Notification****The 31st December, 1969**

**No. 9957-FR(PRC)-69/37309.—** In exercise of the powers conferred by, the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969 namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (Ninth amendment) Rules, 1969.
2. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in Rule 6, in sub-rule (I), the following shall be added as clause (v), namely;-

“ Where a single existing scale has been replaced by a single revised scale or two or more existing scales not in the same line of promotion are replaced by a single scale, a Government servant who has served on the maximum of the existing scale shall be given increments as under on the revised scale, after his pay has been fixed under rule 6 (1) (I), provided that the benefit of such extra increments does not exceed the appropriate ceiling limit referred to in rule 6 (2) :-

(a)	Where the service on the maximum is one year or more but less than three years	one increment
(b)	Where the service on the maximum is three years or more	Two increments

ISHWAR CHANDRA,  
Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

\*\*\*\*\*

**FINANCE DEPARTMENT****Notification****The 31st December, 1969**

**No. 9697-FR(PRC)-69/36657.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all the power, enabling him in this behalf, the Governor of Haryana hereby makes the following amendments in the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (Tenth amendment) Rules, 1969.
2. In the Haryana Civil Services and Pay (Revised Scales of Pay) Rules, 1969, in the Schedule appended thereto :-
  - (i) Against Serial No. 32 at page 2, for the existing entry in column 2 "H.C.M.S Class II "H.C.M.S. Class II/Registrars/Demonstrators" shall be substituted;
  - (ii) Insert (i) before "Gauge Reader, Gauge Mates/T. Mates/Deffadars" in column 2 at Serial No. 46 of page 22, and add the following as (ii) in columns 2, 3 and 4 Serial No. 46 below(i) :-

Column 2	Column 3	Column 4
(ii) Gauge Readers	35-1-45	75-2-85/2-95

- (iii) Against Serial No. 15(ii) at page 28 in column 2 after the words "Social Science Insts." the words "Health Extension Officer (Nutrition)" shall be added.
- (iv) In column 2, 3 and 4 against Serial No. 14 at page 14, for the existing entries, the following entries shall be substituted :-

Column 2	Column 3	Column 4
(ii) English Teachers (Trained Graduates)	220-8-300/10-400	No Change

- (v) Against Serial No. 15, at page 1, in column 2, the following words shall be added at the end namely :-  
"Lecturer in Automobile Engineering".
- (vi) Under the heading "Technical Education Department" at page 27, the following shall be added as Serial No. 30, namely :-

Column 1	Column 2	Column 3	Column 4
30	Head Clerks	150-10-200/10-300	225-15- 360/20-500

- (vii) Insert (ii) before 'Head Clerk' in column 2 of Serial No. 16 at page 23, under the heading " Education Department" and add following as (i) :-

Column 1	Column 2	Column 3	Column 4
16 (i)	Assistant Superintendent	116-8-180/10-250 plus Rs. 30 Special pay.	160-10-280/15-400 plus Rs. 30 Special pay

- (viii) Against Serial No. 91, page 7, in Column 4, for the existing entry the following shall be substituted :-

" 250-25-540/25-550"

- (ix) Against Serial No. 62 at page 3, on column 4 for the existing scale the following shall be substituted :-

"350-25-500/30-650/30-800"

ISHWAR CHANDRA,  
Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

\*\*\*\*\*

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

**No. 9446-(5)-FR-69/362450**

From

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

To

All Heads of Departments,  
Commissioner, Ambala Division,  
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 31st December, 1969**

**Subject : Transfer of Government employees on foreign service terms - Grant of residential accommodation by foreign employees.**

Sir,

I am directed to invite a reference on the subject noted above and to say that the question of suitable residential accommodation to be provided by foreign employers to Government servant on deputation to foreign bodies, Corporations etc. has been under consideration of Government for some time past. To ensure that deputationists are given accommodation according to their status. I am to request that instructions contained in composite Punjab Government letter No. 13(26)-BR-III-3-65/ 23427, dated 31st July, 1965, regarding norms of space and specifications for residential accommodation may be kept in view while recommending terms and conditions of deputationists to Finance Department.

Yours faithfully,

*Sd/-*

(J.R. Dhingra)

Deputy Secretary Finance (R),

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

A copy is forwarded for information to :-

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

*Sd/-*

Superintendent Finance Regulations,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 9446-(5)-FR-69

Dated, Chandigarh, the 31st December, 1969.

\*\*\*\*\*



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

**No. 9187-1FR-69/67**

From

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

To

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

**Dated, Chandigarh, the 5th January, 1970**

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

Sir,

I am directed to refer to Finance Department letter No. 5053-4FR-I-60/5406, dated the 17th June, 1960 (copy enclosed) on the subject noted above and to say that Government has decided to extend the validity of these orders upto the 10th March, 1971.

Yours faithfully,

*Sd/-*

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

No. 9187-1FR-69/68

Dated, Chandigarh, the January, 1970

A copy is forwarded to the Accountant General, Haryana, Simla, for information, with reference to his letter No. Fds.-I/As-4/3806-08, dated the 1st December, 1969

By Order

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

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

*Sd/-*

Superintendent Finance Regulations,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

Copy of letter **No. 5053-4FR-I-69/5406, dated 17th June, 1960**, from Shri Jaswant Singh Besur, IAS, Secretary to Government, Punjab, Finance Department to All Heads of

Departments the Registrar, Punjab High Court, Commissioners of Division, District and Session Judges and Deputy Commissioners in the Punjab.

### **Finance Regulations I**

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

I am directed to say that under Rule 13.13(4) of Punjab C.S.R. Volume II the interest on the Fund accumulations is payable upto the end of the month preceding that in which the payment is made or upto the end of sixth month, after the month in which such amount became payable whichever of the these periods be less.

2. In partial modification of the above-quoted rule, it has now been decided that the payment of interest beyond a period of six months upto period of one year, may be authorised by the Head of the Accounts Office.

3. After he has personally satisfied himself that the delay in payment was occasioned by circumstances beyond the control of the subscriber and that administrative delays involved in the matter have been fully investigated and action taken.

The orders will be in force for period of two years after which the position in this respect will be reviewed.

4. These orders will equally apply to accumulations under the Punjab Contributory Provident Fund.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notification**

**The 20th January, 1970**

**No. 199-FR(PRC)-70/1541.—** 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 rule; further to amend the Haryana civil Services and Posts (Revised Scales of Pay) Rules, 1969 Namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (First amendment) Rules, 1970.
2. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in Rule 6, in sub-rule I, in clause (v) (as inserted vide F.D. Notification No. 9957-FR (PRC)-69/37309, dated "31.12.1969), after the words "rule 6 (1)(i)" words and figures " read with rule 6(2)" shall be added.

ISHWAR CHANDRA,  
Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

\*\*\*\*\*

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

**No. 28-FD(Pen)-70/1336**

From

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

To

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

**Dated, Chandigarh, the 20th January, 1970****Subject : Delay in submission of pension papers to audit - quarterly return.**

Sir,

I am directed to refer to the Finance Department letter No. 488-FD(Pen)-69/9130, dated the 9th April, 1969, on this subject and request you to furnish immediately a certificate to the effect that pension cases of all the officials of your department who are due to retire by the 31st December, 1970, have already been initiated and sent to the audit office for the issuance of necessary PPO/GPO.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 28-FD(Pen)-70/1337

Dated, Chandigarh, the 20th January, 1970

A copy is forwarded to the Accountant General, Haryana, Kothi No. 5, Sector 2,  
Chandigarh for information.

*Sd/-*

Deputy Secretary Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

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

*Sd/-*

Deputy Secretary Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 28-FD(Plan)-70/

Dated, Chandigarh, the 20th January, 1970.

\*\*\*\*\*

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

**Corrigendum**

The following may be substituted in place of the head mentioned at serial No. (ii) of Haryana Government, Finance Department order dated 6.12.1969, circulated with endorsement No. 6840-WM(I)-69/35446, dated 16.12.1969.

- (ii) Advances to Government servants other than All India Service Officers.

*Sd/-*

ISHWAR CHANDRA,

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

Dated, the 20th January, 1970

**No. 261-WM(I)-70/1970,**

**Dated, Chandigarh, the 28th January, 1970**

Copies are forwarded to :-

All the Heads of Departments, Commissioner, Ambala Division, All the Deputy Commissioners and Sub Divisional Officers Civil in Haryana.

The Registrar, Punjab & Haryana High Court, Chandigarh, and all the District and Session Judges in Haryana.

By Order,

*Sd/-*

Assistant Secretary Finance,

*for* Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 261-WM(I)-70/1970,

Dated, Chandigarh, the 28th January, 1970

A copy Deputy Accountant General, Haryana, Chandigarh, for information with reference to his letter No. GADV/HBA/Misc/PF 68-69/293/94, dated 8.1.1970.

*Sd/-*

(H.L. Dham)

Assistant Secretary Finance,

*for* Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

Copies are forwarded to :-

The Financial Commissioner Revenue, Haryana.

All Administrative Secretaries to Government, Haryana.

for information in continuation of Haryana Government, Finance Department  
U.O. No. 6840-WM(I)-69, dated 16.12.1960.

*Sd/-*

Assistant Secretary Finance,

*for* Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

The Financial Commissioner Revenue, Haryana.

All Administrative Secretaries to Government, Haryana.

U.O. No. 261-WM(I)-70,

Dated, Chandigarh, the 28th January, 1970.

\*\*\*\*\*

***These instructions have been Modified vide  
No. 2848-FD(Pen)70/1710, Dt. 27.01.1971.***

**No. 219-FD(Pen)-70/3185**

From

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

To

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

**Dated, Chandigarh, the 9th February, 1970**

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

Sir,

I am directed to invite a reference to Haryana Government letter No. 548-FD(Pen)-69/12275, dated the 14th May, 1969, and to say that question regarding grant of pensionary benefits to temporary employees retiring without confirmation has been engaging the attention of Govt. for some time past. The Governor of Haryana is pleased to order that temporary employees, who may retire from Government service without confirmation in any post on or after 5.2.69, will be entitled to retiring/superannuation pension and death-cum-retirement gratuity on the same basis as admissible to permanent employees. This concession will, however, not apply to;

- (i) Persons paid from contingencies;
- (ii) Work-charged staff;
- (iii) Casual labour;
- (iv) Contract Officers; and
- (v) Persons borne on Contributory Provident Establishment.

Yours faithfully,

*Sd/-*  
(J.R. Dhingra)  
Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 210-FD(Pen)-70/3186

Dated, Chandigarh, the 9th February, 1970

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

*Sd/-*  
Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded to :-

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

*Sd/-*  
Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

No. 210-FD(Pen)-70

Dated, Chandigarh, the 9th February, 1970

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

*Sd/-*  
Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 210-FD(Pen)-70

Dated, Chandigarh, the 9th February, 1970.

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**FINANCE DEPARTMENT****Notification****The 11th February, 1970**

**No. 485-FR (PRC)-70/3843.**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of pay) (Second Amendment) Rules, 1970.
2. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the schedule appended thereto :-
  - (i) Against S. No. 28, at page 2. in column 2, after the words "Senior Medical Officers", the words "District Family Planning & M.C.W. Officers" shall be added.
  - (ii) Against S. No. 43, page 5, in column 2, after the words "Sanitary Inspector" the words "Health Inspectors" shall be added
  - (iii) Against S. No. 8, page 7, in column 2, under the heading "Other Class IV Posts" the brackets and words "(Education and Animal Husbandry)" shall be deleted.
  - (iv) Against S. No. 31, page t4, in column 4, for the existing entry "170-8-210/10-300 ", the following shall be substituted :-  
"160-10-220/10-300"  
120-10-200/10-300
  - (v) Against S. No. 23, page 21, in column 2, the words "Artificers" shall be deleted and the following shall be added as S. No. 23 (ii) after S. No. 23 has been renumbered as 23 (i) :-

1	2	3	4	5
23 (ii)	Artificers	50-1 ½-80	100-4-140/5-160	-

- (vi) Against S. No. 8, page 24, under the heading "Dairy Development and Milk Supply Department", .n column 5, the following shall be added:-  
"This scale will also be applicable to the posts of Statistical Assistants in Health Department carrying identical scale."
- (vii) Against S. No. 5, page 24, under the heading "Dairy Development and Milk Supply Department" in column 5, the following shall be added:-  
"This scale will also be applicable to the post of Accountant in Animal Husbandry Department carrying identical scale."
- (viii) Against S. No. 38, page 21, in column 2 for the existing entry viz. "65-5-100/5-140/6-200," the following entry shall be substituted :-  
"75-5-140"

ISHWAR CHANDRA,  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

**No. 264-FD(Pen)-70/4390**

From

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

To

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

**Dated, Chandigarh, the 17th February, 1970**

**Subject : Expeditious disposal of Pension Cases - Monthly Progress Records - Submission of.**

Sir,

I am directed to refer to the subject noted above and point out that requisite monthly progress reports of pending pension cases are not being regularly received. The object of calling for these reports is to review from time to time the position of pension cases at Government level and provided guidance to departments, where necessary. This can only be done if the Finance Department and the Audit Office are regularly supplied these monthly reports.

2. The speedy finalization of pension cases is of utmost importance to avoid grave hardship to retirees. I am, therefore, to request that attention should be paid by the pension sanctioning authorities to ensure timely initiation such cases and their constant follow-up at all levels. It would be desirable to depute officials occasionally to check up position of pending cases not only with the Administrative Department but also with the Audit Office so that all defect or shortcomings pointed out by them are removed on personal collaboration to avoid unnecessary back references.

3. I am to add that monthly progress reports, in the prescribed proforma be sent both to the Finance Department and the Accountant General, Haryana, positively by the 15th of each month following the month to which they relate.

4. The receipt of this communication may be acknowledged.

Yours faithfully,

Sd/-

Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 264-FD(Pen)-70/4391

Dated, Chandigarh, the 17th February, 1970

A copy is forwarded to :-

- (1) The Commissioner, Ambala Division, Ambala;
- (2) All Deputy Commissioners in the State; and
- (3) All District and Sessions Judges in the State;  
for information and necessary action.

*Sd/-*  
Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 264-FD(Pen)-70/4392

Dated, Chandigarh, the 17th February, 1970

A copy is forwarded to the :-

- (1) The Accountant General, Haryana, Simla; and
- (2) Deputy Accountant General, Haryana, Sector-2, Chandigarh for information  
and necessary action.

*Sd/-*  
Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded to :-

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

*Sd/-*  
Deputy Secretary, Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 264-FD(Pen)-70/

Dated, Chandigarh, the 17th February, 1970.

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

**No. 93-1FR-70/**

From

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

To

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

**Dated, Chandigarh, the 18th February, 1970**

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

Sir,

I am directed to refer to Finance Department circular letter No. 5517-1FR-68/470, dated the 3rd January, 1969 (copy enclosed) on the above subject and say that B.Sc. (Home Science) Course of three years' duration will also be treated as a specialized course for the grant of advance/withdrawal from G.P.Fund/Contributory Provident Fund.

Yours faithfully,

*Sd/-*

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

No. 93-1FR-70/

Dated, Chandigarh, the 18th February, 1970

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

By order,

*Sd/-*

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

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

*Sd/-*  
Superintendent Finance (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 93-1FR-70/

Dated, Chandigarh, the 18th February, 1970

A copy is forwarded to the Secretaries/Private Secretaries and Personal Assistants to the Chief Minister/Ministers/Parliamentary Secretaries, for their information.

*Sd/-*  
Superintendent Finance (R),  
for Commissioner for Planning & Finance Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 93-1FR-70/

Dated, Chandigarh, the 18th February, 1970.

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

**No. 998-1FR-70/7872**

From

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

To

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

**Dated, Chandigarh, the 18th March, 1970**

**Subject : Maintenance of General Provident Fund Accounts quoting of Accounts numbers on the Schedules.**

Sir,

I am directed to invite a reference to Finance Department Circular letter No. 8054-1FR-69/27326, dated the 3rd October, 1969, on this subject and say that the Accountant General, Haryana, has reported that in a number of cases of the employees of the Haryana State, the accounts numbers previously allotted by the Accountant General, Punjab (such as Punjab PWD, Punjab Education, Punjab Police etc.) continue to be indicated on the schedules of General Provident Fund deduction of such employees. After re-organisation of the composite Punjab State and formation of the Haryana State, subscribers allocated to this State were allotted Account numbers in the Haryana series (such as Haryana P.W.D., Haryana Education, Haryana Police etc.) by the Accountant General Punjab/Haryana Himachal Pradesh. In cases where such new accounts could not be allotted previously, the account numbers in the Haryana series were allotted by the Accountant General, Haryana. It is also apprehended that account numbers may not yet have been allotted by the Haryana Audit Office in several cases.

2. In the above context and to ensure that credits of subscribers are posted correctly in their accounts correct account numbers in the Haryana Series are invariably quoted in the schedules of G.P.Fund deductions and where new account numbers in the Haryana series have not yet been allotted, the Accountant General Haryana should be addressed without any delay to allot such numbers.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

No. 998-1FR-70/7873

Dated, Chandigarh, the 18th March, 1970

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

reference to his letter No. FDs. I/As/5494, dated the 21st February, 1970.

By order,

*Sd/-*  
Deputy Secretary Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

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

*Sd/-*  
Deputy Secretary Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 998-1FR-70/

Dated, Chandigarh, the 18th March, 1970

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

*Sd/-*  
Deputy Secretary Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

To

The Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Parliamentary Secretaries,  
in the State of Haryana, for information.

U.O. No. 998-1FR-70/

Dated, Chandigarh, the 18th March, 1970.

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<b><i>These instructions have become obsolete.</i></b>
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**No. 1190-1FR-70/7870**

From

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

To

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

**Dated, Chandigarh, the 18th March, 1970****Subject : Condition of Provident Fund Accounts - Improvement of.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department Notification No. 6217-1FR-68/26493, dated the 6th November, 1968 which requires that when amount standing to the credit of subscribers become payable, the Heads of Offices/ Departments should prepare G.P.Fund papers and furnish them to Audit Office six months before the anticipated date of retirement. The Audit Office has, however, brought to the notice of Government that these provisions are not being complied with, by most of the offices, and in consequence a large number of final payment cases were sent to Audit Office long after Government servants had retired. It is needless to emphasize that timely submission of Provident Fund Accounts cases to Audit Office helps the latter to locate discrepancies, if any, and settle them before a Government servant retires. In order, therefore, to avoid hardship to retirees and ensure expeditious settlement of their G.P.Fund claims it has been decided that Provident Fund cases should, in future, be sent to audit Office one year (instead of six months) ahead of the date of retirement of the of the officials concerned along with their pension papers. Necessary amendment in the rules is being effected separately.

2. It has also been observed many a times G.P.Fund Accounts cannot be completed on account of certain missing credit with the result that such claims cannot be settled in time. To finalise such cases, it has been decided that where there is adequate proof that amounts under dispute have been recovered from the pay bills of subscribers, credits thereof should be afforded to the subscribers concerned by the Audit Office. In the case of a Gazetted officer, a certificate from the Treasure Officer that the amount in dispute had been deducted from his bill should be considered as sufficient.

3. I am to add that in the Finance Department letter No. 8054-1FR-69/27326 dated the 3rd October, 1969, detailed instructions were issued for preparation of G.P.Fund schedules to be attached with the pay bills of the subscribers. The Audit Office has pointed out that such schedules are not being prepared in accordance with the aforesaid instructions. I am to request

that these instructions should be observed scrupulously in future so that there is no complain from the Audit Office.

Yours faithfully,

*Sd/-*  
Deputy Secretary Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

No. 1190-1FR-70/7871

Dated, Chandigarh, the 18th March, 1970

A copy is forwarded to the Accountant General, Haryana, for information with reference to his communication No. Funds I/AS-/5520, dated the 19th February, 1970.

*Sd/-*  
Deputy Secretary Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

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

*Sd/-*  
Deputy Secretary Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

To

- (1) Financial Commissioners, Haryana
- (2) All the Administrative Secretaries to Government, Haryana

U.O. No. 1190-1FR-70

Dated, Chandigarh, the 18th March, 1970.

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

**No. 449-2FR-70/8153**

From

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

To

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

**Dated, Chandigarh, the 26th March, 1970**

**Subject : Initial preparation of pension papers concerning Gazetted Officers by the Audit Office.**

Sir,

I am directed to invite a reference to para 1(i) of the Haryana State Finance Department Circular letter No. 548-FD(Pen)-69/12275, dated the 14th May, 1969, on this subject, in which it was, inter-alia, stated that the pension papers in respect of the Gazette Officers would be prepared initially in time by the Audit Office, instead of by the departments concerned as at present and that unless anything was heard to the contrary, the sanction of the administrative authority to the pension would be assumed by the Audit Office after three months had elapsed from the date of report by Audit to such an authority.

2. The Audit Office has agreed to Preparation/processing of pension cases in respect of Officers who are due to retire on or after 1.1.1971. In this connection your attention is invited to rule 9.3 of Punjab C.S.R. Vol. II which requires that preparation/processing of pension cases should be taken up by one year in advance of the date of retirement of the officer concerned so that the relevant service document and the like may be completed by the date the officer attains the age of superannuation. I am accordingly to request you to inform in all Gazetted Officers under you due to retire on or after 1-1-1971 to write one year in advance to the Audit Officer for timely preparation/processing of their cases. As regards Officers retiring up to 31st December, 1970 the pension paper would continue to be prepared by the departments concerned as heretofore.

Yours faithfully,

Sd/-

(J.R. Dhingra)

Deputy Secretary Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

No. 449-2FR-70/8154

Dated, Chandigarh, the 26th March, 1970

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

By order,

*Sd/-*

(J.R. Dhingra)

Deputy Secretary Finance (R),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

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

*Sd/-*

(RAJINDER DUTT)

Superintendent Finance Regulations,  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

To

1. Financial Commissioners, Haryana.
2. All the Administrative Secretaries to Govt., Haryana.

U.O. No. 449-2FR-70/

Dated, Chandigarh, the 25th/26th March, 1970

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

*Sd/-*

(RAJINDER DUTT)

Superintendent Finance Regulations,  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 449-2FR-70/

Dated, Chandigarh, the 25th/26th March, 1970.

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

**No. 856-5FR-70/6913**

From

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

To

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

**Dated, Chandigarh, the 31st March, 1970**

**Subject : Rounding off Foreign Service contributions to the nearest rupee.**

Sir,

I am directed to invite a reference to this Department letter No. 3235-5FR-69/16821, dated the 28th June, 1969, on this subject and convey the following clarification in regard to points which have been raised in connection with the application of letter under reference :

Points raised	Clarification
(i) Whether the orders contained in above letter contemplate the rounding off of the rates of the contributions 'or' amount calculated thereof at the time single payment/recovery or the rounding off is to be done at both the stages.	(i) The intention is to make recoveries of foreign service contributions in whole rupees. For this purpose rounding may have to be done; (a) at the initial stage while calculating the rates of monthly contributions. (b) While recovery contributions for part of a month at the beginning or at the end of the foreign service and (c) Where rates of monthly contributions are refixed due to a change in the rate of pay deputation allowance etc. and the total contribution recoverable for a calendar month are not in whole rupee.
(ii) Whether the contribution relating to the pay of May, 1969, are to be rounded off.	(ii) The contributions or the month of June recoverable in July, 1969 are to be rounded off.

Yours faithfully,

Sd/-

Deputy Secretary Finance (Regulations),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 856-(5)-FR-70/6914,

Dated, Chandigarh, the 31st March, 1970

A copy is forwarded to the Accountant General, Haryana, Simla, for information in continuation of Endorsement No. 3235-(5)-FR-69/16832, dated 8th June, 1969.

By order,

*Sd/-*

Deputy Secretary Finance (Regulations),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

Copies are forwarded to :-

- (i) Financial Commissioner, Revenue; and
- (ii) All Administrative Secretaries to Government, Haryana, for information and guidance.

*Sd/-*

Deputy Secretary Finance (Regulations),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 856-(5)-FR-70,

Dated, Chandigarh, the 31st March, 1970

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

*Sd/-*

Deputy Secretary Finance (Regulations),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 856-(5)-FR-70,

Dated, Chandigarh, the 31st March, 1970.

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**No. 510-2FR-70/9701**

From

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

To

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

**Dated, Chandigarh, the 3rd April, 1970****Subject : Grant of relief to Haryana Government pensioners in receipt of small pensions.**

Sir,

I am directed to invite a reference to composite Punjab Government Finance Department circular letter No. 8206-6FRI-64/7668, dated the 13th August, 1964, on this Subject, in which adhoc increases of pension's (including family pension, extraordinary pension and compassionate allowance payable in India up to Rs. 60/-p.m.) were sanctioned at the following rates until further orders :

	<b>Amount of pension</b>	<b>Date of adhoc increase in pension</b>
(i)	Pensions up to Rs. 30/- p.m.	Rs. 7.50 p.m.
(ii)	Pensions above Rs. 30/-, but not above Rs. 60/- p.m.	Rs. 5.00 p.m.

- (a) In case of pensions above Rs. 30/- p.m., but being Rs. 32.50, the temporary increase was allowed to such an extent as would raise the total pension to Rs. 37.50 p.m.
- (b) In case of pensions above Rs. 60/- p.m., but below Rs. 65/- p.m. the temporary increase was allowed to such extent as would raise the total pension to Rs. 65/- p.m.

Aforementioned increases was allowed to all pensioners of the Punjab Government as well as those Punjab Government employees who were to retire thereafter, and were to take effect from 1.7.1964 i.e. in respect of pensions for the month of July, 1964, payable in the month of August, 1964. The above adhoc increases were not admissible to pensioners whose pensions had been determined on an adhoc basis without reference to the emoluments drawn by them, such as political pensions, special pension applicable to pensioners of Haryana State.

(2) The matter regarding enhancement in the existing rates of pensions has been engaging attention of Haryana Government for sometime past and it has been decided to adopt the following rates w.e.f. 1.4.1969 (i.e. in respect of pensions for the month of April, 1969

payable in the month of May, 1969) subject to the same conditions as laid down in Finance Department letter dated the 13.8.1964, mentioned above :-

(i)	Pensions up to Rs. 75/- p.m.	Rs. 7.50 p.m.
(ii)	Pensions above Rs. 75/- p.m. but not above Rs. 200/- p.m.	Rs. 10.00 p.m.
(iii)	Pensions above Rs. 200/- p.m.	Such adhoc increase as will bring the total pension to Rs. 210/- p.m.

Yours faithfully,

Sd/-

Deputy Secretary Finance (R)  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

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**FINANCE DEPARTMENT**

**Notification**

**The 9th April, 1970**

**No. 1141-FR(PRC)-70/8982.—** In exercise of powers conferred by the proviso to article of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules further to amend the Haryana Civil Services and posts (Revised Scales of pay) Rules, 1969 namely :-

- (1) These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (Third Amendment) Rules, 1970.
- (2) In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969 in the Schedule appended thereto :-
- (i) Against S. No. 62 at page 3 in columns 2 and 3 for the existing entries, the following shall be substituted :-

2	3
Traffic Manager Transport	350-20-550
Works Manager Transport	250-25-750

- (ii) Against S. No. 18, at page 4 under the heading "OTHER CLASS III POSTS" in column 2, the words "and all other Class III posts in this scale of the State Government" shall be added.
- (iii) Against S. No. 51, at page 5, in column 3, for the existing entry viz. 50-3-80 the following shall be substituted :-
- "50-3-80"  
47½-2-67½
- (iv) Against S. No. 5 at page 18, in column 3, for the existing scale of Rs. 200-15-340/20-400, the scale, "250-15-340/20-400" shall be substituted
- (v) Against S. No. 53 at page 3, in column 5 of the words "This scale will also be applicable to the posts of Statistical Officer in Transport Department carrying identical pre-revised scale of pay" shall be added.
- (vi) The following shall be added below heading, Development Department" at page 25 of the scheduler :-

**State Community Development Training Centre Nilokheri**

<b>Sr. No.</b>	<b>Name of Service or post</b>	<b>Existing scale of pay</b>	<b>Revised scale of pay after merging Dearness pay</b>
1	2	3	4
1.	Principal	700-40-980/40-1100/50-1200	No change
2.	Vice Principal	400-40-800/50-950	No Change
3.	Instructor	400-30-640/40-800	-do-
4.	Junior Instructor	300.25-450/25-600	-do-
5.	Accountant	106-6-160/8-200	160-10-280/15-400
6.	Head Clerk	150-10-200,10-300	225-15-360/20-500
7.	Librarian	106-6-160/8-200	160-10-280/15-400
8.	Art Demonstrator	200-10-300	250-10-300/15-450
9.	Cinema Operator	80-5-110/5-150	120-5-150/6-180/8-220/10-250
10.	Computer	60-4-80/5-120/5-175	110-4-130/5-160/5-225
11.	Art Assistant	100-5-150/5-175	140-5-160/5-225
12.	Rones Operator	45-2-75	90-3-120/4-140

(vii) The following shall be added below the heading "Development and Marketing Organisation" at page 31 namely;-

**Rural Arts Crafts and Industries**

<b>Sr. No.</b>	<b>Name of the service or post</b>	<b>Existing scale</b>	<b>Revised scale of pay after merger of D.P.</b>	<b>Remarks</b>
1	2	3	4	5
1.	Supervisor	150-10-300	200-10-280/15-400	
2.	General Mechanic	80-5-140/6-200	140-6-170/8-210/10-300	
3.	Mate-cum-General Assistant	50-3-80/4-100/	100-4-140/5-160	
4.	Demonstrator	120-7-190/8-270/10-300	160-10-280/15-400	
5.	Instructor	80-5-140/6-200	140-6-170/8-210/10-300	

ISHWAR CHANDRA,  
Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

**No. 1102-B&C-70/11033**

From

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

To

All Heads of Departments in Haryana.

**Dated, Chandigarh, the 17th April, 1970**

**Subject : Audit Report 1970 - Instructions about the points made by the Accountant General, Haryana.**

Sir,

I am directed to invite your attention to the Finance Department circular letter No. 145-VS-B&C-70/6387, dated 12th March, 1970, with which copies of appropriation Accounts 1968-69 Finance Accounts 1968-69 and Audit Report, 1970, have been furnished to you. In paragraph 2 of this letter, a request has also been made that reasons for the excesses/surrenders pointed out by the Accountant General in the Appropriation Accounts may be explained to the Finance Department (in the Branch concerned). It has now been decided that relevant information as to the excesses/savings took place and how it was not possible to anticipate them well in time may be communicated to the Finance Department within 20 days of the receipt of this letter by you. It is requested that this date-line may kindly be adhered to strictly in this matter.

2. In the Audit Report 1970 a copy of which as stated above, has already been furnished to you, the Accountant General, has interalia, made some general observations which require your attention immediately. These observations are as under :-

**(i) Loans, detailed accounts of which are maintained by the Departmental officers.**

The Accountant General has pointed out that the Departmental Officers are required to furnish to Audit by 10th August every year the Statements of arrears in recovery of loans. Against 122 statements due from twenty-four Departmental Officers, only six had submitted reports by November, 1969. According to these Statements, recovery of Rs. 123.72 lakhs was over-due at the end of March, 1969. Accordingly it is suggested that the requisite statement, if they are still over-due at your end may kindly be furnished to the Accountant General, alongwith a copy thereof to the Finance Department (in the Branch concerned). The recovery of over-due loans is very much important from the point of view of the resources position of the State Government. Instructions can be issued for the recovery of the overdue loans by the Departments only if they know the extent of outstanding recoveries. Therefore the necessity for the submission of these statements to the Accountant General in time cannot be over-emphasized.

**(ii) Grants-in-aid.**

The Accountant General has pointed out that during 1968-69, Rs. 282.57 lacs were paid as grants to local bodies and other institutions (excluding Zila Parishads and Panchayat Samities). The Financial Rules of Government require that certificates of proper utilization of

grants by the guarantees should be sent by the Departmental officers to the Accountant General within a reasonable time of the grants in 1968-69 certificates for Rs. 150.26 lakhs due on 30th September, 1969 had not been furnished to the Accountant General by the end of October, 1969.

The question of non-submission of the utilization certificates in respect of the grants given by various Departments to local bodies and other institutions came up for severe criticism in the meetings of the Public Accounts Committee of the Haryana Vidhan Sabha also this year. Accordingly your attention is invited to Rule 8.14-A(3) of the Punjab Financial Rules, Volume I, which clearly provides as under :

“Before a grant is paid to any public body or institution, the sanctioning authority should, as far as possible, insist on obtaining an audited statement of account of the body or institution concerned in order to see that the grant-in-aid is justified by the financial position of the guarantee and to ensure that the previous grant was spent for the purpose for which it was intended.”

It appears that the provision of rule is not being complied with. In the circumstances, it is requested that the outstanding utilization certificates may be expedited under advice to the Finance Department. The reasons for non-submission of the utilization certificates in time may also kindly be explained to the Finance Department.

**(iii) Outstanding audit objections and inspection reports.**

Chapter VIII of the Audit Report 1970 gives yearwise details of the outstanding audit objections and inspections reports. The Finance Department have issued the detailed instructions on the subject. These instructions, interalia, lay down that Administrative Departments should intimate to the audit half yearly progress of settlement of audit objections as communicated to them by the Department under their administrative control. It appears that these half yearly reports are not being submitted by the Departments to the Administrative Departments as well as the Accountant General with the result that the progress of the settlement of outstanding audit objections has not been watched properly and necessary steps to hold discussions with the Audit Officer for the settlement of the outstanding objections could not be taken. Government are very anxious that the settlement of old matter should take place without delay, so that, in future, audit may confine itself to current and recent matters. Finance Departments, therefore, suggest that list of outstanding objections may be prepared in consultation with the office of the Accountant General and discussed with the Audit Officer concerned for their early settlement, and if some specific steps are needed to be taken as a result of the case discussions the same could be examined by the Government for issuing further instructions if any.

It is requested that the receipt of this letter may be acknowledged.

Yours faithfully,

Sd/-

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

A copy is forwarded to the :-

Accountant General, Haryana, Simla.

*Sd/-*

Deputy Secretary Finance (Budget),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & 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/-*

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

To

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

U.O. No. 1102-B&C-70

Dated, Chandigarh, the 17th April, 1970.

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Copy of letter No. 8876-PR/10510 dated 20th April, 1970 from the Commissioner for Planning and Secretary to the Govt. Haryana, Finance Department to all Heads of Departments.

**Subject : Advance increment admissible to Graduates clerks in the revised scales of pay.**

As the schedule appended to the Haryana Civil Service and Posts (Revised Scales of Pay) Rules, 1969 a provision has been made to grant of two advance increments to the Graduate Clerks/Steno Typist etc. in the revised scales of pay. Govt. have been receiving references from various departments seeking clarifications to clerks under different circumstances. The following clarification is issued for guidance :-

- (i) Clerks/Steno typist and Junior Scale Stenographer already in service on 01.02.69 and who are graduates on that date will be entitled to the benefit of two advance increments, after their pay has been fixed in the revised pay scales in accordance with rule 6 of the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969 whether they hold these posts in substantive or officiating capacity.
- (ii) Graduates, who joined service as Clerks, Steno typists, Junior Scales Stenographer after 1.2.69 will be entitled to pay of the relevant post plus the benefit of two advance increments which will form part of the pay scale, from the date of their joining the post.
- (iii) Clerks/Steno typists/Junior Scale Stenographers already in service but who passed the Degree examination any date subsequent to 1.2.69 will be entitled to benefit of the advance increments from the date of the Gazette Notification of the result of passing the degree examination by the University concerned.
- (iv) The benefits of two advance increments will also be admissible to the Graduates employees appointed on adhoc basis, their fixation of pay depending on the date on which they held posts of the Clerks/Steno typist/ Junior Scale Stenographers, as the case may be
- (v) Any person appointed to a post carrying pay scale of Clerk and special pay in lieu of higher time scale in addition, such as Sub Divisional Clerk will also be entitled to benefit of two advance increments for being graduates in the manner indicated in sub paras (i) & (ii) and (iii) above.

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<b><i>These instructions have become obsolete.</i></b>
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**No. 1020-FD(Pen)-70/11288**

From

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

To

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

**Dated, Chandigarh, the 21st April, 1970**

**Subject : Timely initiation of pension cases and grant of anticipatory/death-cum-retirement gratuity.**

Sir,

I am directed to invite a reference to Note 2 below Rule 9.7 of C.S.R. Volume II and Haryana Government instructions contained in their letter No. 548-FD(Pen)-69/12275, dated the 14th May, 1969, on the above subject.

2. It has been observed that despite clear and categorical aforesaid instructions, pension cases of a number of retiring Government employees have not been initiated in time nor has any anticipatory pension been sanctioned in cases where final authorization of pension was held up for unavoidable reasons. Government have taken a very serious view of the breach of these instructions and have directed that immediate responsibility should be fixed both for delay in the initiation and issue of sanction in such cases.

I am accordingly to request that for fixation of responsibility, information should be furnished in the enclosed proforma in respect of all employees who retired from 1.11.1966. to 31.3.1970 so as to reach the Finance Department by the 15th May, 1970 positively. To ensure that all undisposed pension cases reported in the statement just mentioned, are finalized quickly, a monthly report in respect of such cases should be sent every month after 15th May, 1970.

3. As regards persons who have retired or would retire after 1.4.1970 and up to 31.7.1970, I am to request you to ensure that if any case has not been initiated so far, the needful should be done forthwith and the cases sent to audit office for issue of certificate and report. A list of officials, should be prepared in the same manner as indicated in para 2 above and sent to the Finance Department by the 15.3.1970 clearly showing therein the names of the official or officials at fault and action taken or proposed to be taken against them.

4. As regards officials who retire after 31.7.1970 it is presumed that their cases would have already been initiated in accordance with the provisions of rule 9.7 of the C.S.R. Volume II.

Where these cases have not been initiated the following time-limit should be imposed and observed for finalization :-

- (a) Case of persons retiring in six months from 1.8.1970 should be initiated immediately, if not already done and sent to Audit Office by the 15th May, 1970 for Certificate and report. The Audit Office should be requested that these cases be returned after scrutiny by the 15th June, 1970. Should such cases take longer time than that indicated above, you should depute an official who should get all the audit objections settled at personal level by the 15th June, 1970 so that pension sanctioning authority is able to issue sanction before 31st July, 1970.
- (b) In respect of cases where there is yet ample time i.e. where the officials have to retire in a year's time, their cases must be initiated exactly 12 months before the date of retirement in accordance with the provision of Rule 9.7 of the C.S.R. Vol. II and all records completed within 3 months thereafter & their pension papers furnished to the Audit Office for scrutiny. It should be ensured that the Audit office returns the pension papers after scrutiny and settlement of all audit objections, if any, within the next three months so that final sanction is issued in all cases within six months of retirement of officials concerned.

5. I am to emphasize that Government are very keen that the afore-mentioned timetable should be observed meticulously and any default in this respect may be dealt with severely.

Yours faithfully,

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

No. 1020-FD(Pen)-70/11289,

Dated, Chandigarh, the 21st April, 1970

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

By order,

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

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

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

To

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

U.O. No. 1020-FD(Pen)-70,

Dated, Chandigarh, the 21st April, 1970

A copy is forwarded unofficially to the Secretaries to Chief Minister, Finance Minister and Private Secretaries to Ministers & Parliamentary Secretaries for information of the Chief Minister, Ministers & Parliamentary Secretaries.

*Sd/-*

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

To

The Secretaries to Chief Minister & Finance Minister, and  
Private Secretaries to Ministers/Parliamentary Secretaries.

U.O. No. 1020-FD(Pen)-70,

Dated, Chandigarh, the 21st April, 1970.

**PROFORMA**

1. S. No.
2. Name & Designation of persons who retired from 1.11.1966 to 31.3.1970
3. Whether P.P.O/G.P.O. has issued.
4. In case answer to item (3) is in the negative whether anticipatory pension has been issued.
5. If neither P.P.O/G.P.O. nor anticipatory pension/Gratuity has been granted, reasons therefor.
6. Official(s) responsible for delay in initiation of cases.
7. Action taken or proposed to be taken against the defaulting official(s) mentioned in column (6)
8. Remarks, if any.

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**FINANCE DEPARTMENT****Notification****The 25th April, 1970**

**No. 1747-FR (P.R.C.)-70/11777.—** In exercise of the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (Fourth Amendment) Rules, 1970.
2. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969 in the Schedule appended thereto :-
  - (i) against S. No. 14 (i) at page 1 under column 2, the words "Senior District Industries Officer" shall be deleted.
  - (ii) against S. No. 3 at page 24 under column 4, under the heading "Dairy Development and Milk Supply Department" for the existing entry, the following entries shall be substituted :-
    - (i) 200-15-380/20-500 (for degree holders).
    - (ii) 160-10-280/15-400 (for others).
  - (iii) against S. No. 30 at page 28 under the column 3, under the heading "Health Department" for the existing scale viz. " 75-5-125", the scale "75-5-120" shall be substituted.
  - (iv) After S. No. 8 at page 29 under the heading "Industries Department," the following S. No. 8-A shall be inserted :-

1	2	3	4	5
8-A	Accountant	150-10-300	225-15-360/20-500	

ISHWAR CHANDRA,  
Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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***These instructions have been Modified vide  
No. 5/26/88-1FR-II, Dated 14.3.1988.***

**No. 2130-3FR-70/12266**

From

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

To

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

**Dated, Chandigarh, the 4th/11th May, 1970**

**Subject : Journey from Chandigarh to Delhi or any other place performed by Howrah -  
Delhi - Kalka Mail.**

Sir,

I am directed to invite a refer to the correspondence resting with Haryana Government Finance Department letter No. 1647-3FR-69/11457, dated 1.5.69 on the subject noted above, and to state that the Governor of Haryana is pleased to extend the orders regarding the admissibility of the half daily allowance for the day of departure as contained in composite Punjab Government letter No. 2839-FRI-57/12192, dated the 22nd April, 1970 subject to the overriding condition of the train timing remaining unchanged.

Yours faithfully,

Sd/-

(S.K. Sharma)

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

No. 2130-3FR-70/12267

Dated, Chandigarh, the 4th/11th May, 1970

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

Sd/-

(S.K. Sharma)

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

Copy is forwarded to the :-

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

*Sd/-*  
(RAJINDER DUTT)  
Superintendent Finance Regulations,  
*for* Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 2130-3FR-70

Dated, Chandigarh, the 4th/11th May, 1970

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

*Sd/-*  
(RAJINDER DUTT)  
Superintendent Finance Regulations,  
*for* Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 2130-3FR-70

Dated, Chandigarh, the 4th/11th May, 1970.

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**No. 1643-(5)-FR-70/11999**

From

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

To

All Heads of Departments,  
Commissioner, Ambala Division,  
Deputy Commissioners and  
All 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 19th May, 1970****Subject : Government servants on deputation to ex-cadre posts, on their permanent absorption in such posts fixation of pay of.**

Sir,

I am directed to address you on the subject noted above and say that the question of fixation of pay of Government servants, appointed on transfer on deputation to ex-cadre posts on their permanent absorption in the borrowing Organisation/Departments etc., has been under consideration of the Government. According to para I (v) of the Composite Punjab Government letter No. 10508-(3)-FR-II-62/508, dated the 28th/31st January, 1963 an employee placed on deputation has the option to draw either the pay in the scale of the deputation post as may be fixed under the normal rules or his basic pay in the parent Government plus deputation allowance. The option once exercised is final except that a fresh option is allowed if such an employee receives proforma promotion in his parent Government under the next below rule or is reverted to a lower grade in the parent Government or is appointed to another grade in the borrowing Organisation Department.

2. In the case of persons who opt to draw pay in the scale of the deputation post, the service rendered in that scale prior to permanent absorption counts for purposes of fixation of pay under the normal rules. As regards persons who draw pay in their parent grade plus deputation allowance; it has been decided that in such a case when a Government servant is absorbed in a Public Sector Undertaking/another, Government etc. in public interest his pay on such absorption shall be fixed in the relevant scale of pay of the post as if the person concerned had elected to draw pay in the scale of the post from the date of his initial appointment on deputation/foreign service subject to the restrictions laid down in Composite Punjab Government letter No. 3003-(3)-FR-II-64/4029, dated the 25th April, 1964. This would be further subject to the condition that the pay, thus, fixed is not more than the pay plus deputation allowance drawn immediately before permanent absorption. No arrears should, however, be paid on account of such fixation nor any adjustment made in the deputation allowance already drawn till the date of absorption. However, in cases where such fixation of pay on permanent absorption results in drop in the emoluments drawn by the Government servant concerned, the difference between the pay so fixed and pay plus deputation allowance drawn prior to absorption may be allowed as personal pay to be absorbed in future increases in pay.

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

Yours faithfully,

*Sd/-*

(S.K. Sharma)

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

No. 1643-(5)-FR-70/12000,

Chandigarh, the 19th May, 1970

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

*Sd/-*

(S.K. Sharma)

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

Copies are forwarded to the :-

- (i) Financial Commissioner, Revenue, Haryana; and
- (ii) All Administrative Secretaries to Government, Haryana, for information.

*Sd/-*

(RAJINDER DUTT)

Superintendent, Finance (Regulations),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 1643-(5)-FR-70,

Dated, Chandigarh, the 19th May, 1970

Copies are forwarded to the Principal Secretary/Private Secretaries to the Chief Minister/Ministers/Parliamentary Secretaries to Government, Haryana.

*Sd/-*

(RAJINDER DUTT)

Superintendent, Finance (Regulations),  
for Commissioner Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 1643-(5)-FR-70

Dated, Chandigarh, the 19th May, 1970.

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**No. 2791-3WM-70/13772**

From

Shri Ishwar Chandra, I.A.S.,  
The Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

**Dated, Chandigarh, the 21st May, 1970**

**Subject : Rate of interest to be charged on House Building, Motor Car and other advances granted to Government Servants, during the year 1970-71.**

Sir,

In continuation of Haryana Government letter No. 3066-3WM-69/16474, dated the 20th June, 1969, on the above subject, I am directed to inform you that the rate of interest to be charged on house-building, motor car and other advances granted to Government servants during the year 1970-71 will be 6.5 per cent per annum.

Yours faithfully,

*Sd/-*

(H.L. Dham)

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

No. 2791-3WM-70/13773,

Dated, Chandigarh, the 21st May, 1970

A copy is forwarded to the Accountant General, Haryana, Simla, for information and necessary action in continuation of Finance Department endorsement No. 306-3WM-69/16475, dated the 20th June, 1969.

*Sd/-*

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

A copy is forwarded to the Financial Commissioner Revenue, and all Administrative Secretaries to Government, Haryana, for information in continuation of Finance Department U.O. No. 3066-3WM-69, dated the 20th June, 1969.

*Sd/-*

Assistant Secretary Finance,  
for Commissioner Planning & Finance and Secy. to Govt.,

Haryana, Planning & Finance Department.

To

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

U.O. No. 2791-3WM-70,

Dated, Chandigarh, the 21st May, 1970

A copy is forwarded to the Principal Secretary to the Chief Minister, Haryana, Secretary to the Finance Minister, Haryana and Private Secretaries to other Ministers, Haryana, for information of Chief Minister and Ministers in continuation of Finance Department U.O. No. 3066-3WM-69, dated the 20th June, 1969.

*Sd/-*

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

To

The Principal Secretary to the Chief Minister, Haryana,  
Secretary to the Finance Minister, Haryana and Private  
Secretaries to other Ministers, Haryana.

U.O. No. 2791-3WM-70,

Dated, Chandigarh, the 21st May, 1970.

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*These instructions have become obsolete.*

**BUDGET INSTRUCTIONS**

**No. 2706-1B&C-70/16038**

From

Shri Ishwar Chandra, I.A.S.,  
Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

**Dated, Chandigarh, the 6th June, 1970**

**Subject : Preparation of Budget Estimates for the year 1971-72 - Guidelines about.**

Sir,

I am to invite your attention to the detailed instructions issued with the Finance Department circular letter No. 1500-B&C-69/16859, dated 22nd May, 1969, providing guidelines for the preparation of Budget Estimates and prescribing a schedule of returns for the Budget Estimates, 1970-71. The guidelines provided for the preparation of Budget Estimates in this circular letter of the Finance Department may be kept in view by you while preparing estimates of income and expenditure of your department for the year 1971-72. I would, however, like to bring to your notice following further points, which, despite the fact that these stand covered by the instructions of the Finance Department issued from time to time, have been over-looked time and again.

2. **Pre-Budget scrutiny :-** The annual budget estimates should be prepared on the assumption that once these have been cleared by the Finance Department and approved by the Legislature, further references to the Finance Department will not be necessary within the frame work of the same. This can only be achieved if a detailed pre-budget scrutiny is applied by the Finance Department the annual estimates of expenditure proposed by the departments. In particular inclusion of the plan schemes, in the budget estimates on a provisional basis needs to be avoided because a detailed scrutiny of these schemes after the budget has been passed by the Legislature leads to delay in their execution. In the present context, the delay in execution of a scheme not only affects the achievement of contemplated targets, but sometimes also increases financial burden on the State Exchequer. The importance of pre-budget scrutiny is therefore, obvious and it can only be possible if budget calendar is adhered to strictly

3. Budget calendar for the preparation of budget estimates for the financial year 1971-72 is enclosed (Annexure I). I am to emphasis that the schedule of dates given in this calendar should be strictly adhered to. Normally, proposals, of expenditure received after dates would not be entertained by the Finance Department except in special cases under the orders of the

Minister-in-Charge and the Finance Minister.

4. (A) **Estimation** :- The estimates of annual expenditure and the forecast of receipts should be framed as accurately as possible. Ordinary there should be a close approximation between the budget forecast and actual receipts as also between the budget grants and the actual expenditure; otherwise, it is likely to affect adversely; the fiscal administration, especially in regard to the raising of revenues, and expenditure on plan development and also in the creation of capital assets. Estimation on the higher side is as much open to objection as estimation on the lower side. Indeed, estimation of the higher side, from one point of view is even more objectionable because it inflates unnecessarily the requirements of resources and in this process, might avoidably burden the tax payers. Accordingly, it is necessary for you to exercise an utmost foresight in framing the forecast receipts and estimates of annual expenditure of your Department. Guidelines have already been provided for framing estimates of annual expenditure in paragraph 2 of the Finance Department circular letter No. 1500-B&C-69/16859, dated 22nd May, 1969 (Annexure III), Guidelines for preparing forecast of receipts are indicated below :-

- (a) The receipt estimates should take into account only such receipts and as the Head of Department expects would be actually realized or made during the financial year.
- (b) The estimates of receipts should be based on a consideration of all relevant data e.g. (i) existing rates of taxes, duties, fees, etc., (ii) course of receipts in the previous years and trend of actual in the year current, after allowing for any abnormal features, and (iii) extra items, if any, that may be actually realized in the ensuing year, etc.
- (c) Officers should strictly observe the rules relating to classification of receipts and exhibition of recoveries taken in reduction of expenditure.

(B) Charges in England.— The provision for the expenditure of the State Government in the United Kingdom is made under a separate minor head "Charges in England" the appropriate major head. This expenditure is incurred by the High Commissioner for India, on behalf of the State Government, and is accounted for by the Chief Accounting Officer of that authority. This expenditure falls under the following categories:-

- (i) Cost of stores purchased in England or indented for through the High Commissioner, by the departments of the State Government.
- (ii) Leave salaries and deputation pay, paid to Government servants under the administrative control of the State Government, on leave or deputation in the U.K.
- (iii) Miscellaneous expenditure in England as for example purchase of Journals, scholarships, etc., and
- (iv) Pensionary charges and overseas pay, payable in sterling.

For all estimates of 'Charges in England', the prevalent rate of exchange should be applied. Your attention is invited to paragraphs 8.2 to 8.13 of the Punjab Budget (1st Edition, 1966). Care should be taken to furnish your forecasts in respect of these various expenditures to the Finance Department in the Branch concerned in time for transmission to the High



Commissioner for India, London.

- (C) Plan Expenditure.— As per calendar attached with this letter the proposals in regard to the inclusion of Plan Schemes in the budget estimates 1971-72 are to be returned by the Finance Department to the Administrative Departments after examination for conveying administrative approval/financial sanction by 15th October, 1970. Memoranda explanatory of the Plan Schemes and the Budget Estimates therefore in form B.M. 2 are to be furnished by the departments to the Finance Department with a copy thereof to the Planning Department by 7th November, 1970. This material may require to be recast, where necessary on the basis of the plan allocations communicated to the departments by the State Planning Department after discussions with the Planning Commission, Government of India. To avoid any plan scheme being admitted provisionally in the budget estimates, necessary steps should be taken to issue a revised administrative approval/financial sanction in consultation with the Finance Department simultaneously, with the revision of the estimates of expenditure and the Memorandum therefore, where necessary.
- (D) The proposals for plan schemes should give a critical review of program objectives and performance including the requirements of staff and material qua financial year 1969-70 and 1970-71 and Fourth Five-Year Plan to avoid back references by the Finance Department. This memorandum explanatory and the schemes should also give this information in the form enclosed (Annexure II).
- (E) It has also been decided that details of officers and establishment both permanent and temporary provided in the budget estimates for the year 1971-72 be given in the volume of Detailed Budget Estimates for the year in separate appendices in the following form :-

#### MAJOR HEAD

Number of posts		Particulars	Scale of pay
1970-71	1971-72		

It is requested that the requisite information separately for permanent and temporary establishment may kindly be forwarded to the Finance Department in the Branch concerned alongwith forms B.M. 2, after getting the details of establishment for the year 1971-72 from the Accountant General, Haryana.

5. **Revised Estimates 1970-71-** Revised estimates of the expenditure of the year are based on the statement of Excesses and surrenders. It is the chief source of the information on which the Finance Department relies to determine whether the modified grant will be in excess or in defect of actual expenditure. It is, therefore, the chief factor in fixing the closing balance of the current year. Accordingly, therefore, it is imperative that the estimates of Excess and Surrenders are framed by you with utmost care so that the supplementary grants required and surrenders offered by you approximate to the actual. For this purpose, the revised estimation of budget grants placed at your disposal for the year 1970-71 should be made with reference to ;

- (a) To date expenditure figures reconciled with the office of the Accountant General; and

(b) Liabilities to be discharged upto 31st March.

It is essential that provision for these liabilities is restricted to absolute minimum. To avoid back references, detailed explanations both for the supplementary grants needed, as also proposed surrenders should be given to the Finance Department. Further the savings anticipated should be surrendered in time and not at the close of the year.

6. I am to emphasis once again that the schedule of dates given in the budget calendar should be observed strictly so that provisional inclusion of schemes in the budget estimates 1971-72 is avoided.

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

Yours faithfully,

Sd/-

(ISHWAR CHANDRA)

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

No. 2706-1B&C-70/16039

Dated, Chandigarh, the 6th June, 1970

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

- (a) 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
- (b) To ensure up-to-date reconciliation of expenditure with the departments to enable the latter to frame their revised estimates 1970-71 realistically.

Sd/-

(ISHWAR CHANDRA)

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

No. 2706-1B&C-70/16040,

Dated, Chandigarh, the 6th June, 1970

A copy, with a copy of the enclosure, is forwarded to the Chief Accounting Officer, High Commissioner of India, India House, Aldwych, London WC2B4NA, for information and necessary action.

Sd/-

(ISHWAR CHANDRA)

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

Copies with copies of enclosures, are forwarded to the :-

- (1) Financial Commissioner, Revenue, Haryana;
- (2) Chief Secretary to Government, Haryana; and
- (3) All other Administrative Secretaries to Government, Haryana, for information.

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

*Sd/-*  
(ISHWAR CHANDRA)  
Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

- (1) Financial Commissioner, Revenue, Haryana;
- (2) Chief Secretary to Government, Haryana; and
- (3) All other Administrative Secretaries to Govt., Haryana.

U.O. No. 2706-1B&C-70

Dated, Chandigarh, the 6th June, 1970

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

2. It is requested that the dates prescribed in the calendar at Annexure I be adhered to. The cases of default should be brought to the notice of the Administrative Secretaries by the Branch Officer concerned demi-officially.

3. It may be ensured that revised administrative approval/financial sanctions in respect of the Plan Schemes, where necessary, on the basis of the allocations communicated by the Planning Department after discussions with the Planning Commission, are got issued to avoid provisional inclusion of the Plan Schemes in the Budget Estimates 1971-72.

4. The appendices for permanent and temporary establishment to be included in the volume of detailed budget estimates for the year 1971-72 may kindly be compiled major head-wise and furnished to the Budget Branch by 4th January, 1971 for getting them set in proof.

*Sd/-*  
(D. DAS GUPTA)  
Deputy Secretary,  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 2706-1B&C-70

Dated, Chandigarh, the 6th June, 1970.

## ANNEXURE - I

**Schedule of dates for the submission of returns to the Finance Department in connection with the preparation of the Budget Estimates 1971-72.**

<b>I. Ordinary Budget</b>	
<b>(a) Receipt Estimates :-</b>	
(i) Other than Land Revenue, Irrigation and Civil Works by	1st October, 1970
(ii) Land Revenue by	25th October, 1970
(iii) Irrigation by	6th November, 1970
(iv) Civil Works by	20th November, 1970
(v) Final Receipts Estimates in respect in respect of Land Revenue State Excise duties, Stamps, Interest, Irrigation and Extraordinary Receipts by	25th January, 1971
<b>(b) Expenditure Estimates</b>	From 10th October, 1970 to 25th October, 1970
<b>II. Schedules of New Expenditure</b>	
<b>A – Non-Plan</b>	
<b>(a) Technically New Schemes :-</b>	
(i) Proposals to be sent to the Finance Department by	1st August, 1970
(ii) Proposal to be returned by the Finance Department after examination for conveying administrative approval/ Financial Sanction by	31st August, 1970
(iii) Schedules and Memoranda to be submitted by the Administrative Department to the Finance Department in duplicate by	1st October, 1970
<b>(b) New schemes</b>	
(i) Proposal to be sent to the Finance Department by	1st October, 1970
(ii) Proposal to be returned by the Finance Department after examination for conveying administrative approval/ Financial sanction by	15th October, 1970
(iii) Schedules and Memoranda to be supplied by the Administrative Department to the Finance Department (in duplicate) by	7th November, 1970
<b>B – PLAN</b>	
<b>(a) Technically New Schemes :-</b>	
(i) Proposal to be submitted to the Finance Department by	1st August, 1970
Department after examination for administrative approval/financial sanction by	31st August, 1970
<b>(b) New Schemes :-</b>	
(i) Proposals to be submitted to the Finance Department by	1st October, 1970
(ii) Proposal to be returned by the Finance Department to the Administrative Department after examination for	15th October, 1970



**MEMORANDUM EXPLANATORY OF THE PLAN SCHEMES**

Plan Head \_\_\_\_\_

Code No. of the Scheme \_\_\_\_\_

Name of the scheme \_\_\_\_\_

<b>Major Head</b>	Revenue	Capital	Loans	Total
	Rs	Rs	Rs	Rs
1. Financing of the scheme				
2. Object and performance of the scheme				
3. Staff and Manpower requirements				
4. Material requirements				
5. 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, PSI, and NCDC etc.
- (b) Performance of the scheme may be explained with reference to over-all targets contemplated for the Fourth Five-Year Plan and targets achieved and contemplated for the year 1971-72.
- (c) In the case of man-power and material requirements information, *inter-alia*, may be given in a tabulated form as under to be followed by explanations

Requirements up to 1971-72	Requirements during 1971-72	Balance of requirement for the Fourth Plan

- (d) In the case of schemes 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.

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**No. 2507-3WM-70/16098**

From

Shri Ishwar Chandra, I.A.S.,  
The Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

**Dated, Chandigarh, the 11th June, 1970**

**Subject : Rate of interest chargeable on the advances granted to Government Servants for different purposes.**

Sir,

I am directed to say that it has been observed that certain Departments had approached the Finance Department with the request that the rate of interest, applicable to the advances allowed to Government servants during the year 1965-66 or even before, should be intimated to them as the same had not been mentioned in the sanction issued in this behalf at that time. Since the period of recovery of House Building Advances and conveyance advances extends between 6 to 15 years, it is considered that in future all sanctions issued for the grant of various types of advances to Government servants should specifically indicate the applicable rate of interest so that the necessity of ascertaining it subsequently from the Finance Department after the recovery of the principal amount may not rise. I am, therefore, to request you that these instructions may kindly be followed in future.

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

Yours faithfully,

*Sd/-*

(H.L. Dham)

Assistant Secretary Finance,

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

A copy is forwarded to the :-

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

*Sd/-*

Assistant Secretary Finance,

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

To

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

U.O. No. 2507-3WM-70,

Dated, Chandigarh, the 11th June, 1970.

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**FINANCE DEPARTMENT****Notification****The 16th June, 1970**

**No. 2385-FR (PRC)-70/16429.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of pay) (Fifth Amendment) Rules, 1970.
2. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969. in the Schedule appended thereto :-
  - (i) Against S. No. 14 (i) page I, in column 2, the words "Assistant Apprenticeship Advisor (Industrial Training Department)" shall be added.
  - (ii) Against S. No. 28, page 2, in column 2, the words "Principal, Family Planning Training Centre, Rohtak' shall be added. In column 5, the words "District Family Planning & Maternity Child Welfare Officer and Principal, Family Planning Training Centre, Rohtak, will be allowed N.P.A. @ 33 $\frac{1}{3}$ % subject to maximum of Rs. 400/-p.m. in lieu of private practice", shall be added.
  - (iii) against Serial No. 59, page 6, in column 3, for the existing scale viz. "200-10-300", the scale "200-10-230/10-300" shall be substituted.
  - (iv) Against S. No. 62 page 6, in column 3, for the existing scale" 100-8-140/10-200" the scale "100-8-140/10-160/10-200" shall be substituted.
  - (v) Serial No. 37, page 29 and other entries against it shall be deleted.
  - (vi) Against Serial No. 6, page 15, in column 3, for the existing scale viz. "140-5-165/7-200", the following entries shall be substituted :-
 

<u>"140-5-165/7-200"</u>
140-6-200
  - (vii) Below S. No. 5 page 15, the following shall be added as S. No. 5-A and S. No. 5-B.

1	2	3	4	5
5A	Head Clerk Accountant,	116-8-180/10-250	160-10-280/ 15-400	
5B	Accountant, Asstt.-cum-Accountant/Store Asstt.	106-6-160/8-200	160-10-280/ 15-400.	

- (viii) Against S. No. 35, page 15, in column 2, under the heading "Animal Husbandry Department", the following words shall be added after Blacksmith Mate :-

Godown keepers/Pond keepers/Senior Cow Herds/Senior Buffaloes and Cow Herds/Senior Syces/Senior Dairy Attendants/senior Ploughman/Shepherds/ Senior Shepherds.



- (ix) Below S. No. 11 at page 15, under the heading "Animal Husbandry Department" the following shall be added at S. No. 11-A and S. No. 11-B.

1	2	3	4	5
11-A	Cashier-cum Accountants/Cashier.	90-5-175	130-5-160/5-225	
11-B.	Machine Man.	100-5-150	140-6-170/8-210-10-250	

- (x) Against S. No. 9 at page 15 under the heading "Animal Husbandry Department" in column 2, the words "Mechanical Overseer" shall be added.
- (xi) Below S. No. 9, at page 15 under the heading "Animal Husbandry Department" the following shall be added as S. No. 9-A.

1	2	3	4	5
9-A	Overseer Irrigation	100-10-200/10-300	160-10-280/15-400	

- (xii) Below S. No. 2, page 14 under the heading "Animal Husbandry Department", the following shall be added as S. No. 2-A :-

1	2	3	4	5
2-A	Farm Overseer Dairy/Farm Supervisor/Manager Go-Sadan/Senior Technical Assistant/ Dairy Bacteriologist-cum-Chemist/Technical Assistant Progeny.	200-15-320/20-400	300-15-390/20-550	Provided these posts are interchangeable with the posts of V.A.S.

- (xiii) Below Sr. No. 12, at page 15, under the heading "Animal Husbandry Department" the following shall be added as S. No. 2-A:-

1	2	3	4	5
12-A	Kanungo	80-5-140/6-200	140-6-170/8-210/10-300	

- (xiv) Against S. No. 17, page 15, under the heading "Animal Husbandry Department" 111 column 2, the words "Assistant Accountant/Assistant Store-Keeper" shall be added.
- (xv) Against S. No. 5, page 15, under the heading "Animal Husbandry department" in column 2, the words "Senior Accountant" shall be added.
- (xvi) Against S. No. 4 page 27, in column 2, after the words "Instructor in Science" the words "Instructor in Auto Engineering" shall be added.

- (xvii) Below Serial No. 8 page 27, under the heading "Technical Education department the following shall be added as S. No. 8-A :-

1	2	3	4	5
8-A	Accountant	106-6-160/8-200	160-10-280/15-400	

- (xviii) Against S. No. 7(iv) at page 18, under the heading "Public Relations Department" the words "Assistant Exhibition Officer" shall be deleted, and following shall be added as S. No. 7 (vii) :-

1	2	3	4	5
7(vii)	Assistant Exhibition Officer.	150-10-200/10-300	300-25-450/25-600	

- (xix) Against Serial No. 8 page 27 under "Technical Education Department" in column 3, for the existing scale viz. "120-8-200/10-300", the scale c J20-7-190/8-270-10-300" shall be substituted.

ISHWAR CHANDRA,  
Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

**No. 3352-WM(I)-70/15855,**

From

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

To

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

**Dated, Chandigarh, the 18th June, 1970**

**Subject : Grant of House Building Advance to Government servants.**

Sir,

I am directed to say that in Rule 10.16 (iv) of the P.F.R. Volume-I it is laid down that in order to secure Government from loss consequent on a Government servant dying or leaving Government service before complete repayment of the advance alongwith the interest accrued thereon, the house so built, together with the land it stands upon must be mortgaged to Government by whom the Mortgage will be released on liquidation of the full amount due.

2. Further, in Note 4 below rule 10.16 (ix) it is infer alia provided that in order to save Government from loss, the applicants title to the property should be carefully examined by the sanctioning authority and the instructions laid down in appendix 19 should be followed.

3. Instances have come to the notice of Government where the employees drawing house building advance have failed to utilise it for the appropriate purpose. This misutilisation of the advance was facilitated as the concerned authorities did not exercise proper check in the matter of submission of a mortgage bond etc. by the loanees.

4. It is therefore, requested that the authorities competent to sanction advances may please exercise strict vigilance in the matter so that the advances allowed for building houses etc. are not mis-utilised.

5. (a) It is further requested that a compliance report about the provision of the rules ibid may be sent to the Finance Department on the following dates every year :-

30th June.  
30th September.  
31st December.  
31st March.

Yours faithfully,

*Sd/-*

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

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
REGULATIONS  
Dated, the 6th July, 1970**

**No. 2055-3FR-70/19702.—** In exercise of the powers conferred by the Proviso to Article 309 of the Constitution of India and all powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules to amend the Punjab Civil Services Rules Volume-III as are applicable to the Haryana Government employees, namely :-

- (1) These rules may be called the Punjab Civil Services, Volume III (Haryana First Amendment) Rules, 1970.
- (2) In the Punjab Civil Services Rules Volume III, the following shall be added in appendix C :-

**ANIMAL HUSBANDRY DEPARTMENT**

Sr. No.	Class of Government Servants	Nature of Allowance	Rates sanctioned		Remarks
			Scale I, Rs. Per mensem	Scale II, Rs. Per mensem	
39	Semen Messenger	Cycle Allowance	4.50	4.50	(i) 14 Semen Messengers in the seven artificial insemination centers where jeeps are not provided. (ii) Subject to the condition that a cycle is maintained.

ISHWAR CHANDRA,  
Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

No. 2055-3FR-70/19703,

Dated, Chandigarh, the 6th July, 1970

A copy is forwarded to the Accountant General, Haryana, Simla for information with reference to his U.O. No. T.M/20-6/69-70/2221, dated the 3rd February, 1970.

By order,  
S.K.SHARMA  
Deputy Secretary, PLANNING,  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

No. 2055-3FR-70/19704,

Dated, Chandigarh, the 6th July, 1970

A copy is forwarded to :-

- (i) All Heads of Departments, the Commissioner Ambala Division, and All Deputy Commissioners and Sub Divisional Officers.

- (ii) Registrar Punjab and Haryana High Court and all District and Session Judges in Haryana for information and guidance.

By order,  
S.K.SHARMA  
Deputy Secretary, PLANNING,  
*for* Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

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**These instructions have become Obsolete.**

**क्र. 3एफआर-70 / 19104**

प्रेषक

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

सेवा में

हरियाणा के सभी विभागाध्यक्ष,  
अम्बाला मंडल के कमिशनर।  
रजिस्ट्रार उच्च न्यायालय पंजाब तथा हरियाणा।

**दिनांक, चंडीगढ़, 10 / 15 जुलाई, 1970 (10th/15th July, 1970)**

**विषय : स्थाई यात्रा भत्ता तथा सवारी भत्ता का बढ़ाना।**

महोदय,

मुझे आप का ध्यान हरियाणा सरकार, वित्त विभाग के परिपत्र 842-3एफआर-70/4508, दिनांक 23-2-70 की ओर दिलाने का निर्देश हुआ है आप से अनुरोध किया जाता है कि अपनी सिफारिशे इस विभाग को 31-7-1970 तक भेजें। यदि इस तारीख तक कोई सिफारिश न आई तो यह समझा जायेगा कि आप इस बारे में कुछ नहीं कहना चाहते।

भवदीय,

हस्ता/—

अधीक्षक वित्त विनियम,

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

एक प्रति सभी प्रशासन सचिव हरियाणा सरकार को जरूरी कार्यवाही के लिए भेजी जाती है।

हस्ता/—

अधीक्षक वित्त विनियम,

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

सेवा में

सभी प्रशासन सचिव, हरियाणा सरकार।

अशा0 क्रमांक 3160-3-एफआर-70/

दिनांक 10/15-7-1970

Sr. No.	Category of Govt. servants	No. of Govt. servants	Present rate of fixed T.A./Conveyance Allowance	Proposed rates of F.T.A./Conveyance Allowance	Financial Reasons for implication p.m. Enhancement p.a.

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**FINANCE DEPARTMENT**

**Notification**

**The 11th July, 1970**

**No. 2873-FR (P.R.C.)-70/20996.**— In exercise of the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules to amend the Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Post (Revised Scales of Pay) (Sixth Amendment) Rules, 1970.
2. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the Schedule appended thereto :-
  - (i) Against Serial No. 59 page 3, in column 2 for the words "Demonstrator Pharmacy" the words "Demonstrators in Department of Pharmacy" shall be substituted.
  - (ii) Against Serial No. 16, page 4, the columns 3 and 4 against Naib-Sadar Kanungo and office Kanungo (Land Records), the following scales shall be added :-

3	4
80-5-140/6-200 plus Rs. 15 special pay	140-6-170/8-210/10-300 plus Rs. 15 special Pay

- (iii) Against Serial No. 20, page 15 in column 4 under the heading "Animal Husbandry," Department" for the existing scale "100-4-150/5-160", the scale "100-4-140/5-160" shall be substituted
- (iv) Against Serial No. IS, page 23 in column 3 under the heading "Education Department" for the existing scale "100-5-175" the scale "110-4-150" shall be substituted.
- (v) Against Serial No. 25 (iii), page 27, in column 2, under the heading "Technical Education" the words "pattern maker" shall be added.
- (vi) After Serial No. 19, page 28 under the heading "Health Department", the following shall be added as Serial No. 19-A :-

1	2	3	4	5
33	Head Clerk	<u>150-10-300</u> 150-10-200/10-300	225-15-360/20-500	
34	Librarian	150-10-300	300-25-450/25-600 (Masters degree 1st or 2nd Class with Diploma in Library) 250-25-450/25-550 (M.A. III Class with Diploma) 220-8-300-10-400/20-500 (B.A. with Diploma)	
35	Accountant	106-6-160/8-200	160-10-280/15-400	
36	Head Clerk-cum Accountant Government Institute of Surgical instrument Technology, Sonapat	150-10-200/10-300	225-15-360/20-500	
37	Compounders	75-5-100/5-125	140-6-170/8-200/10-300	
38	Cashier	60-4-80/5-120/5-175 plus Rs. 20 special pay	110-4-130/5160/-225 plus Rs. 20 special pay	
39	Store-keeper cum-Clerk/ Assistant Store-keeper	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
40	Workshop Attendant	35-1-50	75-2-85/2-95	

ISHWAR CHANDRA,  
Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

From

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

To

The Departments Concerned  
(As in the enclosed list).

**No. 1654-FD(Pen)-70/19360**  
**Dated Chandigarh, the 20th July, 1970**

**Subject : Timely initiation of pension cases and grant of anticipatory pensions/ death-cum-retirement gratuity.**

Sir,

Reference Finance Department letter No. 1429-FD(Pen)-70/17436, dated 30.6.70, on this subject.

2. The requisite report has not yet been received despite special stress laid for its immediate dispatch. It should be sent without any further delay.

Yours faithfully,

*Sd/-*

Director of Lotteries-cum-Deputy Secretary,  
for Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning and Finance Department.

No. 1654-FD(Pen)-70/19361

dated Chandigarh, 20th July, 1970

A copy is forwarded to the :-

Deputy Secretary to Government, Haryana, Revenue Department.  
Chief Secretary to Government, Haryana, (Home Military Br.).  
Deputy Secretary to Government, Haryana, Home Department  
(Jails and Judicial Branch).  
Deputy Secretary to Government, Haryana, Excise and Taxation Department.  
Deputy Secretary to Government, Haryana, Public Relation Department.  
in continuation of this Department endst. No. 1429-FD-(Pen)-70/17437 dated, 30-6-1970.

2. They are requested to intimate the latest position of each individual case immediately.

*Sd/-*

Director of Lotteries-cum-Deputy Secretary,  
for Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 1429-FD-(Pen)-70/17362

Dated, Chandigarh, 20th July, 1970

A copy is forwarded to the Deputy Accountant General, Haryana, Chandigarh in continuation of this Department endst. No. 1429-FD(Pen)-70/14439, dated 30-6-1970.

2. He is requested to intimate the latest position of each case immediately.

*Sd/-*

Director of Lotteries-cum-Deputy Secretary,  
*for* Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

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## FINANCE DEPARTMENT

### Notification

**The 11th August, 1970**

**No. 3914-FR (PRC)-70/22220.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules further to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called. the Haryana Civil Services and Posts (Revised Scales of pay) (Seventh Amendment) Rules, 1970.
2. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, the Schedule appended thereto :-
  - (i) Against S. No. 9, at page I, in column 4. for the scale "1100-50-1300/50-1500 the scale "1300-50-1600" shall be substituted.
  - (ii) Against S. No. 61, at page b under the heading "Common Category Class III Posts-Other Class III Posts" in column 4, for the scales, viz., "160-10-280/15-400 (T.S.) and 350-20-550 (S.G. for 10% posts)", the scales as indicated below shall be substituted :-  
200-10-280/15-430-20-450 (T.S.)  
450-25-500 (S.G. for 10 per cent posts).
  - (iii) Against S. No. 20, at page 28, under the heading "Health Department" in column 4, for the words "To be announced latter". the scale "200-10-280/15-400 (S.G. for 15% posts)" shall be added.
  - (iv) Against S. No. 21. at page 28, under the heading "Health Department" in column 3 and 4, for the scales "150-10-200" and "200-10-" 300 respectively, the scales "200-10-280" and "250-15-400" respectively shall be substituted.
  - (v) Against S. No. 26, at page 5, in column 4, for the scale "300-15-390/20-500 (T.S)" and "550-25-700 (S.G.)", the following scale be substituted =  
350-25-500/30-650/30-800.  
In Column 5, the words "with Gazetted status" shall be added.
  - (vi) For S. No. 57 and the existing entries against it, at page 3, the following shall be substituted :-

1	2	3	4	5
57	(i) Block Development and Panchayat Officers	250-25-300/25-500	300-25-500/30-700 (T.S.) 800/- Fixed (S.G for 10% posts).	
57	(ii) Lady Circle Supervisor	250-25-350/25-500	300-25-550/30-700	

- (vii) Against S. No. 5 at page 18, under the heading "Public Relations Department "in column 4, for the scale "250-15-400/20-500/25-500," the scale "300-15-390/20 550 " shall be substituted.
- (viii) Against S. No. 33 at page 5, in column 4, for the scale "200-15-380/20-500 (for others)" the scale "225-15-360/20-500 (for others)" shall be substituted.
- (ix) Against S. No. 13 at page 9, under the heading "Food and Supplies Department" in column 4, for the scale "110-4-130/5-160/5-225", the scale "130-5-160/5-225", shall be substituted.

ISHWAR CHANDRA,  
Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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**FINANCE DEPARTMENT**

**NOTIFICATION**

**The 19th August, 1970**

**No. 3914-FR(PRC)-70/23166.—** In exercise of the powers conferred by the Proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf the Governor of Haryana is pleased to make the following rules further to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (Eighth Amendment) Rules, 1970.
2. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in rule 2, after the word "Schedule" occurring therein, the words "and supplementary Schedule I" shall be added.
3. The enclosed statement shall be added as "Supplementary Schedule I" to the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969.

ISHWAR CHANDRA,  
Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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

**Supplementary Schedule I showing details of Revised Scale of pay in the Haryana State as from 1st February, 1969**

Sr. No.	Name of service or post	Existing scale of pay	Revised scale of pay after merger of D.P	Rem.
1	2	3	4	5
<b>HEALTH DEPARTMENT</b>				
1	Retoucher Artist	250-10-350	300-20-400/20-500	
2	Superintendent in C.M.Os office/Superintendent Dispensary	250-10-350	300-20-400/20-500	
3	Health Educator/Mass Education and information Officer/Editor Family Planning/Publicity Supervisor	250-15-340/20-400	300-20-400/20-500	
4	Pharmaceutical-cum-water chemist/Offset Machine Operator (Senior Scale)/ Head Reader/Women Welfare Officer/Chemist	<u>200-10-300</u> <u>200-10-300</u> 200-10-300	250-10-360/15-450	5
5	Camera Operator (Senior Scale)	210-10-290/15-350	250-10-350/15-500	
6	Supervisor (vital Health Statistics)	160-10-230/15-350	250-10-350/15-500	
7	Machine Operator (Statistical Branch)	150-10-350	225-15-360/20-500	
8	Photographer/Artist-cum-photographer	150-10-200/10-300	225-15-360/20-500	
9	Sub-Editor	150-10-300	225-15-360/20-500	
10	Senior Laboratory Technician/Senior Radiologist/Senior Radiographer/Dental Mechanic/Health Supervisor/ Bio Chemist	150-10-250	200-10-280/15-400	
11	Senior Analytical Assistant	140-10-230/15-350	225-15-360/20-500	
12	Senior Malaria Inspector/Home Science Assistant/Teacher	150-7-206	200-10-250/10-300	
13	Research Assistant	140-10-250	200-10-280/15-400	
14	Section Holder/Reader	116-8-180/10-250	160-10-280/15-400	
15	Artist pathology/Artist/ Museum Curator-cum-Museum keeper/Laundry-cum-Boiler Incharge/ Modeller	<u>120-10-250</u> 120-8-200/10-250	160-10-280/15-400	
16	Statistical Assistant	100-10-250	160-10-280/15-400	

Sr. No.	Name of service or post	Existing scale of pay	Revised scale of pay after merger of D.P	Rem.
17	Junior Analytical Assistant	100-10-200/10-250	160/10-280/15-400	
18	Field Assistant	100-5-150	140-5-160/5-225	
19	Artist-cum-Draftsman	100-8-140/10-200	150-10-200/10-300	
20	Librarian	150-10-300	300-20-450/25-600 degree 1st or 2nd class with diploma in library Science	
			(2) 250-25-450/25-550 (M.A. 3rd class with diploma in library Science)	
			(3) 220-8-300-10-400/20-500 (B.A. with diploma in Library Science)	
21	Accountant-cum-Storekeeper/Statistical Assistant/Assistant-cum-typist	106-6-160/8-200		
22	Assistant-cum-Accountant	116-8-180/8-250	160-10-280/15-400	
23	Assistant Medical Officer	150-10-200/15-275/15-380	350-15-380/20-500-20-600+ 33 $\frac{1}{3}$ % N.P.A.	
24	Animal House Supervisor	90-6-120	140-6-200	
25	Punch Operator/Punch Verifier/Offset Machine Operator (Junior Scale) Assistant Section Holder	80-5-120/5-175	120-5-160/5-225	
26	Family Planning Filed Worker/Media Maker/T.B. Multipurpose worker/ Projectionist-cum-Mechanic/ Microscope-cum-pump-mechanic	80-5-110/5-150 80-5-150	120-5-160/5-200	
27	Malaria Inspector/ Surveillance-Inspector	80-5-110/5-150	120-5-150/6-180/8-220/10-250	
28	Plate Grainer/Compositor/ Offset Inker/Assistant Librarian/Librarian painter	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
29	Mechanic Assistant Dental Mechanic/ Female Social Worker/ Mechanic	75-5-120 -- 75-5-125	110-5-130/5-180	
30	Welder/Lady Superintendent Girls Hostel	75-5-150	110-5-130/5-200	
31	Lady House Keeper	60-4-80/5-100	110-4-130/5-160	
32	Gas Supervisor/Organising-cum-physical Instructor	60-4-100	100-4-140/5-160	

Sr. No.	Name of service or post	Existing scale of pay	Revised scale of pay after merger of D.P	Rem.
33	Enumerator Cashier	80-8-160/10-220 80-5-120/8-200/10-220	140-6-170/8-210/10-300	
34	Electrician/Mechanic/ Motor Mechanic/electrician-cum-Mechanic	70-4-90/5-120	110-5-130/5-180	
35	Laboratory Assistant	50-3-80/5-120/5-175	110-4-130/5-160/5-225	
36	Pump Mechanic/Warehouse Operator/Copy holder/Packer Carpenter/P.A. Lady/Dark Room Attendant	50-2-60/3-90 50-3-80/4-100	100-4-140/5-160	
37	Binder/Museum Keeper/Fitter Mistry/ Carpenter-cum-Painter	50-3-80	90-3-120/4-140	
38	Paper Issuer	45-2-75	90-3-120/4-140	
39	Sanitary Daroga/Insect Collector Insect Setter	47½-2-67½	90-3-120/4-140	
40	Operation Theatre Assistant	47½-2-57½/2-77½	90-3-120/4-140	
41	Assistant Photo Artist	40-2-60	80-2-90/3-120	
42	Nurse Boy	45-2-65	80-2-90/3-120	
43	Junior Operation Theatre Assistant	32-1-42/2-62	80-Z-90/3-120	
44	Packer	35-1-45 35-1-50	75-2-85/2-95	
45	Bone Keeper	35-1-50	75-2-85/2-95	
46	Attendant/Daftri Gally Proof Press Man	40-2-60	80-2-90/3-120	
47	Swasthya Sahaik	39½-54 ½	80-2-90/3-120	
48	Physical Training Instructor	110-250	220-8-300/10-400	
49	Assistant Accountant/ Account ant/Ledger Keeper/ Statistical Clerk/Daroga-cum-Clerk/Clerk-cum-Store-Keeper/Junior Scale Accountant	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
50	Computer	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
51	Assistant State Drug Controller	400-25-700	450-25-500/30-650/30-800	
52	Manager Pharmacy	200-20-400/25	300-25-550/30-700	
53	Deputy Director, Ayurveda	300-30-510/30-600/40-720/40-800/50-850 plus N.P.A. Rs. 100	350-30-620/40-900/50-1000 plus N. P. A at Rs. 100	



Sr. No.	Name of service or post	Existing scale of pay	Revised scale of pay after merger of D.P	Rem.
54	Mass Education and Media Officer	720-40-1000	800-40-1000/50-1100	
55	Demographer	350-40-750/40-950	400-40-1000/50-1100	
56	Statistician	250-25-750	350-25-500/30-590/30-830/35-900	
57	investigator	160-10-350	225-15-360/20-500	
58	Camera Operator (Junior Scale)	106-6-160/8-200	160-10-280/15-400	
59	Laboratory Technician	150-10-180	200-10-280	
60	Photo Artist	150-10-300	225-15-360/20-500	
61	Projectionist/Camera Operator	80-5-100/5-150	130-5-150/6-180/8-220/10-250	
62	Nursing Orderly	35-2-75	90-3-120/4-140	
<b>VIDHAN SABHA</b>				
1	Cash Worker	200-10-320/16-400/20-440	300-25-450/25-600	
2	Research Assistant	200-15-320	250-15-400/20-500	
3	Matron	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
4	Investigator	150-10-200/10-300	225-15-360/20-500	
5	Hostel Warden	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
6	General Supervisor/Social Worker	60-4-80;5-120/5-175/	110-4-130/5-160/5-225	
7	Assistant Incharge	116-8-180/10-250 plus Rs. 20 S. P.	160-10-280/15-400-plus Rs. 20 S. P.	
8	Accountant	120-8-200	160-10-280/15-400	
9	Head Clerk-cum-Accountant	60-4-80/5-120/5-175 plus Rs. 20 S. P.	110-4-130/5-160/5-225 plus Rs. 20 S.P.	
10	Cashier	106-6-160/8-200	160-10-280/15-400	
11	Senior Braille Teacher	120-7-190/8-270/10-300	160-10-280/15-400	
12	Braille Teachers/Braille teacher cum-typing instructor/craft teacher/Geography, Mathematics and Science teacher/Weaving and Basketry teacher	80-5-140/6-200	125-5-250/10-300	
13	Physical Instructor	120-8-200	220-8-300/10-400 Equated with Trained Graduate	

Sr. No.	Name of service or post	Existing scale of pay	Revised scale of pay after merger of D.P	Rem.
14	Music Teacher	60-4-80/5-120/5-175	125-5-150/5 -250 Equated with J.B.T. Teacher	
15	Assistant Librarian	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
16	Band Master	50-3-80/4-100	100-4-140/5-160	
<b>AGRICULTURE DEPARTMENT</b>				
1	Instructors/Agricultural Training Officer/Farmers Training Guide	250-25-500	300-25-450/25-600	
2	Marketing Inspector/Seed Inspector/Technical Inspector/Tech. Assistant/Demonstrator	130-10-200/10-320	250-10-300/15-450 Equated with Agricultural Inspector	
3	Helper/Gum Man	39-2-49½	75-2-85/2-95	
4	Air Compressor Driver	90-5-120	130-5-160/5-180	
5	Drilling Incharge	200-10-300	250-10-300/15-450	
6	Blaster	115-5-150/10-300	160-10-280/15-400	
7	Drillman	60-4-80/5-120	110-4-130/5-180	
8	Supervisor Drilling and Surveying	250-25-500	300-5-450/25-600	
9	Surveyor	65-5-140/6-200	120-5-150/6-180/8-220/10-250	
10	Truck Cleaner	30-1-35	70-1-80/1-85	
11	Bull Dozer Driver/Artisan/Publicity Van Driver	90-5-120	140-5-170/6-200	
12	Research Investigator/Senior Statistical Investigator	250-25-500	300-25-450/25-600	
13	Technical Assistant	<u>250-25-450</u> 250-20-450	300-25-450/25-600	
14	Chief Well Supervisor	200-25-500	300-25-450/25-600	
15	Statistical Officer (Headquarter)	250-20-450	300-25-450/25-600	
16	Quality Marketing Inspector (Agricultural Implements)	200-10-300	250-10-300/15-450	
<b>CO-OPERATIVE AUDIT DEPARTMENT</b>				
1	Assistant Accounts Officer	200-15-275/15-470/ 15-500	300-25-450/25-600	
2	Junior Auditor	80-5-120 plus Rs. 20 S.P.	130-5-160/5-200 Plus Rs. 20 S.P.	

Sr. No.	Name of service or post	Existing scale of pay	Revised scale of pay after merger of D.P	Rem.
<b>TECHNICAL EDUCATION DEPARTMENT</b>				
			Rs.	Rs.
1	Foreman Automobile Workshop	350-350-380-380-30-590/30-770/40-1100 850	400-30-700/40-1100	
2	Motor Mechanic	100-8-140/10-200	150-10-200/10-300	
3	Senior Drawing Instructor	250-15-355	350-15-440/20-500	
4	Carpenter/Fitter-cum-Mechanic	80-5-120/8-200	140-6-170/8-210/10-300	
5	P.T.I. Polytechnic	120-8-200	220-5-300/10-400 Equated with trained Graduate	
6	Carpenter/Blacksmith	40-1-60 plus 33⅓% of pay	75-2-85/3-100 plus 33⅓% of pay	
7	Sanitary Orderly	32-1-37/1-42	75-2-85/2-95	
8	Sheet metal Instructor	80-5-140/6-200	140-6-170/8-210/10-300	
9	Senior Lecturer Auto Engg.	600-40-1000	700-50-1000/50-1250	
10	Instructor in Auto Engg.	150-10-200/10-300	225-15-360/20-500	
11	Electrician	60-4-80/5-120	100-4-140/5-160/5-180	
12	Boiler Attendant	50-3-80/4-100	90-3-120/4-160	
13	Blacksmith	80-5-140/6-200	120-5-150/6-180/8-220/10-250	
<b>TRANSPORT DEPARTMENT</b>				
1	Assistant Cash	60-4-80/5-120/5 175	110-4-130/5-160/ 5-225	
2	Store Boy/Washing Boy	40-2-60	80-2-90/3-120	
3	Welfare Officer	250-20-550	300-25-550/30-700	
<b>INDUSTRIAL TRAINING DEPARTMENT</b>				
1	Assistant Accounts Officer	200-15-275/15-470/15-500	300-25-450/25-600	
2	Vice-Principal	225-25-500 (To start at Rs. 250)	300-25-450/25-600	
3	Principal 'B' Grade	225-25-500 (To start at Rs. 250)	300-25-450/25-600	
4	Mill Wright Mechanic (Maintenance)	200-15-350/20-410	250-15-400/20-500/25-550	
5	Technical Mistress	140-8-180/10-200	220-8-300/10-400 (Provided they are trained)	
6	Mathematics Instructors	60-4-80/5-120/5-175	110-4-130/-160/6 225	
7	Tool Room Man	50-3-80	90-3-120/4-140	

Sr. No.	Name of service or post	Existing scale of pay	Revised scale of pay after merger of D.P	Rem.
<b>GOVERNMENT POLYTECHNIC FOR WOMEN</b>				
8	Principal	600-40-1000	700-50-1000/50-1250	
9	Lecturers/Library Science/Pharmacy	350-30-380/30-590 30-770/40-850	400-30/700/40-1100	
10	Instructors in Pharmacy and Library Science	200-10-300/15-450	250-15-400/20-500/25-550	
11	Lecturer in Physics and Library Science	200-15-380/20-500	300-25-450/25-600	
<b>GOVERNMENT INSTITUTE OF SURGICAL INSTRUMENT TECHNOLOGY</b>				
12	Principal	600-40-1000	700-50-1000/50-1250	
13	Lecturers in Drawing and Design/Lecturer in Mechanical/Workshop Supdt.	350-30-380/30-590/ 30-770/40-850	400-10-700/40-1100	
14	Junior Lecturers in English and Math., Physics and Chemistry	200-10-300/10-400	300-25-450/25-600	
15	Supervisor	150-10-300//10-400	225-15-360/20-500	
16	Electrician/Mechanic	150-10-300	225-15-360/20-500	
17	Senior Demonstrator	120-7-190/8-270/10-300	160-10-280/15-400	
18	Hostel Superintendent-cum-P.T.I.	110-8-190/10-250	220-8-300/10-400 (if he is trained graduate otherwise Rs. 150-10-200/10-300)	
19	Junior Demonstrator	80-5-140/7½ -185	130-5-150/6-180/8-200/10-250	
<b>RURAL ARTISAN TRAINING CENTRE</b>				
20	Supervisor (R.A.T.C.)	200-10-300	250-10-360/15-450	
21	Technician (R.A.T.C.)	80-5-120/8-200	140-170/8-210/10-300	
<b>FISHERIES DEPARTMENT</b>				
1	Farm Assistant/Fisheries Extension Assistant	50-3-80	90-3-120/4-140	
2	Marketing Exploitation Assistant	80-4-120	130-5-160/5-200	
<b>INDUSTRIES DEPARTMENT</b>				
1	Asstt. Store Officer (Purchase)	200-15-275/15-470/15-500	300-25-450/25-600	
2	Laboratory Assistant	100-5-150	140-5-160/5-225	
3	Geo-Hydrologist	400-40-800/50-950	500-40-900/50-1100	
4	Draftsman/Surveyor	160-8-240/10-330	225-15-360/20-500	
5	Lady Technician	150-10-250	200-10-280/15-400	

Sr. No.	Name of service or post	Existing scale of pay	Revised scale of pay after merger of D.P	Rem.
6	Draftsman	90-175	140-5-60/5-225	
7	Restorer	47-2-67	90-3-120/4-140	
<b>INDUSTRIES DEPARTMENT (COMMUNITY PROJECT AND PILOT PROJECT OR CENTRE)</b>				
8	Shoe Mistry/Leather Technician	80-5-140/6-200	120-5-150/6-180/8-210/0-250	
9	Auditor	150-10-300	225-15-360/20-500	
10	Zonal Statistical Inspector	80-5-120/5-175	130-5-160/5-225	
11	Photographer	100-5-150	150-5-160/5-225	
<b>PUBLIC WORKS DEPARTMENT</b>				
1	Assistant Foreman	120-4-160	160-5-225	
2	Fitter	60-3-90	100-4-140/5-160	
3	Research Assistant	(a) 250-10-320-16-400-20-440 (b) 135-10-185/15-275 (c) 100-7-135/10-185/15-275	300-15-390/20-500 200-10-280/20-500	
4	Laboratory Attendant	32-1-42	75-2-85/2/95	
5	Research Officer	625-40-1025/50-1275	750-2-85/2/95	
6	Laboratory Assistant	32-1-42	90-3-120/4/120	
7	Chemist	250-25-500/25-750	350-25-500/30-590-30-830/35-900	
<b>PRISON DEPARTMENT</b>				
1	Junior Scale Steno	100-5-150/10-200	120-5-160/8-200/10-250 with a start of Rs. 140 (with two advance increments to graduates)	
2	Assistant Inspector of Jail (Industries)	500-25-600/40-800/50-1000	600-30-900/40-1100	
3	Teacher Class I	110-8-190/10-250	220-8-300/10-400	
4	Teacher Class III	60-4-80/5-120	125-5-150/5-250	
<b>FINANCIAL COMMISSIONER OFFICE</b>				
1	Head Chowkidar	30-1-45	75-2-85/2-95	
<b>PRINTING AND STATIONARY DEPARTMENT</b>				
1	Controller	800-40-1000/50-1250	900-40-1100/50-1250	
<b>LANGUAGE DEPARTMENT</b>				
1	Senior Librarian	150-10-200/10-300	(i) 300-25-450/25-600 (Master's Degree 1st or 2nd Class, with Diploma in Library).	

Sr. No.	Name of service or post	Existing scale of pay	Revised scale of pay after merger of D.P	Rem.
			(ii) 250-25-450/25-550 (M.A. III with Diploma). (iii) 220-8-300/10-400/20-500 (B.A. with Diploma).	
<b>LABOUR DEPARTMENT</b>				
1	Inspector of Factories(non-Gazetted)	200-15-275/15-47015-500	250-15-400/20-600	
2	Field Investigator	200-10-300/15-450	250-15-400/20-500/25-550	
3	Certifying Surgeon	750-1250	850-50-1100/50-1300+ N.P.A @ 33 $\frac{1}{3}$ % subject to maximum of Rs. 400	
4	Cartographer	200-10-300	250-10-300/15-450	
5	Field Investigator	150-10-300	225-15-360/20-500	
6	Operator (Film	80-5-150	130-5-160/5-225	
7	Laboratory Attendant	805-120/5-175	130-5-160/5-225	
8	X-Ray Technician	110-5-155	160-5-225	
9	Female Nurse	70-1-80/1-85	110-4-130/5-160	
<b>ECONOMIC AND STATISTICAL ADVISER'S ORGANISATION</b>				
1	Artist-cum-Draftsman	200-10-300	250-10-300/15-450 (This will also apply in case of Artist-cum-Draftsman in Development Department).	
2	Machine Operator	80-5-120/5-175	130-5-160/5-225	
<b>POLICE DEPARTMENT</b>				
1	Head Clerk (Armed Police Battalion)	125-6-155/8-235	160-10-280/15-400	
2	Superintendent of Police (Wireless)	600-40-1000/50-	740-40-1100/50/2-1300	
<b>TOURISM DEPARTMENT</b>				
1	Shikar Guide	150 Fixed	110-4-130/5-160/5-175	
<b>PUBLIC RELATIONS DEPARTMENT</b>				
1	Field Publicity Assistant Information Assistant	200-15-290/20-450	250-15-400/20-500/25-500	
2	Calligraphist/Typist (Hindi/Punjabi)	60-175	110-4-130/5-160/5-225	
3	Machine Operator	60-4-80/5-120/5-175	110-4-130/5-160/5-225	
<b>TOWN AND COUNTRY PLANNING DEPARTMENT</b>				
1	Legal Assistant	200-15-380/20-500	300-25-450/25-600	
<b>CIVIL AVIATION DEPARTMENT</b>				
1	Advertising-cum-Publicity Officer	300-25-500/30-650	450-25-500/30-650/30-800	

Sr. No.	Name of service or post	Existing scale of pay	Revised scale of pay after merger of D.P	Rem.
<b>ANIMAL HUSBANDRY DEPARTMENT</b>				
1	Wool Grader	120-8-200/10-300	160-10-280/15-400	
2	Head Weight Man	25-½-30	70-1-80/1-85	
3	Accountant	<u>85-5-175</u> 85-10-175	130-5-160/5-225	
4	Milk Recorder	75-5-100/5-125	75-5-100/5-125	
5	Necker	80-5-110/5-150	120-5-150/6-180/10-200	
6	Machine Attendant	40-2-60	80-2-90/3-120	
7	Store-cum-Accounts Officer	250-25-500/30-650	350-25-500/30-650/30-800 (for non-S.A.S) 350-25-500/30-590/30-830/35-900 (for S.A.S)	
8	Engine Driver	<u>60-3-90</u> 60-2-80	100-4-140/5-160	
9	Senior Shepherd	40-1-67	80-2-90/3-120	
10	Watch and Ward Inspector	130-200	160-10-280/15-400	
11	Mate	(i) 40-2-60/3-90 (ii) 40-2-60/3-90	100-4-140/5-160	
12	Block Officer	130-320	250-10-300/15-450	
13	Mukadam	60-120	110-4-130/5-160/5-200	
14	Mechanical Electrician/ Mechanic-cum-Electrician	75-5-100/5-125	120-5-150/6-180/8-220/10-250	
15	Refrigerator Mechanic	(1) 120-10-200/15-350 (2) 150-10-300 (3) 160-10-330	200-10-280/15-430/20-450	
16	Bull Attendant	40-1-60	80-2-90/3-120	
17	Progress Assistant	75-5-100/5-125	130-5-160/5-200	
18	Senior Technical Assistant	(i) 250-10-300/15-450/20-550 (ii) <u>250-20-450/25-550</u> 400-20-500/20-600 (S.G. for 10 per cent)	350-25-500/30-650/30-800	
19	Statistical Investigator	250-15-400/25-500	300-25-450/25-600	
20	Statistical and Evaluation Officer	250-15-400	300-25-450/25—550	
21	Statistical Officer/Foreman	250-15-400	300-25-450/25-550	
22	Turner/Electrician/ Painter	45-1-75 plus 33% of pay	100-4-140/5-160	
<b>EDUCATION DEPARTMENT</b>				
1	Vijnan Mandir-cum-Deputy Inspector of Schools (Agr.)	325-15-475	300-25-450/25-600	

<b>Sr. No.</b>	<b>Name of service or post</b>	<b>Existing scale of pay</b>	<b>Revised scale of pay after merger of D.P</b>	<b>Rem.</b>
2	Film Librarian	250-10-350	300-25-450/25-600 (for M.A. 1st or 2nd Class)	
3	Technical Assistant Audio Visual Cell	150-10-300	225-15-360/25-500	
4	Statistical Assistant	180-10-250/10-400	300-25-450/258-600 (for those possessing qualifications prescribed for the post of Technical Assistant in E.S.A. Organisation (ii) 225-15-360/20-500 for others	
5	Co-ordinator	250-10-350	300-20-400/20-500	
6	Ship Modelling Store-keeper	55-3-118/3-130	110-4-130/5-160/5-225	
7	Computer	80-5-120/5-175	130-5-160/5-225	
8	Book binder	40-2-60	90-3-120/4-140	
9	Aero-Modelling Instructor cum-Store-keeper	140-5-160/5-225	180-8-220/10-300	

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***These instructions have been Reiterated vide  
No. 11249-TA(7T-GENL)-HR-71/5947, Dated 29.04.1971.***

**IMMEDIATE**

**No. 13263-TA(3T-4MV)-HR-70/7728**

From

The Deputy Secretary to Government,  
Haryana, Finance Department.

To

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

**Dated, Chandigarh, the 15th September, 1970**

**Subject : Recovery Schedules.**

Sir,

I am directed to address you on the subject noted above and say that the Accountant General Haryana, Simla, has pointed out that in a large number of cases schedules showing details of recoveries made in the bills presented at Treasuries and Sub Treasuries are not attached thereto as a result of which a great difficulty is experienced by the audit office in posting credits in the relevant receipt accounts correctly. I am, therefore, to request you to issue necessary instructions to all Drawing and Disbursing officers under control to ensure that the defect pointed out by the Accountant Generals, Haryana, does not occur in the case of the bills presented at Treasuries and Sub Treasuries in future failing which Treasury Officers/Assistant Treasury Officers will be at liberty not to entertain incomplete bills.

Yours faithfully,

*Sd/-*  
(P.L. Sondhi)  
Administrative Officer,  
for Deputy Secretary to Government,  
Haryana, Finance Department.

No. 13263-TA(3T-4MV)-HR-70/7729

Dated, Chandigarh, the 15th September, 1970

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

*Sd/-*  
(P.L. Sondhi)  
Administrative Officer,  
for Deputy Secretary to Government,  
Haryana, Finance Department.

No. 13263-TA(3T-4MV)-HR-70/7730

Dated, Chandigarh, the 15th September, 1970

A copy is forwarded to the Accountant General, Haryana, Simla, for information, with reference to the endorsement No. Comp.II/Justice/70-71/1523-24 dated the 2nd September, 1970.

*Sd/-*  
(P.L. Sondhi)  
Administrative Officer,  
for Deputy Secretary to Government,  
Haryana, Finance Department.

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**No. 3719-3FR-70/24834**

From

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

To

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

**Dated, Chandigarh, the 16th September, 1970**

**Subject : Grant of Daily Allowance to the Drivers of Government Vehicles.**

Sir,

I am directed to invite a reference to Haryana Government, Finance Department letter No. 3208-1FR-69/16092, dated 18th June, 1969 on this subject and say that the orders contained therein will also be applicable to Contingent/Work charged Drivers of Government Vehicles. These, however will not be applicable to Drivers of pick-up Truck, Tractor, Trailers etc.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (P),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

No. 3719-3FR-70/24835

Dated, Chandigarh, the 16.9.1970

A copy is forwarded to the Accountant General, Haryana, Simla, for information in continuation of this Department Endst. No. 3208-3FR-69/16093, dated 18/6/69.

*Sd/-*

Deputy Secretary Finance (P),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

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

*Sd/-*

Deputy Secretary Finance (P),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 3719-3FR-70/

Dated, Chandigarh, the 16.9.1970

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

*Sd/-*  
Superintendent Finance, (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 3719-3FR-70/

Dated, Chandigarh, the 16.9.1970.

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<b><i>These instructions have become obsolete.</i></b>
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**No. 4715-1FR-70/26312**

From

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

To

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

**Dated, Chandigarh, the 23rd September, 1970****Subject : G.P.Fund Accounts Statement for the year 1969-70.**

Sir,

I am directed to address you on the subject noted above and say that the G.P.Fund Account Statements for the year 1969-70 of your office staff have since been dispatched by the office of Accountant General, Haryana to you. It is requested that these statements may be delivered to the subscribers concerned. In case these have not been received or are found missing the Accountant General, Haryana may be approached to supply duplicate Accounts statements.

Yours faithfully,

*Sd/-*

Superintendent Finance (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 4715-1FR-70/26313

Dated, Chandigarh, the 23rd September, 1970

A copy is forwarded to the Accountant General, Haryana, Simla, for information, with reference to his demi-official letter No. FUNDS-1/AS-14/2262, dated the 8th September, 1970, to Shri J.R. Dhingra.

*Sd/-*

Superintendent Finance (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

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***These instructions have been modified partly vide  
No. 5593-WM(1)-71/30971, Dated 22.10.1971,  
No. 2203-WM(1)-74/14583, Dated 23.04.1974.***

**No. 5620-WM(I)-70/26520**

From

Shri Ishwar Chander, I.A.S.,  
Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

**Dated, Chandigarh, the 24th September, 1970**

**Subject : Grant of advances to Government employees for the purchase of land and/ or constructions etc. of house.**

Sir,

In continuation of Finance Department letter No. 2839-WM(I)-69/13893, dated 2-6-1969, on the above noted subject, I am directed to say that, in view of further increase in the cost of land and building material has been decided that the Haryana Government employees drawing pay below Rs. 500/- per month may be allowed advances equal to 70 months' pay recoverable in not more than 180 installments. Those employees drawing pay of Rs. 500 per month or above, may be allowed advances equal to 48 months' pay or Rs. 35,000/- whichever is greater subject to maximum of Rs. 60,000/-. These advances will be recoverable in 150 monthly installments.

2. On the analogy of the provisions of Rule 10.18 of P.F.R., Volume I, the benefit of additional advances will also be allowed to the employees, if they so desire, who drew the last instalment of the previous advances, in accordance with the instructions heretofore in force, on or after the 1st January, 1969 so as to enable them to discharge the liabilities they might have already incurred on the purchase of land and/or for the construction of their houses.

**Repairs of houses.**

3. It has also been decided that the employees may be allowed advances equal to 10 months' pay for the repair of their houses recoverable in 96 monthly installments. These advances will be given in accordance with the provisions of Rule 10.19 of Punjab Financial Rule Volume I which provide inter-alia that advances may be given only if a period of at least 5 years has elapsed since the previous advance for the construction of the house was drawn.

**Extension of houses**

4. Advances for extension of the existing house may be allowed equivalent to 12 months' pay in accordance with Finance Department circular letter No. 1248-WM(I)-68/9930

dated the 23rd April, 1968 which may be recovered in not more than 36 instalments.

5. The additional advances that may become admissible to the employees will be treated as fresh advances in relaxation of the provisions of Rule 10.16(iv) of Punjab Financial Rules Volume I. These advances will be worked out in accordance with the instructions contained in Finance Department letter No. 2474-WM(I)-68/12960, dated the 4th June, 1968.

6. It is observed that although Rule 10.16 (iv) of P. F. R. Volume I provides inter-alia that the advances or the construction of houses should be drawn by installments, the amount of each instalment being such as is likely to be required for expenditure in the next three months, yet these instructions are not being complied with. With a view, therefore, to guarding against the mis-utilisation of the advances, it has been decided that the advances for the construction of houses may be allowed as under :-

- (i) First instalment equal to 20% of the advance admissible for starting the construction;
- (ii) Second instalment equal to 20% of the advance admissible after the house has been brought to the plinth level;
- (iii) Third instalment equal to 30% of the advance admissible when the house has been completed up to the roof level ;
- (vi) Fourth instalment equal to 30% viz, balance after the roofs have been completed.

Yours faithfully,

*Sd/-*

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

No. 5620-WM(I)-70/26521

Dated, Chandigarh, the 24th Sept., 1970

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

*Sd/-*

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

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**No. 5714-3WM-70/26814**

From

Shri Ishwar Chander, IAS,  
The Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

**Dated, Chandigarh, the 29th September, 1970**

**Subject : Rate of interest on deposits in the Provident Funds and other similar funds for the financial year 1970-71.**

Sir,

In continuation of Haryana Government letter No. 5781-3WM-69/28997, dated the 14th October, 1969, on the above subject, I am directed to say that it has been decided to fix the rate of interest at 5.75 per cent 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, 1970, administered by the Haryana Government. This rate of interest will be in force during the financial year beginning from the 1st April, 1970.

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

Yours faithfully,

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

No. 5714-3WM-70/26815

Dated, Chandigarh, the 29th September, 1970

A copy is forwarded to the Accountant General, Haryana, Simla, for information, with reference to Shri. A.H. Jung's D.O. letter No. Fds. I/AS-4/2149, dated the 31st August, 1970.

*Sd/-*  
Under Secretary Finance,  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana Planning & Finance Department.



Copies are forwarded to the Financial Commissioners, Haryana and All Administrative Secretaries to Government, Haryana for information in continuation of Finance Department U.O. No. 5781-WM-69, dated 14 the October, 1969.

*Sd/-*  
Under Secretary Finance,  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana Planning & Finance Department.

To

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

U.O. No. 5714-3WM-70,

Dated, Chandigarh, the 29th September, 1970

Copies are forwarded to the Secretaries to the Chief Minister and Finance Minister and Private Secretaries to other Ministers and Parliamentary Secretaries for information of the Chief Minister and Ministers/Parliamentary Secretaries in continuation of U.O. No. 5781-3WM-69, dated 14th October, 1969.

*Sd/-*  
Under Secretary Finance,  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana Planning & Finance Department.

To

The Secretaries to Chief Minister & Finance Minister  
and Private Secretaries to other Ministers/Parliamentary  
Secretaries.

U.O. No. 5714-3WM-70,

Dated, Chandigarh, the 29th September, 1970.

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***These instructions have been Revised vide  
No. 68/2/92/FD/Pension/SAP, Dt. 28.04.1992.***

**No. 2354-FD(Pen)-70/27815**

From

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

To

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

**Dated, Chandigarh, the 12th October, 1970**

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

Sir,

I am directed to invite a reference to letter No. 488-FD(Pen)-69/9138, dated the 9th April, 1969 on this subject and say that Accountant General, Haryana has pointed out that despite issue of instructions for timely initiation of pension cases, these are more often than not sent to the audit office after the date of retirement of officials concerned. This apathy on the part of the Pension Sanctioning Authorities not only causes hardship to the retiring officials but is also contrary to the provisions of note 2 below rule 9.7 and 9.12 of Civil Services Rules, Vol. II which interalia require that Heads of office/Heads of Departments, as the case may be, who do not initiate pension cases in time (i.e., one year in advance of the anticipated date of retirement of the Government servant concerned and where the event cannot be anticipated such as in cases of invalidation, compulsory retirement, death, etc., of the Government servant immediately on event being known) and transmit them promptly to audit office will be liable to disciplinary action. Since a large number of pension cases are yet being prepared and sent to audit office long after the date of retirement of the official concerned, I am to stress once again upon you and through you on the Pension Sanctioning Authorities under your control that belated initiation and submission of pension cases to audit office will in future be viewed seriously and defaulting officers dealt with in accordance with rules.

In order to ensure timely initiation and progress of the disposal of pension cases at your end, I am to request you to have the registers maintained in proforma 'A' (in respect of persons yet to retire within next 12 months) and 'B' in respect of persons who have already retired) in your office and the offices of Pension Sanctioning Authorities under your control. Maintenance of these registers will provide you and the Pension Sanctioning Authorities with proper check on the timely initiation and disposal of pending pension cases.

I am to add that where for unavoidable reasons pension has not been sanctioned in time to non-gazetted Government servants, anticipatory pension and death-cum-retirement gratuity should be sanctioned to them in accordance with the provisions of Haryana

Government letter No. 548-FD(Pen)69/12275, dated the 14th May, 1969, read with No. 1808-FD(Pen)-69/27625, dated the 30th September, 1969 to alleviate hardship. A note in red ink on top of the Pen Form I to this effect may of course be recorded to avoid overpayment by audit office while issuing final P.P.O. and G.P.O.

4. An acknowledgement of the letter is requested.

Yours faithfully,

*Sd/-*  
Director of Lotteries-cum-Deputy Secretary,  
for Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 2354-FD(Pen)-70/27816,

Dated, Chandigarh, the 12th October, 1970

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

By Order,

*Sd/-*  
Director of Lotteries-cum-Deputy Secretary,  
for Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded un-officially to :-

- (i) the Financial Commissioner, Revenue and Development; and
- (ii) all the Administrative Secretaries to Government, Haryana, for information.

2. In order to ensure timely initiation and submission of pension cases to audit offices, they are requested to take suitable action against the Pension Sanctioning Authorities who fail to comply with the provisions of note 2 below rules 9.7 and 9.12 of Civil Services Rules, Vol. II.

*Sd/-*  
Director of Lotteries-cum-Deputy Secretary,  
for Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 2354-FD(Pen)-70,

Dated, Chandigarh, the 12th October, 1970

A copy is forwarded un-officially to the Secretaries to the Chief Minister, Finance Minister and Private Secretaries to other Ministers/Parliamentary Secretaries Government of Haryana for the information of Chief Minister/Ministers and Parliamentary Secretaries.

*Sd/-*  
Director of Lotteries-cum-Deputy Secretary,  
for Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

The Secretaries to the Chief Minister, Finance Minister and  
Private Secretaries to other Ministers/Parliamentary Secretaries.

U.O. No. 2354-FD(Pen)-70,

Dated, Chandigarh, the 12th October, 1970

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

By Order

*Sd/-*

Director of Lotteries-cum-Deputy Secretary,  
*for* Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

**Contd...**

**Encl.**

**PROFORMA 'A'**

**Register showing position of pension case in respect of employees yet to retire within next 12 months**

1.	Serial No.	
2.	Name and designation of the Government servant.	
3.	Date of retirement	
4.	Date of initiation of the case	
5.	Whether certificate and report of A.G. received	
6.	Latest position of the case with details	

**PROFORMA 'B'**

**Register showing position of pending cases**

1.	Serial No.	
2.	Name and Designation of the retired/deceased Government servant.	
3.	Date of Retirement/Death.	
4.	Date of initiation of the case.	
5.	Whether any. Pen./Gr. allowed or not, if not the reasons therefor	
6.	Whether C&R issued, if so, indicate No. and date.	
7.	Whether P.P.O./G.O. issued if so, indicate No. and date.	
8.	Latest position of the case indicating in detail the reasons for non-finalisation.	

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<b><i>These instructions have become obsolete.</i></b>
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**No. 3427-B&C-70/28199**

From

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

To

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

**Dated, Chandigarh, the 15th October, 1970****Subject : Guidelines for the preparation of Budget Estimates.**

Sir,

I am directed to invite your attention to the detailed instructions issued by the Finance Department *vide* its printed Circular letter No. 2706-1B&C-70/160 dated the 6th June, 1970, which inter alia explains guidelines for the preparation of the Budget Estimates.

2. In paragraph 5 of this letter it has been desired that the savings anticipated by the Departments should be surrendered in time and not at the close of the year. As per provision of paragraph 13:3 of the Punjab Budget Manual (1st Edition 1966) the Departments are expected to submit every year, the Statement Excesses and Surrenders in Form B.M. 32 for complete Major heads unless a particular Minor head or sub-head is controlled by a different Head of Department. The Departments are also required to submit a note on half margin alongwith the Statements of Excesses and Surrenders giving the reasons for the excess expenditure anticipated or the surrenders offered therein. Paragraph 13:7 of the Budget manual further lays down that the Finance Department will examine the Statements Excesses and Surrenders submitted by the Heads of Departments and frame the revised Estimates on their basis which will be communicated to Heads of Departments the 17th December to take action regarding re-appropriation wherever necessary. Accordingly, therefore, except in very exceptional circumstances, the department are expected to communicate to the Finance Department the surrenders expected by them in their voted grants for the year in December. It has, however, been observed from the Appropriation Accounts for the years 1967-68 and 1968-69, that in a very large number of cases the expenditure incurred by the departments fall short of their modified grants for the year concerned. In other words it appears that the Departments either did not offer surrenders realistically at the time of submission of the List of Excesses and Surrenders or held back the surrenders to be reflected as savings at the end of the year. The result was that available funds could not be re-appropriated for use elsewhere. As the Revised estimates 1970-71 has not to be framed by the Departments it has been felt necessary to reiterate that it is of utmost importance that the surrenders expected by the departments are reported by them to the Finance Department objectively through the Statement of Excess and Surrenders. It may inter alia be pointed out that the savings coming to the departments notice after the submission of the final statement of excesses and surrenders are required to be reported as soon as possible, thereafter up to 15th January *vide* paragraph 13:2 of Punjab Budget Manual. Since the estimates for next year are judged in the Finance Department on the merits of the supporting data and not merely on the basis of the previous years' actual expenditure, the departments should have no apprehension that their under pending in one year would prejudice these Budget allocations for the next year.

3. The instructions already issued by the Finance Department forbid the provision of lump sum amounts in the Budget Estimates. It is, therefore, necessary for the Departments to take steps to obtain the clearance of their Budget proposals from the Finance Department well before the due dates. It may be pointed out that lump sum provisions are permitted only in very exceptional cases e.g. where urgent measures are to be provided for meeting emergencies or where comparatively moderate amounts are to be incurred on items like 'Preliminary expenses of a Project' for which only rough estimates can be made and details cannot be given. It is, therefore, in their own interests that the departments should ensure the clearance of their proposals in time from the Finance Department to avoid any embarrassment if lump sum provisions proposed by them are not included in the Budget Estimates.

Yours faithfully,

Sd/-

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

No. 3427-B&C-70128200,

Dated, Chandigarh, the 15th October, 1970

A copy is forwarded to the Accountant General, Haryana, for information with reference to his letter No. Bud-37-69-70/Vol.II/901, dated the 14th July, 1970.

2. The recommendations of the Administrative Reforms Commissioner relating to surrenders of funds and making of lump sum provisions contained in the report on Finance Accounts and Audit forwarded with his letter Bud-31/69-70/Vo.II/11-86, dated the 26th November, 1969 have been adopted *mutatis mutandis* with reference to the instructions already issued by the Finance Department to the Departments for the preparation of Budget Estimates and the provisions relating to the same contained in the Punjab Budget Manual (1st Edition 1966).

Sd/-

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

Copies, with copies of enclosures, are forwarded to the :-

- (i) Financial Commissioner, Revenue, Haryana;
- (ii) Chief Secretary to Government, Haryana; and
- (iii) All other Administrative Secretaries to the Government, Haryana;  
for information

Sd/-

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

To

- (i) Financial Commissioner, Revenue, Haryana;
- (ii) Chief Secretary to Government, Haryana; and
- (iii) All other Administrative Secretaries to Govt., Haryana.

U.O. No. 3427-B&C-70,

Dated, Chandigarh, the 15th October, 1970.

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

**No. 138-FD(pen)-70/28467**

From

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

To

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

**Dated Chandigarh, the 19 October, 1970**

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

Sir,

I am directed to refer to Finance Department endst. No. 1041-FD(Pen)-69/21548, dated the 30th July, 1969 on this subject and say that as audit objected to the application of the instructions contained therein in respect of cases where Government servant had retired before 30.7.1969 (the date of issue of this letter) the position was reviewed by the High Powered Committee in their 15th meeting when they decided as under :—

‘The Committee decided that the decision already arrived at by them should continue to be followed in principle in all cases, but specific recoveries pointed out by Audit in the course of normal check should be effected. Cases of any other nature and those pertaining to the period prior to 30.7.1969 should, however, be brought to the notice of the Committee for decision.

2. I am accordingly to request that in view of the above decision the instructions already issued in the aforesaid communication may therefore be considered to have been amended to this extent.

3. (For D.P.I. Haryana only. This disposes of his Memo No. 12/142-66-A(2) dated 14.1.1970).

Yours faithfully,

*Sd/-*

Director of Lotteries-cum-Deputy Secretary Finance,  
for Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

No. 138-FD(Pen)-70/24461

Dated, Chandigarh, the 19.10.1970



A copy is forwarded to the Accountant General, Haryana, Simla, for information with reference to his letter No. Pen2/Misc.Edu/70-71/972-73, Dated 18th May, 1970.

By Order

*Sd/-*

Director of Lotteries-cum-Deputy Secretary Finance,  
for Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

A copy is forwarded to the :-

1. Financial Commissioner, Revenue and Development and
2. All Administrative Secretaries to Government, Haryana, Chandigarh;  
for information.

*Sd/-*

Director of Lotteries-cum-Deputy Secretary Finance,  
for Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

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

U.O. No. 138-FD(Pen)-70/24461

Dated, Chandigarh, the 19.10.1970

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

*Sd/-*

Director of Lotteries-cum-Deputy Secretary Finance,  
for Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

The Secretaries to Chief Minister and Finance Minister &  
Private Secretaries to other Ministers and Parliamentary Secretary,

U.O. No. 138-FD(Pen)-70/

Dated, Chandigarh, the 19.10.1970

No. 138-FD(Pen)-70/24468-A

Dated, Chandigarh, the 19.10.1970

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

By Order

*Sd/-*

Director of Lotteries-cum-Deputy Secretary Finance,  
for Commissioner for Planning & Finance & Secy. to Govt.,  
Haryana, Planning & Finance Department.

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**No. 5375-3-FR-70/28837**

From

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

To

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

**Dated, Chandigarh, the 19th October, 1970**

**Subject : Treatment of a portion of Dearness Allowance as Dearness Pay.**

Sir,

I am directed to invite a reference to the above subject and say that the question of treating a portion of Dearness Allowance as 'Pay' for certain purposes has been under the consideration of Haryana Government for some time past. It has now been decided, that in modification of the existing rules and orders, the amount of Dearness Allowance indicated in para 2 below shall be treated as Dearness Pay, for purposes of pension and gratuity, and to the extent specified therein, in respect of Haryana Government employees in the various pay groups up to a pay of Rs. 999 with marginal adjustment up to Rs. 1,119.

2. While there will be no change in the scales of pay attached to the various posts and the basis on which the Dearness Allowance is calculated, the following amounts shall be treated as 'Dearness Pay' out of the Dearness Allowance admissible in relation to pay in the different ranges specified below :-

<b>Pay Range</b>	<b>Amount of Dearness Pay</b>
Below 110	.. Rs. 47
110 and above but below 150	.. Rs. 70
150 and above but below 210	.. Rs. 90
210 and above but below 400	.. Rs. 110
400 and above but up to 999	.. Rs. 120
Above 999	Amount by which pay falls short of Rs. 1,119

3. The Dearness Pay shall count as "emoluments", for pension and gratuity only and for this purpose the emoluments as reckoned under rule 6.19-A of Punjab Civil Services Rules, Volume II, read with rule 2.44(a)(iii) of Punjab Civil Services Rules, Volume I, Part I, shall be increased by the Dearness Pay appropriate to the pay equal to such emoluments for working out pension, gratuity/death-cum-retirement gratuity, family pension and extraordinary pension.

4. Persons eligible for the above benefits will not be entitled to the *ad hoc* increase in pension sanctioned in Composite Punjab Government Circular letter No. 8206-6FRI-64/7668,

dated the 13th August, 1964, and Haryana Government Circular letter No. 510-2FR-70/9701, dated 3rd April, 1970. If, however, the pension admissible without taking into account the Dearness Pay plus the *ad hoc* increase in pension is more favourable than the benefits laid down in the aforementioned letters, the person concerned may be granted the former. The dearness pay will be taken into account for the purpose of death-cum-retirement gratuity only if it is taken into account for calculating the pension. The pension and gratuity should be worked out in both the manners, *viz.* without dearness pay benefit plus *ad hoc* increase in small pensions, and with the dearness pay benefit, and then the employee concerned may be allowed an option to make a choice between the two.

5. This concession will take effect from 1st December, 1968, and the pensions, gratuities etc. of persons retiring or expiring on or after that date may be calculated on the above basis.

Yours faithfully,

Sd/-

(J. R. DHINGRA)

Director of Lotteries-cum-Deputy Secretary,  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

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**D. Dasgupta, I.A.S.**

**D.O. No. 4980-3B&C-70/31104**

Deputy Secretary to Government,  
Haryana, Finance (Budget)  
Department.

**Dated, Chandigarh, the 3rd November, 1970**

**Subject : Attendance of the meetings of the Public Accounts Committee of Haryana Vidhan Sabha by the Administrative Secretaries.**

Dear Sir,

It has come to the notice of Government, that on certain occasions Administrative Secretaries do not attend the meetings fixed by the Public Accounts Committee, sometimes as they may have to attend certain other important meetings (specially meetings fixed with the Government of India). The matter has been considered by the Government and it has been decided that in cases wherein the days of the meetings fixed by the Public Accounts Committee some other meetings have also been arranged, then the Administrative Secretaries should accord preference to attending the meeting of the Public Accounts Committee, and other meetings may be attended to by some other senior officers of their departments. In cases where the meetings elsewhere are of a very important and urgent nature, requiring the personal presence of the Administrative Secretary and cannot be postponed, then in such cases, the Administrative Secretary should inform the Chairman, Public Accounts Committee and seek his permission to absent himself from the meetings of the Public Accounts Committee fixed for the same date.

2. Government have also decided that when the Public Accounts Committee undertakes a tour and desires to associate an Administrative Secretary with its tour, the Administrative Secretary concerned should normally accompany the Committee on its tour. If for any reason an Administrative Secretary is unable to accompany the Committee on its tour, then he should inform the Chairman, Public Accounts Committee and seek his permission for allowing the next senior officer to accompany the Committee on the tour.

3. It is requested that these instructions must be kept in view for future compliance. It is also requested that the receipt of this letter may be kindly acknowledged.

Yours sincerely,

*Sd/-*  
(D. DASGUPTA)

All Administrative Secretaries  
to Government, Haryana (by name)

No. 4980-3-B&C-70/31104

Dated, Chandigarh, the 3rd November, 1970

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

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

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**FINANCE DEPARTMENT****Notification****The 24th November, 1970**

**No. 5690-FR(PRC)-70/32737.—** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf the Governor of Haryana is pleased to make the following rules to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) Ninth Amendment) Rules. 1970.
2. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969 in the Schedule appended thereto.—
  - (i) Against Sr. No. 28 at page 2, in column 2, the words "Medical Superintendent, E.S.I. Hospitals" shall be added.
  - (ii) Against Sr. No. 65. Page 3 in column 2, the words and bracket "District Probation Officer (Jails)" shall be added.
  - (iii) Under the heading "Industrial Training Department" at page 14, the following shall be added as serial No. 40 :-

1	2	3	4	5
40.	Drawing/Junior Instructor, Government Institute of Surgical Instrument Technology, Sonapat	150-10-300	225-15-360/20-500	

- (iv) Against Sr. No. 15, at page 15 under the heading "Animal Husbandry Department" i", column 2, the words "Turner/Electrician/Painter" shall be deleted.
- (v) Against Sr. No. 24, at page 15, under the heading "Animal Husbandry Department" in column 3, for the scale "57\*-2-671-", the scale "52½-1½-67 ½ shall be substituted.
- (vi) Against Sr. No. 32, at page 15, under the heading "Animal Husbandry Department" in column 2, for the words Carpenter" the words "Head carpenter" shall substituted.
- (vii) Against Br. No. 8, at page 19. under the heading "Language Department" in column 2, the words "Typing instructor" shall be added
- (viii) Serial No. 2, under the heading "Development Department", at page 25 and the entries against it shall be deleted.
- (ix) Against the Sr. No. 32, at page 21, under the heading "Public Department" in column 3, for the scale " 47½ -½-57½ " the scale " 42½-1½-57½ " shall be substituted.
- (x) Against Sr. No, 38, at page 21, under the heading "Public Works Department" in column 3 for the scale " 75-5-140" the scale "65-5-100/-5-140/6-200 shall be substituted.  
75-5-100/5-140-6-200

- (xi) The following shall be added as Sr. No. 29, at page 24, under the heading " Education Department".

29	Dispenser	75-5-100/5-125	140-6-170/8-200/10-300	
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- (xiii) Against Sr. No. 8, at page 27, under the heading "Technical Education Department" in column 3 for the scale "120-8-200/10-300", the scale "120-7-190/8-270/10-300" shall be substituted.

- (xiii) After Sr. No. 38 at page 28 under the heading " Health Department" the following shall be added as Sr. No. 39 and 40.

39	Head Mail/Embalmer	32-1-37	70-1-80/1-85	
40	Cleaner	32-2-40	70-1-80/1-85	

- (xiv) At page 31, under the heading "Industries Department" the following entries shall be added below the Sub-head "Rural Arts, Crafts and Industries" after the posts indicated :

<b>HANDICRAFT TRAINING CENTRE, ROHTAK</b>				
96.	Principal	250-25-550/25-750	350-25-500/30-590/30-830/35-900	
97.	Head Clerk	150-10-300	225-15-360/20-500	
98.	Accountant	116-8-180/10-250	160-10-280/15-400	

3. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the Supplementary Schedule I appended there to :-

- (i) Against S. No. 54 at page 4, under the heading "Health Department" in column 4 for the scale of the post of " Mass Education and Media Officer" viz. 800-40-1000/50-1100, the scale "800-40-1000/40-1200" shall be substituted.
- (ii) S. No. 1 at page 10, under the heading "Civil Aviation Department" and entries against it shall be deleted.
- (iii) Against S. No. 2. at page 6; under the heading "Technical Education Department" in column 3 for the scale "100-8-140/10-200 "the scale 100-5-120/8-200", shall be substituted.
- (iv) Against S. No. 1, at page 9, under the heading "Language Department" in column 2 for the words "Senior Librarian", The word Librarian" shall be substituted.

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

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

**No. 6279-2FR-70/33159**

From

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

To

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

**Dated, Chandigarh, the 24th November, 1970**

**Subject :** (i) **Liberalisation of New Pension Rule.**  
(ii) **Classification of Dearness Allowance as Dearness Pay in the case of employees in the pay range above Rs. 1,000.**

Sir,

I am directed to invite a reference to the table below rule 6.16 of Punjab Civil Services Rules, Volume II (as applicable to Haryana State), wherein scale of superannuation, retiring, invalid and compensation pension has been laid down and say that the question of further liberalization of New Pension Rules has been under the consideration of Government. The Governor of Haryana is now pleased to order that subject to the existing limit on average emoluments of Rs. 1,800 Per mensem and maximum monthly pension of Rs. 675 per month (Rs. 8100 per annum) the maximum limit of service qualifying for pension in the case of class IV employees will henceforth be 35 years (70 completed six monthly periods of qualifying service) and in the case of all other State employees will be 33 years (66 completed six monthly periods of qualifying service) instead of the existing limit of 30 years.

Necessary amendments to the relevant rules in Punjab Civil Services Rules Volume II (as applicable to Haryana State) will issue shortly.

2. In continuation of paras 1, 2 and 3, of Haryana Government Finance Department circular letter No. 5375-3FR-70/28837, dated the 19th October, 1970, the Governor of Haryana is further pleased to order that the Dearness Allowance of Rs. 100 p.m. in the pay range above Rs. 1,000 (Rs. 1020-1699 with marginal adjustments upto Rs. 1,799) will also be treated as Dearness Pay for the purpose of working out superannuation, retiring, invalid, compensation, extraordinary pension family pension and death-cum-retirement gratuity.

3. These orders will take effect from 1st December, 1968, and pensions, family pensions, gratuities of Haryana Government employees retiring or expiring on or after that date will be calculated/recalculated, as the case may be, accordingly.

4. All the employees who retired on or after 1st December, 1968 and stand to benefit

by the above orders shall have the right to change their options from old/old-cum-new Pension Rules to New Pension Rules as a whole.

Yours faithfully,

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

No. 6279-2FR-70/33160,

Dated, Chandigarh, the 24th November, 1970

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

By order

*Sd/-*  
Director of Lotteries-cum-Dy. Secretary,  
for Joint Secretary to Government, Haryana,  
Planning and Finance Department.

Copies are forwarded to :-

- (i) The Financial Commissioner, Revenue; and
- (ii) Administrative Secretaries to Government, Haryana, for information.

*Sd/-*  
Director of Lotteries-cum-Dy. Secretary,  
for Joint Secretary to Government, Haryana,  
Planning and Finance Department.

To

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

U.O. No. 6279-2FR-70,

Dated, Chandigarh, the 24th November, 1970

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

*Sd/-*  
Director of Lotteries-cum-Dy. Secretary,  
for Joint Secretary to Government, Haryana,  
Planning and Finance Department.

To

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

U.O. No. 6279-FR-70

Dated, Chandigarh, the 24th November, 1970.

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**FINANCE DEPARTMENT**

**Notification**

**The 25th November, 1970**

**No. 6156-FR (PRC)-70/33740.**— In exercise of the powers conferred by provided to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (Tenth Amendment) Rules, 1970.
2. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, below Rule 2, the following shall he added as "Exception".

"Exception : These rules shall be applicable to persons who were on leave preparatory to retirement on 1st February, 1969 for purpose of grant of pensionary benefit only".

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

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**FINANCE DEPARTMENT****Notification****The 7th December, 1970**

**No. 6529-FR(PRC)-70/34389.—** In exercise of the powers conferred by the proviso to articles 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules further to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (Eleventh Amendment) Rules, 1970.
2. In the Haryana Civil Services and Post. (Revised Scales of Pay) Rules, 1969, in rule 2, after the words "Schedule and Supplementary Schedule I" 'occurring therein, the words "and Supplementary Schedule 11, shall be added.
3. The enclosed statement shall be added as "Supplementary Schedule 1" to the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969.

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

**Supplementary Schedule showing details of revised scales of pay in the Haryana State  
as from 1st February, 1969.**

Sr. No.	Name of Service or post	Existing scale of pay	Revised scale of pay after merger of D.P	Remarks
1	2	3	4	5
<b>EDUCATION DEPARTMENT</b>				
1	Ship Modelling Mechanic	Rs. 200-3-245/5-270	Rs. 250-6-340/10-400	
2.	Draftsman	Rs. 90-5-140	(i) Rs. 150-10-200/10-300 (for Diploma/ Certificate Holders) (ii) Rs. 140-5-160/5-200 (for other)	
3	Technical Instructor	150-10-200/10-300	Rs. 225-15-360/ Rs. 20-500	
<b>TECHNICAL EDUCATION DEPARTMENT</b>				
1	Laboratory Assistant	Rs. 35-1-50	Rs. 100-4-140/5-160	
2	Drawing Instructor	Rs. 100-8-140/10- 160/10-200	Rs. 160-10-280/15-400	

Sr. No.	Name of Service or post	Existing scale of pay	Revised scale of pay after merger of D.P	Remarks
<b>INDUSTRIAL TRAINING DEPARTMENT</b>				
1	Lady Physical Training	Rs. 60-4-80/5-120	Rs. 125-5-150/5-250	
<b>FOREST DEPARTMENT</b>				
1	Tube-well Operator	Rs. 75-5-150	Rs. 110-5-130/5-200	
<b>TRANSPORT DEPARTMENT</b>				
1	Service Engineer	Rs. 250-25-750	Rs. 350-25-500/30-650/ 30-800	
<b>P. W .D. (IRRIGATION BRANCH)</b>				
1	Asstt. Research Officer	Rs. 250-25-550/25-750	(i) Rs. 400-30-700/40-1100 (for Engineering Degree Holders) (ii) Rs. 350-25-500/30-590/30-830 35-900 (for officers)	
<b>HEALTH DEPARTMENT</b>				
1	Entomologist (Gazetted)	Rs. 250-20-330/20-430/20-550	Rs. 300-25-530/30-700	
2	Health Educator	Rs. 150-10-230	Rs. 300-200-400/20-500	
3	Public Health Nurse	Rs. 100-5-120/10-200	Rs. 140-6-170/8-210/10-250	
<b>CO-OPERATIVE DEPARTMENT</b>				
1	Senior Auditor (Non-S.A.S) (Personal Scale)	Rs. 200-15-380/ 20-500	Rs. 250-15-400/20-600 (personal Scale)	
<b>INDUSTRIES DEPARTMENT (Handicrafts Training Centre, Rohtak)</b>				
1	Instructor	Rs. 200-10-400	Rs. 250-10-350/15-500	
2	Assistant Instructor	Rs. 150-10-250	Rs. 200-10-280/15-400	
<b>ANIMAL HUSBANDRY DEPARTMENT</b>				
1	Technical Assistant Fodder	Rs. 200-15-320/16-400	Rs. 250-10-300/15-450	
2	Sub-Inspector Co-operative	Rs. 60-4-80/5-120/5-175	Rs. 110-4-130/5-160/5-225	

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**No. 5423-2FR-70/32332**

From

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

To

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

**Dated, Chandigarh, the 8th December, 1970**

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

Sir,

I am directed to invite a reference to Finance Department circular letter No. 509-FD(Pen)-68/11514, dated the 9th May, 1968 (copy enclosed) according to which the pension and D.C.R.G. of a retired Government servant is released, without waiting for the receipt of no demand certificate provided a Government servant furnishes a surety of a permanent Government employee or deposits a suitable amount in cash or agrees to the withholding of a portion of D.C.R.G. The question as to whether the surety bond obtained from the pensioner should be kept by the departmental Officer or by the Accountant General, Haryana, has been engaging attention for some time past. It has now been decided that the surety bond furnished by the pensioner should be accepted and kept by the respective departmental officers under their safe custody. While sending the pension case to Audit the fact that the surety bond had been obtained from the retiree and kept under safe custody, may be recorded in the forwarding letter.

Yours faithfully,

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

No. 5423-2FR-70/32333

Dated, Chandigarh, the 8th December, 1970

A copy is forwarded to the Accountant General, Haryana, Simla, for information with reference to his letter No. PEN.I/CAGS/Circular/4063, dated 26th September, 1970.

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

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

Sd/-  
(RAJINDER DUTT)  
Superintendent Finance, Regulations,  
for Secretary to Government, Haryana,  
Planning and Finance Department.

To

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

U.O. No. 5423-2FR-70/

Dated, Chandigarh, the 8th December, 1970

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

Sd/-  
(RAJINDER DUTT)  
Superintendent Finance, Regulations,  
for Secretary to Government, Haryana,  
Planning and Finance Department.

To

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

U.O. No. 5423-2FR-70/

Dated, Chandigarh, the 8th December, 1970.

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**FINANCE DEPARTMENT**

**Notification**

**The 10th December, 1970**

**No. 6529-FR(PRC)-70/34735.—** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules further to amend the Haryana Civil Services and Posts (Revised scales of pay) Rules, 1969, namely :-

- (1) These rules may be called the Haryana Civil Services and Posts (Revised Scale of Pay) (12th Amendment) Rules, 1970;
- (2) In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the schedule appended thereto :-
  - (1) Against Serial No. 1 at page 1 in column 4, for the scale "Rs. 400-30-550/40-750,/50-1250 ", the scale "Rs. 400-40-800/40-1000/50-1250" shall be submitted;
  - (2) For Serial No. 44 and entries against it at page 3, the following shall be substituted :-

1	2	3	4	5
44	(i) Assistant Secretaries/ Secretaries to Ministers Deputy Excise and Taxation Commissioner.	Rs. 800-40- 1000	Rs. 900-50-1250	
	(ii) Deputy Chief Electoral Officer	Rs. 800-40- 1000	Rs. 900-50-1200	

- (3) Against Serial No. 23 (Chief Inspector Fertilizer) at page 5, in column 4, for the scale "Ra. 300-25-450/25-000", the scale "Ra. 300-25-550/30-700 shall be substituted.
- (4) Against Serial No. 21 (Taxation/Excise Inspectors) at page 5. in column 4, for the scale "Rs. 200-10-240/15-450 ", the scale "Rs. 225-15-360/500 " shall be substituted.
- (5) For Serial No. 2 and the existed entries against it under the heading "Excise and Taxation Department" at page 16, shall be substituted:-

1	2	3	4	5
(i)	District Head Clerk	Rs. 116-8-180/10- 250	Rs. 200-10-290/ 15-450	
(ii)	Accountant	Rs. 116-8-1801 10-250	Rs. 160-10-280/ 15-400	

- (6) Against Serial No. (Assistant Directors) at page 24 under the heading "Social Welfare Department" in Column 4, for the scale of "Rs. 300-15-390/20-550)", the scale "300-25-450/25-600" shall be substituted.

- (7) For Serial No. 11 and the existing entries against it at page 19 the following shall be substituted :-

1	2	3	4	5
11 (i) Copy Holder		Rs. 50-2-70	Rs. 110-4-130/5-160/5-225	
(ii) Scribe		Rs. 50-2-70	Rs. 80-2-90/3-120	

- (8) Against Serial No. 5 (Craftsman) at page 19 under the heading "Language Department" in Column 4 for the scale "Rs. 200-10-280/15-400" the Scale Rs. 225-15-360/20-500" shall be substituted.
- (9) Against Serial No. 75 at page 4, in Column 4, for the scale "Rs. 350-30-620/40-900/50-1000" the scale "Rs. 225-15-360/20-500" shall be substituted.
- (10) The following shall be added as Serial No. 74-A below No. 74 at page 4 :-

1	2	3	4	5
74-A	Arbitration Promotion Officer	Rs. 650-30-800/40-1000	Rs. 750-50-1250	

- (11) Against Serial No. 2 (Inspector of Factories) at page 17 under the heading "Department of Labour", in Column 4 for the Scale "Rs. 350-25-500/30-590/40-830/35-900", the following shall be substituted :-
- (i) Rs. 400-30-700/40-1100 (for Engineering Degree Holders)
- (ii) Rs. 350-25-500/30-590/30-830/35-900 (for others)
- (12) Against Serial No. 3 (Assistant Food and Supplies Officers) at page 8 under the heading "Food and Supplies Department" in column 4, for the scale "Rs. 225-10-365/15-500" the scale "Rs. 225-15-360/20-500" shall be substituted.
- (13) Against Serial No. 7 (Accountant) at page & under the heading "Food and Supplies Department" in Column 4, for the scale "Rs. 160-10-280/15-400" the scale "Rs. 160-10-200/15-380/20-500" shall be substituted.
- (14) Against Serial No. 5 at page 1 in Column 4 for the scale. "Rs. 450-30-600-40-800/50-1100" the scale "Rs. 700-50-1250" shall be substituted.
- (15) Against Serial No. 69 (Block Level Extension Officer+-Industries) at page 6 in Column 4 for the scale viz. "Rs. 160-10-280/15-400" the scale as indicated below shall be substituted:-
- Rs. 200-10-280/15-400 (T.S)
- Rs. 35-15-500 (S.G. for 10% posts)
- (16) Against Serial No. 46 (Artist) at page 30 under the Heading "Industries Department Doll Making Centre" in Column 4, for the scale "Rs. 20-10-280/15-400" the scale "Rs. 250-15-400/20-600" shall be substituted.
- (17) Against Serial No. 33 (Rural Industries Development Centre Foreman-cum-Supervisor) at page 29 under the heading "Industries Department-

Training Institutions" in Column 4; for the scale "Rs. 225-15-360/20-500" the scale Rs. 250-15-400/20-500/25-600" shall be substituted.

- (18) Against Serial .No, 39 (Leather Designer) at page 29 under the Sub-Head "Tanning Institution" in Column 4 for the scale' viz: Rs. 180-10-280/15-400" the scale "Rs. 300-25-450/25-600" shall be substituted.
- (19) Against Serial No. 13 (Chief Inspector Boilers) at page 1, in Column 4 for the scale "Rs. 30-700/40-1100" the scale "Rs. 700-50-1250" shall be substituted.
- (20) Against Serial No. 37 (Geologist Junior Industries Department) at page 2 in Column 4; for the scale "Rs. 400-30-700/40-1100 (with a minimum of Rs. 500)" the scale" Rs. 520-40-1000/50-1200" shall be substituted.
- (21) Against Serial No. 41 at page 2, in Column 2, the words, "Assistant Mining Engineer" shall be deleted and the words "Assistant Mining Engineer" shall be added against Serial No. 160) at page 1 in Column 2 after the words "Sub-Divisional Officers (B & R, Irrigation and Public Health)".
- (22) (i) Against Serial No. 13 at page 29 under the heading "Industries Department", in Column 4 for the scale "Rs. 250-15-400/20-600" the scale "Rs. 300-25-450/25-600" shall be substituted,

For Serial No. 64 and the existing entries against it at page 3, the following shall be substituted :

1	2	3	4	5
(i)	Information Officer/Planning-cum-Survey Officer/Assistant Marketing Officer, Assistant Director Designs	Rs. 200-15-375/15-475/15-500	Rs. 250-15-400/20-600	
(ii)	Assistant District Industries Officers/Development Officers Mining Officers	Rs. 200-15-375/15-470/15-500	Rs. 300-25-450/25-600	

- (23) Against Serial No. 27 (Animal Husbandry Assistant at page 5, in Column 4, for the scale "Rs. 130-10-200/10-300" the scale "Rs. 140-10-200/10-300" shall be substituted.
- (24) Against No. 82 (Station Supervisor, Grade I) at page 6, in Column 4, for the scale "Rs. 250-10-300/15-480/20-500" the scale "Rs. 275-15-320/20-500" shall be substituted.
- (25) Against Serial No. 3 (Foreman) at page 20 under the heading "Transport Department" in Column 4 for the scale "Rs. 250-10-300/15-480/20-500 " the scale "Rs. 250-15-340/20-500" shall be substituted.
- (26) Against Serial No. 4 (Service Station Incharge) at page 20 under the heading Transport Department" in Column 4, for the scale Rs. 225-15-360/20-500" the scale "Rs. 225-15-380/20-500" shall be substituted.
- (27) Against Serial No. 84 (Assistant Secretary Regional Transport Authority) at page 6 in Column 4, for the scale "R8. 200-10-300/15-450" the scale "Rs. 225-15-360/20-500" shall be substituted.



- (28) Against Serial No. 11 (Stock Verifier) at page 20 under the heading "Transport Department" in Column 4, [or the scale "Rs. 160-10-280/15-400" the scale "Rs. 160-10-280/15-400/20-500" shall be substituted.
- (28-A) Against Serial No. 3 (Investigators) at page 25 under the heading "Development Department" in column 4 for the scale "Rs. 300-20-400/20-500" the following scales shall he substituted:
- (i) "Rs. 300-25-450/25-600" (Provided their qualifications are the same as those of Technical Assistants in E. S. A. Organisation)
- (ii) "Rs. 300-20-400/20-500" (for others).
- (29) For Serial No. 45 and the existing entries against it at page 3, the following shall be substituted :

1	2	3	4	5
45	(i) Superintendents 'A' Class Offices/Private Secretaries, Establishment Officers (Ed. & Agriculture) Administrative Officers (Public Relations/ Family Planning and Civil Aviation), Accounts Officer (Cooperative). O.S.D. (Elections) Chief Stamp Auditor, Codification Officer (L.R's Office) Assistant Director, Sports	Rs. 350-25-500/30-650	Rs. 450-25-500-30-650/30-800	
	(ii) Planning-cum-Panchayati Raj Election Officer	Rs. 350-25-500/30-600	Rs. 400-40-1000/50-1100	

- (30) Against Serial No. 8 (Social Education and Panchayat Officer) at page 25 under the heading "Development Department" in Column 4, for the scale Rs. 220-8-300-/10-400" the following shall he substituted:-  
Rs. 220-8-300/10-400 (T.S.)  
Rs. 350-15-500 (S.G. for 10% posts).
- (31) Against Serial No .30 (Village Level Workers) at page 5 in Column 4, for the scale "Rs. 120-5-150/6-180/8-220/10-250" (S.G. for 10% posts), the scale viz. Rs. 180-8-220/10-250 (S.G. for 10% posts)" shall be substituted.
- (32) Against Serial No. 39 (Public Analyst Health) at page 2, in Column 4, for the scale "Rs. 450-30-600/40-800/50-1100" the scale "Rs. 700-50-1250" shall be substituted.
- (33) Against Serial No. 6 (Drug Inspector) at page 28 under the heading "Health Department" in Column 4 for the scale "Rs. 250-15-400/20-500" the scale 'Rs. 300-25-450/2!i-600" shall be substituted.
- (34) Against Serial No. 37 (Ayurveda Dispensers Unani Dispensers) at page 28 under the heading" Health Department" in Column 4, for the scale

"Rs. 90-3-120/4-140" the scale "Rs. 100-4-140/5-160" shall be substituted.

- (35) Against Serial No. 14 at page 28 under the heading "Health Department" in Column 4, for the scale of Rs. 90-3-120/4-140 (if Matriculate) and "Rs. 75-2-85/2-95 (for others) the scale "Rs. 90-3-120/4-140" shall be substituted.
- (36) Against Serial No. 33 (superintendent E.C.C.D. Medical College) at page 28 under the heading "Health Department" in Column 4, for the existing scale "Rs. 300-20-400/20-500" the scale "Rs. 300-20-400/20-500/25-550" shall be substituted.
- (37) Against Serial No. 46 (Assistant Director, Nursing Health)" at Page 3 in Column 4, for the scale Rs. 450-25-500/30-650" the scale "Rs. 700-30-1000/40-1200 " shall be substituted (scale sanctioned for present incumbent).
- (37-A) Against Serial No. 74 at Page 6 in column 4, for the scale "Rs. 120-5-150/6-180/8-220/10-250" the scale" Rs. 140-6-170/8-210/10-300" shall be substituted.
- (38) Against Serial No. 65 (Deputy Superintendent Prisons) at Page 3 in Column 4 for the scales "Rs. 300-15-450/15-600 (T.S)" and Rs. 540-20-700 (S.O. for 10 per cent posts) the scale "Rs. 300-25-550/30-700" shall be substituted.
- (39) For Serial No. 73 and the existing entries against it at page 6, the following shall be substituted :-

1	2	3	4	5
73	(i) Assistant Supdt. Jails	Rs. 100-10-200/10-300	Rs. 200-10-280/15-400/20-500	
	(iii) Welfare Officer	Rs. 100-10-200/10-300	Rs. 200-10-280/15-430/20-550	

- (40) For Serial No. 1 and the existing entries against it at page 16 under the heading "Prisons Department" the following shall be substituted :-

1	2	3	4	5
	Deputy Inspector General cum Superintendent Central Jail, Ambala	Rs. 650-25-750/30-900/40-1020	Rs. 700-40-1100/50-1250	

- (41) Against Serial No. 2 (Probation Officer) at page 16 under the heading " Prisons Department" in column 4, for the scale " Rs. 225-15-360/20-500" the scale Rs. 250-15-400/20-600" shall be substituted.
- (42) Against Serial No. 8 (Depot Manager) at page 22 under the heading (Directorate of Urban Local bodies" in columns 4, for the scale "Rs. 250-10-400" the scale Rs. 250-10-280/15-400" shall be substituted.
- (43) Against Serial No. 9 (Mechanical Foreman) at page 22 under the heading "Directorate of Urban Local Bodies" in column 4 for the scale "Rs. 160-10-350" the scale "Rs. 160-15-280/20-500" shall be substituted.

- (44) Against Serial No. 4 (Stamper) at page 7 under the heading "Common Category, Class IV Posts" in Column 4 for the scale "Rs. 75-2-85/2-95" the scale "Rs. 90-3-120/4-140" shall be substituted.
- (45) Against Serial No. 79 at page 6 in Column 4, the brackets and words "(with three advance increments to those possessing B.A./B.Sc. Qualifications with Diploma in Library Science)" shall be added.
- (46) Against Serial No. 27 (Gasman) at page 24 under the heading "Education Department" Column 4 for the scale "Rs. 80-2-90/3-120" the scale "Rs. 90-3-20/4-140" shall be substituted.
- (47) Against Serial No. 11 (Craft Instructor Junior) at page 14 in Column A for the scale "Rs. 160-1-220/10-300" the scale "Rs. 160-10-280/15-400" shall be substituted.
- (48) Against Serial No. 12 (Drawing Instructor) at page 14 in Column 4, for the scale "Rs. 160-10-220/10-300" the scale "Rs. 160-10-280/15-400" shall be substituted.
- (49) Against Serial No. 7 (Group Instructor) at page 13 under the heading "Industrial Training Department" in Column 4, for the scale "Rs. 250-15-400/20-500/25-550" the scale "Rs. 350-15-400/20-500/25-600" shall be substituted.
- (50) Against Serial No. 25 (Headmistress) at page 14 under the heading "Industrial Training Department Industrial Schools for Girls" in Column 4, for the scale "Rs. 220-8-300/10-400" (Provided they are trained) the scale "Rs. 300-20-500" shall be substituted.
- (51) Against Serial No. 27 (Junior Mistresses) at page 14, for the scale "Rs. 120-10-200/10-300" the scale "Rs. 160-10-220/10-300" shall be substituted.
- (52) Against Serial No. 41 at page 2 in Column 2, the words viz., Principal/Assistant Director, Industrial Training" shall be deleted and the following shall be added as Serial No. 41-A :-

1	2	3	4	5
41-A	Principal/Assistant, Director Industrial Training	Rs. 250-25-750	(i) Rs. 400-30-700/40-1100 (for those possessing BSc. Engineering qualification). (ii) Rs. 350-25-500/30-590-30-830/35-900 (For others).	

- (53) Against Serial No. 7 (Deputy Directress Industrial Training) at page 1, In Column 4, for the scale "Rs. 400-30-700/40-1100" the scale "Rs. 700-50-1250" shall be substituted.
- (54) Against Serial No. 35 (Joint Director. Public Relations) at page 2, In Column 4, for the scale "Rs. 800-40-1000/40-1200" the scale "Rs. 900-50-1250" shall be substituted.

- (55) For Serial No. 9 and the existing entries against it at page 18 under the heading "Public Relations Department" the following shall be substituted :-

1	2	3	4
9	(i) Art Assistant	116-8-180/10-250	250-15-430/20-550
	(ii) Information Centre Assistant	116-8-180/10-250	160-10-280/15-400
	(iii) Artist (Exhibition)	11 6-8-180/10-250	250-15-430/20-550
	(iv) Cashier/ Accountant	116-8-180/10-250	160-10-280/15-400
	(v) Art-cum-Lettering Expert	116-8-180/10-250	250-15-430/20-550
	(vi) Modeller-cum-Pattern Maker	116-8-180/10-250	250-15-430/20-550

- (56) Against Serial No. 7 (iii) at page 18 under the heading "Public Relations Department" in Columns 2 and 4 for the words and scale "Junior Photographer" and "Rs. 225-15-360/20-500", respectively the following shall be substituted.

1	2	3	4	5
7	(iii) Assistant Photo and Cinema Officer	Rs. 150-10-200-10-300	Rs. 300-25-500 /25-550	

- (57) Against Serial No. 15 (v) (Mechanic-cum-Clerk) at page 18 in Column 4, for the/80 scale "Rs. 110-4-130/5-160/5-225" the scale "Rs. 110-130/15-160/5-225 plus a Special Pay of Rs. 20 p.m. provided he is a mechanic" shall be substituted.
- (58) Against Serial No. 15 (i) (Tele printer Operator) at page 18 in Column 4, for the scale "Rs. 110-4-130/5-160/5-225 (equated to Clerk)" the scale "Rs. 110-4-130/5-160/5-225 plus a Special Pay of Rs. 20 p.m." shall be substituted.
- (59) Against Serial No. 71 (Assistant Legal Remembrancer) at page 4, for the scale "Rs. 550-30-760/40-1000" the scale "Rs. 700-40-1100" shall be substituted.
- (60) Against Serial No. 4 at page 10 under the heading "Law and Legislative Department" in Column 4, for the scale Rs. 160-10-280/15-400" the following shall be substituted:-  
Rs. 300-25-450/25-600 (for law Graduates)  
Rs. 160-10-280/15-400 (for others)
- (61) For Serial No. 12 and the existing entries against it at page 1, the following shall be substituted :-

1	2	3	4	5
12	(i) Principal (Technical Education)	800-40-1000/50-1250	1300-50-1600	
	(ii) Director Designs (Industries)	800-40-1000/50-1250	850-50-1100/50-1300	

- (62) Against Serial No. 1 (Heads of Department Engineering) at page n under the heading "Technical Education Department" in Column 4, for the scale "Rs. 700-50-1000/50-1250" the scale "Rs. 700-50-1300" shall be substituted.
- (63) Against Serial No. 5 (Workshop Instructor) at page 27 in Column 4, for the scale "Rs. 140-6-170/8-210/10-300" the scale "Rs. 160-10-280/15-400" shall be substituted.
- (64) For Serial No. 44 and the existing entries against it at page 22, the following shall be substituted :-

1	2	3	4	5
44	(i) Regulation Jamadar Grade I	Rs. 47½-1-57½	Rs. 80-2-90/3-120	
	(ii) Regulation Jamadar Grade II	Rs. 39½-1-49½	Rs. 75-2-85/2-95	

- (65) Against Serial No. 30 (Field Assistant) at page 21 in Column 4, for the scale "100-4-140/5-160" the scale "110-4-130/5-160/5-225" shall be substituted.
- (66) For Serial No. 68 and the existing entries against it at page 3, the following shall be substituted :-

1	2	3	4	5
68	O.S.D. (Irr.), Assistant Director-cum Registrar, Examination (Technical Education), Coaches Sports Accounts Officers, Assistant Examiners (L.A.D.) and other such posts in this scale in other Departments.	Rs. 500-30-800	Rs. 600-35-740/40-1100	

- (67) Against Serial No. 16 (Land Reclamation Supervisor) at page 21 in Column 4, for the scale "160-10-280/15-400" the scale "250-10-300/15-450" shall be substituted.
- (68) Against Serial No. 60 (Circle Head Draftsman/Head Draftsman Grade I (S.G.) at page 6 in Column 4, for the scale" 350-15-440/20-500" the scale "350-20-470/20-550" shall be substituted.
- (69) Against Serial No. 59 (Divisional Head Draftsman) at page 6, in Column 4, for the scale "250-10-300/15-450" the scale 1250-10-300/15-480/20-500 "shall be substituted.
- (70) Against Serial No. 62 (Draftsman/Assistant Draftsman) at page 6 in Column 4, for the scale "150-10-200/10-300" the scale" 160-10-280/15-400" shall be substituted.
- (71) For Serial No. 17 and the entries against it at page 21, the following shall be substituted :

1	2	3	4	5
17	Planning Assistant/Chief Draftsman	300-25-500	450-25-700	

- (72) Against Serial No. 63 (Tracer) at page 6 in Column 4, for the scale "110-4-130/5-160/5-225", the scale "110-4-130/5-160/5-225 (with two advance increments)" shall be substituted.
- (73) Against Serial No. 17 (Divisional Inspector, Wild Life) at page 16 under the heading "Wild Life Preservation Department" in Column 4 for the scale "200-10-280/15-400" the scale "225-15-360/20-500" shall be substituted.
- (74) Against Serial No. 1 (Deputy Director) at page 10 under the heading "Sports Department" in Column 4, for the scale "550-30-760/40-1000" the scale "600-35-740/40-1100" shall be substituted.
- (75) Against Serial No. 2 (Deputy Secretary) at page 9 under the heading "Vidhan Sabha" in Column 4, for the scale "1000-50-1200" the scale "1000-50-1300" shall be substituted.
- (76) Against Serial No. 2, (Manager) at page 11 under the heading "Printing and Stationery Department" in Column 4, for the scale "300-20-400/20-500" the scale "300-25-450/25-600" shall be substituted.
- (77) Against Serial No. 47 (Electoral Officer) at page 3, in Column 4, for the scale "450-25-500/30-650/30-800" the scale "500-30-620/40-900" shall be substituted.
- (78) For the Serial No. 38 (Junior Auditors) at page Sand the existing entries against it, the following shall be substituted :-

1	2	3	4	5
38	(i) Junior Auditors (L.A.D)	80-5-120/8-200/10-220 (T.S.) 160-10-300 (S.G.)	160-10-280-15-400 (T.S.) 225-15-360/20-500 (S.G.)	
	(ii) Junior Auditors (other Deptts.)	80-5-120/8-200/10-220	160-10-280/ 15-400	

- (79) Against Serial No. 10 (Sub-Inspectors) at page 20 under the heading "Rehabilitation Department" in Column 4, for the scale "110-4-130/5-160/5-225 (equated to Clerks)" the scale "140-5-160/8-200/10-250" shall be substituted.
- (80) Against Serial No. 4, (Inspector) it page 19 under the heading "Rehabilitation Department" in Column 4 for the scale "200-10-240/15-450 with a start of Rs. 220" the scale "250-15-400,20-500" shall be substituted.
- (81) Against Serial No. 5 (Assistant Section Officers) at page 4 in Column 4, for the scale "300-25-450/25-600" the scale "350-25-500/30-650" shall be substituted.
- (82) Against Serial No. 15 (Head Gatekeeper) at page 8 under the heading "Civil Secretariat" in Column. 4, for the scale "90-3-120/4-140 plus special pay of Rs. 10" the scale "100-4-140/5-150 plus special pay of Rs. 10" shall be substituted.
- (83) Against Serial No. 16 (Gatekeeper) at the page 8 under the heading "Civil Secretariat" in Column 4 for the Scale "90-3-120/4-140" the scale "100-4-140/5-150" shall he substituted.
- (84) Against serial No. 19 (Gate Messenger) at pale 8 under the heading "Civil Secretariat" in Column 4, for the scale "75-2-85/2-95" the scale"

75-3-90/3-105" shall be substituted,

- (85) The following shall be added as Serial No. 21 at page 8 under the heading "Civil Secretariat :-

1	2	3	4	5
21	Cleaner	Rs. 30-½-35	Rs. 80-2-90/3-120	

- (86) Against Serial No. 3 (Head Assistants) at page 4 in Column 4 for the scale "300-20-400-20-500" the scale "300-20-400/20-500/25-550 scale shall be substituted.

- (87) For Serial No 4 {Assistant Superintendent} at page 4 and the entries against it, the following shall be substituted :-

1	2	3	4	5
4	Assistant Superintendent (Revenue and Treasuries)	Rs. 200-10-300	Rs. 250-15- 370/20-550	

- (88) Against Serial No. 10 (Junior Scale Stenographers) at page 4 in Column 4, for the Scale "120-5-160/8-200/10-250 with a start of Rs. 140 (with two advance increments to Graduates)" the scale "140-6-170/8-210/10-300 with a start of Rs. 158 (with two advance increments to Graduates)" shall be substituted.

- (89) Against Serial No. 1 at page 7 under the heading "Common Category Class IV Posts" In Column 4, for the scale, 70-1-80/1-85" the scale "70-2-80/3-95" shall be substituted,

- (90) (i) Against Serial No. 2 at page 7 under the heading "Common Category Class IV Posts" in Column 4, for the scale "75-2-85/2-95" the scale "75-3-90/3-105" shall be substituted.

- (ii) Against Serial No. 3 (Daftri) at page 7 under the heading Common Category Class IV Posts" in Column 4, for the scale "75-2-85/2-95" the scale' "75-3-90/3-105" shall be substituted.

- (91) Against Serial No. 24 (Entomological Assistant) at page 28, in Column 4 for the scale "160-10-280/15-400 "the scale "160-10-200/15-380/20-500" shall be substituted.

- (92) Against Serial No. 19 (Tabalchi) at page 19 in Column 4 for the scale " 80-2-90/3-120 "the scale "100-4-140/5-160" shall be substituted,

- (93) Against Serial No. 8 (Art Demonstrator) at page 25 under the heading "Development Department-State Community Development Training Centre-Nilokheri" in Column 4, for the scale "250-10-300/15-450" the scale "250-10-300/15-480/20-500 "shall be substituted.

- (94) Against Serial No. 1 (Director Health Services) at page 27 under the heading "Health Department" in Column, for the words "No Change" the scale "1800-100 2000 plus N.P.A. of Rs. 600 per mensem shall be substituted.

- (95) Against Serial No. 2 (Deputy Director) at page 27 under the heading "Health Department" In Column 4 for the words "No Change" the scale "1200-75-1800 plus 33½ N. P. A. subject to a maximum of Rs. 600" shall be substituted.

- (96) (i) Against Serial No. 30 (Senior Lecturers) al page 2 in Column 4 for the scale "Rs. 450-30-600/40-800/50-1100 with two advance

increment, for Post Graduate qualifications" the scale "Rs. 600-40-1000/40-1200" shall be substituted.

- (ii) Against Serial No. 31 (Lecturers) at page 2 in Column 4 for the scale "Rs. 400-30-640/40-800/50-1050 with two advance increments for Post-Graduate qualifications" the scale "Rs. 600-40-1000/40-1200" shall be substituted.
- (97) Against Serial No. 32, H.C.M.S, Class II including Registrar/ Demonstrators Medical College) at page 2 in Column, for the scale, viz., "Rs. 350-30-500/30-800/30-950 plus 33½% N.P.A." and "Rs. 700-40-1100 (10% S.G) plus Rs. 33½% N.P.A." the scale "400-30-700/40-1100 plus 33½% NPA" shall be substituted.
- (98) The following shall be added as Serial No. 30 under the heading" Education Department" at page 24 :-

1	2	3	4	5
30	Junior Librarian	80-5-150/5-175	125-5-250/10-300 (with three advance increments to those possessing B.A./B.Sc., qualifications with diploma in Library Science)	

3. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969 in the Supplementary Schedule -I appended thereto :-
- (1) Against Serial No. 6 (Supervisor, Vital Health Statistics) at page I in Column 4, for the scale "Rs. 250-10-350/15-500" the scale of "Rs. 250-15/400-20-500" shall be substituted.
- (2) Against Serial No. 53 (Deputy Director Ayurveda) at page 4 in Column 4, for the scale "Rs. 350-30-20/40-900/-50-1000 plus N.P.A. @ Rs. 100" the scale "Rs. 400-30-580/40-780/40-1100 plus N.P.A. @ 33½%, if M.B.B.S." shall be substituted.
- (3) Against Serial No. 19 (Artist-cum-Draftsman) at page 2 in Column 4, for the scale "Rs. 150-10-200/10-300" the scale "Rs. 160-10-280/15-400" shall be substituted.
- (4) Against Serial No. 5 (Technical Mistress) at page 7 in Column 4 for the scale "Rs. 220-8-300/10-400" provided they are trained) the scale "Rs. 300-20-500" shall be substituted.
- (5) Against Serial No. 2 (Motor Mechanic) at page 6, under the heading "Technical Education Department" in Column 4, for the scale "Rs. 150-10-200/10-300" the scale "Rs. 160-10-280/15-400" shall be substituted.
- (6) Against Serial No. 12 (Boiler Attendant) at page 6 under the heading "Technical Education Department" in Column 4 for the scale "Rs. 90-3-120/4-160" the Scale "Rs. 110-4-130/5-160/5-225" shall be substituted.

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

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**No. 6721-5FR-670/35143**

From

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

To

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

**Dated, Chandigarh, the 15th December, 1970**

**Subject : Revision of scales of pay Drivers.**

Sir,

I am directed to address you on the subject cited above and to say that the question of revision of scale of pay of Jeep/Staff Car Drivers in the State at present in the scale of Rs. 100-4-140/5-160, has been under consideration of the Govt. The matter has been considered and it has been decided that the scale of pay of Jeep/Staff Car drivers be revised from Rs. 100-4-140/5-160 to Rs. 110-4-130/5-160/5-180 with effect from 22nd July, 1970. The pay of the incumbents should be fixed in the revised scale of Rs. 110-4-130/5-160/5-180 in accordance with normal rules contained in the Punjab Civil Service Rules, Volume I, Part I.

Yours faithfully,

Sd/-

Director of Lotteries-cum-Deputy Secy.  
for Secretary to Government, Haryana,  
Planning & Finance Department.

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(Copy of letter **No. 6454-FR-70/33950**, dated, Chandigarh, the 22nd December, 1970 from the Secretary to Government, Haryana, Finance Department to all Heads of Departments in the State)

**Subject : Revision of pay scales of the posts of Heads of Departments etc.**

Sir,

I am directed to address you on the subject noted above and say that for some time past the question of revision of scales of pay of the Heads of Departments and the like had been under consideration of the Government. It has now been decided that as from the date of issue of this letter, the pay scales of the following posts be revised as under :

Sr. No.	Name of the post	Existing scale of pay.	Revised scale of pay
1.	Director of Health Services.	1800-100-2000 + N.P.A. of Rs. 600 p.m.	1800-100-2000/125/2-2250 + N.P.A. of Rs. 600 p.m.
2.	Director of Agriculture.	1700-100-2000.	1700-100-2000/125/2-2250
3.	Director of Animal Husbandry.	1500-60-1800.	1500-60-1800/100-2000
4.	Joint Director of Industries.	1250-50-1500.	1300-50-1600.
5.	Joint Director, of Food and Supplies	1250-50-1500	1300-50-1600
6.	Joint Director Agriculture.	1250-50-1500	1300-50-1600
7.	Advocate General	1500 Fixed	2000 fixed.
8.	Dy. Advocate General	1500-75-1800	1800-50-2000
9.	Assistant Advocate General	1300-50-1600	1500-50-1800.

2. The pay of the aforementioned incumbents of the posts shall be fixed in the revised scales of pay in accordance with normal rules contained in the Punjab Civil Services Rules, Volume I, Part I

Yours faithfully,

Sd/-

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

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