

***These instructions have been revised and clarified vide  
No. 5/6/92-1B&C, Dt. 5.7.1996 & Dt. 26.8.96.***

**No. 4/1/85-3FR-II**

From

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

To

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

**Dated, Chandigarh, the 1st January, 1986**

**Subject : Grant of Dearness Allowance to Haryana Govt. Employees.**

Sir,

I am directed to refer to note-1 under para 1 of Finance Departments circular letter No. 4/1/80-3FR-II, dated 2.4.80, according to which the amount of dearness allowance admissible on pay of Rs. 2400/- per month and above is to be reduced by the amount of A.D.A. I & II merged at the time of fixation of pay in the revised scales. The matter has been considered further and it has now been decided that in the cases of officers drawing the revised pay scale of Rs. 2500-2750 they will be paid dearness allowance at full rates, with effect from the date of issue of this letter without any reduction on account of merger of such A.D.A. in the revised scale of pay.

2. This special concession which is not due to them will, however, be neutralized or withdrawal on receipt of the recommendations of the fourth Central Pay Commissioner in regard to revision of pay scales.

3. The State Govt. have also decided that if any officer has already unauthorisedly drawn D.A. on the above basis *i.e.* without reduction A.D.A. I & II, the excess amount drawn by him on account of dearness allowance upto the date of issue of this letter shall be recovered from him.

Yours faithfully,

Sd/-  
(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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***These instructions have been revised and clarified vide  
No. 5/6/92-1B&C, Dt. 05.07.1996 & Dt. 26.08.1996.***

**MOST IMMEDIATE  
DATE BOUND**

**No. 5/6/85-B&C**

From

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

To

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

**Dated, Chandigarh, the 1st/2nd January, 1986**

***Subject : Economy in Expenditure.***

Sir,

I am directed to address you on the subject cited above and to state that in view of the strict enforcement recently of the overdrafts regulations scheme by the Reserve Bank of India, it has become imperative to take an urgent and introspective look in to the question of exercising utmost economy in the Government expenditure in all fields. It has been felt that the non developmental and non-plan expenditure of the Government has been rising sharply and if this tendency persists there may be still lesser and lesser resources left for the Plan. In this context, it is felt that there is an overwhelming need to exercise strict economy in expenditure on the non developmental side to enable the State Government to finance increasingly its development programmes. It has been felt that efforts should be made to minimize non development expenditure particularly on establishment and contingencies. In view of these it has been decided to adopt the following measures during 1985-86 with immediate effect :-

- (i) There would be total has on the creation of new posts;
- (ii) There would be a complete ban on filling of vacant posts;
- (iii) No new expenditure and vehicles would be purchased.

In exceptional circumstances only where any post is needed for any plan schemes or for mobilization of resources the case may be referred to the Finance Department giving full justification through the Administrative Secretary concerned.

It has been decided that at least a 5% saving in the non-plan expenditure as budgeted for 1985-86 should be effected, during the year.

These instructions are in super session of all the instructions issued by the Finance Department from time to time on the above matters. However, the instructions of the Finance

Department on other matters relating to economy in expenditure will continue to be effective as before.

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

The receipt of this communication may kindly be acknowledged.

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

No. 5/6/85-1B&C

Dated, Chandigarh, the 2nd January, 1986

Copy is forwarded to the Accountant General Haryana for information and necessary action.

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

No. 5/6/85-1B&C

Dated, Chandigarh, the 2nd January, 1986

Copy is forwarded to all the Chairmen/Managing Directors/Undertakings/Boards for information and necessary action.

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

Copy is forwarded to the :-

Chief Secretary to Government, Haryana,  
All Administrative Secretaries to Govt. Haryana,  
for information and necessary action.

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

To

Chief Secretary to Government, Haryana,  
All Administrative Secretaries to Govt. Haryana,

U.O. No. 5/6/85-1B&C

Dated, Chandigarh, the 2nd January, 1986

No. 5/6/85-1B&C

Dated, Chandigarh, the 2nd January, 1986

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

2. They are requested to ensure that the above measures are followed in letter and spirit by them while examining such proposals received from the departments.

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

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

**No. 5/1/83-1B&C(27-C)**

From

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

To

All Heads of Departments in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh,  
Commissioners of the Divisions and  
all the Deputy Commissioners in the State,  
All the Chairman/Managing Directors of Corporations/  
Government Undertakings/Boards in the State.

**Dated, Chandigarh, the 6th January, 1986**

**Subject : Economy in Expenditure.**

Sir,

I am directed to invite your attention to Finance Department letter of even number dated 12.4.84 on the subject cited above and to say that a doubt has been expressed in some quarter whether the provision envisaged in the said instructions relating to imposition of 10 per cent cut on work charged employees is still operative or not. In order to allay any erroneous impression in this regard. It is once again reiterated that the said instructions will remain operative till further orders to contrary.

It is requested that the above position may please be noted for compliance and information regarding the work charged staff so rendered surplus should be sent to Chief Secretary, Haryana (in the surplus Cell). This may please be brought to the notice of all concerned under your administrative control.

Yours faithfully,

*Sd/-*

(P.K.BALI)

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

No. 5/1/83-1B&C

Dated, Chandigarh, the 6th January, 1986

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

*Sd/-*

(P.K.BALI)

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

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

*Sd/-*

(P.K.BALI)

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

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/1/83-1B&C

Dated, Chandigarh, the 6th January, 1986

No. 5/1/83-1B&C

Dated, Chandigarh, the 6th January, 1986

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

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

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

**No. 5/6/85-1B&C**

From

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

To

All Heads of Departments in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh,  
Commissioners of the Divisions and  
All the Deputy Commissioners in the State,  
All the Chairmen/Managing Directors of Corporations/  
Government Undertakings/Boards in the State.

**Dated, Chandigarh, 9th January, 1986**

**Subject : Economy in Expenditure.**

Sir,

I am directed to invite your attention to Finance Department circular of even number dated 2nd January, 1986 on the subject cited above and to inform you that the provision envisaged in the said instructions shall also apply in the case of work charged staff working in the departments of the State Government.

2. These instructions may kindly be brought to the notice of all concerned under your control.

Yours faithfully,

*Sd/-*

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

No. 5/6/85-1B&C

Dated, the 9th January, 1986

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

*Sd/-*

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

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

*Sd/-*

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

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/6/85-1B&C

Dated, Chandigarh, the 9.1.86

No. 5/6/85-1B&C

Dated, Chandigarh, the 9.1.86

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

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

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***These instructions have been Revised vide  
No. 38/102/86-WM(6), Dated 20.11.1986 and  
No. 38/110/99-WM(5), Dated 21.02.2011.***

**No. 38/1/86-WM(6)**

From

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

To

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

**Dated, Chandigarh, the 10th January, 1986**

**Subject : Advance to Government servants for the celebrations of marriage of their children and dependent sisters.**

Sir,

I am directed to refer to Haryana Government, Finance Department letter No. 38/110/84-WM(6), dated the 30th April, 1985 on the subject noted above, and to state that the matter regarding grant of loan to Government servants for the celebration of marriages of their daughters/sisters has been reconsidered and it has been decided that hence-forth loan for the marriage of daughter and dependent sister will be granted on the following conditions:

- (i) that an attested photograph copy of daughter/sister will be sent to the Finance Department along with the application form;
- (ii) that a photograph of the couple along with their complete postal and/permanent address will be submitted after the marriage has been solemnised within a month otherwise a full recovery will be effected.
- (iii) that a sample survey will be got conducted through Vigilance, C.I.D., of those applicants who have been granted advance for sisters marriage during the last four months.

2. It has also been observed that the departments do not send the applications after a thorough scrutiny at their level itself because of which a large number of application pile up in Finance Department. It is, therefore, requested that applications to complete in all respects keeping in view the latest instructions of the Finance Department should only be sent.

3. You are requested to ensure compliance of these instructions by all the officers under your control.

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

Yours faithfully,

*Sd/-*

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

No. 38/1/86-WM(6)

Dated, Chandigarh, the 10th January, 1986

A copy is forwarded to the Accountant General (Accounts) Chandigarh for information and necessary action.

*Sd/-*

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

A copy is forwarded to the :-

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

*Sd/-*

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

To

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

U.O. No. 38/1/86-WM(6)

Dated, Chandigarh, the 10th January, 1986

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

*Sd/-*

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

To

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

U.O. No. 38/1/86-WM(6)

Dated, Chandigarh, the 10th January, 1986.

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***These instructions have been Revised vide  
No. 1/12/91-WM(7), Dated 30.10.1992.***

**No. 7/10/85-2WM**

From

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

To

All Heads of Departments, &  
Commissioners of Divisions in Haryana.

**Dated, Chandigarh, the 13th January, 1986**

**Subject : Arrear of recoveries in revenue receipts and loans.**

Sir,

I am directed to invite your attention to Finance Department circular letter No. 10/1/83-WM(3), dated the 18th October, 1984, on the subject noted above and to say with the passage of time the arrears of recoveries in revenue receipts and loans are increasing. It was pointed out that there were heavy arrears and that all out efforts should be made to effect recovery. But it is observed that little progress been made in this behalf. You were also requested to send monthly progress report in the prescribed proforma by the 10th of each month to the Finance Department. These reports are not being received regularly in the Finance Department.

2. The accumulation of these arrears affect the ways & means position of the Government and are also taken seriously by the Public Accounts Committee. You are, therefore, requested that suitable strategies may be formulated immediately to without these arrears in a phased/manner in the near future and to effect the recovery of such arrears both against the revenue receipts and against the repayment of loans given to State Corporation etc. Monthly progress reports of these should also be furnished to the Finance Department regularly.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 7/10/85-WM(2)

Dated, Chandigarh, the 13th January 86

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

*Sd/-*

Deputy Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the :-

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

*Sd/-*

Deputy Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 7/10/85-2WM

Dated, Chandigarh, the 13th January 86

A Copy is forwarded to all the Joint Secretaries and Deputy Secretaries in the  
Finance Department for information and necessary action.

*Sd/-*

Deputy Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Joint Secretaries & Deputy Secretaries to  
Govt., Haryana, in the Finance Department.

U.O. No. 7/10/85-2WM

Dated, Chandigarh, the 13th January 86

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***These instructions have been Revised vide  
No. 1/2(73)88-2FR-II/961, Dated 30.04.1991.***

**No. 2915-2FICW-85**

From

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

To

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

**Dated, Chandigarh, the 14th January, 1986.**

**Subject : Grant of house rent allowances to Government employees.**

Sir,

I am directed to invite a reference to Finance. Department letter No. 11/106-2FICW, dated 6-7-81 on the subject noted above, wherein, it was decided that recovery of house rent from the Government employees provided with Govt. residences be made at the following rates :

Pay range in the revised pay scales	Revised rates
1. Upto Rs. 1,000/-	5%
2. Above Rs. 1,000/- but upto Rs. 2,000/-	7½
3. Exceeding Rs. 2,000/-	10%

2. Some of the departments have sought clarification as to whether CCA is to be included in pay range for the purpose of fixing recovery rates of House Rent. In this respect, it is clarified that CCA is not to be included in pay range for the purpose of fixing recovery rates. However, house rent is also to be recovered on CCA @ 5½%, 7½% or 10% depending upon the recovery rate of house rent in relation to pay range. To cite an example, if an employee is drawing basic pay of Rs. 920/- p.m. house rent is to be recovered from his pay and CCA (Rs. 920+92 CCA=Rs. 1012) @5% and not @7½%, till his pay exceeds Rs. 1000/- p.m.

Yours faithfully,

Sd/-

(Jagdish Chander)

Deputy Secretary, Finance

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

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***These instructions have been Revised vide  
No. 2/2/2004-WM(3), Dated 22.11.2010***

**No. 2/7/81-WM(I)**

From

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

To

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

**Dated, Chandigarh, the 20th January, 1986.**

**Subject : Grant of loans and advances to Government employees - Revision of norms on the basis of revised scale of pay - Repair of house.**

Sir,

I am directed to refer to para 4 Haryana Govt. circular letter No. 2/7/81-WM(I), dated the 5th February, 1981, on the above subject and to say that the matter regarding grant of loan for the repair of a house has been reconsidered and it has been decided that an advance for the repair of existing living accommodation to the employees, who have not obtained any house building advance from the Govt. earlier, may be allowed after the expiry of five years from the date of purchase of house or possession thereof, whichever is later. In the case of employees, who had taken a house building loan earlier, from the Govt., loan for repair be allowed only after ten years of the start of drawal of the earlier loan.

2. The recovery of loan will commence from the 4th issue of pay and will be recoverable in 96 equal monthly installments.
3. All other conditions governing the grant of this advance will remain the same.
4. This may please be brought to the notice of officials/officers working under your control.
5. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

*Sd/-*

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

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

Dated, Chandigarh, the 20th January, 1986.

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

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

A copy is forwarded to the :-

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

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

To

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

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

Dated Chandigarh, the 20th January, 1986.

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

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

To

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

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

Dated, Chandigarh, the 20th January, 1986.

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***These instructions have been Revised vide  
No. 2/2/2004-WM(3), Dated 22.11.2010.***

**No. 2/184/85-WM(1)**

From

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

To

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

**Dated, Chandigarh, the 27th January, 1986.**

**Subject : Grant of loans for the extension of a house to Govt. employees.**

Sir,

I am directed to refer to Haryana Govt.'s circular letter No. 2/8/81-WM(I), dated the 18th August, 1981<sup>1</sup>, and to say that the matter regarding grant of loan for the extension of a house has been reconsidered and it has been decided that additional house building loan for the extension of a single house to Govt. employees, who have not obtained any house building advance, may be allowed after five years from the date of purchase of the house or taking possession thereof, whichever is later. In the case of employees, who had taken a house building advance earlier from the Govt., loan for the extension be allowed only after ten years of the start of the drawal of the earlier loan.

2. The recovery of the loan will commence from the 4th issue of pay and will be recoverable in 96 equal monthly installments.
3. All other instructions with terms and conditions issued on the subject from time to time will remain unchanged.
4. This may kindly be brought to the notice of officials/officers working under your control.

Yours faithfully,

*Sd/-*

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

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<sup>1</sup> This may be read 18th August, 1982.



**No. 4/1/85-3FR-II/139**

From

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

To

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

**Dated, Chandigarh, the 3rd February, 1986**

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

Sir,

I am directed to invite a reference to Government of Haryana, Finance Department circular letter No. 4/1/85-3FR-II/2534, dated 27-9-1985 on the subject noted above, and to say that the State Government have had under consideration the question of granting further relief to its employees consequent upon increase monthly average consumer Price Index from 584 to 592 and 592 to 600 has now been decided to grant relief, with effect from 1st August, 1985 and 1st November, 1985 on the revised scales of pay at the rates given below :

Pay Range	Rates of Dearness Allowance per mensem (inclusive of the previous installments granted vide letter No. 4/1/85-3FR-II/2534, dated 27-9-85)
<b>(a) With effect from 1-8-85 (at 12 monthly average Consumer Price Index 592)</b>	
Upto Rs. 600/-	93.5% of pay subject to a maximum of Rs. 544/- plus 0.5% of pay on account of Restoration of cut subject to a maximum of Rs. 2/-
Above Rs. 600/- and upto Rs. 1400/-	76.5% of pay subject to a minimum of Rs. 544/- and a maximum of Rs. 1020/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/-
Above Rs. 1400/- and upto Rs. 1430/-	Amount by which pay plus D.A. does not exceed Rs. 2420/- plus Rs. 7/- on account of restoration of cut.
<b>(B) With effect from 1-11-1985 (at 12 monthly average Consumer Price Index 600)</b>	
Upto Rs. 600/-	96.25% of pay subject to a maximum of Rs. 560/- plus 0.5% of pay account of restoration of cut subject to maximum of Rs. 2/-
Above Rs. 600/- and upto Rs. 2000/-	78.75% of pay subject to a minimum of Rs. 560/- and a maximum of Rs. 1050/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/-
Above Rs. 2000/- and upto Rs. 2060/-	Amount by which pay plus D.A. does not exceed Rs. 3050/- plus Rs. 7/- on account of restoration of cut.
Above Rs. 2060/-	As per Government circular letter No. 4/1/85-3FR-II/2534, dated 27-9-1985.

- Note-I.** The amount of Dearness Allowance admissible now or in future on pay of Rs. 2400/- p.m. and above would be reduced by the amount of Additional Dearness Allowance (I&II) merged at the time of fixation of pay in the revised scale. However, if the amount of A.D.A. merged in revised pay is more than or equal to the amount of dearness allowance admissible, no dearness allowance would be paid.
- Note-II.** In case of persons whose pay has been fixed directly at Rs. 2400/- and above in the revised scale of pay, the amount of Rs. 363/- notionally admissible to them as A.D.A. (I&II) at 320 points CPI would be deducted from the amount of admissible dearness allowance.
- Note-III.** The term 'pay' would include Basic Pay, Personal Pay, Special Pay, Overseas Pay and Deputation Allowance, where admissible as defined in Rule 2.44 of C.S.R. Vol. I, Part -I.
- Note-IV.** The payments on account of Dearness Allowance would be rounded off to the nearest 10 Paise
- Note-V.** In case of employees who opt to continue in the un-revised scales of pay, whose pay scales have not yet been revised and the teaching personnel of Education Department (Colleges Cadre) who are in receipt of U.G.C. scales of pay, the amount classified as Dearness Pay as detailed below, will be treated as 'Pay' for calculation of admissible dearness allowance :-

**(a) In case of those who opt to continue in the un-revised scales of pay and whose pay scales have not yet been revised.**

Dearness Allowance, Ad-hoc Relief and Additional Dearness Allowance (I&II) upto 12 monthly Consumer Price Index=320 (1960 base=100) minus excess payment of adhoc relief.

**(b) In case of teaching personnel of the Department of Education (Colleges Cadre) who are in receipt of U.G.C. scales of pay.**

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

2. Further Ad-hoc Dearness Allowance admissible to officers getting pay above Rs. 1881/- p.m. will continue to be regulated under para-2 of Finance Department circular letter No. 4/1/85-3FR-II/2534, dated 27-9-1985.
3. The general conditions of the payment of Dearness Allowance would continue to be the same as in force at present.
4. The amount of arrears on account of the above installments of Dearness Allowance for the period from 1-8-85 to 31-12-85 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees who have no such accounts, the amount of such arrears will be invested in the Post Office Saving Certificates.
5. These orders are also applicable to the work charged employees.
6. The above order will not apply to :-
  - (i) Staff paid from contingencies;

- (ii) Casual Labour;
- (iii) Staff employed on daily wages and those working on piece-rate system; and
- (iv) Those employed on contract basis except where Dearness Allowance is admissible in terms of their Contract.

Yours faithfully,

*Sd/-*  
(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance (R),  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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

**No. 1/2(58)-81-2FR-II**

From

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

To

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

**Dated, Chandigarh, the 18th February, 1986**

**Subject : Payment of arrears of pension - Revision of nomination form - Extension of date for submitting nomination form.**

Sir,

I am directed to invite your attention to rule 5.3-B of Punjab Financial Rules Vol. I inserted vide notification No. 1/2(58)-81-2FR-II, dated 13-12-1984, which, inter alia provides that any pensioner to whom any pension is payable by the Government out of the consolidated fund of the State may nominate any person who shall receive, after the death of the pensioner, all moneys payable to the pensioner on account of such pension on, before or after the date of such nomination and which remain unpaid immediately before the death of the pensioner. The pensioners who retired on or before the date of commencement of the above rule (i.e. w.e.f. 13-12-84) were required to submit such nomination in the prescribed form within six months to the Pension Disbursing Authority. It has been represented that the time of six months given therein was not sufficient. The matter has been reconsidered by Government and they have now decided to extend the period for making nomination upto 1-6-1986. You are requested to bring these orders to the notice of all concerned.

2. Receipt of this letter may kindly be acknowledged.

Yours faithfully,

*Sd/-*

(MEENAXI ANAND CHAUDHRY)

Joint Secretary Finance (R),

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

No. 1/2(58)-81-2FR-II

Dated, the 18.2.1986

A copy is forwarded for information and necessary action with ref. to this Department memo/Endst. No. 1/2(58)-81-2FR-II, dated 22-5-85 to the following :-

1. The Accountant General, (Audit), Haryana, Chandigarh.
2. The Accountant General, (A & E) Haryana, Chandigarh.
3. The Accountant General, Punjab, Chandigarh.

4. All the Treasury Officers/Assistant Treasury Officers, Haryana, and
5. The Pay and Account Officer; No. 5, Tis Hazari, Delhi.

*Sd/-*  
(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/2(58)-81-2FR-II,

Dated, the 18.2.1986

A copy is forwarded to the Director, Public Relations, Department, Haryana with the request that vide publicity may kindly be given through press etc. in respect of this decision of the Govt.

*Sd/-*  
(K. K. ABROL)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/2(58)-81-2FR-II

Dated, the 18.2.1986

A copy is forwarded to :-

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

*Sd/-*  
(K. K. ABROL)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 1/2(58)-81-2FR-II,

Dated, the 18.2.1986

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

*Sd/-*  
(K. K. ABROL)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 1/2(58)-81-2FR-II,

Dated, the 18.2.1986.

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**No. 4/6/82-3FR-II**

From

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

To

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

**Dated, Chandigarh, the 19th February, 1986**

**Subject : Grant of Financial benefit to Sweepers.**

Sir,

I am directed to invite a reference to para 3 of Haryana Govt. circular letter No. 4/6/79-3FR-II, dated 13-5-85 read with circular letter No. 3/21/1PR(FD-80), dated 6-10-1980 on the subject noted above and to say that instances have come to the notice of this department where some offices have granted special allowance to Sweepers who are paid from contingencies.

2. It is again clarified that this special allowances is not admissible to part-time workers whether paid from the regular establishment or from the contingencies.

Yours faithfully,

*Sd/-*

Joint Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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

1. All the Financial Commissioners in the State.
2. All Administrative Secretaries in the State.

*Sd/-*

Joint Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. All Financial Commissioners in the State.
2. All the Administrative Secretaries to Govt., Haryana.

U.O. No. 4/6/82-3FR-II

Dated, Chandigarh, the 19th February, 1986.

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***These instructions have been Modified vide  
No. 13/5(5)/86-5FR-I, Dated 17.03.1987 &  
No. 13/2(1)2000-5FR-I, Dated 07.01.2000.***

**No. 13/5(5)86-5FR-I**

From

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

To

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

**Dated, Chandigarh, the 20th February, 1986**

***Subject : Deputation of Government employees to other State Governments including Central Government or bodies/companies/corporations-Deputation allowance.***

Sir,

I am directed to invite a reference to the Haryana Government Finance Department circular letter No. 13/5(12)/79-5FR(I), dated the 4th June, 1979, on the subject noted above and to say that at present State Government employees while proceeding on deputation to other Governments including Central Government or bodies (incorporated or not) wholly or substantially owned or controlled by the State Government/other State Governments/Central Government are entitled to a deputation allowance at the rate of 10% of their pay subject to a maximum of 100/- per mensem at the same station and at the rate of 20% of their pay subject to a maximum of Rs. 250/- per mensem in the case where the change of station is involved. The matter in regard to the grant of deputation allowance to Haryana Government employees transferred on deputation/ foreign service to other Governments including Central Government or bodies (incorporated or not) wholly or substantially owned or controlled by the State Government/other State Governments/Central Government has been under the consideration of Government for some time past with a view to being uniformity in the rate of deputation allowance, it has now been decided that the deputation allowance to the Haryana Government employees when deputed to the Governments/bodies mentioned above will be at the rate of 10% of the pay subject to a maximum of Rs. 100/- per mensem and further subject to the condition that their pay plus deputation allowance shall not exceed the maximum of the pay scale of the post held on deputation in all cases whether the transfer of the employee concerned on deputation involves the change of station or not. Other conditions issued from time to time on the subject will remain unchanged.

2. The decision referred to in para 1 above will be applicable with effect from 1-3-1986. For the employees who are on deputation on this date and whose terms of deputation have been settled, the terms will be revised with effect from 1-3-1986 to the extent mentioned in para 1 above. For the employees who are on deputation on 1-3-1986, but whose terms of deputation have not yet been settled, the departments are advised to draw up their terms in such a manner that till this date, the deputationist may get the deputation allowance in accordance with their entitlement under the existing instructions and from 1-3-1986 onward their rate of deputation allowance is to be regulated in accordance with these instructions. For the employees who proceed on deputation after 1-3-1986, the terms of deputation will strictly be regulated in accordance with the decision contained in these instructions.

3. These orders will not apply to the members of All India Services and to appointments to posts whose terms are regulated under specific statutory rules or orders.
4. These orders will not also apply to cases of deputation to posts outside India.
5. Its receipt may please be acknowledged.

Yours faithfully,

*Sd/-*  
(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 13/5(5)/86-5FR-I,

Dated, Chandigarh, the 20th February, 1986

A copy is forwarded to the Accountant General, Haryana (1) Accounts and Entitlement (2) Audit, for information and necessary action in continuation of Haryana Government Finance Department Endst. No. 13/5(12)/79-5FR(I), dated the 4th June, 1979.

*Sd/-*  
(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

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

*Sd/-*  
(K. K. ABROL)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U. O. No. 13/5(5)/86-5FR-I,

Dated, Chandigarh, the 20th Feb., 1986

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

*Sd/-*  
(K. K. ABROL)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 13/5(5)/86-5FR-I,

Dated, Chandigarh, the 20th February, 1986.

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<i>These instructions have become obsolete.</i>
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**MOST IMMEDIATE****No. 5/6/85-1B&C**

From

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

To

All Heads of Departments,  
Commissioner, Ambala and Hisar Divisions and  
All the Deputy Commissioners in Haryana,  
The Registrar, Punjab and Haryana High Court.**Dated, Chandigarh, the 3rd March, 1986****Subject : Economy in Expenditure.**

Sir,

I am directed to invite your attention to the FD's letter No. 5/6/85-1B&C dated 2nd Jan., 1986 on the subject noted above where by total ban on the creation of new posts and filling up of vacant posts was imposed for the current financial year. It has now come to the notice of the Govt. that the candidates selected through Public Service Commission and the S.S.S. Board are facing difficulty in getting appointments due to ban imposed by the Govt.

The matter has been reconsidered and it has now been decided that the ban on filling up of posts will not be applicable on the appointments proposed to be made by different Departments on the basis of the recommendations of the Haryana Public Service Commission & S.S.S. Board for the posts which were advertised before the imposition of the ban. However, the ban on filling of posts and 10% cut on the staff strength imposed vide FD's letter No. 5/1/83-1B&C dated 26.5.83 and 5/6/85-1B&C dated 2.1.86 would continue to be in operation & for the relaxation of which proposals would continue to be referred to F.D.

The above clarification may kindly be brought to the notice of all concerned under your administrative control for compliance.

Yours faithfully,

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

No. 5/6/85-1B&amp;C

Dated, Chandigarh, 3-3-1986

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

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

No. 5/6/85-1B&C

Dated, Chandigarh, 3-3-1986

Copy is forwarded to all the Chairman/Managing Directors/Undertakings/Boards for information and necessary action.

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

Copy is forwarded to :-

Chief Secretary to Govt., Haryana.  
All Administrative Secretaries to Govt., Haryana  
for information and necessary action.

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

To

Chief Secretary to Govt., Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/6/85-1B&C

Dated, Chandigarh, 3-3-1986

No. 5/6/85-1B&C

Dated, Chandigarh, 3-3-1986

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

2. They are requested to ensure that the above measures are followed in letter and spirit by them while examining such proposals received from the departments.

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

\*\*\*\*\*

***These instructions have been revised vide  
No. 68/2/2000/FD/Pension/SAP, Dt. 19.12.02 and  
No. 68/2/2001/FD/Pension/SAP, Dt. 10.10.06.***

**No. 1/4(51)85-2FR-II**

From

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

To

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

**Dated, Chandigarh, the 7th March, 1986**

**Subject : Simplification of procedure with a view to eliminating delays in the payment of pension and gratuity.**

Sir,

I am directed to invite a reference to Finance Department Circular letter No. 1347-FD(Pensions)76/43596, dt. 23.12.76 and No. 1/4(5)79-2FR-II, dated the 15th Dec., 1982, on the subject noted above vide which you were interalia, requested that step should be taken by the Head of office to authorise the payment of pension payment order and gratuity payment order one month in advance of the date of retirement and provisional pension and gratuity by the first of the month in which it is due in such cases where it is not possible due to unavoidable circumstances to issues PPO/GPO within the prescribed time schedule in a particular case. The Matter has further been examined and it has been decided that the Drawing and Disbursing Officers in every department may be made responsible to look after the difficulties of pensioners and for ensuring timely settlement of pension cases.

2. You are, therefore, requested to ensure the compliance of these instructions strictly.
3. Receipt of this letter may kindly be acknowledged.

Yours faithfully,

*Sd/-*  
(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/4(51)85-2FR-II,

Dated 7.3.86

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

*Sd/-*  
(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/4(51)85-2FR-II

Dated 7.3.86

A copy is forwarded to :-

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

*Sd/-*  
(K. K. ABROL)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 1/4(51)85-2 FR-II

Dated 7.3.86

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

*Sd/-*  
(K. K. ABROL)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 1/4(51)85-2FR-II

Dated 7.3.86.

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

**No. 11/24-5FD-III-86**

From

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

To

All the Vice-Chancellors of Universities in Haryana,  
Chief Administrator, Haryana State Agriculture,  
Marketing Board, Panchkula,  
Director, Local Bodies, Haryana,  
All the Chairmen of the Market Committees in Haryana,  
All the Administrators of the Municipal Committees in Haryana.

**Dated, Chandigarh, the 7th March, 1986**

**Subject : Economy in Expenditure - instructions regarding.**

Sir,

I am directed to address you on the subject cited above and to enclose herewith a copy of letter No. 5/6/85-1B&C dated 1.1.1986. It is clarified that these instructions will also be applicable to the aforesaid Offices/Institutions. It is, therefore, requested that these instructions may kindly be brought to the notice of all concerned under your administrative control for strict compliance.

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

*Sd/-*  
(Beant Singh)  
Joint Secretary Finance (D)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 11/24-5FD-III-86,

Dated, Chandigarh, the 7.3.1986.

A copy is forwarded to the Accounted General (A&E), Haryana, for information and necessary action.

*Sd/-*  
(Beant Singh)  
Joint Secretary Finance (D)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Copy is forwarded to :-

Chief Secretary to Government, Haryana.  
All Administrative Secretaries to Government, Haryana.

All the Heads of Departments, Commissioners of Divisions & Deputy Commissioners in Haryana, for information and necessary action.

*Sd/-*  
(Beant Singh)  
Joint Secretary Finance (D)  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

U.O. No. 11/24-5FD-III-86,

Dated, Chandigarh, the 7.3.1986.

No. 11/24-5FD-III-86,

Dated, Chandigarh, the 7.3.1986.

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

2. They are requested to ensure that the above measures are followed in letter and spirit by them while examining such proposals received from the departments.

*Sd/-*  
(Beant Singh)  
Joint Secretary Finance (D)  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been revised and clarified vide  
No. 5/6/92-1B&C, Dt. 05.07.1996 & Dt. 26.08.1996.***

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

**No. 5/6/85-B&C**

From

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

To

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

**Dated, Chandigarh, the 1st/2nd January, 1986**

**Subject : Economy in Expenditure.**

Sir,

I am directed to address you on the subject cited above and to state that in view of the strict enforcement recently of the overdrafts regulations scheme by the Reserve Bank of India, it has become imperative to take an urgent and introspective look in to the question of exercising utmost economy in the Government expenditure in all fields. It has been felt that the non developmental and non-plan expenditure of the Government has been rising sharply and if this tendency persists there may be still lesser and lesser resources left for the Plan. In this context, it is felt that there is an overwhelming need to exercise strict economy in expenditure on the non developmental side to enable the State Government to finance increasingly its development programmes. It has been felt that efforts should be made to minimize non development expenditure particularly on establishment and contingencies. In view of these it has been decided to adopt the following measures during 1985-86 with immediate effect :-

- (i) There would be total has on the creation of new posts;
- (ii) There would be a complete ban on filling of vacant posts;
- (iii) No new expenditure and vehicles would be purchased.

In exceptional circumstances only where any post is needed for any plan schemes or for mobilization of resources the case may be referred to the Finance Department giving full justification through the Administrative Secretary concerned.

It has been decided that at least a 5% saving in the non-plan expenditure as budgeted for 1985-86 should be effected, during the year.

These instructions are in super session of all the instructions issued by the Finance Department from time to time on the above matters. However, the instructions of the Finance Department on other matters relating to economy in expenditure will continue to be effective as before.

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

The receipt of this communication may kindly be acknowledged.

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

No. 5/6/85-1B&C

Dated, Chandigarh, the 2 January, 1986.

Copy is forwarded to the Accountant General Haryana for information and necessary action.

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

No. 5/6/85-1B&C

Dated, Chandigarh, the 2 January, 1986.

Copy is forwarded to all the Chairmen/Managing Directors/Under takings/Boards for information and necessary action.

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

Copy is forwarded to the :-

Chief Secretary to Government, Haryana,  
All Administrative Secretaries to Govt., Haryana,  
for information and necessary action.

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

To

Chief Secretary to Government, Haryana,  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/6/85-1B&C

Dated, Chandigarh, the 2 January, 1986.

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**No. 4/1/86-3FRII/**

From

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

To

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

**Dated, Chandigarh, the 10th March, 1986**

**Subject : Grant of Dearness Allowance to Haryana Government employees.**

Sir,

I am directed to invite a reference to Government of Haryana Finance Department circular letter No. 4/1/85-3FR-II/139, dated 3-2-1986 on the subject noted above and to say that the state Government have had under consideration the question of granting further relief to its employees consequent upon increase in 12 monthly average Consumer Price Index from 600 to 608 it has now been decided to grant relief with effect from 1st January, 1986 on the revised scales of pay at the rates given below :

<b>Pay Range</b>	<b>Rate of Dearness Allowance per mensem (inclusive of Previous installments granted vide letter No. 4/1/85-3FR-II/139, dated the 3rd February, 1986.</b>
Upto Rs. 600/-	99% of pay subject to a maximum of Rs. 576/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/-
Above Rs. 600/- and upto Rs. 2399/-	81% of pay subject to a minimum of Rs. 576/- and a maximum of Rs. 1080/- plus 0.5% of pay account of restoration of cut subject to a maximum of Rs. 7/- .
Rs. 2400/- to 2749/-	Rs. 1450/- minus the amount of ADA-I and II at 320 C.P.I. if any merged at the time of fixation of pay in the revised scales.
Rs. 2750/- and above	Rs. 1950/-

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

**Note-II.** In case of persons whose pay has been fixed directly at Rs. 2400/- and above in the revised scale of pay, the amount of Rs. 363/- notionally admissible to them as A.D.A. (I&II) at 320 points CPI would be deducted from the amount of admissible dearness allowance.

**Note-III.** The term 'pay' would include Basic Pay, Personal Pay, Special Pay, Overseas Pay and Deputation Allowance, where admissible as defined in Rule 2.44 of C.S.R. Vol. I, Part -I.

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

**Note-V.** In case of employees who opt to continue in the un-revised scales of pay, whose pay scales have not yet been revised and the teaching personnel of Education Department (Colleges Cadre) who are in receipt of U.G.C. scales of pay, the amount classified as Dearness Pay as detailed below, will be treated as 'Pay' for calculation of admissible dearness allowance :

**(a) In case of those who opt to continue in the un-revised scales of pay and whose pay scales have not yet been revised.**

Dearness Allowance, Ad-hoc Relief and Additional Dearness Allowance (I&II) upto 12 monthly Consumer Price Index=320 (1960 base = 100) minus excess payment of adhoc relief.

**(b) In case of teaching personnel of the Department of Education (Colleges Cadre) who are in receipt of U.G.C. scales of pay**

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

2. The rate of Ad-hoc Dearness Allowance payable to Senior Officers as sanctioned vide Haryana Govt. letter No. 4/1/83-3FR-II, dated 3-1-83 as amended from time to time will be as under on the revised scales of pay with effect from 1-1-1986.

<b>Pay Range</b>	<b>Rate of Ad-hoc Dearness Allowance per mensem</b>
Rs. 2000/- to 2749/-	93% of (basic Pay and N.P.A. where admissible minus the amount of ADA-I and II sanctioned upto 12 monthly average C.P.I. 320 already merged in the pay of the employees for the purpose of pay fixation on the appointed day) less Rs. 1450/- subject to the further condition that the increase in total D.A. payable by this order from 1-1-1986 shall not exceed Rs. 150/- p.m.
Rs. 2750/- and above	Rs. 600/- In respect of Officers getting pay above Rs. 1881/- but below Rs. 2000/- the further adhoc D.A. will continue to be regulated according to circular letter No. 4/1/85-3FR-II/2534, dated 27-9-1985.
II. In the case of the employees in receipt of U.G.C. scale and for those who have retained un-revised scale of pay the rates of Ad-hoc Dearness Allowance will be as under.	
<b>Pay Range</b>	<b>Rate of Further Ad-hoc Dearness Allowance per mensem.</b>
Rs. 1637/- to 2749/-	93% of basic pay plus N.P.A. if any less Rs. 1450/- subject to the further condition that the increase in the total Dearness Allowance payable by this order from 1-1-1986 shall not exceed Rs. 150/- p.m.
Rs. 2750/- and above	Rs. 600/-

**Note :** For purpose of calculating 93% of Ad-hoc Dearness Allowance only basic pay would be taken into account Special pay (except N.P.A. where admissible) deputation pay, special Allowance of any addition in pay under any other nomenclature would not be included.

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

4. The amount of arrears on account of the above installment of Dearness Allowance for the period from 1-1-86 to 28-2-86 will be deposited in the General Provident Fund Accounts of the employees. In case of these employees who have no such accounts, the amount of such arrears will be invested in the Post Office Saving Certificates.

5. These orders are also applicable to the work charged employees

6. The above order will not, apply to :-

- (i) Staff paid from contingencies
- (ii) Casual Labours;
- (iii) Staff employed on daily wages and those working on piece-rate system; and
- (iv) Those employed on contract basis except where Dearness Allowance is admissible, in terms of their Contract.

Yours faithfully,

*Sd/-*

(MEENAXI ANAND CHAUDHRY)

Joint Secretary Finance (R),

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

\*\*\*\*\*

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

**No. 1/1(2)-85-2FR-II**

From

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

To

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

**Dated, Chandigarh, the 14th March, 1986**

***Subject : Grant of benefit of liberalised pension formula to Haryana Governments pre 1-4-79 retirees as a result of Supreme Court's Judgment dated 17-12-1982 in the case of Central Government employees - Revised Performa.***

Sir,

I am directed to invite a reference to Finance Department circular letter 1/1(2)-85-2FR-II dated the 2nd December, 1985, on the subject noted above and to state that the matter has further been considered and it has now been decided that the pre 1-4-79 pensioner should apply in the enclosed revised form of application to the concerned Department from where they had retired for the revision of their pension. You are, therefore, requested to entertain such applications from the pensioners and send the same, after Verification to the Accountant General, (A&E) Haryana, for further necessary action.

2. It is further requested that while forwarding the application of the pensioner to the Accountant General, (A&E) Haryana, Chandigarh, a calculation sheet duly signed, will also be attached by the Head of Department/Pension Sanctioning Authority showing the average of last 10 months emoluments, qualifying service and the proposed revised pension from 1.4.79.

Yours faithfully,

Sd/-

(K. K. Abrol)

Under Secretary Finance (R)

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

**Contd...  
Encl.**

**(REVISED FORM OF APPLICATION)**

To \_\_\_\_\_  
 \_\_\_\_\_

**Subject :** Application of liberalized pension formula to the pensioners of Government of Haryana, who retired before 1-4-79 Implementation of the judgment of the Supreme Court.

Kindly revise my pension in terms of Haryana Government circular letter No. 1/1(3)83-2FR-II dated 24-9-85. Requisite particulars are given below :-

1. Name (In Block Letters)
2. Designation at the time of retirement
3. Date of retirement.
4. P. P.O. No.
5. Amount of original pension.
6. Amount of pension revised by Treasury Officer on 1-12-79.
7. Amount of pension, commuted (if any)
8. Name of the pension Disbursing Authority,
9. Name of the authority who issued P.P.O.
10. Name of the Department/Office from where retired.
11. (i) Date of re-employment (if any)  
(ii) Date of discharge from re-employment (if any)
12. Photostat cops of PPG is attached.
13. I undertake as follows :-
  - (i) to refund the amount of overpayments, if any, made to me on this account which may come to notice at a later date.
  - (ii) not to claim any arrears on account of refixation of pension prior to 31.3.1979.

(Signature of the pensioner)  
 Name in Ball in Block Letters  
 Address  
 Postal Address :

**Note :-** In case a pensioner is in receipt of two pension particulars are to be given in respect of both the pensioners.

Strike off not applicable  
 Particulars verified  
 Rubber stamp of the Pension Sanctioning Authority.

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

**No. 5/1/83-1B&C(55A)**

From

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

To

All Heads of Departments in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh,  
Commissioner, Ambala/Hisar Divisions and  
All Deputy Commissioners in Haryana,  
All Chairman/Managing Directors of Corporations/  
Government Undertakings/Boards in the State.

**Dated, Chandigarh, the 19th March, 1986**

***Subject : Economy in Expenditure.***

Sir,

I am directed to invite a reference to Finance Department letter of even number dated 26.5.83 on the subject cited above and to say that in sub-para(vii) of para 1 of these instructions it was prescribed that the departments would set-up a committee for reviewing the work load norm and such a committee would be assisted by an officer from the Finance Department and an officer from the Administrative Reforms Branch. The matter has further been considered and it has been decided that in view of the total ban imposed by Finance Department on the creation of new posts and filling up of posts, there is no need to set up such committees in the departments for the review of work load norms although the Heads of Departments would exercise their own judgment in utilizing the manpower to the maximum possible. It is, therefore, requested that the above decision may please be brought to the notice of all concerned under your control for compliance.

Yours faithfully,

*Sd/-*

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

No. 5/1/83-1B&C(55-A)

Dated, Chandigarh, the 19th March, 1986

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

*Sd/-*

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

A copy is forwarded to :-

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

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

To

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

U.O. No. 5/1/83-1B&C(55-A)

Dated, Chandigarh, the 19th March, 1986

No. 5/1/83-1B&C(55-A)

Dated, Chandigarh, the 19th March, 1986

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

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

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***These instructions have been Revised vide  
No. 4/4/2009-5FR, Dated 16.01.2009.***

**No. 4/5/86-3FR-II**

From

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

To

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

**Dated, Chandigarh, the 27th March, 1986**

**Subject : Grant of Special Allowance to Peon-cum-Chowkidar, Peon-cum-Mali and Chowkidar-cum-Mali.**

Sir,

I am directed to refer to the subject noted above and to say that for some time past Govt. has been receiving representations from Class IV employees that where they are required to perform dual duty, they may be paid some compensatory allowance. After a careful consideration of the matter it has been decided by Government that Class IV employees holding dual posts of Peon-cum-Chowkidar, Peon-cum-Mali and Chowkidar-cum-Mail only in Govt. offices will be paid special allowance of Rs. 30/- per month, with effect from 1st April, 1986.

2. It has also been decided that with the sanctioning of this allowance such employees will not be entitled to any over-time allowance.

3. The above orders will not apply to part-time workers whether paid from the regular establishment or from contingencies.

4. Govt. have further decided that no change in the nomenclature of the present sanctioned posts of Class IV employees should be made and no post of Class IV employee (including work-charged) with double nomenclature should be created in the future without obtaining specific prior approval of the Finance Department.

Yours faithfully,

*Sd/-*

(MEENAXI ANAND CHAUDHRY)

Joint Secretary Finance (R),

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

No. 4/5/86-3FR-II/

Dated 27th March, 1986



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

1. Accountant General (A&E) and Audit Haryana, Chandigarh signed in ink with 15 spare copies for information and necessary action.
2. All Treasury Officers/Assistant Treasury Officers in Haryana.
3. The Director, Finance & Accounts, Haryana with 30 copies for information of C.A.Os./A.Os. etc of his organization.

*Sd/-*  
(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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

*Sd/-*  
(K.K. ABROL)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 4/5/86-3FR-II,

Dated, Chandigarh, the 27th March, 1986

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

*Sd/-*  
(K.K. ABROL)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 4/5/86-3FR-II

Dated, Chandigarh, the 27th March, 1986.

\*\*\*\*\*

***These instructions have been Reiterated vide  
No. 28/26/87-2B&C, Dated 8.9.1987.***

**No. 28/8/84-2B&C**

From

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

To

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

**Dated, Chandigarh, the 31st March, 1986**

**Subject : Restructuring of the existing Accountant General offices in various states into  
Accountant General (A&E) and Accountant General (Audit) offices.**

Sir,

I am directed to invite you attention to Finance Department letter of even numbers dated 15.3.84, 8.5.84 and 15.6.84 on the subject noted above and to say that the copies of the sanctions in respect of the following items may please be sent to the office of the Accountant General (Audit) Haryana Chandigarh only :-

1. Sanctions relating to re-imburement of medical claim.
2. Sanctions relating to Journey beyond Jurisdiction.
3. Sanctions regarding payment of honorarium/efficiency Bars.
4. Charge reports of G.Os.
5. Posting/transfer orders, appointment orders.

In future correspondence in respect of these items may kindly be made with the above office. You are also requested to bring these instructions to the notice of all the officers/officials working under your control for strict compliance.

Yours faithfully,

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

No. 28/8/84-2B&C

Dated, Chandigarh, the 31-3-86

A copy is forwarded to (1) A.G. Haryana (A&E) and (ii) Accountant General (Audit)

Haryana, Chandigarh reference letter No. 1/HR/Misc./4116-23, dated 13.2.1986.

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

A copy is forwarded to all the Financial Commissioners and all Administration Secretaries to Govt., Haryana for information and necessary action.

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

To

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

U.O. No. 28/8/84-2B&C

Dated, Chandigarh, the 31-3-86

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**No. 4/1/86-3FRII/**

From

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

To

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

**Dated, Chandigarh, the 11th April, 1986.**

**Subject : Grant of adhoc dearness allowance to Senior Officers.**

Sir,

I am directed to invite a preference to Haryana Govt. Finance Department circular letter No. 4/1/86-3FR-II/650, dated 10.3.86 and earlier circular letters issued from time to time, on the subject noted above, and to say that clarification has been sought about the calculation of adhoc D.A. to be granted to senior officers whose basic pay is upto 2749/- but due to any addition to pay under any nomenclature the total pay comes to Rs. 2750/- or above p.m. In this connection it is clarified that the actual amount of DA admissible to them from time to time on pay, which includes basic pay, personal pay, special pay overseas pay and deputation allowance where admissible as defined in rule 2.44 of C.S.R. Vol. I Part-I shall be reduced for the purpose of calculation of the admissibility of further adhoc D.A. which is admissible only on basic pay and NPA if any.

2. If any officer has been paid excess amount in this respect the same may be recovered from him.

Yours faithfully,

*Sd/-*

(MEENAXI ANAND CHAUDHRY)

Joint Secretary Finance (R)

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

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***These instructions have been Revised vide  
No. 14/209/81-3FA, Dated 03.02.1987.***

**(Copy of F.D. Hr. No. 14/209/81-3FA Dated 15th April, 1986)**

**Subject : Revision of Syllabus for State Accounts service Examination Haryana.**

I am directed to invite a reference to Punjab Government Finance Department circular letter No. 3200-TA(T)-57 2492, date 13th Feb. 1957 on the subject noted above and to State that the question of suitable revision in the syllabus for State Subordinate Accounts Service Examination (Ordinary Branch) has been under consideration of the Government for some time past and it has been decided to revise the syllabus for State S.A.S. Examination to be held in future as per Annexure-I.

2. The officials who have passed Part-I or have been granted exemption in one or more papers of Part-I/Part II old syllabus, will not be required to re-appear in Part-I or the papers of Part-I/Part-II old syllabus in which they have been granted exemption.
3. Only those officials who possess a degree of a recognised university and have rendered three years ministerial service will be eligible to sit in this examination
4. It has also been decided to revised the regulations for the State Subordinate Accounts Service Examination Punjab (Ordinary Branch) issued vide no. 3200-TA(T)57/2492, dated 13th Feb. 1957, revised regulations are being issued separately.

**ANNEXURE - I****Syllabus for Haryana Subordinate Accounts Service examination****PART - I**

No.	Subject	Hours	Marks	Topics/Books prescribed
1	2	3	4	5
1.	Precis and Drafting	3	50	1. English (i) Letter Writing (ii) Grammar 2. Hindi (i) Precis writing (ii) Letter writing (iii) Knowledge of administrative terminology.
2.	Commercial Book-Keeping paper A (Elementary)	3	75	(i) Book-Keeping upto Trial Balance. (ii) Trading Profit & Loss Accounts & Balance Sheet. (iii) Correction of errors; (iv) Depreciation, Sinking funds, Reserve Funds. (v) Bills of Exchange, Promissory Notes & Cheques (vi) Account current, Average Due date.
3.	Labour Law (without books)	3	100	1. Payment of Gratuity Act. 2. Payment of Wages Act. 3. Minimum Wages Act. 4. Payment of Bonus Act. 5. Workmen Compensation Act. 6. Employees Provident Fund Act.
4.	Management Accounting (without books)	3	150	75 Paper – A – Cost Accounts (i) Definition, objection and advantages. (ii) Elements of cost material labour and overhead & their control. (iii) Methods of costing job, batch processing, operating marginal & standard costing.
		3	75	Paper B – Financial Management
				Definitions, Function & importance of Financial Management, Financial plans, Techniques of budgeting like sales production, Administration & Research & Capital management of working capital; arrangement of loan & short term Finance. Financial forecast preparation of fund/Cash flow statements; cost volume profit (Break even) analysis; Ratio analysis & interpretation of financial statements; Basic concepts & Techniques of management of inventory control.

No.	Subject	Hours	Marks	Topics/Books prescribed
5.	Constitution of India) without books)	3	100	Parts I, V, VI, VIII, XI, XII, XIV, XVIII, XIX, XX with relevant schedules.
	<b>Note :</b> Questions such as manner of election conditions for eligibility for election, qualifications, procedural details, jurisdictions of courts etc. will be excluded.			
		Total =	650	

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**No. 1/3(3)-86-2FR-II**

From

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

To

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

**Dated, Chandigarh, the 28th April, 1986**

**Subject : Grant of relief to Haryana Government pensioner/recipients of family pension and extraordinary family pension.**

I am directed to invite a reference to the correspondence resting with Finance Department circular letter No. 1/3(4)-85-2FR-II, dated the 30th October, 1985, on the above subject, and to say that consequent upon the rise in the cost of living (i.e. Average Consumer Price Index raising from 584 to 592, 592 to 600 and 600 to 608 points), the State Government had been considering for some time past, the question of affording further relief to Haryana Government pensioners as well as to the recipients of family pension and extraordinary family pension. It has now been decided to grant them further three installments of relief with effect from 1st August, 1985, 1st November, 1985 and 1st January, 1986 each at the rate of 2.5% of their pension with a minimum of Rs. 2.50 and a maximum of Rs. 12.50 per mensem.

2. With the grant of relief mentioned above, the pensioners and recipients of family pension will be entitled to total relief as under :-

Date	Rate of relief on pension / family pension in case of Govt. employees who retired on or after 1.4.79	Rate of relief in case of Govt. employees who retired on or <b>before 31.3.79</b> and are receiving revised pension as per orders issued vide circular letter No. 11/1PR-(FD)-81, dated 19-3-1981 i.e. in whose case the pension has not so far been revised as per circular letter No. 1/1(3)-83-2FR-II, dated 24-9-85.	Rate of relief in case of Govt. employees who retired on or <b>before 31-3-79</b> and whose pension has been revised as per orders issued vide circular letter No. 1/1(3)-83-2FR-II, dated 24-9-85	Rate of relief on family pension in respect of pre 1.4.79 retirees (whose pension is not to be revised as per orders issued vide circular letter No. 1/1(3)-83-2FR-II, dated 24-9-85)
1.8.85	87½% of pension subject to a minimum of Rs. 87.50 and maximum of Rs. 437.50	77½% of pension subject to a minimum of Rs. 77.50 and maximum of Rs. 387.50	As per details given in Annexure 'A'	82½% of pension subject to a minimum of Rs. 82.50 and maximum of Rs. 412.50.
1.11.1985	90% of pension subject to a minimum of Rs. 90.00 and maximum of Rs. 450.00	-do-	-do-	85% of pension subject to a minimum of Rs. 85.00 and maximum of Rs. 425.00



1.1.1986	92½% of pension subject to a minimum of Rs. 92.50 and maximum of Rs. 462.50	-do-	-do-	87½% of pension subject to a minimum of Rs. 87.50 and maximum of Rs. 437.50
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The relief as calculated above will be expressed in whole rupees and for this purpose the fraction of a rupee will be rounded off to the next higher rupee.

3. These orders will not apply to pensioners, whose pensions have been determined on ad-hoc basis without reference to the emoluments drawn by them i.e. political pension, special pension, war risk pension etc. The relief will also not be admissible to the re-employed pensioners during the period of their re-employment.

4. The expenditure involved will be debitable to the Major Head "266-Pensions and other Retirement Benefits"

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

Yours faithfully,

*Sd/-*  
(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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

**ANNEXURE - A**

Rate of relief in case of Government employees who retired on or before 31-3-79 and whose pensions have been revised as per circular letter No. 1/1(83)-2FR-II, dated 24-9-85 - Rates of DA payable w.e.f. 1.4.79 to 1.1.1986.

<b>Date</b>	<b>Rate of ad-hoc Relief</b>	<b>Minimum Rs.</b>	<b>Maximum Rs.</b>
1-4-79	40% of Pension	40.00	200.00
1-11-79	45% of Pension	45.00	225.00
1-5-80	50% of Pension	50.00	250.00
1-9-80	55% of Pension	55.00	275.00
1-12-80	57½% of Pension	57.50	287.50
1-2-81	60% of Pension	60.00	300.00
1-4-81	62½% of Pension	62.50	312.50
1-6-81	65% of Pension	65.00	325.00
1-8-81	67½% of Pension	67.50	337.50
1-10-81	70% of Pension	70.00	350.00
1-11-81	72½% of Pension	72.50	362.50
1-1-82	75% of Pension	75.00	375.00
1-4-82	77½% of Pension	77.50	387.50
1-6-82	80% of Pension	80.00	400.00
1-9-82	82½% of Pension	82.50	412.50
1-12-82	85% of Pension	85.00	425.00
1-3-83	87½% of Pension	87.50	437.50
1-5-83	90% of Pension	90.00	450.00
1-7-83	92½% of Pension	92.50	462.50
1-8-83	95% of Pension	95.00	475.00
1-10-83	97½% of Pension	97.50	487.50
1-11-83	100% of Pension	100.00	500.00
1-1-84	102½% of Pension	102.50	512.50
1-2-84	105% of Pension	105.00	525.00
1-4-84	107½% of Pension	107.50	537.50
1-6-84	110% of Pension	110.00	550.00
1-8-84	112½% of Pension	112.50	562.50
1-11-84	115% of Pension	115.00	575.00
1-1-85	117½% of Pension	117.50	587.50
1-5-85	120% of Pension	120.00	600.00
1-8-85	122½% of Pension	122.50	612.50
1-11-85	125% of Pension	125.00	625.00
1-1-86	127½% of Pension	127.50	637.50

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***These instructions have been Revised vide  
No. 52-2FICW-88, Dated 12.02.1988.***

**No. 4/7/86-3FR(II)**

From

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

To

All Heads of Departments,  
Commissioners, Ambala/Hisar Divisions,  
All Deputy Commissioners and S.D.Os. (Civil) Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 7th May, 1986.**

**Subject : Grant of Rural Allowance to Haryana Government employees.**

Sir,

I am directed to refer to the subject noted above and to say that, for some time past, the State Govt. had under consideration the question of grant of Rural Allowance to Haryana Govt. employees posted in Rural Areas.

2. After a careful consideration of the matter the Governor of Haryana is therefore, now pleased to accord sanction to the grant of Rural Allowance, in lieu of C.C.A. & House Rent Allowance 5% of basic pay, subject to maximum of Rs. 50/- P.M. w.e.f. 1st April, 1986, to its employees who are at present not entitled to city compensatory allowance or house rent Allowance or both these allowances.
3. These orders shall not apply to those Govt. employees who are getting any other Rural allowance.
4. These orders shall not also apply to part time workers whether paid from the regular establishment or from contingency, work charged employees, casual labour, staff employed on daily wages and those working on piece-rate system and contract basis.

Yours faithfully,

Sd/-  
(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 5/2/85-1B&C, Dated 15.4.1987.***

**No. 5/2/85-1B&C**

From

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

To

All Heads of Departments in Haryana.

**Dated, Chandigarh, the 7th/8th May, 1986**

**Subject : Economy in Expenditure - Disposal of condemned vehicles.**

Sir,

I am directed to invite to your attention to the para 1(iii) of Finance Department letter No. 5/2/85-1B&C, dated 1.3.1985 on the subject cited wherein you were requested that the condemned vehicle(s) should be disposed of within 45 days of the purchase of new vehicle(s) and the sale proceeds deposited in the Government treasury immediately. Some departments have represented that the period for disposal of the condemned vehicles mentioned in the aforesaid communication is inadequate as so many procedural formalities have to observe before these are disposed of through auction or by inviting tenders. Keeping in view these difficulties it has been decided that in future the condemned, vehicle(s) be disposed of within two months of the purchase of the new vehicle and the sale proceeds deposited immediately thereafter in the Government treasury under intimation to Administrative Department and the Finance Department. It should also be ensured that the condemned vehicle may not be used once a new vehicle in place of that has been purchased and that the condemned vehicle must be kept in a safe place so that it may not be get affected by the heat of sun or from rain, etc. which subsequently lower down the sale price of the vehicle. I am therefore, to request you that the above instructions may please be brought to the notice of all concerned under your control for strict compliance.

2. **For Director Supplies and Disposal Haryana** : He is requested to send the information to the Finance Department every month regarding disposal of the condemned vehicle(s), with full particulars thereof i.e. the registration number of the condemned vehicle, the date of its condemnation, the price fetched, whether through auction or by inviting tenders and the data of the deposit of the sale proceeds into the Government treasury. In order to ensure that the concerned vehicle is not used by the concerned department after a new vehicle has been purchased in replacement thereof, the Director, Supplies and Disposal may take the physical possession of the condemned vehicle but if such a possession would not be possible, he may at least keep in his custody, the keys and ether connected papers of that vehicle, with him.

*Sd/-*

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

A copy is forwarded to :-

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

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

To

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

U.O. No. 5/2/85-1B&C

Dated 7th/8th May, 1986.

\*\*\*\*\*

**These instructions have been revised vide No. 16/100/80-5WM,  
Dated 04.12.1986, No. 16/21/86-WM(5), Dated 09.04.1987**

**No. 16/21/86-5WM**

From

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

To

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

**Dated, Chandigarh, the 9th May, 1986.**

**Subject : Grant of advance for the purchase of Motor Car/Scooters and Mopeds to the Govt. employees - Revision of norms.**

Sir,

I am directed to invite a reference to Finance Department letter No. 2/248/83-WM(5) dated 4th June 1984 and letter No. 16/100/80-WM(5) dated 29th November, 1985 on the above subject and to say that with the view of covering of maximum number of applications for the above advances it has been decided to restrict the maximum limit of advances for the purchases of these conveyances as under :-

Advance for the purchase of :

(a)	<b><u>Motor Car.</u></b> Govt. employees drawing pay of Rs. 1500/- and above per month.	Rs. 60,000/- or 75% of the Price of the vehicle whichever is less.
(b)	<b><u>Scooter/Motor Cycle.</u></b> Govt. employees drawing pay of Rs. 700/- and above per month	50% of the price of scooter/ motor cycle.
(c)	<b><u>Mopeds</u></b> Govt. employees drawing pay Rs. 500/- and above per month.	50% of the price of the Moped.

2. All other conditions governing the grant of these advances will remain unchanged. These instructions are effective from the date of issue of this letter. The funds will be earmarked as per the above norms.

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

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

No. 16/21/86-5WM

Dated, Chandigarh, the 9th May, 1986

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

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

\*\*\*\*\*

**No. 1/42/1PR(FD)-82**

From

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

To

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

**Dated, Chandigarh, the 16th May, 1986**

**Subject : Grant of Special pay to Car/Jeep Drivers in the offices of Head of Department and in the other field offices.**

Sir,

I am directed to invite a reference to Finance Department Circular letter No. 1/42/1PR(FD)-82 dt. the 4th April, 1985 on the subject noted above and to say that clarification has been sought by certain Departments as to whether the special pay granted to Car/Jeep Drivers is in lieu of overtime allowance or otherwise. It is clarified that Special pay has been granted in lieu of over time allowance and due to arduous nature of duties.

*Sd/-*  
(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/42/1PR(FD)-82

Dated, Chandigarh, the 16th May, 1986

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

*Sd/-*  
(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to All the Financial Commissioner and Administrative Secretaries to Government of Haryana for information and necessary action.

*Sd/-*  
(K.K. ABROL)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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



U.O. No. 1/42/1PR(FD)-82

Dated, Chandigarh, the 16th May, 1986

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

Sd/-

(K.K. ABROL)

Under Secretary Finance (R)

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

To

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

U.O. No. 1/42/1PR(FD)-82

Dated, Chandigarh, the 16th May, 1986.

\*\*\*\*\*

**No. 16/21/86-5WM**

From

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

To

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

**Dated, Chandigarh, the 16th May, 1986**

**Subject : Grant of advances for the purchase of Motor Car, Scooters and Mopeds to Govt. employees - clarification thereof.**

I am directed to invite reference to Finance Department letter No. 16/21/86-5WM, dated the 9th May, 1986, on the above subject and to state that some doubts have been expressed about the loan amount admissible under the revised rules in cases where the applicant had taken such loan earlier also and has some savings left from the sale proceeds of the vehicle purchased with this loan after discharging in full the liabilities of the payment of principal and interest on the said loan. The matter has been examined and it is clarified that in such cases the amount of loan admissible under the new formula together with the savings thus available from the sale of the earlier vehicle should be limited to the total price of the Car/Scooter/Motor Cycle/Moped to the purchased.

*Sd/-*

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

No. 16/21/86-5WM

Dated, Chandigarh, the 16th May, 1986

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

*Sd/-*

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

\*\*\*\*\*

***These instructions have been reiterated vide  
No. 4/4(16)/86-2FR-I, Dated 30.06.87.***

**No. 4/4(16)/86-2FR-I**

From

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

To

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

**Dated, Chandigarh, the 19th May, 1986**

***Subject : Appraisal Report regarding deficiencies noticed in the inputs received from the departments for the purpose of maintaining G.P. Fund accounts of the subscribers in this office.***

Sir,

I am directed to invite a reference to the subject noted above and to say that Accountant General Haryana (A&E) has intimated that as a result of the appraisal of the appraisal of the various inputs received from the State Govt. Departments for the purpose of maintaining of G.P.Fund accounts of the subscribers in his office a number of deficiencies have been noted by them which are listed in the Annexure to this letter. These deficiencies not only lead to discrepancies in the account of the subscribers but also cause unavoidable delay in the finally payment of provident fund balances to the subscribers or their family members and sometimes, become a source of much hardship or irritant to them.

2. It is, therefore, requested that suitable measures may be adapted to ensure that these deficiencies are removed/avoided in future while sending inputs to the Accountant General Haryana, Compliance of these instructions may be ensured to be watched by the Head of the Department/Controlling Officers.

3. These instructions may kindly be brought to the notice of all Controlling Officers and Drawing and Disbursing Officers under your control.

Kindly acknowledge receipt of this letter.

Yours faithfully,

*Sd/-*  
(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 4/4(16)-86/2FR-I

Dated, Chandigarh, the 19-5-1986

A copy is forwarded to the Accountant General, (Accounts and Establishments) Haryana, Chandigarh for information with reference to his letter No. Fds.I/Appraisal Report/85-86/1709-10, dt. 20.3.86

*Sd/-*  
(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the :-

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

*Sd/-*  
(K.K. ABROL)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 4/4(16)/86-2FR-I

Dated, Chandigarh, the 19-5-1986

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

*Sd/-*  
(K.K. ABROL)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 4/4(16)/86-2FR-I

Dated, Chandigarh, the 19-5-1986.

\*\*\*\*\*

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

**IMMEDIATE**

**Subject : Economy in Expenditure.**

Will all the Branch Officers and Superintendents in Finance Department kindly refer to Budget & Committee Branch U.O. No. 5/6/85-1B&C, dated 2.1.1986 on the subject noted above?

2. In the U.O. under reference they were requested to follow the economy measures referred to therein while examining the proposals received from the departments. The matter has again been considered and it has been decided that the scrutiny of the Plan/Non plan schemes received from the departments should be done in such a manner that the various economy measures relating to the creation of posts/filling up of posts, purchase of new furniture/purchase of new vehicles etc. adopted by the Finance Department to control the unproductive expenditure have been kept in view so that there would be no need to refer the matter again to Finance Department especially on these points to enable it to take some restrictive measures to affect economy. In the connection of the posts which were in existence even before 1986-87 and were not filled up in 1985-86, care should be taken that these posts are allowed to fill up only when they are completely justified and 10% cut on staff strength and the ban on filling up of earlier posts has been kept in mind. The items of expenditure not covered in the scrutiny would be subject to the examination and approval by the Budget & Committee Branch as far as the aspects of economy are concerned. Any other proposals of the department wherein the question of policy decision in this connection is required, will also continue to be examined in the Budget & Committee Branch.

*Sd/-*

(P.K.BALI)

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

To

All Branch Officers/Superintendents in  
Finance Department.

**U.O. 5/6/85-1B&C**

**Dated, Chandigarh, the 21st/22nd May, 1986.**

\*\*\*\*\*

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

**No. 5/6/85-1B&C**

From

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

To

All the Chairman/Managing Directors of Corporations/  
Govt. Undertakings/Boards in the State.

**Dated, Chandigarh, the 23rd May, 1986**

**Subject : Economy in Expenditure - Appointment of staff.**

Sir,

I am directed to invite, your attention to Finance Department letter No. 5/1/83-1B&C, dated 26.5.83 on the subject cited, wherein it was stipulated that in case of any contingency to fill up posts of either general or technical nature they will have to obtain the requisite clearance from the surplus cell in the Chief Secretary organisation to the effect that no person is available for appointment against particular post. It has been felt that the above instructions are not being followed and the appointments are being made without obtaining necessary clearance from the surplus cell. Since Corporations/Government Undertakings/Boards are substantially dependent upon Government funds, it is imperative that the economy measures as adopted by considerations I am to reiterate that in future, no posts be filled up without obtaining prior clearance from the Surplus Cell in Chief Secretary organisation.

Yours faithfully,

Sd/-

(P.K. BALI)

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

No. 5/6/85-1B&C

Dated, Chandigarh, the 23rd May, 1986

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

Sd/-

(P.K. BALI)

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

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

Sd/-

(P.K. BALI)

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

To

All Branch Officers/Superintendents in the  
Finance Department.

U.O. No. 5/6/85-1B&C

Dated : 23rd May, 1986

A copy is forwarded to Joint Secretary Finance (BDD) in PEIC Branch for information  
and necessary action.

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

To

The Joint Secretary Finance (BDD).

U.O. No. 5/6/85-1B&C

Dated : 23rd May, 1986.

\*\*\*\*\*

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

**No. 4/2(342)/85-2FR-I**

From

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

To

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

**Dated, Chandigarh, the 3rd June, 1986**

**Subject : Grant of Non-refundable withdrawals from General Provident Fund to the subscribers to meet expenditure in connection with the purchase of plot/House.**

Sir,

I am directed to invite a reference to the Finance Department Letter No. 4/3(5)/80-2FR-I, dated the 23rd July, 1980 and No. 4/3(1)/84-2FR-I, dated 18.6.84, on the above subject wherein it has been provided that all Administrative Departments of the Govt. will be competent to sanction non-refundable withdrawal to a subscriber at any one time during his whole service for one or more of the purposes laid down in Rule 13.29 B(a) of the Punjab Civil Services Rules, Volume-II, whether the amount of withdrawal is 90% or less than 90% of the amount standing at the credit of a subscriber to General Provident Fund. It has now been decided that the Administrative Departments may sanction non-refundable advances, to the extent of 90% of the amount standing at the credit of a subscriber for more than one time i.e. in parts also, for the payment of the cost of one and the same plot/House and not for any other purpose in installments. It is, however, clarified that the total amount to be sanctioned in parts shall not exceed the sum of 90% at the credit of a subscriber when he is sanctioned an advance for the first time by the Administration Department. For example if a subscriber has Rs. 20,000/- to his credit and he applies and is sanctioned a non-refundable advance of Rs. 2,000/- only for the payment of the first installment of a plot/house, he will be eligible to be sanctioned a total amount of Rs. 16,000/- only in subsequent installment(s) because the 90% of Rs. 20,000/- comes to Rs. 18,000/- only in parts on one or more occasion. The Department shall not, therefore, be competent to sanction more than Rs. 18,000/- in whole or in parts to him.

2. The other conditions as laid down in rule 13.29-B (a) *ibid* shall remain unchanged and the instruction issued from time to time by the Finance Department on the subject may also be kept in view.

Yours faithfully,

*Sd/-*

(MEENAXI ANAND CHAUDHRY)

Joint Secretary Finance,

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



No. 4/2(342)/85-2FR-I

Dated, Chandigarh, the 3-6-1986

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

*Sd/-*  
(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy each is forwarded to all the :-

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

*Sd/-*  
(K.K. ABROL)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 4/2(342)/85-2FR-I

Dated, Chandigarh, the 3-6-1986

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

*Sd/-*  
(K.K. ABROL)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 4/2(342)/85-2FR-I

Dated, Chandigarh, the 3-6-1986.

\*\*\*\*\*

***These instructions have been revised vide  
No. 68/1/88/FD/Pension/SAP, Dt. 19.07.88.***

**No. 68/1/86/F.D./Pension/SAP**

From

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

To

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

**Dated, Chandigarh, the 4th June, 1986**

**Subject : Expeditious disposal of pension cases - Issue of 'No Demand Certificate.'**

Sir,

I am directed to refer to the subject noted above and to say that Government have been issuing instructions, from time to time, to simplify the pension procedure and remove bottlenecks in the finalization of pension cases so that the retiree gets P.P.O. and G.P.O. at the time of his retirement. Exhaustive instructions regarding avoidance of delay in the issue/procurement of 'No Demand Certificate' were also issued in Haryana Govt. circular letter No. 315-FD(Pen)-SAP-77/7516-18, dated. 17th March, 1977. If these instructions are followed meticulously, there is no reason that there should be any delay in the finalization of pension cases and release of D.C.R.G./Pension to the retiring Govt. employee on this score i.e. for want of 'No. Demand Certificate'. However, it has come to the notice of Govt. that even now finalization of many pension cases is delayed for want of 'No Demand Certificate'. As a result of this D.C.R.G. is withheld in full or a part thereof pending receipt of 'N.D.C.'. obviously such a situation arises as a result of the failure on the part of the Department/Office concerned in strictly complying with the instructions mentioned above, although it has been made clear in para 8 thereof that the Head of office is personally responsible to implement the procedure laid down in these instructions.

2. It has also been brought to the notice of Government that 'N.D.C' is not sent by the Drawing and Disbursing officers, particularly those located in the field, to the concerned Head of Office/Department, in time, which causes delay in the finalisation of pension cases. It has, therefore, been decided that in future, while asking for a 'N.D.C.' from the D.D.O. concerned the Head of office/Department will make it specifically clear in his communication that if the 'N.D.C.' is not received within the stipulated period, which should be so fixed that it is three months before the date of retirement of the retiree, it will be presumed that nothing is due from the retiree and that if any recovery comes into notice thereafter, the D.D.O. concerned will be held personally responsible for the same.

3. It is further been decided that in future in the case of a Govt. employee whose part of the service is non-gazetted and a part of it is gazetted, an attested copy of the 'N.D.C.'

issued in his favour will also be sent to the concerned GAD Section of the A.G. Office, Haryana, while forwarding his pension papers to the Accountant General.

4. These instructions may please be brought to the notice of all concerned under your control for their guidance and strict compliance.

Please acknowledge receipt of this letter.

Yours faithfully,

*Sd/-*

(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 68/1/86/FD/Pension/SAP

Dated, Chandigarh, the 4th June, 1986

A copy with 5 spare copies is forwarded to the Accountant General (A&E), Haryana, Chandigarh for information and necessary action.

*Sd/-*

(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department

No. 68/1/86/FD/Pension/SAP

Dated, Chandigarh, the 4th June, 1986

A copy with 30 spare copies is forwarded to the Director, Treasury & Accounts, Haryana, Chandigarh for bringing to the notice of Sr. A.Os/AOs/A.A.O.s etc.

*Sd/-*

(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department

A copy is forwarded to the :-

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

*Sd/-*

(K.K. ABROL)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department

To

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

U.O. No. 68/1/86/FD/Pension/SAP

Dated, Chandigarh, the 4th June, 1986.

\*\*\*\*\*

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

**No. 5/6/85/1B&C**

From

Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

**Dated 24th June, 1986.**

**Subject : Economy in Expenditure.**

Sir,

I am directed to invite your attention to the instructions issued by Finance Department in their letter of even number dt. 2/1/86 whereby total ban on the (i) creation of posts (ii) filling up of posts (iii) purchase of new furniture and vehicle was imposed for the financial year (1985-86). In this context, some depts. of the Govt. have approached the Finance Department for clarification whether the provisions in the said instructions should be deemed to be operative during the current financial year also. In this regard, it is hereby clarified that :-

- (i) the ban on creation and filling up of posts would not be operative in the sense that the posts which have been created during 1986-87 through the financial sanctions of the Finance Department would not be required to be referred to F.D. again for relaxation from the ban on filling the posts. The continuing posts which are lying vacant at the start of 86-87 would also be filled up in the similar position of the Financial sanctions for the same has been issued by F.D. and no further reference for relaxation as above would be required. The 10% cut earlier imposed shall however continue.
- (ii) The purchases of furniture etc. & vehicles would also be allowed subject to the relevant financial sanctions issued by Finance Department, for 1986-87 and no further reference to Finance Department for relaxation from the ban would be required.

2. It is therefore, requested that the above clarification may please be brought to the notice of all concerned under your control for compliance.

3. All other instructions on economy would remain unaffected.

Yours faithfully,

Sd/-

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

\*\*\*\*\*

**No 5/2/78-1B&C**

From

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

To

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

**Dated, Chandigarh, the 24th June, 1986**

**Subject : Economy in expenditure - use of Govt. vehicle on tour.**

Sir,

I am directed to invite your attention to Para 5(1)(C) of Finance Department circular letter No. 1628-1B&C-77/11400, dated 20.4.1977 on the subject noted above and to say that according to the instructions issued with letter under reference field officers can take Govt. vehicles outside the sphere of their territorial jurisdiction with the prior approval of the Secretary to the Department. It has, however, been noticed that the cases where such approval has not been obtained are being referred to the Finance Department for regularization. In this context, I am to impress upon you that in future all such cases where the officer concerned has taken the vehicle outside the sphere of his territorial jurisdiction without first getting the approval of the Administrative Department may also be disposed of at the level of the A.D. who will, however, ensure that the use of vehicle was really essential and unavoidable in the Public interest.

Yours faithfully,

*Sd/-*

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

\*\*\*\*\*

**No. 34/6/83-WM(3)**

From

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

To

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

**Dated, Chandigarh, the 25th June, 1986**

**Subject : Rate of interest to be charged on Taccavi Loans, other than Taccavi loans, investment in Transport and Food & Supplies Department and loans to Haryana State Electricity Board during the year 1986-87.**

Sir,

I am directed to inform you that it has been decided that during the financial year 1986-87, the rates of interest at which the Haryana Government will grant loans out of the State Loans and Advances-Accounts, will, unless otherwise specified in any particular case, be as under :

1.	Taccavi Loans to Agriculturists under fertilizer Taccavi Schemes under act XII of 1884.	12% p.a.
2.	Loans to Agriculturists except loans under fertilizers Taccavi Scheme under Act XII of 1884.	12% p.a.
3.	Loans to Local Bodies/Co-operative Societies/other Bodies/Misc. purposes except loans under the State aid to Industries Act and Loans granted out of the funds received from L.I.C.	12% p.a.
4.	Loans to Haryana Electricity Board.	7% p.a.
5.	Investment in Transport Department.	10% p.a.
6.	Investment in Food & Supplies Department.	14% p.a.

2. These rates of interest will remain in force during the Financial year beginning from 1st April, 1986.

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

Yours faithfully,

Sd/-

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

A copy each is forwarded to :-

(i) The Financial Commissioner, Revenue, Haryana and

- (ii) All Administrative Secretaries to Government, Haryana, for information and necessary action.

*Sd/-*  
Under Secretary Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 34/6/83-WM(3),

Dated, Chandigarh, the 25th June, 1986

No. 34/6/83-WM(3),

Dated, Chandigarh, the 25th June, 1986

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

*Sd/-*  
Under Secretary Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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

*Sd/-*  
Under Secretary Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 34/6/83-WM(3),

Dated, Chandigarh, the 25th June, 1986.

No. 34/6/83-WM(3),

Dated, Chandigarh, the 25th June, 1986.

A copy is forwarded to the Managing Directors of all the Corporations/Boards/Public Undertakings, in the State for information.

*Sd/-*  
Under Secretary Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 1/2(73)88-2FR-II/961, Dated 30.04.1991.***

**No. 1479-2FICW-85**

From

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

To

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

**Dated, Chandigarh, the 30th June, 1986.**

**Subject : Grant of house rent allowance to Government employees.**

Sir,

I am directed to invite a. reference to Finance Department Letter No. 2810-2FICW-81 dated 14-10-81 & letter No. 11/106-2FICW-81 dated 6-7-81, on the subject cited above and to say that the matter has been further considered and it has been decided that the recovery of house rent be made from the Government employees residing at Panchkula (Dist. Ambala) at the revised rates of pay as mentioned in the aforesaid letter dated 6-7-81 or the amount of standard rent, whichever is less, but in no circumstances should it exceed the amount recoverable at the maximum of pay range entitled for the category of house. To cite an example, if an officer/official is entitled for type IV House and residing in below category i.e. type III house in that case the pay range entitled for type III house which is Rs. 800-1000, the amount of house rent recoverable for this type of house should not exceed Rs. 55/-(Rs. 1,000 Basic Pay + Rs. 100/- CCA = 1100X5% = Rs. 55/-).

These orders will take effect from, the issue of the letter.

Yours faithfully,

Sd/-

(N.C. Vashishtha)

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

\*\*\*\*\*



**No. 1/2/86-WM(I)**

From

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

To

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

**Dated, Chandigarh, the 1st July, 1986.**

**Subject : Misclassification of Loan recovery.**

Sir,

I am directed to refer to the subject cited and to say that A.G. Haryana has observed that recoveries effected from Govt., employees on account of interest on long term advances viz. HBA and Marriage Advance etc. are wrongly classified by various departments under the head "766-Loans to Govt. servants etc.", which results into multiplication of missing credits and leads to unnecessary delay in the finalization of loan cases of Government employees.

2. It is made clear that the principal amount of various loans given to Govt. employees is to be credited to major head "766-Loans to Govt. servants etc.", and the interest recovery thereon is to be shown under head "049-Interest Receipts-D-Interest Receipts of State Govt. other Receipts" depicting thereafter the nomenclature of the loan viz. HBA, Motor conveyance, Marriage Advance etc.

3. This may kindly be brought to the notice of the concerned officers/officials working under your control for strict compliance.

Yours faithfully,

*Sd/-*

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

No. 1/2/86-WM(I)

Dated, Chandigarh, the 1st July, 1986.

A copy is forwarded to the Accountant General (Accounts) Haryana, Chandigarh for information and necessary action with reference to the letter No. TDH-2/HBA/Sectt/86-87/Vol.I/298, dated 12.5.86.

*Sd/-*

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

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

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

*Sd/-*

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

To

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

U.O. No 1/2/86-WM(I)

Dated, Chandigarh, the 1st July, 1986

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**No. 34/1/83-WM(3)**

From

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

To

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

**Dated, Chandigarh, the 1st July, 1986.**

**Subject : Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government servants during the year 1986-87.**

Sir,

I am directed to inform that it has been decided that the rate of interest to be charged on House Building, Motor Car/Scooter/Motor Cycle/Moped and Cycle advances granted to Government servants during the year 1986-87 will be 9% (Nine percent) per annum with effect from 1st April, 1986.

Yours faithfully,

*Sd/-*  
Under Secretary Finance  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 34/1/83-WM(3)

Dated, Chandigarh, the 1st July, 1986

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

*Sd/-*  
Under Secretary Finance  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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

*Sd/-*  
Under Secretary Finance  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 34/1/83-WM(3)

Dated, Chandigarh, the 1st July, 1986

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

*Sd/-*  
Under Secretary Finance  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 34/1/83-WM(3)

Dated, Chandigarh, the 1st July, 1986.

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**No. 1241-2FICW-86**

From

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

To

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

**Dated, Chandigarh, the 21st July, 1986.**

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

Sir,

I am directed to invite a reference to Finance Department letter No. 4807-FCW(5)-65/14301 dated 11th August, 1965 on the subject noted above and to say that Government have some time past under their consideration the grant of house rent allowance to the probationers whose headquarters have not been fixed and who have not been provided with Government accommodation. With a view to bringing uniformity in the matter of house rent allowance, it has now been decided that the facility of house rent allowance may also be allowed to them. The house rent allowance shall be paid to them according to their eligibility and rates as laid down in Finance Department letter No. 11/25/80 dated 14-7-1981.

These orders will take effect from the issue of letter.

Yours faithfully,

*Sd/-*

(N. C. Vashishtha)  
Deputy Secretary Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 28/18/86-1B&C**

From

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

To

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

**Dated, Chandigarh, the 25th July, 1986**

**Subject : Reforms in the Structure of Budget & Accounts - opening of new standard object of expenditure - 'LEAVE TRAVEL CONCESSIONS.'**

Sir,

I am directed to address you on the subject noted above and to say that some departments of the State Government have sought clarifications about the Head of account of which the expenditure on 'LEAVE TRAVEL CONCESSIONS' is to be debited. According to present classification of Government transactions as they appear the expenditure on this item is booked under the standard object of expenditure 'Salaries'.

4. The matter has been further examined by the State Government in consultation with Audit and it has been decided that the item 'LEAVE TRAVEL CONCESSION' should be treated as separate detailed head of account under standard object of expenditure 'Salaries'. The expenditure on Leave travel concession may, therefore, be classified under this detailed head of account. I am to request that this decision may please be brought to the notice of all concerned for compliance.

Yours faithfully,

*Sd/-*

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

No. 28/18/86-1B&C

Dated, Chandigarh, 25th July, 1986

A copy is forwarded to the Accountant General (Audit), Haryana, Chandigarh with reference to his letter No. TM(T)3-1/CS/86-87/193 dated 26/27.6.1986.

*Sd/-*

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

No. 28/18/86-1B&C

Dated, Chandigarh, 25th July, 1986

A copy is forwarded to :-

- (i) Financial Commissioners, Haryana, (Revenue)

(ii) All Administrative Secretaries to Government, Haryana,

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

No. 28/18/86-1B&C

Dated, Chandigarh, 25th July, 1986

A copy is forwarded to the Chief Secretary to Govt. Haryana with reference to Finance Department Endst. No. 28/18/86-1B&C dated 12.5.1986 for information and necessary action.

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

To

The Chief Secretary to Government, Haryana,  
(in Services II Branch).

No. 28/18/86-1B&C

Dated, Chandigarh, 25th July, 1986

A copy is forwarded to All Branch Officers, Superintendent, Deputy Superintendents in the Finance Department for information and necessary action.

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

To

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

No. 28/18/86-1B&C

Dated, Chandigarh, 25th July, 1986.

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***These instructions have been superseded vide  
No. 13/5(5)/86-5FR-I, Dated 17.03.1987.***

**No. 13/5(5)/86-5FR-I**

From

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

To

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

**Dated, Chandigarh, the 28th July, 1986**

***Subject : Deputation of Haryana Government employees to other State Governments including Central Govt. or Bodies/Companies/Corporations - Deputation Allowance.***

Sir,

I am directed to invite a reference to the to the Haryana Government Finance Department circular letter No. 2528-5FR(I)-76/14020, dated the 11th May, 1977 on the subject noted above, and to say that it has come to the notice of the Government that while issuing sanctions about the terms and conditions of deputation in accordance with Annexure 'A', 'A-I', 'B' and 'B-I' of the letter under reference, some department do not mention the pay, rate of deputation allowance and the amount of leave salary and pension contributions of the deputationists but simply write – "He will draw the pay as he was drawing in his parent Department" or "he will draw the pay in the pay scale of foreign employer" or "he will draw the deputation allowance according to the instructions of the Finance Department" etc. This practice is not in order and requires to be stopped immediately. I am, therefore, to request to you to ensure that, in future, the pay, pay scales, rate of deputation allowance and amount of leave salary and pension contribution should invariably be shown in sanction regarding the terms and conditions of the deputationists concerned. It is further requested that if the aforesaid information has not been incorporated in the terms and conditions of the deputationists issued earlier, the same may be revised and the above mentioned information be clearly shown in their revised terms and conditions.

Yours faithfully,

Sd/-  
(PIUS PANDARWANI)  
Joint Secretary, Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 13/5(5)/86-5FR-I

Dated, Chandigarh, the 28th July, 1986



A copy is forwarded to the Accountant General, Haryana, (i) Accounts and entitlement (2) Audit, for information.

Sd/-  
(PIUS PANDARWANI)  
Joint Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to :-

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

Sd/-  
(K.K. ABROL)  
Under Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 13/5(5)/86-5FR-I

Dated, Chandigarh, the 28th July, 1986

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

Sd/-  
(K.K. ABROL)  
Under Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 13/5(5)/86-5FR-I

Dated, Chandigarh, the 28th July, 1986.

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**No. 28(2)-86-WM(6)**

From

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

To

All Heads of Departments,  
Commissioners Ambala and Hisar Divisions &  
All Deputy Commissioners in Haryana State.

**Dated, Chandigarh, the 28th July, 1986**

**Subject : Guarantees given by the Government of Haryana.**

Sir,

I am directed to inform you that it has been decided by the Government that in future when the cases for giving guarantees for loans are put up before the Cabinet full particulars of the loans taken and re-paid by the Organisation concerned should also be supplied along with the proposal for giving guarantees by the Government of Haryana.

2. Please acknowledge receipt of this communication.

Yours faithfully,

*Sd/-*

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

No. 28(2)-86-WM(6)

Dated 28th July, 1986

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

*Sd/-*

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

A copy is forwarded to all branch officers/Superintendents, of the Finance Department (except FR-I/FR-II) and Section Officer Cabinet for information and necessary action.

*Sd/-*

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

To

All Branch Officers/Superintendents/Deputy Supdts.  
in Finance Department.  
Section Officer, Cabinet Section, Haryana.

U.O. No. 28(2)-86-WM(6)

Dated 28th July, 1986.

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**No. 4/1/86-3FR-II/1737**

From

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

To

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

**Dated, Chandigarh, the 1st August, 1986**

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

Sir,

I am directed to invite a reference to Govt. of Haryana, Finance Department circular letter No. 4/1/86-3FR-II/650, dated 10-3-86, on the subject noted above, and to say that the State Govt. have had under consideration the question of granting further relief to its employees consequent upon increase in 12 monthly average Consumer Price Index from 608 to 616. It has now been decided to grant relief with effect from 1st April, 1986 on the revised scales of pay at the rates given below :

<b>Pay Range</b>	<b>Rates of Dearness Allowance per mensem (inclusive of previous installments granted vide circular letter No. 4/1/86-3FR-II/650, dated 10-3-86)</b>
Upto Rs. 600/-	101.75% of pay subject to a maximum of Rs. 592 plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 2/-
Above Rs. 600/- & upto Rs. 1400/-	83.25% of pay subject to a minimum of its 592/- and a maximum of Rs. 1110/- plus 0.5% of pay on account of restoration of cut subject to a maximum of Rs. 7/-
Above Rs. 1400/- & upto Rs. 1430/-	Amount by which pay plus D.A. does not exceed Rs. 2510/- plus Rs. 7/- on account of restoration of cut.
Above Rs. 1430/-	As per Govt., circular letter No 4/1/86-3FR-II/650 dated 10-3-86.

**Note-I :** The amount of Dearness Allowance admissible now or in future on pay of Rs. 2400/- p.m., & above would be reduced by the amount of Additional Dearness Allowance (I & II) merged at the time of fixation of pay in the revised scale. However, if the amount of A.D.A. merged in revised pay is more than or equal to the amount of dearness allowance admissible, no dearness allowance would be paid. In the case of officers drawing pay in the revised scale of Rs. 2500-2750 D.A. will be paid to them as per circular letter No 4/1/85-3FR-II dated 1-1-86.

**Note-II :** In case of persons whose pay has been fixed directly at its 2400/- and above in the revised scale of pay, the amount of Rs. 363/- notionally admissible to them as A.D.A. (I & II) at 320 points CPI would be deducted from the amount of admissible dearness allowance.

**Note-III :** The term pay would include Basic Pay Personal Pay Special Pay, Overseas Pay and Deputation Allowance, where admissible as defined in Rule 2.44 of C.S.R. Vol. I, Part-I.

**Note-IV :** The payments on account of Dearness Allowance would be rounded off to the nearest 10 paise.

**Note-V :** In case of employees who opt to continue' in the un-revised scales of pay, whose pay scales have not yet been revised & the teaching personnel of Education Department (College Cadre) who are in receipt of U.G.C. scales of pay, the amount classified as Dearness Pay as detailed below, will be treated as 'Pay' for calculation of admissible dearness allowance.

(a) In case of those who opt to continue in the un-revised Scales of pay and whose pay scales have not yet been revised.

Dearness Allowance, Ad-hoc Relief and Additional Dearness Allowance (I & II) upto 12 monthly Consumer Price Index = 320 (1960 base=100) minus excess payment of adhoc relief.

(b) In case of teaching personnel of the Department of Education (Colleges Cadre) who are in receipt of U.G.C. scales of pay. Additional Dearness Allowance (I & II) upto 12 monthly Consumer Price Index=320 (1960 base=100) minus excess payment of adhoc relief.

2. Further Ad-hoc Dearness Allowance admissible to officers getting pay above Rs. 1999/- p.m. will continue to be regulated under Haryana Govt. Finance Department circular letter No. 4/1/86-3FR-II/650 dated 10-3-86 read with, circular letter No. 4/1/86-3FR-II, dated 11-4-86.

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

4. The amount of arrears on account of the above installment of Dearness Allowance for the period from 1-4-86 to 30-6-86 will be deposited in the General Provident Fund Accounts of the employees. In case of those employees who have no sack accounts, the amount of such arrears will be invested in the Post Office Saving Certificates.

5. These orders are also applicable to the work charged employees.

6. The above order will not apply to :-

- (i) Staff paid from contingencies;
- (ii) Casual Labours;
- (iii) Staff employed on daily wages and those working on piece rate system; and
- (iv) Those employed on contract - basis except where Dearness Allowance is admissible in terms of their Contract.

Yours faithfully,

Sd/-

(PIUS PANDARWANI)

Joint Secretary Finance (R),

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

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**No. 1/3(3)-86-2FR-II**

From

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

To

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

**Dated, Chandigarh, the 12th August, 1986.**

**Subject : Grant of relief to Haryana Government Pensioners/recipients of family pension and extraordinary family pension.**

Sir,

I am directed to invite a reference to the correspondence resting with Finance Department circular letter No. 1/3(3)-86-2FR-II, dated the 28th April, 1986, on the above subject, and to say that consequent upon the rise in the cost of living (i.e. Average Consumer Price Index raising from 608 to 616 points), the State Government had been considering for some time past, the question of affording further relief to Haryana Government pensioners as well as to the recipients of family pension and extraordinary family pension. It has now been decided to grant them one more installment of relief with effect from 1st April, 1986, at the rate of 2.5% of their pension with a minimum of Rs. 2.50 and a maximum of Rs. 12.50 per mensem.

2. With the grant of relief mentioned above, the pensioners and recipients of family pension will be entitled to total relief as under :-

Date	Rate of relief on pension/family pension in case of Govt. employees who retired or after 1.4.79	Rate of relief in case of Govt. employees who retired on or before 31-3-1979 and are receiving revised pension as per orders issued vide circular letter No. 11/1PR-(FD)-81, dated 19-3-1981 i.e. in whose case the pension has not so far been revised as per circular letter No. 1/1(3)-83-2FR-II, dated 24-9-85	Rate of relief in case of Govt. employees who retired on or before 31-3-1979 and whose pension has been revised as per orders issued vide circular letter No. 1/1(3)-83-2FR-II, dated 24-9-85	Rate of relief on family pension in respect of pre-1.4.79 retirees (whose pension is not to be revised as per orders issued vide circular letter No. 1/1(3)-83-2-FR-II dated 24-9-85)
1-4-1986	95% of pension subject to a minimum of Rs. 95.00 and a maximum of Rs. 475.00	77½% of pension subject to a minimum of Rs. 77.50 and a maximum of Rs. 387.50	As per details given in the Annexure-A	90% of pension subject to a minimum of Rs. 90.00 and a maximum of Rs. 450.00

The relief as calculated above will be expressed in whole rupees and for this purpose the fraction of a rupee will be rounded off to the next higher rupee.

3. These orders will not apply to pensioners, whose pensions have been determined on adhoc basis without reference to the emoluments drawn by them i.e. political pension, special pension, war-risk pension etc. The relief will also not be admissible to the re-employed pensioners during the period of their re-employment.

4. The expenditure involved will be debitable to the Major Head "266-Pensions and other Retirement Benefits".

5. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-  
(PIUS PANDARWANI)  
Joint Secretary Finance (R)  
*for* Commissioner & Secretary to Government,  
Finance Department.

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

## ANNEXURE - A

Rate of relief in case of Government employees who retired on or before 31-3-79 and whose pensions have been revised as per circular letter No. 1/1(3)83-2FR-II, dated 24-9-85—Rates of D.A. payable w.e.f. 1.4.79 to 1-4-1986.

Date	Rate of adhoc Relief	Minimum Rs.	Maximum Rs.
1-4-79	40% of pension	40.00	200.00
1-11-79	45% “ “	45.00	225.00
1-5-80	50% “ “	50.00	250.00
1-9-80	55% “ “	55.00	275.00
1-12-80	57½% “ “	57.50	287.50
1-2-81	60% “ “	60.00	300.00
1-4-81	62½% “ “	62.50	312.50
1-6-81	65% “ “	65.00	325.00
1-8-81	67½%	67.50	337.50
1-10-81	70% “ “	70.00	350.00
1-11-81	72½% “ “	72.50	362.50
1-1-82	75% “ “	75.00	375.00
1-4-82	77½% “ “	77.50	387.50
1-6-82	80% “ “	80.00	400.00
1-9-82	82½% “ “	82.50	412.50
1-12-82	85% “ “	85.00	425.00
1-3-83	87½% “ “	87.50	437.50
1-5-83	90% “ “	90.00	450.00
1-7-83	92½% “ “	92.50	462.50
1-8-83	95% “ “	95.00	475.00
1-10-83	97½% “ “	97.50	487.50
1-11-83	100% “ “	100.00	500.00
1-1-84	102½% “ “	102.50	512.50
1-2-84	105% “ “	105.00	525.00
1-4-84	107½% “ “	107.50	537.50
1-6-84	110% “ “	110.00	550.00
1-8-84	112½% “ “	112.50	562.50
1-11-84	115% “ “	115.00	575.00
1-1-85	117½% “ “	117.50	587.50
1-5-85	120% “ “	120.00	600.00
1-8-85	122½% “ “	122.50	612.50
1-11-85	125% “ “	125.00	625.00
1-1-86	127½% “ “	127.50	637.50
1-4-86	130% “ “	130.00	650.00

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**Subject : Maternity leave on account of ‘Threatened Abortion’ – clarification regarding.**

**(Copy of F.D. Hr. No. 11/43/86-1FR-II dt. 18th August, 1986)**

I am directed to invite a reference to the subject noted above and to state that the question has arisen whether in case of threatened abortion maternity leave is admissible or not, in this connection it is stated that in the case of “Threatened abortion” maternity leave is not admissible.

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

**No. 1/2(58)-81-2FR-II**

From

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

To

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

**Dated, Chandigarh, the 1st September, 1986**

**Subject : Payment of arrears of pension – Revision of nomination form -Extension of date for filing nomination.**

Sir,

I am directed to invite a reference to Haryana Government, Finance Department circular letter No. 1/2(58)-81-2FR-II, dated 18-2-1986, on the above noted subject, vide which the period for making nomination was extended up to 1-6-1986. It has been represented that a large number of pensioners could not file their nominations by the extended date (i.e. 1-6-1986) because of non receipt of information from the concerned authorities and that the date for filing nomination may, therefore, be extended. The matter has been considered by the Government and it has been decided to further extend the date for filing nominations up to 31-12-1986. You are requested to bring this decision to the notice of a concerned. You are also requested to make arrangement to in the pensioners well in time about the extended date in the regard.

2. Receipt of letter may kindly be acknowledged.

Yours faithfully,

Sd/-  
(PIUS PANDARWANI)  
Joint Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 1/2(58)-81-2FR-II

Dated the 1-9-1986

A copy is forwarded for information and necessary action with reference to this department's endorsement No. 1/2(58)-81-2FR-II, dated 18-2-1986, to the following :-

The Accountant General (Audit), Haryana, Chandigarh.  
The Accountant General (A&E), Haryana, Chandigarh.  
The Accountant General, Punjab, Chandigarh.  
All the Treasury Officers/Assistant Treasury Officers, in Haryana. They are requested to inform the pensioners well in time about the decision of Government.

The Pay and Accounts Officer, No. 5, Tis Hazari, Delhi.

*Sd/-*  
(PIUS PANDARWANI)  
Joint Secretary Finance (R)  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 1/2(58)-81-2FR-II

Dated the 1-9-1986

A copy is forwarded to the Director, Public Relations Department, Haryana, with the request that wide publicity may kindly be given through press etc., in respect of this decision of the Government.

*Sd/-*  
(K.K. ABROL)  
Under Secretary Finance (R),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to the :-

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

*Sd/-*  
(K.K. ABROL)  
Under Secretary Finance (R),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 1/2(58)-81-2FR-II

Dated the 1-9-1986

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

*Sd/-*  
(K.K. ABROL)  
Under Secretary Finance (R),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 1/2(58)-81-2FR-II

Dated the 1-9-1986.

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**TOP-PRIORITY****HARYANA GOVERNMENT  
FINANCE DEPARTMENT****Endst. No. 27/1/86-1B&C****Dated : 1st September, 1986**

Copy with a copy of Govt. of India D.O. Letter No. F. 1(20)-B (AC)/86 dated the 8th July, 1986, received from R. Ganapati, Secretary, Govt. of India Ministry of Finance, Department of Expenditure, New Delhi with its enclosure is forwarded to :-

- (i) All Heads of Departments in Haryana State.
- (ii) Commissioners Ambala & Hisar Divisions & all the Deputy Commissioners in the Haryana State.
- (iii) Registrar, Punjab & Haryana. High Court, Chandigarh for information and necessary action.

(2) They are requested to send their departmental estimates i.e. Revised Estimates 1986-87 and Budget Estimates 1987-88 in accordance with revised structure of classification of transactions as recommended by Government of India in their communication referred to above.

(3) The Accountant General would have to recast the accounts for the year 1985-86 under the revised heads of accounts and would supply the figures of actuals under the revised heads of accounts to Finance Department for incorporation in the Budget Estimates 1987-88. In the process of framing these accounts according to revised classification the Accountant General might require some details which may not be available from its record. They are required to render every assistance to Accountant General Haryana whenever called upon to-do so.

*Sd/-*

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

Endst. No. 27/1/86-1 B&amp;C

Dated 1st September, 1986.

Copy with a copy of its enclosure is forward to Accountant General Haryana for information and necessary action.

2. He is requested to send figures of actuals for the year 1985-86 both in the present classification of accounts as well as in the revised classification to the Finance Department for their incorporation in the Budget Estimates 1987-88.

*Sd/-*

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

Endst. No. 27/1/86-1B&amp;C

Dated 1st September, 1986.

Copy with a copy of its enclosure is forwarded to Director Treasury & Accounts Haryana for information & necessary action.

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

A copy with a copy of the enclosure is forwarded to :-

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

2. They are requested to ensure that the Heads of Departments under their control should take timely steps towards the introduction of the revised classification of Budget and Accounts with effect from the next financial year.

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

To

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

U.O. No. 27/1/86-1B&C

Dated 1st September, 1986.

Copy with a copy its enclosure is forwarded to all Branch Officers/Superintendents/ Dy. Superintendent in Finance Department for information and necessary action.

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

To

All the Branch Officers/Superintendents &  
Dy. Superintendents in the Finance Department.

U.O. No. 27/1/86-1B&C

Dated 1st September, 1986.

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

**D.O. No. F(20)-B(AC)/86**

सचिव  
भारत सरकार  
वित्त मंत्रालय  
व्यय विभाग

SECRETARY  
GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF  
EXPENDITURE

New Delhi, the 8th July,  
1986

Dear Shri Caprihan,

**Subject : Revision of the structure of classification of transactions in Government Accounts from 1st April, 1987.**

As you are aware, the present structure of classification of transactions in Government Accounts on a function-cum-programme/activity basis, is in vogue since 1st April, 1974 and is based on the recommendations in the Second Report of the Committee (headed by Shri A. K. Mukherjee) on Reforms in the Structure of Budget and Accounts. This functional classification was evolved with the twin objectives of reflecting Government transactions in terms of functions, programmes and schemes and securing correspondence between accounting classification and Plan heads of development.

2. While the functional approach has come to stay, divergences between the Plan classification and the accounting classification have increased over the years mainly because of the shifts in social priorities and technological advancement which have since taken place. Mukherjee Committee itself recommended periodic review of classification to take care of the requirements emerging from time to time. A Committee was constituted by Government to review the existing accounting classification and after discussions with various Ministries/ Departments of the Government of India, State Governments as well as various divisions of Planning Commission, the Committee has recommended certain changes in the structure of accounting classification. These recommendations have been examined by Government in consultation with the Controller general of Accounts, Comptroller & Auditor-general of India and the Planning Commission and it has been decided in terms of Article 150 of the Constitution of India to give effect to the new accounting classification of accounts from 1st April, 1987.

3. The revised structure of Accounts including Sectors, Sub-sectors with a list of Major Heads is enclosed (Annexure-A). A concordance table indicating existing Sectors etc. and the proposed ones is also enclosed (Annexure-B). A complete list of Major, Sub-Major and Minor Heads will also be circulated to all State and Union Territory Governments shortly. While introducing these changes an attempt has been made to codify all the Heads of Accounts upto the level of Minor Heads so that a uniform pattern of codification may be achieved at the Centre and in all the States (upto the level of programmes i.e. minor heads) when individual Governments develop a computer-based Financial Information System using Accounts figures.

4. While the broad structure of accounts namely Sectors, Sub-Sectors, Major Heads, (and also Sub-Major Heads, Minor Heads, etc.), continue to remain as before, certain new Sub-Sectors have been introduced and a few Major Heads have been raised to the level of Sub-Sectors and Minor Heads to the level of Major Heads because of their importance. Plan

Programmes existing as well as proposed have been introduced at the Minor Heads level wherever possible so that expenditure on Plan Programmes can be had from the printed Finance Accounts directly without the need to refer to the detailed accounts maintained in the AG's Office or original vouchers. The code numbers allotted to Major Heads have now been changed from 3 digits to 4 digits to provide room for accommodating new programmes as and when they are evolved.

5. I shall be grateful if you arrange to take advance action to facilitate smooth change over to the new classification from 1st April, 1987. On the last occasion in 1974-75 when similar changes were made certain State Governments did not issue in time necessary instructions to the Treasury Officers with the result that for some time there was avoidable confusion which also inconvenienced the general public in the field of tax payments. It is essential that all officials of State Government especially those in Treasury, Finance and Accounts departments become familiar with the revised Accounts Heads. As the general public may not be conversant with the new heads, Treasury Officers may be specifically directed to accept the challans even if challans bear the old heads and carry out the necessary corrections in challans in their offices before scrolling.

6. Annexure-C to this letter contains broad details of changes that have been proposed in the new structure of Accounts.

7. Please acknowledge receipt and keep me informed of the action taken. We shall be convening a meeting of Chief Secretaries and Finance Secretaries sometime in August-September to take stock of the progress.

With regards,

Yours sincerely,

*Sd/-*  
(R. Ganapati)

To

Shri P. P. Caprihan,  
Chief Secretary to the Govt. of Haryana,  
Chandigarh.

**ANNEXURE - A**  
**List of Major Heads (Revised Structure)**  
**Part - I**

**CONSOLIDATED FUND**  
**Receipt Heads (Revenue Account)**

Account Code	Description
	<b>A. Tax Revenue</b>
	<i>(a) Taxes on Income and Expenditure</i>
0020	Corporation Tax
0021	Taxes on income Other than Corporation Tax
0022	Taxes on Agricultural Income
0023	Interest Tax
0028	Other Taxes on Income and Expenditure
	<i>(b) Taxes on Property and Capital Transactions</i>
0029	Land Revenue
0030	Stamps and Registration
0031	Estate Duty
0032	Taxes on Wealth
0033	Gift Tax
0035	Taxes on Immovable Property other than Agricultural Land
	<i>(c) Taxes on Commodities and Services</i>
0037	Customs
0038	Union Excise Duties
0039	State Excise
0040	Sales Tax
0041	Taxes on Vehicles
0042	Taxes on Goods and Passengers
0043	Taxes and Duties on Electricity
0045	Other Taxes and Duties on Commodities and Services
	<b>B. Non-Tax Revenue</b>
	<i>(a) Fiscal Services</i>
0046	Currency, Coinage and Mint
0047	Other Fiscal Services
	<i>(b) Interest Receipts</i>
0049	Interest Receipts
0050	Dividends & Profits
	<i>(c) Other Non-Tax Revenue</i>
	<i>(i) General Services</i>

<b>Account Code</b>	<b>Description</b>
0051	Public Service Commission
0055	Police
0056	Jails
0057	Supplies and Disposals
0058	Stationery and Printing
0059	Public Works
0070	Other Administrative Services
0071	Contributions and Recoveries towards Pension and other Retirement Benefits
0075	Miscellaneous General Services
0076	Defence Services-Army
0077	Defence Services-Navy
0078	Defence Services-Air Force
	<i>(ii) Social Services</i>
0202	Education, Sports, Art and Culture
0210	Medical and Public Health
0211	Family Welfare
0215	Water Supply and Sanitation
0216	Housing
0217	Urban Development
0220	Information and Publicity
0221	Broadcasting
0230	Labour & Employment
0235	Social Security and Welfare
0250	Other Social Services
	<i>(iii) Economic Services</i>
0401	Crop Husbandry
0403	Animal Husbandry
0404	Dairy Development
0405	Fisheries
0406	Forestry and Wild Life
0407	Plantations
0425	Cooperation
0435	Other Agricultural Programmes
0506	Land Reforms
0515	Other Rural Development Programmes
0551	Hill Areas
0552	North Eastern Areas
0575	Other Special Areas Programmes
0701	Major and Medium Irrigation
0702	Minor Irrigation



<b>Account Code</b>	<b>Description</b>
0801	Power
0802	Petroleum
0803	Coal and Lignite
0810	Non Conventional Sources of Energy
0851	Village & Small Industries
0852	Industries
0853	Non-ferrous Mining and Metallurgical Industries
0875	Other Industries
1001	Indian Railways-Miscellaneous Receipts
1002	Indian Railways-Commercial Lines-Revenue Receipts
1003	Indian Railways-Strategic Lines Revenue Receipt
1051	Ports & Light houses
1052	Shipping
1053	Civil Aviation
1054	Roads and Bridges
1055	Road Transport
1056	Inland Water Transport
1075	Other Transport Services
1201	Postal Receipts
1225	Telecommunication Receipts
1251	Overseas Communication Services
1275	Other Communication Services
1401	Atomic Energy Research
1425	Other Scientific Research
1452	Tourism
1453	Foreign Trade and Export Promotion
1475	Other General Economic Services
	<b>C-Grants-In-Aid And Contributions</b>
1601	Grants in aid from Central Government
1503	States Share of Union Excise Duties
1605	External Grant Assistance
1606	Aid Material and Equipment
	<b>Expenditure Heads (Revenue Account)</b> <b>A. General Services</b>
	<i>(a) Organs of State</i>
2011	Parliament/State/Union Territory Legislatures
2012	President, Vice President/Governor, Administrator of Union Territories
2013	Council of Ministers

<b>Account Code</b>	<b>Description</b>
2014	Administration of Justice
2015	Elections
2016	Audit
	<i>(b) Fiscal Services</i>
	<i>(i) Collection of Taxes on Income and Expenditure</i>
2020	Collection of Taxes on Income and Expenditure
	<i>(ii) Collection of Taxes on Property and Capital Transaction</i>
2029	Land Revenue
2030	Stamps and Registration
2031	Collection of Estate Duty, Taxes on Wealth and Gift Tax
2035	Collection of Other Taxes on Property and Capital Transactions
	<i>(iii) Collection of Taxes on Commodities and Services</i>
2037	Customs
2038	Union Excise Duties
2039	State Excise
2040	Sales Tax
2041	Taxes on Vehicles
2045	Other Taxes and Duties on Commodities and Service
	<i>(iv) Other Fiscal Services</i>
2046	Currency, Coinage and Mint
2047	Other Fiscal Services
	<i>(c) Interest Payment and Servicing of Debt.</i>
2048	Appropriation for reduction or avoidance of debt
2049	Interest Payments
	<i>(d) Administrative Services</i>
2051	Public Service Commission
2052	Secretariat- General Services
2053	District Administration
2054	Treasury and Accounts Administration
2055	Police
2056	Jails
2057	Supplies and Disposals
2058	Stationery and Printing
2059	Public Works
2061	External Affairs
2070	Other Administrative Services
	<i>(e) Pensions and Miscellaneous General Services</i>
2071	Pension and other Retirement Benefits
2075	Miscellaneous General Services

<b>Account Code</b>	<b>Description</b>
	<i>(f) Defence Services</i>
2076	Defence Services-Army
2077	Defence Services-Navy
2078	Defence Services-Air Force
	<b>B. Social Services</b>
	<i>(a) Education, Sport, Art and Culture</i>
2202	General Education
2203	Technical Education
2204	Sports and Youth Services
2205	Art and Culture
	<i>(b) Health and Family Welfare</i>
2210	Medical and Public Health
2211	Family Welfare
	<i>(c) Water Supply, Sanitation, Housing and Urban Development</i>
2215	Water Supply and Sanitation
2216	Housing
2217	Urban Development
	<i>(d) Information &amp; Broadcasting</i>
2220	Information and Publicity
2221	Broadcasting
	<i>(e) Welfare of. Scheduled Castes, Scheduled Tribes and other Backward Classes</i>
2225	Welfare of Scheduled Castes, Scheduled Tribes and other Backward Classes
	<i>(f) Labour and Labour Welfare</i>
2230	Labour & Employment
	<i>(g) Social Welfare and Nutrition</i>
2235	Social Security and Welfare
2236	Nutrition
2245	Relief on account of Natural Calamities
	<i>(h) Others</i>
2251	Secretariat- Social Services
2252	Other Social Services
	<b>C. Economic Services</b>
	<i>(a) Agriculture and Allied Activities</i>
2401	Crop Husbandry
2402	Soil and Water Conservation
2403	Animal Husbandry
2404	Dairy Development

<b>Account Code</b>	<b>Description</b>
2405	Fisheries
2406	Forestry and Wild Life
2407	Plantations
2408	Food storage and Warehousing
2415	Agricultural Research and Education
2416	Agricultural financial Institutions
2425	Cooperation
2435	Other Agricultural Programmes
	<i>(b) Rural Development</i>
2501	Special Programmes for Rural Development
2505	Rural Employment
2506	Land Reforms
2515	Other Rural Development Programmes
	<i>(c) Special Areas Programmes</i>
2551	Hill Areas
2552	North Eastern Areas
2575	Other Special Area Programmes
	<i>(d) Irrigation and Flood Control</i>
2701	Major and Medium Irrigation
2702	Minor Irrigation
2705	Command Areas Development
2711	Flood Control
	<i>(e) Energy</i>
2801	Power
2802	Petroleum
2803	Coal and Lignite
2810	Non-conventional Sources of Energy
	<i>(f) Industry and Minerals</i>
2851	Village and Small Industries
2852	Industries
2853	Non-ferrous Mining and Metallurgical Industries
2875	Other Industries
2885	Other Outlays on Industries and Minerals
	<i>(g) Transport</i>
3001	Indian Railways-Policy formulation, Direction, Research and Miscellaneous Organisation
3002	Indian Railways-Commercial Lines-Working Expenses
3003	Indian Railways- Strategic Lines-Working Expenses
3004	Indian Railways-Open Line Works

<b>Account Code</b>	<b>Description</b>
3005	Payments to General Revenues
3006	Appropriation from Railway Surplus
3007	Repayment of Loans taken from General Revenues by Railways
3025	Payment towards amortisations of over capitalisation
3051	Ports & Light Houses
3052	Shipping
3053	Civil Aviation
3054	Road and Bridges
3055	Road Transport
3056	Inland Water Transport
3075	Other Transport Services
	<i>(h) Communications</i>
3201	Postal Services
3225	Telecommunication Services
3230	Dividends to General Revenues
3231	Appropriations from Telecommunication Surplus
3232	Repayment of Loans taken from General Revenues. by Telecommunications
3251	Overseas Communication Services
3252	Satellite Systems
3275	Other Communication Services
	<i>(i) Science Technology and Environment</i>
3401	Atomic Energy Research
3402	Space Research
3403	Oceanographic Research
3425	Other Scientific Research
3435	Ecology and Environment
	<i>(j) General Economic Services</i>
3451	Secretariat-Economic Services
3452	Tourism
3453	Foreign Trade and Export Promotion
3454	Census, Surveys and Statistics
3455	Meteorology
3456	Civil Supplies
3465	General Financial and Trading Institutions
3466	International Financial Institutions
3475	Other General Economic Services
	<b>D-Grants-In-Aid And Contributions</b>
3601	Grants-in-aid to State Governments

<b>Account Code</b>	<b>Description</b>
3602	Grants-in-aid to Union Territory Governments
3603	Payment of States Shares of Union Excise Duties
3604	Compensation and Assignments to Local Bodies and Panchayati Raj Institutions
3605	Technical and Economic Cooperation with other countries
3606	Aid Material and Equipment
	<b>RECEIPT HEADS (CAPITAL ACCOUNT)</b>
4000	Miscellaneous Capital Receipts
	<b>EXPENDITURE HEADS (CAPITAL ACCOUNT)</b>
	<b>A. Capital Account of General Services</b>
4046	Capital Outlay on Currency, Coinage and Mint
4047	Capital Outlay on Other Fiscal Services
4058	Capital Outlay on. Stationery and Printing
4059	Capital Outlay on Public Works
4070	Capital Outlay on. Other Administrative Services
4075	Capital Outlay on Miscellaneous General Services
4076	Capital Outlay on Defence Services
	<b>B. Capital Account Of Social Services</b>
	<i>(a) Education, Sports, Art and Culture"</i>
4202	Capital Outlay on Education, Sports, Art and Culture
	<i>(b) Health and Family Welfare</i>
4210	Capital Outlay on Medical and Public Health
4211	Capital Outlay on Family Welfare
	<i>(c) Water Supply, Sanitation, Housing and Urban Development</i>
4215	Capital Outlay on Water Supply and Sanitation
4216	Capital Outlay on Housing
4217	Capital Outlay on Urban Development
	<i>(d) Information and Broadcasting</i>
4220	Capital Outlay on Information and Publicity
4221	Capital Outlay on Broadcasting
	<i>(e) Welfare of Scheduled Castes, Scheduled Tribes and other Backward Classes</i>
4225	Capital Outlay on Welfare of Scheduled Castes, Scheduled Tribes and other Backward Classes
	<i>(g) Social Welfare and Nutrition</i>
4235	Capital Outlay on Social Security and Welfare
4236	Capital Outlay on Nutrition
	<i>(h) Others</i>
4250	Capital Outlay on other Social Services

<b>Account Code</b>	<b>Description</b>
	<b>C. Capital Account Of Economic Services</b>
	<i>(a) Capital Account of Agriculture and allied activities</i>
4401	Capital Outlay on Crop Husbandry
4402	Capital Outlay on Soil and Water Conservation
4403	Capital Outlay on Animal Husbandry
4404	Capital Outlay on Dairy Development
4405	Capital Outlay on Fisheries
4406	Capital Outlay on Forestry and Wild Life
4407	Capital Outlay on Plantations
4408	Capital Outlay on Food, Storage and Warehousing
4415	Capital Outlay on Agricultural 'Research and Education
4416	Investments in Agricultural Financial Institutions
4425	Capital Outlay an Cooperation
4435	Capital Outlay on other Agricultural Programmes
	<i>(b) Capital Account of Rural Development</i>
4515	Capital Outlay on Other Rural Development Programmes
	<i>(c) Capital Account of Special Areas Programmes</i>
4551	Capital Outlay on Hill Areas
4552	Capital Outlay on North Eastern Areas
4575	Capital Outlay on other Special Areas Programmes
	<i>(d) Capital account of Irrigation and Flood Control</i>
4701	Capital Outlay on Major and Medium Irrigation
4705	Capital Outlay on Command Area Development
4711	Capital Outlay on flood Control Projects
	<i>(e) Capital Account of Energy</i>
4801	Capital Outlay on Power Projects
4802	Capital Outlay on Petroleum
4803	Capital Outlays on Coal and Lignite
4810	Capital Outlay on Non-Conventional Sources of Energy
	<i>(f) Capital Account of Industry and Minerals</i>
4851	Capital Outlay on Village and Small Industries
4852	Capital Outlay on Iron & Steel Industries
4853	Capital Outlay on Non-ferrous Mining & Metallurgical Industries
4854	Capital Outlay on cement and Non-metallic Mineral Industries
4855	Capital Outlay on Fertilizer Industries
4856	Capital Outlay on Petro-Chemical Industries
4857	Capital Outlay on Chemical Industries
4858	Capital Outlay on Engineering Industries

<b>Account Code</b>	<b>Description</b>
4859	Capital Outlay on Telecommunication and Electronic Industries
4860	Capital Outlay on consumer Industries
4861	Capital Outlay on Atomic Energy Industries
4875	Capital Outlay on Other Industries
4885	Other Capital Outlay on Industries and Minerals
	<i>(g) Capital Account of Transport</i>
5002	Capital Outlay on Indian Railways-Commercial Lines
5003	Capital Outlay on Indian Railways -Strategic Lines
5051	Capital Outlay on Ports & Light Houses
5052	Capital Outlay on Shipping
5053	Capital Outlay on Civil Aviation
5054	Capital Outlay on Roads and Bridges
5055	Capital Outlay on Road Transport
5056	Capital Outlay on Inland Water Transport
5075	Capital Outlay on Other Transport Services
	<i>(h) Capital Account of Communications</i>
5201	Capital Outlay on Postal Services
5225	Capital Outlay on Telecommunication Services
5251	Capital Outlay on Overseas Communication Services
5252	Capital Outlay on Satellite System
5275	Capital Outlay on other Communication Services
	<i>(i) Capital Account of Science Technology and Environment</i>
5401	Capital Outlay on Atomic Energy Research
5402	Capital Outlay on Space Research
5403	Capital Outlay on Oceanographic Research
5425	Capital Outlay on Other Scientific and Environmental Research
	<i>(j) Capital Account of General Economic Services</i>
5452	Capital Outlay on Tourism
5453	Capital Outlay on Foreign Trade and Export Promotion
5455	Capital Outlay on Meteorology
5465	Investments in General Financial and Trading Institutions
5466	Investments in International Financial Institutions
5475	Capital Outlay on Other General Economic Services
	<b>E. Public Debt</b>
6001	Internal Debt of the Central Government
6002	External Debt
6003	Internal Debt of the State Government
6004	Loans and Advances from the Central Government



<b>Account Code</b>	<b>Description</b>
	<b>F. Loans And Advances</b>
6075	Loans for Miscellaneous General Services
6202	Loans for Education, Sports, Art and Culture
6210	Loans for Medical and Public Health
6211	Loans for Family Welfare
6212	Loans for Nutrition
6215	Loans for Water Supply and Sanitation
6216	Loans for Housing
6217	Loans for Urban Development
6220	Loans for information and Publicity
6225	Loans for Welfare of Scheduled Castes, Scheduled Tribes and other Backward Classes
6235	Loans for Social Security and Welfare
6245	Loans for Relief on account of. Natural Calamities
6250	Loans for other Social Services
6401	Loans for Crop Husbandry
6402	Loans for Soil and Water Conservation
6403	Loans for Animal Husbandry
6404	Loans for Dairy Development
6405	Loans for Fisheries
6406	Loans for Forestry and Wild Life
6407	Loans for Plantations
6408	Loans for Food Storage and Warehousing
6416	Loans to Agricultural Financial Institutions
6425	Loans for Cooperation
6435	Loans for other Agricultural Programmes
6501	Loans for Special Programmes for Rural Development
6505	Loans for Rural Employment
6506	Loans for Land Reforms
6515	Loans for other Rural Development Programmes
6551	Loans for Hill Areas
6552	Loans for North Eastern Areas
6575	Loans for other Special Areas Programmes
6701	Loans for Major and Medium Irrigation
6705	Loans for Command Area Development
6711	Loans for Flood Control Projects
6801	Loans for Power Projects
6802	Loans for Petroleum

<b>Account Code</b>	<b>Description</b>
6803	Loans for Coal and Lignite
6810	Loans for Non-Conventional Sources of Energy
6851	Loans for Village and Small Industries
6852	Loans for Iron and Steel Industries
6853	Loans for Non ferrous Mining & Metallurgical Industries
6854	Loans for Cement and Non-metallic Mineral Industries
6855	Loans for Fertilizer Industries
5856	Loans for Petro-Chemical Industries
6857	Loans for Chemicals Industries
6858	Loans for Engineering Industries
6859	Loans for Telecommunication and Electronic Industries
6860	Loans for Consumer Industries
6861	Loans for Atomic Energy Industries
6875	Loans for other Industries
6885	Loans for other Industries and Minerals
7002	Loans to Railways
7051	Loans for Ports and Light Houses
7052	Loans for Shipping
7053	Loans for Civil Aviation
7055	Loans for Road Transport
7056	Loans for Inland Water Transport
7075	Loans for Other Transport Services
7225	Loans for Telecommunication Services
7275	Loans for Other Communication Services
7425	Loans for Other Scientific Research
7452	Loans for Tourism
7453	Loans for Foreign Trade and Export Promotion
7465	Loans for General Financial and Trading Institutions
7475	Loans for Other General Economic Services
7601	Loans and Advances to State Governments
7602	Loans and Advances to Union Territory Governments
7605	Advances to Foreign Governments
7610	Loans to Government Servants etc.
7615	Miscellaneous Loans
	<b>G. Inter-State Settlement</b>
7810	Inter State Settlement
	<b>H. Transfer To Contingency Fund</b>
7999	Appropriation to the Contingency Fund

<b>Account Code</b>	<b>Description</b>
	<b>PART II-CONTINGENCY FUND</b>
8000	Contingency Fund
	<b>PART III—PUBLIC ACCOUNT</b>
	<b>"I. Small Savings, Provident. Fund, etc."</b>
	<i>(a) Small Savings :</i>
8001	Savings Deposits
8002	Savings Certificates
	<i>(b) Provident Funds :</i>
8005	State Provident Funds
8006	Public Provident Funds
	<i>(c) Other Accounts</i>
8010	Trusts and Endowments
8011	Insurance and Pension funds
8012	Special Deposits and Account
	<b>J. Reserve Funds</b>
	<i>(a) Reserve Funds bearing interest</i>
8115	Depreciation/Renewal Reserve Funds
8116	Revenue Reserve Funds
8117	Development Funds
8118	Capital Reserve Funds
8121	General and other Reserve Funds
	<i>(b) Reserve Funds not bearing Interest</i>
8222	Sinking Funds
8223	Famine Relief Funds
8224	Central Road Funds
8225	Roads and Bridges Fund
8226	Depreciation/Renewal Reserve Fund
8228	Revenue Reserve Funds
8229	Development and Welfare Funds
8235	General and other Reserve Funds
	<b>K. Deposits And Advances</b>
	<i>(a) Deposits bearing interest</i>
8336	Civil Deposits
8337	Deposits of Railways
8338	Deposits of Local Funds

<b>Account Code</b>	<b>Description</b>
8342	Other Deposits
	<i>(b) Deposits not bearing interest</i>
8443	Civil Deposits
8444	Defence Deposits
8445	Railway Deposits
8446	Postal Deposits
8447	Telecommunication Deposits
8448	Deposits of Local Funds
8449	Other Deposits
8450	Balance of Union Territories
	<i>(c) Advances</i>
8550	Civil Advances
8551	Defence Advances
8552	Railway Advances
8553	Postal Advances
8554	Telecommunication Advances
	<b>L. Suspense And Miscellaneous</b>
8656	Coinage Accounts
8658	Suspense Accounts
8670	Cheques and Bills
8671	Departmental Balances
8672	Permanent Cash Imprest
8673	Cash Balance Investment Account
8674	Security Deposits made by Government
8675	Deposits with Reserve Bank
8679	Accounts with Government of other Countries
8680	Miscellaneous Government Account
	<b>M. Remittances</b>
	<i>(a) Money Orders and Other Remittances</i>
8781	Money Orders
8782	Cash Remittances and adjustments between offices rendering accounts to the same accounts officer
8785	Other remittances
	<i>(b) Inter Government Adjustment Accounts</i>
8786	Adjusting Account between Central and State Governments
8187	Adjusting Account with Railways

Account Code	Description
8788	Adjusting Account with Posts
8789	Adjusting Account with Defence
8790	Accounts with States, etc. (Railways)
8791	Accounts with States etc. (Posts)
8792	Accounts with States etc. (Defence)
8793	Inter State Suspense Account
8794	Amounts with the High Commission for India in the United Kingdom
	<i>(c) Exchange Accounts</i>
8797	Exchange Accounts
	<b>N. Cash Balance</b>
8999	Cash Balance

**Table of Concordance linking the existing Major Heads revised  
Major Heads from 1.4.1987**

**PART-I — CONSOLIDATED FUND**

**Receipts Heads (Revenue Account)**

Existing Heads		Revised Heads	
<b>A. Tax Revenue</b>			
020	Corporation Tax	0020	Corporation Tax
021	Taxes on Income other than Corporation Tax	0021	Taxes on Income other than Corporation tax
022	Taxes on Agricultural Income	0022	Taxes on Agricultural Income
024	Interest Tax	0023	Interest Tax
028	Other Taxes on Income and Expenditure	0028	Other Taxes on Income Expenditure
029	Land Revenue	0029	Land Revenue
030	Stamps and Registration Fees	0030	Stamps and Registration
031	Estate Duty	0031	Estate Duty
032	Taxes on Wealth	0032	Taxes on Wealth
033	Gift Tax	0033	Gift Tax
035	Taxes on Immovable Property other than Agricultural Land	0035	Taxes on Immovable Property other than Agricultural Land
037	Customs	0037	Customs
038	Union Excise Duties	0038	Union Excise Duties
039	State Excise	0039	State Excise
040	Sales Tax	0040	Sales Tax
041	Taxes on Vehicles	0041	Taxes on Vehicles
042	Taxes on Goods & Passengers	0042	Taxes on Goods & Passengers
043	Taxes and Duties on Electricity	0043	Taxes and Duties on Electricity
045	Other Taxes and Duties on Commodities and Services	0045	Other Taxes and Duties on Commodities and Services
<b>B. Non - Tax Revenue</b>			
046	Currency, Coinage and Mint	0046	Currency, Coinage and Mint
047	Other Fiscal Services	0047	Other Fiscal Services
049	Interest Receipts	0049	Interest Receipts
050	Dividends and Profits	0050	Dividends and Profits
051	Public Service Commission	0051	Public Service Commission .
055	Police	0055	Police
056	Jails	0056	Jails
057	Supplies and Disposals	0057	Supplies and Disposals
058	Stationery and Printing	0058	Stationery and Printing
059	Public Works	0059	Public Works
065	Other Administrative Services	0070	Other Administrative Services

Existing Heads		Revised Heads	
066	Contributions and-Recoveries towards pension and other Retirement Benefits	0071	Contributions and Recoveries towards pension and other Retirement Benefits
067	Aid Materials and Equipments	1606	Aid Materials and Equipments
068	Miscellaneous General Services	0075	Miscellaneous General Services
069	Defence Services - Army	0076	Defence Services - Army
070	Defence Services- Navy	0077	Defence Services - Navy
071	Defence Services - Air Force	0078	Defence Services - Air Force
072	Defence Services - Pension Receipts	0071	Contributions <i>and</i> recoveries towards pension etc.
077	Education	0202	Education, Sports, Art and Culture
078	Art and Culture		
080	Medical	0210	Medical and Public Health
082	Public Health, Sanitation and Water Supply	0215	Water Supply and Sanitation
081	Family Welfare	0211	Family Welfare
083	Housing	0216	Housing
084	Urban Development	0217	Urban Development
085	Information and Publicity	1220	Information and Publicity
086	Broadcasting	0221	Broadcasting
087	Labour and Employment	0230	Labour and Employment
088	Social Security and Welfare	0235	Social Security and Welfare
095	Other Social and Community Services	0250	Other Social Services
098	Co-operation	0425	Co-operation
099	Special & Backward Areas	0551	Hill Areas
		0552	North Eastern Areas
		0575	Other Special Areas Programme
104	Other General Economic Services	1475	Other General Economic Services
105	Agriculture	0401	Crop Husbandry
		0407	Plantations
		0506	Land Reforms
106	Minor Irrigation, Soil Conservation and Area Development	0702	Minor Irrigation
		0435	Other Agricultural Programmes (minor Head Soil and Water Conservation)
		0575	Other Special Areas
109.	Food	0435	Other Agricultural Programmes - Others
110	Animal Husbandry	0403	Animal Husbandry
111	Dairy Development	0404	Dairy Development

Existing Heads		Revised Heads	
112	Fisheries	0405	Fisheries
113	Forest	0406	Forestry and Wild Life
114	Community Development	0515	Other Rural Development Programmes
120	Industries	0852	Industries
		0802	Petroleum
		0803	Coal & Lignite
		0810	Non Conventional Energy Sources
121	Village and Small Industries	0851	Village and Small Industries
128	Mines and Minerals	0852	Industries (for Iron & Steel Industries & Cement and Non-metallic mineral industries)
		0853	Non-Ferrous Mining & Metallurgical Industries
131	Water & Power Development Services	0701	Major & Medium Irrigation
		0801	Power
132	Multipurpose River Projects	0701	Major & Medium Irrigation Projections
		0801	Power
133	Irrigation, Navigation, Drainage & Flood Control Projects	0701	Major & Medium Irrigation Projects
134	Power Projects	0801	Power
135	Ports, Light Houses and Shipping	1051	Ports and Light Houses
		1052	Shipping
135	Civil Aviation	1053	Civil Aviation
137	Roads & Bridges	105	Roads & Bridges
138	Road & Water Transport Services	1055	Road Transport
		1056	Inland Water Transport
139	Tourism	1475	Other General Economic Services (Minor Head: Tourism)
144	Other Transport and Communication Services	1251	Overseas Communication Services
		1275	Other Communication Services
146	Indian Railways - Commercial Lines	1002	Indian Railways - Commercial Lines
147	Indian Railways- Strategic Lines	1003	Indian Railways - Strategic Lines
150	Subsidised Companies	1001	Indian Railways - Miscellaneous Receipts
155	Postal Receipts	1201	Postal Receipts
156	Telecommunications Receipts	1225	Telecommunication Receipts
<b>C. Grants, Aid &amp; Contributions</b>			
160	Grants-in-Aid from Central Government	1601	Grants-in-Aid from Central Government



Existing Heads		Revised Heads	
162	States' Share of Union Excise Duties	1603	States' Share of Union Excise Duties
164	External Grant Assistance	1605	External Grant Assistance
Expenditure Heads (Revenue Account)			
A. General Services		A. General Services	
211	Parliament/State/UT Legislatures	2011	Parliament/State/Union Territory Legislatures
212	President, Vice-President, etc.	2012	President, Vice-President, etc.
213	Council of Ministers	2013	Council of Ministers
214	Administration of Justice	2014	Administration of Justice
215	Elections	2015	Elections
216	Audit	2016	Audit
220	Collection of taxes on income and expenditure	2020	Collection of taxes on income and expenditure
229	Land Revenue	2029	Land Revenue
230	Stamps and Registration	2030	Stamps and Registration
231	Collection of Estate duty taxes on Wealth and Gift tax	2031	Collection of Estate duty etc.
235	Collection of other taxes on property and capital transactions	2035	Collection of other taxes etc.
237	Customs	2037	Customs
238	Union Excise Duties	2038	Union Excise Duties
239	State Excise	2039	State Excise
240	Sales Tax	2040	Sales Tax
241	Taxes on vehicles	2041	Taxes on vehicles
245	Other taxes and duties on commodities and services	2045	Other Taxes, etc.
246	Currency, Coinage and Mint	2046	Currency, Coinage and Mint
247	Other fiscal services	2047	Other fiscal services
248	Appropriation for reduction or avoidance of debt	2048	Appropriation for reduction or avoidance of debt
249	Interest payments	2049	Interest payments
251	Public Service Commission	2051	Public Service Commission
252	Secretariat General Services	2052	Secretariat - General Services
253	District Administration	2053	District Administration
254	Treasury and Accounts Administration	2054	Treasury and Accounts Administration
255	Police	2055	Police
256	Jails	2056	Jails
257	Supplies and Disposals	2057	Supplies and Disposals
		3425	Other Scientific Research (ST&E)

Existing Heads		Revised Heads	
258	Stationery and Printing	2058	Stationery and Printing
259	Public Works	2059	Public Works Included under '2070 OAS'
260	Fire Protection and control	2061	External Affairs
261	External Affairs	2070	Other Administrative Services
265	Other Administrative Services	3454	Census surveys and statistics (General Economic Services)
266	Pensions and other retirement benefits	2071	Pensions, etc.
267	Aid Materials and equipments	3606	Aid materials and equipments (Grant-in-aid and contributions)
268	Miscellaneous General Services	2075	Miscellaneous General Service
269	Defence Services - Army	2076	Defence Services - Army
270	Defence Services - Navy	2077	Defence Services - Navy
271	Defence Services - Air Force	207	Defence Services - Air Force
<b>B. Social and Community Services</b>		<b>B. Social Services.</b>	
276	Secretariat-Social and Community Services	2251	Secretariat - Social Services
277	Education <sup>2</sup> Technical Education *Sports and Youth Welfare	2202	General Education
		2203	Technical Education
		2204	Sports and Youth Services
278	Art and Culture	2205	Art and Culture
		<b>C. Economic Services</b>	
		<b>(i) Science, Technology &amp; Environment</b>	
279	Scientific services and research A. Survey of India	3425	Other Scientific Research (Science, Technology and Environment)
			<b>(i) General Economic Services</b>
	B. Meteorology	3455	Meteorology
			<b>(i) Science, Technology &amp; Environment Research</b>
	C. Other Scientific Research	3425	Other Scientific Research
	D. Atomic Energy Research	3401	Atomic Energy Research
	E. Space Research	3402	Space Research
			<b>(f) Industry &amp; Minerals</b>
	F. Electronics Research	2852	Industries (In. & Minerals) G. Telecommunication and Electronics Industries
			<b>(i) Science, Technology and Environment</b>
	G. Oceanographic Research	3403	Oceanographic Research (ST&E)

<sup>2</sup> Sub Major Heads

Existing Heads		Revised Heads	
	H. Assistance for other Scientific Res.	3425	Other Scientific Research
			<b>(e) Energy</b>
	<sup>3</sup> Non-Conventional Energy Sources	2810	Non-Conventional Energy Sources
			<b>B. Social Services</b>
280	Medical	2210	Medical and Public Health
281	Family Welfare	2211	Family Welfare
282	Public Health, Sanitation and Water Supply	2210	M and PH
283	Housing	2215	Water Supply and Sanitation
284	Urban Development	2216	Housing
285	Information and Publicity	2217	Urban Development
286	Broadcasting	2220	Information and Publicity
287	Labour & Employment	2221	Broadcasting
288	Social Security and Welfare	2230	Labour & Employment
			<b>C. Economic Services</b>
			<b>(i) General Economic Services</b>
	A. Civil supplies	3456	Civil Supplies
			<b>B. Social Services</b>
	B. Relief and rehabilitation of DPS and repatriates.	2235	Social Security and Welfare
	C. Welfare of Scheduled Castes, Scheduled Tribes and other Backward Classes	2225	Welfare of Scheduled Castes, Scheduled Tribes and other Backward Classes
	D. Social welfare	2235	Social Security and Welfare
	E. Other Social Security and Welfare Programme	2235	Social Security and Welfare
289	Relief on account of natural calamities	2245	Relief on account or Natural Calamities
295	Other social security and welfare programmes	2252	Other Social Services
			<b>C. Economic Services</b>
			<b>(a) Agricultural &amp; Allied Services</b>
		2406	Forestry & Wild Life
		2236	Nutrition
	<b>C. Economic Services</b>		<b>C. Economic Services</b>
	<b>(i) General Economic Services</b>		<b>(j) General Economic Services</b>
296	Secretariat - Economic Services	3451	Secretariat - Economic Services
297	Foreign trade and export promotion	3453	Foreign trade and export promotion
			<b>(a) Agricultural and Allied Services</b>
298	Co-operation	2425	Co-operation (Agricultural & allied activities)

<sup>3</sup> Minor Head

Existing Heads		Revised Heads	
			<b>(c) Special Areas Programmes</b>
299	Special and backward areas	2551	Hill areas (Special area Programmes)
		2552	North eastern areas (SAP)
		2575	Other special area programmes (SAP)
			<b>(j) Other General Economic Services</b>
304	Other General-Economic Services	3475	Other General Economic Services
		3454	Census surveys and statistics
	<b>(ii) Agriculture and allied services</b>		<b>(a) Agriculture and Allied Services</b>
305	Agriculture	2401	Crop husbandry
		2408	Food, storage and warehousing
		2415	Agri. research & education
		2416	Agri. financial institutions
		2435	Other Agril. programmes
			<b>(b) Rural Development</b>
		2501	Special programmes for rural development (RD)
		2505	Rural Employment (RD)
		2506	Land Reforms (RD)
		2515	Other Rural Development Programmes
			<b>(d) Irrigation and Flood Control</b>
306	Minor Irrigation	2702	Minor Irrigation (Irrigation and flood control)
			<b>(a) Agricultural &amp; Allied Services</b>
307	Soil and water conservation	2402	Soil and water conservation
		2415	Agricultural research and education
			<b>(b) Rural Development</b>
308	Area Development	2501	Special programmes for rural development (RD)
		2705	Command area development (I&FC)
			<b>(a) Agricultural &amp; Allied Services</b>
309	Food	2408	Food, Storage and warehousing
		2236	Nutrition (Under B. Social Services)
310	Animal Husbandry	2403	Animal husbandry
		2415	Agricultural research and Education
311	Dairy Development	2404	Dairy development
		2415	Agricultural research and Education

Existing Heads		Revised Heads	
312	Fisheries	2405	Fisheries
		2415	Agricultural Research & Education
313	Forest	2406	Forestry and wild life
		2415	Agricultural research & Education
			<b>(b) Rural Development</b>
314	Community Development	2515	Other rural development programme
		2505	Rural employment
	<b>(iii) Industry and Minerals</b>		<b>(f) Industry and Minerals</b>
320	Industries	2852	Industries
		2875	Other industries
		2885	Other outlays on industries and minerals
			<b>(c) Energy</b>
		2407	Plantations (Agricultural and Allied activities)
		2802	Petroleum (Energy)
		2803	Coal and Lignite (Energy)
321	Village and Small Industries	2851	Village and Small Industries
328	Mines and minerals	2853	Non ferrous mining and metallurgical industries
	<b>(iv) Water and Power development</b>		<b>(d) Irrigation and Flood Control</b>
331	Water and Power development services	2701	Major and medium irrigation
		2711	Flood control
		2801	Power
332	Multipurpose River Projects		
333	Irrigation, navigation drainage and flood control projects	2701	Major and medium irrigation
		2711	Flood control
		3075	Other transport services (Transport)
			<b>(e) Energy</b>
334	Power projects	2801	Power
	<b>(iv) Transport and Communications</b>		<b>(g) Transport</b>
335.	Ports lighthouses and shipping	3051	Ports and lighthouses
		3052	Shipping
336	Civil aviation	3053	Civil aviation
337	Roads and bridges	3054	Roads and bridges
338	Road and Water transport services	3055	Road transport
		3056	Inland water transport

Existing Heads		Revised Heads	
			<b>(j) General Economic Services</b>
339	Tourism	3452	Tourism
			<b>(g) Transport</b>
334	Other transport and communication services	3075	Other transport services
			<b>(h) Communications</b>
		3251	Overseas communication services (Communications)
		3252	Satellite systems
		3275	Other communication services
	<b>(v) Railways</b>		<b>(g) Transport</b>
345-353		3001-3025	
	<b>(vi) Posts and Telegraphs</b>		<b>(h) Communications</b>
355-358		3201-3232	(Communications)
	<b>D. Grants-in-aid and contributions</b>		
360	Grants-in-aid to State Governments	3601	Grants-in-aid to State Governments
361	Grants-in-aid to UT, Governments	3602	Grants-in-aid to UT Governments
362	Payments of States' share of Union excise duties	3603	Payment of States' share of UED
363	Compensation and assignments to local bodies and panchayati raj institutions	3604	Compensation and assignments
364	Technical and economic cooperation with other countries	3605	Technical and economic cooperation with other countries
	<b>Receipt Heads (Revenue Account)</b>		
400.	Miscellaneous Capital Receipts	4000	Miscellaneous Capital Receipts
	<b>Expenditure Heads (Capital Account)</b>		
	<b>A. Capital Account of General services.</b>		
446	Capital outlay on currency, coinage and Mint	4046	Capital outlay on currency, coinage and Mint
447	CO on other fiscal services	4047	CO on other fiscal services
459	CO on public works	4059	CO on public works
		4058	CO on stationery and printing
		4070	CO on other administrative service
		5475	CO on other general economic service
468	CO on miscellaneous general	4075	CO on miscellaneous genera services
469	CO on Defence services	4076	CO on Defence services

Existing Heads		Revised Heads	
<b>B. CA of Social and Community Services</b>			
447	CO on education, art and culture	4202	CO on education, sports, art and culture
479	CO on scientific services and research	5401	CO on atomic energy and research
		5402	CO on space research
		5403	CO on oceanographic research
		5425	CO on other scientific and environmental research
		5455	CO on meteorology
		4859	CO on Telecommunication & Electronics Industries
		4810	CO on Non-Conventional Sources of Energy
480	CO on medical	4210	CO on medical and public health
481	CO on Family welfare	4211	CO on Family welfare
482	CO on public health, sanitation and water supply	4210	CO on medical and public health
		4215	CO on water supply and sanitation
483	CO on housing	4216	CO on housing
484	CO on urban development	4217	CO on urban development
485	CO on information publicity	4220	CO on information and publicity
486	CO on broadcasting	4221	CO on broadcasting
488	CO on social security and welfare	4235	CO on social security and welfare
		4225	CO on welfare of scheduled castes scheduled tribes and other backward classes
495	CO on other social and community services	4250	CO on other social services
		4406	CO on forestry and wild life
			New Major Head :
		4212	CO on Nutrition
<b>C. Capital Account of Economic Services :</b>			
<b>(a) Capital Account of General Economic Services</b>			
497	CO on foreign trade	5453	CO on foreign trade
498	CO on cooperation	4425	CO on cooperation
499	CO on special and backward areas	4551	CO on hill areas
		4552	CO on NE areas
		4575	CO on special areas programmes
500	Investments in general financial and trading institutions	5465	Investments in general financial and trading institutions
501	Investments in International financial institutions	5466	Investments in International financial institutions

Existing Heads		Revised Heads	
504	CO on other general economic services	5475	CO on other general economic services
<b>(b) Capital Account of Agriculture and allied services</b>			
505	CO on agriculture	4408	CO on food Forage and ware housing
		4401	CO on crop husbandry
		4415	CO on agricultural research and education
		4416	Investments in agricultural financial institutions
		4435	CO on other agricultural programmes
506	CO on minor irrigation soil conservation and area development	4406	CO on soil and water conservation
		4415	CO on agricultural res. and edn.
509	CO on food	4408	CO on food, storage and warehousing
		4860	CO on consumer industries
510	CO on animal husbandry	4403	CO on animal husbandry
		4415	CO on agril. research, and edn.
511	CO on dairy development	4404	CO on dairy development
		4415	CO on agrl. res. and edn.
512	CO on fisheries	4405	Co on Fisheries
		4415	CO on agril. Res. and edn.
513	CO on Forests	4406	CO on Forestry and wild life.
		4415	CO on agrl. res. and edn.
514	CO on community development	4515	CO on other rural development programmes
<b>(c) Capital account of Industry minerals</b>			
520	CO on industrial research and development	4885	Other capital outlay on industry and minerals
521	CO on village and small industries	4851	CO on village and small industries
522	CO on machinery and engineering industries	4858	CO on engineering industries
523	CO on petroleum, chemicals and fertilizer industries	4855	CO on fertilizer industries <sup>4</sup>
		4856	CO on Petro-chemical industries
		4857	CO on chemical industries
		4802	CO on petroleum
524	CO on aircraft and shipbuilding industries	4858	CO on engineering industries

<sup>4</sup> Includes cooperative fertilizer factories



Existing Heads		Revised Heads	
525	CO on Telecommunications and electronics industries	4859	CO on telecommunication and electronics industries
526	CO on consumer industries	4860	CO on consumer industries
		4854	CO on Cement and non-metallic mineral industries
		4407	CO on plantations
527	CO on atomic energy development	4861	CO on atomic energy industries
528	CO on mining and metallurgical industries	4852	CO on iron and steel industries
		4853	CO on non-ferrous and metallurgical industries
		4854	CO on cement and non-mineral industries
		4803	CO on Coal & Lignite
529	CO on other industries	4875	CO on other industries
530	Investments in industrial financial institutions	4885	Other CO on industry and minerals
<b>(d) Capital account of water and Power development</b>			
531	Capital outlay on water and power development services	4701	CO on major and medium irrigation
532	CO on multipurpose river projects	4801	CO on Power
533	CO on irrigation, navigation, drainage and flood control projects	4701	CO on major and medium irrigation
		4711	CO on flood control projects
		5075	CO on other transport services
534	CO on power projects	4801	CO on power projects
<b>(e) Capital account of transport and communications</b>			
535	CO on ports, lighthouses and shipping	5051	CO on ports and lighthouses
		5052	CO on shipping
536	CO on civil aviation	5053	CO on civil aviation
537	CO on roads and bridges	5054	CO on roads and bridges
538	CO on roads and water transport services	5055	CO on road transport
		5056	CO on inland water transport
		5075	CO on other Transport Services
544	CO on other transport and communications	5251	CO on overseas communication services
		5252	CO on satellite system
		5275	CO on other communication services
		5452	CO on Tourism.

Existing Heads		Revised Heads	
<b>(f) Capital Account of Railways</b>			
546-547		5002-5225	
<b>(g) Capital Account of P &amp; T</b>			
555-556		5201 & 5225	
<b>(E) Public Debt :</b>			
601	Internal Debt of the Central Govt.	6001	Internal Debt of the Central Government
602	External Debt	6002	External Debt
603	Internal Debt of the State Govts.	6003	Internal Debt of the State Govts.
604	Loans .& Advances from Central Govt.	6004	Loans .& Advances from Central Govt.
<b>Loans and Advances</b>			
		6075	Loans for miscellaneous general services
677	Loans for education, art and culture	6202	Loans for education, sports, art and culture
		7425	Loans for other scientific research
679	Loans for scientific services and research	6810	Loans for non conventional sources of energy
680	Loans for medical	6210	Loans for medical and public health
681	Loans for family welfare	6211	Loans for family welfare
682	Loans for public health, sanitation and water supply	6210	Loans for medical and public health
		6215	Loans for water supply and sanitation
683	Loans for housing	6216	Loans for housing
684	Loans for urban development	6217	Loans for urban development
685	Loans for information and publicity	6220	Loans for information and publicity
688	Loans for social security and welfare	6225	Loans for welfare of scheduled castes, scheduled tribes and other backward classes
		6235	Loans for social security and welfare
		7475	Loans for other general economic services
695	Loans for other social security and welfare	6250	Loans for other social services
		6212	Loans for nutrition
		6245	Loans for relief on account of natural calamities

Existing Heads		Revised Heads	
698	Loans for cooperation	6425	Loans for cooperation
699	Loans for special and backward areas	6551	Loans for hill areas
		6552	Loans for NE areas
		6575	Loans for other special areas programmes
700	Loans for general financial and trading institutions	7465	Loans for general financial and trading institutions
705	Loans for agriculture	6401	Loans for crop husbandry
		6408	Loans for food storage and warehousing
		6506	Loans for land reforms
706	Loans for minor irrigation, soil conservation and area development	6402	Loans for soil and water conservation
		6705	Loans for command area development
709.	Loans for food	6408	Loans for food, storage, and warehousing
		6860	Loans for consumer industries
710	Loans for animal husbandry	6403	Loans for animal husbandry
711	Loans for dairy development	6404	Loans for dairy development
712	Loans for fisheries .	6405	Loans for fisheries
713	Loans for forest	6406	Loans for forestry and wild life
714	Loans for community development	6515	Loans for other rural development programmes
715	Loans for agricultural financial institutions	6416	Loans for agricultural financial institutions
720	Loans for industrial research and development	6885	Loans for other industries and minerals
721	Loans for village and small industries	6851	Loans for village and small industries
722	Loans for machinery and engineering industries	6858	Loans for engineering industries
723	Loans for petroleum chemical and fertilizer industries	6802	Loans for petroleum
		6855	Loans for fertilizer industries
		6856	Loans for petro-chemical industries
		6857	Loans for chemical industries
724	Loans for aircraft and shipbuilding industries	6858	Loans for engineering industries
725	Loans for telecommunication and electronic industries	6859	Loans for Telecom and electronic industries
726	Loans for consumer industries	6860	Loans for consumer industries

Existing Heads		Revised Heads	
		6854	Loans for cement and non- metallic industries
		6407	Loans for plantations
728.	Loans for mining and metallurgical industries	6853	Loans for non-ferrous mining and metallurgical industries
		6854	Loans for cement and non-metallic mineral industries
		6861	Loans for Atomic energy industries
729	Loans for other industries	6875	Loans for other industries
		6885	Loans for other industries and minerals
730	Loans to industrial financial institutions	6885	Loans for other industries and minerals
731	Loans for water and power development services	6701	Loans for major and medium irrigation
		6801	Loans for power project
		6711	Loans for flood control projects
734	Loans for power projects	6801	Loans for power projects
735	Loans for ports, lighthouses, and shipping	7051	Loans for ports and light houses
		7052	Loans for shipping
736	Loans for civil aviation	7053	Loans for civil aviation
737	Loans for roads and bridges	7075	Loans for other transport services
738	Loans for road and water transport services	7055	Loans for road transport
		7056	Loans for inland water transport
744	Loans for other transport and communication services	7075	Loans for other transport services
		7275	Loans for other communication services
746	Loans for railways	7002	Loans to railways
760	Loans and advances to State Governments	7601	Loans and advances to State Governments
761	Loans and advances to UT Governments	7602	Loans and advances to UT Governments
765	Advances to foreign Govts.	7605	Advances to foreign Govts.
766	Loans to Govt. servants, etc.	7610	Loans to Govt. servants, etc.
767	Miscellaneous loans	7615	Miscellaneous loans
768	Inter State settlement	78W	Inter State settlement
769	Appropriation to Contingency Fund	7999	Appropriation to Contingency Fund
<b>Part - II</b>			
800	Contingency Fund	800	Contingency Fund

Existing Heads		Revised Heads	
<b>Part - III Public Account</b>			
<b>I. Small Savings, Provident Funds etc.</b>			
801 to 812		8001 to 8012	
<b>J. Reserve Funds</b>			
815 to 835		8115 to 8235	
<b>K. Deposits and Advances</b>			
836 to 853		8336 to 8554	
<b>L. Suspense &amp; Miscellaneous</b>			
856 to 880		8656 to 8680	
<b>M. Remittances</b>			
881 to 897		8781 to 8797	
<b>N. Cash Balance</b>			
899	Cash Balance	8999	Cash Balance

**ANNEXURE - C**

i. Salient features of the proposed Revised Structure of Heads of Account indicating important changes :-

- (1) "Science and Technology" which is at present a major head in the Sector "Social and Community Services" is proposed as a sub-sector under "Economic Services" with a revised nomenclature "Science, technology and Environment" with major heads for
  - (a) Atomic Energy Research
  - (b) Space Research
  - (c) Oceanographic Research
  - (d) Other Scientific Research and
  - (e) Ecology and Environment, (the last of which to cover research expenditure on prevention of Air and Water pollution).
- (2) "Rural Development" is proposed to be upgraded as a sub-sector under "Economic Services", carving it out mainly from the existing sub-sector "Agriculture and Allied Services", with major heads for the following functions-
  - (a) Rural Employment
  - (b) Special programmes for Rural Development (to DPAP, Desert Development Programme)
  - (c) Land Reforms and
  - (d) Other Rural Development Programmes.
- (3) "Co-operation" presently treated as an omnibus function under "Economic Services" is proposed to be split up function-wise and brought under the respective sub-sectors below "Economic Services". The residual major heads under "Cooperation" in the new structure is proposed to account for expenditure of a regulatory nature under "Cooperation" like 'Registrar of Cooperatives', "Audit of Cooperatives" etc., besides a few composite cooperatives, which cut across several functions and which can be identified with specific functions (e.g. Multipurpose Co-operatives, Assistance to Credit Co-operatives etc.
- (4) The composite major head "Multipurpose River Projects" is proposed to be split up and brought on to the functional major heads for Irrigation, Power etc.
- (5) The functions under the sub-sector 'Industry and minerals', are proposed to be rationalised to indicate main categories of Industries clearly like 'Iron & Steel Industries', 'Non-ferrous mining and metallic industries', 'Village and Small industries', 'Petrochemical Industries' etc.
- (6) A separate sub-sector has been proposed for "Energy" with major heads (Functions) for "Power", 'Petroleum', 'Coal and lignite' and Non-conventional Energy Sources'. The last of the major heads is to cover programmes relating to 'Biogas', 'Solar Energy', etc.

- (7) A separate function has been proposed for 'Technical Education', carrying it out from the existing composite function for 'Education' to cover all types of Technical Education, including Management Development' Institutions etc.
- (8) "Medical and Public health" function is proposed to be rationalized, bringing out clearly the distinctive features of "Urban Health" and "Rural Health" services, besides 'Medical Education, and Training'.
- (9) 'Water Supply and Sanitation' has been proposed as a separate function, the sanitation component to cover inter-alia, the implementation of programmes relating to prevention of Air and Water pollution.
- (10) "Nutrition" presently forming part of the function "Food" under "Economic Services" is proposed to be brought out as a separate function with additional details of programmes under the sub-sector 'Social Welfare' below the sector "Social Services", in keeping with the Plan classification.
- (11) "Minor Irrigation" will now cover distinctly the Programmes relating to 'Surface Water' and "Ground Water".
- (12) 'Civil Supplies' dealing with Public Distribution system presently a programme under "Social & Community Services" is Proposed to be shifted as a major head (function), under the sub-sector General Economic Services' below "Economic Services".
- (13) 'Statistics & Census' which are presently programmes covered by functions in the sector 'General services' are proposed to be shifted to the sub- sector 'General Economic Services' below "Economic Services".
- (14) 'Tourism' presently a function under the sub-sector "Transport" of "Economic Services" is proposed to be shifted to the sub-sector "General Economic Services".
- (15) "Aid Materials and Equipments" representing the adjustments on account of foreign aid received in the shape of materials, equipments is presently accounted for in the sector "General Services", pending their re-adjustments to appropriate functional heads. These are now proposed to be brought on to the sector "Grants-in-Aid, Contributions etc"., as they are in the nature of Non-revenue items.
- (16) The nomenclature of the existing sector "Social and Community Services" is being changed as "Social Services".

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**No. 27/1/86-1B&C**

From

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

To

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

**Dated, Chandigarh, the 8th September, 1986**

**Subject : Revision of Structure of classification of transaction Govt. Accounts from  
1st April, 1987.**

Sir,

I am directed to invite your attention to the circular letter No. 27/1/86-1B&C dated 1.9.1986 on subject noted above and to forward herewith a copy of the note received from Government of India indicating the Principles followed in codification in the revised classification. While preparing the budget estimates for the year 1987-88, the coding pattern indicated therein may be kept in mind.

Yours faithfully,

*Sd/-*

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

No. 27/1/86-1B&C

Dated, Chandigarh, the 8th September, 1986

A copy is forwarded to the Accountant General, (Audit) and (Accounts & Entitlement) Haryana, for information and necessary action.

*Sd/-*

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

A copy with a copy of the enclosure is forwarded to :-

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

*Sd/-*

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



To

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

U.O. No. 27/1/86-1B&C

Dated, Chandigarh, the 8th September, 1986

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

2. They are requested to ensure the principles as suggested by Government of India in their note are followed while recasting the B.M. Forms and the preparation of Budget estimates for the year 1987-88.

*Sd/-*

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

To

All Branch Officers/Superintendents in  
Finance Department.

U.O. No. 27/1/86-1B&C

Dated, Chandigarh, the 8th September, 1986.

## **Note on the revised structure of classification to be introduced from 1.4.1987.**

1. The major changes made in the revised structure of accounts proposed to be introduced from 1.4.1987 are already indicated in Annexure-C to the D.O. letter No. F.1(20)-B(AC)/86 dated July 8, 1986 from Secretary (Expenditure) to the Chief Secretaries of various State Governments.

## **2. Coding pattern**

### **Major Head**

A four digit code has been allotted to the Major Head, the first digit indicating whether the Major Head is a Receipt Head of Revenue Expenditure Head or Capital Expenditure Head or Loan Head. Adding 2 to the first digit of the Receipt Head will give the number allotted to the corresponding Revenue Expenditure Head, adding another 2 – the Capital Expenditure head and another 2 - the Loan Head of Account, for example,

0401 Represents the Receipt Head for Crop Husbandry.  
 2401 The Revenue Expenditure Head for Crop Husbandry.  
 4401 Capital outlay on Crop Husbandry  
 6401 Loans for Crop Husbandry

If the first digit is “0” or “1” the Head of Account will represent Revenue Receipt, “2” or “3” will represent Revenue Expenditure, “4” or “5” Capital Expenditure and “6” or “7” Loan Head.

In a few cases, however, where Receipt/Expenditure is not heavy certain Major Heads have been combined under a single number the Major Head themselves forming Sub-Major Heads under that number.

### **Sub-Major Head**

A two digit code has been allotted, the code starting from “01” under each Major head. Where no Sub-Major Head exists it is allotted a code of “00”. Nomenclature “General” has been allotted code “80” so that even after further Sub-Major Heads are introduced the code for “General” will continue to remain the last one.

### **Minor Heads**

These have been allotted a three digit code starting from “001” under each Sub-Major Head/Major Head (where there is no Sub-Major Head). Codes from “001 to 100” and a few codes from “750” to “900” have been reserved for certain standard Minor Heads. For example, Code “001” always represents Direction and Administration. Non-Standard Minor Head have been allotted codes from “101” in Revenue Expenditure series and “201” in the Capital and loan series. Where the description under Capital Loan is the same as in the Revenue Expenditure Section the code number for the Minor Head is the same as the one allotted in the revenue Expenditure Section. Code numbers from “900” are always reserved for Deduct Receipt or Deduct Expenditure Heads.

The Code for Other Expenditure is “800” while the codes for other Grants/other Schemes etc. where the Minor Head “Other Expenditure” also exists is kept as “600”.

This has been done to ensure that the order in which the Minor Heads are codified is not disturbed when new Minor Heads are introduced.

It is requested that where the State Govt. etc. feel that certain additional items should be standardised and allotted standard codes, they may kindly send their suggestions to the Computer Cell in the Budget Division of Ministry of Finance for examination. Where they find disparities in the principles explained above in respect of the codes indicated against any item they may also write to the Computer Cell for examination and rectification.

### **Sub-Head and Below**

As the centre, the Sub-Head represents schemes, the detailed head sub-schemes and the Object Head, the object (e.g. pay, DA, HRA, rewards, gratuity, etc) on which the expenditure is incurred. Each of these levels has been allotted a two digit code. A list of standard codes allotted to object Heads will separately be circulated by the Controller General of Accounts. Where it is not forcible to break up the object of expenditure into such details the codes provided for aggregates of certain items may be used instead, for computer processing of Budget/Accounts. For example, where it is not possible to indicate Pay, DA, HRA, CCA etc. separately, the code for Salaries may be used for representing the aggregate of these items.

### **3. Availability of data on floppies.**

The Budget Division has with it the data relating to the Directory of Accounts Heads in 5-1/4 floppies which can be read though IBMPC compatible computers. The data is stored in two forms:

- (i) in the form of Worksheet (Lotus 1, 2, 3) and
- (ii) in the form of word-processing document (WORD Star). The former can be used in data processing while the latter can be used as input for printing further copies of the Directory where necessary. Those who require copies of these floppies may arrange to send blank floppies through their Resident Representatives at Delhi to Dr. K. Subramanian, Principal Systems Analyst, National Informatics Centre, Room No. 35-AB, Secretariat, North Block, New Delhi, so that copies can be made and given to them.

### **Codification of heads of Account.**

A four digit Arabic numerical code has been assigned to the Major Heads in this list, followed by a 2-digits code for the relevant sub-major heads, and further followed by a 3-digit code for the minor heads. The codification pattern for the major heads has been designed in such a way that the last three digits out of the 4 digits represent the same function in the four sections viz Receipt Heads (Revenue Section), Expenditure Heads (Revenue Section), Expenditure Heads (Capital Section) and "Loans and Advances" except in a few cases where more than one function has been grouped together (as sub major heads) under a single Major head. This is illustrated by the following examples.

<b>Function</b>	<b>Major Head Receipt Heads (Revenue A/c)</b>	<b>Code in the Expr. Heads Revenue A/c</b>	<b>Section Expr. Heads Capital A/c</b>	<b>For Loans &amp; Advances</b>
1. Medical & Public Health.	0210	2210	4210	6210
2. Shipping.	1052	3052	5052	7052

It may also be observed, that in the coding pattern, the 1st digit in the major heads under "Receipt Heads (Revenue Account) is either 0 or 1, and the first digit for corresponding

major heads for the same function in the Sections Expenditure Heads (Revenue Account), "Expenditure Heads (Capital Account), and "Loans and Advances" are derived by adding the number 2 to the first digit in the major Heads in the Receipt Head (Revenue Section).

The Sub-major heads have a two digit code 01, 02, etc., while the minor heads have a three digit code 001, 002... etc. The coding pattern for minor heads has been designed in such a way that in respect of certain minor heads having a common nomenclature under various major/sub-major heads, as far as possible, the same standard three digit code is adopted, a few illustrative cases are given below. While opening any new minor head, these principles should be kept in view. In order that the Directory of Account heads maintained in the Budget Division and C.G.A's organization in the Ministry of Finance Govt. of India, may not get disturbed the computer cells of these two organizations should be consulted before any new code is allotted or an existing code (at whatever level) is altered.

<b>Standard 3 digit code</b>	<b>Common nomenclature</b>
001	Direction & Administration
003	Training.
004	Research.
005	Investigation.
010	Minimum needs Programme.
050	Land.
051	Construction.
052	Machinery & Equipment.
150	Assistance to I.C.A.R.
190	Assistance to Public Sector and Other Undertakings.
798	International Cooperation.
799	Suspense.
800	Other Receipt, Other Deposits, Other Loans, Other Grants, Other Expenditure etc.

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**No. 13/1(33)/83-5FR-I**

From

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

To

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

**Dated, Chandigarh, the 22nd September, 1986**

**Subject : Transfer of State Government employees on Deputation/Foreign service recovery of Leave salary and Pension contributions.**

Sir,

I am directed to invite a reference to joint Punjab Government, Finance Department circular letter No, 10484-FR-II-60/10613, dated the 1st December, 1960 and No. 5564-(3)-FR-II-65/11803, dated 5th July, 1965 on the subject noted above and to say that it has come to the notice of Government that the instructions contained in the above mentioned letters are not being followed strictly. Instances have come to the notice of Government wherein several Departments allowed their employees to proceed on deputation/foreign service without settling beforehand the terms and conditions thereof and the sanctions to this effect were issued long after the actual transfer or in some cases sanctions have not been issued at all. This is also the position in a large number of cases of the employees who are on deputation to Chandigarh Administration.

2. With a view to facilitating the recovery of leave salary and pension contributions in time and thereby avoiding the payment of penal interest thereof, it is once again emphasized that, in future the terms and conditions of all the employees of the Government be settled before their release for deputation/foreign service. In the case of the employee who are, at present, on deputation/foreign service, and whose terms and conditions have not yet been issued, the same should be issued within one month positively of the issue of this letter and up-to-date recovery of leave salary and pension contributions be made immediately from the foreign employer/ deputationists, as the case may be.

Yours faithfully,

Sd/-  
(PIUS PANDARWANI)  
Joint Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 13/1(33)/83-5FR-I,

Dated, Chandigarh, the 22nd September, 1986

A copy is forwarded to the Accountant General, Haryana (i) Accounts & Entitlement (ii) Audit, for information,

*Sd/-*  
(PIUS PANDARWANI)  
Joint Secretary Finance (R),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to :-

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

*Sd/-*  
(H.C. MADAN),  
Superintendent Finance Regulations-I,  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 13/1(3)/83-5FR-I

Dated, Chandigarh, the 22nd Sept., 1986

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

*Sd/-*  
(H.C. MADAN),  
Superintendent Finance Regulations-I,  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 13/1(33)/83-5FR-I,

Dated, Chandigarh, the 22nd Sept., 1986.

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**No. 4/4(38)/86-2FR-I**

From

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

To

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

**Dated, Chandigarh, the 24th October, 1986.**

**Subject : Introduction of pay book for the Govt. Employees.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 4/4/(2)/78-2FR-I, dated 19th September, 1978, vide which pay book was introduced for the Haryana Govt. Employees with effect from 1.4.79. It has come to the notice of the Govt. that many departments of the Govt. have not maintained the same. It is again emphasized that the Pay Book introduced by the Govt. may be maintained properly with effect from 1.4.79. Printing and Stationery Department has informed the Govt. that they have 33141 separate copies in their stock. The Departments, therefore, can send their demands according to their requirements to the Printing & Stationery Department.

Yours faithfully,

*Sd/-*

(Pius Pandarwani)

Joint Secretary Finance (R),

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

No. 4/4(38)/86-2FR-I,

Dated, Chandigarh, the 24-10-1986

A copy is forwarded to the Controller, Printing & Stationery Department, Haryana for information and necessary action with their letter No. P&SH-86/1411/Parkashan, Dated 20.8.86.

*Sd/-*

Under Secretary Finance (R),

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

Copies are forwarded to the :-

- (i) Financial Commissioners, Haryana;
- (ii) All Administrative Secretaries to Government, Haryana  
for information and necessary action.

*Sd/-*

Under Secretary Finance (R),

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

To

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

U.O. No. 4/4(38)/86-2FR-I

Dated, Chandigarh, the 24-10-1986.

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**No. 4/19/86-3FR-II/2687**

From

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

To

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

**Dated, Chandigarh, the 7th November, 1986**

**Subject : Purchase of Post Office Saving Certificates from the post Offices located in Haryana in respect of arrears on account of DA installments/revision of pay Scales etc.**

Sir,

I am directed to invite a reference to the subject noted above and to say that as and when a decision is taken by Govt. to grant D.A. instalments or revision of pay scales with retrospective effect, it is invariably provided in the instructions/rules that the arrears should be deposited in the General Provident Fund/Contributory Provident Fund Accounts of the employees while in the case of those employees who have no GPF/CPF Accounts the amount of such arrears are required to be invested in post Office Saving Certificates. The matter regarding purchase of Post Office Saving Certificates has been considered and it has been decided that, in future, these certificates should be purchased from the post offices located in Haryana. In case of any difficulty in the purchase of these certificates, the Director, Small Savings, Haryana, Chandigarh should be contacted.

2. For Director Small Savings Haryana only :-

It is requested that any assistance required by any Department/Corporation/ Undertaking/Board as and when asked for by them may please be extended to them.

3. Receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(Pius Pandarwani)

Joint Secretary Finance (R),

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

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**No. 38/102/86-WM(6)**

From

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

To

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

**Dated, Chandigarh, the 20th November, 1986**

**Subject : Advance to Government servants for the celebrations of marriage of their children and dependent sisters – Withdrawal of condition of photo.**

Sir,

I am directed to refer to Haryana Government, Finance Department letter No. 38/(1)86-WM(6), dated the 10th January, 1986 on the subject noted above, and to say that on reconsideration the Govt. has decided to with-draw the conditions of furnishing photographs as laid down in (i) and (ii) of the letter referred to above. This may be brought to the notice of all the offices under your control.

Yours faithfully,

*Sd/-*

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

No. 38/102/86-WM(6)

Dated, Chandigarh, the 20th Nov. 1986.

A copy is forwarded to the Accountant General (Accounts) Chandigarh for information and necessary action.

*Sd/-*

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

A copy is forwarded to the :-

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

*Sd/-*

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

To

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

U.O. No. 38/102/86-WM6)

Dated, Chandigarh, the 20th Nov., 1986.

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

*Sd/-*

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

To

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

U.O. No. 38/102/86-WM(6)

Dated, Chandigarh, the 20th Nov., 1986.

\*\*\*\*\*

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

**Subject : Control over expenditure.**

Will all the Joint Secretaries Finance/Deputy Secretaries Finance/Under Secretaries Finance please refer to the subject noted above?

2. Instructions have been issued time and again emphasizing the need for having effective control over the expenditure and the need for avoidance of excess expenditure over the budgetary provision during the year. Notwithstanding the instructions issued by the Finance Department in the matter it has been observed that these are not being followed by some departments causing severe strain on the Financial position of the state. Keeping this in view it becomes more imperative that the expenditure sanctioned by the Finance Department is regularly monitored and intimation thereof is sent to Joint Secretary Finance (Budget) (in Ways & Means Branch) to have a close watch over it. It should be ensured that sanctions are granted in such a manner that not much burden is put in a particular month. They are also requested that before granting sanctions involving heavy expenditures, Joint Secretary, Finance (Budget) is consulted in the matter. While clearing the proposals of the Administrative Department these instructions may be kept in view.

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

To

All the Joint Secretaries/Deputy Secretaries/  
Under Secretaries in Finance Department.

**U.O. No. 28/60/84-1B&C**

**Dated, the 20th November, 1986**

Ends. No. 28/60/84-1B&C

Dated, the 20th November, 1986

A copy is forwarded to all the Superintendents in the Finance Department (except F.R. I, II Branches) for information and necessary action.

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

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***These instructions have been revised vide  
No. 16/1/89-WM(5), Dated 17.03.1989.***

**No. 16/100/80-5WM**

From

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

To

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

**Dated, Chandigarh, the 4th December, 1986.**

**Subject : Grant of Advance for the purchase of Motor Cars/Scooters/Motor Cycles/Moped to the Government employees - Revision of norms.**

Sir,

In continuation of Finance Department letter No. 16/21/86-5-WM, dated 9th May, 1986, on the subject noted above I am directed to say that the Government has reconsidered the matter regarding grant of loan for the purchase of motor cycles/Scooters/Mopeds to its employees and has revised the limit of these advances as under. These advances be deemed to have been modified to this extent :-

(a)	<b><u>Motor cycles/Scooters</u></b> Government employees drawing basic pay of Rs. 700 above per month.	Rs. 8000/- or 75% of the price of the vehicles whichever is less.
(b)	<b><u>Moped</u></b> Government employees drawing basic pay of Rs. 500/- and above per month.	Rs. 4000/- or 75% of the price of the vehicles whichever is less.

2. All other conditions governing the grant of these advances will remain unchanged. These instructions are effective from the date of issue of this letter.

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

Yours faithfully,

Sd/-

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

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

1. The Financial Commissioners & Secretary to Government, Haryana, Revenue Department.
2. All Administrative Secretaries to Government, Haryana.

*Sd/-*  
Under Secretary Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

1. The Financial Commissioners & Secretary to Government, Haryana, Revenue Department.
2. All the Administrative Secretaries to Government, Haryana.

U.O. No. 16/100/80-5WM

Dated, Chandigarh, the 4th December, 1986.

\*\*\*\*\*

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

**No. 4/3(2)/85-2FR-I**

From

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

To

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

**Dated, Chandigarh, the 9th December, 1986**

**Subject : Sanction of refundable advance from General Provident Fund for the purchase of Motor Car/Motor Cycle, Two Wheeler Scooter or a Moped.**

Sir,

I am directed to invite a reference to the subject noted above and to say that it has come to the notice of the Government that some Departments do not comply with the conditions laid down in rule 13.14(1)(C)(ii) while sanctioning advance under sub rule (3) of rule 13.14. It is, therefore, clarified that the conditions laid down in rule 13.14(1)(C)(ii) shall positively be complied with while sanctioning the advance under sub rule (3) of rule 13.14.

Yours faithfully,

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

No. 4/3(2)/85-2FR-I,

Dated, Chandigarh, the 9-12-1986

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

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

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

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

To

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

U.O. No. 4/3(2)/85-2FR-I,

Dated, Chandigarh, the 9-12-1986

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

*Sd/-*

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

To

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

U.O. No. 4/3(2)/85-2FR-I,

Dated, Chandigarh, the 9-12-1986.

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

**No. 6/1/87-3FR-II**

From

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

To

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

**Dated, Chandigarh, the 1st January, 1987.**

**Subject : City Compensatory Allowance.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department circular letter No. 6/1/85-3FR-II, dated 1-4-1985, on the above subject and to say that for some time past, the State Government had under consideration the question of grant of City Compensatory Allowance to the employees stationed and residing at Madhuban (Karnal) and after careful consideration of the matter, it has now been decided that they may be granted city compensatory allowance at the rate of 5% of pay subject to a maximum of Rs. 50/- p.m. with effect from the date of issue of these orders.

Yours faithfully,

*Sd/-*

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

No. 6/1/87-3FR-II,

Dated, Chandigarh, the 1st Jan 87.

A copy with one spare copy, is forwarded to Accountant and General, Haryana (i) Accounts & Entitlement Wing (ii) Audit for information and necessary action in continuation of Finance Department Endst. No. 6/1/80-3FR-II, dated 21-2-80 and 6/1/80-3FR-II dated 18-3-80.

*Sd/-*

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

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

*Sd/-*

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



To

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

U.O. No. 6/1/87-3FR-II

Dated, Chandigarh, the 1st Jan 1987.

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

*Sd/-*

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

To

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

U.O. No. 6/1/87-3FR-II

Dated, Chandigarh, the 1st Jan 1987.

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**No. 68/1/86/Pension/SAP**

From

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

To

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

**Dated, Chandigarh, the 5th January, 1987****Subject : Expeditious disposal of pending pension cases.**

Sir,

I am directed to invite your attention to the subject noted above and to say that the Accountant General, Haryana has intimated that the Department do not send replies to the points raised by his office through Certificates and Reports viz. supplying of L.P.C/N.D.C. and Sanction for Pension/Family Pension/Death-cum-Retirement Gratuity (where required) which causes delay in the expeditious disposal of pension cases.

2. In this connection your attention is invited to the instruction contained in Haryana Govt. Finance Department Letter No. 67/3/82/FD/Pension/SAP, dated 4.2.1982, where it has been stated that in the pension cases which are returned to your office by accountant General Office, Haryana the objections raised therein be attended immediately and after doing the needful the cases complete in all respects should be returned to his office within a week of their receipt, so as to enable Accountant General Office, Haryana issue pension payment orders/Gratuity payment Orders expeditiously.

3. You are accordingly once again requested to ensure that in future replies to the points raised through certificates & reports are attended at once and the case duly completed is returned to Accountant General, Haryana within a week of its receipt. It is further requested that these orders may be brought to the notice of all the officers/Officials dealing with pension cases under your control for strict compliance.

4. Receipt of this communication may please be acknowledged.

*Sd/-*

Deputy Secretary Finance (Pension),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Endst No. 68/1/86-Pension/SAP

Dated the 5th January, 1987

A copy is forwarded to the Accountant General (Accounts), Haryana, Chandigarh for information with reference to his office D.O. letter No. Pen/1/General. 18/86-87/6281, dated 16-10-1986.

*Sd/-*

Deputy Secretary Finance (Pension)  
for Commissioner & Secretary to Government,  
Finance Department.

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

*Sd/-*  
Deputy Secretary Finance (Pension)  
*for* Commissioner & Secretary to Government,  
Finance Department.

To

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

U.O. No. 68/1/86-Pension/SAP

Dated, the 5th January, 1987.

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***These instructions have been Reiterated vide  
No. 28/1/88-2B&C, Dated 12.04.1988.***

**No. 20/2/85-2B&C**

From

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

To

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

**Dated, Chandigarh, the 12th January, 1987**

**Subject : Reconciliation of departmental figures of expenditure with those appearing in the books of Accountant General, Haryana.**

Sir,

I am directed to invite your attention to Finance Department circular letter No. 20/1/83-2 B&C dated the 9th November, 1984 on the subject cited above wherein the importance of the work of timely reconciliation of expenditure figures with the Audit Office was explained. It was also pointed out that this work should not brook any delay. It has been observed that despite the issue of instructions from time to time by the Finance Department, the work of reconciliation is delay been carried out by the departments regularly resulting in delay closing of Accounts and the timely completion/Preparation of Finance & Appropriation accounts by the Audit Department.

2. I am, therefore, to request that necessary immediate steps may kindly be taken to step up the reconciliation work it may also be ensured that the said work is done regularly between 5th to 10th of every month in future. Since the primary responsibility for arranging reconciliation of figures with the Audit Department rests with the Heads of Departments, any lapse on this account would be viewed seriously.

Yours faithfully,

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

No. 20/2/85-2B&C

Dated, Chandigarh, the 12-1-1987

A copy is forwarded demi officially to Sh. S. D. Aggarwal, Dy. Accountant General (Accounts) O/o A. G. Haryana, Chandigarh with reference to his D.O. No. TDH-IV/FAS/86-87/2501 dated 26.11.1986.

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

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

2. They are requested to ensure that the reconciliation work is done regularly and annual adjustments are carried out in time by the department under their control.

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

To

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

U.O. No. 20/2/85-2B&C

Dated, Chandigarh, the 12-1-1987.

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**No. 27/1/86-1B&C(BR)**

From

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

To

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

**Dated, Chandigarh, the 23rd January, 1987**

**Subject : Reforms in the Structure of Budget and Accounts - steps for improving the speed & accuracy of compilation of accounts.**

I am directed to address you on the subject noted above and to say that in view of considerable changes to be introduced in the structure of budget and accounts classification from the accounting year 1987-88, it is necessary to take adequate steps to ensure that the officials in the departments entrusted with the task of preparation of bills etc. indicate the correct classification on the bills and other accounts documents. The classification indicated on the vouchers and other documents received in the accounts offices forms the basis for the completion of accounts by the Accountant General and any initial misclassification affects both the accuracy and the speed to the compilation of accounts. The instructions recently issued in this behalf provided that the offices should be supplied with the rubber stamps containing the detailed classification of the transactions with which they are concerned. Therefore, with a view to ensuring utmost accuracy in the initial classification of vouchers, it is requested that rubbers stamps containing detailed classification under the new major/minor heads of accounts should be got made locally and supplied to the officials concerned by the 10 March, 1987 all the Drawing and Disbursing Officers are empowered to incur expenditure on this account vide serial No. 22 of the table below rule 19.6 if the Punjab Financial Rules, Vol. I.

2. The extant rules also provided that the departmental officers should reconcile the figures of expenditure as reflected in their departmental books with the accounts compiled by the accounts offices concurrently, i.e. immediately after the close of the month. It may be ensured that the work of reconciliation is not allowed to go into arrears so that the departmental figures of expenditure duly reconciled with the accounts office figures form an accurate basis for monitoring and evaluation of programmes and schemes.

3. In view of the new major/minor heads of accounts, it is imperative that the drawing and disbursing officers are declared afresh, in respect of each office/scheme/organization. Thereafter a complete list of all drawing and disbursing officers in your department may be drawn up and consolidated proposal sent to Finance Department through the concerned Administrative Department immediately, but in no case later than the 20th February, 1987.

4. Some of the forms at present being used in your department may require changes as a result of the new classification. You are therefore, requested to ensure that the forms are revised in consultation with the concerned section of the office of the Accountant General, Haryana and got printed and supplied to the subordinate offices by the middle of March, 1987. In cases where approval of Finance Department is required, proposals may be sent latest by the 20th February, 1987.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

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

No. 27/1/86-1B&C(BR)

Dated, Chandigarh, the 23rd Jan, 1987

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

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

Endst. No. 27/1/86-1B&R(BR)

Dated, Chandigarh, the 23rd Jan, 1987

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

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

A copy with a copy of the enclosure is forwarded to :-

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

2. They are requested to ensure that the Heads of Departments under their control should take timely steps in this direction.

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

To

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

U.O No. 27/1/86-1B&C(BR)

Dated, Chandigarh, the 23rd Jan 1987

Copy is forwarded to all Branch Officers/Superintendents/Dy. Superintendent in Finance Department for information and necessary action.

2. They are requested that the proposal of the Department for declaring Drawing and Disbursing Officers under the new classification are cleared promptly.

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

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To

All the Brach Officers/Superintendents &  
Dy. Superintendent in the Finance Department.

U.O No. 27/1/86-1B&C

Dated, Chandigarh, the 23rd Jan., 1987.

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***These instructions have been Revised partly vide  
No. 14/209/81-3FA, Dated 18.10.1993.***

**(Copy of F.D. Hr. No. 14/209/81-3FA dated 3rd February, 1987)**

**Subject : Revision of Syllabus for State Accounts Service Examination, Haryana.**

I am directed to invite a reference to Haryana Government Finance Department circular letter No. 14/209/81-3FA dated 15th April, 1986 on the Subject noted above.

2. It was represented to Government that the revised syllabus was difficult and lengthy and on re-consideration it has been decided to draw a fresh syllabus for State SAS Part I & II (Ordinary Branch) as per Annexure 'A'.

3. Only those officials who possess a degree of a recognised university and have rendered three years ministerial service will be eligible to sit in this examination.

4. It has also been decided that there will be no restriction of age limit for sitting in this examination, in future. Regulation issued vide No. 3200-TA(T)57/2492 dated 13th February, 1957 are being revised separately.

#### **ANNEXURE - A**

#### **Syllabus for Haryana Subordinate Accounts Service Examination**

#### **PART - I**

Sr. No.	Subject			Topics/Books Prescribed
		Hours	Marks	
1	2	3	4	5
1.	Precis and Drafting	3	100	1. English (i) Letter writing (ii) Grammar 2. Hindi (i) Precis writing (ii) Letter writing Knowledge of administrative terminology.
2.	Book-keeping, Commerce (Elementary)	3	100	(i) Book-keeping upto Trial Balance (ii) Trading, profit & Loss Accounts & Balance Sheet. (iii) Correction of Errors. (iv) Depreciation, Sinking Funds, Reserve Funds (v) Bills of Exchange, Promissory Notes & Cheques (vi) Account current, Average Due Date. (vii) Self Balancing Ledgers. (viii) Capital & Revenue Receipts & Payments Account, Income & Expenditure Account. (ix) Manufacturing & working Accounts. (x) Cost Accounts. (ix) Double Account System.

3.	Pb. Civil Services	3	150	(i) Pb. C.S.R. Vol. I, Part I. (ii) Pb. C.S.R. Vol. I, Part II (Appendix 12, 17, 20, 23 & 24 only) (iii) Pb. C.S.R. Vol. II (Except Chapter XIV)
				<b>Note:</b> At least 50% questions would be practical.
4.	Audit & Accounts Codes (with Books)	3	150	(i) An introduction to Indian Govt. Accounts & Audit Excluding chapter 5, 9 (Sections C, D, & E) Chapter 22, 23 & 31 (Section C.D & E) Chapter, 32, 33 & 34 (ii) Account Code Vol. I (iii) Form of Union & States (Basic) Rules (iv) Account Code for Accountant General (Chapter 5 only) (v) P.F.R. Vol. I Chapter II (excluding Section VI) III (Section I, II, & III) V, VI, VII, VIII, X, XIII and XVII.
				<b>Note I :</b> Candidates will be expected prepare salary bill to test their upto date knowledge on the admissibility of pay & allowances etc. deductions due on account of income tax and other such compulsory/optional recoveries & classification thereto.
				<b>Note II :</b> At least 50% questions would be practical.
5.	Local Rules & Public Works Account Code (with books)	3	100	(i) Pb. Financial Hand Book No. 3, Departmental Financial Rules relating to Public Works Department & Forest Department. Chapters I, II, (A—C) III, V, VI & VII. (ii) Public Works Department Code Chapters II, III, IV (excluding portion dealing with administrative matters) (iii) Account Code Vol. III, Chapter I, II, III, (Section 1, 2, 3, 5 & 6) (iv) C.S.R. Vol. III (T.A. Rules)
				<b>Note :</b> Atleast 50% questions would be practical.
		Total	600	

## PART - II

Sr. No.	Subject			Topics/Books Prescribed
		Hours	Marks	
1	2	3	4	5
1	Budget & Treasury Rules (with books)	3	150	(i) Punjab Budget Manual. (ii) Treasury Rules and Subsidiary Treasury Rules except Chapter V, VII & VIII. (iii) Punjab Financial Rules Vol. II, Appendix 6 (Part II) & 9. <b>Note</b> : 1. Atleast 50% questions would be practical. 2. Students should be conversant with the constitutional Provisions relevant to budget and finance.
2.	Company Law and Allied Acts (Elementary) (with bare acts)	3	150	(i) Elementary knowledge of the Indian Companies Act, 1956 with reference to Borrowing Powers, Powers of Directors, Accounts & Audit Returns. (ii) Elementary knowledge of the following Acts: (a) Indian Contract Act (b) Payment of Gratuity Act (c) Payment of Wages Act. (d) Minimum Wages Act. (e) Workman Compensation Act. (f) Employees Provident Fund Act.
3.	Advanced Accountancy (without books)	3	150	Advanced study of topics prescribed for Book-keeping in Part I examination of S.A.S. plus:- (i) Joint Stock Company Accounts including final Accounts of Govt. Companies. (ii) Hire Purchase Accounts. (iii) Branch & Departmental Accounts.
4.	Cost Accounts & Financial Management	3	150	(i) Element of Cost-material, labour and over-head & their control. (ii) Method of costing job (this includes batch processing). (iii) Reconciliation between Cost and Financial Accounts. (iv) Function and Importance of Financial Management. (v) Techniques of Sales Budgeting (vi) Management of Working Capital. (vii) Arrangement of Finances. (viii) Cash Flow Statements (ix) Inventor Control
		Total	600	

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***These instructions have been superseded vide  
No. 13/5(5)/86-5FR-I, Dated 17.03.1987.***

**No. 13/5(25)/86-5FR-I**

From

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

To

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

**Dated, Chandigarh, the 25th February, 1987**

**Subject : Deputation of Haryana Government employees to other Governments, Companies, Corporations, Boards etc. - Terms and Conditions thereof.**

Sir,

I am directed to invite a reference to Haryana Government, Finance Department letter No. 2528-5FR(1)-76/14020, dated the 11th May, 1977, on the subject noted above and to say that it has been decided by the Government to add the following condition No. 16, after condition No. 15 of ANNEXURE-A, A-I, B and condition No. 18, after condition No. 17 of ANNEXURE-B-I of the letter referred to above in regard to group Insurance Scheme Benefit :

GROUP INSURANCE SCHEME BENEFIT	“The Officer/Official will continue to subscribe to the Group Insurance Scheme, 1985. The foreign employer shall effect recovery of the usual subscription from the pay of the Officer/Official and regularly deposit the same every month into Haryana Government, Head of Account, "811-Insurance-GIS, 1985." In case of delay/default of the foreign employer will deposit the arrears of the subscription, along-with interest, at the rate and manner prescribed in the scheme.”
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2. These instructions may kindly be brought to the notice of all concerned.

Yours faithfully,

Sd/-  
(N.C.VASISHTHA)  
Joint Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 13/5(25)/86-5FR-I

Dated, Chandigarh, the 25th February, 1987

A copy is forwarded to the Accountant General, Haryana, (I) Accounts and Entitlement (2) Audit, for information.

Sd/-  
(N.C.VASISHTHA)  
Joint Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to :-

1. The Financial Commissioners, Haryana;
2. All Administrative Secretaries, Haryana for information.

Sd/-  
(SHAMSHER SHUKLA)  
Under Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 13/5(25)/86-5FR-I,

Dated, Chandigarh, the 25th February, 1987

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

Sd/-  
(SHAMSHER SHUKLA)  
Under Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 13/5(25)/86-5FR-I,

Dated, Chandigarh, the 25th February, 1987.

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**No. 1/1(2)-85-2FR-II**

From

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

To

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

**Dated, Chandigarh, the 5th March, 1987**

**Subject : Implementation of Judgment, dated 17-12-82, given by Supreme Court in the case of employees of Government of India, regarding liberalisation of pension formula - Grant of option.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 1/1(3)-83-2FR-II, dated the 24th September, 1985 vide which the benefit of Liberalized pension formula to Haryana Governments pre 1-4-79 retirees was granted as a result of Supreme Court's Judgment dated 17-12-82 given in the case of Central Government employees. While extending the benefit of this liberalized pension formula to pre 1.4.79 retirees, the following concessions already granted to them vide para (5) of F.D.'s circular letter No. 11/1PR(FD)-81 dated 19-3-81 were adjusted from the benefit accruing to them under the liberalized pension formula :-

(i) Adhoc increase in their original pension (before commutation) at the rates of 50% of their basic pension subject to a maximum of Rs. 100/- inclusive of adhoc relief ranging from Rs. 15/- to Rs. 35/- already granted vide letter No. 1/3(5)-78-FR-II, dated 3-3-1978.

(ii) All the items of adhoc relief, temporary increase and 8 installment of additional (upto 328 point CPI) subject to a minimum of Rs. 40/- and a maximum of Rs. 200/- and the adhoc increase mentioned at Sr. No. (i) above, were merged in the original pension and the amount so arrived at was treated as revised pension.

As a result of this, the pension in most of the cases of low paid pensioners stood reduced. This class of pensioners has represented to the State Government that they may be given option to retain the pension which was revised as per orders contained in F.D. circular letter No. 11/1PR(FD)-81, dated 19-3-1981 i. e. on the basis of the Government orders which were in force prior to the issue of orders dated 24-9-85 referred to above or to get the pension revised under the Liberalized pension formula introduced with the orders of dated 24-9-85. This matter has been considered at length and with a view to mitigating the hardship of the pre 1-4-79 retirees, it has been decided to grant them option asked for by them. The pensioners who opt to draw pension on the basis of Haryana Government circular letter No. 11/1PR(FD)-81, dated 19-3-81 i.e. prior to the Liberalisation of Pension Formula dated 24-9-85, in their case no revision of pension will be involved and, therefore, they will give their option in the proforma appended at Annexure to this letter to their Pension Disbursing Authorities. It is also made clear

that if a pre 1.4.79 retiree has got his pension revised under the Liberalised Pension Formula dated 24-9-85 and now wants to retain the pension which he was getting from 1-12-1979 i.e. before Liberalisation, is also allowed to exercise his option.

2. In case of those pensioners who opt to get their pension revised under the liberalised Pension Formula, necessary instructions had already been issued vide F.D. circular letter No. 1/1(2)-85-2FR-II dated 14-3-1986.

3. Under the Liberalised Pension Formula dated 24-9-1985 the pre 1.4.79 retirees were to be granted D.A. installments to be released after 1-1-1985 on the revised pension under the Liberalised Pension Formula and due to not getting their pension revised, they were not paid the D.A. installments released to them with effect from 1-5-1985, 1-8-1985, 1-11-1985, 1-1-1986 and 1-4-1986 vide circular letter Nos. 1/3(4)-85-2FR-II Dated 30.10.85, 1/3(3)-86-2FR-II Dated 24-8-86 and of even number dated 12-8-86 respectively.

4. The-pre 14-1979 pensioners who opt to retain pension which was revised from 1-12-79; vide circular letter No. 11/1PR(FD)-81, dated 19-3-81 i.e. which they were getting before the issue of liberalised pension formula, in whose case relief on pension had been frozen at 77½% shall now be entitled to let relief at the following rates :

<b>Date from which D.A Installment(s) is payable</b>	<b>Rate of D.A Installment(s)</b>
1-5-1985	80% of pension subject to a minimum of Rs. 80/-and a maximum of Rs. 400/-
1-8-1985	82½% of pension subject to am minimum of Rs. 82.50 and maximum of Rs. 412.50.
1-11-1985	85% of pension subject to a minimum of Rs. 85/- and a maximum of Rs. 425/-
1-1-1986	87½% of pension subject to a minimum of Rs. 87.50 and a maximum of Rs. 437.50.
1-4-1986	90% of pension subject to a minimum of Rs. 90/- and a maximum of Rs. 450/-

5. Option once exercised shall be final.

Yours faithfully,  
Sd/-  
(N. C. V ASISHTHA)  
Joint Secretary, Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 2(70)/86-3FR-I, Dated 04.06.1987.***

**No. 2(70)/86-3FR-I**

From

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

To

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

**Dated, Chandigarh, the 13th March, 1987**

**Subject : Regularisation of compulsory waiting period of Government employees.**

Sir,

The matter relating to the regularisation of compulsory waiting period of Government employees under rule 2.16(b)(vi) of Punjab C.S.R. Vol. I, Part-I) was engaging attention of the Government for sometime past.

2. After considering the whole matter carefully, it has now been decided that in all such cases where the waiting period exceeds 6 weeks i.e. 42 days, it will not be regularized by the Finance Department. This period will be regularized only in those cases, where it does not exceeds 6 weeks i.e. 42 days.

3. It is also suggested that in cases where waiting period exceeds 6 weeks, the junior-most promotees should be reverted to accommodate seniors.

This decision will be applicable in all cases w.e.f. 1.1.1987.

Yours faithfully,

Sd/-

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

No. 2(70)/86-3FR-I

Dated, Chandigarh, the 13th March, 1987

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

Sd/-

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



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

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

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

To

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

U.O. No. 2(70)/83-3FR-I,

Dated, Chandigarh, the 13th March, 1987.

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***These instructions have partly been revised/modified from time to time.***

**No. 13/5/(5)/86-5FR-I**

From

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

To

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

**Dated, Chandigarh, the 17th March, 1987**

**Subject : Transfer of Haryana Government employees to other Governments, Companies, Corporations, Boards, Municipal Committees etc. Grant of Deputation Allowance.**

Sir,

I am directed to invite a reference to the Haryana Government, Finance Department circular letter No. 2528-5FR(1)-76/14020, dated the 11th May, 1977 on the above subject wherein the salient features of the instructions, issued on the subject from time to time, were brought out and consolidated at one place. A need of modifying the same in the light of the instructions No. 13/5(5)/86-5-FR-I dated 20.2.86 and No. 13/5(25)/86-5FR-I, dated 25-2-87, issued later on, has been felt for some time past and it has now been decided by the Government to issue the following instructions for your information/guidance and strict compliance.

**(2) Principles of Admissibility of Deputation allowance :**

2.1 For purposes of admissibility of deputation allowance the term deputation will cover only appointments made by transfer on a temporary basis and in public interest. Appointments of serving Government employees made either by promotion or by direct recruitment in competition with open market candidates, whether on a permanent or temporary basis, will not be regarded as deputation. Similarly, permanent appointments made by transfer will not also be treated as deputation

2.2. The deputation would only be allowed on the standard terms as given in the Annexure 'A' and 'B' in respect of persons who opt for the pay scales plus deputation allowance and in Annexure 'A-1 and B-1' in respect of persons who opt for the pay scales of the deputation post and the cases in which any departure is involved or any relaxation of these principles and conditions is necessary will be required to be referred to the Finance Department.

2.3. The transfer of Government employees on deputation to other State Government including Central Government and on foreign service to bodies (incorporated or not) wholly or substantially owned or controlled by the Government, shall be treated as on deputation provided that the transfer is outside the regular line and is in the public interest.

2.4. The transfer of a Haryana Government employee from one Department to another Department under Haryana Government, Bhakra Nangal Project, Beas Project and Soil Conservation Board etc. will not be considered on deputation and no deputation allowance will be admissible.

**(3) Counting of Deputation Allowance for other purposes :**

The deputation allowance will be treated as pay for purposes of grant of dearness allowance, leave salary and for the calculation of traveling/daily allowance. The deputation allowance will not, however, count as emoluments for purposes of Pension unless it is mutually agreed upon between the two Governments that it shall so count as emoluments for purposes of pension in an individual case, and the sharing of additional pensionary liability is also settled before hand.

**(4) Rates of Deputation Allowance :**

4.1. The Haryana Government employees proceeding on deputation to other Governments including Central Government or Bodies (incorporated or not) wholly or substantially owned or controlled by the State Government/ other State Governments/Central Government will be entitled to a deputation allowance at the rate of 10 percent of their basic pay subject to a maximum of Rs. 100/- per mensem and further subject to the condition that their pay plus deputation allowance shall not exceed the maximum of the pay scale of the post held on deputation in all cases whether the transfer of the employee concerned on deputation involves the change of the station or not.

4.2. Where a special rate of deputation allowance is admissible under separate orders in any area on account of conditions of living there being particularly arduous or unattractive, such a special rate being more favorable than that under sub para 4.1 above, employees deputed to the area will be given that benefit of the special rate.

**(5) Exercise of option :**

5.1. An employee placed on deputation may elect to draw either the pay in the scale of pay of the new post, as may be fixed under the normal rules/ instructions of the Haryana State Govt. or his basic pay in the parent Government plus personal pay, if any, the latter being subject to the provisions of para 8(b) of this instruction plus deputation allowance.

5.2. The option once exercised shall be final except that on each occasion when (i) such an employee receives performa 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/Organization and (ii) when the scale of the deputation post or that of the post held by a deputationist in his parent cadre is revised with retrospective effect or from a prospective date, a fresh option shall be allowed to him.

5.3. A fresh option may also be allowed to a Government employee on deputation to an ex-cadre post who had earlier opted for his grade pay plus deputation allowance from the date the three conditions mentioned in rule 4.4 and 4.9 of Punjab Civil Services Rules, Volume I, Part I as amended vide composite Punjab Government Notification No. 2250-5-FR-II-66/10038, dated the 1st June, 1966, are fulfilled and one of his juniors is actually promoted to higher post in the parent cadre in a scale identical to or lower than that of the deputation post even though all the conditions of next below rule are not fulfilled.

**(6) Abnormal Increase in pay :**

6.1. In order that no employee receives an abnormal pay increase by virtue of being posted on deputation the appointing authorities are expected to apply the provisions of rule 4.16 of the Punjab Civil Services, Rules, Volume I, Part I, and restrict the pay of the deputationist to suitable figure below the minimum Pay of the post if the minimum of the scale of deputation post is substantially in excess of the deputationists basic pay plus deputation allowance at the rate of 10% subject to a maximum of Rs. 100/- or Rs. 250/- per month as the case may be. To ensure uniformity, in the application of rule 4.16 ibid in such cases, it has also been decided that the pay allowed under this rule should not exceed the basic pay of the deputationist by more than 10% of the basic pay, subject to a maximum of Rs. 100/-. Once the initial pay has been fixed in deputation post the grant of further increments will be regulated as under :-

- (i) To determine the rate of increment, the difference between the pay initially, fixed and the minimum of the deputation post should be worked out. The rate or increment to be allowed should be more or less equivalent to the rate of increment admissible in the substantive/officiating post covered by para 7(1) below, or in the deputation post, whichever is beneficial but it should be so regulated that the whole difference is divided by a number of years so as to enable Govt. employee concerned to reach the minimum of the scale of the deputation post on the last such year.
- (ii) Once the initial pay and rate of increment has been fixed/ determined on the above basis no further deputation allowance shall be allowed thereon in the deputation post. Similarly, no further increase in terms of Finance Department circular letter dated the 5th December, 1974 would be admissible on element of increment so worked out.
- (iii) The increment so worked out will be considered as an increase in pay on adhoc basis in the deputation post and is to be allowed after one year's service put in by the Government employee on the deputation post in the stage on which his pay was initially fixed below the minimum and not from the date on which he earns increment in his grade pay under his own parent department even though he retains a lien on his substantive/officiating post.
- (iv) In those cases where the period of deputation is more than one year, it would be necessary for the appointing authority to indicate in the sanctioning order the amount of adhoc increase and the date from which it should be allowed in the deputation post.

**(7) Definition of the term pay :**

7.1. **Basic Pay:** The basic pay for this purpose shall mean the pay drawn in the scale of pay of the substantive appointment held or the pay in the scale of pay of the officiating appointment in an employee's parent cadre, provided that the officiating appointment so held was not in a tenure post and it is certified by the appointing authority from time to time that but for the deputation the employee would have continued to hold the officiating appointment during the period of deputation.

7.2. **Special Pay:** The Special pay' drawn in a particular appointment shall be deemed as part of 'basic pay' only in the following circumstances :-

- (a) the appointment to which the special pay is attached is not a tenure appointment and

- (b) the special pay has been specifically sanctioned for the post in addition to a scale of pay, in lieu of a separate scale of pay, for the post.

**(8) Admissibility of any other pay and allowances while on Deputation :**

- (a) Any other special pay drawn by an employee in the parent Government should not be allowed in addition to the deputation allowance.
- (b) Personal pay, if any, drawn by an employee in his parent Government may be allowed in addition. This will not be absorbed in the deputation allowance but will be absorbed in other increases in pay, e.g. increment or increase of pay by promotion or for any other reason.
- (c) Any project allowance admissible in a project area may be drawn in addition to the deputation allowance.

**(9) Appointment made by selection/direct recruitment/promotion :**

Appointments of serving Haryana Government employees made either by promotion or by direct recruitment to other State Governments including Central Government on the recommendations of the Public Service Commission etc., in competition with open market candidates whether on permanent or temporary basis are not to be regard as deputation as mentioned in sub-paras 2.1 to 2.4 and their provisions will not apply in such cases and pay in such cases is to be fixed according to the recommendations of the Public Service Commission/Subordinate Service Selection Boards. In the case of Government employees recruited by the Corporations, Autonomous bodies etc. in competition with open market candidates through their own selection boards, pay should be fixed on the basis of the recommendations made by them.

**(10) Promotion of persons drawing deputation allowance :**

10.1 When a person already on deputation is to be promoted to another post by the borrowing authority, the borrowing authority should obtain the concurrence of the lending authority prior to the promotion so that the latter might decide as to how the pay in the higher post is to be regulated in accordance with rule 4.16 of the Punjab Civil Service Rules, Vol. I, Part I.

10.2. The employee on deputation may be given the benefit of the 'Next Below Rule' subject to (a) the application of the conditions mentioned in sub paras 4.1 and 4.4 above in regard to the regulation of deputation allowance and (b) the reversion of the employee to the parent Government where his basic pay as fixed under the 'Next Below Rule' exceeds the maximum of the scale of pay of the deputation post.

**(11) Period of deputation :**

11.1 The period of deputation should not ordinarily exceed one year at a time and should not normally be extended beyond 3 years. Where it is considered necessary in the public interest and in exceptional circumstances to extend the period of the deputation on Foreign Service prior approval of the Finance Department should always be obtained well in time, giving full justification in this regard.

Government has inherent powers to terminate deputation earlier than the period specified in the terms and conditions of deputation. The Government may, therefore, recall a Government employee, at any time before the expiry of the period of deputation, when the exigencies of public service so require. Similarly, the foreign employer can also make a recommendation to Government for the recall of the Government employee concerned. A specific clause to this effect may invariably be incorporated in all orders deputing Government employees to Foreign Service.

11.2. A Government employee who has served on deputation in a State or Central organisation should not be allowed to proceed on deputation to some other foreign organisation again unless he has worked for a minimum period of 2 years on a post in his parent department subsequent to his reversion.

11.3. A Government employee already on deputation/foreign service with some other Government should not be allowed to proceed on deputation/foreign service to another Government/body direct from his first deputation/foreign service without the approval of the Finance Department.

11.4. The period of deputation to Public Enterprises under the Central Government will not, in any case, be more than 3 years, during service in Government.

11.5. The period of deputation of a Haryana Government employee to other State Government including Central Government or Bodies (incorporated or not) wholly or substantially owned or controlled by them, should not ordinarily exceed one year at a time and should not normally be extended beyond three years. This limit will be strictly observed and any extension allowed even for short period with the approval of the competent authority beyond the maximum limit of FOUR YEARS will be on the condition that no deputation allowance will be admissible during the extended period.

11.6. If during the period of deputation the basic pay of an employee exceeds the maximum of the scale of the pay of the deputation post or the fixed pay of the deputation post, the deputation of the employee should be restricted to a period of six months from the date on which his pay thus exceeds such maximum after which he should be reverted to his parent department. It is obvious that under this clause no deputation allowance will be admissible to an employee from the date his basic pay either equals or exceeds the maximum of the scale of the post which he holds on deputation.

**(12) Grant of retirement benefit on permanent absorption in :**

**A. Public Sector Undertaking :**

- (i) A permanent Government servant on absorption in a Public Sector 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 under rule 6.24 of the C.S.R. Vol. II, presenting 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, the 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 gratuity etc. admissible in respect of the service rendered under Government would be disbursable either from the earliest date from which the Government servant could have retired voluntarily under the rules applicable to him or from the date of absorption in the undertaking/ corporation whichever is later.

- (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 from which the pro-rata pension, gratuity etc. would be disburseable.

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) Cases of resignation from a public undertaking will 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.
- (vi) 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.
- (vii) 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.
- (viii) Government would have no liability for family pension in such cases.
- (ix) Any further liberalization of pension rules decided upon by Government after the permanent absorption of a Government servant in a Public Sector Undertaking would not be extended to him.
- (x) 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 commutation will be regulated in accordance with the Government rules in force at the time of his superannuation.

**(B) Public Enterprises under the Central Government :**

- (i) Officers/Officials opting for permanent absorption in the Public Enterprises under the Central Government may be given their pension/gratuity immediately, on their absorption provided they give an undertaking that in the event of their service with the Public Enterprises terminating at the instance either of the employer or of the employee within a period of two years from the date of their retirement from Government service and permanent absorption in the Public Enterprises, the approval of the Government would be obtained by them before they take up any private employment.
- (ii) Officers/Officials, who get themselves absorbed in the Public Enterprises should be eligible to membership of the CPF operated by the Enterprises from the date their resignation from Government service takes effect and they are absorbed in the permanent cadre of Public Enterprises.
- (iii) Officer/Officials, who opts for absorption in an Enterprise has to forfeit all the leave he has to his credit at the time of leaving the Government service. But in case the Public Enterprises take over the liability in regard to leave on average

pay/earned leave that the officer has to his credit at the time of leaving Government service the Government in return will pay to the Public Enterprises a lump-sum equal to leave salary for the leave on average pay/earned leave due to Government servant on the date of his permanent absorption in the Public Enterprises.

- (iv) Officer/Officials who get absorbed in Public Enterprises under these instructions but whose normal dates of superannuation would fall within the period of 3 years from the date of issue of these instructions or from the date of Commencement of deputation in respect of such Government servants who are sent on deputation after the issue of these instructions they would be allowed pay of the post less pensionary equivalent of retirement benefits on re-employment in Public Enterprises on their superannuation.
- (v) **Provident Fund :-** The amount of subscription, together with the interest standing in the provident fund account of a Government Officer/Official opting for service under an enterprise may, if he so desires, be transferred to his new Provident Fund Account under the Enterprise provided the concerned Enterprise also agrees to such a transfer. If, however, the concerned Enterprise does not operate a Provident Fund the amount, in question, should be refunded to the subscriber. An Officer covered by Government Contributory Provident Fund will also be allowed if he so desires to carry forward the corpus of the amount, including Government contributions to his new Provident Fund Account under the Enterprise. Once such a transfer of Provident Fund balance has taken place, the Officer/Official will be governed by Provident Fund Rules of the concerned enterprise and not by the Provident Fund Rules of the Government.
- (vi) **Seniority :-** The seniority of Officers/Officials opting for service in enterprises should be fixed in a particular grade with effect from the date of their original deputation to that grade and not from the date of exercise of their option regardless of the terms offered to them.
- (vii) **Pension :-**
  - (i) Government would not have liability for family pension in the case of those who get absorbed in the Public Enterprises.
  - (ii) 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 D.C.R. Gratuity already worked out under the usual Government arrangements, or
    - (b) Receiving the gratuity and a lump-sum amount in lieu of pension worked out with reference to commutation tables obtaining on the date from which pension will be admissible and payable under option orders.
  - (iii) Any further liberalisation of pension rules decided upon by Government after the permanent absorption of a Government servant in a Public Enterprise would not be extended to them,
  - (iv) In cases where an Officer/Official, 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 D.C.R. Gratuity based on length of service.



The decision mentioned above will apply only where the permanent transfer is in Public interest and not in other cases.

**(13) Sanctioning of Deputation Allowance :**

13.1. No employee whose basic pay at the time of his proposed deputation exceeds the maximum of the scale of pay of the deputation post or the fixed pay of such post shall be deputed to that post.

13.2. Departments of Government and Heads of Department, as the case may be, will be competent to sanction the terms and conditions of deputation of their employees under the existing instructions upto a period of one year at a time which should not normally be extended beyond three years.

**(14) Relaxation of conditions :**

14.1. Any relaxation of these conditions and principles will require the prior concurrence of the Finance Department.

14.2. These orders will not apply to :-

- (a) Members of the All India Services and to appointments to posts whose terms are regulated under specific statutory rules or orders;
- (b) Deputation to posts outside India; and
- (c) Appointments of a specific category of employees to a specified class of posts where special orders already exist.

Yours faithfully,

*Sd/-*

(N.C. VASISHTHA)

Joint Secretary Finance,

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

No. 13/5(5)/86-5FR-I,

Dated, Chandigarh, the 17th March, 1987

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

*Sd/-*

(N.C. VASISHTHA)

Joint Secretary Finance,

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

Copies are forwarded to:-

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

*Sd/-*

(SHAMSHER SHUKLA)

Under Secretary Finance (R),

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

To

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

U.O. No. 13/5(5)86-5FR-I

Dated, Chandigarh, the 17th March, 1987.

**ANNEXURE - A**

**Standard terms of deputation in respect of Haryana Government employees, who opt for their own pay scales plus deputation allowance, deputed to other State Governments including Central Government or bodies (incorporated or not) wholly or substantially owned or controlled by them.**

1. **Period of deputation :-** From \_\_\_\_\_ to \_\_\_\_\_ unless he is recalled by the Government earlier.
2. **Pay :-** During the period of deputation Shri \_\_\_\_\_ will draw pay of the post held by him in his parent department plus a deputation allowance in accordance with and subject to the condition laid down in Hr. Govt. circular letter No. 13/5(5)/86-5FR-I, dated the 20th February, 1986 as may be modified from time to time.
3. **Dearness Allowance :-** Shri \_\_\_\_\_ will be entitled to dearness allowance and additional dearness allowance under the rules of the parent Government.
4. **Local Allowance :-** Like Compensatory (City) Allowance, House Rent Allowance to be regulated under the rules of the borrowing Government Foreign employer. However the borrowing employer may, if they so desire, apply the Haryana Government rules to such a deputationist.
5. **Joining Time/Pay and Transfer T.A. :-** He will be entitled to T.A. and joining time pay both on joining the post on deputation and on reversion there from to the parent Government under the rules of the Government/ autonomous body to which he is deputed. The expenditure on this account will be borne by the borrowing Government/foreign employer.
6. **Traveling Allowance :-** TA for journey on duty during the period of deputation to be regulated under the rules of the Government/autonomous body to which he proceeds on deputation.
7. **Leave and Pension :-** During the period of deputation on temporary transfer, he will continue to be governed by the leave and Pension Rules of the parent employer applicable to him before such transfer :-
  - (i) The allocation of leave salary and pensionary charges between the borrowing/ lending Government will be regulated under the rules of allocation contained in Appendix 3 to Account Code Vol. I.
  - (ii) The Autonomous Body shall pay leave salary/Pension contributions within fifteen days from the end of the month in which the pay on which it is based has been drawn by the Government servant concerned after which penal rate of interest will be charged as per rule 10.12 of Civil Service Rules Vol. I, Part I.

Pension contribution Rs. \_\_\_\_\_.

Leave salary Rs. \_\_\_\_\_ the amounts of contributions are to be credited under the following Heads of Accounts:-

**(i) Pension:-**

“066 Contributions & recoveries towards Pension and other retirement benefits (Provl.) Subscriptions and contributions-contributions of officers lent on Foreign Service.

- (ii) Leave \_\_\_\_\_ (Head of Account to be filled by the Department).

(Provisional rates of leave salary and pension contribution will be calculated by the authority sanctioning the transfer of the Govt. servant concerned to foreign service in accordance with the provisions contained in Annexure-A of the Punjab Civil Services Rules, Volume I, Part I.

**8. Extraordinary Pension/Gratuity :-** This will be regulated in accordance with the Ministry of Finance (Department of Expenditure) memorandum No. F-19(23)-3V(A)/64 dated the 2nd August, 1965 which has been circulated vide composite Punjab Government Finance Department endorsement No. 7645-7FR-I-65/18952, dated the 2nd November, 1965.

**9. Leave Travel Concession :-** He will be entitled to leave travel concession under the rules of the Haryana Government as amended from time to time and cost thereof will be borne by the borrowing Government/foreign employer.

**10. Leave:-** To be regulated under the rules of Haryana Government.

**11. Medical Concession :-** He will be entitled to those concessions under the rules of the borrowing Government/foreign employer. The borrowing Government/foreign employer may, however, if they so desire apply the Haryana Government rules to such a deputationist.

**12. Provident Fund benefits :-** During the period of deputation, he will continue to subscribe to the provident fund of his parent Government to which he may be subscribing, when he is placed on deputation in accordance with the rules of such fund.

**13. Disability Leave :-** The payment of salary in respect of disability incurred in or through foreign service even though such disability manifests itself after the termination of foreign service shall be made by the borrowing Government/foreign employer.

**14. Residential Accommodation :-** He will be entitled to residential accommodation according to the rules of the borrowing Government/foreign employer to which he is deputed.

No free house or free car will be allowed nor any conveyance or conveyance allowance be provided at Government/Bodies expense unless such benefits are normally attached as a condition of service to the post to which he is deputed.

**15. Commencement of deputation :-** The deputation will commence on the date on which he hands over charge of his post under the Haryana Government and end on the date on which he assumes charge of the post under that Government.

**16. Group Insurance Scheme benefit :-** The officer/official will continue to subscribe to the group insurance scheme, 1985. The foreign employer shall effect recovery of the usual subscription from the pay of the officer/official and regularly deposit the same every month into Haryana Govt. Head of Account "811-Insurance-GIS, 1985." In case of delay/default, the foreign employer will deposit the arrears of subscription along with interest at the rate and manner prescribed in the Scheme.

**ANNEXURE - 'A-1'**

**Standard terms of deputation in respect of Haryana Government employees who opt for the pay scales of the deputation post deputed to other State Governments including Central Government or bodies (incorporated or not) wholly or substantially owned or controlled by them.**

**1. Period of deputation:-** From \_\_\_\_\_ to \_\_\_\_\_ unless he is recalled by the Government earlier.

**2. Pay:-** During the period of deputation Shri \_\_\_\_\_ will get his pay fixed in the deputation post in accordance with the Haryana Govt. circular letter No. 6344-5FR-1-74/1666, dated the 5th December, 1974 as may be modified from time to time.

**3. Dearness Allowance:-** Shri \_\_\_\_\_ will be entitled to dearness allowance and addl. dearness allowance under the rules of the borrowing Government/foreign employer.

**4. Local Allowance:-** Like Compensatory (City) Allowance and House Rent Allowance to be regulated under the rules of the borrowing Government/foreign employer. However the borrowing Govt./foreign employer may, if they so desire, apply the Haryana Government rules to such a deputationist.

**5. Joining time pay and Transfer T.A.:-** He will be entitled to T.A. and joining time pay both on joining the post on deputation and on reversion there-from to the parent Govt. under the rules of the Govt./autonomous body to which he is deputed. The expenditure on this account will be borne by the borrowing Govt./foreign employer.

**6. T.A. for journey on duty during the period of deputation:-** To be regulated under the rules of the borrowing Govt./foreign employer to which he proceeds on deputation.

**7. Leave and pension:-** During the period of deputation on temporary transfer, he will continue to be governed by the Leave and Pension Rules of the parent employer applicable to him before such-transfer.

(i) The allocation of leave salary and pensionary charges between the borrowing/lending Government will be regulated under the rules of allocation contained in Appendix 3 to Account Code Volume I.

(ii) The autonomous body shall pay leave salary/pension contributions within fifteen days from the end of the month in which the pay on which it is based has been drawn by the Government servant concerned after which penal rate of interest will be charged as per rule 10.12 of Civil Service Rules Volume I, Part I.

Leave salary contributions \_\_\_\_\_ Rs. P.M.

Pension Contributions \_\_\_\_\_ Rs. P.M.

The amounts of contributions are to be credit under the following heads of accounts:-

Pension: "066 Contributions & recoveries towards Pension and other retirement benefits (Provl.) Subscriptions and contributions-contributions of officers lent on Foreign Service."

Leave \_\_\_\_\_ (to be written by the Department)

(Provisional rates of leave salary and pension contributions will be calculated by the authority sanctioning the transfer of the Govt. servant concerned to Foreign Service in accordance with the Provisions contained in Annexure A of the Pb. C.S.R. Volume I, Part-I.

**8. Extraordinary Pension/Gratuity:-** This will be regulated in accordance with the Ministry of Finance (Department of Expenditure) memorandum No. F-19(23)-3V(A)/64 dated the 2nd August, 1965, which has been circulated vide composite Punjab Govt., Finance Department endorsement No. 7645-7FR-I-65/18952, dated the, 2nd November, 1965.

**9. Leave Travel Concession:-** He will be entitled to leave travel concession under the rules of the Haryana Government as amended from time to time and the cost thereof will be borne by the Borrowing Government/foreign employer.

**10. Leave:-** To be regulated under the rules of Haryana Government.

**11. Medical Concession:-** He will be entitled to those concessions under the rules of the borrowing Government/foreign employer. The borrowing Government/foreign employer, may, however, if they so desire apply the Haryana Government Rules to such a deputationist.

**12. Provident Fund benefits:-** During the period of deputation he will continue to subscribe to the provident fund of his parent Government to which he may be subscribing, when he is placed on deputation in accordance with the rules of such fund.

**13. Disability leave:-** The payment of leave salary in respect of disability incurred in or through Foreign Service even though such disability manifests itself after the termination of foreign service shall be made by the borrowing Government/foreign employer,

**14. Residential Accommodation:-** He will be entitled to residential accommodation according to the rules of the borrowing Government/foreign employer.

No free house or free car will be allowed nor any conveyance be provided at Government/body expense, unless such benefits are normally attached as a condition of service to the post to which he is deputed.

**15. Commencement of deputation:-** The deputation will commence on the date on which he hands over charge of his post under the Haryana Government and end on the date on which he assumes charge of the post under that Government.

**16. Group Insurance Scheme benefit:-** The officer/official will continue to subscribe to the Group Insurance Scheme, 1985. The foreign employer shall effect recovery of the usual subscription from the pay of the officer/official regularly & deposit the same every month into Haryana Govt. Head of Account, "811 -Insurance-GIS, 1985. "In case of delay/default the foreign employer will deposit the arrears of subscription alongwith interest at the rate and manner prescribed in the scheme.

**ANNEXURE - B**

**Standard terms of deputation in respect of Haryana Government employees who opt for their own pay scales plus deputation allowance, deputed to Government Undertakings, Local Bodies, Autonomous Bodies and Companies substantially owned or controlled by the Haryana State Government.**

**1. Period of deputation:-** From \_\_\_\_\_ to \_\_\_\_\_ unless he is recalled by the Government earlier.

**2. Pay:-** During the period of deputation Shri \_\_\_\_\_ will draw pay of the post held by him in his parent department plus deputation allowance in accordance with and subject to the conditions laid down in Haryana Government circular letter No. 13/5(5)86-5FR-I, dated the 20th February, 1986.

**3. Dearness Allowance:-** Shri \_\_\_\_\_ will be entitled to dearness allowance/additional dearness allowance under the rules of the Government.

**4. Local Allowances:-** Like Compensatory (City) Allowance and House Rent Allowance to be regulated under the rules of the Government.

**Accommodation:-** (i) If the Government employee vacates the Government residence and shifts to the house owned by him or he hires private accommodation he shall be allowed house rent allowance as admissible, from time to time under the rules and instructions of the Government. (ii) If the Government employee continues to occupy a Government residence he shall be required to pay the rent thereof at the rate of 10% of his pay and the difference between this amount and the rent charged by the Government shall be paid by the foreign employer.

**5. Joining time pay and transfer T.A.:-** He will be entitled to T.A. and joining time pay both on joining the post on deputation and on reversion there-from to the parent Government under the rules of the Haryana Government. The expenditure on this account will be borne by the foreign employer.

**6. Traveling Allowance/Daily allowance:-** T.A. /D.A. for journey on duty, during the period of deputation will be regulated under the rule of Haryana Government.

**7. Leave Travel Concession:-** He will be entitled to leave travel concession under the rules of Haryana Government as amended from time to time.

**8. Disability Leave:-** The payment of leave in respect of disability incurred in or through Foreign Service even such disability manifests itself after the termination of Foreign Service shall be made by the foreign employer.

**9. Leave and Pension:-** During the period of deputation on temporary transfer, he will continue to be governed by the leave and Pension rules of the parent employer applicable to him before such transfer.

The foreign employer shall pay leave salary/pension contributions within fifteen days from the end of the month in which the pay of which it is based has been drawn by the Government servant concerned after which penal rate of interest will be charged as per rule 10.12 of Civil Service Rules Volume I Part I.

Leave salary contribution Rs. \_\_\_\_\_ P.M.

Pension contributions Rs. \_\_\_\_\_ P.M.

The amount of contributions is to be credited under the following heads of accounts:-

Pension: "066 Contributions and recoveries towards Pension and other retirement benefits (Provl.) Subscriptions and contributions, contributions of officers lent on Foreign Service.

Leave \_\_\_\_\_ (to be written by the Departments)

(Provisional rates of leave salary and pension contributions as will be calculated by the authority sanctioning the transfer of the Govt. servant concerned to foreign service in accordance with the provisions contained in Annexure A of the Pb. C.S.R. Vol. I Part I.

**10. Extraordinary Pension/Gratuity:-** This will be regulated in accordance with the Ministry of Finance (Department of Expenditure) memorandum No. F.19(23)3V(A)64 dated the 2nd August, 1965, which has been circulated Vide Punjab Government Finance Department endorsement No. 7645-7FR-I-65/18952, dated the 2nd Nov. 1965.

**11. Provident Fund benefits:-** During the period of deputation, he will continue to subscribe to the Provident Fund of his parent Government to which has been be subscribing when he is placed on deputation in accordance with the rules of such fund.

**12. Medical concession:-** He will be entitled to medical concession according to the rules of State Government.

**13. Commencement of deputation:-** The deputation will commence, on the date on which he hands over of his post under the Haryana Government and end on the date on which he assumes charge of a post under that Government.

**14. Duration of deputation:-** The period of deputation of a Government servant on Foreign Service should not ordinarily exceed one year at a time and should not normally be extended beyond three years.

**15 Other Concession:-** Foreign employer shall furnish a certificate after the initial 3 months of foreign service and thereafter immediately on the close of each year of deputation or reversion of the employee to the Government service, whichever may be earlier, that the Government employee concerned has not been paid any adhoc pay or allowances including bonus/incentive bonus (which is not covered under the rules) or concessions 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 pay adhoc pay or allowances or concession of any kind except those specified in the terms and conditions of his transfer.

**16. Group Insurance Scheme benefit:-** The officer/official will continue to subscribe to the Group Insurance scheme, 1985. The foreign employer shall effect recovery of the usual subscription from the pay of the officer/official and regularly deposit the same every month into Haryana Govt. Head of Account, "811 -Insurance-GIS, 1985. " In case of delay/default the foreign employer will deposit the arrears of subscription alongwith interest at the rate and manner prescribed in the Scheme.

**ANNEXURE - 'B-1'**

**Standard terms of deputation in respect of Haryana Government employees, who opt for the pay scales of the deputation post deputed to Government Undertaking Local Bodies, Autonomous Bodies and Companies substantially owned controlled by the Haryana State Government.**

1. **Period of deputation:-** From \_\_\_\_\_ to \_\_\_\_\_ unless he is recalled by the Government earlier.
2. **Pay:-** During the period of deputation Shri \_\_\_\_\_ will get his pay fixed on the deputation post in accordance with and subject to the conditions laid down in Haryana Government circular letter No. 6344-5FR-I-74/1666, dated the 5th December, 1974 as may be modified from time to time.
3. **Dearness Allowance:-** Shri \_\_\_\_\_ will be entitled to dearness allowance/additional dearness allowance under the rules of the foreign employer.
4. **Local Allowance:-** Like Compensatory (City) Allowance and house rent allowance to be regulated. under the rules of the foreign employer.
5. **Accommodation:-** He will be governed, according to the rules of foreign employer.
6. **Joining time pay and transfer T.A.:-** He will be entitled to T.A. and joining time pay both on joining the post on deputation and on reversion there-from to the parent Government under the rules of the foreign employer to which he is deputed. The expenditure on this account will be borne by the foreign employee.
7. **Traveling allowance for journey on duty during, the period of deputation:-** To be regulated under the rules of foreign employer.
8. **Leave Travel Concession:-** He will be entitled to leave travel concession under the rules of Haryana Government as amended from time to time and the expenditure thereof will be borne by the foreign employer.
9. **Leave:-** To be regulated under the rules of Haryana Government.
10. **Disability Leave:-** The payment of leave salary in respect of disability incurred in or through Foreign Service even though such disability manifests itself after the termination of foreign service shall be made by the foreign employer.
11. **Leave and Pension:-** During the period of deputation on temporary transfer, he will continue to be governed by the leave and pension Rules of the parent employer applicable to him before such transfer.

The foreign employer shall pay leave salary/Pension contributions within fifteen days from the end of the month in which the pay on which it is based has been drawn by the Government servant concerned after which penal rate of interest will be charged as per rule 10.12 of Civil Service Rules Volume I, Part I.

Pension Contributions Rs. \_\_\_\_\_ P.M.

Leave salary contributions Rs. \_\_\_\_\_ P.M.



The amounts of contributions are to be credited under the Following heads accounts:-

Pension:- "066 Contributions & recoveries towards Pension and other retirement benefits (Provl.) Subscriptions and contributions-contributions of officers lent on Foreign Service."

**Leave:-** \_\_\_\_\_(Head of Account to be written by the Departments)

(Provisional rates of leave salary and pension contribution as will be calculated by the authority sanctioning the transfer of the Govt. servant concerned to Foreign Service in accordance with the provisions contained in Annexure A of the Pb. C.S.R. Volume I, Part I.

**12. Extraordinary Pension/Gratuity:-** This will be regulated in accordance with the Ministry of Finance (Department of Expenditure) memorandum No. F. 19(23)3 V(A)164, dated the 2nd August, 1965 which has been circulated vide composite Punjab Government Finance Department endorsement No. 7645-7FR-I-65/18952 dated the 2nd November, 1965.

**13. Medical concession:-** He will be allowed medical concession according to the rules of foreign employer but the privileges offered by the foreign employer shall not be inferior to those which he would have enjoyed under the State Govt. Rules.

**14. Provident Fund benefits:-** During the period of deputation, he will continue to subscribe to the Provident Fund of his parent Government to which he may be subscribing when he is placed on deputation in accordance with the rules of such fund.

**15. Commencement of deputation:-** The deputation will commence on the date he hands over charge of his post under the Haryana Government and end on the date on which he assumes charge of the post under that Govt.

**16. Other Concession:-** Foreign employer shall furnish a certificate after the initial 3 months of foreign service and thereafter immediately on the close of each year of deputation or reversion of the employee to the Government service whichever may be earlier, that the Government employee concerned has not been paid any adhoc pay or Allowance including bonus/incentive bonus, which is not covered under the rules or concessions 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 adhoc pay or allowances or concession of any kind except those specified in the terms and conditions of his transfer.

**17. Duration of deputation:-** The period of deputation of a Government servant on foreign service should not ordinarily exceed one year at a time and should not normally be extended beyond three years.

**18. Group Insurance scheme benefit:-** The officer/official will continue to subscribe to the Group Insurance Scheme, 1985. The foreign employer shall effect recovery of the usual subscription from the pay of the officer/official and regularly, deposit the same every month into Haryana Govt., Head of Account. "811-Insurance-GIS 1985." In case of delay/default the foreign employer will deposit the arrears of subscription alongwith interest at the rate and manner prescribed in the scheme.

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**Most Immediate/P.A.C. Business****No. 15/39/86-3B&C**

From

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

To

All Heads of Departments in Haryana,  
Commissioners, Ambala and Hisar Divisions,  
The Registrar, Punjab and Haryana High Court.**Dated, Chandigarh, the 25th March, 1987.****Subject : Excess over voted grants/charged Appropriations.**

Sir,

I am directed to invite your attention to Finance Department letter No. 5/1/80-5B&C, dated 29th August, 1980 on the subject noted above, wherein it was pointed out that the expenditure under various Major Heads of Accounts should under no circumstances be allowed to exceed the budget allotment and that the funds be arranged first before incurring any unforeseen expenditure not provided in the Budget Estimates.

2. The Public Accounts Committee in its 24th Report has observed as under :-

“The Committee are constrained to observe that cases of excess expenditure over the grants/appropriations continue to occur despite the Committee’s observations time and again. In this connection, the Committee invite attention to paras 1 to 5 of their 20th Report and desire that expenditure should be limited to the grants/appropriations as authorized by the Legislature. The Committee think that it should not be difficult for the departments to assess their budgetary requirements accurately particularly for such items as pay, D.A., A.D.A., T.A. etc., which are of recurring nature by virtue of their experience of such expenditure in the past. The Committee fail to appreciate recurrence of cases of excesses when the departments can take timely steps to obtain additional funds through Supplementary grants or by advances from contingency funds, as the case may be, to meet the excess expenditure.”

It is evident from the above observation of the Public Accounts Committee that it has taken a serious view of the excess expenditure over the voted grants/charged appropriations. You are, therefore, requested to ensure that the excesses over voted grants/appropriations do not occur in future and that final re-appropriation orders should conform to the figures of actual expenditure as reconciled with Accountant General, Haryana.

3. I am, accordingly, to request you to kindly bring these observations to the notice of all concerned for strict compliance in future, so that the budget estimates are prepared on more realistic basis.

4. Please acknowledge receipt of this communication.

Yours faithfully,

Sd/-

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

No. 15/39/86-3B&C

Dated, Chandigarh, the 25th March, 1987.

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

*Sd/-*

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

No. 15/39/86-3B&C

Dated, Chandigarh, the 25th March, 1987.

A copy is forwarded to the Secretary, Haryana Vidhan, for information.

*Sd/-*

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

A copy is forwarded to all the Financial Commissioners and all Administrative Secretaries to Govt., Haryana, for information and necessary action. They are requested to ensure that recurrence of excess expenditure over voted grants/appropriations is avoided in future.

*Sd/-*

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

To

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

U.O. No. 15/39/86-3B&C

Dated, Chandigarh, the 25th March, 1987.

A copy is forwarded to all Branch Officers, Superintendents and Dy. Superintendents in Finance Department (Except Regulations Branch), for information and necessary action.

2. They are requested to investigate cases of excesses expenditure in details and take effective remedial measures to eliminate their recurrence. A report of this effect may please be sent to Budget and Committee Branch within a month so that Public Accounts Committee may be informed accordingly.

*Sd/-*

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

To

All Branch Officers, Superintendents and Deputy Superintendents in Finance Department (Except Finance Regulation Branch).

U.O. No. 15/39/86-3B&C

Dated, Chandigarh, the 25th March, 1987.

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तुरन्त

क्र० 11/77/84-1एफ.आर.।।

प्रेषक

आयुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष, हरियाणा,  
चण्डीगढ़।

**दिनांक, चण्डीगढ़, 2 अप्रैल, 1987 (2nd April, 1987)**

**विषय :** उच्च शिक्षा प्राप्त करने के लिये पंजाब सी.एस.आर. वाल्यूम-। पार्ट-। के नियम 8. 137 के अर्न्तगत असाधरण अवकाश स्वीकृत किया जाना।

महोदय,

मुझे निर्देश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान इस वित्त विभाग के पत्र क्रमांक 1169-5एफआर-73/15547 दिनांक 20-4-73 तथा 11/77/84-1एफ:आर:।। दिनांक 27-5-1985 की ओर आकर्षित करूँ जिस द्वारा उन नियमित सरकारी कर्मचारियों/अधिकारियों को उच्चतर शिक्षा पाने के लिये अनुमति प्रदान की गई थी जिसका नियमित सेवा काल कम से कम 5 वर्ष हो अब प्रायः यह देखने में आया है कि कई विभाग अपने स्तर पर उन कर्मचारियों को उच्चतर शिक्षा प्राप्त करने के लिये भेज रहे हैं जिनकी नियमित सेवा अवधि 5 वर्ष से कम है और बाद में इस विभाग को अनुमति प्राप्त करने के लिये भेजते हैं। इसलिये कई विभागों द्वारा अपनाई जा रही इस प्रवृत्ति को सरकार गम्भीर दृष्टि से देखती है तथा इस प्रवृत्ति को रोकने की आवश्यकता है अतः उनसे अनुरोध किया जाता है कि वह सुनिश्चित करे कि भविष्य में उच्चतर शिक्षा प्राप्त करने हेतु केवल उन कर्मचारियों/अधिकारियों को इस विभाग की अनुमति लेने के उपरान्त भेजा जाये जिनकी सेवा कम से कम 5 वर्ष की हो अथवा वित्त विभाग भविष्य में देरी से प्राप्त होने वाले केशों में स्वीकृति या घटनोस्तर स्वीकृति देने में असमर्थ होगा।

कृपया यह हिदायतें अपने अधीन सभी अधिकारियों/कर्मचारियों के ध्यान में कठोर पालना हेतु ला दी जायें।

भवदीय,

हस्ता१०/-

संयुक्त सचिव वित्त (आर)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार  
वित्त विभाग।

इसकी एक प्रति सभी वित्तायुक्तों एवं सभी प्रशासकीय सचिवों, हरियाणा सरकार को आवश्यक कार्यवाही हेतु भेजी जाती है।

कृपया इसकी पावती भेजें।

हस्ता१०/-

संयुक्त सचिव वित्त (आर)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार  
वित्त विभाग।

सेवा में

सभी वित्तायुक्त एवं  
सभी प्रशासकीय सचिव हरियाणा सरकार।

अशा: क्रमांक 11/77/84-1एफ.आर.।।

दिनांक 2-4-87

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**No. 34/1/83-WM(3)**

From

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

To

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

**Dated, Chandigarh, the 2nd April, 1987**

**Subject : Rate of interest to be charged on marriage advance granted to Govt., servants during the Financial year 1986-87.**

Sir,

In continuation of Haryana Government letter No. 34/1/83-WM(3), dated 4th May, 1985 on the above subject, I am directed to inform you that the rate of interest to be charged on marriage advances granted to Government servants during the year 1986-87 will be 11% (Eleven Percent) per annum.

2. It may be ensured that all the sanctions issued in this behalf during the year 1986-87 are revised accordingly.
3. Kindly acknowledge receipt of this letter.

Yours faithfully,

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

No. 34/1/83-WM(3)

Dated, Chandigarh, the 2nd April, 1987

A copy is forwarded to the Accountant General, Haryana, (Accounts) Chandigarh for information and necessary action in continuation of Finance Department Endst. No. 34/1/83-WM(3), dated 4th, May, 1985.

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

A copy is forwarded to :-

1. The Financial Commissioner, Revenue, Haryana.
2. All Administrative Secretaries to Government, Haryana for information & necessary action.

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

To

1. The Financial Commissioner & Secretary to Govt.,  
Haryana, Revenue, Department.
2. All Administrative Secretaries to Government, Haryana.

U.O. No. 34/1/83-WM(3),

Dated, Chandigarh, the 2nd April, 1987

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers in continuation of Finance Department Endst. No. 34/1/83-WM(3), dated 4th, May, 1985 for the information of the Chief Minister/Ministers/State Ministers.

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

To

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

U.O. No. 34/1/83-WM(3),

Dated, Chandigarh, the 2nd April, 1987.

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**No. 11/30/87-1FR-II**

From

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

To

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

**Dated, Chandigarh, the 9th April, 1987**

**Subject : Earned leave for person serving in vacation Department.**

Sir,

I am directed to address you on the subject noted above and to say that the grant of earned leave instead of half pay leave to teachers working in Haryana Govt. has been engaging the attention of Government. After careful consideration, it has been decided that the teachers working under Govt. except where otherwise provide will hence forth be permitted to 10-days earned leave on full pay during the year in lieu of 20 days half pay leave, as admissible at present.

2. It has also been clarified that half pay leave at the credit of teachers as on the date of issue of the instruction is to be shown separately in the leave account and may be granted as half pay leave/commuted leave on the same terms and conditions as applicable to them prior to date of issue of these instructions. Teachers appointed after the date of these instructions will not be entitled to any half pay leave and there is, therefore, no question of granting commuted leave on medical grounds. It is further clarified that encashment of leave would be admissible to teachers suo motu as to other Government servants subject to the fulfillment of the prescribed condition.

3. Necessary amendment in the Rules will be made in due course.

Yours faithfully,

*Sd/-*

(Reva Nayyar)

Joint Secretary Finance(R)

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

No. 11/30/87-1FR-II

Dated, Chandigarh, the 9-4-87

A copy is forwarded to the Accountant General A&E, for information and necessary action in continuation of Finance Department letter No. 5/1/80-1FR-II, dated 21.2.80.

*Sd/-*

(Reva Nayyar)

Joint Secretary Finance(R),

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



A copy is forwarded to :-

1. Financial Commissioners, Haryana.
2. Administrative Secretaries to Government, Haryana for information.

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

To

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

U.O. No. 11/30/87-1FR-II,

Dated, Chandigarh, the 9-4-87

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

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

To

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

U.O. No. 11/30/87-1FR-II,

Dated, Chandigarh, the 9-4-87.

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***These instructions have been revised vide  
No. 16/1/91-WM(5), Dated 15.03.1991,  
No. 16/34/87-WM(7), Dated 28.07.1987***

**No. 16/21/86-WM(5)**

From

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

To

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

**Dated, Chandigarh, the 9th April, 1987.**

**Subject : Grant of advance for the purchase of Motor Cars to Govt. employees—  
Revision of norms.**

Sir,

In partial modification of Haryana Government, Finance Department letter No. 16/21/86-WM(5), dated 9th May, 1986, on the subject noted above, I am directed to say that in view of further rise in the prices of Motor Cars it has been decided to enhance the maximum limit of advance for the purchase of Motor Cars as under :-

<b>For the purchase of Motor Cars.</b>	
Govt. employees drawing basic pay of Rs. 1500/- and above per month	Rs. 70,000/- or 75% of the price of the vehicle whichever is less.

2. All other conditions governing the grant of advance remain unchanged.
3. These orders will take effect on the date of issue of this letter. The funds will be earmarked as per the above norms.
4. Kindly receipt of this letter may kindly be acknowledged.

Yours faithfully,

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

No. 16/21/86-WM(5)

Dated, Chandigarh, the 9-4-87.

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

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

A copy is forwarded to :-

1. The Financial Commissioner Revenue &
2. All Administrative Secretaries to Government, Haryana  
for information.

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

To

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

U.O. No. 16/21/86-WM(5),

Dated, Chandigarh, the 9-4-87.

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***These instructions have been modified partly vide  
No. 11/6/91-4FD-III/226, Dated 13.2.1991.***

**No. 5/2/85-1B&C**

From

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

To

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

**Dated, Chandigarh, the 15th April, 1987**

***Subject : Economy in Expenditure - Disposal of condemned vehicles.***

Sir,

I am directed to invite your attention to Finance Department letter No. 5/2/85-1B&C dated 7/8.5.1986 on the subject noted above, wherein you were requested that in future condemned vehicles be disposed of within two months of the purchase of new vehicles and the sale proceeds deposited immediately thereafter in the Govt. Treasury under intimation to Administrative Department and Finance Department. Besides this the Director, Supplies & Disposals Haryana was required to take physical possession of the condemned vehicles and also to collect the information every month regarding disposal of the condemned vehicles with full particulars thereof, i.e. the Registration No. of the condemned vehicles the date of its condemnation, the price fetched, whether through auction or by inviting tenders and the date of the deposit of the sale proceeds into the Govt. treasury for onward transmission to Administrative Department/Finance Department.

2. It has now been brought to the notice of this department by the Director, Supplies & Disposals that the Departments especially those located in the field are not observing these instructions with the result that he is unable to compile the information for onward transmission to the Administrative Department/Finance Department. In view of the difficulty faced by the Director, Supplies & Disposals, Haryana it has been decided that requisite information as required in the letter under reference is positively sent to him by the 7th of every month.

3. **For Deputy Commissioners**

They are also requested to follow these instructions meticulously and also keep the keys and other connected papers of the condemned vehicles of the field offices in their possession so as to avoid its misuse.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (Budget)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Endst. No. 5/2/85-1B&C

Dated, Chandigarh, the 15th April, 1987

A copy is forwarded to the Director Supplies & Disposals Haryana, for information & necessary action.

2. He is requested to compile the requisite information and send the same to the Administrative Department and the Finance Department, accordingly.

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

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*See also Not. No. GSR.27/Const./Art.309/Amd (1) dt. 17.03.88,  
No. GSR.27/Const./Art.309/Amd (3)88 dt. 17.06.88,  
Not. No. 1/6/89-1PR(FD) dt. 23.02.89, &  
Not. No. GSR-67/Const./Art.309/Amd(2)89 dt. 02.08.89*

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
(REGULATIONS)**

**Notification**

**The 29th April, 1987**

**No. G.S.R.39/Const./Art 309/87.**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules, namely :-

1. **Short title and commencement.**— (1) These rules may be called the Haryana Civil Services (Revised Pay) Rules, 1987.  
(2) They shall be deemed to have come into force on the 1st day of January, 1986.
2. **Category of Government servants to whom the rules apply.**— (1) Save as otherwise provided by or under these rules these rules shall apply to persons to civil services and posts in connection with the affairs of the State of Haryana.  
(2) These Rules shall not apply to :-
  - (a) members of All India Services serving in connection with the affairs of the State of Haryana,
  - (b) persons not in whole-time employment;
  - (c) persons paid out of contingencies;
  - (d) persons paid otherwise than on a monthly basis including those paid only on a piece rate basis.
  - (e) persons employed on contract except where the- contract provides otherwise;
  - (f) persons re-employed in Government service after retirement except ex-military pensioners;
  - (g) any other class or category of persons whom the Government may be order, specially exclude from the operation of all or any of the provisions contained in these rules, and
  - (h) persons drawing pay under U.G.C. pattern. In their case the dearness allowance sanctioned upto and including the instalment sanctioned with effect from the 1st day of January, 1986 i.e. upto 12 months Consumer Price Index 608 (1960=100), shall be treated as 'Dearness Pay' for all purposes, except for grant of interim relief.
3. **Definitions.**— In these rules, unless the context otherwise requires :-
  - (1) **“basic pay”** means pay as defined in rule 2.44(a) (1) of the Punjab Civil Services Rules, Volume I, Part I,
  - (2) **“existing scale”** in relation to a Government employee means the present scale applicable to the post held by the Govt. employee or as the case may be, personal scale applicable to him as on the 1st day of January, 1986 whether in a substantive or officiating capacity.

**Explanation.—** In the case of a Government employee, who was on the 1st day of January, 1986 on deputation out of India or on leave or on foreign service or who would have on that date officiated in one or more lower posts but for his officiating in a higher post, “**existing scale**” includes the scale applicable to the post which he would have held but for his being on deputation out of India or on leave or on foreign service or, as the case may be, but for his officiating in a higher post;

- (3) “**Government**” means the Haryana Government in the Finance Department.
- (4) “**present scale**” in relation to an post specified in column 2 of the First Schedule means the scale of pay whether fixed or otherwise specified against that post in column 3 thereof;
- (5) “**revised emoluments**” means the basic pay of a Government employee in the revised scale and includes the non-practising allowance, if any, admissible to him, in addition to the pay in the revised scale;
- (6) “**revised scale**” in relation to any post specified in column 2 of the First Schedule means the scale of pay whether fixed or otherwise specified against that post in column 4 thereof unless a different revised scale is notified separately for that post;
- (7) “**Schedule**” means a schedule annexed to these rules.

4. **Scale of pay of posts.—** As from the date of commencement of these rules, the scales of pay of every post specified in column 2 of the First Schedule shall be as specified against it in column 4 therefore.

5. **Drawal of pay in the revised scale.—** Save as otherwise provided in the rules, a Government employee shall draw pay in the revised scale applicable to the post to which he is appointed.

**Provided** that a Government employee may elect to continue to draw pay in the existing scale until the date on which he earns his next or any subsequent increment in the existing scale or until he vacates his post or ceases to draw pay in that scale.

**Explanation.—** 1. The option to retain the existing scale under the proviso to this rule shall be admissible only, in respect of one existing scale<sup>5</sup>.

**Explanation.—** 2. The aforesaid option shall not be admissible to any person appointed to a post on or after 1st day of January, 1986, whether for the first time in Government service or by transfer or promotion from another post and he shall be allowed pay only in the revised scale.

**Explanation.—** 3. Where a Government employee exercises the option under the proviso to this rule to retain the existing scale in respect of a post held by him in an officiating capacity on a regular basis for the purpose of a regulation of pay in that scale under rule 4.4 of the Punjab C.S.R. Volume I, Part I, or any other rule or order applicable to that post, his substantive pay shall be the substantive pay which he would have drawn had he retained the existing scale in respect of the permanent post on which he holds a lien or would have held a lien had his lien not been suspended or the pay of the officiating post which has acquired the character of substantive pay in accordance with any order for the time being in force, whichever is higher.

6. **Exercise of option.—**

- (1)<sup>6</sup> The option under the proviso to the rule 5 shall be exercised in writing in the form appended to the Second Schedule so as to reach the authority mentioned

<sup>5</sup> See also Not. No. GSR-67/Const./Art.309/Amd(2)89 dt. 2.8.89 vide which Explanation 1 was substituted.

<sup>6</sup> See also Not. No. (GSR-67/Const./Art. 309/Amd.(2)89 dt. 2.8.89 vide which Rule 6(1) was amended.

in sub-rule (2) within three months of the date of publication of these rules or where an existing scale has been revised by any amendment made in these rules, within three months of the date of amendment :

**Provided that—**

- (i) in case of Government employee who is, on the date of such publication or, as the case may be, date of such amendment, out of India on leave or deputation or foreign service or active service, the said option shall be exercised in writing so as to reach the said authority within three months of the date of his taking charge of his post in India, and
- (ii) where a Government employee is under suspension on the 1st day of January, 1986 the option may be exercised within three months of the date of his return to his duty if that date is later than the date prescribed in this sub-rule.
  - (2) The option shall be intimated by the Government servant to the Head of his Office.
  - (3) If the intimation regarding the option is not received within the time mentioned in the sub-rule (1), the Government employee shall be deemed to have elected to be governed by the revised scale of pay on and from the first day of January, 1986.
  - (4)<sup>7</sup> The option once exercised shall be final.

**Note: 1.—** Persons whose services are terminated on or after the 1st January, 1986 and could not exercise the option within the prescribed time limit, on account of death, discharge on the expiry of the sanctioned post, resignation, dismissal or discharge on disciplinary grounds, are entitled to the benefits of this rule.

**Note: 2.—** Persons who have died on or after the 1st day of January, 1986 and could not exercise the option within the prescribed time limit shall be deemed to have opted for the revised scale on and from the 1st day of January, 1986 or such later date as is most beneficial to their dependent, if the revised scale are more favourable and in such cases, necessary action for the payment of arrears shall be taken by the Head of Office.

**7. Fixation of initial pay in the revised scale.—**

- (1) The initial pay of Government employee who elects, or is deemed to have elected under sub-rule 6 to be governed by the revised scale on and from the 1st day of January, 1986, shall, unless in any case the Government by order otherwise directs, to be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien if it had not been suspended, and in respect of his pay in the officiating post held by him, in the following manner, namely :-
  - (A)** in the case of all employees.—
    - (i) an amount representing 20 percent of basic pay in the existing scale, subject to a minimum of Rs. 75/- shall be added to the “existing emoluments” of the employee.,
    - (ii) after the existing emoluments have been so increased, the pay shall thereafter be fixed in the revised scale at that stage or at the stage next above the amount thus computed if the amount computed falls between two stages:

<sup>7</sup> See also Not. No.GSR-67/Const./Art.309/Amd. (2)89 dt. 2.8.89 vide which Rule 6(4) was amended.



**Provided that—**

- (a) if the minimum of the revised scale is more than the amount so arrived at, the pay shall be fixed at the minimum of the revised scale;
- (b) if the amount so arrived at is more than the maximum of the revised scale, the pay shall be fixed at the maximum of that scale.

**Explanation.—** For the purpose of this clause ‘**existing emoluments**’ shall include :-

- (a) the basic pay in the existing scales;
- (b) dearness allowance and adhoc dearness allowance appropriate to the basic pay admissible at index average 608 (1960=100).

**(B)** in the case of employees who are in the receipt of special pay in addition to pay in the existing scale and where the existing scale with special pay has been replaced by a scale of pay without any special pay, the pay shall be fixed in the revised scale in accordance with the provisions of clause (A) above except that in such cases “**existing emoluments**” shall include :-

- (a) the basic pay in the existing scale,
- (b) existing amount of special pay,
- (c) dearness allowance and adhoc dearness allowance appropriate to the basic pay and special pay admissible at index average 608 (1960-100) under the relevant order:

**(C)** in the case of employees who are in receipt of special pay in addition to pay in the existing scales and in whose case special pay continues with the revised scale of pay either at the same rate or at a different rate, the pay in the revised scale shall be fixed in accordance with the provisions of clause (A) above with reference to existing emoluments calculated in accordance with Explanation thereto after excluding the existing special pay and the amounts admissible thereon with reference to dearness allowance and adhoc dearness allowance and in such cases special pay at the new rate shall be drawn in addition to the pay so fixed in the revised scale.

**(D)** in the case of medical & other officers who are in receipt of non-practising allowance the pay in the revised scale shall be fixed in accordance with the provision of clause (A) above except that in such case the term “**existing emoluments**” shall include only;

- (a) the basic pay in the existing scale:
- (b) dearness allowance and adhoc dearness allowance appropriate to the basic pay and non-practising allowance admissible at index average 608 (1960= 100) under the relevant orders :

and in such cases, non-practising allowance shall be drawn in addition to the pay so fixed in the revised scale.

**Note 1.—** Where a Government employee is holding a permanent post and is officiating in a higher post on a regular basis and the scales applicable to these two posts are merged into one scale, the pay shall be fixed under this sub-rule with reference to the officiating post only, and the pay so fixed shall be treated as substantive pay.

The provisions of this Note shall apply, mutatis mutandis, to Government employees,

holding in an officiating capacity posts on different existing scales which have been replaced by a single revised scale.

**Note 2.—** Where the existing emoluments as calculated in accordance with clause (A), clause (B), clause (C) or clause (D), as the case may be, exceed the revised emoluments in the case of any Government employee, the difference shall be allowed as personal pay to be absorbed in future increases in pay.

**Note 3.—** Where in the fixation of pay under sub-rule (1) the pay of Government employees drawing pay at more than five consecutive stages in an existing scale gets bunched, that is to say gets fixed in the revised scale at the same stage, the pay in the revised scale of such of these Government employees who are drawing pay beyond the first five consecutive stages in the existing scale shall be stepped up to the stage where such bunching occurs as under, by the grant of increment(s) in revised scale in the following manner, namely :-

- (a) for Government employees drawing pay from the 6th upto the 10th stage in the existing scale - by one increment;
- (b) for Government employees drawing pay from the 11th upto the 15th stage in the existing scale, if there is bunching beyond the 10th stage - by two increments;
- (c) for Government employees drawing pay from the 16th upto the 20th stage in the existing scale, if there is bunching beyond the 15th stage - by three increments.

If by stepping up of the pay as above, the pay of a Government employee gets fixed at a stage in the revised scale which is higher than the stage in the revised scale at which the pay of a Government employee who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall be stepped up only to the extent by which it falls short of that of the former.

**Note 4.—** Where in the fixation of pay under sub-rule (1) pay of a Government employee who, in the existing scale was drawing immediately before the 1st day of January, 1986 more pay than another Government employee junior to him in the same cadre, gets fixed in the revised scale at a stage lower than that of such junior, his pay shall be stepped upto the same stage in the revised scale as that of the junior.

**Note 5.—** Where a Government employee is in receipt of personal pay on the 1st day of January, 1986, which together with his existing emoluments as calculated in accordance with clause (A), clause (B), clause (C), clause (D), as the case may be, exceeds the revised emoluments, then, the difference representing such excess shall be allowed to such Government employee as personal pay to be absorbed in future increases in pay.

**Note 6.—** In cases, where a senior Government employee promoted to a higher post before the 1st day of January, 1986 draws less pay in the revised scale than his junior who is promoted to the higher post on or after the 1st day of January, 1986, the pay of the senior Govt. employee should be stepped up to an amount equal to the pay as fixed for his junior in that higher post. The stepping up should be done with effect from the date of promotion of the junior Govt. employee subject to the fulfilment of the following conditions, namely :-

- (a) both the junior and the senior Govt. employee should belong to the same cadre and the posts in which they have been promoted should be identical in the same cadre.

- (b) the pre-revised and revised scales of pay of the lower and higher posts in which they are entitled to draw pay should be identical, and
- (c) the anomaly should be directly as a result of the application of the provisions of rule 4.4 (c) of Punjab C.S.R. Vol. I Part I or any other rule or order regulating pay fixation on such promotion in the revised scale. If even in the lower post, the junior officer was drawing more pay in the pre-revised scale than the senior, by virtue of advance increments granted to him, provisions of this Note shall need not be invoked to step up the pay of the senior officer.

The orders relating to refixation of the pay of the senior officer in accordance with the above provisions shall be issued under rule 4.10 of Punjab CSR Vol. I, Part I and the senior officer will be entitled to the next increment on completion of his required qualifying service with effect from the date of refixation of pay.

**Note 7.—** Some typical examples illustrative of pay fixation formula are given in third schedule.

(2)<sup>8</sup> Subjects to the provisions of rule 5, if the pay as fixed in the officiating post under sub-Rule (1) is lower than the pay fixed in the substantive post, the former shall be fixed at the stage next above the substantive pay.

8. **Date of next increment in the revised scale.—** The next increment of a Government employee whose pay has been fixed in the revised scale in accordance with the provision of sub-rule (1) of rule 7 shall be granted on the date, he would have drawn his increment, had he continued in the existing scale;

**Provided** that in cases where the pay of a Government employee is stepped up in terms of Note 3 or Note 4 or Note 6 to sub-rule (1) of rule 7, the next increment shall be granted on the completion of qualifying service of twelve months from the date of the stepping up of the pay in the revised scale;

**Provided further** that in case other than those covered by the preceding proviso, the next increment of a Government employee whose pay is fixed on the 1st day of January, 1986 at the same stage as the one fixed for another Government employee junior to him in the same cadre and drawing pay at a lower stage than his in the existing scale, shall be granted on the same date as admissible to his junior, if the date of increment of the junior happens to be earlier;

**Provided further** that in the case of persons who had been drawing maximum of the existing scale for more than a year as on the 1st day of January, 1986, next increment in the revised scales shall be allowed on the 1st day of January, 1986;

<sup>9</sup>**Provided further** that in the case of Government employees who were in receipt of an adhoc increment on their stagnating for more than two years at the maximum of the existing scale of pay as on the 1st day of January, 1986, one more increment in the revised scale shall be allowed to them on the 1st day of January, 1986, in addition to the increment already allowed under the preceding proviso.

**Note 1.—** Wherever the pay has been fixed under these rules the efficiency bar will become operative only with reference to such bars in the revised scale, irrespective of whether a Government employee had crossed or not crossed or had been held up at the efficiency bar in the existing scale.

**Note 2.—** The benefit of additional increment under the fourth proviso will also be notionally admissible to a Government employee in the scale in which he would have got an adhoc increment on his stagnating for more than two years at the maximum of pay

<sup>8</sup> See also Not. No. GSR.27/Const./Art.309/Amd (1) dt. 17.3.88 vide which Rule 7(2) was amended.

<sup>9</sup> See also Not. No. GSR.27/Const./Art.309/Amd(3)88 dt. 17.6.88 vide which Proviso 4 to Rule 8 was amended.

as on the 1st day of January, 1986 but for his holding higher officiating post, subject to the maximum of the revised scale not being exceeded, irrespective of whether he was actually in receipt of the adhoc increment or not.

**Note 3<sup>10</sup>.**— Where by the grant of two additional increments in terms of the third and fourth provisos in the revised scale applicable to the substantive post, the substantive pay of a Government employee exceeds his officiating pay at any time, the Government employee may be allowed, in addition to officiating pay, the difference between the officiating pay and substantive pay as personal pay to be absorbed in future increments for the periods during which the substantive pay exceeds the officiating.

**Note 4.**— In cases where two existing scales, one being a promotional scale for the other, are merged, and the junior Government employee, now drawing his pay in the lower scale, is receiving personal pay for stagnating in that scale, and happens to draw more pay in the revised scale due to grant of additional increment in terms of the third and fourth proviso than the pay of the senior Government employee in the existing higher scale, the pay of the senior Government employee in the revised scale shall be stepped up to that of his junior from the same date and he shall draw next increment after completing the qualifying period from the date of such stepping up of pay.

9. **Fixation of pay in the revised scale subsequent to the 1st day of January, 1986:**— Where a Government employee continues to draw his pay in the existing scale and is brought over to revised scale from a date later than the 1st day of January, 1986, his pay from the later date in the revised scale shall be fixed under the Punjab CSR Vol. I, Part I, and for this purpose his pay in existing scale have the same meaning as of existing emoluments as calculated in accordance with clause (A), clause (B), clause (C) or clause (D), as the case may be, of sub-rule (1) of rule 7 except that the basic pay to be taken into account for calculation of those emoluments will be the basic pay on the later date aforesaid and where the Government employee is in receipt of special pay or non-practising allowance, his pay shall be fixed after deducting from those emoluments an amount equal to the special pay or non-practising allowance as the case may be, at the revised rates appropriate to the emoluments so calculated.
10. **Fixation of pay on re-appointment after the last day of January, 1986 to a post held prior to that day.**— A Government employee who had officiated in a post prior to the 1st day of January, 1986, but was not holding that post on that date and who on subsequent appointment to that post draws pay in the revised scale of pay, shall be allowed the benefit of the proviso to rule 4.4(b) of Punjab C.S.R. Volume I, Part I.
11. **Mode of payment of arrears of pay.**— Notwithstanding anything contained in these rules, the arrears of pay to which any Government employee may be entitled for the period from 1st January, 1986 to 28th February, 1987 under these rules shall be credited to the Provident Fund Account of the Government employee or by crediting the same to a special saving account to be opened in the name of the Government employee where there is no Provident Fund Account. The deposits under the C.P.F. account including for the period January, 1986 to February, 1987 will, however, not be eligible for corresponding contribution from the Government.
12. **Over-riding effect of rules.**— The provisions of the Punjab C.S.R. Vol. I, Part I. shall not, save as otherwise provided in these rules, apply to cases where pay is regulated under these rules, to the extent they are inconsistent with these rules.

<sup>10</sup> See also Not. No. 1/6/89-1 PR(FD) dt. 23.2.89 vide which Note 3 was omitted.

13. **Power to relax.**— Where the Government is satisfied that the operation of all or any of the provisions of these rules causes undue hardship in any particular case, it may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in just and equitable manner.
14. **Interpretation.**— If question arises relating to the interpretation of any of the provisions of these rules, it shall be, decided by the Government.

A. N. MATHUR,  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

**THE FIRST SCHEDULE****PART A***(See Rule 3 & 4)*

Revised scales for posts carrying present scales in Groups 'D', 'C', 'B', & 'A' except posts for which different revised scales are notified separately.

<b>Sr. No.</b>	<b>Posts</b>	<b>Present Scale</b>	<b>Revised Scale</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>GROUP-D</b>			
1	All posts carrying present scale specified in col. 3	Rs. 300-430 Rs. 300-430 (TS) Rs. 350-500 (SG)	Rs. 750-12-870-EB-14-940
2	- do -	Rs. 350-500 Rs. 350-500 (TS) Rs. 400-600 (SG)	Rs. 775-12-955-EB-14-1025
3	- do -	Rs. 400-600	Rs. 800-15-1010-EB-20-1150
<b>GROUP 'C' &amp; 'B'</b>			
4	- do -	Rs. 400-660 Rs. 400-660 (TS) Rs. 480-760 (SG)	Rs. 950-20-1150-EB-25-1500
5	- do -	Rs. 420-700 Rs. 420-700 (TS) Rs. 525-900 (SG) Rs. 450-700 Rs. 480-760 Rs. 480-760 (TS) Rs. 525-900 (SG)	Rs. 1200-30-1560-EB-40-2040
6	- do -	Rs. 525-900 Rs. 525-900 (TS) Rs. 600-1100 (SG) Rs. 525-1050 Rs. 525-1050 (TS) Rs. 600-1100 (SG) Rs. 525-1050 (TS) Rs. 700-1250 (SG) Rs. 600-1100 Rs. 600-1100 (TS) Rs. 700-1250 (SG)	Rs. 1400-40-1600-50-2300-EB-60-2600
7	All posts carrying present scale specified in col. 3	Rs. 700-1150 Rs. 700-1250	Rs. 1600-50-2300-EB-60-2660
8	- do -	Rs. 700-1250 (TS) Rs. 750-1450 (SG)	Rs. 1640-60-2600-EB-75-2900

Sr. No.	Posts	Present Scale	Revised Scale
1	2	3	4
		Rs. 700-1400 Rs. 700-1400 (TS) Rs. 800-1600 (SG) Rs. 750-1450 Rs. 750-1450 (TS) Rs. 800-1600 (SG)	
9	- do -	Rs. 800-1600 Rs. 800-1600 (TS) Rs. 900-1700 (SG) Rs. 800-1600 (TS) Rs. 1200-1700 (TS) Rs. 800-1600 (TS) Rs. 1000-1800 1200-1700 (SG) 800-1600 (TS) 1000-1800 (SG)	Rs. 2000-60-2300-EB-75-3200
10	-do-	Rs. 900-1700 Rs. 900-1700 (TS) Rs. 1000-1800 (SG) Rs. 900-1800 Rs. 900-1700 (TS) Rs. 1200-1850 (SG) Rs. 940-1850 Rs. 1000-1500 Rs. 1000-1500 (TS) Rs. 1600 Fixed (SG) Rs. 1000-1800 Rs. 1000-1800 (TS) Rs. 1200-1860 (SG) Rs. 1200-1600 Rs. 1200-1700 Rs. 1200-1860 Rs. 940-2000	Rs. 2000-60-2300-EB-75-3200-100-3500
<b>GROUP-A</b>			
11	All posts carrying present scale specified in col. 3	Rs. 900-1700 Rs. 900-1800 Rs. 940-1850	Rs. 2000-60-2300-EB-75-3200-100-3500
12	All posts carrying present scale specified in col. 3	Rs. 980-1850 Rs. 1000-1800 Rs. 1200-1700 Rs. 1200-1860	Rs. 2200-75-2800-EB-100-4000
13	All posts carrying present scale specified in col. 3	Rs. 1250-2000 Rs. 1400-1860	Rs. 3000-100-3500-125-4500

Sr. No.	Posts	Present Scale	Revised Scale
1	2	3	4
		Rs. 1400-2000 Rs. 1400-2100	
14	All posts carrying present scale specified in col. 3	Rs. 1700-2150 Rs. 1760-2300 Rs. 2000-2300	Rs. 3000-100-3500-125-5000
15	All posts carrying present scale specified in col. 3	Rs. 2000-2400 Rs. 2000-2500 Rs. 2100-2500 Rs. 2150-2500	Rs. 3700-125-4700-150-5000
16	All posts carrying present scale specified in col. 3	Rs. 2250-2500 Rs. 2250-2600 Rs. 2250-2750	Rs. 4100-125-4850-150-5300
17	All posts carrying present scale specified in col. 3	Rs. 2500-2750 Rs. 2500-3000	Rs. 5900-200-6700 (Without Special Pay)
<b>PART B</b>			
<b>Revised scales of Pay for certain other Categories of Staff</b>			
<b>GROUPS 'B', 'C' &amp; 'D'</b>			
<b>A.</b>	<b>Education Department</b>		
1	JBTs., C&V Vernacular and Drawing Teachers, PTIs.	Rs. 480-760 (TS) Rs. 525-900 (SG)	Rs. 1200-30-1560-EB-40-2040
2	Master/Mistress Trained Graduates, Shastri/Sanskrit Teacher, DPE.	Rs. 525-1050 (TS) Rs. 700-1150 (SG)	Rs. 1400-40-1600-50-2300-EB-60-2600
3	Lecturers in Hr./Sr. Sec. Schools	Rs. 600-1100 (TS) Rs. 700-1250 (SG) Rs. 700-1250 (TS) Rs. 800-1600 (SG)	Rs. 1640-60-2600-EB-75-2900
4	Headmasters/Headmistress, BEOs.	Rs. 700-1250 (TS) Rs. 800-1600 (SG)	Rs. 2000-60-2300-EB-75-3200
<b>B.</b>	<b>Police Department</b>		
1	Constable	Rs. 400-660	Rs. 950-20-1150-EB-25-1400
2	Head Constable	Rs. 450-700	Rs. 975-25-1150-EB-30-1660
3	Asstt. Sub-Inspector	Rs. 525-825	Rs. 1320-30-1560-EB-40-2040
4	Sub-Inspector	Rs. 620-1200	Rs. 1640-60-2600-EB-75-2900
5	Inspector	Rs. 700-1250	Rs. 2000-60-2300-EB-75-3200
<b>C.</b>	<b>Health Department</b>		
1	Radiographer	Rs. 480-760 (TS) Rs. 525-900 (SG)	Rs. 1350-30-1440-40-1800-EB-50-2200
2	Pharmacist Gr.II	Rs. 525-1050	Rs. 1350-30-1440-40-1800-EB-



Sr. No.	Posts	Present Scale	Revised Scale
1	2	3	4
			50-2200
3	Pharmacist Gr. I	Rs. 600-1100	Rs. 1400-40-1600-50-2300-EB-60-2600
4	A.N.M./Midwife	Rs. 400-600 (TS) Rs. 480-760 (SG)	Rs. 950-20-1150-EB-25-1500
5	Staff Nurse/Male Nurse, L.H.V.	Rs. 480-900 (TS) Rs. 525-1050 (SG)	Rs. 1400-40-1600-50-2300-EB-60-2600
6	Nursing Sister/Sister Tutor/Public Health Nurse (Teaching)	Rs. 600-1100	Rs. 1640-60-2600-EB-75-2900
7	Matron/Principal Tutor	Rs. 700-1250	Rs. 2000-60-2300-EB-75-3200
8	Nursing Supdt. Medical College	Rs. 700-1400	Rs. 2000-60-2300-EB-75-3200
<b>D.</b>	<b>ENGINEERING &amp; OTHER TECHNICAL STAFF</b>		
1	Jr. Engineer (in all Govt. Departments)	Rs. 700-1250 (TS) Rs. 800-1400 (SG)	i) Rs. 1400-40-1800-EB-50-2300 ii)Rs. 1640-60-2600-EB-75-2900 (Promotional Grade. To be suitably redesignated and promotion to be made as per normal procedure) 50% of the total No. of posts of Junior Engineers will be in lower grade of 1400-2300 & the remaining 50% in the grade of Rs. 1640-2900.
2	Tracer	Rs. 400-660 (TS) Rs. 480-760 (SG)	Rs. 975-25-1150-EB-30-1540
3	Draftsman	Rs. 600-1100 (TS)	Rs. 1400-40-1800-EB-50-2300
4	Head Draftsman	Rs. 700-1250	Rs. 1600-50-2300-EB-60-2660
5	Circle Head Draftsman	Rs. 750-1450	Rs. 1640-60-2600-EB-75-2900
<b>E.</b>	<b>Miscellaneous</b>		
1	Lab Attendant (Matric)	Rs. 400-600 (TS) Rs. 420-700 (SG)	Rs. 950-20-1150-EB-25-1500
2	Head Gate-Keeper	Rs. 450-700	Rs. 1150-25-1500
3	Helper to Leather Designer	Rs. 400-660	Rs. 950-20-1150-EB-25-1500
4	Forest Guard	Rs. 350-500 (TS) Rs. 400-600 (SG)	Rs. 950-20-1150-EB-25-1400
5	Conductors/Adda Conductors	Rs. 400-600	Rs. 950-20-1150-EB-25-1500
6	Sub-Divisional Clerk	Rs. 400-660 (TS) Rs. 480-760 (SG)	Rs. 1200-30-1560-EB-40-2040 without special pay.

<b>Sr. No.</b>	<b>Posts</b>	<b>Present Scale</b>	<b>Revised Scale</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
7	Wild-life Inspector	Rs. 400-660 (TS) Rs. 525-1010 (SG)	Rs. 1350-30-1440-40-1800-EB-50-2200
<b>GROUP A</b>			
1	Asstt. XEN (Public Works Departments)	Rs. 940-2000	Rs. 2200-75-2800-100-4000
2	Asstt. Director/ Principal Technical (B)	Rs. 940-2000	Rs. 2200-75-2800-EB-100-4000
3	Economic & Statistical Advisor	Rs. 1760-2300	Rs. 3700-125-4700-150-5000
4	Director, Fisheries	Rs. 1760-2300	Rs. 3700-125-4700-150-5000
5	Secretary, Rajya Sainik Board.	Rs. 1760-2500	Rs. 3700-125-4700-150-5000
6	Haryana Civil Services (SG)	Rs. 2100-2500	Rs. 4100-125-4850-150-5300
7	Director, Forensic Science Laboratory.	Rs. 2500-2750	Rs. 5100-150-5400-150-6150
8	Engineers-in-Chief	Rs. 2500-2750 + Rs. 250 Special pay	Rs. 7300-100-7600 (Without Special pay)

**THE SECOND SCHEDULE**

Form of Option

(See Rule 6.(1))

(i) I \_\_\_\_\_ hereby elect the revised scale with effect from 1st January, 1986.

(ii) I \_\_\_\_\_ hereby elect to continue on the existing scale of pay of my substantive/officiating post mentioned below until :

\*\*the date of next increment

the date of my subsequent increment raising my pay to Rs. \_\_\_\_\_

I vacate or cease to draw pay in the existing scale.

Existing scale \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office in which employed \_\_\_\_\_

Date:

Station:

\*To be scored out if not applicable.

**THIRD SCHEDULE***(See Rule 7)***EXAMPLES OF PAY FIXATION**

<b>1.</b>	Existing Pay Scale	300-5-360/80-400/10-430
	Proposed Scale	750-12-870-EB-14-940
	Basic Pay	350 (10th year)
	D.A at 608 CPI	348.30
	Increase of 20 percent (Minimum Rs. 75)	75
	Total Emoluments	773.30
	Pay to be fixed at	774
<b>2.</b>	Existing Pay Scale	420-10-490/540-15-600-EB-20-700
	Revised Scale	1200-30-1560-EB-40-2040
	Basic Scale	540 (8th Year)
	D.A at 608 CPI	536.60
	Increase of 20 percent over Basic Pay	108.00
	Total Emoluments	1184.60
	Pay to be fixed at	1200
<b>3.</b>	Existing Scale	480-15-600-EB-20-700-30-820-40-900
	Revised Scale	1350-30-1440-40-1800-EB-50-2200
	Basic Pay	660.00 (11th year)
	D.A at 608 CPI	579.30
	Increase of 20 percent	132.00
	Total Emoluments	1371.30
	Pay to be fixed at	Rs. 1380
<b>4.</b>	Existing Scale	525-15-600-20-660/700-30-850-EB-890-40-1050
	Revised Scale	1400-40-1600-50-2300-EB-60-2600
	Basic Pay	Rs. 700.00 (9th year)
	D.A at 608 CPI	Rs. 579.50
	Increase of 20 percent	Rs. 140.00
	Total Emoluments	1419.50
	Pay to be fixed at	1440

<b>5.</b>	Existing Scale	Rs. 700-30-850/900-40-1100-EB-50-1250
	Revised Scale	Rs. 1600-50-2300-EB-60-2660
	Basic Pay	Rs. 980.00 (8th year)
	D.A at 608 CPI	Rs. 798.00
	Increase of 20 percent	Rs. 196.00
	Total Emoluments	Rs. 1974.00
	Pay to be fixed at	Rs. 2000
<b>6.</b>	Existing Scale	Rs. 800-30-890/940-40-1100-50-1600
	Revised Scale	Rs. 2000-60-2300-EB-75-3200
	Basic Pay	Rs. 980.00 (6th year)
	D.A at 608 CPI	Rs. 798.70
	Increase of 20 Percent	Rs. 196.00
	Total Emoluments	Rs. 1974.70
	Pay to be fixed at	Rs. 2000
<b>7.</b>	Existing Scale	Rs. 940-40-1100-EB-50-1400-60-1700-EB-75-2000 plus 25% N.P.A.
	Proposed Scale	Rs. 2000-60-2300-EB-75-3200-100-3500
	Basic Pay	Rs. 1150 plus N.P.A. 287.50 (6th Year)
	D.A at 608 CPI	Rs. 1087.00
	Increase of 20 Percent	Rs. 230.50
	Total Emoluments	Rs. 2467.50
	Pay to be fixed at	Rs. 2525 plus N.P.A
<b>8.</b>	Existing Scale of Pay	Rs. 2500-125/2-2750 plus Rs. 250 S.P.
	Recommended Scale	Rs. 5900-200-6700 (Without S.P.)
	Basic Pay	Rs. 2750.00
	Special Pay	Rs. 250.00
	D.A at 608 C.P.I (Excluding Rs. 363 merged as A.D.A I & II at the time of previous revision)	Rs. 1587.00
	Adhoc D.A	Rs. 600.00
	Total Emoluments	Rs. 5187.00
	Add 20% increase over basic pay	550.00

	Grand Total	5737.00
	Pay to be fixed at	Rs. 5900 in the revised scale
<b>Example No. 9</b>		
	Existing Scale	Rs. 2100-75-2400-100-2500
	Recommended Scale	Rs. 3700-125-4700-150-5000
	Basic Pay	Rs. 2500.00
	D.A at 608 C.P.I (Excluding Rs. 363 merged as A.D.A I & II at the time of previous revision)	Rs. 1087.00
	Adhoc D.A	Rs. 537.40
	Total Emoluments	Rs. 4124.40
	Add 20% increase	Rs. 500.00
	Grand Total	Rs. 4624.40
	Pay to be fixed at	Rs. 4700
<b>Example No. 10</b>		
	Existing Scale	Rs. 2000-75-2300-100-2400
	Recommended Scale	Rs. 3700-125-4700-150-5000
	Basic Pay	Rs. 2150.00
	Adhoc D.A	Rs. 211.90
	Total Emoluments	Rs. 3448.90
	Add 20% increase	Rs. 430.00
	Grand Total	Rs. 3878.90
	Pay to be fixed at	Rs. 3950.00
<b>Example No. 11</b>		
	Existing Scale	Rs. 1400-60-1700-EB-80-2100 with Rs. 600 as N.P.A.
	Recommended Scale	Rs. 3000-100-3500-125-4500 (N.P.A. would remain the same as was drawn earlier till a decision is taken)
	Basic Pay	Rs. 1700.00
	D.A at 608 CPI	Rs. 1087.00
	Adhoc D.A.	Nil
	Total Emoluments	Rs. 2787.00

	Add 20% increase	Rs. 340.00
	Grand Total	Rs. 3127.00
	Pay to be fixed at	Rs. 3200 plus Rs. 600 N.P.A
<b>Example No. 12</b>		
	Existing Scale	Rs. 1200-50-1500-60-1860
	Recommended Scale	Rs. 2200-75-2800-EB-100-4000
	Basic Pay	Rs. 1800.00
	D.A at 608 CPI	Rs. 1087.00
	Adhoc D.A	Rs. Nil
	Total Emoluments	Rs. 2887.00
	Add 20% increase	Rs. 360.00
	Grand Total	Rs. 3247.00
	Pay to fixed at	Rs. 3300
<b>13.</b>	Existing Scale of Pay	Rs. 700-30-850/900-40-1100-EB-50-1250 plus 75 SP
	Proposed Scale of Pay	Rs. 1640-60-2600-EB-75-2900
	Existing Basic Pay plus SP	Rs. 980 (8th year) plus 75 SP
	DA at 608 CPI on basic pay and Special Pay	Rs. 859.80
	Increase of 20%	Rs. 196.00
	Total	2110.80
	Pay to be fixed in revised scales	2120 (without any special pay)
<b>14.</b>	Existing Scale of Pay	Rs. 700-30-850/900-40-1100-EB-50-1250 plus 75 SP
	Proposed scale of pay	Rs. 1640-60-2600-EB-75-2900 with special pay of Rs. 75
	Existing basic pay	Rs. 980.00 (8th year)
	DA at 608 CPI	Rs. 798.70
	Increase of 20%	Rs. 196.00
	Total	Rs. 1974.70
	Pay to be fixed in the revised scale of Pay	Rs. 2000 plus Special pay of Rs. 75

**Statement of fixation of have under Haryana Civil Services (Revised Pay) Rules, 1987**

1.	Name of the Government servant:	
2.	Designation of the post in which pay is to be fixed as on 1st January, 1986:	
3.	Whether substantive or officiating :	
4.	Existing scale/scales of the Posts (Where there is more than one scale and the scales are merged, in a single revised scale, the particular scale in which the officer was drawing pay should be specified) :	
5.	Existing emoluments as on 1st January, 1986 :	
(a)	Basic pay (excluding adhoc increment (on account of stagnation at the maximum of the existing scale):	
(b)	Special Pay under rule 7 (1) (B)	
(c)	DA. Adhoc DA appropriate to basic pay and Special Pay under rule 7 (1) (B) and NPA at the index average 608 (1960=100):	
	<b>Total existing emoluments (a) to (c) :</b>	
6.	20% of basic pay subject to minimum of Rs. 75/- :	
7.	Total of items 5 & 6 :	
8.	Revised scale corresponding to existing scale/scales shown against item 4 above :	
9.(i)	Revised Pay as fixed under Sub-rule (1) (A) or 1 (B) 1 (C) or 1(D) of rule 7 at the stage in the Revised Scale equal to the amount against item 7 above as falls between Two Stages :	
(ii)	Special Pay in the revised scale, if any (Rule &(1) (C) refers) :	
(iii)	Revised NPA, if admissible (Rule 7 (1) (D) refers) :	
10	Revised emoluments [total of item 9 (i) (ii) and (iii)] :	
11.	Increase in emoluments (item 10 (-) item 5):	
12.	Revised emoluments to be shown as :	
(i)	Revised Pay :	
(ii)	Special Pay-Rule 7 (1) (C) refers :	
(iii)	Personal Pay-Note 2 under Rule 7(1) refers :	
(iv)	NPA-Rule 7(1)(D) refers:	
13(i)	Number of increments to be allowed on account of bunching (Note 3 below Rule 7(1) :	
(ii)	Stepped up revised pay :	



14.	Stepped up revised pay under Note-4 below Rule 7(1) (indicate also the name and pay fixed for the Junior).	
15.	Increment allowed	
(a)	Under third proviso to Rule 8 :	
(b)	Under fourth proviso to Rule 8 :	
16.	Amount of personal pay if the revised pay is less than the existing emoluments plus personal pay, the difference to be allowed personal pay over and above the revised pay [Note 5 under Rule &7(1)]	
17.	Whether the revised pay in the officiating post is less than the revised pay in the substantive post vide Rule 7(2) :	
18.	If answer to 17 is 'Yes', the final revised pay under rule 7(2) :	
19.	Date of next increment under Rule 8 :	
20.	Any other relevant information :	

Signature of the Head of Office  
with stamp

Date :

**Remarks of the Accounts Officer (Internal Audit)**

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**No. 1/9/1PR(FD)-87/**

From

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

To

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

**Dated, Chandigarh, the 29th April, 1987**

**Subject : Revision of Pay Scales of Haryana Government Employees.**

Sir,

I am directed to invite your attention to the subject noted above and to inform you that the Government have taken the following decisions :-

- (i) the arrears on account of revision of scales & DA admissible therein, will be paid in cash w.e.f. the salary for March, 1987, instead of April, 1987, as decided earlier;
- (ii) The present system of selection grades as it exists for the employees of Groups B, C & D has been discontinued. However, in order to provide relief to those who reach the maximum of the scales, grant of one stagnation increment on completion of every two years at the maximum of the respective scales, subject to a maximum of three such increments, has been approved. This decision is applicable to employees of Groups A, B, C & D, maximum of whose pay scales do not exceed Rs. 6700/- in the revised scales.
- (iii) With regard to special pay, it has been decided that no special pay would be admissible to posts in the scale of Rs. 5900-6700 and above. Further, pay and special pay in the revised scales shall not exceed the maximum of the scale.
- (iv) No corresponding contribution would be made by Government for C.P.F. deposits made on account of arrears for the period from 01.01.1986 to 28.02.1987.
- (v) Officers' Committee will entertain representations from authorised associations within a period of two months of the notification of the new pay scales, in such cases where anomalies are left as a result of the revision of pay scales. Such cases should be forwarded to the Secretary Anomalies Committee with your comments & specific recommendations through the Administrative Department in the enclosed performa.

Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

Joint Secretary, Finance (PR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 1/9/1PR(FD)-87/

Dated, Chandigarh, the 29th April, 1987

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

*Sd/-*  
Joint Secretary, Finance (PR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to :-

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

*Sd/-*  
Joint Secretary, Finance (PR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

U.O. No. 1/9/1PR(FD)-87/

Dated, Chandigarh, the 29th April, 1987

A copy is forwarded to the Principal Secretary/Chief Minister, Sr. Secretary to Ministers, Secretaries to Ministers & Private Secretaries to Ministers/Ministers of State, for the information of the Chief Minister, Ministers, Ministers of State.

*Sd/-*  
Joint Secretary, Finance (PR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Chief Minister, Sr. Secretary to  
Ministers, Secretaries to Ministers & Private Secretaries to  
Ministers/Ministers of State.

U.O. No. 1/9/1PR(FD)-87/

Dated, Chandigarh, the 29th April, 1987.

**PROFORMA**

Sr. No.	Designation of the Post.	No. of Posts sanctioned as on 31.12.1986	Pay scale (complete with rate of increment)	Special Pay attached if any.	Name of the post(s) with pay scales(s) from which promotion takes place to the post under column 2.
1.	2.	3.	4.	5.	6.

**PROFORMA**

Next Channel of promotion its pay scale & Group.	Educational & experience qualifications at the point of recruitment for the post.	Minimum experience & allied requirements for departmental candidates for promotion to the post.	Recommendation of Head of Department	Recommendation of Administrative Department.	Remarks
7.	8.	9.	10.	11.	12.

\*\*\*\*\*

***These instructions have been partly Revised  
vide No. 52-2FICW-88, Dated 12.02.1988.***

**No. 3/1/1PR(FD)-87**

From

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

To

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

**Dated, Chandigarh, the 29th April, 1987.**

**Subject :** Freezing N.P.A., Special Pay, City Compensatory Allowance, House Rent Allowance, Rural Allowance, Deputation Allowance and TA/DA etc.

Sir,

I am directed to refer to the subject cited above and to state that the Haryana Government has revised the pay scales of its employee's w.e.f. 1.1.1986 but decision in regard to the allied matters, such as N.P.A. Special Pay, C.C.A., Rural Allowance, Deputation Allowance, House Rent Allowance and TA/DA etc. is yet to be taken accordingly the State Government has decided to freeze the amount of Non-Practicing Allowance, Special Pay, City Compensatory Allowance, Rural Allowance and Deputation Allowance of all the Haryana Government employees to the extent of the amount they have drawn in the pay of February, 1987 paid in March, 1987.

2. It has also been decided that the employees will continue to draw TA/DA as per the classification and rates given in Haryana Government, Finance Department letter No. 5/1/80/1FR-II dated 21.2.1980, presuming that there is no revision of scales.

3. The State Government has further decided to freeze the amount of House Rent Allowance admissible to Haryana Government employees to the extent of the amount they have drawn in the pay of February, 1987 paid in March, 1987.

4. So far as the question of license fee from the pay of the employees of Haryana Government for the Government accommodation in their possession in Haryana State and at Chandigarh, is concerned the same may be continued to be deducted to the extent it was deducted from the pay of the concerned employees for the month of February, 1987 paid in March, 1987, considering as if there has been no revision of pay scales. The above decisions will remain in force till further orders.

5. It is requested that these instructions be followed meticulously and also be brought to the notice of all the employees working under them.

Receipt of this letter may please be acknowledged.

Yours faithfully,

*Sd/-*

(S.P.SHARMA)

Joint Secretary, Finance (PR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 3/1/1PR(FD)-87/

Dated, Chandigarh, the 29th April, 1987.

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

*Sd/-*  
(S.P.SHARMA)  
Joint Secretary, Finance (PR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 3/1/1PR(FD)-87/

Dated, Chandigarh, the 29th April, 1987.

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

*Sd/-*  
(S.P.SHARMA)  
Joint Secretary, Finance (PR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to :-

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

*Sd/-*  
(S.P.SHARMA)  
Joint Secretary, Finance (PR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 3/1/1PR(FD)-87/

Dated, Chandigarh, the 29th April, 1987.

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

*Sd/-*  
(S.P.SHARMA)  
Joint Secretary, Finance (PR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 3/1/1PR(FD)-87/

Dated, Chandigarh, the 29th April, 1987.

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**IMMEDIATE****No. 4/1/87-3FR-II**

From

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

To

All Heads of Departments,  
Commissioners, Ambala Division & Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court.**Dated, Chandigarh, the 29th April, 1987.****Subject : Grant of Dearness Allowance to Haryana Govt. Employees.**

Sir,

I am directed to invite a reference to Govt. of Haryana Finance Department circular letter No. 4/1/86-3FR-II/1737 dated the 1st August, 1986 on the subject noted above, and to say that consequent upon the decision taken by the State Government on the recommendations of the Officers Committee relating to the dearness allowance, the Governor of Haryana is pleased to decide that dearness allowance shall be paid to Haryana Govt. employees with effect from 1st July, 1986 and 1st January, 1987 at the following rates :-

<b>Period for which payable</b>	<b>Pay range</b>	<b>Rate of dearness allowance</b>
<b>1-7-1986 to 31.12.1986</b>	Basic pay upto Rs. 3500/-	4% of pay
	Basic pay between 3501 and upto 6000	3% of pay subject to a minimum of Rs. 140/- p.m.
	Basic pay above Rs. 6000/-	2% of pay subject to a minimum of Rs. 180/- p.m.
<b>1-1-1987 onwards</b>	Basic pay upto Rs. 3500/-	8% of pay
	Basic pay between 3501 and upto 6000	6% of pay subject to a minimum of Rs. 280/- p.m.
	Basic pay above Rs. 6000/-	5% of pay subject to a minimum of Rs. 360/- p.m.

2. These orders shall apply to the Govt. employees who elect or are brought on to the revised scale of pay under the Haryana Civil Services (Revised scales of pay) Rules, 1987, w.e.f. 1-1-1986 and also to those who elect to retain the scales of pay which prevailed prior to 1-1-1986. In the case of former 'basic pay' for the purpose of calculation of dearness allowance shall be as defined in Rule 2.44 (a) (i) of Punjab C.S.R. Volume I, Part-I (\*margin) and in the case of latter it will include in addition to pay in the pre-revised scale, dearness allowance and adhoc dearness allowance and interim relief, where admissible appropriate to that pay under order in existence on 31-12-1985.

In the case of employees who are in UGC scales of pay Dearness Allowance, adhoc Dearness Allowance upto 608 CPI (1960 base-100) and interim relief minus excess payment of adhoc relief adjustable as a result of previous revision of 1979 will be treated as Dearness pay for the purpose of calculation of Dearness Allowance.

3. The Governor of Haryana has further been pleased to decide that one instalment of D.A. already sanctioned and paid to the employees of the Government of Haryana w.e.f. the 1st April, 1986, vide this department circular letter No. 4/1/86/3FR-II/ 1737 dated the 1st August, 1986, shall be adjusted against the arrears of dearness allowance payable w.e.f. 1st July, 1986 in accordance with the decision contained in para 1 above.

4. The payment on account of dearness allowance would be rounded off to the nearest ten paise upto 31st March, 1987. The payment on account of Dearness Allowance involving fraction of 50 paise and above, may be rounded to the next higher rupee and fractions of less than fifty paise may be ignored.

5. The Dearness Allowance will continue to be a distinct element of remuneration and will not be treated as pay within the ambit of Rule 2.44 of Punjab, C.S. R. Volume I, Part-I.

6. The amount of arrears on account of release of the above installments of dearness allowance w.e.f. 1st July, 1986 and 1st January, 1987 up to the 28th February, 1987, after adjusting the amount of one installment of dearness allowance in terms of paragraph 3, shall be credited to the General Provident Fund Account of the Government Employees.

Where any Govt. employee was, during this period, not eligible to subscribe to the General Provident Fund, the amount of arrears shall be invested in the purchase of National Saving Certificates from the Post Offices in the State of Haryana. The National Saving Certificate shall be purchased by the Drawing and Disbursing Officer in the name of Govt. employees concerned and shall be handed over to the latter. The Govt. employees who have retired or had closed their accounts by the time arrears are drawn be paid arrears of dearness allowance in cash. The amount to be credited to the Provident Fund Account shall be in complete rupees and where such amount contains fraction of a rupee it may be paid in cash. The payment of the aforesaid instalments of dearness allowance in cash shall commence w.e.f. 1-3-1987 i.e., for the month of March, 1987 paid in April, 1987. The deposits under the Contributory Provident Fund Account will, however, not be eligible for corresponding contribution from Government.

7. These orders are also applicable to work charged employees.

8. These orders will not apply to :-

- (i) Staff paid from contingencies.
- (ii) Casual labour,
- (iii) Staff employed as Daily wages and those working on piece rate system; and
- (iv) those employed on contract basis except where dearness allowance would continue to be the same as in force at present.

9. The general conditions of payment of dearness allowance would continue to be the same as in force at present.

Yours faithfully,

Sd/-

(S.P. Sharma)

Joint Secretary Finance (PR)

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

\* margin 2.44(a)(i) the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre;



**DATE BOUND****No. 4/1/85-3FRII**

From

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

To

All Head of Departments,  
Commissioner of Divisions,  
All Deputy Commissioners and  
Sub-Divisional Officer (Civil), Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.**Dated, Chandigarh, the 29th April, 1987.****Subject : Grant of dearness allowance to Haryana Government employees –  
Recovery of excess payment.**

Sir,

I am directed to refer to circular Letter No. 4/1/85/3FRII, dated the 3rd January, 1986, on the subject cited above, in which it was inter-alia decided that in the case of officers drawing the revised pay scale of Rs. 2500-2700, they will be paid dearness allowance at full rate, with effect from the date of issue of the letter mentioned above, without any deduction on account of A.D.A. I and II merged at the time of fixation of pay in the revised scale of pay. It was further stated in para 2 of the above letter that this special concession, which is not due to them, will, however, be neutralized or withdrawn on receipt of the recommendations of the Fourth Central Pay Commission in regard to revision of pay scales.

2. Since the pay scales of the Haryana Government employees have now been revised, with effect from 1.1.1986, it is requested that the amount of A.D.A. I and II, which was not deducted as per the orders mentioned above may now please be deducted the existing emoluments while fixing pay of the Officers concerned in the revised scale and the amount drawn by them as a result of the orders dated 3.1.1986, mentioned above may be recovered from the arrears of pay which may become admissible to them as a result of revision of scales w.e.f. 1.1.1986.

3. In para 3 of the letter dated 3.1.1986 it was further provided that if an officer drawing pay of Rs. 2400/- or above had already unauthorizedly drawn D.A. without deducting A.D.A. I & II, the excess amount drawn by him on account of DA upto the date of issue of the letter *i.e.* 3.1.1986, shall be recovered from him. It is hoped that necessary recovery in this behalf has already been made from the officers concerned. If it has not been done so far, necessary action for making recovery may please be initiated immediately, under intimation to this department.

**4. For Director Treasury and Accounts only**

It is requested that the A.Os. working in various departments may please be directed to ensure strict compliance of these orders, of the State Government. It is further requested that the A.Os. working in various departments may please be directed to furnish lists of such officers drawing pay of Rs. 2400/- or above who have been drawing pay without

deduction of ADA I & II as per Government orders on the subject, giving full details of the period for which the officers concerned have drawn, excess amount and, the total recoverable amount from each officer concerned, immediately and in any case not later than 5th June, 1987.

Please acknowledge receipt.

Yours faithfully,

*Sd/-*

(S.P. Sharma)

Joint Secretary, Finance (PR)

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

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***These instructions have been Revised vide  
No. 11/12/98-4FR-II, Dated 12.08.1998.***

**No. 11/50/87-1FR-II**

From

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

To

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

**Dated, Chandigarh, the 29th April, 1987**

**Subject : Cash payment in lieu of unutilized earned leave on the date of retirement.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department circular letter No. 11/5/78-FR-II, dated 13.2.1978, as amended from time to time wherein it was decided to grant benefit of leave encashment to Haryana Government employees, on retirement, up to 180 days. The question of raising the limit of this benefit has been under consideration of the State Government for some time past. After careful consideration, it has been decided to raise the maximum limit of leave encashment from **180 days to 240 days w.e.f. the 1st July, 1986** i.e. in the case of the employees retiring on or after the 1st July, 1986. There will, however, be no change in the exiting terms and conditions for the grant of this benefit.

2. Necessary amendment to the relevant rules will be issued in due course.
3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

*Sd/-*

(S.P. SHARMA)

Joint Secretary, Finance (PR)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 11/50/87-1FR-II

Dated, Chandigarh, the 29th April, 1987

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

*Sd/-*

Joint Secretary, Finance (PR)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to :-

All the Financial Commissioners in Haryana.  
All the Administrative Secretaries to Government, Haryana for information and necessary action.

To

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

U.O. No. 11/50/87-1FR-II

Dated, Chandigarh, the 29th April, 1987

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

*Sd/-*  
Joint Secretary, Finance (PR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 11/50/87-1FR-II

Dated, Chandigarh, the 29th April, 1987.

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**No. 68/1/87/FD/Pen/SAP**

From

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

To

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

**Dated, Chandigarh, the 4th May, 1987**

**Subject :** Instructions regarding expeditious disposal of family pension cases.

Sir,

I am directed to invite your attention to the subject noted above and to say that the Accountant General, Haryana has intimated that various Departments do not send complete family pension cases to his office and without vital documents of the family pension cases i.e. Annexure-I, (sanction for making payment of DCRG) and Annexure-III (sanction for making payment of family pension) in the first instance alongwith other documents. The objections in this regard are being raised by Accountant General, Haryana time and again through Certificate and Report issued in individual cases. The tendency of sending incomplete pension cases results into unnecessary delay in finalization of family pension cases and in-convenience cause to the family of the deceased.

2. In this connection, Govt. has earlier been impressing upon you, from time to time, that the complete family pension cases in respects should be sent to the office of the Accountant General, Haryana within the stipulated period, but these instructions are not being complied with. This being so, it is desired that, in future, all necessary steps be taken to ensure that the Annexure-I and III alongwith family pension cases in first instance are sent to the Accountant General, Haryana complete in all respects and reach his office within the prescribed period so that un-necessary financial hardship to the family of the deceased may be avoided.

3. Kindly acknowledge its receipt.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (Pension),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 68/1/87/FD/Pen/SAP

Dated, Chandigarh, the 4th May, 1987

A copy is forwarded to the Accountant General (Accounts), Haryana, Chandigarh for information with reference to his letter No. Pen-I/Misc/87-88/11, dated 8.4.87.

*Sd/-*

Deputy Secretary Finance (Pension),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to :-

1. The Financial Commissioners, Haryana and
2. All Administrative Secretaries to Government, Haryana  
for information and necessary action.

*Sd/-*

Deputy Secretary Finance (Pension),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

1. The Financial Commissioners, Haryana and
2. All Administrative Secretaries to Government, Haryana.

U.O. No. 68/1/87/FD/Pen/SAP,

Dated, Chandigarh, the 4th May, 1987.

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

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

**No. 1/1(3)87/2FR-II**

From

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

To

The Managing Directors & Chairman all the  
Corporations & Boards in Haryana,  
Vice Chancellors of all the Universities in Haryana.

**Dated, Chandigarh, the 11th May, 1987**

**Subject :** **Introduction of pensionary scheme for the employees working in Municipal Committees, Corporations, Boards & Universities in Haryana - Demand therefore.**

Sir,

I am directed to invite your attention to the subject noted above and to say that a demand has been made for the introduction of pensionary scheme for the employees working in Municipal Committees, Corporations, Boards & Universities in Haryana. I am, therefore, to request you to kindly examine the demand from all its angles with specific reference to the total annual financial liability which will be involved in case the demand is accepted and whether or not your organization will be able to bear that liability. It may also please be intimated if your counterpart in any of the State has adopted this scheme in respect of its employees and if so, the details there of may also be supplied. A copy of your reply in this matter may please be sent to your Administrative Department as well.

2. I have been directed to request you to send your reply in the matter by tomorrow the 12th May, 1987.

Yours faithfully,

Sd/-

(K.K. ABROL)

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

No. 1/1(3)87/2FR-II

Dated, Chandigarh, the 11th May, 87.

A copy is forwarded to the Director, Local Bodies, Haryana, Chandigarh, for similar action.

Sd/-

(K.K. ABROL)

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

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

Sd/-  
(K.K. ABROL)  
Under Secretary, Finance (PR)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 1/1(3)87/2FR-II

Dated, Chandigarh, the 11th May, 87.

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

**IMMEDIATE**

**Subject : Control over expenditure - instructions for the year 1987-88.**

Will all the Joint Secretaries/Deputy Secretaries/Under Secretaries in the Finance Department, Haryana kindly refer to the subject noted above.

2. It has been observed that the departments invariably rush through purchase proposals in the months of February and March of the year so as to exhaust their budgetary provisions. This not only puts a heavy strain on the state Finances but also adversely reflects the ways and means position of the state. In order, therefore, to ensure regular flow of expenditure on contingent purchases, payment of grants-in-aid/subsidies and loans and advances etc. it is desirable that henceforth the financial sanctions in respect of such expenses should be issued periodically. As such, the following guidelines for regulating the flow of expenditure may be observed strictly by all the expenditure control branches of Finance Department before issuing financial sanctions to the departments :-

- (a) The contingency expenditure booked under "office expenses" should be 1/6th of the budget provision in a block of two months. However, if the expenditure is less in the first few months, expenditure to the extent of the number of months that have already passed be permitted.
- (b) Sanction for the purchase of material & Supplies etc. should be to the tune of 33.13% in each block of the 4 months of the whole year.
- (c) Grants-in-aid/subsidies be spread over to whole of the year and such sanctions should normally be made on quarterly basis. The grants-in-aid/subsidy for the next quarter should only be released when the grants has followed Rule 8.14 of P.F.R. or sent utilization certificate of the previous grant sanctioned.
- (d) Sanctioned for the purchase of machinery/equipments should also be regulated in such a way that the department do not have inventory maintained for more than three months.
- (e) No proposal of the department for re-appropriation of funds from development expenditure to the non-development expenditure be entertained except in exceptional circumstances.

3. Care should also be taken that no un-necessary additional grant is sanctioned for POL/T.A./O.E. and other miscellaneous expenditure. In case any heavy expenditure is required to be sanctioned under exceptional circumstances, the Joint Secretary Finance (B) Deputy Secretary Finance (Budget) may be consulted before issuing such sanctions.

*Sd/-*

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

To

All the Joint Secretaries/Deputy Secretaries/  
Under Secretaries in the Finance Department.

**U.O. No.28/60/84-1B&C**

**Dated, the 11th May, 1987**

Endst. No. 28/60/84-1B&C

Dated, the 11th May, 1987

A copy is forwarded to all the Superintendents in the Finance Department (Except FR-I., F.R. II, Pension, Pay Revision, P.E.I.C. Branches) for information and necessary action.

*Sd/-*

(P.K. BALI)

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

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

**No. 13/5(3)/87-5FR-I**

From

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

To

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

**Dated, Chandigarh, the 13th May, 1987**

**Subject : Transfer of Haryana Government employees on deputation/foreign service to other Governments, Companies, Corporations etc.**

Sir,

I am directed to invite a reference to Haryana Government, Finance Department's circular letter No. 853-5-FR-75/20872, dated 30th June, 1975 on the above subject vide which it was clarified that Government servant who have served on deputation in a State or Central Organisation should not be allowed to proceed on deputation to some other foreign organization again unless he has worked for a minimum period of two years on a post in his parent department subsequent to his reversion. Instances have come to the notice of the Govt. that some Government employees are again allowed to proceed on deputation without completion of the cooling off period of 2 years. You are, therefore, requested to supply consolidated information of your department regarding the employees who are at present on deputation and were sent on deputation without completion of the cooling off period of two years without their consent in public interest in the proforma given below :

Sr. No.	Name and Designation	Date from which present Deputation commenced	Name of Institution foreign employer	Whether Drawing Deputation Allowance or not
1	2	3	4	5

2. The above information should not be sent directly by the Subordinate Officer but it should be consolidated and sent by the Administrative Departments. The employees who applied willingly for such deputation or were sent on the request of the foreign employer need not be included in the above information.

3. The information may kindly be furnished to the Finance Department before 31st May, 1987 positively.

Yours faithfully,

Sd/-

(Reva Nayyar)

Joint Secretary Finance(R)

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

A copy is forwarded to :-

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

Sd/-  
(SHAMSHER SHUKLA)  
Under Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 13/5(3)/87-5FR-I,

Dated, Chandigarh, the 13th May, 1987.

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

**No. 4/4(1)78-2FR-I**

From

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

To

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

**Dated, Chandigarh, the 14th May, 1987**

***Subject : Incentive Bonus Scheme for subscribers to Provident Funds.***

Sir,

I am directed to invite a reference to Finance Department Circular Letter No. 4/4(1)/78-2FR(I) dated 30-1-79 on the subject noted above vide which Incentive Bonus Scheme for subscribers to Provident Fund was introduced. The Government has enhanced the rate of interest from 9% to 12% on deposits in the General Provident Fund with effect from 1-4-1986. In view of this enhancement of rate of interest Government have decided to withdraw the Incentive Bonus scheme with effect from 1-4-87 which was introduced vide letter referred to above.

2. These orders may please be brought to the notice of all concerned.

Yours faithfully,

*Sd/-*  
(Reva Nayyar)  
Joint Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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

Dated, Chandigarh, the 14th May, 1987

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action and receipt of this letter may kindly be acknowledged.

*Sd/-*  
(Reva Nayyar)  
Joint Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to :-

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

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 4/4(1)/78-2FR-I

Dated, Chandigarh, the 14th May, 1987

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

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 4/4(1)/78-2FR-I

Dated, Chandigarh, the 14th May, 1987.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT****Corrigendum****The 15th May, 1987**

In Haryana Government, Finance Department (Regulations), Notification No. G.S.R.39/Const./Art 309/87 dated 29th April, 1987, published in Haryana Government Gazette (Extraordinary), Legislative Supplement, dated 29th April, 1987, in its authorized English translation,—

1. In rule 3, in sub-rule(2), for “hled”, read “held”
2. In rule 6, in sub-rule(1), in the proviso, in clause (ii), for “latter”, read “later”;
3. in rule 7, -
  - (a) in sub-rule (1),—
    - (i) in Note 1, in the second para, for “holding’, read “holding in”;
    - (ii) in Note 3, in the last para for “Government employee gets fixed at a stage in the revised scale”, read “Government employee gets fixed at a stage in the revised scale which is higher than the state in the revised scale”;
    - (iii) after Note 6, read “Note 7,— Some typical examples illustrative of pay fixation formula are given in third Schedule”
  - (b) in sub-rule (2), omit

**“Note 7.** Some typical examples illustrative of pay fixation formula are given in third Schedule”;

4. In rule 8,—
  - (i) in the first para, for “had be”, read “had he”;
  - (ii) in the fourth proviso, for “employee”, read “employees”;
  - (iii) in note 4, for “employees, now”, read “employee, now” and for “in receiving” read “is receiving”;
5. in rule 10, for “rule 4.4 of Punjab C.S.R. Volume I, Part I, of fourth proviso to rule 4.4 (c) of Punjab C.S.R. Volume I, Part I” read “rule 4.4 (b) of Punjab C.S.R. Volume I, Part I”;
6. in the first Schedule,—
  - (a) in Part ‘A’,—
    - (i) under Group ‘C’ & ‘B’, against serial number 4, under column, for “400-600”, and “400-600 (TS)”, read “400-660”, and “400-660 (TS)”, respectively;
    - (ii) against serial number 10, under column 3, after “940-2000” read “Group A”;

(b) in Part B, —

(i) under heading “C, Health Department”, against serial number 1, under column 3, for “585-900 (SG)”, read “525-900 (SG)”;

(ii) under heading “D. Engineering and other Technical staff:,—

(A) against serial number 3, under column 4, for “1440”, read “1400” and

(B) against serial number 3, under column 4, for “2600”, read “2660”;

7. In the Third Schedule,—

(i) for “Proposed Scale” or “Recommended Scale”, wherever occurring, read “Revised Scale”;

(ii) in example 7, “230.50” and “2467.50”, read “230.00”, and “2467.00” respectively;

8. under the heading “Statement of fixation of pay under the Haryana Civil Services (Revised Pay), Rules, 1987” against serial number 9, for “fails”, read “falls”.

A.N. Mathur,  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**No. 5/50/86-1FR(II)**

From

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

To

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

**Dated, Chandigarh, the 15th May, 1987****Subject : Delegation of Powers for relaxation to journeys on retirement performed after stipulated period of one year.**

Sir,

I am directed to address you on the subject noted above and to say that Haryana Govt. have had under consideration for some time past the question of availing the retirement TA concession. After careful consideration, it has now been decided that the retirement TA concession can be availed by a retiring/retired Govt. servant at any time during his leave preparatory to retirement or within one year of the date of retirement.

2. Necessary amendment in the relevant rules of the C.S.R. Vol. III (TA Rules) will be issued in due course.
3. The receipt of this letter may please be acknowledged.

Yours faithfully,  
*Sd/-*

Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 5/50/86-1FR-II

Dated, Chandigarh, the 15th May, 1987.

A copy is forwarded to the Accountant General, A&E, for information and necessary action in continuation of Finance Department letter No. 5/1/80-1FR-II, dated 21-2-1980.

*Sd/-*

Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Copies are forwarded to all the :-

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

*Sd/-*

Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 5/50/86-1FR-II

Dated, Chandigarh, the 15th May, 1987.

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

*Sd/-*

Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 5/50/86-1FR-II

Dated, Chandigarh, the 15th May, 1987.

\*\*\*\*\*

From

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

To

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

**Dated, Chandigarh, the 15th May, 1987**

**Subject : Withdrawal from General Provident from the amount of arrears of pay and D.A. credited into General Provident Fund.**

Sir,

I am directed to invite a reference the subject noted above and to say that Government have considered the matter of giving facility to the Haryana Government employees regarding withdrawal from the amount credited in General Provident Fund on account of arrears of pay and D.A. on account of pay revision. It has been decided by the Government, as a onetime measure, that subscribers to General Provident Fund may be allowed to withdraw as non-refundable advance 1/7th of the amount so credited into General Provident Fund as arrears of pay and D.A. on account of pay revision w.e.f. 1-1-1986. (i.e. arrears for two months). This advance facility would be available to employees who make an application to the competent sanctioning authority on the prescribed form as per existing procedure upto 31-3-1988.

Yours faithfully,

*Sd/-*

(Reva Nayyar)

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

No. 4/4(18)87-2FR-I

Dated, Chandigarh, the 15th May, 1987

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

*Sd/-*

(Reva Nayyar)

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

A copy is forwarded to :-

(1) The Financial Commissioners, Haryana.

- (2) All the Administrative Secretaries to Govt., Haryana,  
for information and necessary action.

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 4/4/(18)-87-2FR-I

Dated, Chandigarh, the 15th May, 1987

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

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 4/4(18)-87-2FR-I

Dated, Chandigarh, the 15th May, 1987.

\*\*\*\*\*

**No. 1/9/1PR(FD)-87**

From

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

To

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

**Dated, Chandigarh, the 18th May, 1987**

**Subject : Revision of pay scales.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department Notification No. G.S.R. 39/Const./Art.309/87, Dated the 29th April, 1987, vide which Haryana Civil Services (Revised Pay) Rules, 1987, have been published (ten copies along with corrigendum dated 15th May, 1987, are enclosed) and to say that the following instructions be kept in view while fixing the pay of the employees in revised scales of pay in accordance with these rules :-

- (i) The Heads of the Offices should obtain the options from the employees in the prescribed Form and fix their pay with the assistance of Senior Accounts Officer, Accounts Officer or the Section Officer of the Finance Department or any other account knowing person, already posted in their department. Where there are no accounts knowing personnel. Director, Treasury and Accounts will arrange such assistance if asked for. The pay of Heads of offices and those Officers who are themselves Drawing & Disbursing Officers will be fixed by their Head of Department and that of the Heads of Departments will be fixed by their Administrative Departments.
- (ii) According to rule 11 of the above mentioned Rules, arrears for 14 months from January, 1986 to February, 1987 will be deposited in the General Provident Fund Account of the employee concerned. Accordingly arrears bill for Non-Gazetted and Gazetted employees should be prepared separately for the period from 1st Jan., 1986 to 28th Feb., 1987 and the amount transferred to the General Provident Fund Account of the employee concerned. Arrears for the month of March, 1987 and onward should, however, be prepared separately and paid to the employees concerned in cash. Where any Govt. employee was during this period not eligible to subscribe to the General Provident Fund, the Governor of Haryana in exercise of the powers available under Rule 13 of the Haryana Civil Services (Revised Pay) Rules, 1987 is pleased to decide the amount of arrears of such an employee shall be invested in the National Savings Certificates instead of special saving account as provided in Rule 11 of the above said rules, which will be purchased from the Post Offices in the State of Haryana. The National Savings Certificate will be purchased by the Drawing and Disbursing Officer, in the name of Govt. employee concerned and handed over to the later. The Govt. employees who have retired or had closed their Provident Fund Account before the issue of this letter or who might close their accounts by the time, arrears are drawn, be paid in cash.

- (iii) Calculation of Leave Salary :- If any employee was on leave before 01.01.1986 and his leave continued beyond that date, his leave salary will be calculated at the same rates as before 01.01.1986. In his case the revision of pay scale will have effect only, after he has resumed duty.

2. In accordance with the provisions contained in Rule 9 of Haryana Civil Services (Revised Pay) Rules, 1987 where a Government employee continues to draw his pay in the existing scale and is brought over to the revised scale from a date later than the 1st day of January, 1986, his pay from the later date in the revised scale is to be fixed under the Punjab C.S.R. Vol. I, Part I and not under Rule 7 of the above said Rules of 1987. In Order to make available the benefit of initial fixation of pay in the revised scales under Rule 7 of the Haryana Civil Services (Revised Pay) Rules, 1987, in the case of those Government employees also, who choose to elect the revised scale of pay from a date after 1st January, 1986 i.e. with effect from the date of their next increment, the Governor of Haryana, in exercise of the powers available, under Rule 13 of Haryana Civil Services (Revised Pay) Rules, 1987 is pleased to decide that the pay of Government employees drawing their increments annually who, opt to switch over to the revised scale of pay from the date of their next increment, falling after 01.01.1986, but not later than 31.12.1986, in respect of the post held by them on 01.01.1986, shall be fixed in accordance with the provisions of Rule 7 of the Haryana Civil Services (Revised Pay) Rules, 1987.

3. The Governor of Haryana is further pleased to decide that the pay of Government servants drawing their increment, biennially and who opt to switch over to the revised scale from the date of their next increment falling after 01.01.1986 but not later than 31.12.1987, in respect of the post held by them as on 01.01.1986, shall also be fixed in accordance with the provisions of Rule 7 of Haryana Civil Services (Revised Pay) Rules, 1987. The option once exercised shall be final. However, the pay of Government employees who still opt to switch over to the revised scales from any date, subsequent to 31.12.1986 (in the case of those drawing increments annually) or 31.12.87 (in the case of those drawing increments biennially) as the case may be, shall be fixed in the new, scales, under Rule 9 of the Haryana Civil Services (Revised Pay) Rules, 1987.

4. The benefit of revised scales of pay will also accrue to those employees who retired on or after 1st January, 1986 but before the issue of Notification of Haryana Civil Services (Revised Pay) Rules, 1987.

Receipt of this letter may please to acknowledge.

Yours faithfully,

Sd/-

(S.P. SHARMA)

Joint Secretary, Finance (PR)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*

**IMMEDIATE**

**No. 1/9/1PR(FD)-87**

From

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

To

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

**Dated, Chandigarh, the 20th May, 1987**

**Subject : Revision of pay scales.**

Sir,

I am directed to invite a reference to Haryana Government, Finance Department's letter of even number dated 18th May, 1987, on the subject noted above, vide which instruction for the fixation of pay of the employees in the revised scales of pay have been issued. Haryana Civil Services (Revised Pay) Rules, 1987 have already been published vide Finance Department notification number GSR 39/Const./Art. 309/87, dated the 29th April, 1987, and copies thereof, along with corrigendum have been forwarded to you with the letter mentioned above. With the issue of instruction mentioned above there should be no difficulty in the fixation of pay of the employees in the revised scales. It is, therefore, requested that serious efforts may please be made to disburse arrears and the pay of the employees working in your departments for the month of May, 1987 in the revised scales of pay.

The receipt of this letter may please be acknowledged.

Yours faithfully,

*Sd/-*

(K.K. ABROL)

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

\*\*\*\*\*

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

**IMPORTANT****No. 1/9/1PR(FD)-87**

From

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

To

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

**Dated, Chandigarh, the 20th/21st May, 1987****Subject : Revision of Pay Scales of Haryana Government employees.**

Sir,

I am directed to invite your attention to Finance Department's circular letter No. 1/9/1PR(FD)-87, dated the 29th April, 1987, on the subject noted above, wherein, it was interalia, stated that Officers' Committee will entertain representations in such cases where anomalies are left as a result of revision of pay scales and that the same should be forwarded to the Secretary, Anomalies Committee, by the Heads of Departments, with their comments and specific recommendations, through the Administrative Department, in the prescribed proforma (Copy enclosed). However, a large number of representations in the matter are being received by Government direct from the Associations of the employees as well as from the individuals. Since no action will be possible on the representations received direct in the absence of the comments and specific recommendations of the Head of Department and the Administrative Department concerned, I have been directed to request you to examine and forward the representations received in the matter in accordance with the instructions mentioned above.

Yours faithfully,

Sd/-

(K.K. ABROL)

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

A copy s forwarded to :-

- (1) All the Finance Commissioners, Haryana.
- (2) All Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

(K.K. ABROL)

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



U.O. No. 1/9/1PR(FD)-87

Dated, Chandigarh, the 20th/21st May, 1987

A copy is forwarded to the Principal Secretary/Chief Minister, Sr. Secretary to Ministers, Secretaries to Ministers & Private Secretaries to Ministers/Ministers of State, for the information of the Chief Minister, Minister, State Ministers.

*Sd/-*

(K.K. ABROL)

Under Secretary, Finance (PR)  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary to Chief Minister/Sr. Secretary to Ministers, Secretaries to Ministers & Private Secretaries to Ministers/Ministers of State.

U. O. No. 1/9/1PR(FD)-87

Dated, Chandigarh, the 20th/21st May, 1987.

**Contd...**

**Encl.**

**PROFORMA**

Sr. No.	Designation of the Post.	No. of Posts sanctioned as on 31.12.1986	Pay scale (complete with rate of increment)	Special Pay attached if any.	Name of the post(s) with pay-scales(s) from which promotion takes place to the post under column 2.
1.	2.	3.	4.	5.	6.

**PROFORMA**

Next Channel of promotion its pay scale & Group.	Educational & experience qualifications at the point of recruitment for the post.	Minimum experience & allied requirements for departmental candidates for promotion to the post.	Recommendation of Head of Department	Recommendation of Administrative Department.	Remarks
7.	8.	9.	10.	11.	12.

\*\*\*\*\*

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

**No. 968-1SS-87/679**

From

The Director, Small Savings, Haryana,  
Chandigarh.

To

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

**Dated, Chandigarh, the 20th May, 1987**

**Subject : Purchase of P.O. Savings Certificate in respect of arrear on account of D.A. instalment - revision of pay scales. etc.**

Sir,

I am directed to invite your attention to para 4 of Finance Department Haryana's letter No. 4/1/86-3FR-II/1737 Dated, 1.8.86 on the subject noted above. Some Govt. Departments/Boards/Corporations have intimated that the Govt. of India have already discontinued the sale of N.S.C. of the denomination of Rs. 50/- w.e.f. 1.4.86. After careful consideration, the Small Saving Department have decided that instead of Post Office Savings Certificates the 5 years Time Deposits account may be got opened from the employees. The Scheme carries an interest at the rate of 11 percent per annum is one of our best securities. I am, therefore, to request you that the amount of arrear of D.A. instalments revision of pay scales etc. of such employees who do not have their G.P. Fund accounts may kindly be deposited in the 5 years Time Deposits accounts mentioned above.

Yours faithfully,

*Sd/-*  
Small Savings, Haryana.

No. 986-1SS-87/679

Dated, Chandigarh, the 20th May, 1987

A copy is forwarded to :-

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

*Sd/-*  
Small Savings, Haryana.

To

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

U.O. No. 986-1SS-87/679

Dated, Chandigarh, the 20th May, 1987

A copy is forwarded to the Principal Secretary/Chief Minister, Senior Secretaries to Minister, Secretaries to Ministers/Ministers of State for the information of Chief Minister/Ministers and Ministers of State.

*Sd/-*

Small Savings, Haryana.

To

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

U.O. No. 986-1SS-87/679

Dated, Chandigarh, the 20th May, 1987

No. 986-1SS-87/679

Dated, Chandigarh, the 20th May, 1987

A copy is forwarded to :-

The Executive Engineer, Provl. Divn. No. 2, Rohtak.  
The Executive Engineer, C/L Mech. Divn. No. 3, Sirsa.  
Superintending Engineer, Canal Lining Circle No. 1, Sirsa.  
Secretary, Haryana State Electricity Board, with reference to his D.O. No. 258/II(292)F/84-85/Vol. II dated 10.4.87  
Managing Directors of All Boards/Corporations in Haryana.  
Deputy Secretary to Govt. Haryana, Secretariat Establishment  
The Executive Engineer, G.W.I. Public Health Division Sonipat.  
The Accountant General, Haryana, Chandigarh (Audit/Account)  
for information and necessary action.

*Sd/-*

Small Savings, Haryana.

A copy is forwarded to the Commissioner & Secretary to Govt., Haryana, Finance Department with reference to his circular letter No. 4/1/86-3FR-II/1737 dated 1.3.1987

*Sd/-*

Small Savings, Haryana.

To

The Commissioner & Secretary to Govt. Haryana,  
Finance Department (in F.R. II Br.)

U.O. No. 986-1SS-87/679

Dated, Chandigarh, the 20th May, 1987.

\*\*\*\*\*

**No. 11/29/86-1FR-II**

From

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

To

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

**Dated, Chandigarh, the 26th May, 1987**

**Subject : Delegations of powers to the leave sanctioning authority for grant of Extra Ordinary Leave.**

Sir,

I am directed to forward herewith a copy of letter No. 13023/20/84-Estt. (L) dated 9-12-86 from the Government of India Ministry of Personnel, P.G. and Pensions (Department of Personnel and Training), New Delhi, and to request that the contents therein may please be brought to the notice of all Officers under your control for information and necessary action.

Yours faithfully,

*Sd/-*

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

No. 11/29/86-1FR-II,

Dated, Chandigarh, the 26.5.87

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

*Sd/-*

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

No. 11/29/86-1FR-II,

Dated, Chandigarh, the 26.5.87

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

Accountant General (A&E) and Audit Haryana, Chandigarh, signed in ink, with 15 spare copies for information and necessary action.

All Treasury Officers/Assistant Treasury Officers in Haryana.

The Director, Treasury & Accounts, Haryana with 30 copies for information of C.A.Os/A.Os etc. of organisation

*Sd/-*

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

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

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

To

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

U.O. No. 11/29/86-1FR-II,

Dated, Chandigarh, the 26.5.87

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

*Sd/-*  
Under Secretary Finance (R)  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department

To

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

U.O. No. 11/29/86-1FR-II,

Dated, Chandigarh, the 26.5.87

**Copy of letter No. 13023/20/84-Estt.(L) dated 9.12.86 from Govt. of India, Ministry of Personnel, P.G. and Pensions (Department Of Personnel and Training)**

**Office Memorandum**

**Subject : Grant of study leave to Central Government employees under Central Civil Services (Leave) Rules, 1972.**

The undersigned is directed to say that under Rule 51 of CCS (Leave) Rules, 1972, the Central Government employees are entitled to the grant of study leave for a period of 12 months at any one time and 24 months in all during the entire service under the Government. Doubts have been expressed whether the study leave should be taken in one spell only. This has been considered in this Department in consultation with Ministry of Finance. It is now clarified that study leave under the aforementioned provision can be availed of by a Government servant in more than one spell also subject to the condition that such study leave availed of in different spells does not exceed 24 months.

2. In so far as persons serving in the India Audit and Accounts Department are concerned, this has been issued after consultation with Comptroller and Auditor General of India.

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***Incentive for Small Family Norms was discontinued w.e.f. 01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(1)/87-3FR-I**

From

Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

**Dated, Chandigarh, the 4th June, 1987**

**Subject : Freezing of personal pay on account of sterilization operation.**

Sir,

I am directed to refer to the subject noted above and to say that the Haryana Govt. has revised the pay scales of its employees w.e.f. 1.1.86 but decision in regard to personal pay on account of sterilization operation is yet to be taken. Accordingly, the State Govt. has decided to freeze the amount of this personal pay to the extent of the amount they have drawn before the issuance of notification of the revised pay scales.

2. This amount will not qualify for calculation of D.A. etc. till a final decision is taken.

Yours faithfully,

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

No. 6/1(1)/87-3FR-I.

Dated, Chandigarh, the 4th June, 1987

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

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

\*\*\*\*\*



***These instructions have been Modified partly vide  
No. 2(15)/89-3FR-I, Dated 03.04.1991***

**No. 2(70)/86-3FR-I**

From

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

To

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

**Dated, Chandigarh, the 4th June, 1987**

**Subject : Regularisation of Compulsory waiting period of Government employees.**

Sir,

I am directed to invite a reference to the Finance Department letter No. 2(70)/86-3FR-I, dated 13.3.1987 vide which it was decided that in all such cases where the waiting period exceeded 6 weeks, i.e. 42 days, it would not be regularized by the Finance Department. The matter has been considered and it has now been decided that "Compulsory Waiting Period" cases prior to 1.1.1987, where waiting period exceeded 6 weeks i.e. 42 days, will be considered by Finance Department on merit basis. It is, therefore, requested that all such cases (except those cases which are already pending in Finance Department) be sent to Finance Department by 30.6.1987 positively so that these may be finalized early. Cases received after 30.6.87 will not be entertained.

2. Further, 6 weeks limit in all future cases (i.e. beyond 1.1.87) be observed strictly. F.D. will not, in any circumstance, regularize waiting period in those cases where it exceeds 6 weeks i.e. 42 days.

Yours faithfully,

Sd/-

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

No. 2(70)/86-3FR-I.

Dated, Chandigarh, the 4th June, 1987

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

Sd/-

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

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

1. All Financial Commissioners, in Haryana
2. All Administrative Secretaries to Government, Haryana.

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

To

1. All Financial Commissioner's in Haryana
2. All the Administrative Secretaries to Government, Haryana.

U.O. No. 2(70)/86-3FR-I.

Dated, Chandigarh, the 4th June, 1987

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

*Sd/-*  
(S.J. Shukla)  
Under Secretary, Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 2(70)/86-3FR-I

Dated, Chandigarh, the 4th June, 1987.

\*\*\*\*\*

***Incentive for Small Family Norms was discontinued w.e.f.  
01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 1/2(6)/86-3FR-I**

From

Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

**Dated, Chandigarh, the 5th June, 1987**

**Subject :** Incentives among Haryana Govt. employees for promoting small family norms - Counting of incentive increment towards pension/family pension.

Sir,

I am directed to invite a reference to Finance Department letter No. 6/1(8)/79-1FR-I dated the 20th July, 1981, vide which a special increment in the form of personal pay (not to be absorbed in any future increases in pay), has been allowed to Haryana Govt. employees for adopting small family norms.

2. The matter relating to counting of this personal pay towards pension/family pension was engaging the attention of the Govt. for sometime past. It has not been decided that since special increment as incentive for promoting small family norms is a granted in the form of "Personal Pay" which is considered as pay under rule 2.44(a) of CSR Vol. I, Part I this increment forms part of the "emoluments for the purpose of pension/family pension".

Yours faithfully,

*Sd/-*

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

\*\*\*\*\*

**No. 1/9/1PR(FD)-87**

From

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

To

The Accountant General (A&E),  
Haryana, Chandigarh.  
The Accountant General (Audit),  
Haryana, Chandigarh.

**Dated, Chandigarh, the 15th June, 1987**

**Subject : Revision of Pay Scales.**

Sir,

I am directed refer to Haryana Govt. Endst. No. 1/9/1PR(FD)-87, dated 29.04.1987 on the subject noted above, with which copies of Haryana Govt. Finance Department notification No. GSR39/Const./Art.309/87, dated the 29th April, 1987 and corrigendum dated the 15th May, 1987, regarding revision of pay scales of Haryana Govt. employees w.e.f. 1st January, 1986 were forwarded to you, and, to state that according to Rule 11 of the Haryana Civil Services (Revised Pay) Rules, 1987, the arrears for 14 months from January, 1986 to February, 1987 accruing to the employees as result of revision of pay scales will be deposited in their G.P.F. accounts. The question as to from which date the interest on this contribution is to be allowed to accrue to the employees has been under consideration of the Government for sometime past. The Governor of Haryana is now pleased to order that interest on this contribution will be allowed to accrue to the employees from the date of issue of the notification No. GSR. 39/Const./Art.309/87, dated 29th April, 1987 i.e. the 29th April, 1987, mentioned above.

Yours faithfully,

*Sd/-*

(S.P. SHARMA)

Joint Secretary Finance, (PR)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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***These instructions have been reiterated vide  
No. 4/4(16)/86-2FR-I, Dated 18.10.89 & 09.04.91.***

**No. 4/4(16)/86-2FR-I**

From

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

To

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

**Dated, Chandigarh, the 30th June, 1987**

**Subject : Appraisal Reports regarding deficiencies noticed in the inputs received from the departments for the purpose of maintaining G.P.Fund accounts of the subscribers.**

Sir,

I am directed to invite a reference to the Subject noted above and to say that Accountant General Haryana (A&E) has intimated that as a result of the appraisal of the various inputs received from the State Govt. Departments for the purpose of maintaining G.P.Fund Accounts of the subscribers in his office a number of deficiencies have been noticed by them which are listed in the Annexure to this letter. These deficiencies not only lead to discrepancies in the account of the subscribers but also causes unavoidable delay in the final payment of provident fund balances to the subscribers or their family members and sometimes became a source of much hardship or irritant to them.

2. It is, therefore, requested that suitable measures may be adopted to ensure that these deficiencies are removed/avoided in future while sending inputs to the Accountant General, Haryana compliance of these instructions may be ensured to be watched by the Head of the Departments/Controlling officers.

3. These instructions may kindly be brought to the notice of all Controlling Officers and Drawing and Disbursing Officers under you control.

4. Kindly acknowledge receipt of this letter.

Yours faithfully,

*Sd/-*  
(REVA NAYYAR)  
Joint Secretary Finance (R)  
for Commissioner & Secretary to Government,

No. 4/4(16)/86-2FR-I

Haryana, Finance Department.  
Dated, Chandigarh, the 30.6.1987

A copy is forwarded to the Accountant General (Accounts and Establishment) Haryana, Chandigarh for information with reference to his letter No. Fds.1/Appraisal report/87-88/203-204, dated 25.5.87.

*Sd/-*  
(REVA NAYYAR)  
Joint Secretary Finance (R),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to :-

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

*Sd/-*  
(SHAMSHER SHUKLA)  
Under Secretary Finance (R),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 4/4(16)/86-2FR-I

Dated, Chandigarh, the 30.6.1987

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

*Sd/-*  
(SHAMSHER SHUKLA)  
Under Secretary Finance (R)  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 4/4(16)/86-2FR-I

Dated, Chandigarh, the 30.6.1987.

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

**ANNEXURE**

Deficiencies noticed in the inputs received from the State Govt. Departments in maintaining G.P. Fund Accounts of the subscribers in this office.

1. In a number of cases wrong G.P. Fund Account Numbers are quoted in the G.P. Fund Schedules.
2. G.P. Fund Schedules are not prepared in serial orders of G.P.Fund account numbers.
3. Total of G.P. Fund Schedules are, sometimes, wrong and not tallied with the totals of G.P. Fund deductions in the pay bills.
4. Names of subscribers are not legible in a number of cases.
5. G.P. Fund schedules are not sent in the prescribed form STR-17;
6. No. indications regarding transfer of a subscriber from one department/office to another is indicated in the schedules.
7. In certain cases the G.P. Fund deductions schedules are not found attached.
8. The recovery of account of advances are not shown distinctly.
9. Rate of pay as on 31st March in respect of each subscriber is not indicated in the Provident Fund Schedules for the month of April each year (Schedules attached with the salary bills for March payable in April).
10. A large number of subscribers have not filed their nominations. All subscribers need to be impressed upon to file their nominations as this is in their own interest as well as in the interest of their family.
11. Final payment cases are generally received incomplete as a number of columns are left blank and especially the column relating to temporary advances or non-refundable advances taken during the last 12 months of retirement. Sometimes the column meant for noting last fund deduction is also left blank. This leads delay in the payment of G.P.Fund balances to the Subscribers as the information has to be specially called for. The D.D.O.'s also more often than not do not attest the Final Payment cases before forwarding them.

\*\*\*\*\*

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

**IMMEDIATE**  
**OUT-TO-DAY**

**Subject : Revision of pay scales of Haryana Government employees  
Representations regarding removal of anomalies.**

- (1) All the Financial Commissioner in Haryana,
- (2) All the Administrative Secretaries to Government, Haryana.

Kindly refer to sub-para 3 of the Haryana Government **U.O. No. 1/9/1PR(FD)-87, dated 3rd July, 1987** on the subject noted above?

2. In the instructions referred to above it was decided to extend the date for the receipt of representations regarding anomalies in the pay scales of Haryana Government employees upto 15th July, 1987. The State Government have further considered the matter and decided to extend the date for submission of representation by Haryana Government employees regarding anomalies in the revised pay scales, upto 20.10.1987. The representations so received will be forwarded by the Heads of Departments with their comments, in the prescribed proforma already circulated vide Haryana Government circular letter No. 1/9/1PR(FD)-87, dated 29th April, 1987, through their respective Administrative Departments to the Member-Secretary, Anomaly Committee (in Pay Revision Br.) latest by 10th November, 1987. This may please be brought to the notice of all concerned immediately.

Sd/-  
(S.P. Sharma)  
Joint Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. All the Financial Commissioners in Haryana;
2. All the Administrative Secretaries to Government, Haryana.

**U.O. No. 1/9/1PR(FD)-87**

**Dated, Chandigarh, the 29th September, 1987.**

\*\*\*\*\*



**No. 1/32/4PR(FD-87**

From

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

To

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

**Dated, Chandigarh, the 9th July, 1987**

**Subject : Clarification - Haryana Government, Finance Department, Notification No. GSR. 39/Const./Art.309/87, dated 29.04.1987.**

Sir,

I am directed to invite a reference to the subject noted above and to state that clarification has been sought by some departments as to what is the new replacement scale of the existing scale of Rs. 700-1250. In this connection, it is clarified that where there is selection grade of Rs. 750-1450 sanctioned with this time scale of Rs. 700-1250, the revised scale of Rs. 1640-2900 is to be given, otherwise the revised scale Rs. 1600-2660 is to be given. Please acknowledge receipt.

Yours faithfully,

*Sd/-*

(K. K. Abrol)

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

\*\*\*\*\*

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

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

**No. 1/45/87-2PR**

From

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

To

All Heads of Departments,  
Commissioners Ambala/Hisar Divisions,  
All Deputy Commissioners in Haryana,  
The Registrar Punjab & Haryana High Court,

**Dated, Chandigarh, the 13th July, 1987**

***Subject : Information regarding posts carrying special pay with pre-revised pay scales.***

Sir,

I am directed to address you on the subject noted above and to request you to kindly furnish the following information in respect of the posts carrying special pay with the pre-revised pay scales :

Sr. No.	Name of the post carrying special pay	Number of posts.	Amount of Special Pay.	Pre-revised Time Scale	Expenditure incurred during 1986-87 as a result of grant of Special pay.

The requisite information may kindly be supplied within week positively.

Yours faithfully,

Sd/-

(K.K. Abrol)

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

\*\*\*\*\*

**No. 1/3(3)-86-2FR-II**

From

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

To

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

**Dated, Chandigarh, the 13th July, 1987.**

**Subject : Grant of relief to Haryana Government Pensioners/recipients of family pension and extraordinary family pension.**

Sir,

I am directed to invite a reference to the correspondent resting with Finance Department circular letter No. 1/3(3)-86-2FR-II, dated the 12th August, 1986, on the above subject, and to say that consequent upon the rise in the cost of living (i.e. Average Consumer Price Index raising from 616 to 624 and 624 to 632 points), the State Government has been considering for some time past, the question of affording further relief to Haryana Government pensioners as well as to the recipients of family pension and extraordinary family pension. It has not been decided to grant them further two installments of relief with effect from 1st June, 1986 and 1st July, 1986 each at the rate of 2.5% of their pension with a minimum of Rs. 2.50 and a maximum of Rs. 12.50 per mensem.

2. With the grant of relief mentioned above, the pensioners and recipients of family pension will be entitled to total relief as under :

Date	Rate of relief on pension/family pension in case of Govt. employees who retired on or after 1.4.79	Rate of relief in case of Govt. employees who retired on or before 31-3-1979 and are receiving revised pension as per orders issued vide circular letter No. 11/1PR-(FD)-81, dated 19-3-1981	Rate of relief in case of Govt. employees who retired on or before 31-3-79 and whose pension has been revised as per orders issued vide circular letter No. 1/1(3)-83-2FR-II, dated 24-9-85	Rate of relief on family pension in respect of pre 1.4.79 retiree (whose pension is not to be revised as per order issued vide circular letter No. 1/1(3)-83-2-FR-II, dated 24-9-85)
1.6.1986	97½% of pension subject to a minimum of Rs. 97.50 and a maximum of Rs. 487.50.	92½% of pension subject to a minimum of Rs. 92.50 and a maximum of Rs. 462.50	A per details given in the Annexure 'A'	92½% of pension subject to a minimum of Rs. 92.50 and a maximum of Rs. 462.50
1.7.1986	100% of pension subject to a minimum of Rs. 100.00 and a maximum of Rs. 500.00	95% of pension subject to a minimum of Rs. 95 and a maximum of Rs. 475.00	A per details given in the Annexure 'A'	95% of pension subject to a minimum of Rs. 85.00 and a maximum of Rs. 475.00

The relief as calculated above will be expressed in whole rupees and for this purpose the fraction of a rupee will be founded off to the next higher rupee.

3. These orders will not apply to pensioners, whose pensions have been determined on ad-hoc basis without reference to the emoluments drawn by them i.e. political pension, special pension, war risk pension etc. The relief will also not be admissible to the re-employed pensioners during the period of their re-employment.

4. The expenditure involved will be debitable to the major Head "266-Pensioners and other Retirement Benefits".

5. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(Reva Nayyar)

Joint Secretary Finance (R)

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

**Contd...**

**Encl.**

**ANNEXURE - A**

Rate of relief in case of Government employees who retired on or before 31-3-79 and whose pensions have been revised as per circular letter No. 1/1(3)83-2FR II, dated 24-9-85.—Rates of DA payable w.e.f. 1.4.79 to 1-7-1986.

Date	Rat of ad-hoc relief	Minimum Rs.	Maximum Rs.
1-4-79	40% of pension	40.00	200.00
1-11-79	45% of pension	45.00	225.00
1-5-80	50% of pension	50.00	250.00
1-9-80	55% of pension	55.00	275.00
1-12-80	57½% of pension	57.50	287.50
1-2-81	60% of pension	60.00	300.00
1-4-81	62½% of pension	62.50	312.50
1-6-81	65% of pension	65.00	325.00
1-8-81	67½% of pension	67.50	337.50
1-10-81	70% of pension	70.00	350.00
1-11-81	72½% of pension	72.50	362.50
1-1-82	75% of pension	75.00	375.00
1-4-82	77½% of pension	77.50	387.50
1-6-82	80% of pension	80.00	400.00
1-9-82	82½% of pension	82.50	412.50
1-12-82	85% of pension	85.00	425.00
1-3-83	87½% of pension	87.50	437.50
1-5-83	90% of pension	90.00	450.00
1-7-83	92½% of pension	92.50	462.50
1-8-83	95% of pension	95.00	475.00
1-10-83	97½% of pension	97.50	487.50
1-11-83	100% of pension	100.00	500.00
1-1-84	102½% of pension	102.50	512.50
1-2-84	105% of pension	105.00	525.00
1-4-84	107½% of pension	107.50	537.50
1-6-84	110% of pension	110.00	550.00
1-8-84	112½% of pension	112.50	562.50
1-11-84	115% of pension	115.00	575.00
1-1-85	117½% of pension	117.50	587.50
1-5-85	120% of pension	120.00	600.00
1-8-85	122½% of pension	122.50	612.50
1-11-85	125% of pension	125.00	625.00
1-1-86	127½% of pension	127.50	637.50
1-4-86	130% of pension	130.00	650.00
1-6-86	132½% of pension	132.50	662.50
1-7-86	135% of pension	135.00	675.00

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**No. 34/4/82-WM(3)**

From

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

To

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

**Dated, Chandigarh, the 14th July, 1987**

**Subject : Rate of Interest on deposits in the Provident Fund and other similar funds for the Financial Year 1987-88.**

Sir,

In Continuation Haryana Government letter of even number dated the 3rd March, 1987 on the above subject, I am directed to say that it has been decided to fix the rate of interest at 12% (Twelve percent) per annum on deposits in the General Provident Fund w.e.f. 1st April, 1987 and also on the accumulations as stood on 31st March, 1987. This rate of interest will remain in force during the current financial year.

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

Yours faithfully,

*Sd/-*  
(J.P. Narang)  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 34/4/82-WM(3)

Dated, Chandigarh, the 14th July, 1987

A copy is forwarded to the Accountant General A&E/Audit, Haryana, Chandigarh for information, in continuation of Finance Department Endst. No. 34/4/82-WM(3) dated 3rd March, 1987.

*Sd/-*  
(J.P. Narang)  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana, for information, in continuation of Finance Department U.O. No. 34/4/82-WM(3) dated 3rd March, 1987.

*Sd/-*  
(J.P. Narang)  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 34/4/82-WM(3)

Dated, Chandigarh, the 14th July, 1987

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

*Sd/-*  
(J.P. Narang)  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 34/4/82-WM(3)

Dated, Chandigarh, the 14th July, 1987.

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**No. 4/1/87-5PR(FD)**

From

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

To

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

**Dated, Chandigarh, the 21st July, 1987**

**Subject : Grant of next increment in the revised scales to person who had reached the maximum of the existing scale subsequent to 01.01.1985.**

Sir,

I am directed to invite a reference to rule 8 of the Haryana Civil Services (Revised Pay) Rules, 1987 and to say that according to the said rule the next increment of a Government employee whose pay has been fixed in the revised scale under Rule 7 (l) of those rules shall be granted except in cases falling under the first proviso to Rule 8 on the date he would have drawn his increment had he continued in the existing scale. A question has been raised as to what would be the date of next increment in the revised scale in the case of a Government employee who had been drawing pay at the maximum stage of the existing scale after 01.01.1985, as such a Government employee would not have drawn any further increment in the existing scale . The Governor of Haryana is pleased to decide that in such cases where the Government employee had reached the maximum of the existing scale subsequent to the 1st January, 1985, the next increment in the revised scale may be granted on the completion of service for the full incremental period, counting for increment under rule 4.9 of CSR. Vol. I, Part-I from the dated on which he reached the maximum of the existing scale, without prejudice to any benefit that may, be admissible by the operation of the first proviso to Rule 8 of the Haryana Civil Services (Revised Pay) Rules, 1987.

*Sd/-*

(K. K. Abrol)  
Joint Secretary, Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*



**No. 34/1/83-WM(3)**

From

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

To

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

**Dated, Chandigarh, the 21st July, 1987**

**Subject : Rate of Interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government servants during the year 1987-88.**

Sir,

In continuation Haryana Government letter of even number dated 1st July, 1986 on the above subject, I am directed to inform you that the rate of interest to be charged on House Building, Motor Car/Scooter/Motor Cycle/Moped and Cycle advances granted to Govt. servants during the year 1987-88 will be 9% (Nine Percent) per annum with effect from 1st April, 1987.

2. It may be ensured that all the sanctions issued in this behalf during the year 1987-88 are revised accordingly.
3. Kindly acknowledge receipt of this letter.

Yours faithfully,

*Sd/-*  
(J.P.NARANG)  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 34/1/83-WM(3)

Dated, Chandigarh, the 21st July, 1987

A copy is forwarded to the Accountant General Haryana (Accounts/A&E) Chandigarh for information and necessary action in continuation of Finance Department Endst. No. 34/1/83-WM3 dated 1st July, 1987.

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

A copy is forwarded to the :-

The Financial Commissioner, Revenue, Haryana, &  
All Administrative Secretaries to Govt., Haryana, for information and  
necessary action.

*Sd/-*

Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 34/1/83-WM(3)

Dated, Chandigarh, the 21th July, 1987

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

*Sd/-*

Joint Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 34/1/83-WM(3)

Dated, Chandigarh, the 21st July, 1987.

\*\*\*\*\*

**No. 34/1/83-WM(3)**

From

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

To

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

**Dated, Chandigarh, the 21st July, 1987**

**Subject : Rate of Interest to be charged on marriage advance granted to Government servants during the financial year 1987-88.**

Sir,

In continuation Haryana Government letter No. 34-1-83-WM(3), dated 2nd April, 1987 on the above subject, I am directed to inform you that the rate of interest to be charged on marriage advance granted to Government servants during the year 1987-88 will be 11% (Eleven Percent) per annum with effect from 1.4.1987.

2. It may be ensured that all the sanctions issued in this behalf during the year 1987-88 are revised accordingly.
3. Kindly acknowledge receipt of this letter.

Yours faithfully,

*Sd/-*  
(J.P.NARANG)  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 34/1/83-WM(3)

Dated, Chandigarh, the 21th July, 1987

A copy is forwarded to the Accountant General Haryana (Accounts/A&E) Chandigarh for information and necessary action in continuation of Finance Department Endst. No. 34/1/83-WM(3) dated 2nd April, 1987.

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

A copy is forwarded to the :-

The Financial Commissioner, Revenue, Haryana, &  
All Administrative Secretaries to Govt., Haryana for information and  
necessary action.

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

To

The Financial Commissioner & Secretary to Govt., Haryana,  
Revenue Department.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 34/1/83-WM(3)

Dated, Chandigarh, the 21st July, 1987

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary in continuation of  
Finance Department U.O. No. 34/1/83-WM(3), dated 2nd April, 1987. for the information of the  
Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary.

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

To

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

U.O. No. 34/1/83-WM(3)

Dated, Chandigarh, the 21th July, 1987.

\*\*\*\*\*

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

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

**No. 1/45/87-2PR**

From

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

To

All Heads of Department,  
Commissioners Ambala/Hisar Divisions,  
All Deputy Commissioners in Haryana (except listed overleaf)  
The Registrar Punjab & Haryana High Court.

**Dated, Chandigarh, the 24th July, 1987**

**Subject : Information regarding posts carrying special pay with pre-revised pay scales.**

Sir,

I am directed to this department letter No. 1/45/87-2PR, dated 13.07.1987 on the subject noted above and to request you to kindly furnish the following information in respect of the posts carrying special pay with the pre-revised pay scales, by 4th August, 1987, positively :

Sr. No.	Name of the post carrying special pay	Number of posts.	Amount of Special Pay.	Pre-revised Time Scale	Expenditure incurred during 1986-87 as a result of grant of Special pay.

Yours faithfully,

Sd/-

(R.L. Anand)

Superintendent, Pay Revision Branch,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the :-

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

Sd/-

(R.L. Anand)

Superintendent, Pay Revision Branch,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 1/45/87-2PR

Dated, Chandigarh, the 24th July, 1987

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

**List of Departments from whom the information has been received**

1. Financial Commissioner (Revenue).
2. Chief Secretary (Secretariat Establishment).
3. Hospitality Department.
4. Treasury and Accounts.
5. Vidhan Sabha.
6. Vigilance Bureau.
7. Advocate General, Haryana.
8. Architecture.
9. Scheduled Caste and Backward Classes.
10. Commissioner-cum-Principal, Revenue Training Institute.
11. Legal Remembrance.
12. Supplies and Disposal.
13. D.C. Rohtak.
14. Commissioner, Ambala Division.
15. Prison.
16. Colonization Wing Panchkula.
17. Archives.
18. H.P.S.C.
19. A.G.O.T.
20. Special Representative, Haryana Bhawan.
21. Deputy Commissioner, Karnal.
22. Electoral Officer.
23. Commissioner, Hisar Division.
24. Sports.
25. Rehabilitation.
26. Medical College, Rohtak.
27. Panchayati Raj.

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**IMMEDIATE**

**No. 1/9/87-1PR(FD)**

From

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

To

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

**Dated, Chandigarh, the 28th July, 1987**

**Subject : Revision of pay scales.**

Sir,

I am directed to invite a reference to Haryana Government, Finance Department circular letter No. 1/9/1PR(FD)-87, dated the 18th May, 1987, on the subject noted above, and to state that in the said instructions it was decided to allow the benefit of initial fixation of pay under rule 7 of Haryana Civil Services (Revised Pay) Rules, 1987 to Haryana Government employees who opt to switch over to the revised scale from the date of their next increment after 01.01.1986 but not later than 31.12.1986 in the case of annual increment of 31.12.1987 in the case of biennial increment.

2. It has come to the notice of the Finance Department that the term "biennial increment" is being mis-understood as Adhoc/stagnation increment(s) by many Departments. In fact, adhoc increment is admissible to an employee after he has stagnated at the maximum of his time scale for two years whereas biennial increment is provided in some time scales itself for example, in the scale of Rs. 2500-100-2600-150/2-2750. Therefore, the term "biennial increment" should, in no case, be mixed up with "Adhoc stagnation increment".

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

Yours faithfully,

*Sd/-*

(S.P. Sharma)

Joint Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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

**No. 4/4(3)/87-2-FR-I**

From

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

To

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

**Dated, Chandigarh, the 28th July, 1987**

**Subject : Improvement in the State of Maintenance of Provident Fund Accounts.**

Sir,

I am directed to invite a reference to the subject noted above and to say that the matter regarding simplification of the existing rules and procedure of Provident Fund and bringing improvement in the maintenance of Provident Fund Accounts has been under the consideration of the Government for some time past and it has now been decided that :-

- (i) The Heads of Departments should supply a list of subscribers due to retire during the next 24 months on 1st January and 1st July to the Accountant General Haryana. This will facilitate therein of the accounts of the subscribers and take up the matter with the Drawing and Disbursing Officers regarding missing credits, missing debits where sanctions have been issued but debits did not appear or where debits have appeared but sanctions not been received. For this purpose the Drawing officer will have to supply to the Accountant General, Haryana. The information in the following proforma:-

No. & Date of Treasury Voucher.	Name of Treasury	Gross & Net Amt. of Bill	Amount of G.P.F. deduction	Account Number quoted in the Schedules.	Head of Account from which salary drawn
1	2	3	4	5	6

Any lapse on the part of the Drawing and Disbursing Officers will be brought out to notice of Administrative Departments/Heads of Department Concerned with a copy to Finance Department if necessary only.

- (ii) Incomplete applications received will be returned with a fort night and report there to will be made to Administrative Department/Head of Departments concerned with a copy to Finance Department if necessary only.

- (iii) The Drawing and Disbursing Officers will be required to send a yearly statement to the Accountant General, Haryana in the following proforma regarding part/final withdrawal sanctioned and paid to the subscribers:-

Name of Subscriber & Designation	G.P.F. Account No.	Amount of part final withdrawal sanctioned & paid	No. & date of the sanction.	Purpose
1	2	3	4	5

No. & Date of Treasury Voucher.	Remarks
6	7

- (iv) The drawing and Disbursing Officer may also keep a note of all part final withdrawals in the service book on a separate coloured page for reference.

Yours faithfully,

*Sd/-*  
(Reva Nayyar)  
Joint Secretary Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 4/4/(3)/87-2FR-I

Dated, Chandigarh, the 28-7-87

A copy is forwarded to Accountant General, Haryana (1) Accounts (A&E) with reference to his letter No. Fds./As-I/86-87/1186, dated 16.1.87 and (2) Audit for information.

*Sd/-*  
(Reva Nayyar)  
Joint Secretary Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to :-

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

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 4/4/(3)/87-2FR-I

Dated, Chandigarh, the 28-7-87

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

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 4/4/(3)/87-2FR-I

Dated, Chandigarh, the 28-7-87.

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***These instructions have been Revised vide  
No. 16/1/98-WM(4), Dated 05.08.1992.***

**No. 16/34/87-WM(5)**

From

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

To

All Heads of Departments,  
Commissioners Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in the Haryana State,  
The Registrar, Punjab & Haryana high Court and  
all Distt. And Session Judges in Haryana State.

**Dated, Chandigarh, the 28th July, 1987.**

**Subject : Grant of advance for the purchase of Cars/Scooter/Motor cycles and Mopeds to Govt. employees.**

Sir,

I am directed to refer to Haryana Govt. letter No. 16/100/80-WM(3), dated 2nd June, 1980, dated 26th June, 1981 and dated 1st October, 1981, on the above subject and to say that as a result of revision of Pay scales of Govt. employees, the question of enhancing the present eligibility limit of pay for the purpose of grant of Car/Scooter/Motorcycle and Moped advance to Govt. employees has been considered and it has been decided to fix the Pay including Special Pay for the grant of Motor vehicle advance to Govt. employees, as under :

(i)	<b>Car Loan</b>	Govt. employees drawing basic pay of Rs. 3000/- and above per month.
(ii)	<b>Motorcycle/Scooter loan</b>	Govt. employees drawing basic pay of Rs. 1500/- and above per month.
(iii)	<b>Moped loan</b>	Govt. employees drawing basic pay of Rs. 1150/- and above per month.

2. All other conditions governing the grant of advance remain unchanged.
3. These orders will take effect on the date of issue of this order.
4. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have become obsolete***

**No. 16/120/87-AIV-PE&IC (FD)**

From

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

To

The Managing Directors,  
All Government Corporations/Companies/  
Boards/HUDA & Co-operative Institutions in the State  
(Except Warehousing Corporation & Haryana Agro  
Industries Corporation).

**Dated, Chandigarh, the 26th August, 1987**

**Subject : Revision of pay scales in - Govt. Undertakings.**

Sir,

Continuation of this department endorsement No. 16/120/87-AIV-PE&IC (FD), dated 6-8-1987 on the subject noted above.

2. You are requested to send the proposals for the revision of grades of your employees category wise duly approved by the competent authority through your Administrative Department to this cell for consideration by the Committee constituted for this purpose at the earliest. The Following information may also be sent alongwith these proposals' for the current years :-

- (i) Financial status.
- (ii) Profit/Loss position.
- (iii) Additional liabilities for the revision of these grades.

Yours faithfully,

Sd/-  
Research Officer,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

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

**MOST IMMEDIATE**  
**P.A.C. BUSINESS**

**No. 15/2/87-3B&C**

From

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

To

All Heads of Departments in Haryana,  
Commissioner, Ambala/Hisar Divisions,  
All Deputy Commissioners.  
Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 7th August, 1987.**

**Subject : Proceedings of the meeting of the Public Accounts Committee of the Haryana Vidhan Sabha held on 27th & 28th July, 1987.**

Sir,

The Public Accounts Committee of the Haryana Vidhan Sabha in their meeting held on 27th July, 1987 has made the following observations :-

“The Committee decided that the Hindi translation of the English version of the replies sent with regard to the implementation of recommendations of the Committee and other replies be also supplied by the Finance Department in future for the benefit of the members of the Committee.”

2. I am accordingly to request you that the above observations of the Public Accounts Committee may kindly be brought to the notice of the all concerned for strict compliance and utmost care may be exercised in framing the replies in Hindi correctly, in future.

3. The receipt of this may kindly be acknowledged.

Yours faithfully,

*Sd/-*

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

No. 15/2/87-3B&C

Dated, Chandigarh, the 7th August, 1987.

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

*Sd/-*

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

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

2. They are requested to ensure that the departments under their administrative control strictly observe the recommendations of the PAC and send the replies of PAC paras in Hindi, in future.

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

To

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

U.O. No. 15/2/87-3B&C

Dated, Chandigarh, the 7th August, 1987.

Endst. No. 15/2/87-3B&C

Dated, Chandigarh, the 7th August, 1987.

A copy is forwarded to Secretary Haryana Vidhan Sabha with reference to his letter No. PAC-37/87/11376, dated 30th July, 1987 for information.

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

\*\*\*\*\*

***These instructions have become obsolete***

**No. 16/120/87-AIV-PE&IC (FD)**

From

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

To

The Managing Directors,  
All Government Corporations/Companies/  
Boards/HUDA & Co-operative Institutions in the State  
(Except Warehousing Corporation & Haryana Agro  
Industries Corporation).

**Dated, Chandigarh, the 26th August, 1987**

**Subject : Revision of pay scales in - Govt. Undertakings.**

Sir,

Continuation of this department endorsement No. 16/120/87-AIV-PE&IC (FD), dated 6-8-1987 on the subject noted above.

2. You are requested to send the proposals for the revision of grades of your employees category wise duly approved by the competent authority through your Administrative Department to this cell for consideration by the Committee constituted for this purpose at the earliest. The Following information may also be sent alongwith these proposals' for the current years :-

- (i) Financial status.
- (ii) Profit/Loss position.
- (iii) Additional liabilities for the revision of these grades.

Yours faithfully,

Sd/-

Research Officer,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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

**No. 4/4(26)/87-2FR-I**

From

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

To

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

**Dated, Chandigarh, the 27th August, 1987**

**Subject : Grant of Refundable/Non-refundable advance from General Provident Fund to the subscribers to meet the expenditure in connection with the marriage of their children.**

Sir,

I am directed to invite a reference to the subject noted above and to say that at present according to the provisions of Rule 13.14 and Rule 13.29 of Punjab C.S.R. Volume-II, no minimum age limit is prescribed of the children for whose marriage advance/withdrawal is made from General Provident Fund.

2. The matter relating to fixation the minimum age of the children for the purpose of advance/withdrawal from General Provident Fund for their marriages was engaging the attention of the Government, for some time past. It has now been decided that no refundable advance/Non-refundable withdrawal from General Provident Fund shall be sanctioned for the marriage of children before completing the age of 21 years in the case of son and 18 years in the case of daughter.

3. These instructions may kindly be brought to the notice of all concerned under your control.

4. Amendment in the relevant rules will be made in due course.

Yours faithfully,

Sd/-

(P. Pandarwani)

Joint Secretary Finance (R)

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

No. 4/4(26)/87-2FR-I

Dated, Chandigarh, the 27-8-1987

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

*Sd/-*  
(P. Pandarwani)  
Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the :-

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

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 4/4(26)/87-2FR-I

Dated, Chandigarh, the 27-8-1987

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

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 4/4(26)/87-2FR-I

Dated, Chandigarh, the 27-8-1987.

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**No. 1/9/1PR(FD)-87**

From

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

To

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

**Dated, Chandigarh, the 31st August, 1987**

**Subject : Revision of pay scales - Exercising of option.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department letter No. 1/9/1PR(FD) dated the 18th May, 1987, on the subject noted above and to state that according to para 3 of the said instructions the benefit of initial fixation of pay in the revised scale under rule 7 of the Haryana Civil Services (Revised Pay) Rules, 1987, was made available to those Government employees who choose to elect the revised scale of pay from a date after 1st January, 1986, i.e. w.e.f. the date of their next increment, but not later than 31st December, 1986. On reconsideration and in modification of para 3 of the above said instruction the Governor of Haryana, in exercise of the powers available under Rule 13 of Haryana Civil Services (Revised Pay) Rules 1987, is pleased to decide that the benefit of rule 7 of the Haryana Civil Services (Revised Pay) Rule, 1987 will be available to those Government employees who opt to switch over to the revised scale of pay from the date of their next/ subsequent increment, falling after 1st January, 1986, but not later than 31st December, 1987, in respect of the post held by them on 1st January, 1986.

2. The option in the format appended as the second schedule of Haryana Civil Services (Revised Pay) Rules, 1987 may be exercised by 30.11.1987. The option once exercised shall be final. The option available under these orders can be exercised afresh even by those Government employees who have already exercised option prior to the issue of these orders to switch over to the revised scales.

3. These instructions may please be brought to the notice of all employees working under you immediately.

4. Please acknowledged the receipt of this letter.

Yours faithfully,

*Sd/-*

(S.P.SHARMA)

Joint Secretary Finance (P.R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 5/36/87-1FR-II**

From

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

To

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

**Dated, Chandigarh, the 31st August, 1987.**

**Subject : T.A. to retired Government servants for perusal of documents in preparation of their defence against disciplinary proceedings.**

Sir,

I am directed to address you on the subject noted above and to say that the question of grant of T.A. to retired Government servants for journeys performed in connection with perusal of documents in preparation of their defence against disciplinary proceedings has been under consideration of the Government. The Government have decided that the retired Government servants may be allowed Travelling Allowance as on tour, including daily allowance for halts (restricted to a maximum of three days only), for undertaking journeys to outstation for perusal of official documents in preparation of their defence against disciplinary proceedings instituted against them. The T.A. claims in such cases will be restricted to one to-and-fro mail fare, in respect of one such case, by the class to which the retired Government servant was entitled immediately prior to retirement, by the shortest route between the place of residence/declared place of residence upto which retirement T.A. has been availed of/place from where the journey has actually been performed and the place where the documents are kept, whichever is less and daily allowance will be admissible as indicated above. The grant of Travelling Allowance will also be subject to the condition that the inquiring officer certifies that the official records to the consulted are relevant and essential for the preparation of the defence statement.

2. It is also clarified that T.A./D.A. for such purposes will be admissible once only.
3. These orders take effect from the date of issue.

Yours faithfully,

*Sd/-*

(Pius Pandarwani)

Joint Secretary Finance (R)

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

No. 5/36/87-1FR-II

Dated, Chandigarh, the 31-8-1987.

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

*Sd/-*

(Pius Pandarwani)

Joint Secretary Finance (R)

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

Copies are forwarded to all the :-

1. Financial Commissioners, Haryana.
2. Administrative Secretaries to Government, Haryana for information.

*Sd/-*  
(S.J. Shukla)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 5/36/87-1FR-II

Dated, Chandigarh, the 31-8-1987

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

*Sd/-*  
(S.J. Shukla)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 5/36/87-1FR-II

Dated, Chandigarh, the 31-8-1987.

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**No. 10/14/4PR(FD)-87**

From

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

To

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

**Dated, Chandigarh, the 1st September, 1987**

**Subject : Clarification Haryana Government, Finance Department Notification No. G.S.R. 39/Const./Art.309/87, dated 29.04.1987.**

Sir,

I am directed to invite your attention to the subject noted above and to say that enquires have been made by those departments where Assistants working in the pre-revised scale of Rs. 525-15-600-20-660/700-30-850-EB-890-40-1050 have been given the start of Rs. 585/- whether for the purpose of Note 3 below rule 7 of the Haryana Civil Services (Revised Pay) Rules, 1987, the stage for bunching is to be counted from the minimum of the time scale i.e. from Rs. 525/- or from which the start has been given i.e. from Rs. 585/-. In this connection it is clarified that for the purposes of bunching stage will be counted from the minimum of the scale i.e. from Rs. 525/- irrespective of the consideration whether the actual start is Rs. 525/- or Rs. 585/-.

Please acknowledge receipt of the letter.

Yours faithfully,

*Sd/-*

(S.P Sharma)

Joint Secretary, Finance (PR)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 13/5(3)/87-5FR-I**

From

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

To

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

**Dated, Chandigarh, the 7th September, 1987**

**Subject : Transfer of Haryana Government employees on foreign service to other Governments, Companies/Corporations.**

Sir,

I am directed to invite a reference to the Haryana Government, Finance Department circular letter No. 853-5FR-75/20872, dated the 30th June, 1975 on the above subject wherein it was clarified that a Government servant who had served on deputation in a State or Central organization should not be allowed to proceed on deputation to some other foreign organization again unless he had worked for a minimum period of 2 years on a post in his parent department subsequent to his reversion. However, it has now been decided that the deputation allowance to an employee who is sent on a subsequent deputation strictly in the public interest and not on his own request or the request of the foreign employer before the expiry of the cooling period of 2 years should not be withheld.

Yours faithfully,

Sd/-  
(J.P. Narang)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 13/5(3)/87-5FR-I

Dated, Chandigarh, the 7th September, 1987

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

Sd/-  
(J.P. Narang)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy each is forwarded to all the :-

(1) Financial Commissioners, Haryana.

- (2) Administrative Secretaries to Government, Haryana, for information and necessary action.

Sd/-  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 13/5(3)/87-5FR-I

Dated, Chandigarh, the 7th September, 1987

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

Sd/-  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 13/5(3)/87-5FR-I

Dated, Chandigarh, the 7th September, 1987.

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**No. 28/26/87-2B&C**

From

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

To

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

**Dated, Chandigarh, the 8th September, 1987.**

**Subject : Supply of copies of Financial Sanctions/information in respect of Drawing & Disbursing Officers.**

Sir,

I am directed to refer to Finance Department's circular letter even No. dated 10th September, 1987 on the subject noted above and to say that it has been brought to the notice of Finance Department by the Accountant General (Audit) Haryana that under the Comptroller and Auditor General's (Duties, Powers and conditions of Service) Act, 1971, it is the duty of the Comptroller and Auditor General of India to audit all expenditure made from all receipts paid in to the consolidated fund of India/State and of each Union Territory having a legislative Assembly. For this purpose it is imperative that full information about all the drawing & disbursing officers and of all the authorities (with their units/Sub units) responsible for the levy and collection of Government's revenue are invariably sent to Audit. Similarly all the notifications, orders and instructions issued by the Administrative Departments of the Government having an effect on the monetary functions as on the opening of new Units authorized to draw/remit money at Govt. treasuries are required to be sent to audit.

2. It is, therefore, requested that full information about all the drawing and disbursing officers as well as copies of notifications/Rules/orders/Instructions involving important financial implications may please be sent to Accountant General (Audit) in future. These instructions may please be brought to the notice of staff working under your control for strict compliance in future.

3. Receipt of this letter may please be acknowledged.

Yours faithfully,

*Sd/-*

Dy. Superintendent Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 28/26/87-2B&C

Dated, Chandigarh, the 8th Sept. 1987.

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

2. They are requested to ensure that, in future, the above information involving financial

implications are supplied to Accountant General (Audit) Haryana.

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

To

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

U.O. No. 28/26/87-2B&C

Dated, Chandigarh, the 8th Sept. 1987.

Endst. No. 28/26/87-2B&C

Dated, Chandigarh, the 8th Sept. 1987.

A copy is forwarded the R.K. Ghosh, IA&AS, Deputy Accountant General (Works & Revenue) O/o Accountant General (Audit) Haryana with reference to his D.O. letter No. RAW/S/OR/2527, dated 14.9.87 for information.

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

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**IMMEDIATE**

**No. 28/26/87-2B&C**

From

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

To

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

**Dated, Chandigarh, the 10th September, 1987.**

**Subject : Supply of copies of Financial Sanctions.**

Sir,

I am directed to refer to the subject noted above and to say that it has been brought to the notice of the Finance Department by the Accountant General, (Audit), Haryana that only one copy of sanctions involving financial implications is being supplied presently to his office by your departments which is inadequate for distribution among the branches of his office. It is, therefore, requested that three copies of such sanctions may please be supplied to Accountant General (Audit) Haryana in future. These instructions may please be brought to the notice of the staff working under your control for strict compliance.

2. Receipt of the letter may please be acknowledged.

Yours faithfully,

*Sd/-*

Dy. Superintendent Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 28/26/87-2B&C

Dated, Chandigarh, the 10th Sept. 1987.

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

2. They are requested to ensure that in future, three copies of the sanction involving financial implications are supplied to Accountant General (Audit) Haryana.

*Sd/-*

Dy. Superintendent Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 28/26/87-2B&C

Dated, Chandigarh, the 10th Sept. 1987.

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**No. 4/13/87-3PR(FD)**

From

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

To

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

**Dated, Chandigarh, the 16th September, 1987****Subject : Haryana Civil Services (Revised Pay) Rules, 1987 clarifications regarding.**

Sir,

I am directed to refer to this department Notification No. GSR39/ Const/Art.309/87, dated 29.04.1987 on the subject noted above and to say that some departments have sought clarifications on a few points in respect of the rules cited as subject. The clarifications are given below for the guidance of all concerned :-

Sr. No.	Pointed raised	Clarification
(i)	Which basic pay in the old pay scale is to be taken into account in respect of employees whose date of increment in the old scale is 1st January, 1986?	The existing emoluments on appointed days per explanation below after allowing increment in the pre-revised scale on 01.01.1986 and pay in the revised scale is to be fixed thereafter.
(ii)	Where the benefit of Bunching in accordance with note 3 below rule 7 is given to an employee what should be date of his text increment, the old one or completion of qualifying service of twelve months from the dated of such stepping.	Where an employee is entitled to benefit of bunching in accordance with note 3 below rule 7 of the Haryana Civil Services (Revised Pay) Rules, 1987 the next increment will be admissible in accordance with provision (i) to rule 8 ibid i.e. on completion of qualifying service of twelve months from the date of the stepping up of the pay in the revised scale.
(iii)	How the pay of employee opting on 01.01.1986 and the other opting on a later date subsequent to this date is to be fixed?	The pay of an employee who opts w.e.f. 01.01.1986 and the one who opts a later date but not later than 31.12.1987 is to be fixed in accordance with rule 7 of the Haryana Civil Service (Revised Pay) Rules, 1987. Necessary clarification has already been issued vide Finance Department letter No. 1/9/1PR(FD)-87, dated 31st August, 1987.
(iv)	Will an employee who have been granted Selection Grade by his department after 01.01.1986 be entitled for one additional increment in the revised scale from the date he has been granted Selection Grade.	As the system of Selection Grade has been discontinued in group 'B' 'C' & 'D' from 01.01.1986 onwards, no benefit on this account is admissible from 01.01.1986 onwards.
(v)	At what stage pay of employee will be fixed in the pay scale of 1400-2600 who was drawing Rs. 790/- in pay scale of Rs. 525-1050 plus	The pay in the revised scale is to be fixed on the basis of basic pay and personal pay is not to be taken into account while fixing

Sr. No.	Pointed raised	Clarification
	Rs. 30/- personal pay on account of sterilization on 01.01.1986 in case the personal pay has been granted after 01.01.1986 then in what manner the pay is to be fixed.	pay in revised scale. The personal pay has been frozen till further orders vide Finance Department's letter No. 6/1(1)/87-3FR-I dated 04.06.1987.
(vi)	The Superintendent and the Establishment Officer have been given the same pay scale of Rs. 2000-3500 whereas in old pay scales the Superintendent used to be promoted to the post of Establishment Officer. The Establishment Officer who was promoted after 01.01.1986, is he entitled for one additional increment in these circumstances?	The officiating appointment shall not be deemed to involve the assumption of duties or responsibilities of greater Importance in accordance with rule 4.13(2) of CSR Vol. I, Part I.
(vii)	In what manner the pay of these employees is to be fixed who were in receipt of Special Pay with pre-revised Scales and the Special Pay has now been frozen for present? Is their pay to be fixed after adding the Special Pay to basic pay or the special pay is not be counted for the fixation of pay?	The pay in such cases is to be fixed with reference to the basic pay excluding Special Pay which stands frozen.
(viii)	Those employees who had reached the maximum of Rs. 900 in the pay scale of Rs. 525-900 on 1.7.85, were entitled for biennial increment on 1.7.87 in the pre-revised scale. In case such employees opt for the revised scale of Rs. 1400-2600 from 01.01.1986, will they be entitled for next increment from 01.07.1986 or 01.01.1987?	The next increment in the revised scale in such cases be granted on the completion of service for the full incremental period from the date on which they reached the maximum of the existing scale. Attention is also invited to instructions contained in Finance Department letter No. 4/1/87-5PR-(FD), dated 21.07.1987.
(ix)	There was provision of granting Biennial increments subject to a maximum of five in stagnation cases in the existing scale. But no such provision exists in the Revised Pay Rules, 1987 and those rules are totally silent in this behalf. There may be an omission in the revised pay rules, 1987.	To provide relief to those who reach the maximum of the revised pay scale, instructions have already been issued vide Finance Department's letter No. 1/9/1PR (FD), dated 29.4.87 to grant stagnation increments subject to maximum of three such increments.

Sd/-  
(K. K. Abrol)  
Under Secretary, Finance (P.R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*

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

**IMMEDIATE**  
**OUT-TO-DAY**

**Subject :** Revision of pay scales of Haryana Govt. employees Representations regarding removal of anomalies.

- (1) All the Financial Commissioner in Haryana,
- (2) All the Administrative Secretaries to Government, Haryana.

Kindly refer to sub-para 3 of the Haryana Government **U.O. No. 1/9/1PR(FD)-87, dated 3rd July, 1987** on the subject noted above?

2. In the instructions referred to above it was decided to extend the date for the receipt of representations regarding anomalies in the pay scales of Haryana Government employees upto 15th July, 1987. The State Government have further considered the matter and decided to extend the date for submission of representation by Haryana Government employees regarding anomalies in the revised pay scales, upto 20.10.1987. The representations so received will be forwarded by the Heads of Departments with their comments, in the prescribed proforma already circulated vide Haryana Government circular letter No. 1/9/1PR(FD)-87, dated 29th April, 1987, through their respective Administrative Departments to the Member-Secretary, Anomaly Committee (in Pay Revision Br.) latest by 10th November, 1987. This may please be brought to the notice of all concerned immediately.

Sd/-  
(S.P. Sharma)  
Joint Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. All the Financial Commissioners in Haryana;
2. All the Administrative Secretaries to Government, Haryana.

**U.O. No. 1/9/1PR(FD)-87**

**Dated, Chandigarh, the 29th September, 1987.**

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**No. 14/209/81-1FA**

From

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

To

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

**Dated, Chandigarh, the 29th September, 1987**

**Subject : Revision of regulations for the State Subordinate Accounts Services Examination, Haryana.**

Sir,

I am directed to invite a reference to this department letter No. 14/209/81-3FA, dated 3rd February, 1987 on the subject cited above and to state that the question of revision of regulations for the State Subordinate Accounts Service Examinations Punjab (Ordinary Branch) issued vide composite Punjab Government No. 3200-TA(T)-57/2492, dated 13th February, 1957 was under the consideration of the Government for some time past and it has now been decided to revise the said regulations for the State S.A.S. Examination, Haryana as per Annexure.

2. I am also to state that in the event of passing State S.A.S. Examination the Service of the officials taking State Examination shall have to be placed at the disposal of Department, if necessary, for being posted outside the parent department/organisation. The Officials passing the S.A.S. Examination will be placed on a common seniority list which will be prepared in accordance with the procedure laid down in the regulations.

Yours faithfully,

*Sd/-*  
(R.K. RANGA)  
Joint Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy along with copy of enclosures, is forwarded to all the Financial Commissioners and Administrative Secretary to Government, Haryana, for information.

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

To

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

U.O. No. 14/209/81-1FA

Dated, Chandigarh, the 29-9-87

No. 14/209/81-1FA

Dated, Chandigarh, the 29-9-87

A copy, along with copy of enclosures is forwarded to all the Managing Directors/Chief Administrators of all the Boards/Corporations/Public Undertaking for information.

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



## ANNEXURE

Regulations for the State Subordinate Accounts Services Examination, Haryana  
(Ordinary Branch)

1. To meet the demands of the Haryana Government offices for qualified Accounts trained officials the Haryana Government shall hold a departmental examination called the State Subordinate Accounts Services Examination (Ordinary Branch)
2. The Examination shall be conducted by the Central Examination Committee, Haryana. It will be held at such intervals as may be decided by the Central Examination Committee, Haryana in consultation with Secretary to Government, Haryana, Finance Department.
3. The State Subordinate Accounts Service Examination shall consist of two parts, namely parts I and II.
4. Subject to other conditions prescribed in these regulations only those officials who possess a degree of a recognised University or its equivalent and have you rendered 5 years Ministerial service shall be eligible to appear in this examination.

Provided that the Head of Department certified:-

- (i) That the candidate is efficient and is likely to pass the examination;
- (ii) That the candidate does not possess doubtful integrity;
- (iii) That the candidate has obtained 70% or more reports of "Good" or above categories during the last ten years.

5. The Secretary to Government, Haryana, Finance Department reserves authority to reject the request of any applicant for appearing in the examination.
  6. No candidate who has not passed Part-I of the Examination shall be allowed to take the examination for Part-II.
  7. The maximum number of chances for passing the two parts of the Examination shall be rigidly limited to 6 chances of which not more than 4 chances may be taken for passing Part-I of the Examination. Permission to an official to appear at any particular examination shall count as a chance unless he is allowed by the Secretary to Government, Haryana, Finance Department to withdraw his name.
  8. In order to secure a pass a candidate must obtain not less than 40 percent marks in each subject and 45 percent in the aggregate of all the subjects in each part of the examination. A candidate who obtains not less than 50 percent marks in the précis and Draft and 60 percent marks in any other subject will not be required to reappear in that subject.
- Note :** Where a subject of examination consists of two papers on practical and other theoretical, it will be necessary to secure these percentage separately in the practical paper to be answered with aid of books.
9. A candidate shall be debarred from appearing in the examination for two years if he fails to secure 20 percent marks in the aggregate.

10. Each candidate for the Ordinary Branch shall pay a fee of Rs. 40/- (Rs. Forty only) by Indian Postal Orders duly crossed in the name of the Deputy Director, Treasuries and Accounts, Department, Haryana payable at Chandigarh and attached with the application. The fee will be refunded if the candidate is not allowed to appear in the examination.

11. Candidates shall bring their own books of reference for answering question papers to be answered with the aid of books.

12. (a) The services of a candidate who passes the State Subordinate Accounts Services Examination can be requisitioned by the Finance Department for filling in posts to be manned by members of the Subordinate Accounts Services in any of the department of the State Government.

(b) The Finance Department shall maintain a seniority list of officials who have passed the Subordinate Accounts Services Examination (Ordinary Branch). For the purpose of determining interse seniority of officials who qualify in the State Subordinate Accounts Service Examination (Ordinary Branch) the criteria shall be :-

- (i) That a candidate who passes Part-II of the Examination at any examination shall be senior to persons passing Part-II in subsequent examinations;
- (ii) That in the case of candidate passing Part-II of the Examination together, the candidates obtaining more marks in Parts I & II combined shall be senior to the candidate obtaining less marks; and
- (iii) that in case two or more officials obtain the same number of marks, the seniority of the officials in the parent office will be maintained if they belong to the same office. In case they belong to different offices the official senior in age will be treated senior.

13. The syllabus for the examination is given in Annexure I to these regulations.

14. Application for seeking permission to appear in the State S.A.S. Examination shall be in the form prescribed in Annexure-II to these regulations. The applications should be submitted through the Head of the Departments to the Director, Treasuries and Accounts Department, Haryana to reach him by the time that may be fixed by him.

## Part II

Sr. No.	Subject	Hours	Marks	Topics/Books Prescribed	
1	2	3	4	5	
1.	Budget and Treasury Rules (with books)	3	150	(i)	Punjab Budget Manual.
				(ii)	Treasury Rules and Subsidiary Treasury Rules except Chapter V, VII & VIII.
				(iii)	Punjab Financial Rules Vol. II, Appendix 6 (Part II) & 9.
				<b>Note:</b> 1. At least 50% questions would be practical.	
				2. Students should be conversant with the constitutional provisions relevant to budget and finance.	

Sr. No.	Subject	Hours	Marks	Topics/Books Prescribed	
2.	Company Law and Allied Acts (Elementary) (with bare acts)	3	150	(i)	Elementary knowledge of the Indian Companies Act, 1956 with reference to Borrowing Powers, Powers of Directors, Accounts & Audit Returns.
				(ii)	Elementary Knowledge of the following Acts :-
					(a)
(b)	Payment of Gratuity Act.				
(c)	Payment of Wages Act.				
(d)	Minimum Wages Act.				
(e)	Workman Compensation Act.				
(f)	Employees Provident Fund Act.				
3.	Advance Accountancy (without Books)	3	150	Advanced study of topics prescribed for book-keeping in Part I examination of S.A.S. Syllabus plus:-	
				(i)	Joint Stock Company Accounts including final accounts of Govt. Companies.
				(ii)	Hire Purchase Accounts
				(iii)	Branch & Departmental Accounts
4.	Cost Accounts & Financial Management	3	150	(i)	Element of Cost-material, labour and over-head & their control.
				(ii)	Method of costing job (this includes batch processing).
				(iii)	Reconciliation between cost and Financial Accounts.
				(iv)	Function and importance of Finance Management.
				(v)	Techniques of Sales budgeting.
				(vi)	Management of working capital.
				(vii)	Arrangement of Finances.
				(viii)	Cash flow statements
				(ix)	Inventory Control.
		Total	600		

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***These instructions have been revised partly  
vide No. 11/61/83-1FR-II, Dated 15.03.1988.***

**No. 6/3(6)/85-1FR-I**

From

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

To

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

**Dated, Chandigarh, the 5th October, 1987**

**Subject : Continued employment of female employees in the state of pregnancy employed on adhoc basis.**

Sir,

I am directed to address you on the subject noted above and to say that under rule 3.4(4) of Civil Services Rules, Vol.-I, Part-I, a candidate initially appointed in the Govt. Service in a temporary capacity for a period not exceeding six months is required to produce a certificate of fitness when he/she is retained either in that office or transferred without break to another office & the total period of continuous service under the Govt. is executed to last for a period exceeding six months. This certificate is to be produced within a week from the date of order sanctioning retention or joining the post. It has come to the notice of Finance Department wherein a female candidate was appointed on adhoc basis for six months & was allowed to continue in service without any break beyond six months. Since during the period of her adhoc service when asked to produce a medical certificate of fitness as required under the aforesaid rule, was found unfit by the competent Medical Authority on account of pregnancy of more than twelve weeks standing. Accordingly a question has arisen as to whether it was open to the appointing authority to retain her in service despite her temporary unfitness.

2. The matter has been examined in the Finance Department it is felt that since the adhoc appointments usually last for periods exceeding six months, therefore, the normal practice should be to ask for the certificate of fitness before the adhoc service commences. But in such like case referred to above their continued retention in Govt. service is not repugnant to the normal rules provided the authority concerned sends a certificate to audit as required in note 2(iv) below rule 3.1 *ibid*. I am, therefore, to request you that the services of such female adhoc employees as referred to above should not be terminated & they may be allowed leave of the kind due when needed in term of Haryana Govt. Finance Department letter No. 11/61/83-1FR-II, dated 4th July, 1984 read with Chief Secretary's instructions No. 3741-8G.S.63/9352, dated 19.3.1963.

3. These instructions may be brought to the notice of all concerned & its receipts may please be acknowledged.

Yours faithfully,

*Sd/-*

(J.P. Narang)

Joint Secretary Finance (R)

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

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No. 6/3(6)/85-1FR-I

Dated, Chandigarh, the 5th October, 1987

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

Sd/-  
(J.P. Narang)  
Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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

Sd/-  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. All the Financial Commissioners, Haryana, and
2. All the Administrative Secretaries to Government, Haryana.

U.O. No. 6/3(6)/85-1FR-I

Dated, Chandigarh, the 5th October, 1987

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

Sd/-  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 6/3(6)/85-1FR-I

Dated, Chandigarh, the 5th October, 1987.

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**No. 4/4(34)/87-2FR-I**

From

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

To

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

**Dated, Chandigarh, the 9th October, 1987**

**Subject : Withdrawal from General Provident Fund from the amount of arrears of pay and D.A. Credited into General Provident Fund. - Delegation of powers.**

Sir,

I am directed to invite a reference to the Haryana Government Finance Department Circular letter No. 4/4(18)/87-2FR-I, dated. 15.5.1987 on the subject noted above wherein it was decided by the Government as one time measure that subscribers to General Provident Fund may be allowed to withdrawal as non-refundable advance 1/7th of the amount credited into General Provident Fund as arrears of pay and D.A. on account on pay revision with effect from 1-1-86. This advance was allowed to employees who make an application to the competent sanctioning authority on the prescribed form as existing procedure upto 31-3-88.

2. Some Department have sought clarification on the point as to who the competent sanctioning authority would be for this advance. The Government have considered the matter again and it has been decided that the concerned Head of Departments would be the competent sanctioning authority for this advance. The other conditions as prescribed in the letter referred to above will remain unchanged.

Yours faithfully,

*Sd/-*

(J.P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 4/4(34)/87-2FR-I

Dated, Chandigarh, the 9-10-1987

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

*Sd/-*

(J.P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

(1) The Financial Commissioners, Haryana.

- (2) All the Administrative Secretaries to Government, Haryana,  
for information and necessary action.

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 4/4(34)/87-2FR-I

Dated, Chandigarh, the 9-10-1987

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

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 4/4(34)/87-2FR-I

Dated, Chandigarh, the 9-10-1987.

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**No. 13/5(7)83-5FR-I**

From

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

To

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

**Dated, Chandigarh, the 12th October, 1987**

**Subject : Grant of Ex-gratia/Bonus to Government employees on deputation to Public undertakings etc.**

Sir,

I am directed to invite a reference to the Haryana Government, Finance Department circular letter No. 4018(3)-FR-68/24961, Dt. 11.10.1968 and 2250-5FR-75/25425, dated 31st July, 1975 on the subject noted above and to say that it has come to notice of the Government that in many Public Sector undertakings, Boards, Corporations, Companies etc. the Haryana Government employees on deputation are drawing Ex-gratia/Bonus against the provisions of the instructions referred to above. This practice should immediately be stopped. It is, therefore, emphasized that the instructions referred to above shall be strictly complied with and no deputationist should draw the benefit of Ex-gratia/Bonus against the provisions of the Instructions referred to above. The employees who have already drawn the amount against the provisions of the instructions referred to above should be recovered urgently.

2. These instruction may please be brought to the notice of all the institutions/bodies wherein the employees of your Department are working on deputation.

Yours faithfully,

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 13/5(7)/83-5FR-I

Dated, Chandigarh, the 12th Oct., 1987

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

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.



A copy is forwarded to all the :-

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

Sd/-  
(SHAMSHER SHUKLA)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 13/5(7)/83-5FR-I

Dated, Chandigarh, the 12th Oct., 1987

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

Sd/-  
(SHAMSHER SHUKLA)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 13/5(7)/83-5 FR-I

Dated, Chandigarh, the 12th Oct., 1987.

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**No. 36/10/83-WM(7)**

From

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

To

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

**Dated, Chandigarh, the 12th October, 1987.**

**Subject : Grant of interest free loan to Government employees for Diwali Festival.**

Sir,

I am directed to inform you that the State Govt., has decided to grant an interest free advance of Rs. 200/- (Rupees Two Hundred only) to all Class-IV employees in the State who apply for it. The loan will be recoverable in four equal monthly installments. The entire advance should be recovered before the close of the financial year 1987-88.

2. The advance will be admissible to permanent/temporary employees. The advance will also be admissible to those work-charge and adhoc employees who are continuing in service for the last one year and are likely to continue for another four months, after furnishing surety of a permanent Government employee. The advance will be sanctioned by the Drawing and Disbursing Officers concerned who would in the case of temporary employees allow advance on the basis of a surety to their satisfaction so that it is fully secured and its recovery is ensured from the loanees before the close of the financial year 1987-88.

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

- (i) The officer concerned, before sanctioning the advance should satisfy himself that the incumbent will continue in service until full recovery of the total amount of the advance is effected;
- (ii) The advance will be recovered in four equal monthly installments and the entire advance should be recovered from the pay of the employees before the close of the financial year 1987-88.
- (iii) The advance may be drawn and disbursed before the Diwali Festival.
- (iv) The advance should not be granted to the employees on deputation to other Governments, Corporations and local bodies etc.
- (v) Where both husband and wife are employed, the advance should be allowed to one of them.

4. It is requested that the schedule of recoveries should be attached with each bill in the performa enclosed. It is also requested that the detailed account of the recoveries of the advance should be maintained by the Drawing and Disbursing Officer which should be reconciled with on office of the Accountant General, Haryana, Chandigarh every month.

5. The expenditure incurred may be communicated to the Finance Department (in Ways & Means Branch) by the Head of the Department by the end of November, 1987, in the enclosed performa.

6. The expenditure may be debited to the Major Head - "7610-Loans to Govt. servants etc. - 800 - other Advance (i) Festival Advance (Expenditure). The recoveries made may be credited to the corresponding receipt head i.e. "7610-Loans to Government servants etc. 800-other Advance (i) Festival Advance (Receipt)".

Yours faithfully,

*Sd/-*  
Under Secretary Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 36/10/83-WM(7)

Dated, Chandigarh, the 12th October, 1987

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

2. The expenditure will be met against Grant No. 25 under Major Head "7610-Loans to Govt. servants". Necessary funds will be provided by the Finance Department at the time of revised estimates if no savings are available within the grant.

3. The detailed account of recoveries will be maintained by the Drawing and disbursing Officers.

*Sd/-*  
Under Secretary Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 36/10/83-WM(7)

Dated, Chandigarh, the 12th October, 1987

A copy is forwarded to All Treasury Officers, Haryana, with the request that the date given in the letter may please be strictly followed and no bill may be passed after 22-10-1987. The payment made on the basis of the sanction issued by the Department concerned would be treated as payment authority in relaxation of Rule 4.113 of the STR Vol. I.

*Sd/-*  
Under Secretary Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to the :-

(i) Financial Commissioners, Revenue, Haryana; and

- (ii) All the Administrative Secretaries to Government, Haryana, for information and necessary action.

*Sd/-*  
Under Secretary Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 36/10/83-WM(7)

Dated, Chandigarh, the 12th October, 1987

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

*Sd/-*  
Under Secretary Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

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

U.O. No. 36/10/83-WM(7)

Dated, Chandigarh, the 12th October, 1987

### PROFORMA

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

### SCHEDULE OF RECOVERIES

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

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
(REGULATIONS)**

**Notification**

**The 19th October, 1987**

**No. G.S.R.88/Const./Art.309/Amd.(1)87.—** In exercise of the powers conferred by the provision to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Services (Revised Pay) Rules, 1987, namely :-

1. (1) These rules may be called the Haryana Civil Services (Revised Pay) First Amendment Rules, 1987.

(2) These rules shall be deemed to have come into force on the 1st day of January, 1986.

2. In the Haryana Civil Services (Revised Pay) Rules, 1987, in the First Schedule.—

(1) in Part 'A',—

(a) Under the heading "Group 'C' and 'B',—

(i) above serial number 4, the following serial number entries there against shall be inserted, namely :—

"3A Ditto 400-600 950-20-1150-EB-25-1400";

(ii) against serial number 8, under column 3, above the letters, figures and brackets "Rs. 700-1250 (TS)", the following letters, figures and brackets shall be inserted, namely :—

"Rs. 700-1250 (TS)

Rs. 700-1400 (SG)";

(iii) against serial number 10, under column 3, below the letters and figures, "Rs. 940 - 2000", the following letters and figures shall be inserted, namely :—

"Rs. 1400-1860";

(b) Under the heading 'Group A', —

(i) against serial number 12, under column 3, below the letters and figures "Rs. 1200-1860", the following letters, figures and brackets shall be inserted, namely :—

"Rs. 940-2000

Rs. 1200-1925 (TS)

Rs. 2000 - fixed (SG)";

- (ii) against number 13, under column 3, below the letters and figures "Rs. 1400-1860, the following letters, figures and brackets shall be inserted namely :—

Rs. 1400-1860 (TS)

Rs. 2000 – fixed (SG)";

- (b) in part 'B', —

- (i) under the heading "C. Health Department", after serial number 1, the following serial number and entries there against shall be inserted, namely :—

"1A	Laboratory Technician	Rs. 480-760 (TS) Rs. 525-1050 (SG)	."Rs. 1350-30-1440-40-1800-EB-50-2200
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- (ii) under the heading "E Miscellaneous", against serial number 4, under column 2, for the words "Forest Guard", the words "Forest Guard/Wild Life Guard" shall be substituted.

A.N. MATHUR,  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**No. 1/9/1PR(FD)-87**

From

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

To

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

**Dated, Chandigarh, the 27th October, 1987****Subject : Revision of pay scales - re-exercise of option - refund of the amount of arrears of pay fixation already drawn.**

Sir,

I am directed to invite a reference to the Haryana Government Finance Department, letter No. 1/9/1PR(FD)-87, dated 31st August, 1987, on the subject noted above, and to say that according to para 1 of the letter mentioned above, the benefit of initial fixation of pay in the revised scales, under rules 7 of Haryana Civil Service (Revised Pay) Rules, 1987, has been extended to those Government employees who opt to switch over to the revised scales of pay from the date of their next/subsequent increment, falling after 01.01.1986 but not later than the 31st December, 1987, in respect of the posts held by them on 01.01.1986. In pursuance of this decision, some employees might re-opt the new pay scale from the date of their subsequent increment, due to them in the old scale, falling in 1987.

2. It has been reported that some of the such employees have already been paid the arrears of pay fixation by crediting the same to their General Provident Fund Account and/or by cash according to their previous option. A question has, therefore, been raised as to how the amount already paid in cash and that credited to the General Provident Fund Account of the employees, may be recovered from them.

3. After a careful consideration of the matter, Government have decided that the employees concerned should be asked and allowed to draw non-refundable advance from their General Provident Fund to the extent the amount of arrears of pay fixation was credited to their General Provident Account and the amount so drawn by them from their General Provident Fund, should thereafter be deposited with Government in lump-sum immediately. In regard to the amount of arrears of pay fixation for the period from 3/87 onward paid in cash to such employees, they should be required to refund the same in cash. Necessary instruction, to allow non-refundable withdrawal from General Provident Fund, for this purpose, are being issued, separately.

4. These instruction may please be brought to the notice of all the concerned employees.

Yours faithfully,

Sd/-

Under Secretary, Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**These instructions have become obsolete.**

**विषय :** लोक लेखा समिति/सार्वजनिक उनक्रम समिति द्वारा प्रकाशित विभिन्न रिपोर्टों में दिये गये अवलोकनों/सिफारिशों तथा बकाया पैरो पर त्रैमासिक प्रगति रिपोर्ट भेजने बारे।

क्या सभी वित्तायुक्त एवं सचिव तथा प्रशासकीय सचिव हरियाणा सरकार उपरोक्त विषय की ओर ध्यान देने का कष्ट करेंगे ?

2. प्रायः यह देखने में आया है कि आपके अधीन निगमों/बोर्डों द्वारा हरियाणा विधान सभा की लोकलेखा समिति/सार्वजनिक उपक्रम समिति की विभिन्न रिपोर्टों के बकाया पैरों बारे जिन पर समिति ने अवलोकन/सिफारिशों की है उन बारे त्रैमासिक प्रगति रिपोर्ट वित्त विभाग को समय पर नहीं पहुंचती है जिससे हरियाणा विधान सभा की सार्वजनिक उपक्रम समिति इसे गम्भीर मामला समझती है। वित्त विभाग की हिदायतों के अनुसार त्रैमासिक प्रगति रिपोर्ट वित्त विभाग को हर तिमाही की समाप्ति की 15 तारीख तक पहुंच जानी चाहिए, परन्तु खेद है कि उक्त रिपोर्ट वित्त विभाग को निर्धारित समय के अन्दर नहीं पहुंचती जिससे कमेटी द्वारा संबंधित निगमों/बोर्डों की बैठक में मसौदा उपलब्ध न हाने के कारण से वित्त विभाग के अधिकारियों को ही परेशानी नहीं होती बल्कि इन पैरों बारे निपटान में विलम्ब भी होता है। इस संबंध में वित्त विभाग द्वारा कई बार हिदायतें जारी की जाती रही है परन्तु फिर भी उक्त हिदायतों की पालना नहीं की जाती। अतः आपसे पुनः अनुरोध है कि भविष्य में यह सुनिश्चित किया जाये कि आपके अधीन निगमों/बोर्डों जिनकी पी0ए0सी0/सी0पी0यू0 की विभिन्न रिपोर्टों में दर्शाये गए अवलोकनों/सिफारिशों बारे त्रैमासिक प्रगति रिपोर्ट भेजनी अपेक्षित है वित्त विभाग को हर तिमाही की समाप्ति की 15 तारीख (15 अक्टूबर, 15 जनवरी, 15 अप्रैल, 15 जुलाई) तक हर हालत में निर्धारित प्रोफामों में 35 प्रतियां तब तक तक भेजी जाए जब तक उनका पूर्ण रूप से निपटान नहीं हो जाता। यदि उक्त रिपोर्ट निर्धारित समय के भीतर वित्त विभाग को प्राप्त नहीं होगी तो इसके लिए संबंधित प्रशासकीय विभाग जिम्मेवार होगा। जिन रिपोर्टों बारे त्रैमासिक प्रगति रिपोर्ट भेजी जानी अपेक्षित है उनकी सूची संलग्न है।

हस्ता: /—

अवर सचिव वित्त (बजट)

कृत: वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

सभी वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
सभी प्रशासकीय सचिव, हरियाणा सरकार,

अशा: क्र0 34/17/87-2ब.वक.

दिनांक 30-10-1987 (30th October, 1987)



पृ० क्र० 34/17/87-2ब.वक.

दिनांक 30-10-1987

एक प्रति सभी प्रबन्धक निदेशक निगमों/बोर्डों को आवश्यक कार्यवाही हेतू भेजी जाती है।

उनसे अनुरोध है कि संलग्न सूचि के अनुसार जिन रिपोर्टों में समिति ने अवलोकन/सिफरिशों की है उनकी त्रैमासिक प्रगति रिपोर्ट हर तिमाही की समाप्ती की 10 तारीख तक निर्धारित प्रोफार्मा में अपने संबंधित प्रशासकीय विभाग को भेजी जाये। यदि उक्त प्रगति रिपोर्ट को भेजने में किसी प्रकार का विलम्ब हुआ तो उस देरी के लिए संबंधित निगम/बोर्ड के चैयरमेन/प्रबंधक निदेशक/सचिव स्वयं जिम्मेवार होंगे।

हस्ता: /—

अवर सचिव वित्त (बजट)

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

पृ० क्र० 34/17/87-2ब.वक.

दिनांक 30-10-1987

एक प्रति सचिव, हरियाणा विधान सभा को सूचनार्थ एवं आवश्यक कार्यवाही हेतू भेजी जाती है।

आपसे अनुरोध है कि संलग्न की गई सूचि में दर्शायी गई विभिन्न रिपोर्टों के बारे में यह सूचित करने का कष्ट करें कि किस-किस रिपोर्ट का कौन कौन से पैरों का निपटान हो चुका है।

हस्ता: /—

अवर सचिव वित्त (बजट)

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

एक प्रति वित्त विभाग के सभी अधिकारियों/अधीक्षकों को सूचनार्थ एवं आवश्यक कार्यवाही हेतू भेजी जाती है।

हस्ता: /—

अवर सचिव वित्त (बजट)

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

सेवा में

वित्त विभाग के सभी अधिकारी/अधीक्षक।

अशा: क्र० 34/17/87-2ब.वक.

दिनांक 30-10-1987

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**No. 2/1(3)-84-2FR-II**

From

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

To

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

**Dated, Chandigarh, the 2nd November, 1987.**

**Subject : Store and Stock of Material - Submission of quarterly reports regarding.**

Sir,

I am directed to invite a reference to this Department Circular letter No. 2/1 (3)/84-2FR-II, dated the 7th December, 1984 and 21-4-86 on the subject noted above vide which you were requested to send quarterly reports in addition to the annual state accounts, to the T.M. Section of the Accountant General, Haryana, indicating the details of all purchase orders issued for Rs. one lakh and above, within 15 days from the date they are due. It has been felt that these instructions are not being complied with. As these statements enable the Audit to verify that there is efficient and effective purchase functions and particular purchase decisions are properly taken, proper inventories are maintained in commensurate with normal requirements and that conversion of money into material is not done merely to prevent surrenders in the grants. You are once again requested to ensure that the requisite quarterly reports are sent to audit office in time.

Yours faithfully,

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance, (R)

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

No. 2/1 (3)-84-2FR-II

Dated, Chandigarh, the 2.11.1987.

A copy is forwarded to the Accountant General, (Audit) Haryana, Chandigarh with ref. to the correspondence resting with his letter No. Cant/Coord/Stores-Stock-1-49/87-88/207, dated 30-7-87 on the subject noted above.

*Sd/-*

Joint Secretary Finance (R)

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

No. 2/1(3)-84-2FR-II

Dated, Chandigarh, the 2.11.1987.

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

*Sd/-*  
(S.J.SHUKLA)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

1. All the Financial Commissioners, Haryana; and
2. All the Administrative Secretaries to Government, Haryana, for information and necessary action.

*Sd/-*  
(S.J. SHUKLA)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

- (i) All the Financial Commissioners in Haryana,
- (ii) All the Administrative Secretaries to Govt., Haryana.

U.O. No. 2/1(3)-84-2FR-II

Dated, Chandigarh, the 2.11.1987

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

*Sd/-*  
(S.J. SHUKLA)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 2/1(3)-84-2FR-II

Dated, Chandigarh, the 2.11.1987.

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

**No. 4/4(35)/87-2FR-I**

From

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

To

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

**Dated, Chandigarh, the 3rd November, 1987**

**Subject : Compulsory contribution to the General Provident Fund.**

Sir,

I am directed to invite a reference to Finance Department, circular letter No.4/3(5)80-2FR(I), dated 28th November, 1980 according to which State Govt. employees (including temporary employees) whose service exceeds one year, are required to contribute compulsorily, to the General Provident Fund at the rate of 8% of their pay. A doubt has been raised by some departments whether under the revised scales of pay, made effective from 1.1.86, the compulsory Contribution to the General Provident Fund is to be made at the rate mentioned above or at some lower rate. It is clarified that the Compulsory Contribution to the General President Fund may be made at the same rate i.e. 8% of the basic pay and special pay plus personal pay if any even under the revised scales of pay.

2. This clarification may please be brought to the notice of all the Drawing and Disbursing officer working under your control.

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

Yours faithfully,

Sd/-

(J.P Narang)

Joint Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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

**No. 4/4(36)/87-2FR-I**

From

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

To

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

**Dated, Chandigarh, the 20th November, 1987**

**Subject : Withdrawal from General Provident Fund from the amount of arrears of pay and D.A. credited into General Provident Fund – Clarification.**

Sir,

I am directed to invite a reference to the Haryana Government Finance Department Circular letter No. 4/4(18)/87-2FR-I, dated. 15.5.1987 on the subject noted above wherein it was decided by the Govt. as a onetime measure that subscribers to General Provident Fund may be allowed to withdrawal as non-refundable advance 1/7th of the amount so credited into General Provident Fund as arrears of pay and D.A. on account on pay revision with effect from 1-1-86. This advance was allowed to employees who make an application to the competent sanctioning authority on the prescribed form as existing procedure upto 31-3-88.

2. The clarification have been sought by various offices as to how the amount of two months' pay i.e. 1/7th of the arrear is to be calculated and for what purpose the withdrawal is to be sanctioned. The Govt. have considered the matter again and it has been decided that the said amount may be sanctioned on the basis of Finance Department instructions referred to above even if so is mentioned against the Col. "purposes" in the application proforma. The amount of withdrawal may be calculated 1/7th of the total amount credited into General Provident Fund as arrears of pay and D.A. on account of pay revision with effect from 1-1-86 to 28-2-87.

Yours faithfully,

Sd/-

(J.P. Narang)

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

\*\*\*\*\*

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

**Supplementary Estimates**  
**Date Bound**

**No. 7/1/87-4B&C**

From

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

To

All Heads of Departments in Haryana.

**Dated, Chandigarh, the 26th November, 1987**

***Subject : Supplementary Estimates 1987-88 (First Instalment).***

Sir,

I am directed to say that the Supplementary Estimates for the year 1987-88 (First Installment) are to be presented to the State Legislature in its next session likely to be held in the month of December, 1987. In order to complete all the formalities connected with the presentation of the Supplementary Estimates to the State Legislature, I am to request that the Schedules and Explanatory Memoranda (in triplicate, both in Hindi and English Languages) containing the relevant details in respect of the following cases may please be forwarded to the Finance Department as per the enclosed pattern latest by the 2nd December, 1987 :-

“Items for which amount has been advanced from the Haryana Contingency Fund and other items of expenditure concerning only hard pressed cases which are absolutely required to be provided in the Supplementary Estimates.”

This may be given top priority.

Yours faithfully,

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

Copies are forwarded to all Administrative Secretaries to Govt. Haryana, for information and necessary action.

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

To

All the Administrative Secretaries to Govt., Haryana.

No. 7/1/87-4B&C

Dated, Chandigarh, the 26th November, 1987.

Copies are forwarded to all the Branch Officers, Superintendents in the Finance Department with the request that it may please be ensured that the Schedule and Memoranda are received from the Department by the date viz; the 2nd December, 1987 and three copies thereof in English and Hindi languages duly checked are supplied to the Budget & Committee Branch by the 4th December, 1987 at the latest. A copy of the Schedule is attached herewith for guidance.

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

To

All the Branch Officers/Superintendents  
in the Finance Department.

U.O. No. 7/1/87-4B&C

Dated, Chandigarh, the 26th November, 1987.

**SCHEDULE PROFORMA****DEMAND NO.** \_\_\_\_\_

See page(s) \_\_\_\_\_ of Statement of Demands for Grants and Appropriations for the year 1987-88.

1. Original Grant :-

**Revenue**

Voted :

Charged :

**Capital**

Voted :

Charged :

2. Supplementary Estimates of the Amount required in the year ending 31st March, 2008 to defray charges in respect of :-

**Revenue**

Voted :

Charged :

**Capital**

Voted :

Charged :

3. SUB MINOR HEAD(s) under which the Supplementary Grants will be accounted for :-

Major Head (Plan/Non-plan)

Sub Major Head

Minor Head

Sub Head

Detailed Head

Object Head

**Revenue**

Voted :

Charged :

**Capital**

Voted :

Charged :

4. Total Original Estimates 2007-2008 :-

**Revenue**

Voted :

Charged :

**Capital**

Voted :

Charged :



5. Add-sum now required :-

**Revenue**

Voted :

Charged :

**Capital**

Voted :

Charged :

6. Total Estimates after adding the sum now required :-

**Revenue**

Voted :

Charged :

**Capital**

Voted :

Charged :

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**No. 4/3(1)/87-2FR-I**

From

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

To

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

**Dated, Chandigarh, the 27th November, 1987**

**Subject : Grant of Refundable/Non-refundable advance from the G.P.Fund under new pay scales.**

Sir,

I am directed to invite a reference to the subject noted above and to say that some Departments of the State Governments have sought the clarification whether the refundable advances/Non-refundable withdrawals from G.P.Fund should be sanctioned on the basis of pay under new pay scales of which the applicable with effect from 1-1-1986 or on the basis of old pay scales which were applicable prior to 1-1-1986. The Government have considered the matter and it has been decided to clarify that the refundable advances/non-refundable withdrawals from General Provident Fund shall be sanctioned on the basis of the pay of subscribers in the revised pay scales which are applicable with effect from 1-1-1986.

Yours faithfully,

*Sd/-*  
(J. P. Narang)  
Joint Secretary, Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 4/3(1)/87-2FR-I

Dated, Chandigarh, the 27th November, 1987

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

*Sd/-*  
(J. P. Narang)  
Joint Secretary, Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**No. 34/2/82-WM(3)**

From

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

To

The Accountant General (Accounts),  
Haryana, Chandigarh.

**Dated, Chandigarh, the 27th November, 1987.**

**Subject : Fixation of rate of interest on loans advanced under the Punjab State Aid to Industries Act, 1935 during the year 1987-88.**

Sir,

I am directed to address you on the subject noted above and to say that for the year 1987-88, the rates of interest at which the Haryana Government will grant loans out of the State Loans and Advances Account under the State Aid to Industries Act, shall unless otherwise specified in any particular case shall be as under :-

(i)	Loans upto Rs. 25,000/-	14% per annum.
(ii)	Loans above Rs. 25,000 and upto Rs. 50,000/-.	16% per annum.

However, if the repayment of the principal and the payment of the interest are made promptly and on due date by the loanees and provided that the Department is satisfied that the loan is being utilized or has been utilized for the purpose for which it was granted and that the conditions on which the loan was granted are being duly fulfilled, a rebate of 4% shall be allowed in the rate(s) of interest.

Yours faithfully,

*Sd/-*

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

A copy is forwarded to :-

- (i) The Financial Commissioner, Revenue, Haryana; and
- (ii) All the Administrative Secretaries to Government, Haryana, for information.

*Sd/-*

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

To

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

U.O. No. 34/2/82-WM(3)

Dated, Chandigarh, the 27th November, 1987

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

*Sd/-*

Deputy Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/P.S. to the Chief Minister/  
Ministers/State Ministers/Chief Parliamentary Secretary/  
Parliamentary Secretaries.

U.O. No. 34/2/82-WM(3)

Dated, Chandigarh, the 27th November, 1987.

A copy is forwarded to the Commissioner & Secretary to Govt., Haryana, Industries Department for information and necessary action.

*Sd/-*

Deputy Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Commissioner & Secretary to Govt.,  
Haryana, Industries Department.

U.O. No. 34/2/82-WM(3)

Dated, Chandigarh, the 27th November, 1987.

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***These instructions have been Revised  
No. 38(110)-89-WM(6), Dated 22.07.1991.***

**No. 38(240)-WM(6)-87**

From

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

To

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

**Dated, Chandigarh, the 1st December, 1987.**

***Subject : Advance to Government servants for the celebration of marriages of their children/sister & female employee (for self marriage).***

Sir,

I am directed to invite your attention to the Finance Department letter No. 38(33)-84-WM(6), dated 24th May, 1984 on the subject noted above and to say that due to Revision of Pay Scales the matter regarding change of limit for the grant of marriage advance to Govt. servants has been reconsidered by the Finance Department and it has been decided that henceforth the advance will be limited to 10 months' pay or Rs. 7500/- whichever is more subject to the maximum of Rs. 10,000/- in the case of daughter/sister and female employee for self marriage. The advance for the marriage of son will be limited to 10 months' pay or Rs. 5000/- whichever is less.

2. The second advance will also be admissible subject to the condition that the balance of the first advance and the amount sanctioned for the 2nd marriage did not exceed Rs. 10,000/-

3. The instructions issued vide Finance Department circular letter No. 8933-WM(4)80, dated 27th October, 1980 should also be deemed to have been modified to the extent that henceforth the loan may be drawn and disbursed on the basis of the advice of the Finance Department within 3 months of the date of marriage and in case the Department is unable to draw and disburse the loan within 3 months of the date of the marriage, the funds will be considered to have been surrendered.

4. All other terms and conditions, however, remain unchanged.

Yours faithfully,

Sd/-

Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,

No. 38(240)87-WM(6)

Haryana, Finance Department.  
Dated, Chandigarh, the 1st December, 1987.

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

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

A copy is forwarded to the :-

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

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

To

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

U.O. No. 38(240)87-WM(6)

Dated, Chandigarh, the 1st December, 1987.

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

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

To

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

U.O. No. 38(240)87-WM(6)

Dated, Chandigarh, the 1st December, 1987.

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*These instructions have become obsolete.*

**DATE BOUND/  
IMMEDIATE**

**Subject : Revision of pay scales of Haryana Govt. employees – Representations regarding removal of anomalies.**

- (1) All the Financial Commissioner in Haryana,
- (2) All the Administrative Secretaries to Government, Haryana.

Kindly refer to Haryana Government, Finance Department U.O. Circular No. 1/9/1PR(FD)-87, dated 29th September, 1987, on the subject noted above?

2. In the U.O. under reference the date for submission of representations regarding anomalies was extended upto 20th October, 1987 and the representations so received were to be forwarded to the Finance Department alongwith the Comments/recommendations of the Administrative Department by 10th November, 1987. It is understood that some representations are still pending in the Administration Department for on-ward transmission to Finance Department. This is a time-bound work and is to be completed by 15th December, 1987. In these circumstances Administrative Department are requested to furnish their comments on all the representations regarding anomalies pending with them to Finance Department by 7th December, 1987 positively. It is further clarified that it will not be possible to consider cases received after this date. This may please be treated as most urgent.

*Sd/-*

Joint Secretary Finance (PR)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

**U.O. No. 1/9/1PR(FD)-87**

**Dated, Chandigarh, the 2nd December, 1987.**

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**No. 5/14/83-PE&IC(FD)**

From

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

To

The Managing Director/Chief Executives  
All Corporations/Companies/Boards and  
Major Cooperative Institutions in Haryana State.

**Dated, Chandigarh, the 4th December, 1987.**

**Subject : Eleventh Report (Special) of the Committee on Public Undertakings (1982-83) of the Haryana Vidhan Sabha on the General Working of Public Undertakings/Boards.**

Sir,

I am directed to invite your kind attention to this Department letter No. 5/14/83-PE&IC(FD), dated 8th February, 1984 addressed to the Managing Directors/Chief Executive of all the Undertakings in Haryana State and a copy to all the Administrative Secretaries of the concerned Departments, on the subject noted above vide which it was inter-alia emphasized that quarterly progress reports on the observations/recommendations contained in the 11th report may be sent after taking speedy and effective action on the recommendations regularly in the following manner :-

Sr. No.	Paragraph No.	Contents of the reports	Detail of the action taken by the Public Undertakings	Remarks
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In this connection it is pointed out that Haryana Vidhan Sabha has observed that most of the Public Undertakings i.e. Corporations/Companies/Boards and Major Cooperative Institutions have not sent their quarterly progress report regularly.

In view of the above you are again requested to please send requisite quarterly progress report in 40 copies, relating to your Organization in annotated form to the Financial Commissioner & Secretary to Govt., Haryana, Finance Department (in B&C Branch) through the Administrative Secretaries concerned for onward transmission to the Secretary, Haryana Vidhan Sabha as desired by them.

It is also pointed out for your information that the quarterly progress reports are required to be submitted to the Budget and Committee Branch of the Finance Department by 15th of January, April, July and October respectively. Accordingly, it is requested that the time schedule may invariably be kept in view while submitting the requisite reports.

Yours faithfully,

Sd/-

Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,



Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Govt. Haryana for information and necessary action. They are requested to kindly issue necessary instruction in this regard to all the Corporations/Companies/Boards and Major Cooperative Institutions, functioning under their administrative control to send the quarterly progress reports through them to the Finance Department in B&C Branch well in time.

*Sd/-*

Joint Secretary Finance,  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Administrative Secretaries to  
Govt., Haryana.

U.O. No. 5/14/83-PE&IC(FD),

Dated, Chandigarh, the 4th December, 1987.

A copy is forwarded to Financial Commissioners & Secy. to Govt., Haryana, Finance Department (in B&C Branch) with reference to his U.O. No. 34/17/87-2B&C, dated 30.10.1987 for information and necessary action.

*Sd/-*

Joint Secretary Finance,  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioner & Secy. to Govt., Haryana,  
Finance Department. (in B&C Branch).

U.O. No. 5/14/83-PE&IC(FD)

Dated, Chandigarh, the 4th December, 1987.

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<b><i>These instructions have become obsolete.</i></b>
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**No. 5/13/87-1B&C**

From

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

To

All Heads of Departments,  
Commissioners Ambala and Hisar Divisions and  
All Deputy Commissioners in the State,  
The Registrar, Punjab and Haryana, High Court, and  
All District and Session Judges in Haryana,  
All the Chairman/Managing Directors of all State  
Govt. Undertakings, Corporations and Boards in Haryana,  
Secretaries/Administrators, Municipal Committees in Haryana.

**Dated, Chandigarh, the 7th December, 1987****Subject : Reduction of Expenditure in the consumption of Petrol/Diesel by Government Departments, Public Undertakings and Local Bodies/Govt. aided Agencies.**

Sir,

In continuation of Finance Department letter No. 1628-1B&C-77/11400, dated 20.4.1977 and instructions issued from time to time on the subject, I am directed to say that because of the severe drought conditions in the State it has been decided that immediate steps may be taken to effect economy in the consumption of P.O.L. with a view to bringing down the expenditure during the current year on these items by a minimum of 10% over that done during the last year.

2. (For Govt. Departments) Accordingly the P.O.L. coupon system in force for Government Departments will be strictly enforced both as regards the total value of coupons released during the current year as well as its phasing. No demands for exceeding the limits or advancement of the phasing will be entertained.
3. This decision may kindly be brought to the notice of all concerned under your administrative control for strict compliance.
4. These instruction will however, not apply to the vehicles being used for drought relief measures and for implementation of the old age pension scheme or for maintaining essential services.
5. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

*Sd/-*

Joint Secretary Finance (Budget),  
for Financial Commissioner & Secretary to Govt.,

No. 5/13/87-1B&C

Haryana, Finance Department.  
Dated, Chandigarh, the 7th December, 1987

A copy is forwarded to the Accountant General, (Accounts & Audits), Haryana, Chandigarh, for information and necessary action.

*Sd/-*  
Joint Secretary Finance (Budget),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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

*Sd/-*  
Joint Secretary Finance (Budget),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 5/13/87-1B&C

Dated, Chandigarh, the 7th December, 1987

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

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

To

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

U.O. No. 5/13/87-1B&C

Dated, Chandigarh, the 7th December, 1987.

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**No. 5/36/87-1FR-II**

From

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

To

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

**Dated, Chandigarh, the 9th December, 1987**

**Subject : TA/DA of retired Government servants for attending Courts of Law in connection with departmental cases.**

Sir

I am directed to address you on the subject noted above and to say that question of grant of TA/DA to retired Govt., servants who are called upon to act as defense/prosecution witnesses, etc. in departmental cases has been under consideration of the State Govt. The Govt. now decided that a retired Govt. servant who is summoned by a Court of law for giving evidence in departmental cases as to facts which have to come to his/her knowledge in the discharge of his/her duties while in service, or who is called upon by the Govt. to present its case or to act as complainant on its behalf may be allowed TA as on tour (including daily allowance for halts) for the Journeys he/she has to perform in that connection.

2. TA in such cases, will be restricted to the shortest route, by the entitled class prescribed for the post last held by him, under the orders in force at the time of the journeys between the place of residence/declared place of residence upto which retirement TA has been availed of/place from where the journey has actually been performed and the place where the proceedings are held, whichever is less. The grant of TA will also be subject to the production of a certificate from the summoning court that the retired Govt. servant has not been paid TA from the court. TA/DA will be drawn from the department on whose behalf or at whose request he/she attends the hearing. No TA advance will be paid in connection with such journeys. All other terms and conditions regarding regulation of TA/DA to Govt. servants, as revised from time to time, will also be applicable in such cases of retired Govt. servants.

3. These orders take effect from the date of issue.

Yours faithfully,

*Sd/-*

Joint Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 5/36/87-1FR-II

Dated, Chandigarh, the 9-12-87.

A copy is forwarded to the Accountant general, A&E, for information and necessary action.

*Sd/-*

Joint Secretary, Finance (R),

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*for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.*

Copies are forwarded to all the :-

Financial Commissioners, Haryana.

Administrative Secretaries to Government, Haryana, for information.

*Sd/-*

(S. J. Shukla)

Under Secretary Finance (R),

*for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.*

To

Financial Commissioners, Haryana.

All Administrative Secretaries to Government, Haryana.

U.O. No. 5/36/87-1FR-II

Dated, Chandigarh, the 9-12-87.

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

*Sd/-*

(S. J. Shukla)

Under Secretary Finance (R),

*for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.*

To

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

U.O. No. 5/36/87-1FR-II

Dated : 9-12-87

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**No. 13/5(19)/87-5FR-I**

From

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

To

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

**Dated, Chandigarh the 11th December, 1987**

**Subject : Grant of Bonus/Ex-Gratia to Government employees on deputation to Public Sector undertakings etc.**

Sir,

I am directed to invite a reference to the Haryana Govt., Finance Department, circular letter No. 13/5(7)/83-5FR-I, dated 12th October, 1987 on the subject noted above and to say that some references received in the Finance Department reveal that some of the Public Sector Undertakings have stopped allowing bonus/ex-gratia to those deputationist as well, who fulfill the conditions laid down in the Finance Department circular letter No. 4018(8)-FR-68/24961, dated 11th Oct., 1968 and No. 2250-5FR-75/25425, dated 31st July, 1975 for the grant of Bonus/Ex-gratia as the case may be. Accordingly I am to say that such an inference was not intended and, therefore, you are advised to recover the amounts of bonus/ex-gratia from those deputationists only to whom it was allowed in contravention of the instructions dated 11th October, 1968 and 31st July, 1975.

Yours faithfully,

*Sd/-*  
(J.P. NARANG)  
Joint Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 13/5(19)/87-5FR-I

Dated, Chandigarh, the 11th December, 1987

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

*Sd/-*  
(J.P. NARANG)  
Joint Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 13/5(19)/87-5FR-I

Dated, Chandigarh, the 11th December, 1987

A copy is forwarded to the Chairman/Managing Directors of all Public Sector Undertaking etc. in Haryana for information and necessary action.

Sd/-  
(J.P. NARANG)  
Joint Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the :-

The Financial Commissioners, Haryana.  
Administrative Secretaries to Government, Haryana;  
for information and necessary action.

Sd/-  
(J.P. NARANG)  
Joint Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 13/5(19)/87-5FR-I

Dated, Chandigarh, the 11th December, 1987

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

Sd/-  
(J.P. NARANG)  
Joint Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 13/5(19)/87-5FR-I

Dated, Chandigarh, the 11th December, 1987.

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

**No. 10/20/3PR(FD)-87**

From

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

To

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

**Dated, Chandigarh, the 14th December, 1987**

***Subject :* Removal of anomalies in the pay scale of Haryana Government employees consequent to the adoption of the 4th Central Pay Commission recommendations by the Haryana Government.**

Sir,

I am directed to invite your attention to the subject noted above and to say that representations have been received from various departments pointing out certain anomalies that have crept in the pay scales of employees consequent to the adoption of the 4th Central Pay Commission recommendations by the State Government. Proposals forwarded in this regard both by you and the Administrative Departments are under the consideration of the State Government. It has been decided that before finalizing this matter the various service associations would be given an opportunity of presenting their case personally before the State Government. The High powered Committee headed by the Irrigation and Power Minister would be meeting the representatives of various associations from different departments as per the schedule attached herewith. You are requested to intimate all your service associations/ representatives of different categories of officers/officials whose cases have been forwarded by you to the State Government about the date and time when they will be permitted to present their case personally before the Committee.

Kindly acknowledge the receipt of this communication.

Yours faithfully,

Sd/-

Superintendent, Pay Revision,  
for Financial Commissioner & Secretary to Govt.,  
Haryana Finance Department.



A copy is forwarded to the :-

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

*Sd/-*  
Superintendent, Pay Revision,  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana Finance Department.

To

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

U.O. No. 10/20/3PR(FD)-87

Dated, Chandigarh, the 14th December, 1987

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

Meeting with representative of Various service association on 10th and 20th December, 1987 Venue: Committee Room, 4th Floor Haryana Civil Secretariat.

**19th December, 1987**

Sr. No.	Name of the Department	Time
1.	Agriculture	10.00 A.M
2.	Animal Husbandry	10.15 A.M.
3.	Ayurveda	10.30 A.M.
4.	Cooperation	10.45 A.M.
5.	Development & Panchayats	11.00 A.M.
6.	Economics and Statistical Advisor	11.15 A.M.
7.	Education	11.30 A.M.
8.	Technical Education	11.45 A.M.
9.	Excise and Taxation	12.00Hoon.
10.	Employment	12.15 P.M.
11.	Hood & Supplies	12.30 P.M.
12.	Forests	12.45 P.M.
13.	Fisheries	1.00 P.M.
14.	Subordinates Services Federation & Class IV Association	2.20 P.M.
15.	Sarv Karamcharis Sangh.	3.00 P.M.
16.	Health & Medical College	3.30 P.M.
17.	Industries	4.00 P.M.
18.	Industrial Training	4.15 P.M.
19.	Labour	4.30 P.M.
20.	Prosecution	4.45 P.M.
21.	Public Relations	5.00 P.M.

**20th December, 1987**

Sr. No.	Name of the Department	Time
1.	Agriculture	10.00 A.M
2.	P.W.D. (B&R)	10.15 A.M.
3.	Public Health	to
4.	Irrigation	11.00 A.M.
5.	Police	11.00 A.M.
6.	Printing & Stationery	11.30 A.M.
7.	Sports	11.45 A.M.
8.	Social Welfare	12.00 Noon
9.	Transport	12.15 P.M.
10.	Haryana Vidhan Sabha	12.30 P.M.
11.	Treasury and Accounts	1.00 P.M.
12.	Rajya Sainik board	1.15 P.M.

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***These instructions have been Revised vide  
No. 8/31/2008-3PR(FD), dated 13.01.2009.***

**No. 1/8/3PR(FD)-88**

From

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

To

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

**Dated, Chandigarh, the 11th January, 1988**

**Subject : Revision of Pay Scale - enhancement of Special Pay.**

Sir,

I am directed to refer to Haryana Government Finance Department letter No. 3/1/1PR(FD)-87 dated 29th April, 1987 wherein the special pay of Haryana Government employees sanctioned to them before 1.1.1986 was frozen to the extent of the amount they had drawn in the pay of February, 1987 paid in March, 1987. The Governor of Haryana after careful consideration is pleased to decide that the existing rate of special pay, wherever admissible before 1st January, 1986 may be doubled subject to the ceiling of Rs. 500/- per month. This decision shall take effect from 1st January, 1986.

The amount of arrears on account of the enhanced special pay of the officers/officials for the period from 1st January, 1986 to 30th June, 1987 shall be invested in National Savings Certificates which should be purchased by the respected Drawing & Disbursing Officers from Post Office located in Haryana State territory only and handed over to the officers/officials concerned. Cash payments of the enhanced special pay shall be made w.e.f. 1st July, 1987 onward.

Yours faithfully,

*Sd/-*

(S. K. Saxena)

Joint Secretary, Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/8/3PR(FD)-88

Dated, Chandigarh, the 11th January, 1988

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

*Sd/-*

Joint Secretary, Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/8/3PR(FD)-88

Dated, Chandigarh, the 11th January, 1988

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

*Sd/-*  
Superintendent, Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

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

*Sd/-*  
Superintendent, Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 1/8/3PR(FD)-88

Dated, Chandigarh, the 11th January, 1988

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

*Sd/-*  
Superintendent, Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 1/8/3PR(FD)-88

Dated, Chandigarh, the 11th January, 1988.

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***These instructions have been revised vide  
No. 16/102/2010-4B&C, Dt. 09.11.2010.***

**No. 16/1/87-4B&C**

From

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

To

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

**Dated, Chandigarh, the 14th January, 1988**

**Subject : Economy in expenditure - Measures for controlling the consumption of fuel.**

Sir,

I am directed to invite a reference of Finance Department circular letter No. 1628-1B&C-77/11400, dated the 20th April, 1977 and No. 5/1/84-B&C-84, dated 23rd, November, 1984 on the subject noted above and to say that out of the various measures aimed at bringing in economy in the Government expenditure, one of the measures, as was envisaged in the instructions referred to above was that from 1-4-1974 and 1-12-84 a coupon system to keep a check over the expenditure on Petrol, Mobile Oil and Diesel etc. on Government vehicles was introduced. POL/Diesel coupons for these purposes are issued by the Finance Department to all departments of Haryana Govt. It has however, been observed that the controlling officers of the vehicles continue to get the vehicles re-fueled on credit from the petrol pumps of their choice under their own mutual arrangements regardless of the numbers of coupons issued to them. This overuse results in creating in problem of pending bills with the Departments, which is becoming alarming day by day. In order to overcome this problem, it has been decided that the controlling officers of the vehicles will be held personally responsible for incurring the expenditure in excess of POL/Diesel coupons issued to them and the excess amount spend may be made recoverable from their salaries.

2. Attention is also invited to Finance Department circular letter No. 1/1/87-1B&C, dated the 16th July, 1987 regarding preparation of Budget Estimates for the year 1988-89 and the instructions issued earlier on the subject wherein it was emphasized that the provision for POL/Diesel should be shown separately under the standard object of Expenditure "Coupon Expenses". It has however, been observed that despite these instructions. This is not being done by certain departments. You are, therefore, requested to ensure that these instructions should be meticulously followed in future. If it is not done in the Budget for 1988-89, the POL/Diesel coupons will not be issued to the departments and for this lapse the department will be responsible.

3. It has also been observed that some departments do not generally get the coupons from the Finance Department during the year and get their bills of the POL/Diesel passed from the treasuries without attaching coupons and pile up the pending bills at their own. For the

disposal of these bills they then approach the Finance Department for temporary exemption from the POL/Diesel coupon system at the far end of the financial year. This tendency of the Department upsets the whole system. It is, therefore, requested that the demand of the coupons upto 31-3-88 may be sent to Finance Department by the 31st January, 1988 positively in order to avoid any hardship and exemption in this regard will be granted by Finance Department.

4. It is requested that the above instructions may kindly be brought to the notice of all concerned for strict compliance.

Yours faithfully,

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

No. 16/1/87-4B&C

Dated, Chandigarh, the 14th January, 1988

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

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

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

- (i) Joint Secretary to Government, Haryana,  
Treasury and Accounts Department.
- (ii) All Treasury Officers/Sub Treasury Officers in Haryana.

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

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

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

To

All the Administrative Secretaries to Govt., Haryana,

U.O. No. 16/1/87-4B&C

Dated, Chandigarh, the 14th January, 1988

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

2. It may kindly be ensured that separate provisions for Petrol/Diesel is made in the Budget Estimates 1988-89.

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

To

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

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

U.O. No. 16/1/87-4B&C

Dated, Chandigarh, the 14th January, 1988.

\*\*\*\*\*

***These instructions have been clarified vide  
No. 16/279/PE (FD)89, dated 09.01.1990.***

**No. 5/21/84-A-IV-PE&IC (FD).**

From

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

To

The Managing Directors/Chief Administrators of all  
Govt. Corporations/Companies/Boards/HUDA &  
Co-operative Institutions in the State.

**Dated, Chandigarh, the 20th January, 1988**

**Subject : Economy in Expenditure.**

Sir,

I am directed to invite your attention to PE&IC (FD) circular of even number dated 16/17th August, 1984 and further instructions issued from time to time on the above subject, wherein you were requested to obtain prior approval from Finance Department for the creation of new posts and purchases of new vehicles.

2. It has come to the notice of the Government that some Public undertakings are not strictly complying with these instructions whereas others are sending incomplete cases.

3. The instructions have been issued from time to time requesting for the strict compliance of these instructions and also that revision of pay scales, upgradation of posts, change of nomenclature of posts etc. are also to be referred to Finance Department (PE&IC) for prior concurrence.

4. You are again requested to obtain concurrence of Finance Department in such cases after recommendations from the Administrative Department and clearance from the Board of Directors. These cases may invariably be sent giving technical and economic feasibility of the scheme, financial status and profitability of the Public Undertaking for proper consideration by this Department.

Yours faithfully,

Sd/-

Joint Secretary, Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 6/1/91-3FR-II, Dated 04.03.1991.***

**No. 6/1/88/3FR-II**

From

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

To

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

**Dated, Chandigarh, the 1st February, 1988**

**Subject : City Compensatory Allowance.**

Sir,

I am directed to refer to Haryana Government, Finance Department letter No. 3/1/1PR(FD)-87, dated 29th April, 1987, wherein the City Compensatory Allowance of Haryana Government employees sanctioned to them before 1-1-1986 was frozen to the extent of the amount they had drawn in the pay of February, 1987 paid in March, 1987. The Government has now decided that the present classification of the cities in the State for grant of City Compensatory Allowance be continued. However, the rates of C.C.A. may be reduced from the present 10% and 5% wherever applicable to 5% and 2½% subject to a maximum of Rs. 100/- p.m. or Rs. 50/- p.m. as the case may be. This would however, subject to the condition that as a result of this decision C.C.A. payable to employees would not get reduced from that they were getting at the time of freezing of C.C.A.

2. The above rates of City Compensatory Allowance will take effect from the date of issue of these orders.

Yours faithfully,

*Sd/-*

(J.P. NARANG)

Joint Secretary, Finance (R)

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

No. 6/1/88-3FR-II

Dated, Chandigarh, the 1-2-88.

A copy is forwarded to the Accountant General, Haryana (i) (A&E) and (ii) Audit, Chandigarh, for information and necessary action in continuation of Finance Department Endst. No. 3/1/PR(FD)87, dated 29th April, 1987.

2. The Finance Secretary Chandigarh/Administration Chandigarh.
3. All Treasury Officers/Assistant Treasury Officers in Haryana.
4. The Treasury Officers, Tees Hazari, Delhi-6.
5. The Director, Treasury and Accounts, Haryana, Chandigarh with 30 spare copies for brining to the notice of Sr. A.Os. / A.A.Os. etc.

*Sd/-*  
(J.P. NARANG)  
Joint Secretary, Finance (R)  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

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

*Sd/-*  
(SHAMSHER SHUKLA)  
Under Secretary, Finance (R)  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 6/1/88-3FR-II

Dated 1-2-88

A copy is forwarded to the Principal Secretary to Chief Minister, Senior Secretaries to Ministers, Secretaries to Ministers and Private Secretaries to Ministers, for the information of Chief Minister and Ministers.

*Sd/-*  
(SHAMSHER SHUKLA)  
Under Secretary, Finance (R)  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 6/1/88-3FR-II

Dated 1-2-88.

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***This notification has been modified partly vide  
No. 16/153/PE&IC (FD)88, dated 25.02.1988.***

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notification**

**No. 16/153/PE&IC (FD)88**

**Dated, Chandigarh, the 1st February, 1988.**

The Governor of Haryana is pleased to constitute Haryana Bureau of Public Enterprises to monitor and review the working of the Boards and Corporations in the State. The Composition of the "Haryana Bureau of Public Enterprises" will be as under :-

1.	Shri Ran Singh Mann, MLA	Chairman
2.	Shri Darbari Lal Gupta	Deputy Chairman
3.	Shri Atma Ram Godara, MLA	Member
4.	Chief Secretary, Haryana	Member
5.	Financial Commissioner/Secretary Finance	Member
6.	Principal Secretary to C.M.	Member

Joint Secretary to Government, Haryana, Public Enterprises will act as the Member Secretary of the Bureau of Public Enterprises.

- 2 The functions of the Bureau will be as follows :-
- (i) To arrange periodical assessment of the working of the various Boards/Corporations with a view to ensuring their most economical and effective functioning.
  - (ii) To give suitable directions and advice to these Boards/Corporations for the implementation of the recommendations of the Committee on Public Undertakings of the Haryana Vidhan Sabha.
  - (iii) To create an effective cadre of specialists for providing proper guidance and assistance to the Boards/Corporations in the matters relating to sound finance, accounts, marketing etc.
  - (iv) To formulate and recommend specific courses of action for ensuring their operations at an optimum level and for effectively plugging loopholes to minimise losses to the maximum extent possible.
  - (v) To give advice to State Government regarding any other aspect of the functioning of the Public Sector Undertakings of the State.
3. Chairman of the Bureau would be entitled to the salary and other privileges/facilities admissible to a Minister of State.

4. The Deputy Chairman will be entitled to facilities like Secretariat assistance, residential accommodation and a car for official use.
5. The Head Quarters of the Bureau shall be at Chandigarh.
6. The expenditure involved will be met from the Major Head "2052-Secretariat General Services (090) Sectt - FD".

Dated, Chandigarh, the  
1st Feb., 1988

B.S. OJHA  
Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been Revised vide  
No. 5/32/98-1FR-II, dated 13.08.1998.***

**No. 5/6/88-1FR-II**

From

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

To

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

**Dated, Chandigarh, the 9th February, 1988**

**Subject : Cycle Allowance to all Group 'D' employees.**

Sir,

I am directed to invite a reference to Haryana Govt., Finance Department Circular letter No. 5/4(1)-82-1FR-II, dated 9th March, 1982 on the subject noted above and to say that it has been decided to raise the rates of Cycle Allowance from Rs. 10/- P.M. to Rs. 20/- P.M. for Group 'D' employees.

2. This decision shall take effect from the date of issue of this letter.

Yours faithfully,

*Sd/-*

(J.P. Narang)

Joint Secretary Finance (R),

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

No. 5/6/88-1FR-II

Dated, Chandigarh, the 9th February, 1988.

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

*Sd/-*

(J.P. Narang)

Joint Secretary Finance (R),

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

No. 5/6/88-1FR-II

Dated, Chandigarh, the 9th February, 1988.

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

*Sd/-*

Under Secretary Finance (R),

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

A copy is forwarded to :-

1. All the Financial Commissioners, Haryana,
2. All the Administrative Secretaries to Government, Haryana, for information and necessary action.

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

To

1. All the Financial Commissioners, Haryana,
2. All the Administrative Secretaries to Government, Haryana.

U.O. No. 5/6/88-1FR-II

Dated, Chandigarh, the 9th February, 1988.

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

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

To

The Principal Secretary/Chief Minister, Senior Secretaries to Ministers, Secretaries to Ministers/Private Secretaries to Ministers/Ministers of State/ Chief Parliamentary Secretary/Parliamentary Secretaries.

U.O. No. 5/6/88-1FR-II

Dated, Chandigarh, the 9th February, 1988.

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***These instructions have been Revised vide  
No. 5/27/98-1FR-II(Part-II), Dated 29.7.1998.***

**No. 5/7/88-1FR-II**

From

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

To

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

**Dated, Chandigarh, the 9th February, 1988.**

**Subject :** Revision of pay scale - enhancement of Fixed T.A.

Sir,

I am directed to address you on the subject noted above and to say that it has been decided to double the existing rates of monthly fixed T.A. wherever admissible subject to a minimum of Rs. 25/- p.m. and a maximum of Rs. 150/- p.m.

2. This decision will take effect from the date of issue of this letter.

Yours faithfully,

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R)

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

No. 5/7/88-1FR-II

Dated, Chandigarh, the 9.2.88.

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

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R)

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

No. 5/7/88-1FR-II

Dated, Chandigarh, the 9.2.88

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

*Sd/-*

Under Secretary Finance (R)

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

A copy is forwarded to :-

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

*Sd/-*

Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 5/7/88-1FR-II

Dated, Chandigarh, the 9.2.88.

A Copy is forwarded to the Principal Secretary/Chief Minister, Senior Secretaries to Ministers, Secretaries to Ministers and Private Secretaries to Ministers, Ministers of State, Chief Parliamentary Secretary.

*Sd/-*

Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary to Chief Minister, Senior Secretaries to Ministers,  
Secretaries to Ministers/Private Secretaries to Ministers/Ministers of State/  
Chief Parliamentary Secretary.

U.O. No. 5/7/88-1FR-II

Dated, Chandigarh, the 9.2.88.

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**No. 4/4(37)/85-2FR-I**

From

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

To

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

**Dated, Chandigarh, the 9th February, 1988**

**Subject : Payment of share of Provident Fund money on behalf of their minor children to their father in case of death of female Government servant.**

Sir,

I am directed to invite a reference to the subject noted above and to say that in practice a person other than a Hindu widow receiving payment of General Provident Fund money on behalf of the minor children has to produce guardianship Certificate for payment exceeding Rs. 5000/- or Indemnity Bond for payment of Rs. 5000/- or for first 5000/- of payment exceeding Rs. 5000/-. It has been noticed that this causes hardship to the claimant/minor children as the payment of share of minor children is unnecessarily delayed. The matter has been under the consideration of the Government for some time past and after careful consideration it has now been decided that father of the minor children is entitled to receive share of Provident Fund money on behalf of the minor children irrespective of the amount involved without production of Guardianship Certificate/Indemnity Bond unless there is anything concrete to show that interest of the father are adverse to those of minor children.

Yours faithfully,

*Sd/-*

(J. P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 4/4(37)/85-2FR-I

Dated, Chandigarh, the 9.2.1988

A copy is forwarded for information and necessary action to the Accountant General Haryana, Chandigarh with reference to their letter No. Fds./AS-9/87-88/868, dated 25.9.87 for information and necessary action.

*Sd/-*

(J. P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Copies are forwarded to all the :-

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

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 4/4(37)/85-2FR-I

Dated, Chandigarh, the 9.2.1988

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

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 4/4(37)/85-2FR-I

Dated, Chandigarh, the 9.2.1988.

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

**No. 28/1/87-2B&C**

From

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

To

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

**Dated, Chandigarh, the 9th February, 1988**

**Subject : Reconciliation of departmental figures of expenditure with those appearing in the book of Accountant General, Haryana.**

Sir,

I am directed to invite your attention to Finance Department letter of even number dated 28.1.87 on the subject noted above vide which it was emphasized that the reconciliation of departmental expenditure figures should be done on top priority basis. The Accountant General (A&E), Haryana has, again pointed out that the Heads of Departments have not so far taken up the work of reconciliation for the year 1987-88 which should be carried out on monthly basis.

2. I am, therefore, to request that the work of reconciliation of expenditure figures concerning your Departments may be got completed every month on top priority basis under intimation to Finance Department. The list of major Heads for which reconciliation work is pending, is sent herewith.

Yours faithfully,

*Sd/-*

Dy. Supdt./Budget and Committee  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 20/1/87-2B&C

Dated, Chandigarh, the 9th February, 1988

A copy is forwarded to Shri M.R. Dwivedi, Deputy Accountant General (Accounts), Office of the Accountant General (A&E), Haryana, Chandigarh with reference to his DO letter No. TM(C)/Recon/87-88/800 dated 12.1.88.

*Sd/-*

Dy. Supdt./Budget and Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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

2. They are requested to get the reconciliation work completed on top priority basis.

*Sd/-*  
Dy. Supdt./Budget and Committee,  
*for* Financial Commissioner & Secretary to Govt.  
Haryana, Finance Department.

To

1. All the Financial Commissioners, Haryana and
2. All Administrative Secretaries to Government, Haryana.

U.O. No. 28/1/87-2B&C,

Dated, Chandigarh, the 9th February, 1988.

## STATEMENT

Head of Account		Reconciliation in Arrears
0023	Interest Tax	4/87 to 10/87
0050	Dividends & Profits	10/87
0056/2056	Jails	10/87
0075/2075	Miscellaneous General Services	4/87 to 10/87
0220/2220	Information and Publicity	10/87
0235/2235	Social Security and Welfare	4/87 to 10/87
0250/2252	Other Social Services	4/87 to 10/87
0435	Other Agricultural Programmes	4/87 to 10/87
1452/3452	Tourism	10/87
2012	President, Vice President/Governor, Administrator of Union Territories	7/87 to 10/87
2013	Council of Ministers	4/87 to 10/87
2015	Elections	7/87 to 10/87
2029	Land Revenue	4/87 to 10/87
2030	Stamps and Registration	4/87 to 10/87
2039	State Excise	10/87
2040	Sales Tax	10/87
2045	Other Taxes and Duties on Commodities and Service	10/87
2049	Interest Payments	4/87 to 10/87
2052	Secretariat- General Services	4/87 to 10/87
2053	District Administration	7/87 to 10/87
2054	Treasury and Accounts Administration	4/87 to 10/87
2055	Police	10/87
2057	Supplies and Disposals	9/87 t 10/87
2058	Stationery and Printing	4/87 to 10/87
2070	Other Administrative Services	4/87 to 10/87
2202	General Education	4/87 to 10/87
2203	Technical Education	4/87 to 10/87
2204	Sports and Youth Services	4/87 to 10/87
2205	Art and Culture	4/87 to 10/87
2210	Medical and Public Health	4/87 to 10/87
2215	Water Supply and Sanitation	4/87 to 10/87
2225	Welfare of Scheduled Castes, Scheduled Tribes and other Backward Classes	4/87 to 10/87

Head of Account		Reconciliation in Arrears
2230	Labour & Employment	6/87 to 10/87
2236	Nutrition	4/87 to 10/87
2245	Relief on account of Natural Calamities	4/87 to 10/87
2401	Crop Husbandry	9/87 to 10/87
2402/4402	Soil and Water Conservation	4/87 to 10/87
2403	Animal Husbandry	4/87 to 10/87
2404/4404	Dairy Development	For the month of 10/87
2405	Fisheries	9/87 & 10/87
2406	Forestry and Wild Life	4/87 to 10/87
2408	Food storage and Warehousing	4/87 to 10/87
2415	Agricultural Research and Education	9/87 & 10/87
2416	Agricultural financial Institutions	9/87 & 10/87
2425	Cooperation	10/87
2435	Other Agricultural Programmes	9/87 to 10/87
2505	Rural Employment	10/87
2506	Land Reforms	4/87 to 10/87
2515	Other Rural Development Programmes	10/87
2705	Command Areas Development	For the month of 10/87
2851	Village and Small Industries	4/87 to 10/87
2852	Industries	4/87 to 10/87
2853	Non-ferrous Mining and Metallurgical Industries	4/87 to 10/87
3053	Civil Aviation	10/87
3425	Other Scientific Research	10/87
3435	Ecology and Environment	8/87 to 10/87
3451	Secretariat-Economic Services	4/87 to 10/87
3454	Census, Surveys and Statistics	7/87 to 10/87
3475	Other General Economic Services	4/87 to 10/87
3604	Compensation and Assignments to Local Bodies and Panchayati Raj Institutions	4/87 to 10/87
4058	Capital Outlay on. Stationery and Printing	4/87 to 10/87
4217	Capital Outlay on Urban Development	4/87 to 10/87
4225	Capital Outlay on Welfare of Scheduled Castes, Scheduled Tribes and other Backward Classes	4/87 to 10/87
4235	Capital Outlay on Social Security and Welfare	4/87 to 10/87

Head of Account		Reconciliation in Arrears
4250	Capital Outlay on other Social Services	4/87 to 10/87
4401	Capital Outlay on Crop Husbandry	4/87 to 10/87
4408	Capital Outlay on Food, Storage and Warehousing	10/87
4415	Capital Outlay on Agricultural Research and Education	4/87 to 10/87
4416	Investments in Agricultural Financial Institutions	4/87 to 10/87
4425	Capital Outlay on Cooperation	10/87
4435	Capital Outlay on other Agricultural Programmes	4/87 to 10/87
4885	Other Capital Outlay on Industries and Minerals	4/87 to 10/87
5053	Capital Outlay on Civil Aviation	10/87
5452	Capital Outlay on Tourism	10/87

Sd/-  
Accounts Officer

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**No. 4/4/42-87-2FR-I**

From

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

To

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

**Dated, Chandigarh, the 10th February, 1988**

**Subject : Revision of pay scales - Re-exercise of option - Refund of the amount of arrears of pay fixation already drawn.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department circular letter No. 1/9/1PR(FD)-87, dated 27th October, 1987, wherein it was, inter-alia laid down that the Haryana Government employees who opt to switch over to the revised scales of pay from the date of their next/subsequent increment falling after 01.01.1986 but not later than 31.12.1987 in respect of the post held by them, on 01.01.1986, should be asked and allowed to draw non-refundable advance from their G.P.F. to the extent of amount of arrears of pay fixation credited to their G.P.F. and the amount so drawn should be deposited with the Government in lump-sum.

2. The matter regarding the mode of recovery as such has been engaging the attention of the State Government for sometime past. After careful consideration it has now been decided that the withdrawal from G.P.Fund may not be allowed and the amount to be recovered, may be adjusted against the arrears to be paid to the employees concerned on account of change of date of option and if it is less, the balance may be recovered in instalment not less than Rs. 200/- p.m. In the alternative of the employee concerned opts to pay the balance of arrears in lump sum, he/she may be allowed the withdrawal only to the extent of amount which is to be recovered from his after making all adjustments.

3. Its receipt may please be acknowledged.

Yours faithfully,

Sd/-

(J.P. NARANG)

Joint Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 419-2FICW-91, Dated 28.02.1991.***

**No. 52-2FICW-88**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioner, Ambala/Hisar Divisions,  
All Deputy Commissioner and  
Sub Divisional Officers Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 12th February, 1988.**

**Subject : Grant of House Rent Allowance to Haryana Government employees posted in Rural areas.**

Sir,

I am directed to refer to Finance Department letter No. 4/7/86-3FR-II dated 7-5-1986 in which State Government had granted Rural Allowance to Haryana Government employees posted in Rural Areas. Now on further consideration, it has been decided that the Haryana Govt. employees posted in Rural areas will be eligible for House Rent Allowance in lieu of Rural Allowance and CCA in the following manner With effect from 1-2-1988 :-

Pay Range	Unclassified cities/towns/ villages (having a population of less than 25,000)
	Rs.
Upto 900	50
901-1300	50
1301-1600	50
1601-2000	50
2001-2700	100
2701-3250	150
3251-4500	175
4501 and above	200

2. These orders shall not also apply to part-time workers whether paid from the regular establishment or from Contingency Work-charged employees, Casual Labour, staff employed on daily wages and those working on piece rate system and contract basis.

Yours faithfully,

*Sd/-*

(J. P. Narang)

Joint Secretary Finance

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 52-2FICW-88

Dated, Chandigarh, the 12-2-1988.

A copy is forwarded for information and necessary :-

1. Accountant General (A&E/Audit) Haryana, Chandigarh with 15 spare copies for information and necessary action.
2. All Treasury Officers/Asstt. Treasury Officers in Haryana.
3. The Director, Treasury and Accounts Haryana; with 30 spare copies for information, and necessary action.

*Sd/-*  
(J. P. Narang)  
Joint Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to All the Financial Commissioners, Haryana and all Administrative Secretaries to Government, Haryana for information and necessary action.

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Financial Commissioners, Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 52-2FICW-88

Dated, Chandigarh, the 12-2-88.

A copy is forwarded to Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State and Parliamentary Secretaries for information of the Chief Minister/Minister of State/Parliamentary Secretaries.

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State and Parliamentary Secretaries.

U.O. No. 52-2FICW-88

Dated, Chandigarh, the February, 12, 1988.

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***These instructions have become obsolete.***

**No. 22/1/84-2B&C**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments, Haryana.  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 15th February, 1988.**

**Subject : Programme on Commercial Audit.**

Sir,

I am directed to invite your attention to the subject noted above and to enclose a list of various offices/Departments/Companies/Corporations of Govt. of Haryana which are run on commercial lines and are on programme for local audit during the year 1988-89, by the Accountant General Haryana. If the audit of any other Department/office/ company/Corporation under your control is to be conducted during 1988-89, suggestions for its inclusion in the audit programme may kindly be conveyed to AG (Audit) Haryana immediately alongwith the reasons for such inclusion. The information regarding the closure of existing offices/opening of new offices, which have been brought on annual programme for local audit by the audit office should invariably be sent direct to the AG Haryana in future under intimation to Finance Department.

Yours faithfully,

Sd/-

Under Secretary Finance (Budget)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 22/1/84-2B&C

Dated, Chandigarh, the 15.2.1988.

A copy is forwarded to the AG(Audit) Haryana for information w.r.t. his letter No. CAW/HR/Audit/Forecast/Programme/86-87-2712 dated 25.1.88.

Sd/-

Under Secretary Finance (Budget)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to All Financial Commissioners & Administrative Secretaries to Government, Haryana, for information and necessary action.

2. They are requested to ensure that the requisite information is sent by Heads of Departments to AG (Audit) under their control immediately.

*Sd/-*  
Under Secretary Finance (Budget)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners, Haryana,  
& Administrative Secretaries to Government, Haryana.

U.O. No. 22/1/84-2B&C

Dated, Chandigarh, the 15.2.1988.

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Copy of letter **No. CAW/HR/Audit/Forecast/Programme/86-87-2712, dated 25.1.1988** from Accountant General (Audit) Haryana to the address of Secy. to Govt. Haryana Finance Department .

**Subject : Annual Programme of Commercial Audit.**

Sir,

I am directed to forward a list of various offices/Departments/Corporations of Govt. of Haryana which are run on commercial lines and are on programme for local audit during the year 1988-89 by audit department. It will be appreciated, if suggestions for including of any other department/ office/company/corporation for audit during 1987-88 are communicated to this office immediately alongwith reasons for such inclusion.

2. It may also please be ensured that the offices which have been provided for local audit programme exist and no office has been closed down. The name of new offices running on commercial lines which have not been audited or provided in the annual programme may also be intimated.

3. The heads of the departments may also please be directed that the information regarding closure of existing Office/opening of new office is invariably sent to this office in future, quoting this letter as reference.

**Statement of Offices/Department/Govt. Companies/Corporations Audit of which is due to be conducted during 1988-89.**

**Sr. No. Name of Audit**

1. Seed Depot Scheme, Ambala
2. Seed Depot Scheme, Rohtak
3. Seed Depot Scheme, Narnaul
4. Seed Depot Scheme, Jind
5. Seed Depot Scheme, Karnal
6. Seed Depot Scheme, Gurgaon
7. Seed Depot Scheme, Hisar
8. Seed Depot Scheme, Kurukshetra
9. Seed Depot Scheme, Sonipat
10. Seed Depot Scheme, Sirsa
11. Seed Depot Scheme, Bhiwani
12. Seed Depot Scheme, Faridabad
13. Director of Agriculture, Seeds Depot Scheme, Chandigarh
14. Director of Agriculture, Purchases & Distribution of pesticides, (Proforma Accounts).

**TRANSPORT DEPARTMENT**

1. Haryana Roadways, Ambala
2. Haryana Roadways, Hisar
3. Haryana Roadways, Chandigarh
4. Haryana Roadways, Rohtak
5. Haryana Roadways, Karnal
6. Haryana Roadways, Gurgaon
7. Haryana Roadways, Jind
8. Haryana Roadways, Rewari
9. Haryana Roadways, Bhiwani
10. Haryana Roadways, Kaithal
11. Haryana Roadways, Sirsa
12. Haryana Roadways, Sonipat
13. Haryana Roadways, Yamuna Nagar
14. Haryana Roadways, Faridabad
15. Haryana Roadways, Delhi
16. State Transport Commissioner, Haryana Chandigarh
17. Checking of Motor Transport Reserve Fund Figures of Haryana Roadways Depot.
18. General Manager, Body Building workshop, Haryana Roadways, Gurgaon.

**MISCELLANEOUS DEPARTMENTS**

1. Director, Supplies & Disposals, Haryana, Chandigarh
2. Central Jail (Factory) Ambala
3. Haryana Vety, Vaccine Institute (Biological Products Section) Hisar.
4. Controller, Printing & Stationery, Haryana, Chandigarh
5. Director Food & Supplies, Haryana, Chandigarh.

**GOVERNMENT DEPARTMENT/CORPORATIONS AND COMPANIES.**

1. Haryana Agro Industries Corporation Ltd., Chandigarh
2. Haryana State Industrial Development Corpn. Ltd., Chandigarh
3. Haryana State Small Industries & Export Corpn, Ltd. Chandigarh
4. Haryana Dairy Development Corpn. Ltd. Chandigarh
5. H.S. Minor Irrigation Tubewells Corpn. Ltd Chandigarh
6. Haryana Harijan Kalyan Nigam Ltd. Chandigarh
7. Haryana Breweries Ltd. Murthal
8. Haryana Matches Ltd. Chandigarh
9. Haryana Tanneries Ltd. Jind
10. Haryana Minerals Ltd., Narnaul
11. Haryana Land Reclamation & Development Corpn. Ltd. Chandigarh
12. Haryana Tourism Corpn. Ltd., Chandigarh
13. Haryana Seeds Development Corpn. Ltd, Chandigarh
14. Haryana Concast Limited, Hisar
15. Haryana Television Ltd., Faridabad
16. Haryana Handloom & Handicrafts Corpn. Ltd., Chandigarh
17. Haryana Backward Classes Kalyan Nigam Ltd., Chandigarh
18. Haryana Electronics Corpn, Ltd. Chandigarh
19. Haryana Women & Weaker Sections development Corpn. Ltd. Chandigarh
20. Haryana Hotels Ltd. Chandigarh.

**STATUTORY CORPORATIONS**

1. Haryana Financial Corporation, Chandigarh
2. Haryana Warehousing Corporation, Chandigarh.

*Sd/-*  
Audit Officer (CAW)

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**URGENT****No. 20/1/88-2B&C**

From

Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments, in Haryana State.  
The Registrar, Punjab and Haryana, High Court, Chandigarh.**Dated, Chandigarh, the 22nd February, 1988****Subject : Compilation of accounts of March (preliminary) 1988 and presentation thereof to State Legislature - Time Schedule - Reconciliation of accounts thereof.**

Sir,

I am directed to say that the Comptroller and Auditor General of India has decided to dispense with the closing of March (final accounts) thus reducing the stages of closing of annual accounts from three to two i.e. (i) March Preliminary (ii) March Supplementary. The time schedule for closing March, 1988 accounts and accounts in future would be as follows :-

March Preliminary	15th May
March Supplementary (incorporating all adjustments)	31st July.

2. With a view to enabling the Accountant General, Haryana to adhere to these dates it is necessary that the reconciliation of the figures of the accounts for the year as a whole as booked by the Departments with those in the audit office is completed in time.

3. The delay in the conciliation of figures thus unnecessarily delays the finalization and printing of Appropriation Accounts which have to be presented to the Legislature under Article 151 of the Constitution of India. Any delay in the presentation of these accounts, therefore, creates embarrassment to Government. It is, therefore, very important from all accounts to carry out reconciliation of the departmental figures with those booked in the office of the Accountant General, Haryana systematically. It is needless to point out that the primary responsibility for arranging reconciliation of income and expenditure figures rests with the Heads of Departments.

4. It is, therefore, requested that the work of reconciliation may kindly be given top priority in future, in view of the change in the schedule of closing of accounts by the Comptroller and Auditor General of India.

Yours faithfully,

Sd/-

Deputy Superintendent, Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 20/1/88-2B&C

Dated, Chandigarh, the 22.2.1988

A copy is forwarded to Shri M.R. Dwivedi, Deputy Accountant General (Accounts), Officer of the Accountant General (Accounts) Haryana with reference to his D.O. letter No. TDH.IV/Fin.A/cs/FAS/87-88/2478 dated 28.1.88

*Sd/-*

Deputy Superintendent, Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to All Financial Commissioners and all Administrative Secretaries to Government, Haryana, for information and necessary action.

2. They are requested to get the reconciliation work completed to top priority basis.

*Sd/-*

Deputy Superintendent, Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. All the Financial Commissioners, Haryana,
2. All Administrative Secretaries to Government, Haryana.

U.O. No. 22/1/88-2B&C

Dated, Chandigarh, the 22.2.1988.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notification**

**No. 16/153/PE&IC(FD)-88**

**Dated, Chandigarh, the 25th February, 1988.**

In partial modification of Finance Department notification No. 16/53/PE&IC (FD)-88, dated the 1st Feb., 1988 the words 'Co-operative Bodies' between 'Boards' & 'and' in the 3rd line of the Notification is added.

Dated, Chandigarh,  
the 29th Feb., 1988

B.S.OJHA  
Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 1/8/3PR(FD)-88**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala/Hisar Divisions,  
All Deputy Commissioners in Haryana,  
Registrar, Punjab and Haryana, High Court.

**Dated, Chandigarh, the 29th February, 1988**

**Subject : Revision of Pay Scale - enhancement of Special Pay.**

Sir,

I am directed to refer to Haryana Government, Finance Department letter No. 1/8/3PR(FD)-88, dated 11.1.1988, on the subject noted above and to say that it has further been decided that the amount of arrears on account of the enhanced special pay of the Retired/terminated/expired officers/officials for the period from 1st January, 1986 to 30th June, 1987 shall be paid in cash.

Yours faithfully,

*Sd/-*

(S.K. SAXENA)

Joint Secretary Finance, (PR)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/8/3PR(FD)-88

Dated, Chandigarh, the 29th February, 1988

A copy is forwarded to the Accountant General (i) A&E (ii) Audit, Haryana, Chandigarh for information.

*Sd/-*

Joint Secretary Finance, (PR)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/8/3PR(FD)-88

Dated, Chandigarh, the 29th February, 1988

A copy is forwarded to the Home Secretary, Chandigarh Administration, Chandigarh for information and necessary action.

*Sd/-*

Superintendent, Finance, (PR)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy each is forwarded to :-

1. All the Financial Commissioners in Haryana.
2. All the Administrative Secretaries to Government, Haryana, for information and necessary action.

*Sd/-*  
Superintendent, Finance, (PR)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. All the Financial Commissioners in Haryana,
2. All the Administrative Secretaries to Government, Haryana.

U.O. No. 1/8/3PR(FD)-88

Dated, Chandigarh, the 29th February, 1988

A copy is forwarded to the Principal Secretary/Chief Minister, Senior Secretaries to Ministers, Secretaries to Ministers and Private Secretaries to the Ministers, Ministers of State, Chief Parliamentary Secretary for information of the Chief Minister, Ministers, Ministers of State, Chief Parliamentary Secretary.

*Sd/-*  
Superintendent, Finance, (PR)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary to Chief Minister, Senior Secretaries to Ministers, Secretaries to Ministers/Private Secretaries to Ministers, Ministers of State/Chief Parliamentary Secretary.

U.O. No. 1/8/3PR(FD)-88

Dated, Chandigarh, the 29th February, 1988.

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**IMMEDIATE****No. 4/1/87-3FR-II/3041**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala Division and Hisar Division,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court.**Dated, Chandigarh, the 1st March, 1988.****Subject : Grant of Dearness Allowance to Haryana Govt. Employees.**

Sir,

I am directed to invite a reference to Govt. of Haryana Finance Department circular letter No. 4/1/87-3FR-II dated the 29th April, 1987 on the subject noted above, and to say that consequent upon the decision taken by the State Government relating to the dearness allowance, the Governor of Haryana is pleased to decide that dearness allowance shall be paid to Haryana Govt. employees with effect from 1st July, 1987 at the following rates :

<b>Period for Which payable</b>	<b>Pay range</b>	<b>Rate of dearness allowance</b>
1-7-87 onwards	Basic pay upto Rs. 3500/-	13% of pay
	Basic pay between 3501 and upto 6000	9% of pay subject to a minimum of Rs. 455/- p.m.
	Basic pay above Rs. 6000/-	8% of pay subject to a minimum of Rs. 540/- p.m.

2. These orders shall apply to the Govt. employees who elect or are brought on to the revised scale of pay under the Haryana Civil Services (Revised scales of pay) Rules, 1987, w.e.f. 1-1-1986 and also to those who elect to retain the scales of pay which prevailed prior to 1-1-1986 . In the case of former 'basic pay' for the purpose of calculation of dearness allowance shall be as defined in Rule 2.44 (a) (i) of Punjab C.S.R. Volume I, Part-I (margin) and in the case of latter it will include in addition to pay in the pre-revised scale, dearness allowance and adhoc dearness allowance and interim relief, where admissible appropriate to that pay under order in existence on 31-12-1985.

In the case of employees who are in UGC scales of pay Dearness Allowance, adhoc Dearness Allowance upto 608 CPI (1960 base-100) and interim relief minus excess payment of adhoc relief adjustable as a result of previous revision of 1979 will be treated as Dearness pay for the purpose of calculation of Dearness Allowance.

3. The payment on account of Dearness Allowance involving fraction of 50 paise and above, may be rounded to the next higher rupee and fractions of less than fifty paise may be ignored.

4. The Dearness Allowance will continue to be a distinct element of remuneration and will not be treated as pay within the ambit of Rule 2.44 of Punjab, C.S. R. Volume I, Part-I.

5. The amount of arrears on account of release of the above instalments of dearness allowance w.e.f. 1st July, 1987 up to the 29th February, 1988 shall be credited to the General Provident Fund Account of the Government Employees.

Where any Govt. employee was, during this period, not eligible to subscribe to the General Provident Fund, the amount of arrears shall be invested in the purchase of National Saving Certificates from the Post Offices in the State of Haryana. The National Saving Certificate shall be purchased by the Drawing and Disbursing Officer in the name of Govt. employees concerned and shall be handed over to the latter. The Govt. employees who have retired or had closed their accounts by the time arrears are drawn be paid arrears of dearness allowance in cash. The payment of the aforesaid instalments of dearness allowance in cash shall commence w.e.f. 1-3-1988 i.e., for the month of March, 1988 paid in April, 1988. The deposits under the Contributory Provident Fund Account will, however, not be eligible for corresponding contribution from Government.

6. These orders are also applicable to work charged employees.

7. These orders will not apply to :-

- (i) Staff paid from contingencies.
- (ii) Casual labour,
- (iii) Staff employed as Daily wages and those working on piece rate system; and
- (iv) those employed on contract basis except where dearness allowance would continue to be the same as in force at present.

8. The general conditions of payment of dearness allowance would continue to be the same as in force at present.

Yours faithfully,

Sd/-

(J.P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 1/8/3-PR(FD)-88**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioners, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 7<sup>th</sup> March, 1988**

**Subject :** Revision of Pay Scales of Haryana Government employees.

Sir,

I am directed to invite your attention to the subject noted above and to say that due to revision of the pay scales with effect from 1.1.1986, the number of pay scales have been reduced which has led to clubbing of two or more pay scales and replacing these scales with the single revised pay scale. Certain administrative/practical anomalies have arisen due to this fact. The matter has been considered at length and after careful consideration, it has been decided that in case of all such posts which were treated as promotion posts under the pre-revised scale of pay and have been given the same pay scale under the revised scales of pay, the employees on appointment from one post to another in the same pay scale, may be given the benefit of refixation of pay at the next higher stage under the revised scales of pay, provided it is certified that the post in the higher pay scale prior to 1.1.1986 carries higher nature of duties and responsibilities.

These instructions may be brought to the notice of all concerned for information and necessary action.

Yours faithfully,

*Sd/-*

(S.K. SAXENA)

Joint Secretary, Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/8/3PR(FD)-88

Dated, Chandigarh, the 7th March, 1988

A copy is forwarded to the Accountant General, Haryana (i) (A&E) and (ii) Audit, Chandigarh, for information.

*Sd/-*

(S.K. SEXENA)

Joint Secretary, Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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No. 1/8/3PR(FD)-88

Dated, Chandigarh, the 7th March, 1988

A copy is forwarded to the Home Secretary, Chandigarh Administration Chandigarh for information and necessary action.

Sd/-  
(ROSHAN LAL ANAND)  
Superintendent Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

1. All the Financial Commissioner, Haryana.
2. All Administrative Secretaries to Government, Haryana;  
for information and necessary action.

Sd/-  
(ROSHAN LAL ANAND)  
Superintendent Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners in Haryana;  
All Administrative Secretaries to Government, Haryana.

U.O. No. 1/8/3PR(FD)-88

Dated, Chandigarh, the 7th March, 1988

A copy is forwarded to Principal Secretary/Chief Minister, Senior Secretaries to Ministers, Secretaries to Ministers and Private Secretaries to Ministers, Ministers of State, Chief Parliamentary Secretary for information of the Chief Minister, Ministers, Ministers of State, Chief Parliamentary Secretary.

Sd/-  
(ROSHAN LAL ANAND)  
Superintendent Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary to Chief Minister, Senior Secretaries to Ministers, Secretaries to Ministers/Private Secretaries to Ministers/Ministers of State/Chief Parliamentary Secretary.

U.O. No. 1/8/3PR(FD)-88

Dated, Chandigarh, the 7th March, 1988.

\*\*\*\*\*

**Subject : Revision of Pay Scales of Haryana Government employees. Five Stagnation increments.**

**(Copy of F.D. Hr. No. 1/8/3PR(FD)-88 dt. 7th March, 1988)**

I am directed to invite a reference to Haryana Govt. Finance Department letter No. 1/9/1PR(FD)-87 dated 29.4.1987, on the subject noted above and to say that it has come to the notice of the Government that in some cases, after pay fixation in the revised pay scales, the employees had already reached the maximum of the scale or are likely to reach it in a couple of years. It is felt that though there is a provision for grant of three financial stagnation increments, in accordance with the letter under reference, these have not been considered enough, the matter has, therefore, been considered at length and after careful consideration, it has been decided that in modification of the provision contained in the letter under reference the number of financial stagnation increments will be increased from **three to five**.

It has also further been decided that the condition that the pay and special pay in the revised scale should not exceed the maximum of the scale imposed vide letter under reference may be treated as removed. This will not be applicable in the case of All India service Officers serving in connection with the affairs of Haryana State.

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**These instructions have been revised vide No. 2/7/81-WM(1), Dated 04.01.1990.**

**No. 2/7/81-WM(1)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. The Chief Secretary to Govt., Haryana,
2. The Financial Commissioner & Secretary to Govt.,  
Haryana, Home Department.
3. The Financial Commissioner & Secretary to Govt.,  
Haryana, Forest Department.
4. The Director General of Police, Haryana, Chandigarh.
5. The Chief Conservator of Forests, Haryana, Chandigarh.

**Dated, Chandigarh, the 8th March, 1988**

**Subject : Grant of loans & advances to Govt. employees - Revision of norms of Housing Building Advance.**

Sir,

I am directed to refer to this department's circular letter No. 2/7/81-WM(1), dated 14th September, 1984, on the above subject and to say that as a result of revision of pay scales and on the pattern of the advance granted by the Govt. of India, it has been decided to revise the norms/rates of advances of officers of All India Services, for the construction/acquisition of a house, for repair of house and for extension of a house. The revised admissibility for such advances shall be as follows :-

(i) For Construction/acquisition of house

60 months' pay subject to a maximum of Rs. 2.50 lakhs recoverable in 150 equal monthly installments.

(ii) For Repair of house

5 (Five) months' pay recoverable in 96 equal monthly installments.

(iii) For extension of a single house

6(six) months' pay recoverable in 96 equal monthly installments subject to the condition that this amount together with the HBA taken earlier for the construction/acquisition of house shall not exceed Rs. 3.00 lacs.

2. The revised norms as indicated above will be given effect to from the date of issue of this letter & no benefit will be given to those who have already been earmarked/sanctioned even the first installment of House Building Advance.

3. It has further been decided to allow "Pari-Pasu charge" as a general rule in case an

officer wants to raise another loan from other financial institutions like Housing Development Finance Corporation, Housing Societies, Apex etc. for the construction/completion of the house etc. by mortgaging the same property again which already stands mortgaged with the Government.

4. All other conditions governing the grant of these advances will remain the same as laid down from time to time.

5. The above instructions may please be brought to the notice of officers working under your control.

Kindly acknowledge receipt.

Yours faithfully,

*Sd/-*

Joint Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 2/7/81-WM(1)

Dated, Chandigarh, the 8th March, 1988

A copy alongwith a spare copy is forwarded to the Accountant General, (A&E) and (Audit) Haryana, Chandigarh for information and necessary action.

*Sd/-*

Joint Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary for information of the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Parliamentary Secretary.

*Sd/-*

Joint Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Deputy Chief Minister/Ministers/State Ministers/  
Chief Parliamentary Secretary.

U.O. No. 2/7/81-WM(1)

Dated, Chandigarh, the 8th March, 1988.

\*\*\*\*\*

**No. 11/24/88-1FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments,  
All the Commissioners Ambala/Hisar Divisions,  
All Deputy Commissioners and all SDO (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 9th March, 1988**

**Subject : Cash payment in lieu of unutilized earned leave on the date of retirement.**

Sir,

I am directed to invite a reference to Finance Department letter No. 11/5/78-1FR-II, dated 21.4.79, wherein it has interalia been laid down that facility of cash payment in lieu of unutilized earned leave on the date of retirement would not be admissible to those Govt. servants who are compulsorily retired prematurely by the Govt. and to say that after careful consideration the Govt. has now decided to allow the benefit of leave encashment to those Government servants who are retired compulsorily/premature on the basis of review of record or as a measure of punishment provided no cut in pension has been imposed. This will be subject to such other general conditions as are laid down in respect of leave encashment.

These instructions will take effect from the date of issue of this letter.

Yours faithfully,

Sd/-

(J.P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 11/24/88-1FR-II

Dated, Chandigarh, the 09.03.88

A copy is forwarded to the Accountant General, Haryana (i) A&E (ii) Audit, Chandigarh for information.

Sd/-

(J.P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 11/24/88-1 FR-II

Dated, Chandigarh, the 09.03.88

A copy is forwarded to the Home Secretary Administration, Chandigarh for information and necessary action.

*Sd/-*  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

All the Financial Commissioners in Haryana.  
All the Administrative Secretaries to Government, Haryana  
for information and necessary action.

*Sd/-*  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners in Haryana and  
All the Administrative Secretaries to Government, Haryana.

U.O. No. 11/24/88-1FR-II

Dated, Chandigarh, the 09.03.88

A copy is forwarded to the Principal Secretary/Chief Minister, Senior Secretaries to Ministers, Secretaries to Ministers and Private Secretaries to Ministers, Ministers of State, Chief Parliamentary Secretary, Parliamentary Secretaries for the information of the Chief Minister, Ministers, Ministers of State, Chief Parliamentary Secretary and Parliamentary Secretaries.

*Sd/-*  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Chief Minister, Senior Secretaries to Ministers,  
Secretaries to Ministers/Private Secretaries to Ministers/Ministers of State/  
Chief Parliamentary Secretary/Parliamentary Secretaries.

U.O. No. 11/24/88-1FR-II

Dated, Chandigarh, the 09.03.88.

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***These instructions have been Revised vide  
No. 5/26/88-1FR-II, Dated 02.12.1988 and  
No. 5/4/91-1FR-II Dated 25.07.1991.***

**No. 5/26/88-1FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioner, Ambala/Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 14th March, 1988.**

**Subject : Revised rates of traveling Allowance etc. admissible on the new scales of pay.**

Sir,

I am directed to say that for some time past, the State Government have had under their consideration the revision of slabs of emoluments for the entitlements of Traveling Allowance and Daily Allowance, consequent upon the revision of pay scales of Haryana Govt. employees. After careful consideration, it has now been decided to sanction revised slabs of TA/DA to Haryana Government employees on the new scales of pay as given in succeeding paras.

2. For the purpose of Traveling Allowance/Daily Allowance etc., the employees would be classified as follows :

Grade-I	Employees drawing pay at Rs. 2800 and above p.m.
Grade- II	Employees drawing pay at Rs. 2000 and above but less than Rs. 2800 p.m.
Grade- III	Employees drawing pay at Rs. 1000 and above but less than Rs. 2000 p.m.
Grade- IV	Employees drawing pay below Rs. 1000 p.m.

(a) The entitlement for travel by rail/air would be as under :

Grade	Entitlement for railway accommodation	Entitlement for air travel
1.	Class- I (A.C. if drawing more than Rs. 3500/- p.m.)	At the officer's discretion for those drawing above Rs. 3500/- p.m. on authorization by the competent authority in case of others.
II	Class- I (Class-II AC sleeper)	-
III	Class- II (AC Chair Car)	-
IV	Class- II	-

The cost of reservation and sleeper charges will be reimbursed in full. No deduction would be made as heretofore from the officers entitled to travel by air conditioned accommodation.

- (b) The revised pay ranges for entitlement to travel by road by Public Transport would be as under :

(i)	Pay exceeding Rs. 2600/-	: Air Conditioned Bus.
(ii)	Pay exceeding Rs. 1600/- but Not exceeding Rs. 2600/-	: Deluxe Bus
(iii)	Pay upto Rs. 1600/-	: Ordinary Bus

For both outward as well inward journeys performed on tour whether within the State or outside the State, in addition to actual fare spent on the mode of conveyance as per entitlement, Grade-I employees would be paid an allowance @ Rs. 1.25 per kilometer and other employees @ 50 paise per kilometer for local journeys between office/residence and bus stand/railway station/air port at headquarters; and also at the duty station, between the bus stand/railway station/airport to the place of duty/residence.

While on tour outside the State for local journeys performed for official purposes on duty, Grade-I employees would be entitled to travel by taxi and Grade-II, III and IV employees would be entitled to travel by scooter. Such expenses on local journey would be reimbursed on the basis of a certificate given by the employee about the places visited and the actual expenditure incurred.

- (c) In the case of travel by a Govt. vehicle, full daily allowance would be paid for each day or part thereof spent away from the headquarters for absence of 24 hours or more. Where the total absence from the headquarters is less than 24 hours, daily allowance would be paid at the following rates.

(i)	Where absence from Headquarters is for less than 6 hours.	No daily allowance
(ii)	Where absence from Headquarters is for 6 hours or more but less than 12 hours	Half daily allowance
(iii)	Where absence is for 12 hours or more but less than 24 hours.	Full daily allowance

- (d) Grade- I employees would be entitled to perform journey by private car and Grade- II and III employees by motor cycle/scooter with the permission of competent authority. Where that journey is performed by car road mileage would be paid @ Rs. 1.25 per kilometer and in case the journey is performed by motor cycle/scooter, road mileage would be paid @ 50 paise per kilometer.

3. The existing system of separate payment of incidental charges for journeys performed by air/rail/road on tour would be replaced by the system of payment of full daily allowance for each day or part of the day spent away from head quarters including the time taken journey.

4. The revised basic rates of daily allowance for ordinary places would be as under :

Grade	Pay Range	Daily Allowance
IV	Below Rs. 1000/-	7.50
III	Rs. 1000/- and above but less than Rs. 2000/-	15.00
II	Rs. 2000/- and above but less than Rs. 2800/-	20.00
I	(a) Rs. 2800/- and above but less than Rs. 3500/-	25-00
	(b) Rs. 3500/- and above but less than Rs. 4400/-	30.00
	(c) Rs. 4400/- and above.	35.00

- (i) For travel on tour to places outside Haryana except the special cities of Delhi, Simla, Madras, Bombay & Calcutta, the above rates would be increased by 25 percent.
- (ii) For stay on duty at Delhi, Simla, Madras, Bombay and Calcutta, where an employee succeeds in securing Govt. Rest House Accommodation or makes his own private arrangements for stay, the daily allowance rates would be enhanced by 50 percent of the revised rates.

5. Where an employee has to stay in a hotel/tourist bungalow run on commercial lines at a place outside Haryana, actual hotel/tourist bungalow expenses would be reimbursed upto the limits given below.

Grade	Pay Range	Bombay/Calcutta/ Madras/Delhi/Simla	Other places outside Haryana
IV	Below Rs. 1000/-	25/-	15/-
III	Rs. 1000/- and above but less than Rs. 2000/-	50/-	25/-
II	Rs. 2000/- and above but less than Rs. 2800/-	80/-	40/-
I	(a) Rs. 2800/- and above but less than Rs. 3500/-	100/-	50/-
	(b) Rs. 3500/- and above but less than 4400/-	150/-	75/-
	(c) Rs. 4400/- and above.	200/-	100/-

6. In case of transfer, instead of incidental charges, an employee would be paid daily allowance for himself as well as for each member of his family irrespective of age. Beside this he would be paid for each member of his family fare/road mileage, as the case may be. The definition of "family" would include an employee's dependent parents.

- 7 (i) An employee, on transfer, would be reimbursed the actual cost of transportation charges of his household goods on the under mentioned scale at the rate approved by the Union of the Transport Companies.

Grade – IV	½ truck
Grade – III	1 truck
Grade – II	1½ truck
Grade – I	2 truck

In case the household goods are transport by any other mode of conveyance, the employee would be paid actuals or the charges as per his entitlement, whichever is less.

- (ii) A Government employee on transfer will be paid packing and loading unloading charges as per scale given below.

Grade – IV	25/-
Grade – III	50/-
Grade – II	100/-
Grade – I	200/-

8. Traveling Allowance and Daily Allowance admissible to Govt. employees on transfer would also be admissible to the family of a deceased employee on his death while in service and similarly to a Govt. employee on his retirement, for journey to his home towns.

9. The above rates of T.A. and D.A. would also be applicable to the employees governed by U.G.C. grades and those who opt for pre- revised scales of pay. In their cases dearness allowance and additional dearness allowance upto the Consumer Price Index of 608 point will be treated as part of their pay for purpose of calculating the admissible traveling allowance and daily allowance. These rates would be applicable to the members of All India Service who are serving in connection with the affairs of Haryana State.

10. The revised rates shall take effect from the date of issue of this letter. The claims for traveling allowance, daily allowance etc. pertaining to the prior period shall be regulated in accordance with the existing rates on the basis of re-revised scales of pay.

11. Necessary amendment to the relevant existing rules in the Punjab Civil Service Rules Vol. III (TA Rules) as applicable to Haryana Government employees will be issued in due course.

Yours faithfully,

*Sd/-*

(S.K. SAXENA)

Joint Secretary, Finance,

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 5/26/88-1FR-II

Dated, Chandigarh, the 14th March, 1988.

A copy, alongwith a spare copy, is forwarded to the Accountant General, Haryana, for information and necessary action.

*Sd/-*

(S.K. SAXENA)

Joint Secretary, Finance,

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the Financial Commissioners, Haryana and all Administrative Secretaries to Government of Haryana for information and necessary action.

*Sd/-*

(S.K. SAXENA)

Joint Secretary, Finance,

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.



To

The Financial Commissioner, Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 5/26/88-1FR-II

Dated, Chandigarh, the 14th March, 1988.

A copy is forwarded to Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*

(R.L. ANAND)

Superintendent, Pay Revision,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State/Chief Parliamentary  
Secretary.

U.O. No. 5/26/88-1FR-II

Dated, Chandigarh, the 14th March, 1988.

\*\*\*\*\*

**No. 11/61/83-1FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala/Hisar Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 15th March, 1988**

**Subject : Grant of a maternity leave to female Government employees appointed on adhoc basis.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department letter No. 11/61/83-1FR-II, dated 10.8.83 on the subject noted above and to say that the question regarding grant of maternity leave to female Government employees who have been recruited on ah-hoc basis for a limited period, has been under consideration of the State Government for some time past. After careful consideration it has now been decided that the maternity leave may also be granted to adhoc female Government employees within the limitation mentioned in chapter I of Punjab C.S.R. Volume I Part I particularly rule 1.2 and 1.4 *ibid*.

It may, however, be mentioned that the question of grant of maternity leave to adhoc female Government employee during the first 6 months of service would not arise, because women candidates for recruitment to State Services who at the time of medical examination entry into Government service are found to be pregnant of 12 weeks standing or over, are to be declared temporarily unfit until the confinement is over. In other word such temporarily unfit persons will not be recruited in service even on adhoc basis till they are fit for duty after the confinement. The limitation from medical point of view needs to be kept in view and duly observed.

3. The decision will be applicable from the date of issue of this letter.

Yours faithfully,

Sd/-  
(J.P. Narang)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 11/61/83-1FR-II

Dated, Chandigarh, the 15.3.1988.

A copy is forwarded to the Accountant General, Haryana, (i) A&E (ii) Audit, Chandigarh for information.

*Sd/-*  
(J.P. Narang)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 11/61/83-1FR-II

Dated, Chandigarh, the 15.3.1988.

A copy is forwarded to :-

1. All the Financial Commissioners in Haryana.
2. All Administrative Secretaries to Government, Haryana, for information and necessary action.

*Sd/-*  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. All the Financial Commissioners in Haryana;
2. All the Administrative Secretaries to Government, Haryana.

U.O. No. 11/61/83-1FR-II

Dated, Chandigarh, the 15.3.1988.

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretaries for information of the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretaries.

*Sd/-*  
Under Secretary to Govt. Haryana,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Deputy Chief Minister/Ministers of State/  
Chief Parliamentary Secretary.

U.O. No. 11/61/83-1FR-II

Dated, Chandigarh, the 15.3.1988.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
(REGULATION)**

**Notification**

**The 17th March, 1988**

**No. G.S.R.27/Const./Art.309/Amd(i)/88.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Services (Revised Pay) Rules, 1987, namely :-

1. (1) These rules may be called the Haryana Civil Services (Revised Pay) First Amendment Rules, 1988.
- (2) These rules shall be deemed to have come into force on the 1st day of January, 1986.
2. In the Haryana Civil Services (Revised Pay) Rules, 1987, in rule 7, in sub-rule (2), after the words, brackets and figure "sub-rule (1) is", the words "equal to or" shall be inserted.

B.S. OJHA  
Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
REGULATIONS**

**Notification**

**The 17th March, 1988**

**No. 2/183/78/4FG-I/477.**— In exercise of the powers conferred by clause (2) of Article 283 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Punjab Treasury Rules Volume-I, as are applicable to the Haryana Government employees, namely :-

1. These rules may be called the Punjab Treasury (Haryana First Amendment) Rules, 1988.
2. In the Punjab Treasury Rules Volume-I, in Rule 7 in sub-Rules (2) after clause (I), the following clause shall be inserted namely :-

“(m) in cases of receipts realized on account of sale of lottery tickets, by the Sale Officers of the Lotteries Department and utilized by them, for the payment of agent’s commission, bonus, collection charges prize winning tickets upto Rs. 1,000/- denomination by adjustment against the issue of tickets of subsequent draws and day to day petty contingent charges.”

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***Incentive for Small Family Norms was discontinued w.e.f.  
01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(8)/87-3FR(I)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh,

**Dated, Chandigarh, the 22nd March, 1988**

**Subject :** Introduction of incentives among Haryana Govt. employees for promoting the small family norms.

Sir,

I am directed to invite a reference to the instructions contained in F.D.'s letter Nos. 6/1(8)/79-1FR(I) dated 20th July, 1981 and 6/1(8)/79-1FR(I) dated 24th Nov., 1981 wherein it was provided to grant a special increment as an incentive to promote small family norm with certain other conditions mentioned therein. This incentive was provided to be given to those employees who or their spouse undergo sterilisation operation after having two or three surviving children. While considering this incentive a family consisting of two or three children was taken to be as ideal family and, therefore, the benefit of special increment for undergoing sterilization operation after one child was not made admissible.

2. From time to time, representations have been received for allowing special increment to Govt. servants who or whose spouse has undergone sterilization after one child. The matter has been considered at length and it has been decided that employees or their spouse who undergo sterilization operation after having one surviving child may also be granted special incentive increment. Other condition laid down in the Finance Department letters quoted above will, however, remain unchanged.

3. The concession will be admissible only to these employees who or whose spouse undergo the sterilisation operation on or after 6th December, 1985 i.e. the date with effect from which the Govt. of India allowed this concession to Central Government employees.

Yours faithfully,

Sd/-

Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 6/1(8)/79-3FR(I)

Dated : 22.3.88

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

*Sd/-*  
Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the :-

All Financial Commissioners Haryana.  
All Administrative Secretaries to Govt. Haryana;  
for information and necessary action.

*Sd/-*  
Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners Haryana.  
All Administrative Secretaries to Govt. Haryana.

U.O. No. 6/1(8)/79-3FR(I)

Dated : 22.3.88

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister, Deputy Chief Ministers, State Ministers for information of the Chief Minister/Deputy Chief Ministers/Ministers of State.

*Sd/-*  
Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Deputy Chief Minister/Ministers/State Ministers.

U.O. No. 6/1(8)/79-3FR(I)

Dated : 22.3.88.

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***These instructions have been Revised vide  
No. 5/4/91-1FR-II, Dated 6.4.1993.***

**No. 5/30/88-1FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala/Hisar Divisions,  
All Deputy Commissioners in Haryana and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 30th March, 1988**

**Subject :** Revision of rate of Conveyance Allowance to Blind and Orthopaedically Handicapped Haryana Government employees consequent on the introduction of H.C.S. (Revised pay) Rules, 1987.

Sir,

I am directed to Haryana Government, Finance Department, letter No. 3/1/1PR (FD)-87, dated 29th April, 1987 wherein the various Allowances of Haryana Government employees sanctioned to them before 1.1.86 was frozen to the extent of the amount they had drawn in the pay of February, 1987 paid in March, 1987. The Government has now decided that the rates of Conveyance Allowance to blind and orthopaedically handicapped Haryana Government employees may be reduced from the present 10% to 5% subject to a maximum of Rs. 100/- PM.

2. In the case of persons who continue to draw pay in the scales of pay which prevailed prior to 1.1.86, the pay will include, in addition to pay in pre-revised scales, D.P., D.A, ADA, adhoc DA admissible on 31.12.85.

3. These orders shall be effective from 1.4.88

Yours faithfully,

*Sd/-*

(J.P. Narang)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 5/30/88-1FR-II

Dated 30.3.1988

A copy is forwarded to the Accountant General, Haryana, (i) A&E (ii) Audit, Chandigarh for information.

*Sd/-*

(J.P. Narang)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.



No. 5/30/88-1FR-II

Dated 30.3.1988

A copy is forwarded to :-

All the Financial Commissioners in Haryana.  
All the Administrative Secretaries to Govt., Haryana;  
for information and necessary action.

*Sd/-*

Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners Haryana,  
All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/30/88-1FR-II

Dated 30.3.1988

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Ministers/Ministers, Ministers of State/Chief Parliamentary Secretaries for information of the Chief Minister/Deputy Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretaries.

*Sd/-*

Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Deputy Chief Ministers/Ministers of State/  
Chief Parliamentary Secretaries.

U.O. No. 5/30/88-1FR-II

Dated 30.3.1988.

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**विषय :** लोक लेखा समिति/सार्वजनिक उपक्रम समिति द्वारा प्रकाशित विभिन्न रिपोर्टों में दिए गए अवलोकनों/सिफारिशों तथा बकाया पैरों पर त्रैमासिक प्रगति रिपोर्ट भेजने बारे।

क्या सभी वित्तायुक्त एवं सचिव तथा प्रशासकीय सचिव, हरियाणा सरकार उपरोक्त विषय पर वित्त विभाग के अंशा. क्र. 34/17/8-2ब व क, दिनांक 30 अक्टूबर, 1987 की ओर ध्यान देने का कष्ट करेंगे?

2. सचिव, हरियाणा विधान सभा ने सूचित किया है कि सार्वजनिक उपक्रम समिति ने अपनी विभिन्न रिपोर्टों में जो अवलोकन/सिफारिशों की हैं तथा जो उन द्वारा निगमों/बोर्डों से सम्बन्धित पैरों का निपटान हो चुका है तथा जो लम्बित हैं उनके बारे सूची भेजी है। अतः आपको आपके अधीन निगमों/बोर्डों से संबंधित लम्बित पैरों की सूची इस अनुरोध के साथ भेजी जाती है कि अपने अधीन निगमों/बोर्डों से सम्बन्धित दर्शाये गये विभिन्न रिपोर्टों में लम्बित पैरों का निपटान शीघ्र करवाने का कष्ट करें तथा भविष्य में लम्बित पैरों की त्रैमासिक प्रगति रिपोर्ट निर्धारित समय तथा प्रोफार्मों में भिजवाने का कष्ट करें। साथ में यह भी अनुरोध है कि यह Completion Report भी भेजें कि उनके अधीन सभी निगमों/बोर्डों से संबंधित विभिन्न CPU की रिपोर्टों में जो कमेटी द्वारा अवलोकन/सिफारिशों की गई हैं उनसे सम्बन्धित त्रैमासिक प्रगति रिपोर्ट वित्त विभाग को भेज दी गई है।

हस्ता:—

अवर सचिव, वित्त (बजट),  
कृते : वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

सभी वित्तायुक्त एवं सचिव, हरियाणा सरकार।  
सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा० क्र. 34/17/87-2ब.वक.,

दिनांक 7/8 अप्रैल, 1988 (7th/8th April, 1988)

पृ. क्रमांक 34/17/87.2, ब व क,

दिनांक 7/8 अप्रैल, 1988 ।

एक प्रति सचिव, हरियाणा विधान सभा को उनके पत्र क्रमांक 6सी.पी.यू.3एम.पी./1987-88/3234, दिनांक 11 फरवरी, 1988 के संदर्भ में सूचनार्थ भेजी जाती है।

हस्ता:—

अवर सचिव, बजट व कमेटी,  
कृते : वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

पृ. क्रमांक 34/17/87-2ब.वक.,

दिनांक 7/8 अप्रैल, 1988 ।

एक प्रति सभी प्रबन्धक निदेशक निगमों/बोर्डों को आवश्यक कार्यवाही हेतु भेजी जाती है।

2. उनसे पुनः अनुरोध है कि संलग्न सूची के अनुसार वांछित त्रैमासिक प्रगति रिपोर्ट निर्धारित समय तथा प्रोफार्मों में अपने सम्बन्धित प्रशासकीय विभाग के माध्यम से वित्त विभाग को भिजवाने का कष्ट करें।

हस्ताः/—

अवर सचिव, वित्त (बजट),  
कृते : वितायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

एक प्रति वित्त विभाग के सभी अधिकारियों/अधीक्षकों को सूचनार्थ एवं अवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ताः/—

अवर सचिव, वित्त (बजट),  
कृते : वितायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

वित्त विभाग के सभी अधिकारी/अधीक्षक।

अशा0 क्रमांक 34/17/87-2ब.वक.,

दिनांक 7/8 अप्रैल, 1988 ।

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***These instructions have been Reiterated vide  
No. 5/3/88-1B&C, Dt. 01.05.1990.***

**No. 5/3/88-1B&C**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh,  
The Commissioners, Hisar and Ambala, Divisions and  
All the Deputy Commissioners in the State,  
All Chairman/Managing Directors of Boards/Corporations,  
Co-operative Societies and Government Undertakings in the State.

**Dated, Chandigarh, the 11th April, 1988**

**Subject : Economy in Expenditure.**

Sir,

I am directed to address you on the subject cited above and to say that in the context of the current drought situation and the urgent need for curtailing non-essential expenditure, it has been desired that economy in expenditure may be effected in all the Government Departments and Boards/Corporation/Co-operative Societies and other Autonomous Bodies. Accordingly, it has been decided that there would be a completed ban for two years on the purchase of all luxury items especial air-conditioners, carpets, costly furniture and crockery etc. and no luxury item for any Government office, Boards, Corporations, Co-operative Societies and other autonomous bodies shall be purchased without the prior permission of the Chief Minister.

2. The instruction of the Finance Department issued from time to time on other matters relating to economy in expenditure will continue to be effective as before.
3. The receipt of this communication may please be acknowledged.

Yours faithfully,

*Sd/-*  
Joint Secretary Finance (Budget),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 5/3/88-1B&C

Dated, Chandigarh, 11.4.1988

A copy is forwarded to the Accountant General (A&E)/(Audit), Haryana for information and necessary action.

*Sd/-*  
Joint Secretary Finance (Budget),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

- (i) The Chief Secretary to Government Haryana for information and necessary action with the reference to U.O. No. 62/1/88-6GSI, dated 1.4.1988.
- (ii) All the Financial Commissioners and Administrative Secretaries to Govt., Haryana,

*Sd/-*  
Joint Secretary Finance (Budget),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

- (i) The Chief Secretary to Government, Haryana  
(in GS-I, Branch),
- (ii) All the Financial Commissioners and Administrative  
Secretaries to Government, Haryana.

U.O. No. 5/3/88-1B&C

Dated, Chandigarh, 11.4.1988

No. 5/3/88-1B&C

Dated, Chandigarh, 11.4.1988

A copy is forwarded to the all the Branch Officers/Superintendents/Deputy Superintendents in the Finance Department for information and necessary action.

*Sd/-*  
Joint Secretary Finance (Budget),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been revised vide  
No. 20/1/2001-6B&C, Dated 25.09.2002.***

**No. 28/1/88-2B&C**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

- 1 All Heads of Departments in Haryana State.
- 2 The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 12th April, 1988**

***Subject : Reconciliation of departmental figures of expenditure with those appearing in the books of Accountant General, Haryana.***

Sir,

I am directed to invite a your attention to Finance Department letter of even number dated 9.3.88 on the subject noted above vide which it was emphasized that the reconciliation of departmental expenditure figures should be done on top priority basis. The Accountant General (A&E), Haryana has, again pointed out that the Heads of Department have not completed so far. The reconciliation upto 12/87 at least must have completed during 2/88 and thereafter in a phased manner so as to complete the reconciliation for 3/88 and bring to the notice of Accountant General all transactions requiring adjustments by 1.6.88 at the latest upto 12/87.

2. I am, therefore, to request that the work of reconciliation of expenditure figures concerning your departments may be get completed every month of top priority basis intimation to Finance Department. The list of major Heads for which reconciliation work is pending is sent herewith.

Yours faithfully,

*Sd/-*  
Dy. Supdt./Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 28/1/88-2B&C

Dated, Chandigarh, the 12-4-1988

A copy is forwarded to Sh. M.R. Dwivedi, Deputy, Accountant General, (Accounts), Office of the Accountant General (A&E), Haryana, Chandigarh with reference to his D.O. letter No. TM(C)/Recon/87-88/1122 dated 9.3.88.

*Sd/-*  
Dy. Supdt./Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all Financial Commissioners, and All Administrative Secretaries to Government, Haryana for information and necessary action.

2. They are requested to get the reconciliation work completed on top priority basis.

*Sd/-*  
Dy. Supdt./Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. All the Financial Commissioners, Haryana,
2. All Administrative Secretaries to Govt., Haryana.

U.O. No. 28/1/88-2B&C

Dated, Chandigarh, the 12-4-1988.

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**No. 22/1/85-2B&C**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Department,  
Commissioners, Ambala and Hisar Divisions,  
All the Deputy Commissioners &  
Sub Divisional Officers (Civil) in the State,  
The Registrar, Punjab and Haryana, High Court, &  
All District & Session Judges in Haryana.

**Dated, Chandigarh, the 27th April, 1988**

**Subject : Constitution of Audit Committees for the Prompt disposal/Settlement of audit objections/audit paras.**

Sir,

I am directed to invite your attention to Finance Department Circular letter of even No. dated 27.9.85 vide which you were requested to constitute "Audit Committees" for the prompt disposal/settlement of audit objections/audit paras. It was also mentioned therein to arrange meetings once in three months to review the progress of the settlement of such paras and to monitor of work in this behalf.

2. The Accountant General, Haryana has brought to the notice of Finance Department that the departments have not sent proposals for holding such meetings on the spot reviews and settlement of outstanding paras.

3. You are, therefore, requested to send proposals for holding quarterly meetings for on the spot reviews and settlement of outstanding paras pertaining to your departments to the Accountant General (Audit), Haryana immediately under intimation to Finance Department.

Yours faithfully,

*Sd/-*

(K. KUTTAPPAN)

Under Secretary Finance (B),

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 22/1/85-2B&C

Dated, Chandigarh, 27.4.1988.

A copy is forwarded to the Accountant General (Audit), Haryana, Chandigarh for information and necessary action w.r.t. his letter No. OAD(C)-II/meetings/87-88/1682-83, dated 17.3.88.

*Sd/-*

(K. KUTTAPPAN)

Under Secretary Finance (B),

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.



A copy is forwarded to :-

1. All Financial Commissioners to Govt., Haryana.
2. All Administrative Secretaries to Government, Haryana, for information and necessary action.

2. They are requested to ensure that proposals are sent to Accountant General (Audit), by the Department under their control.

*Sd/-*  
(K. KUTTAPPAN)  
Under Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. All Financial Commissioners to Govt., Haryana,
2. All the Administrative Secretaries to Govt., Haryana.

U.O. No. 22/1/85-2B&C

Dated, Chandigarh, 27.4.1988.

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(Copy of F D. Hr. No. 14/43/88-2 FA dt. 28th April, 1988)

**Subject : Change in the procedure for paying money on Govt. account.**

I am directed to invite your attention to Rule 2.7 of STR. Vol. I, wherein the procedure for paying money on Govt. account in Treasury has been laid down and to state that the matter regarding change of procedure for paying petty amounts not exceeding Rs. 50/- on Govt. account into Treasury had been under consideration of the State Govt. for some time past.

2. After careful consideration in the matter it has been decided that in future all individual amounts not exceeding Rs. 50/- on Govt. account should be accepted direct by the Head of the Office concerned instead of depositing the same into treasury. The Head of the office shall issue a receipt to the depositors in form STR 3 in token of having received the amount. The amount so collected by the Head of the office during a day will be deposited into treasury under proper Head of Account by him on the same day or the next working day after having it entered in the office cash book.

3. It has also been decided that where no departmental arrangement to receive such amount exists, the amount in question can be deposited into Govt. Treasury as per existing Rules.

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**No. 1/8/3PR(FD)-88**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala/Hisar Divisions and  
All Deputy Commissioners in Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 3rd May, 1988**

**Subject : Revision of Pay Scales - Investment of arrears in N.S.C./N.S.S.**

Sir,

I am directed to Haryana Government, Finance Department letter No. 1/8/3PR(FD)-88, dated 101.01.1988 wherein the instructions were conveyed to invest the amount of the arrears of enhanced special pay of the Officers/Official for the period from 1st January, 1986 to 30th June, 1987 in the National Savings Certificates which should be purchased from Post Offices located in Haryana State Territory only. Some of the departments have represented that due to special benefits available in the N.S.S. Account if the above said arrears are allowed to be invested in National Savings Scheme Account, most of the Officers/Officials will prefer to opt for it. The matter has been considered and it has been decided that before investing the amount of arrears option may be obtained from the Officers/Officials to invest the arrears either in National Savings Certificates or N.S.S. Accounts. The N.S.C./N.S.S. Account should be purchased/opened by the respective Drawing and Disbursing Officers from the Post Offices located in Haryana State Territory and handed over to the Officers/Officials concerned.

Yours faithfully,

*Sd/-*

(S.K. Saxena)

Joint Secretary, Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 8(1)-84-WM(6)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh  
and All District & Session Judges in Haryana.

**Dated, Chandigarh, the 3rd May, 1988**

**Subject : Grant of Cycle Advance - Increase in the limit of Cycle Advance from Rs. 400/- to Rs. 600/-.**

Sir,

In continuation of Haryana Government, Finance Department letter No. 8(1)84-WM(6), dated 3rd May, 1984, on the subject, I am directed to say that in view of the increase in cost of bicycle, it has been decided to raise the maximum amount of advance for the purchase of bicycle from Rs. 400/- to Rs. 600/- or the actual price of the bicycle whichever is less. It has further been decided that the advance for the purchase of bicycle will be allowed to all categories of the State employees. However, the recovery from Class I and II categories of officers will be affected in 12 monthly installments and others in 20 monthly installments. Others terms and conditions will remain unchanged.

2. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 2/2/(88)-2PR(FD)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioner, Ambala and Hisar Divisions,  
Deputy Commissioner and  
Sub Divisional Officer (C) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 10th May, 1988**

**Subject : Revision of Pay scales of Haryana Government employees Selection grade of group 'A' posts.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department letter No. 1/9/1PR(FD)-87 dated 29.4.87 wherein it has interalia been laid down that the system of selection grade in Group 'B', 'C' and 'D' has been discontinued, and to say that the doubts have been raised by certain departments whether selection grade system Group 'A' posts still exists or the same has also been discontinued. In this connection it is clarified that the selection grades of Group 'A' posts has been replaced by separate revised scales vide notification No. GSR39/Const./Art.309/87 dated 29.4.87. The pay of the Officers drawing the selection grade in the pre-revised scale prior to 1.1.86 will be fixed in the corresponding replacement scale of the selection grade and this will be considered as selection grade for the post in future also.

Yours faithfully,

Sd/-

(S.K.SHARMA)

Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been modified vide  
Notification No. 2/51/2008-1Pension, Dt. 17.4.09.***

**No. 1/1(4)80-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers(C) in Haryana,  
The Registrar, Punjab and Haryana, High Court.

**Dated, Chandigarh, the 10th May, 1988**

**Subject :** Rationalisation of age limit at 25 years for the purpose of entitlement of family pension for sons & unmarried daughters of a Govt. servant.

Sir,

I am directed to invite a reference to the subject noted above and say that vide Notification No. 1/1(4)80-2FR-II, dated 11th August, 1981, minor son upto the age of 21 years, and un-married daughters upto the age of 24, or marriage whichever is earlier were eligible for family pension. After carefully consideration, the Govt. has now decided that sons and un-married daughters of Govt. servants may continue to get family pension upto the age of 25 years as against the present limit of 21 years and 24 years respectively.

2. An unmarried daughter shall become ineligible for family pension from the date she gets married further the family pension payable to a son or daughter shall be stopped if he or she starts earning his or her livelihood, or attains 25 years of age whichever is earlier.

3. These orders take effect from the date of issue.

Yours faithfully,

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/1(4)80-2FR-II

Dated, Chandigarh, the 10th May, 1988.

A copy is forwarded to the Accountant General, (A&E), Haryana, Chandigarh for information and necessary action.

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Copies are forwarded to the :-

1. The Financial Commissioners, Haryana.
2. All Administrative Secretaries to Government, Haryana, for information and necessary action.

Yours faithfully,

*Sd/-*  
(J.P. NARANG)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. The Financial Commissioners, Haryana,
2. All the Administrative Secretaries to Govt., Haryana.

U.O. No. 1/1(4)80-2FR-II

Dated, Chandigarh, the 10th May, 1988.

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretaries for information of the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretaries.

*Sd/-*  
Under Secretary to Govt. Haryana,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Deputy Chief Minister/Ministers of State/Chief Parliamentary  
Secretaries.

U.O. No. 1/1(4)80-2FR-II

Dated, Chandigarh, the 10th May, 1988.

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***These instructions have been Revised vide  
No. 5 / 70 / 83-1एफ.आर. II, Dated 19.10.1988.***

अवर सचिव सामान्य हरियाणा सरकार की ओर से, आयुक्त एवं सचिव, हरियाणा सरकार वित्त विभाग को लिखे पत्र क्रमांक 17/16/833ए.पी. दिनांक 8.2.88 की प्रति।

**विषय :** विभिन्न देशों में दैनिक भत्तों की दरों का पुनः नियतन करना।

क्या आयुक्त एवं सचिव, हरियाणा सरकार वित्त विभाग उपरोक्त विषय की ओर ध्यान देने की कृपा करेंगे।

2. भारत सरकार के परिपत्र क्रमांक क्यू./एफ.डी./695 दिनांक 31.12.87 अनुलग्नीक सहित मूल रूप में सूचनार्थ तथा आगामी कार्यवाही हेतु भेजी जाती है।

**हरियाणा सरकार  
वित्त विभाग**

**पृष्ठांकन क्रमांक 5/70/83-1एफ.आर. II**

**2576 दिनांक 12.5.88 (12th May, 1988)**

भारत सरकार विदेश मंत्रालय के पत्र क्रमांक क्यू./एफ.डी./695/27/29 दिनांक 19.5.82 की एक प्रति अनुलग्नों सहित सभी विभागाध्यक्षों को सूचनार्थ एवं मार्गदर्शन हेतु भेजी जाती है।

*हस्ता/-*

अवर सचिव, वित्त (आर)

कृते: वित्तियुक्त एवं सचिव, हरियाणा सरकार  
वित्त विभाग।

एक-एक प्रति अनुलग्नों सहित सभी प्रशासकीय सचिवों को सूचनार्थ एवं मार्ग दर्शन हेतु भेजी जाती है।

*हस्ता/-*

अवर सचिव, वित्त (आर)

कृते: वित्तियुक्त एवं सचिव, हरियाणा सरकार  
वित्त विभाग।

सेवा में

सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा: 5/70/83-1एफ आर II/956,

दिनांक 12.5.88, चण्डीगढ़।

**Contd...  
Encl.**



Copy of letter **No. Q/FD/695/1/85 Dated the 31st July, 1987** from Sh. R.S. Mukhija, Deputy Secretary to Govt. of India, Ministry of External Affairs F.D. Section, N. Delhi. to the Chief Secretary, Government of Haryana.

**Subject : Refixation of daily allowance rates.**

In super session of this Ministry's Order of even number dated 8.8.1983 on the above subject, sanction of the President is hereby accorded to the revised daily allowance for Journeys on duty in various countries as in the Annexure. The rates of daily allowance are same through a country.

2. Admissibility of daily allowance for various grades of officers as defined in SR 17 shall be as follows :

a.	HOM/Grade I Officer	Full rates as indicated in the Annexure.
b.	Gr. II/III Officers	75% of the amount admissible to Gr. I Officers.
c.	Grade. IV Officers	33% of amount admissible to grade I Officer.

3. The rates of daily allowance fixed for various grades of officers do not include any element towards cost of transport for official Journeys. Accordingly, the actual cost of taxi or conveyance hire for trips on duty which is considered necessary and reasonable by the Controlling authority will be reimbursed to the officer subject to specific provision of curbs in the sanction order sanctioning the deputation/delegation.

4. As regards accommodation, no monetary ceilings have been prescribed for hotel rentals but instead a panel of hotel is has been drear for all the major cities of the world. The officer is required to arrange accommodation in a hotel on the approved panel and claim reimbursement of the actual hotel on the approved panel and claim reimbursement of the actual hotel room rentals (including service charges, days and other charges. For the cities where approved panel of hotel has not been prescribed, the lowest hotel rate for a particular grade of officer in the capital city of the country shall by the ceiling for hiring accommodation a hotel in such cities. Where the officer makes his own arrangement for accommodation or here accommodation alone is provided free he shall be granted daily allowance at the rate prescribed for his grade.

5. Where an officer is treated as State Guest or has been provided both accommodation and meals free 25% of the daily allowance shall be admissible.

6. No reimburse mediation account of tips, in addition to daily allowance shall be admissible.

7. Where the hotel charges include breakfast charges, the daily allowance shall be reduced by 10%.

8. I.F.S. Officer whose basic pay does not exceed Rs. 999/- p.m. (Pre-revised) are Acierated under SR. 17 as Second Grade Officer for the purpose of daily allowance. This will be subject to relaxation sanctioned in this Ministry's letter No. F.1(4)S.II/56(EAI/57/1/11. dated 23.5.57.

9. In the case of Missions which do not have arrangements to disburse the amount in dollars, there is no objection to the payment of equivalent amount in another convertible currently or local currently.

10. These orders will take effect from 15.7.87.

11. This issues with the concurrence of the Ministry of Finance side their U.O. No. 2086/IV/87 dated 30.7.1987 and Finance Branch of this Ministry vide their U.O. No. 2320/Fin.I/87 dated 31.7.1987.

**Contd...**

**Encl.**

## Annexure to MEA's letter No. Q/FD/695/1/85, Dated 31st July, 1987.

Sr. No.	Name of the Country	Cash Allowance (US.\$)
1.	Afghanistan	50.50
2.	Albania	39.50
3.	Algeria	75.00
4.	American Samoa	47.00
5.	Angola	70.50
6.	Argentina	35.00
7.	Australia	52.50
8.	Austria	67.00
9.	Antigua	75.00
10.	Bahamas, The	75.00
11.	Bahrain	68.00
12.	Bangladesh	46.00
13.	Barbados	68.00
14.	Belgium	75.00
15.	Belize	65.00
16.	Benin	62.50
17.	Bermuda	74.50
18.	Bolivia	47.00
19.	Botswana	40.50
20.	Brazil	37.00
21.	British Virgin Islands	46.00
22.	Brunei	73.50
23.	Bulgaria	53.50
24.	Burkina Faso	55.00
25.	Burundi	55.00
26.	Burma	36.00
27.	Cameroon	75.00
28.	Canada	46.50
29.	Cape Verde	39.00
30.	Cayman Islands	72.00
31.	Central African Republic	59.50
32.	Chad	51.50
33.	Chile	39.00
34.	China	54.50
35.	Colombia	50.50
36.	Comoros	45.00
37.	Congo, Democratic Republic	73.50
38.	Cook Islands	42.00
39.	Costa Rica	48.50
40.	Cuba	42.50
41.	Cyprus	32.50
42.	Ceehoslavalia	42.50
43.	Denmark	75.00
44.	Djibouti	63.00

Sr. No.	Name of the Country	Cash Allowance (US.\$)
46.	Dominican Republic	44.00
47.	El Salvador	42.00
48.	Ecuador	43.50
49.	Equatorial Guinea	42.00
50.	Egypt	48.00
51.	Ethiopia	45.50
52.	Fiji	40.00
53.	Finland	75.00
54.	France	61.00
55.	French Guiana	66.00
56.	Fabon	75.00
57.	Gambia	31.50
58.	Ghana	35.50
59.	Germany(West)	59.00
60.	Germany (East)	75.00
61.	Greece	33.50
62.	Grenada	72.00
63.	Guadeloupe	75.00
64.	Guam	60.00
65.	Guatemala	41.50
66.	Guinea Bissau	63.50
67.	Guinea	62.50
68.	Guyana	71.50
69.	Haiti	41.50
70.	Honduras	56.25
72.	Hong Kong	71.50
73.	Hungary	38.50
74.	Iceland	54.00
75.	Indonesia	41.50
76.	Iran	75.00
77.	Iraq	75.00
78.	Ireland	60.50
79.	Italy	59.00
80.	Ivory Coast	58.50
81.	Jamaica	68.50
82.	Japan	75.00
83.	Jordan	71.00
84.	Kampuchea (Cambodia)	30.00
85.	Kenya	47.00
86.	Kiribati	30.00
87.	Korea, North	43.00
88.	Korea, South	70.50
89.	Lebanon	30.00
91.	Lesotho	30.00

92.	Liberia	56.00
93.	Libya	52.00
94.	Luxembourg	65.00
95.	Macau	45.00
96.	Madagascar	42.00
97.	Malawi	37.50
98.	Malaysia	53.50
99.	Maldives	40.00
100.	Mali	62.50
101.	Malta	52.00
102.	Mauritania	30.50
103.	Mauritius	42.50
104.	Mexico	30.00
105.	Mozambique	45.50
106.	Monaco	48.00
107.	Mongolia	45.00
108.	Montserrat	60.00
109.	Morocco	30.00
110.	Nauru	30.00
111.	Nepal	35.00
112.	Netherlands	75.00
113.	Netherlands Antilles	75.00
114.	New Caledonia	48.00
115.	New Zealand	49.50
116.	Nicaragua	54.00
117.	Niger	59.50
118.	Nigeria	30.00
119.	Nieu	30.00
120.	Norway	74.50
121.	Oman	75.00
122.	Pakistan	39.00
123.	Panama	48.00
124.	Papua New Guinea	64.00
125.	Paraguay	30.00
126.	Peru	40.50
127.	Philippines	47.50
128.	Poland	42.00
129.	Portugal	50.50
130.	Puerto Rico	30.00
131.	Qatar	61.00
132.	Reunion	39.00
133.	Romania	59.50
134.	Rwanda	55.50
135.	Saint Kitts and Nevis	66.00
136.	Saint Lucia	57.00
137.	Saint Vincent and the Grenadines	56.50
138.	Samoa	33.00

139.	Sao Tome and Principe	52.50
140.	Saudi Arabia	75.00
141.	Senegal	62.00
142.	Seychelles	58.50
143.	Sierra Leone	32.00
144.	Singapore	53.50
145.	Solomon Islands	30.00
146.	Somalia	30.00
147.	South Africa	56.25
148.	Spain	75.00
149.	Sri Lanka	30.00
150.	Sudan	75.00
151.	Suriname	49.50
152.	Swaziland	41.00
153.	Sweden	73.00
154.	Switzerland	60.00
155.	Syria	66.00
156.	Tahiti	41.00
157.	Tanzania	43.50
158.	Thailand	38.30
159.	Togo	62.50
160.	Tonga	30.00
161.	Tribldad & Tobago	75.00
162.	Turkey	75.00
163.	Tuvalu	30.00
164.	Tunisia	35.00
165.	Pacific Island	49.00
166.	Upper Velta	30.00
167.	Uganda	53.00
168.	U.A.S	75.00
169.	United Kingdom	66.00
170.	United States	69.00
171.	Uruguay	30.00
172.	US Virgin Islands	30.00
173.	Vanuatu	48.50
174.	Venezuela	31.00
175.	Vietnam	30.00
176.	Yemen	46.00
177.	Yugoslavia	50.50
178.	Yemen Democratic	50.00
179.	Wallis Future Islands	41.50
180.	Zaire	75.00
181.	Zambia	42.00
182.	Zimbabwe	36.00
183.	Martinique	75.00
184.	Turks & Calico	72.50

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**No. 4/4(5)-88-2FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 24th May, 1988**

**Subject : Payment of General Provident Fund balance of the deceased employee as per court orders.**

Sir,

I am directed to invite a reference to rule 13.30 of Punjab C.S.R. Volume-II where in it is provided that when the General Provident Fund amount became payable and if a nomination made by the subscribers in favour of a member or members of his family subsists, the amount standing to his credit in the fund or the part there of to which the nomination relates shall be payable to his nominee or nominees in the proportion specified in the nomination. This matter has been under the consideration of the Government for some time past and after careful consideration it has now been decided that payment of provident fund money in accordance with the nomination earns a valid discharge for the Government but if the court of law decrees that payment should be made to persons other than the nominee (S) before actual payment has been made to the nominee(s), the order of the Court will have to be complied with.

Yours faithfully,

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R),

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 4/4(5)-88-2FR-I

Dated, Chandigarh, the 24.5.1988

A copy is forwarded to the Accountant General, Haryana, Chandigarh with reference to their letter No. Fds. – I/AS-9/87-88/1588 dated 18.1.1988 for information and necessary action.

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R),

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 4/1/87-3FR-II/1451**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala Division and Hisar Division,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court.

**Dated, Chandigarh, the 1st June, 1988.**

**Subject : Grant of Dearness Allowance to Haryana Govt. Employees.**

Sir,

I am directed to invite a reference to Govt. of Haryana Finance Department circular letter No. 4/1/87-3FR-II dated the 1st March, 1988 on the subject noted above, and to say that consequent upon the decision taken by the State Government relating to the dearness allowance, the Governor of Haryana is pleased to decide that dearness allowance shall be paid to Haryana Govt. employees with effect from 1st January, 1988 at the following rates :

Period for which payable	Pay range	Rate of dearness allowance
1-1-88 onwards	Basic pay upto Rs. 3500/-	18% of pay
	Basic pay between 3501 and upto 6000	13% of pay subject to a minimum of Rs. 630/- p.m.
	Basic pay above Rs. 6000/-	11% of pay subject to a minimum of Rs. 780/- p.m.

2. These orders shall apply to the Govt. employees who elect or are brought on to the revised scale of pay under the Haryana Civil Services (Revised scales of pay) Rules, 1987, w.e.f. 1-1-1986 and also to those who elect to retain the scales of pay which prevailed prior to 1-1-1986. In the case of former 'basic pay' for the purpose of calculation of dearness allowance shall be as defined in Rule 2.44 (a) (i) of Punjab C.S.R. Volume I, Part-I (margin) and in the case of latter it will include in addition to pay in the pre-revised scale, dearness allowance and adhoc dearness allowance and interim relief, where admissible appropriate to that pay under order in existence on 31-12-1985.

In the case of employees who are in UGC scales of pay Dearness Allowance, adhoc Dearness Allowance upto 608 CPI (1960 base-100) and interim relief minus excess payment of adhoc relief adjustable as a result of previous revision of 1979 will be treated as Dearness pay for the purpose of calculation of Dearness Allowance.

3. The payment on account of Dearness Allowance involving fraction of 50 paise and above, may be rounded to the next higher rupee and fractions of less than fifty paise may be ignored.

4. The Dearness Allowance will continue to be a distinct element of remuneration and will not be treated as pay within the ambit of Rule 2.44 of Punjab, C.S.R. Volume I, Part-I.

5. The amount of arrears on account of release of the above instalments of dearness allowance w.e.f. 1st January, 1988 up to the 31st May, 1988 shall be credited to the General Provident Fund Account of the Government Employees.

Where any Govt. employee was, during this period, not eligible to subscribe to the General Provident Fund, the amount of arrears shall be invested in the purchase of National Saving Certificates from the Post Offices in the State of Haryana. The National Saving Certificate shall be purchased by the Drawing and Disbursing Officer in the name of Govt. employees concerned and shall be handed over to the latter. The Govt. employees who have retired or had closed their accounts by the time arrears are drawn be paid arrears of dearness allowance in cash. The payment of the aforesaid instalments of dearness allowance in cash shall commence w.e.f. 1-6-1988 i.e., for the month of June, 1988 paid in July, 1988. The deposits under the Contributory Provident Fund Account will, however, not be eligible for corresponding contribution from Government.

6. These orders are also applicable to work charged employees.

7. These orders will not apply to :-

- (i) Staff paid from contingencies.
- (ii) Casual labour,
- (iii) Staff employed as Daily wages and those working on piece rate system;  
and
- (iv) those employed on contract basis except where dearness allowance would continue to be the same as in force at present.

8. The general conditions of payment of dearness allowance would continue to be the same as in force at present.

Yours faithfully,

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R),

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**IMMEDIATE****Subject : Constitution of a Committee to effect economy in Government expenditure.**

Will all the Administrative Secretaries to Government, Haryana, kindly refer to the subject cited above ?

2. There is need for utmost economy in unproductive expenditure to enable the State Government to Finance Developmental programmes. With this end in view, it is desired that the existing plan and non-plan schemes/projects are reviewed and examined so that maximum economy is effected to augment resources. For this purpose, it has been decided to constitute a Committee consisting of the following Members, which will scrutinise the department's proposals :-

1.	Chief Secretary	Chairman
2.	Financial Commissioner & Secretary to Govt., Haryana, Finance Department.	Member
3.	Principal Secretary to Chief Minister	Member
4.	Administrative Secretary of the Department concerned	Member
5.	Head of Department Concerned	Member
6.	Mrs. Meenaxi Anand Chaudhry, C.L.E.	Member Secretary

3. In order to implement the decision effectively the Administrative Secretaries will have a close look at the plan and non-plan budget of their departments and give concrete suggestions where cuts in expenditure can be applied or economies can be effected. The concerned department will be required to produce a paper to this effect for the consideration of the above Committee.

4. It is, therefore, requested that action in the matter may please be taken accordingly.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

**U.O. No. 5/6/88-1B&C**

**Dated, Chandigarh, the 3rd June, 1988**

A copy is forwarded to the Chief Secretary to Government, Haryana, for information and necessary action with reference to his note dated 30.5.1988.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Chief Secretary to Govt., Haryana.

U.O. No. 5/6/88-1B&C,

Dated, Chandigarh, the 3.6.88

Endst. No. 5/6/88-1B&C

Dated, Chandigarh, the 3.6.88

A copy is forwarded to all the Heads of Departments in Haryana, for information and necessary action.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 13/2(1)2000-5FR-I, Dated 07.01.2000.***

**No. 13/5(13)/88-5FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala/Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 8th June, 1988**

**Subject : Deputation of Government employees to other State Governments including Central Govt. or Bodies/Companies/Corporations - Deputation Allowance.**

Sir,

I am directed to invite a reference to the Haryana Government Finance Department Circular letter No. 13/(5)/86-5FR-I, dated 20th February, 1986 on the subject noted above and to say that under the pre-revised pay scales deputation allowance to the Haryana Government employees when deputed to the Governments/ bodies mentioned in para-1 of the above referred letter was admissible at the rate of 10% of the pay subject to a maximum of Rs. 100/- per mensem and further subject to the condition that pay plus deputation allowance should not exceed the maximum of the pay scale of the post held on deputation in all cases whether the transfer of the employee concerned on deputation involved the change of station or not. A question has arisen as to whether the same percent age holds good if the revised scales also. The State Government have considered the matter and it has now been decided that the deputation allowance at the rate of 5% subject to a maximum Rs. 100/- will be on the same conditions as laid down in the Haryana Governments letter referred to above in the revised scales. of pay which are applicable with effect from 1-1-86 or from the date an employee draws pay in the revised scale of pay in accordance with the Haryana Civil Services (Revised Pay) Rules, 1987. The instructions issued by the Haryana Government, Finance Department letter. No. 3/1/PR(FD)-87, dated the 29th April, 1987 may be deemed, to have been modified.

2. Those employees who were drawing maximum pay of the pre-revised pay scale, and were not entitled to deputation allowance may also be allowed deputation allowance in case they fulfill all the conditions mentioned in Haryana Government, Finance Department letter No. 13/5(5)/86-5FR-I, dated the 20th February, 1986.

Yours faithfully,

Sd/-

(J. P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 13/5(13)/88-5FR-I,

Dated, Chandigarh, the 8th June, 1988

A copy is forwarded to the Accountant General, (i) Accounts & Entitlement, (ii) Audit, Haryana, Chandigarh for information & necessary action.

Sd/-  
(J. P. NARANG)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the :-

Financial Commissioners, Haryana,  
Administrative Secretaries to Govt., Haryana, for information and necessary  
action.

Sd/-  
(HOSHIAR SINGH DANGI)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioners, Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 13/5(13)/88-5FR-I,

Dated, Chandigarh, the 8th June, 1988

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary for information of the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

Sd/-  
(HOSHIAR SINGH DANGI)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/  
Chief Parliamentary Secretary.

U O. No. 13/5(13)/88-5FR-I,

Dated, Chandigarh, the 8th June, 1988.

***These instructions have become obsolete.***

**No. 4/4(17)/88-2FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 8th June, 1988**

***Subject : Delay in submission of Final Payment cases.***

Sir,

I am directed to invite a reference to the subject noted above and to say that Note-2 below Rule 13.31 of Punjab C.S.R. Volume-II provides that all the Heads of Departments/ Offices to ensure the submission of applications for final payment of General Provident Fund of subscribers six months prior to the respective dates of their superannuation to the office of the Accountant General, Haryana. These provisions of Rule are not being strictly followed by most of the D.D.O's in the State. Accountant General, Haryana has intimated that he received 3154 cases during the year 1987-88 out of which 127 cases were sent after the dates of Retirement/Superannuation of the subscribers. This practice results in delay in finalization of the cases and causes financial hardships to the subscribers. It is, therefore, requested that the provisions of rules mentioned above may kindly be strictly complied with. You are, therefore, requested to bring these instructions to the notice of all D.D.O. working under you and control for strict compliance.

Yours faithfully,

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 11/47/88-1FR-II**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioners Ambala and Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 10th June, 1988**

**Subject : Cash equivalent of leave salary to be paid to the family of Govt. employee who dies while in service.**

Sir,

I am directed to invite a reference to Haryana Govt., Finance Department circular letter No. 11/5(2)-79-1FR-II, dt. 7.4.79, on the subject noted above and to clarify that the decision regarding increase in the maximum limit of leave encashment from 180 days to 240 days w.e.f. the 1st July, 1986, will also be admissible to the families of employees who die in service. Other conditions will remain unchanged.

2. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

*Sd/-*

(J.P. Narang)

Joint Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 11/47/88-1FR-II

Dated, Chandigarh, the 10.6.88

A copy is forwarded to the Accountant General, Haryana (i) A&E (ii) Audit, Chandigarh for information.

*Sd/-*

(J.P. Narang)

Joint Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

All the Financial Commissioners in Haryana and  
All the Administrative Secretaries to Government, Haryana for information and  
necessary action.

*Sd/-*

Under Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners in Haryana and  
All the Administrative Secretaries to Govt., Haryana.

U.O. No. 11/47/88-1FR-II

Dated, Chandigarh, the 10.6.88

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Dy. Chief Ministers/Ministers, Ministers of State/Chief Parliamentary Secretaries for the information of the Chief Minister/Dy. Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretaries.

*Sd/-*

Under Secretary, Finance (R),  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/  
Parliamentary Secretary.

U.O. No. 11/47/88-1FR-II

Dated, Chandigarh, the 10.6.88.

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**These instructions have been revised vide  
No. 16/102/2010-4B&C, Dt. 09.11.2010.**

क्रमांक 16 / 1 / 88—4ब.वक.

प्रेषक

वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

हरियाणा सरकार के सभी विभागाध्यक्ष/  
आयुक्त, अम्बाला तथा हिसार मण्डल  
तथा सभी उपायुक्त।

दिनांक 16 जून, 1988 (16th June, 1988)

**विषय :** सरकारी गाड़ियों के पी.ओ.एल./डीजल के खर्चों में बचत।

महोदय,

मुझे एक बार पुनः निर्देश हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर वित्त विभाग के परिपत्र क्रमांक 570—1बी. एण्ड सी.—74/8007, दिनांक 1.3.74 (प्रति संलग्न है) की ओर दिलाऊँ जिसके अनुसार सरकारी गाड़ियों पर पी.ओ.एल./डीजल के खर्चे सम्बन्धी राशि को खजाना से निकलवाने बारे विस्तार पूर्वक प्रणाली वर्णन की गई थी और कहा गया था कि पी.ओ.एल./डीजल चार्जिज सम्बन्धी contingent bill अलग बनाए जाएँ और उनमें अन्य कन्टीजैन्ट खर्चा शामिल न किया जाये ताकि ये बिल दूसरे contingent bill से आसानी से distinguish किये जाने सम्भव हो सकें। पी.ओ.एल./डीजल चार्जिज के इन contingent bill के साथ आदान अधिकारी बराबर की राशि के कूपन्ज लगाएंगे जोकि खजाना अधिकारी बिल के पास करते समय डिफेस कर देंगे।

2. सरकार के ध्यान में आया है कि कुछ विभागों द्वारा इन हिदायतों की दृढ़ता से पालना नहीं की जा रही है और पी.ओ.एल./डीजल चार्जिज बिल बिना कूपन्ज के लगाए खजाना कार्यालयों द्वारा पास कर दिए जाते हैं। ये एक गम्भीर मामला है। अतः आपसे अनुरोध है कि हिदायतों की दृढ़ता से पालना की जाए अन्यथा ये विभाग की जिम्मेदारी होगी और उनके विरुद्ध अनुशासनिक कार्यवाही की जायेगी।

3. ऐसा भी देखने में आया है कि चण्डीगढ़ स्थित कार्यालय के कर्मचारी जो कूपन्ज व्यक्तिगत रूप से वित्त विभाग से प्राप्त करते हैं वे अपने श्रेणी चार के कर्मचारी को बिना किसी authority के कूपन्ज प्राप्त करने हेतु भेजे देते हैं। जबकि ये कूपन्ज भी एक केस की तरह ही होते हैं। अतः अनुरोध है कि क्लास III के कर्मचारी को पूर्ण authority सहित ये कूपन्ज प्राप्त करने हेतु भेजा जाया करें। उनसे यह भी अनुरोध है कि ये अपने कूपन्ज की मांग हर तिमाही के समाप्त होने से एक सप्ताह पूर्व भेजा करें तथा तिमाही के पहले सप्ताह में ये कूपन्ज विभाग से 12 बजे (दोपहर) से 1 बजे सांय तक प्राप्त कर लिया करें।

4. कृपया इस पत्र की पावती भेजी जाए।

हस्ता: /—

अधीक्षक, बजट एवं कमेटी,  
कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

एक-एक प्रति हरियाणा सरकार के सभी प्रशासकीय सचिवों को वित्त विभाग के अ० क्रमांक 570-1बी. एण्ड. सी.-74/8007, दिनांक 1.3.74 (प्रति संलग्न है) के संदर्भ में सूचनार्थ तथा आव०यक कार्यवाही हेतु भेजी जाती है।

हस्ताः/—

अधीक्षक, बजट एवं कमेटी,  
कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

हरियाणा सरकार के सभी प्रशासकीय सचिव ।

अशा. क्रमांक 16/1/88-4ब.वक.

दिनांक 16 जून, 1988

पृ० क्रमांक 16/1/88-4ब.वक.

दिनांक 16 जून, 1988

एक-एक प्रति निम्नलिखित को :-

निदेशक, खजाना तथा लेखा विभाग, हरियाणा।  
सभी जिला खजाना अधिकारी तथा सहायक खजाना अधिकारी, हरियाणा।

वित्त विभाग के परिपत्र क्रमांक 570-1बी. एण्ड सी.-74/8007, दिनांक 1.3.74 (प्रति संलग्न है) के संदर्भ में सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ताः/—

अधीक्षक, बजट एवं कमेटी,  
कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notification**

**The 17th June, 1988**

**No. G.S.R.53/Const./Art.309/Amd(3)/88.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him, in this behalf the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Services (Revised Pay) Rules, 1987 namely :-

1. (1) These rules may be called the Haryana Civil Services (Revised Pay) Third Amendment Rules, 1988.

(2) These rules shall be deemed to have come into force on 1st day of January, 1986.

2. In the Haryana Civil Services (Revised Pay) Rules, 1987, in rule 8, for the fourth proviso, the following proviso shall be substituted namely:-

"Provided further that in the case of Government employees who were in receipt of adhoc increment(s) on their stagnating at the maximum of the existing scale pay as on the 1st day of January, 1986, one more increment in the revised scale shall be allowed to them on the 1st day of January, 1986 in addition to the adhoc increment(s) already earned by them up to 1st January, 1986."

B.S. OJHA  
Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**(REGULATION)**

**Notification**

**The 17th June, 1988**

**No. G.S.R.52/Const./Art.309/Amd(1)/88.**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Services (Revised Pay) Rules, 1987, namely :-

1. (1) These rules may be called the Haryana Civil Services (Revised Pay) Second Amendment Rules, 1988.

(2) These rules shall be deemed to have come into force on 1st day of January, 1986.

2 In the Haryana Civil Services (Revised Pay) Rules, 1987, in the first schedule, in part 'B', under the heading "E-Miscellaneous" :-

- (a) against the post of "Sub-Divisional Clerk", under Column 4, the words and brackets "(Without Special Pay)" shall be added; and
- (b) under Group-A against serial number 2, under Column 2, for the words "Assistant Director/Principal Technical (B)", the words "Principal Grade 'A'/Assistant Director, Technical (A)" shall be substituted.

B.S. OJHA  
Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have become obsolete.***

**MOST IMMEDIATE**  
**DATE BOUND**

**No. 1/9/1PR(FD)-87**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner of Ambala/Hisar Divisions,  
Deputy Commissioners and Sub Divisional Officers (C) in Haryana.  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 20th June, 1988**

**Subject : Revision of Pay Scale of Haryana Govt. employees – Representation regarding removal of anomalies.**

Sir,

I am directed to invite your attention to the subject noted above and to inform you that Pay Anomalies Commission will entertain representations in such cases where anomalies are left as a result of revision of pay scales w.e.f. 01.01.1986. Those employees who could not represent earlier may be asked to submit their representation by 30th June, 1988 and their representations may be sent to Pay Anomalies Commission alongwith your specific comments/recommendations indicating the financial implications involved through the Administrative Department by 15th June, 1988. The representation receive earlier & held up by the Department for what so ever reasons may also be forwarded to the Chairman Pay Anomalies Commission by the prescribed date. The representations received after the stipulated period will not be entertained in any case. This may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-  
(Sushil Kumar)  
Deputy Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notifications**

**The 4th July, 1988**

**No. 11/47/85-4FD-III-88(1925).—** In exercise of the powers conferred by clause (2) of article 283 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Punjab Financial Rules, Volume II, in its application to the State of Haryana, namely :-

1. These rules may be called the Punjab Financial Vol. II (Haryana 1st Amendment) Rules, 1988.
2. In the Punjab Financial Rules, Volume II in Appendix 14, in Annexure II in Schedule 'B' after condition 18 the following condition shall be added :-

**“18(a)** The Arbitrator and his subordinate staff shall be paid a fee of Rs. 100/- per hearing subject to a maximum of Rs. 500/- in each case provided that out of this amount 20% will be payable to his staff. The arbitration fee will be borne equally by the Govt. and by the party concerned. The parties, other than the Govt., shall deposit their share in shape of Call deposit receipt in favour of Director, Supplies and Disposals, Haryana before the announcement of award by the Arbitrator. In case the arbitration proceedings are conducted ex parte, and the award is announced against the Govt., then entire amount shall be payable by the Director, Supplies and Disposal, Haryana, but where the ex-parte award is announced in favour of the Govt. the share of the opposite party shall form part of claim and shall be recoverable from the said party.”

B.S. Ojha  
Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 11/47/85-4FD-III/88 (1925)

Dated 24.8.1988

A copy is forwarded to the A.G. Haryana, (Audit/Accounts & Entitlement) Chandigarh for information.

*Sd/-*  
Under Secretary, Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 11/47/85-4FD-III/88 (1925)

Dated 24.8.1988

A copy is forwarded to :-

All the Heads of Departments.  
Deputy Administrative Secretaries, for information.

*Sd/-*  
Under Secretary, Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

All the Financial Commissioners,  
All the Administrative Secretaries.

All the Secretaries/Private Secretaries to the Chief Minister/Dy. Chief Minister/  
Ministers/State Ministers/Chief Parliamentary Secy./Secretaries for information.

*Sd/-*

Under Secretary, Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners,  
All the Administrative Secretaries,  
All the Secretaries/Private Secretaries to the Chief Minister/  
Dy. Chief Minister/Ministers/State Ministers/Chief Parliamentary  
Secretary/Secretaries.

U.O. No. 11/47/85-4F.D.III/88 (1925)

Dated 24.8.1988

No. 11/47/85-4F.D.III/88 (1925)

Dated 24.8.1988

A copy is forwarded to the Controller, Printing & Stationery, U.T. Chandigarh for  
information and necessary action.

He is requested to take steps regarding Printing of the notification in Haryana Govt.  
Gazette part-I immediately 250 spare copies of the notification with endorsement may also  
please be supplied at an early date.

*Sd/-*

Under Secretary, Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been reiterated vide  
No. 4/4(16)/86-2FR-I, Dated 09.04.1991.***

**No. 4/4(16)/86-2FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Department,  
Commissioners Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 7th July, 1988**

***Subject : Appraisal Reports regarding deficiencies noticed in the inputs received from the departments for the purpose of maintaining G.P. Fund accounts of the subscribers in the office of A.G., Haryana.***

Sir,

I am directed to invite a reference to the Subject noted above and to say that Accountant General Haryana has intimated that as a result of the appraisal of the various inputs received from the State Govt. Departments for the purpose of maintaining G.P. Fund Accounts of the subscribers in his office a number of deficiencies have been noticed by him which are listed in the Annexure to this letter. These deficiencies not only lead to discrepancies in the account of the subscribers but also causes unavoidable delay in the final payment of provident fund balances to the subscribers or their family members and sometimes became a source of much hardship to them

2. In view of above, it is requested that suitable measures may be adopted to ensure that these deficiencies are removed and do not occur in future while sending inputs to the Accountant General, Haryana. It is also requested that the Heads of Departments/Controlling Officers may ensure the compliance of these instructions carefully.
3. These instructions may kindly be brought to the notice of all concerned
4. Kindly acknowledge receipt of this letter

Yours faithfully,

*Sd/-*

(J.P.NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 4/4(16)/86-2FR-I

Dated, Chandigarh, the 7.7.88

A copy is forwarded to the Accountant General Haryana, Chandigarh for information with reference to his letter No. Fds.I/reports/88-89/548-549, dated 7.6.89

*Sd/-*  
(RAJINDER MOHAN)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the :-

All the Financial Commissioners, Haryana.  
All the Administrative Secretaries to Govt. Haryana;  
for information & necessary action.

*Sd/-*  
(RAJINDER MOHAN)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners, Haryana.  
All the Administrative Secretaries to Govt., Haryana.

U.O. No. 4/4(16)/86-2FR-I

Dated, Chandigarh, the 7.7.88

A copy is forwarded to the Principal Secretary/Additional Principal Secretary/ Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Ministers/Ministers/ Ministers of State/Chief Parliamentary Secretary for the information of the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*  
(RAJINDER MOHAN)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department

To

The Principal Secretary/Additional Principal Secretary/Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Ministers/  
Ministers/Ministers of State/Chief Parliamentary Secretary.

U.O. No. 4/4(16)/86-2FR-I

Dated, Chandigarh, the 7.7.88.

**Contd...**  
**Encl.**

**ANNEXURE**

Deficiencies noticed in the inputs received from the State Govt. Departments in maintaining G.P.Fund Accounts of the subscribers in this office.

1. In a number of cases wrong G.P.Fund Account Numbers are quoted wrongly in the G.P.Fund Schedules.
2. G.P.Fund Schedules are not prepared in serial orders of G.P.Fund account numbers.
3. In some cases, G.P.Fund account numbers are not mentioned against the names of the subscribers in the G.P.Fund schedules.
4. Details of withdrawals and last Fund Deductions are not shown in the final payment cases.
5. The Heads of Departments do not supply a list of subscribers due to retire during the next 24 months on 1st January and 1st July to this office.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notification**

**The 15th July, 1988**

**No. G.S.R.55/Const./Art.283/88.**— In exercise of the powers conferred by clause (2) of article 283 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Punjab Financial Rules, in their application to the State of Haryana, namely :-

1. These rules may be called the Departmental Financial (Haryana First Amendment) Rules, 1988.
2. In the Departmental Financial Rules (hereinafter referred to as the said rules) in 10.2 :-
  - (a) For serial numbers 1 and 2 and entries there against, the following serial numbers and entries there against shall be substituted namely :

1	2	3	4	
1	To sanction purely temporary stock limits of a Division, such increases to be absorbed within six months from the date of increase	(i)	Chief Engineer	Full Powers
		(ii)	Superintending Engineers	Upto 25 percent

- (b) For serial numbers 4, 5 and 6 and entries there against, the following serial numbers and entries there against shall be substituted namely :

1	2	3	4	
4	To Purchase tents	(i)	Chief Engineer	Rs. 10,00,000
		(ii)	Superintending Engineers	Rs. 50,000
5	To Purchase office furniture for new office	(i)	Chief Engineer	Rs. 50,000
		(ii)	Superintending Engineers	Rs. 20,000
		(iii)	Executive Engineers	Rs. 5,000
6	To sanction the purchase, manufacture and repair of articles including special tools and plants except purchase of motor vehicles	(i)	Chief Engineer	Rs. 15.00 lacs
		(ii)	Superintending Engineers	Rs. 1.00 lacs
		(iii)	Executive Engineers	Rs. 5,000

- (c) For serial numbers 9 and entries there against, the following serial number and entries there against shall be substituted namely :



9	To purchase or manufacture of material to be used on works	(i)	Chief Engineer	Rs. 5.00 lacs
		(ii)	Superintending Engineers	Rs. 50,000
		(iii)	Executive Engineers	Rs. 10,000

(d) For serial numbers 11, 12, 13, 14 and 15 and entries there against, the following serial number and entries there against shall be substituted namely :

11	To sanction/purchase or manufacture or repair of special tools and plants (excluding live-stock and office furniture) chargeable to works under—“(a) Extension and improvement” (b) maintenance and repairs		Executive Engineers	Rs. 5,000
12	To sanction the purchase or manufacture of tools and plants including special tools and plants (excluding live-stock tents and office furniture) chargeable to revenue accounts or to the general		Executive Engineers	Rs. 5,000
13	To sanction repairs and carriage of Tools and Plants		Executive Engineers	Rs. 5,000
14	To purchase mathematical instruments, including leveling staves against sanctioned estimates	(i)	Chief Engineer	Rs. 1.00 lacs
		(ii)	Superintending Engineers	Rs. 25,000
		(iii)	Executive Engineers	Rs. 5,000 Full powers in case details of instruments to be purchased are specified in estimates sanctioned by higher authority.

(e) For serial numbers 18 and entries there against, the following serial number and entries there against shall be substituted namely :

18	To sanction carriage and handling charges of stock materials chargeable to stock		Executive Engineers	Full powers subject to the limits of sanctioned estimates or budget allotment whichever is less—
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3. In the said rules, in rule 10.3, for serial numbers 1, 2 and 3 and entries there-against the following serial numbers and entries there-against shall be substituted, namely :

1	To sanction estimates for the purchase or manufacture of material to be used on works	(i)	Chief Engineer	Rs. 15.00 lacs
		(ii)	Superintending Engineers	Rs. 3.00 lacs
2	To sanction estimate for repairs and carriage of tools and plants including special tools and plants	(i)	Superintending Engineers	Full Powers
		(ii)	Executive Engineers	Rs. 5,000 subject to the budget provision of the Division
3	To sanction estimates for the purchases and manufacture of Tools and plants including special Tools and plant	(i)	Chief Engineer	Rs. 5.00 lacs
		(ii)	Superintending Engineers	Rs. 1.00 lac subject to the budget provision.

4. In the said rules, in rule 10.4.— (a) for serial numbers 3 and entries there-against the following serial numbers and entries there-against shall be substituted, namely :

3	To convey administrative approval to proposals for works other than residential buildings	(i)	Chief Engineers	Rs. 4.00 lacs
		(ii)	Superintending Engineers	Rs. 1.00 lac

- (b) For serial numbers 5, 6, 7 and 7A and entries there-against, the following serial numbers and entries there-against shall be substituted, namely :

5	To convey administrative approval to working estimates for works other than residential buildings forming a part of project estimates specially approved by the Finance Department/Government Sanitary Board in case of Public Health Branch.	(i)	Chief Engineer	Rs. 45.00 lacs
		(ii)	Superintending Engineers	Rs. 5.00 lacs
		(iii)	Executive Engineers	Rs. 25,000

6	To convey administrative approval to estimates of capital expenditure on the construction or purchase of residences for Government Employees to meet the requirements of their respective departments.	(i)	Chief Engineer	Rs. 5.00 lacs
		(ii)	Superintending Engineers	Rs. 25,000
7	To convey administrative approval to estimates of expenditure on works in connection with existing residential buildings to meet the requirements of all the departments.	(i)	Chief Engineer	Rs. 25,000
		(ii)	Superintending Engineers	Rs. 5,000
7A	To convey administrative approval to expenditure in connection with Public Works Department Rest Houses/Inspection Bungalows, Civil Rest Houses/Dak Bungalows.	(i)	Chief Engineer	Rs. 50,000
		(ii)	Superintending Engineers	Rs. 5,000
		(iii)	Executive Engineers	Rs. 2,000

(c) For serial number 9 and entries there-against the following serial number and entries there-against shall be substituted, namely :

9	Administrative approval to the expenditure on the works chargeable to the open Capital Account of a completed project to the capital other than those connected with building intended to be used as a residence of a Government servant or Works.		Chief Engineer	Rs. 10.00 lacs
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5. In the said rules, in rule 10.5,—“(a) for serial number 1 and entries there-against the following serial numbers and entries there-against shall be substituted, namely :

1	To accord technical sanction to detailed estimates of original works and special repairs	(i)	Chief Engineer	Full powers up to 5% in excess of the amount of administrative approval
		(ii)	Superintending Engineers	Rs. 10.00 lacs subject to 5% maximum excess over administrative approval i.e. total amount of the revised estimate will not exceed Rs. 10.00 lacs subject to

				condition that rates provided in the estimates are not higher than those provided in the Haryana Schedule of Rates;
		(iii)	Executive Engineers	Rs. 1.00 lac

(b) For serial numbers 3, 4 and 5 and entries there against, the following serial number and entries there against shall be substituted namely :

3	To accord technical sanction to estimates for maintenance and repair.	(i)	Chief Engineer	Full Powers
		(ii)	Superintending Engineers	Rs. 5.00 lacs
		(iii)	Executive Engineers	Rs. 20,000
4	To sanction new works or addition chargeable to extension and improvement.		Executive Engineers	Rs. 10,000

(c) Serial numbers 6 and 8 and entries there-against shall be omitted :

(d) For serial numbers 10, 11, 12, 13, 14, 15, 16, 17, 18 and 19 and entries there against, the following serial number and entries there against shall be substituted namely :

10	To sanction detailed estimates chargeable to the general for subsidiary estimates of a project (relates to Irrigation Branch only).		Superintending Engineers	Rs. 2.00 lacs (unconditionally) Rs. 5.00 lacs when type and design are approved.
11	To sanction detailed estimates for works chargeable to the general for subsidiary estimates of a sanctioned project.		Executive Engineers	Rs. 20,000
12.	To sanction estimates technically within limits of budget allotment for maintenance of works during construction, chargeable to project estimates.	(i)	Superintending Engineers	Rs. 50,000
		(ii)	Executive Engineers	Rs. 10,000
13.	To sanction works for other departments, in case of urgency when there is no local authority of the department concerned.		Superintending Engineers	Rs. 20,000
14	To sanction expenditure on survey and	(i)	Chief Engineer	Rs. 5.00 lacs

	other preliminary works connected with the preparation of estimates chargeable to minor head works and other charges falling under all heads of accounts.	(ii)	Superintending Engineers	Rs. 20,000
		(iii)	Executive Engineers	Rs. 2,000
15	To sanction estimates for observing river discharges.		Superintending Engineer (only for Irrigation Branch)	Rs. 40,000
16.	To divert provision for contingencies of sanctioned estimates to new works or repairs not provided for in the estimates.	(i)	Superintending Engineers	Full powers
		(ii)	Executive Engineers	Rs. 5,000
17	To sanction subsidiary works for large projects other than productive public works.	(i)	Chief Engineer (for Irrigation Branch)	Rs. 1.00 lacs
		(ii)	Superintending Engineers (for Irrigation Branch)	Rs. 20,000

(a) For serial numbers 22 and 23 and entries there against, the following serial number and entries there against shall be substituted namely :

22	To sanction estimates for the construction of new drains etc., chargeable to major head-works-drain works.	(i)	Chief Engineer (for Irrigation Branch)	Rs. 5.00 lacs ordinarily 10.00 lacs in case of emergency.
		(ii)	Superintending Engineers (for Irrigation Branch)	Rs. 50,000

6. In the said rules, in the rule 10.6, for serial number 1, 2 and 3 and entries there-against, the following serial numbers and entries there-against shall be substituted, namely :

1	To accept tenders for the execution of works by contract.	(i)	Chief Engineer		Full powers
		(ii)	Superintending Engineers	(i)	Full powers upto Rs. 5.00 lacs
				(ii)	Rs. 10.00 lacs when the tendered rates are not more

				than 5 percent over Haryana schedule of rates plus sanctioned premium and non-scheduled item do not exceed 10% of the estimates.
		(iii)	Executive Engineers	Rs. 2.00 lacs subject to the condition that—
				(i) Approval of next higher authority is obtained if a tender other than the lowest is to be accepted and also if single tender is to be accepted.
				(ii) No higher rates are paid than those contained in the Haryana Schedule of Rates or in the sanctioned estimates.

7. In the said rules, in rule 10.8, for serial number 1, 2, 3, 4 and 5 and entries there-against, shall be omitted.
8. In the said rules, in rule 10.9, for serial number 1 and 2 and entries there-against, the following serial numbers and entries there-against shall be substituted, namely :

2	To deal finally with all excess on the amount of original estimates sanctioned by himself or by a higher authority.	(i)	Chief Engineers	Full powers upto 5 percent excess over sanctioned estimates.
		(ii)	Superintending Engineers	Upto a limit of 5 percent of the sanctioned estimates of Rs. 2500 whichever is more, provided that the amount does not exceed the limit of their powers to sanction estimates technically.

9. In the said rules, in rule 10.10, for serial number 1 and entries there-against, the following serial numbers and entries there-against shall be substituted, namely :

1	To adjust balance of manufactures operationing all cases in which the rates of out-turn would not be increased by more than 10% over the estimates or current stock.	(i)	Chief Engineers	Full powers
		(ii)	Superintending Engineers	Rs. 1.00 lacs
		(iii)	Executive Engineers	Rs. 10,000

B.S. OJHA,  
Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been revised vide  
No. 68/2/89/FD/Pension/SAP, Dt. 5.3.90.***

**No. 68/1/88/FD/Pension/SAP**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana State,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 19th July, 1988**

**Subject :** Instructions regarding expeditious disposal of Pension Cases.

Sir,

I am directed to invite a reference to letters quoted in the margin (1. No. 1347-FD (Pen)-76/43596, dt. 23.12.76; 2. No. 1830-FD (Pen)-77/32962, dt. 31.10.77) on the subject noted above and to say that with a view to further accelerate the disposal of Pension/Gratuity Cases of the Haryana Govt. employees, Government has further considered the matter and the following decision have been taken :-

- (i) **Time Table:** The Pension cases of the retiring Govt. servants should be sent by all the departments to the Accountant General, Haryana one year before the date of retirement for issuing Certificate & Report instead of eight months. The remaining procedure contained in the letters referred in the margin shall remain unchanged.
- (ii) **Check List:** A Check list of all the points should be maintained in case of all retirees in which they should indicate which objections have been removed and which objections are pending for settlement.
- (iii) **Pension Cases Register:** A separate register should be maintained for pension cases which would show position of recovery case:-, court cases, enquiry cases of retirees with the latest position and also the latest position about the pending pension cases.
- (iv) **Issuance of 'NDC':** Action should be taken strictly according to the procedure for getting 'NDC' in favour of Govt. servants according to the instructions issued by the Haryana Govt. in this regard as quoted in the margin. (No. 315-FD(Pen)-SAP-77/7516, dt. 17-3-77, No. 68/1/82/FD-(Pension)-SAP, dt. 24-9-1982.) In case of non-vacation of Government accommodation, surety in favour of retiree may be obtained and issuance of NDC may be considered.



- (v) **Monthly Meetings with Accountant General, Haryana:** The Departments should hold monthly meetings with the concerned branch of the Accountant General, Haryana and objections regarding pension cases should be settled on the spot. But the revival of this system should not be taken as a substitute for replying to the objections/queries raised by the Accountant General, Haryana in the Certificate & Report.
- (vi) **Completion of Service Books :** Special efforts should also be made by the departments to complete the service books of their employees at the earliest.
- (vii) **Pension Forms :** It should be ensured by all the departments that Pension Forms are made available in sufficient quantities in the offices of all the appointing authorities.

2. You are requested that the above decisions may please be brought to the notice of all the Officers/Officials dealing with the Pension Cases working under your control and in your sub-offices also for strict compliance and for their proper implementations.

Yours faithfully,

*Sd/-*  
Under Secretary Finance (Pension)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 68/1/88/FD/Pension/SAP

Dated, Chandigarh, the 19th July, 1988.

A copy is forwarded to the Accountant General, Haryana (Accounts), Chandigarh for information.

*Sd/-*  
Under Secretary Finance (Pension)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioners, Haryana.  
All Administrative Secretaries to Government, Haryana;  
for information and necessary action.

*Sd/-*  
Under Secretary Finance (Pension)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioners, Haryana.  
All Administrative Secretaries to Govt., Haryana.

No. 68/1/88/FD/Pension/SAP

Dated, Chandigarh, the 19th July, 1988.

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Copy of letter **No. 2/7/81-WM(1), Dated, Chandigarh, the 29th July, 1988** from the Financial Commissioner & Secretary to Govt., Haryana, Finance Department, addressed to All Heads of Departments etc. etc.

**Subject : Loans and Advances to Government employees.**

I am directed to address you on the above subject and to say that it is observed that the cases of the loans and advances of Haryana Government employees which are forwarded to the Finance Department for earmarking of the funds are not thoroughly examined according to Rules and Instruction issued by the Finance Department from time to time.

2. It is, therefore, re-emphasised and reiterated that :-

- (1) The cases of loans and advance should be examined carefully in accordance with the Rules and Instructions issued by the Finance Department from time to time and only complete cases in all respects should be forwarded to Finance Department to avoid inconvenience and wastage of time in correspondence.
- (2) The loans and advance cases of employees on deputation with Boards/Corporation or with other departments should be forwarded by the parent department and not by the department where the employee is actually working. If the applications are got forwarded through the borrowing department, the disciplinary action may be taken against the official concerned. It may be ensured that the applications are forwarded by the parent department only.
- (3) Generally the Utilisation Certificates are not forwarded to the Finance Department by the respective department, which results delay in releasing of subsequent installment(s). The Utilisation Certificate under the signature of the loanee should be forwarded to the Finance Department. It should also be ensured that the Utilisation certificates are in accordance with the rules/instructions issued by the Finance Department from time to time.
- (4) The individual ledger accounts of loanees should also be opened by the Drawing and Disbursing Officers.
- (5) The employees should be asked not to correspond directly with the Finance Department. This should be done through the Heads of the Department.
- (6) These Instruction may please be brought to the notice of Officers/Officials working under your control.

Kindly acknowledge receipt.

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***These instructions have been substituted  
vide same No. & date.***

**IMMEDIATE**

**No. 5/6/88-1B&C**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments  
in Haryana.

**Dated Chandigarh, the 11th August, 1988**

***Subject : Economy in expenditure - Economy in touring.***

Sir,

I am directed to invite attention to the Finance Department letter No. 5/7/81-1B&C(IB), dated 3.5.84 on the subject cited above wherein powers to journeys excess of ten days in a month was delegated to Administrative Secretaries and it was also clarified therein that the cases involving the question of grant of general relaxation from the purview of policy instructions No. 5/7/81-1B&C, dated 25.5.81 for allowing the performance of journeys more than ten days as a general measure would continue to be referred to Finance Department. Now in the light of recent instructions issued by Chief Secretary, Haryana vide letter No. 62/1/88-6GSI, dated 20.5.88 wherein it has been decided that no officer including Head of Department would be allowed to travel more than 10 days in a month inclusive of the tours undertaken to attend the meetings convened by Secretary, Govt. of India, except in very exceptional circumstance. The matter has been considered by the Finance Department and it has now been decided to withdraw the delegations given to Administrative Secretaries till further orders. However, there would be no change in the general exemption/partial exemption granted by Finance Department to some categories of employees in different departments from the policy instructions issued vide No. 5/7/81-1B&C, dated 25.5.81.

2. The decision may kindly be brought to the notice of all concerned under your administrative control for strict compliance.
3. The receipt of this letter may please be acknowledged.

Yours faithfully,

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 5/6/88-1B&C

Dated, Chandigarh, the 11.8.1988

A copy is forwarded to the Accountant General, Haryana (Audit & Accounts), Chandigarh for information and necessary action.

*Sd/-*  
Under Secretary Finance (Budget)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all Administrative Secretaries to Government, Haryana for information and necessary action.

*Sd/-*  
Under Secretary Finance (Budget)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt.,  
Haryana.

No. 5/6/88-1B&C

Dated, Chandigarh, the 11.8.1988

A copy is forwarded to all Branch Officer/Supdts. in Finance Department for information & necessary action.

*Sd/-*  
Under Secretary Finance (Budget)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Branch Officers/Superintendents in  
Finance Department, Haryana.

U.O. No. 5/6/88-1B&C

Dated, Chandigarh, the 11.8.1988.

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**No. 13/5(13)/88-5FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner of Ambala/Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 16th August, 1988**

**Subject : Deputation of Haryana Government employees to other State Governments, Companies, Corporations, Boards, Municipal Committee etc. - Grant of Deputation Allowance.**

Sir,

I am directed to invite a reference to the Haryana Government Finance Department circular letter No. 13/5(5)/86-5FR-I dated 17th March, 1987, on the subject noted above and to say that according to para 11.3 of the said letter a Government employee already on deputation/foreign service with some other Government/body cannot be allowed to proceed on deputation/foreign service to another Government/body direct from his first deputation/foreign service without the prior approval of the Finance Department. The matter has been considered in detail and it has been decided to delegate these powers, for allowing to proceed on deputation from the one Government/body to another Government/body direct to the Administrative Departments subject to the condition that the total years from the date of proceeding on deputation to the first Government/body. A copy of such sanctions will be endorsed to the Finance Department also. In case an employee is to be sent on deputation to another Government/body beyond the period of three years, the prior approval of the Finance Department should always be obtained well in time giving full justification in this respect. The whole period of deputation to various Governments/bodies should be treated as one spell and deputation allowance will be admissible for four year only commencing from the date of proceeding of deputation to first Government/body.

2. These instructions may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-

(J.P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 13/5(13)/88- 5FR-I

Dated, Chandigarh, the 16th August, 1988

A copy is forwarded to the Accountant General, (1) Accounts & Entitlement (ii) Audit, Haryana, Chandigarh for information and necessary action.

Sd/-  
(J.P. NARANG)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy each is forwarded to all the :-

- (1) Financial Commissioners, Haryana.
- (2) Administrative Secretaries to Government, Haryana,  
for information and necessary action.

Sd/-  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

- (i) The Financial Commissioners, Haryana.
- (ii) All the Administrative Secretaries to Government, Haryana.

U.O. No. 13/5(13)/88- 5FR-I

Dated, Chandigarh, the 16th August, 1988

A copy each is forwarded to the Principal Secretary/Dy. Principal Secretary/ OSD/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/ Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

Sd/-  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Dy. Principal Secretary/Officer on Special Duty/ Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/ Ministers/Ministers of State/Chief Parliamentary Secretary.

U.O. No. 13/5(13)/88- 5FR-I

Dated, Chandigarh, the 16th August, 1988.

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**No. 1/2/77/87-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioners of Divisions,  
All Deputy Commissioner and  
Sub Divisional Officer (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.  
All the Managing Directors of Corp., Boards Haryana.

**Dated, Chandigarh, the 22nd August, 1988**

**Subject :** **Counting of service for purpose of pension of the employees of the State Government and State Autonomous Bodies seeking absorption in Central Autonomous Bodies and Central Government/ Central Autonomous Bodies respectively and vice versa.**

Sir,

I am directed to refer to the subject cited above and to state that the Government of Haryana has been considering in consultation with the Government of India, the question of counting of service, rendered by the state Govt. employees under the State Government before their absorption in the Central Autonomous Bodies and the Service rendered by the employees of the State Autonomous Bodies under the State Autonomous Bodies before their absorption in the Central Government/Central Autonomous Bodies, for pensionary benefits and vice-versa. The matter has been considered carefully and the Governor of Haryana is pleased to decide that the cases of state Govt. employees going over to Central Autonomous Bodies and that of the employees of the State Autonomous Bodies moving to Central Govt./Central Autonomous Bodies or vice-versa may be regulated as follows:-

**(A) In case post/service is pensionable in the new organisation.**

Where an employee borne on pensionable establishment is allowed to be absorbed in such an organisation, the service renders by him/her shall be allowed to be counted towards pension under the new organisation irrespective of the fact whether the employee was temporary or permanent in the old organisation. The pensionary benefits will, however, accrue only if the temporary service is followed by confirmation. If he/she retires as a temporary employee in the new organisation he/she will get terminal benefits as are normally available to temporary employees.

The Government/Autonomous Bodies will discharge their pension liability by paying in lump-sum as a onetime payment the prorata pension/service gratuity/terminal gratuity and death-cum-retirement gratuity for the service upto the date of absorption in autonomous bodies/Governments, as the case may be, prorata pension will be determined with reference to the commutation table in chapter 11 of the Punjab Civil Services Rules, Vol. - II as amended from time to time.

(ii) An employee with Contributory Provident Fund benefits on his/her permanent absorption in the new organisation against a pensionable post/service will have the option either to receive Contributory Provident Fund benefits which have accrued to him from the old organisation or choose to count service rendered in the old organization as qualifying service for pension in the new organisation by foregoing employer's share of the Contributory Provident Fund with interest from the old organisation which will be paid to the latter by the former organisation. The option shall be exercised within one year from the date of absorption. If no option is exercised within the stipulated period, the employee shall be deemed to have opted to receive Contributory Provident Fund benefits. The option once exercised shall be final.

**(B) In case post/service is not pensionable in the new organisation.**

A permanent employee borne on pensionable establishment on his/her absorption under such organisation will be eligible for prorata retirement benefits as admissible under the rules of the old organisation. In the case of temporary employees, the terminal gratuity as may be admissible under the rules would be actually payable to the individual on the date when prorata retirement benefits to permanent employees become payable.

(ii) In case of absorption of an employee with Contributory Provident Fund benefits in such an organisation the amount of his/her subscriptions and the employer's share, if any, together with interest thereon shall be transferred to his new Provident Fund Account with the consent of the new organisation.

2. Central/State autonomous body means body which is financed wholly or substantially from Cess or Central/State Govt. grants. "Substantially" means that more than 50 percent of the expenditure of the autonomous body is met through Cess or Central/State Government grants. Autonomous body includes a Central/State Statutory body or a Central/State University but does not include a public undertaking.

Only such service which qualifies for pension under the relevant rules of Central/State Government/Autonomous bodies shall be taken into account for this purpose.

3. The employees of the autonomous bodies of Central or State Government, as the case may be, who have already been sanctioned or have received prorata retirement benefits or other terminal benefits for their past service will have the option either;

(a) to retain such benefits (in that event their past services will not qualify for pension under the new organization, or

(b) to have the past service counted as qualifying service for pension under the new organisation in which case the prorata retirement or other terminal benefits, if already received by them, will have to be deposited alongwith interest thereon from the date of receipt of those benefits till the date of deposit with the autonomous body of the Central/State Government, as the case may be. The right to count previous service as qualifying service shall not revive until the whole amount has been refunded. In other cases, where prorata retirement benefits have already been sanctioned but have not yet become payable the concerned authorities shall cancel the sanction as soon as the individual concerned opts for counting of his previous service for pension and inform the individual in writing about accepting his option and cancellation of the sanction. The option shall be exercised within a period of one year from the date of issue of these orders. If no option is exercised by such employees within the prescribed time limit, they will be deemed to have adopted for retention of the benefits already received by them. The option once exercised shall be final.



4. Where no terminal benefits for the previous service have been received, the previous service in such cases will be counted as qualifying service for pension only if the previous employer accepts pension liability for the service in accordance with the principles laid down in this letter. In no case pension contribution/liability shall be accepted from the employees concerned.

5. These orders will be applicable only where the transfer of the employee from one organisation to another was/is with the consent of the organisation under which he was serving earlier including cases where the individual had secured employment directly on his own volition provided he had applied through proper channel with proper permission of the administrative authority concerned.

6. These orders shall apply to the employees who were in service on the 7th Feb., 1986, irrespective of the date of their absorption.

Yours faithfully,

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/2(77)-87-2FR-II

Dated, Chandigarh the 22-8-88.

A copy, each with a spare copy signed in ink is forwarded for information and necessary action to :-

The accountant General (Accounts and Entitlement) Haryana, Chandigarh.  
The Accountant General (Audit), Haryana, Chandigarh.

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/2(77)-87-2FR-II

Dated, Chandigarh the 22-8-88.

A copy is forwarded to the Deputy Secretary to Govt. of India, Ministry of Personnel, Public Grievances and Pension, Department of Pension and Pensioners Welfare, New Delhi, for information and necessary action, with reference to his Endst. No. 28/10/84-2P&PW-Vol-II, dated the 7th February, 1986.

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners, Haryana and all Administrative Secretaries to Govt. Haryana, for information and necessary action.

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners, Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 1/2(77)-87-2FR-II

Dated, Chandigarh, the 22-8-88.

A copy is forwarded to Principal Secretary/Addl. Principal Secretary/OSD/ Secretaries/Private Secretaries to the Chief Minister/Dy. Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Dy. Chief Minister/Ministers/Ministers of State.

*Sd/-*  
(J.P. NARANG)  
Joint Secretary Finance (R),  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Ministers/Ministers of States.

U.O. No. 1/2(77)-87-2FR-II

Dated, Chandigarh, the 22-8-88.

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**MOST IMMEDIATE/P.A.C. BUSINESS****No. 15/2/88-3B&C**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala and Hisar Divisions,  
The Registrar, Punjab and Haryana High Court.**Dated, Chandigarh, the 23rd August, 1988****Subject : Excess over voted grants/charged appropriations.**

Sir,

I am directed to invite your attention to Finance Department circular letter No. 15/39/86-3 B&C, dated 25th March, 1987 on the subject noted above, wherein it was pointed out that the expenditure under various Manor Heads of Accounts should under no circumstances be allowed to exceed the budget allotment and that the funds be arranged first before incurring any unforeseen expenditure not provided in the Budget Estimates.

2. The Public Accounts Committee in its 27th Report has observed as under :-

“The Committee further note that in their written explanation for the excess expenditure, bulk of the departments. had attributed the excess expenditure to various reasons but during oral evidence when called upon to substantiate their explanations by reasons-wise breakup of excess expenditure, they could not do so. The queer instance of this was the excess expenditure of Rs. 4231271/- relating to Revenue Department.”

It is evident from the above observation of the Public Accounts Committee that it has taken a serious view of the written explanations regarding excess expenditure submitted by various Head of Departments.

3. You are, therefore, requested to ensure that the Head of Departments while submitting their explanations regarding excess expenditure take into account the following points in view :-

- (i) the replies should be based on full facts and figures;
- (ii) circumstances under which the amounts could not be taken through supplementary estimates or from contingency fund;
- (iii) circumstances under which the expenditure had become in escapable.

4. I am, therefore, to request you to kindly bring these observations to the notice of all concerned for strict compliance in future so that the budget estimates are prepared on more realistic basis.

5. Please acknowledge receipt of this communication.

Yours faithfully,

Sd/-

Under Secretary, Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 15/2/88-3B&amp;C

Dated the 23/8/88

A copy is forwarded to the Accountant General, Haryana for information.

Sd/-

Under Secretary, Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 15/2/88-3B&amp;C

Dated the 23/8/88

A copy is forwarded to the Secretary, Haryana Vidhan Sabha for information.

Sd/-

Under Secretary, Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to All the Financial Commissioners and Administrative Secretaries to Govt. Haryana for information and necessary action. They are requested to ensure that recurrence of excess expenditure over voted grants/appropriations is avoided in future.

Sd/-

Under Secretary, Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners and  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 15/2/88-3B&amp;C

Dated the 23/8/88

A copy is forwarded to 11 Branch Officers, Supdts and Dy. Supdts, in Finance Department (except Finance Regulations Branch) for information and necessary action.

2. They are requested to investigate cases of excess expenditure in detail and take effective remedial measures to eliminate their recurrence. A report to this effect may please be sent to Budget & Committee Branch within a month so that Public Accounts Committee may be informed accordingly.

Sd/-

Under Secretary, Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Branch Officers/Supdts. and Dy. Supdts. in F.D.  
(Except Finance Regulation Br. Officers).

No. 15/2/88-3B&amp;C

Dated the 23/8/88

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**MOST IMMEDIATE/P.A.C. BUSINESS****No. 15/2/88-3B&C**

From

The Finance Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala and Hisar Divisions,  
The Registrar, Punjab and Haryana High Court.**Dated, Chandigarh, the 23rd August, 1988****Subject : Excess over voted grants/charged appropriations.**

Sir,

I am directed to invite your attention to Finance Department circular letter No. 15/39/86-3 B&C, dated 25th March, 1987 on the subject noted above, wherein it was pointed out that the expenditure under various Major Heads of Accounts should under no circumstances be allowed to exceed the budget allotment and that the funds be arranged first before incurring any unforeseen expenditure not provided in the Budget Estimates.

2. The Public Accounts Committee in its 27th Report has observed as under :-

“The Committee further note that in their written explanation for the excess expenditure, bulk of the departments had attributed the excess expenditure to various reasons but during oral evidence when called upon to substantiate their explanations by reasons-wise breakup of excess expenditure, they could not do so. The queer instance of this was the excess expenditure of Rs. 4231271/- relating to Revenue Department.”

It is evident from the above observation of the Public Accounts Committee that it has taken a serious view of the written explanations regarding excess expenditure submitted by various Head of Departments.

3. You are, therefore, requested to ensure that the Head of Departments. while submitting their explanations regarding excess expenditure take into account the following points in view :-

- (i) the replies should be based on full facts and figures,
- (ii) Circumstances under which the amounts could not be taken through supplementary estimates or from contingency fund.
- (iii) Circumstances under which the expenditure had become in escapable.

4. I am, therefore, to request you to kindly bring these observations to the notice of all concerned for strict compliance in future so that the budget estimates are prepared on more realistic basis.

5. Please acknowledge receipt of this communication.

Yours faithfully,

Sd/-

Under Secretary, Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 15/2/88-3B&C

Dated the 23/8/88

A copy is forwarded to the Accountant General, Haryana for information.

*Sd/-*  
Under Secretary, Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 15/2/88-3B&C

Dated the 23/8/88

A copy is forwarded to the Secretary, Haryana Vidhan Sabha for information.

*Sd/-*  
Under Secretary, Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to All the Financial Commissioners and Administrative Secretaries to Govt. Haryana for information and necessary action. They are requested to ensure that recurrence of excess expenditure over voted grants/appropriations is avoided in future.

*Sd/-*  
Under Secretary, Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners and  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 15/2/88-3B&C

Dated the 23/8/88

A copy is forwarded to 11 Branch Officers, Supdts and Dy. Supdts, in Finance Department (except Finance Regulations Branch) for information and necessary action.

2. They are requested to investigate cases of excess expenditure in detail and take effective remedial measures to eliminate their recurrence. A report to this effect may please be sent to Budget & Committee Branch within a month so that Public Accounts Committee may be informed accordingly.

*Sd/-*  
Under Secretary, Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Branch Officers/Supdts. and Dy. Supdts. in F.D.  
(Except Finance Regulation Br. Officers).

No. 15/2/88-3B&C

Dated the 23/8/88.

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***These instructions have become obsolete.***

**No. 67/3/88/FD/Pension/SAP**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana,  
Commissioners, Ambala and Hissar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 26th August, 1988**

**Subject : Setting up of Pension and Pensioners' Welfare Cell - Expeditious finalisation of pension cases.**

Sir,

I am directed to state that inspite of various instructions issued by the State Government from time to time that the pension and gratuity cases of retired Govt. employees Should be finalized expeditiously, it has been noticed that such cases always remain pending in large number, because of non-supply of the requisite information by the various Heads of Departments to the Accountant General, Haryana.

2. After careful consideration, the State Govt. has decided to set up a Pension and Pensioners' Welfare Cell in the Finance Department in Haryana Civil Secretary at for expeditious settlement of pension cases and ensuring prompt and effective implementation of policy decision of the State Government and looking into the Problems and grievances of the pensioners of the Haryana Government.

3. All officers subordinate to you, including the Heads of offices under your control, may be informed about the setting up of the Pension & Pensioners' Welfare Cell and they may be advised to extend full corporation to the officers/officials of the Pension and Pensioners' Welfare Cell as and when they visit them and supply promptly such information as may be required by the Cell.

4. These instructions may be brought to the notice of all concerned working under you for information, guidance and compliance.

Yours faithfully,

*Sd/-*

Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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Endst. No. 67/3/88/FD-Pension/SAP

Dated, Chandigarh, the 26th August, 1988

A copy is forwarded to the :-

The Accountant General (Audit), Haryana, Chandigarh.  
The Accountant General (Accounts & Entitlement), Haryana, Chandigarh,  
for information and necessary action.

*Sd/-*

Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy each is forwarded to the following for information :-

All Financial Commissioners.  
All Administrative Secretaries to Govt., Haryana.

*Sd/-*

Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners.  
All the Administrative Secretaries to Govt., Haryana.

U.O. No. 67/3/88/FD-Pension/SAP

Dated, Chandigarh, the 26th August, 1988

A Copy is forwarded to the Principal Secretary/Additional Private Secretaries/  
Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/State  
Minister/Deputy Ministers/Chief Parliamentary Secretary for information of Chief Minister/  
Ministers/State Minister/Deputy Ministers/Chief Parliamentary Secretary.

*Sd/-*

Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Private Secretaries/Officer on Special  
Duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/  
State Minister/Deputy Ministers/Chief Parliamentary Secretary.

U.O. No. 67/3/88/FD-Pension/SAP

Dated, Chandigarh, the 26th August, 1988.

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<b><i>These instructions have become obsolete.</i></b>
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**IMMEDIATE****No. 5/6/88-1B&C**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
in Haryana.

**Dated, Chandigarh, the 26th August, 1988****Subject : Economy in expenditure - Economy in touring.**

Sir,

In continuation of Finance Department Letter No. 5/6/88-1B&C, dated 11.8.88, I am directed to clarify that Finance Department would only regularise those cases where journeys have been performed more than 10 days in a month after the issuance of the instructions by the Chief Secretary, Haryana No. 62/1/88-6GSI, dated 20.5.88 and not those cases where the journeys were performed before the instructions issued by the Chief Secretary. All such cases would be disposed of by the Administrative Department themselves in accordance with the delegation given to them earlier vide F.D. letter No. 5/7/81-1B&C(1B), dated 3.5.84.

Yours faithfully,

*Sd/-*

Superintendent Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 5/6/88-1B&amp;C

Dated : 26.8.1988

A copy is forwarded to the Accountant General, Haryana (Audit & Accounts), Chandigarh for information and necessary action.

*Sd/-*

Superintendent Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all Administrative Secretaries to Govt., Haryana for information and necessary action.

*Sd/-*

Superintendent Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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To

All Administrative Secretaries to Govt., Haryana.

No. 5/6/88-1B&C

Dated : 26.8.1988

A copy is forwarded to All Branch Officers/Superintendents in Finance Department for information and necessary action.

*Sd/-*

Superintendent Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Branch Officers/Superintendents in  
Finance Department.

No. 5/6/88-1B&C

Dated : 26.8.1988.

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**No. 1/49/4PR(FD)-87**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala and Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 29th August, 1988**

**Subject : Clarification - Haryana Government, Finance Department Notification  
No. GSR. 39/Const./Art. 309/87, dated 29-4-1987.**

Sir,

I am directed to refer to Haryana Govt., Finance Department letter No. 1/49/4PR(FD)-87, dated 7th August, 1987, wherein it was clarified that the pay of all the Junior Engineers should first be fixed in the pay scale of Rs. 1400-2300 and then 50% of the total strength should be promoted to the higher grade of Rs. 1640-2900 by adopting the normal procedure, after the 50% posts are suitably redesignated. On reconsideration it has now been decided that in suppression of the letter referred to above those Junior Engineers who had been in receipt of Selection Grade in the pre-revised scale of pay of Rs. 800-1400 prior to 1.1.86 should be allowed the pay scale of Rs. 1640-2900 w.e.f. 1.1.86 and the pay of remaining Junior Engineers should be fixed in the scale of Rs. 1400-2300 and then the remaining 30% may be promoted to the scale of Rs. 1640-2900 after adopting the normal procedure.

Please acknowledge receipt.

Yours faithfully,

*Sd/-*  
(S.K. Saxena)  
Joint Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/49/4PR(FD)-87

Dated, Chandigarh, the 29th August, 1988

A copy is forwarded to the Accountant General, Haryana, (i) (A&E) (ii) Audit, Chandigarh for information and necessary action.

*Sd/-*  
(R.L. Anand)  
Superintendent Pay Revision,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

1. All the Financial Commissioners in Haryana.

2. All the Administrative Secretaries to Government, Haryana.

*Sd/-*  
(R.L. Anand)  
Superintendent Pay Revision,  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. All the Financial Commissioners in Haryana,
2. All the Administrative Secretaries to Government, Haryana.

U.O. No. 1/49/4PR(FD)-87

Dated, Chandigarh, the 29th August, 1988.

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**No. 2351-2FICW-88/**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioner, Ambala, Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 9th September, 1988**

**Subject :** Clarifications regarding Special Pay on revised Pay Scales.

Sir,

I am directed to refer to Haryana Govt. Finance Department letter No. 1/8-3PR(FD)-88, dated 11-1-88, wherein the rates of Special Pay of Haryana Government employees were doubled subject to the ceiling of Rs. 500/- per month. Some of the Departments have sought clarifications as to whether the Special Pay in revised pay scales is to be counted as 'Pay' for the purpose of granting benefit of House Rent Allowance and City Compensatory Allowance as defined in C.S.R.- Vol. I, Part-I, Rule 2.44. a(ii) . In this respect, it is clarified that the Special Pay in revised pay scales may be counted as 'Pay' as defined in C.S.R. Vol. I. Part-I, Rule 2.44. a(ii) for the purpose of House Rent Allowance and City Compensatory Allowance subject to the condition that ceiling of House Rent Allowance/City Compensatory Allowance given as per Haryana Govt. Finance Department letter No. 52-2FICW-88 dated 12-2-88 and No. 6/1/88 3FR-II dated 1-2-88 will remain the same.

2. It is requested that these instructions may be brought to the notice of all the employees working under them.

Yours faithfully,

*Sd/-*

(J. P. NARANG)

Joint Secretary Finance

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 2351-2FICW-88

Dated, Chandigarh, the 9-9-1988.

A copy is forwarded to the Accountant General, Haryana, (i) A&E (ii) Audit, Chandigarh, for information.

*Sd/-*

(J. P. NARANG)

Joint Secretary Finance

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 2351-2FICW-88

Dated, Chandigarh, the 9-9-1988.

A copy is forwarded to the Finance Secretary, Chandigarh Administration, Chandigarh for information.

*Sd/-*  
(J. P. NARANG)  
Joint Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

All the Financial Commissioners in Haryana.  
All the Administrative Secretaries to Govt., Haryana, for information and necessary action.

*Sd/-*  
(J. P. NARANG)  
Joint Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners in Haryana.  
All the Administrative Secretaries in Haryana.

U.O. No. 2351-2FICW-88

Dated: 9-9-1988.

A copy is forwarded to the Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary for information of Chief Minister/Deputy-Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary.

*Sd/-*  
(J. P. NARANG)  
Joint Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary, Haryana.

U.O. No. 2351-2FICW-88

Dated: 9-9-1988.

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***These instructions have been Revised vide  
No. 10/46/2004-2FICW, dated 29.07.2009.***

**No. 2406-2FICW-88**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments, in Haryana, Chandigarh.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 9th September, 1988.**

***Subject : Grant of House Rent Allowance to Haryana Government employees.***

Sir,

I am directed to refer to Punjab Government Finance Department letter No. 956-FCW-65/1548, dated 20-2-1965 and amendments issued from time to time on the subject noted above wherein the admissibility of House Rent Allowance was determined. Some departments have sought clarifications to whether the House Rent Allowance is admissible to the Haryana Government employees, who are posted at Chandigarh and are residing in the Punjab territory within 8 kilometers from the qualifying limit of Chandigarh. In this respect it is clarified that the Haryana Government employees, posted at Chandigarh, but are residing within 5 miles (8 kilometers) from the outer periphery of Chandigarh city are eligible for House Rent Allowance at the rates of Chandigarh irrespective of the fact whether it is in U.T. Haryana or Punjab. The proposed change may be applicable in case of employees posted at Chandigarh only.

Yours faithfully,

Sd/-

(J.P. Narang)

Joint Secretary, Finance

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have become obsolete.***

**तत्काल  
तिथि बद्ध**

**क्रमांक 56/19/86-6 वि:विक: 11/88**

प्रेषक

वित्तायुक्त एवं सचिव, हरियाणा सरकार  
वित्त विभाग।

सेवा में

हरियाणा राज्य के सभी विभागाध्यक्ष एवं आयुक्त, अम्बाला तथा  
हिसार मण्डल, सभी आयुक्त/उपायुक्त तथा  
उप मण्डल अधिकारी (सिविल),  
रजिस्ट्रार पंजाब तथा हरियाणा हाई कोर्ट तथा  
राज्य के सभी जिला न्यायाधीश।

**दिनांक, चण्डीगढ़, 29 सितम्बर, 1988 (29th September, 1988)**

**विषय : चिकित्सा प्रतिपूर्ति के खर्च की सूचना देने बारे।**

महोदय,

उपर्युक्त विषय पर मुझे यह कहने का निर्देश हुआ है कि मैं आपसे अनुरोध करूँ कि मैडिकल के बिलों के वर्ष 1983-84 सितम्बर तक के वास्तविक खर्च के आंकड़ों की सूचना पत्र प्राप्ति के 15 दिन के अन्दर-अन्दर स्वास्थ्य विभाग को शीघ्रातिशीघ्र उपलब्ध कराई जाये। इसमें निदेशालय स्तर की अलग तथा फिल्ड स्टाफ की अलग सूचना दी जाये और फिक्स मैडिकल पर कितना खर्च हुआ है तथा ओपन मैडिकल पर कितना खर्च हुआ है, के आंकड़े भी अलग-2 दर्शाये जायें।

*हस्ता: /-*

अधीक्षक, वित्त विकास-II,  
कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

इसकी एक प्रति वित्तायुक्त/आयुक्त एवं सचिवों को सूचना तथा तत्काल कार्यवाही हेतु भेजी जाती है।

*हस्ता: /-*

अधीक्षक, वित्त विकास-II,  
कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

सभी वित्तायुक्त/आयुक्त एवं सचिव,  
हरियाणा सरकार।

अशा: क्रमांक 56/19/86-6वि:विक: 11/88

दिनांक 29.9.88



इसकी एक प्रति आयुक्त एवं सचिव, हरियाणा सरकार, स्वास्थ्य विभाग को इस अनुरोध के साथ भेजी जाती है कि वह यह सूचना पत्र प्राप्ति के 15 दिन के अन्दर-2 कन्सोलीडेट करके वित्त विभाग को भेजें और चण्डीगढ़ एवं पंचकूला में स्थित हैडक्वार्टरों की सूचना अलग से तीन दिन के अन्दर-2 वित्त विभाग को भेजी जाये।

हस्ताः/—

अधीक्षक, वित्त विकास-II,  
कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

आयुक्त एवं सचिव, हरियाणा सरकार,  
स्वास्थ्य विभाग।

अशा: क्रमांक 56/19/86-6वि:विक:।।/88

दिनांक 29.9.88

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*These instructions have become obsolete.*

तत्काल  
तिथिबद्ध

प०क्र० 67/6/88—एफ.डी./पैशन/एस.ए.पी.

प्रेषक

वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग ।

सेवा में

सभी विभागाध्यक्ष, हरियाणा राज्य ।  
आयुक्त, अम्बाला मण्डल, अम्बाला ।  
आयुक्त, हिसार मण्डल, हिसार ।  
सभी उपायुक्त, हरियाणा तथा सभी उप-मण्डल अधिकारी (सिविल),  
हरियाणा ।  
रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय, चण्डीगढ़ ।

दिनांक, चण्डीगढ़, 26 सितम्बर, 1988 (26th September, 1988)

**विषय :** पैशन केसों की मासिक प्रगति रिपोर्ट भेजने बारे हिदायतें ।

महोदय,

मुझे निर्देश हुआ है कि मैं आपका ध्यान उपरोक्त विषय की ओर वित्त विभाग के पत्र क्रमांक 1989—एफ.डी.(पैन)—72, दिनांक 22.7.1972 तथा पत्र क्रमांक 405—एफ.डी.(पैन) एस.ए.पी., दिनांक 21.3.77 की ओर दिलाऊँ जिनके द्वारा आपको निर्धारित प्रोफार्मा I, II तथा III में पैशन केसों की मासिक प्रगति रिपोर्ट भेजने के लिए आदेश दिए थे, परन्तु यह देखने में आया है कि इन प्रोफार्मा से पैशन केसों की प्रगति ठीक प्रकार से नहीं देखी जा सकती। इसलिए सरकार ने नए प्रोफार्मा I, II, III निर्धारित कर दिए हैं जिनकी एक-एक प्रति साथ संलग्न है। मास सितम्बर, 1988 की मासिक प्रगति रिपोर्ट इन नए प्रोफार्मा में तैयार करके भेजी जाए।

2. सरकार के वर्तमान अनुदेशों के अनुसार मासिक प्रगति रिपोर्ट हर मास के पश्चात् अगले मास की 10 तारीख तक वित्त विभाग, महालेखाकार, हरियाणा (लेखा) तथा अपने सम्बन्धित प्रशासकीय सचिवों को भेजनी होती है। परन्तु यह देखने में आया है कि बहुत से विभाग इन हिदायतों के बावजूद भी पैशन केसों की मासिक प्रगति रिपोर्ट प्रत्येक मास की 10 तारीख तक नियमित रूप से नहीं भेजते, जिसके कारण पैशन केसों की जांच भली प्रकार से नहीं की जा सकती। अतः आपसे अनुरोध है कि भविष्य में पैशन केसों की सूची नए निर्धारित प्रोफार्मा I, II, III हर मास की 10 तारीख तक अवश्य भेज दी जाय करें।

3. कृपया इन हिदायतों को अपने अधीनस्थ सम्बन्धित अधिकारियों/कर्मचारियों के नोटिस में ला दिया जाए तथा इनकी दृढ़ता से पालना की जाए।

4. कृपया इस पत्र की पावती भी भेजी जाए।

भवदीय,

हस्ता०/—

संयुक्त सचिव (वित्त),

कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

पृ०क्र० 67/6/88—एफ.डी./पैन/एस.ए.पी.

दिनांक 26/9/1988

एक प्रति महालेखाकार, हरियाणा (लेखा) चण्डीगढ़ को सूचनार्थ भेजी जाती है।

हस्ता०/—

संयुक्त सचिव (वित्त),

कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

एक—एक प्रति निम्नलिखित को सूचना तथा आवश्यक कार्यवाही हेतू प्रेषित है :—

सभी वित्तायुक्त, हरियाणा सरकार तथा  
सभी प्रशासकीय सचिव, हरियाणा सरकार।

हस्ता०/—

संयुक्त सचिव (वित्त),

कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

सभी वित्तायुक्त, हरियाणा सरकार।  
सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा. क्र० 67/6/88—एफ.डी./पैन/एस.ए.पी.

दिनांक 26/9/1988

**Contd...**

**Encl.**

**STATEMENT – I**

Statement showing upto date position of pending pension cases in respect of \_\_\_\_\_ Department for the month of \_\_\_\_\_ 198

Sr. No.	Name and Designation	Date of Retirement/ Death	Date of which pension papers were submitted by the retiree.	Authority with whom pending if with audit, his no. & date of communication	Reasons for its being pending
1	2	3	4	5	6

**STATEMENT – II**

Statement showing the upto date position of pension cases of Govt. Servants who are due to retire after one year and within the period of next 24 months in respect of \_\_\_\_\_ for the month of \_\_\_\_\_ 198 .

Sr. No.	Name and Designation	Date of Retirement	Present position		
			Whether service book/record has been verified upto date?	Whether steps have been taken to finalise long term advances/recoveries/ shortages against the retiree	Whether steps to expedite any enquiry (State the nature) pending against the employee taken.
1	2	3	4	5	6

**STATEMENT – III**

Statement showing the upto date position of pension cases who are due to retiree within next 12 months in respect of \_\_\_\_\_ for the month of \_\_\_\_\_ 198 .

Sr. No.	Name and Designation	Date of Retirement	Whether the pension case has been sent to A.G. Haryana for issue of certificate & report, if yes, No. and date indicated	Present position	<u>In case of Gazetted Officers.</u> No. & date with which first reference was made to Govt. for getting clearance certificate from Vigilance Department
1	2	3	4	5	6

\*\*\*\*\*

***These instructions have become obsolete.***

**No. 4/4(27)/83-2FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in the Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh the 30th September, 1988**

**Subject : Reasons for delay in the settlement of pension cases of the retired/retiree Government servants.**

Sir,

I am directed to invite a reference on the subject noted above and to say that the Accountant General, Haryana has intimated that they have analysed reasons for delay in the G.P.Fund Final payments cases. The main reasons for the delay is non-observance of the instructions laid down by the Finance Department Notification No. 4/3(8)81-2FR-I, dated 17.8.82 by the various Government departments. It has also been informed by the Accountant General, Haryana that in cases where certain information/documents are wanting, they are not supplied by the concerned D.D.O's inspite of repeated reminders, You are, therefore, once again emphasized that Haryana Government Finance Department Notification No. 4/3(8)81-2FR-I, dated 17.8.82 shall be fully observed and information/documents required at the time of Final Payment of G.P. Fund balances shall be supplied well in time. The information/documents generally required at the time of final payments cases are shown in Annexure 'A'.

Yours faithfully,

Sd/-

(J.P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 4/4(27)/83-2FR-I

Dated, Chandigarh, the 30-9-88

A copy is forwarded to the Accountant General, Haryana Chandigarh for information and necessary action with ref. to their D.O. letter No. Fds.I/AS-5/88-89/634, dated 14.6.88 and Fds.I/AS-5/88-89/955, dated 28.7.88. He is requested to send the lists of pending G.P. Fund cases to the concerned Departments. for taking necessary action thereon.

Sd/-

(J.P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the :-

All the Financial Commissioners, Haryana.  
All the Administrative Secretaries to Govt., Haryana;  
for information and necessary action.

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners, Haryana.  
All the Administrative Secretaries to Govt., Haryana.

U.O. No. 4/4(27)/88-2FR-I

Dated, Chandigarh, the 30-9-88

A Copy is forwarded to the Principal Secretary/Additional Private Secretaries/  
Secretaries/Private Secretaries to the Chief Minister/Dy. Chief Minister/Ministers/Minister of  
State/Chief Parliamentary Secretary for information of Chief Minister/Ministers/Minister of  
State/Chief Parliamentary Secretary.

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Private Secretaries/Secretaries/  
Private Secretaries to the Chief Minister/Dy. Chief Minister/Ministers/  
Minister of State/Chief Parliamentary Secretary.

U.O. No. 4/4(27)/88-2FR-I

Dated, Chandigarh, the 30-9-88.

**Contd...**  
**Encl.**

**ANNEXURE 'A'**

Deficiencies noticed in the inputs received from G.P. Fund the State Government Departments in the Settlement of Pension Cases of the retired/retirees Govt. Servants.

1. List of surviving family members of the deceased subscriber.
2. Certificate to the effect that the subscriber did not resign to take up another appointment under Central or State Government in respects of resignation cases.
3. Certificate to the effect that the subscriber did not draw any refundable or non-refundable G.P.G advances during the 12 months immediately preceding the date of retirement.
4. Guardianship certificates in respect of minor survivors of the subscriber.
5. Succession Certificate.
6. Information as to whether any appeal against the departmental decision of dismissal of the subscriber is pending or not.
7. Actual date of retirement.
8. Correct Account number.
9. Information of Misc. nature such as decision of Court, application in proper form details of credits/details and reasons for non-subscription during long periods etc.
10. To observe strictly the time schedule for processing the final payments cases.
11. To send the cases complete in all respects with regard to the procedure and instruction laid down by the Finance Department vide following Notifications :
  - (i) No. 4/4(43)/78-2FR-I, dated. 7/9.3.79
  - (ii) No. 4/3(9)/81-2FR-I, dated. 17.8.1982
  - (iii) No. 4/4(3)/87-2FR-I, dated. 28.7.87
12. To send cases in the prescribed proforma with all the relevant documents.

\*\*\*\*\*

***These instructions have been withdrawn vide  
No. 1/46/4PR(FD)-87, Dt. 02.05.89.***

**No. 1/46/4PR(FD)-87**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala and Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 3rd October, 1988**

**Subject :** Clarification - Haryana Govt. Finance Department Notification No. GSR 39/Const/Art. 309/87 dated 29.4.1987 – Date of next increment in case of fixation at the minimum.

Sir,

I am directed to invite a reference to the proviso (a) of rule 7.1(A) of the Haryana Civil Service (Revised Pay Rules) 1987 according to which if the minimum of the revised scale is more than the amount worked out in accordance with rule 7.1(A) (i) & (ii) ibid the pay shall be fixed at the minimum of the revised scale. A clarification has been sought by some department as to when the Government employee will be eligible to draw the next increment after such initial pay fixation at the minimum of the scale. The matter has been carefully considered. It is hereby clarified that the next increment in such cases should be allowed in the revised scale only after completion of full incremental period of 12 months at that stage from the date of fixation of initial pay in the revised scale subject to the provision contained in rule 4.9 of the Punjab Civil Service Rules Vol.-I Part I.

2. These instructions may please be brought to the notice of all concerned and if in any case next increment has been granted contrary to these instructions the case may be re-opened and increment granted in accordance with these instructions.

3. For Engineer-in-Chief P.W.D. (Public Health) :- This disposes of clarification sought by you at serial no. 4 of your letter No. 901-PH/CB-II dated 15-4-1988.

Yours faithfully,

*Sd/-*

(S.K. Saxena)

Joint Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/46/4PR(FD)-87

Dated, Chandigarh, the 3rd October, 1988



A copy is forwarded to the Accountant General, Haryana, (i) (A&E), (ii) Audit, Chandigarh, for information and necessary action.

*Sd/-*  
(R.L. Anand)  
Superintendent Pay Revision,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

- (i) All the Financial Commissioners in Haryana.
- (ii) All the Administrative Secretaries to Government, Haryana.

*Sd/-*  
(R.L. Anand)  
Superintendent Pay Revision,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

- 1. All the Financial Commissioners in Haryana.
- 2. All the Administrative Secretaries to Government, Haryana.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
(REGULATION)**

**Notification**

**The 6th October, 1988**

**No. 11/21/88-3PR(FD)**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Service (Revised Pay) Rules, 1987, namely :-

1. (1) These rules may be called the Haryana Civil Services (Revised Pay) Fourth Amendment Rules, 1988.

(2) These rules shall be deemed to have come into force on the 1st day of January, 1986.

2. In the Haryana Civil Services (Revised Pay) Rules, 1987, in the First Schedule, in Part 'A' against serial numbers 10 and 11 under column 4, for the letters, signs and figures "Rs. 2000-60-2300-EB-75-3200-100-3500" the letters signs and figures "Rs. 2000-60-2300-75-2900-EB-100-3500" shall be substituted respectively.

B.S. OJHA  
Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

प्रेषक

वित्तायुक्त एवं सचिव, हरियाणा, सरकार,  
वित्त विभाग।

सेवा में

निदेशक,  
खजाना तथा लेखा विभाग, हरियाणा।

यादि क्रमांक 14/209/81-1एफ.ए.

दिनांक 7 अक्टूबर, 1988 (7th October, 1988)

**विषय :** राज्य एस.ए.एस. परीक्षा में एक ग्रेस अंक देने बारे।

उपरोक्त विषय पर आपके यादि क्रमांक 16863-टी.ए.-हर.-(4टी.)88/11282 दिनांक 19-9-1988 के संदर्भ में।

2. मामले की जांच उपरान्त सरकार ने निर्णय लिया है कि एस.ए.एस. पार्ट-1 तथा पार्ट-2 की परीक्षा में यदि कोई परीक्षार्थी किसी एक विषय में या एग्रीगेट (Aggregate) में केवल एक अंक की कमी के कारण फेल हो रहा हो तो उसे एक ग्रेस अंक देकर पास घोषित कर दिया जाया करे।

हस्ता/-  
अधीक्षक वित्त लेखा,  
कृते : वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

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**No. 34/2/88-WM(3)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala and Hisar Divisions,  
Deputy Commissioners,  
Sub Divisional Officers (Civil) in the Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh and  
All District & Sessions Judge in Haryana.

**Dated, Chandigarh, the 13th October, 1988**

**Subject : Rate of Interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle and Marriage Advances granted to the Government employees and Rate of Interest on deposits in the General Provident Fund and other similar funds for the financial year 1988-89.**

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging interest on the various loans and advances given to the Government employees during the financial year 1988-89 has been considered and it has been decided to charge the rate of interest on loans and advances as under :-

**1. For Haryana Government employees:**

(i)	House Building Advance	9% p.a.
(ii)	Marriage Advance	11% p.a.
(iii)	Motor Conveyances Advance Motorcar/Motor Cycle/Scooter Moped etc.	9% p.a.
(iv)	Other Conveyance advance (Cycle)	9% p.a.

**2. For All India Services Category (Officers).**

(i)	House Building Advance	
(a)	Sanctioned advance upto Rs. 0.50 lacs	7% p.a.
(b)	Sanctioned advance upto Rs. 1.00 lacs	8% p.a.
(c)	Sanctioned advance upto Rs. 1.50 lacs	9% p.a.
(d)	Sanctioned advance upto Rs. 2.00 lacs	10% p.a.
(e)	Sanctioned advance upto Rs. 2.25 lacs	10.50% p.a.
(f)	Sanctioned advance upto Rs. 2.50 lacs	11% p.a.

It is also clarified that the interest be calculated on the basis of total admissibility of the officer.

(ii)	Motor Conveyance Advance (Motor car/Motor Cycle/Scooter/Moped etc.)	9% p.a.
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It has further been decided to allow the rate of interest on General Provident Fund at the rate of 12% (Twelve) per annum. During the financial year 1988-89 which will also be applicable on the accumulations as stood on 31st March, 1988 and other similar funds. The rate of interest will remain in force during the current financial year i.e. from 1st April, 1988 to 31st March, 1989.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

*Sd/-*  
(S.K. SAXENA)  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 34/2/88-WM(3)

Dated, Chandigarh, the 13th October, 1988

A copy is forwarded to the Accountant General (A&E/Audit) Haryana, Chandigarh, for information and necessary action.

*Sd/-*  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the :-

The Financial Commissioner, Revenue Haryana.  
All Administrative Secretaries to Govt. Haryana for information.

*Sd/-*  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioner, Revenue, Haryana.  
All Administrative Secretaries to Govt. Haryana.

U.O. No. 34/2/88-WM (3)

Dated, Chandigarh, the 13th October, 1988

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Dy. Chief Ministers/Minister of State/Dy. Minister/Chief Parliamentary Secretary for information of Chief Minister/Dy. Chief Ministers/Minister of State/Deputy Ministers/Chief Parliamentary Secretary.

*Sd/-*  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretary/Private Secretaries to the Chief Minister/  
Dy. Chief Ministers/Ministers/State Ministers/Chief Parliamentary Secretary.

U.O. No. 34/2/88-WM(3)

Dated, Chandigarh, the 13th October, 1988.

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***These instructions have been Revised vide  
No. 28/26/2001-5B&C, Dated 9.5.2003.***

हरियाणा सरकार  
वित्त विभाग

पृष्ठांकन क्रमांक 5/70/83-1एफ.आर.।। दिनांक 19 अक्टूबर, 1988 (19th October, 1988)

भारत सरकार विदेश मंत्रालय के पत्र क्रमांक क्यू/एफ.डी./695/27/85 दिनांक 16.8.88 की एक प्रति अनुलग्नकों सहित सभी विभागाध्यक्षों को सूचनार्थ एवं मार्गदर्शन हेतु भेजी जाती है।

हस्ता१०/-  
अवर सचिव, वित्त (आर)  
कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

एक-एक प्रति अनुलग्नकों सहित सभी प्रशासकीय सचिवों को सूचनार्थ एवं मार्गदर्शन हेतु भेजी जाती है।

हस्ता१०/-  
अवर सचिव, वित्त (आर)  
कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

सभी प्रासकीय सचिव, हरियाणा सरकार।

अशा: क्र० 5/70/83-1एफआर।।/856,

दिनांक, चण्डीगढ़ 19.10.88,

**Contd...**  
**Encl.**

Copy of letter **No. Q/FD/695/1/85, Dated 16th August, 1988** from Under Secretary to Government of India Ministry of External Affairs FD Section, New Delhi to Office of Chief Secretaries to State Govts. They are requested to circulate these orders to all subordinate offices Public Sector Undertaking under their control.

**Subject : Refixation of daily allowance rates.**

In supersession of this Ministry's order of even number dt. 10.11.87 on the above subject, sanction of the President is hereby accorded to the revised rates of daily allowance for Journeys on duty in various countries as in the Annexure. The rates of daily allowance are the same throughout a country.

2. Admissibility of daily allowance for various officers as defined in SR.17 shall be as follows :

a.	Officers drawing pay of Rs. 2800 and above in the new pay scales.	Full rates as indication in the Annexure.
b.	Officers drawing pay of Rs. 1100 and above but less than Rs. 2800 p.m.	75% of the prescribed rates.
c.	Officers drawing pay below Rs. 1100 p.m.	33% of the prescribed rates.

3. The rates of daily allowance fixed for various grades of officers do not include any element towards cost of transport for official Journeys. Accordingly, the actual cost of taxi of conveyance hired for trips on duty which is considered necessary and reasonable by the controlling authority will be reimbursed to the officer subject to specific provision of funds in the sanction order sanctioning the deputation/delegation.

4. As Regards accommodation, no monetary ceilings have been prescribed for hotel rentals but instead a panel of hotels has been drawn for all the major cities of the world. The officer is required to arrange accommodation in a hotel on the approved panel and claim reimbursement of the actual hotel room rentals (including services charges, taxes and other charges). For the cities where approved panel of hotels has not been prescribed, the lowest hotel rate for a particular grade of officer in the capital city of the country shall be the ceiling for hiring accommodation in a hotel in such cities. Where the officer makes his own arrangement for accommodation or where accommodation alone is provided free, he shall be granted daily allowance at the rate prescribed for his grade.

5. Where an officer is treated as State Guest or has been provided both accommodation and meals free, 25% of the daily allowance shall be accessible.

6. No reimbursement on account of tips, in addition to daily allowance shall be admissible.

7. Where the hotel charges include breakfast charges, the daily allowance shall be reduced by 10%

8. I.F.S. Officers whose basic pay is below Rs. 2800 p.m. shall ordinarily be paid Daily Allowance in accordance with their entitlement viz. at 75% of the prescribed rate. However, they shall be paid at the full rates, as admissible to officers drawing pay of Rs. 2800/- p.m. and above in the following circumstances :-

- (i) Where the officer concerned is second in command in the Mission/Post i.e. when there is no other diplomatic officer on the political side except the Head of Mission/Post, or
- (ii) When the officer concerned is sent on deputation to attend a conference/ Committee etc., in or outside the country of posting.

9. In the case of Missions which do not have arrangements to disburse the amount in US Dollars, there is no objection to the payment of equivalent amount in another convertible currency or local currency.

10. These orders will take effect from 1st July, 1988.

11. This issues with the concurrence of the Ministry of Finance vide their U.O. No. 8586/FS/88 dated 9.8.88 and Finance Branch of this Ministry vide their U.O. No. 1358/Fin. I/88 dated 10.8.1988.

**Contd...**

**Encl.**



**Annexure to MEA's letter No. O/FD/695/1/85, Dated 16th August, 1988.**

Sr. No.	Name of the Country	DA (US\$)
1.	Afghanistan	50.50
2.	Albania	39.50
3.	Algeria	75.00
4.	American Samoa	49.50
5.	Angola	75.00
6.	Antigua	75.00
7.	Anguilla	52.50
8.	Argentina	31.00
9.	Australia	57.00
10.	Austria	71.50
11.	Bahamas	75.00
12.	Bahrain	51.00
13.	Bangladesh	56.00
14.	Barbados	74.50
15.	Belgium	75.00
16.	Belize	65.00
17.	Benin	67.50
18.	Bermuda	75.00
19.	Bhutan	75.00
20.	Bolivia	47.00
21.	Botswana	44.00
22.	Brazil	52.50
23.	Brunei	75.00
24.	British virgin Island	39.50
25.	Bulgaria	54.50
26.	Burkina Faso	61.00
27.	Burma	39.50
28.	Burundi	59.50
29.	Cameroon	75.00
30.	Canada	51.00
31.	Cape Verde Island	42.50
32.	Cayman Islands	57.50
33.	Central African rep	75.00
34.	Chad	70.50
35.	Chile	44.50
36.	China	54.00
37.	Colombia	50.00
38.	Comoros	64.50
39.	Congo	75.00
40.	Cooks Islands	52.00
41.	Costa Rica	42.50
42.	Cuba	42.50
43.	Cyprus	39.00
44.	Czechoslovakia	49.50

Sr. No.	Name of the Country	DA (US\$)
45.	Denmark	75.00
46.	Djibouti	63.00
47.	Dominica	43.50
48.	Dominica Rep	30.00
49.	Ecuador	30.00
50.	Equate	49.50
51.	El. Salvador	44.50
52.	Equatorial	45.50
53.	Encolpia	45.50
54.	Fiji	31.50
55.	Finland	75.00
56.	France	67.00
57.	France Guiana	71.50
58.	Gabon	75.00
59.	Gambia	52.00
60.	Germany (East)	75.00
61.	Germany (West)	61.50
62.	Guano	30.00
63.	Greece	45.00
64.	Grenada	61.50
65.	Guadeloupe	75.00
66.	Guam	60.00
67.	Guatemala	41.50
68.	Guinea	75.00
69.	Guinea Bissau	63.50
70.	Guyana	74.50
71.	Haiti	48.50
72.	Honduras	51.00
73.	Hong Kong	75.00
74.	Hungary	58.00
75.	Iceland	59.00
76.	Indonesia	41.50
77.	Iran	75.00
78.	Iraq	75.00
79.	Ireland	70.50
80.	Italy	75.00
81.	Ivory Coast	70.00
82.	Jamaica	68.50
83.	Japan	75.00
84.	Jordan	42.00
85.	Kampuchea	30.00
86.	Kenya	52.00
87.	Kiribati	64.50
88.	Korea (South)	75.00

Sr. No.	Name of the Country	DA (US\$)
89.	Korea (North)	56.00
90.	Kuwait	75.00
91.	Laos	30.00
92.	Lebanon	43.00
93.	Lesotho	34.00
94.	Liberia	75.00
95.	Libya	60.50
96.	Luxembourg	69.00
97.	Macao	42.50
98.	Madagascar	39.00
99.	Malawi	48.00
100.	Malaysia	48.00
101.	Maldives	40.50
102.	Mali	71.50
103.	Malta	58.00
104.	Martinique	75.00
105.	Mauritania	40.00
106.	Mauritius	43.00
107.	Mexico	49.00
108.	Monaco	52.00
109.	Mongolia	44.50
110.	Montserrat	60.00
111.	Morocco	38.50
112.	Mozambique	43.50
113.	Nauru	30.00
114.	Nepal	36.00
115.	Netherland	75.00
116.	Nether Antille	75.00
117.	New Caledonia	61.50
118.	New Zealand	61.50
119.	Nicaragua	54.00
120.	Niger	75.00
121.	Nigeria	46.00
122.	Niue	43.50
123.	Norway	75.00
124.	Oman	75.00
125.	Pacific Island (Trust Territory)	74.00
126.	Pakistan	49.50
127.	Panama	48.00
128.	Papua New Guinea	73.50
129.	Paraguay	41.50
130.	Peru	40.50
131.	Philip Pines	44.00
132.	Poland	52.50
133.	Portugal	37.50

Sr. No.	Name of the Country	DA (US\$)
134.	Puerto rice	37.50
135.	Qatar	61.00
136.	Pennon	56.50
137.	Romania	45.50
138.	Rwanda	60.50
139.	Samoa	40.50
140.	Sao Tome & Principal	57.00
146.	Solomon Islands	32.50
147.	Somalia	30.00
148.	Spain	75.00
149.	Sri Lanka	30.00
150.	Sudan	75.00
151.	Suriname	49.50
152.	Swaziland	42.50
153.	Sweden	75.00
154.	Switzerland	68.00
155.	Syria	75.00
156.	St. Christopher Nevis	64.00
157.	St. Lucia	46.00
158.	St. Vincent and Grenadines	56.50
159.	Tanzania	52.50
160.	Thailand	40.50
161.	Togo	71.00
162.	Tonga	30.00
163.	Trinidad & Tobago	46.50
164.	Tunisia	37.50
165.	Turkey	54.00
166.	Turkey & Caicos	75.00
167.	Tuvalu	30.00
168.	Uganda	75.00
169.	U.A.S	61.50
170.	U.K.	75.00
171.	U.S.A	75.00
172.	U.S.S.R.	75.00
173.	Uruguay	30.00
174.	U.S. Virgin Islands	30.00
175.	Vanuatu	63.50
176.	Venezuela	30.00
177.	Vietnam	34.00
178.	Yemen	64.00
179.	Yemen Rep.	50.00
180.	Wallis Future	61.00
181.	Yugoslavia	50.50
182.	Zaire	75.00
183.	Zambia	61.50
184.	Zimbabwe	35.00

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Copy of letter **No. 36/10/88-WM(7) dated the 31st October, 1988** from The Financial Commissioner & Secretary to Govt., Haryana, Finance Department to 1. All the Heads of Departments, Commissioners of Divisions, All Deputy Commissioners, and Sub Divisional Officer (Civil) in the State. 2. The Registrar, Punjab and Haryana High Court, Chandigarh and all District and Session Judges in Haryana.

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**Subject : Grant of Interest free loan to Government employees for Diwali Festival.**

Sir,

I am directed to inform you that the State Govt. has decided to grant an interest free advance of Rs. 200/- (Rs. Two Hundred only) to all the Class-IV employees in the State who apply for it. The loan will be recoverable in four equal monthly installments. The entire advance should be recovered before the close of the financial year 198-89.

2. The advance will be admissible to permanent/temporary employees. The advance will also be admissible adhoc employees who are continuing in service for the last one year and are likely to continue for another four months, after furnishing surety of a permanent Government employee. The advance will sanctioned by the Drawing and Disbursing Officers concerned who would in the case of temporary employees allow advance on the basis of a surety to their satisfaction so that it is fully secured and its recovery is ensured from the loanees before the close of the financial year 1988-89.

3. The following conditions should be observed in sanctioning this loan :-

- (i) The Officer concerned, before sanctioning the advance should satisfy himself that the incumbent will continue in service until full recovery of the total amount of the advance is effected.
- (ii) The advance will be recovered in four equal monthly installments and the entire advance should be recovered from the pay of the employees before the close of the financial year 1988-89.
- (iii) The advance may be drawn and disbursed before the Diwali Festival.
- (iv) The advance should not be granted to the employees on the deputation to other Governments corporations and local bodies etc.
- (v) Where both husband and wife are employed the advance should be allowed to one of them.

4. It is requested that the schedule of the recoveries should be attached with each bill in the Performa enclosed. It is also requested that the detailed account of the recoveries of the advance should be maintained by the Drawing and Disbursing Officer which should be reconciled with the office of the Accountant General, Haryana, Chandigarh every month.

5. The expenditure incurred may be communicated to the Finance Department (in Ways & Means Branch) by the Head of the Department by the end of November, 1988 in the enclosed performa.

6. The expenditure may be debited to the Major Head "7610-Loans to Govt., Servants

etc. -800-Other Advance (i) Festival Advance. "(Expenditure) The recoveries made may be credited to the corresponding receipt head i.e. "7610-Loans to Government Servants etc. 800-Other Advance (ii) Festival Advance (Receipt).

### PROFORMA

Name of Department	Name of Office	Drawing and Disbursing Officer	Amt. of Festival advance to employees
1	2	3	4

### SCHEDULE OF RECOVERIES

Sr. No.	Name & Designation of employees	Total amount of advance	Recoveries upto last month	Amount of advance recovered in this bill	Total amount recovered upto date	Balance	Remarks
1	2	3	4	5	6	7	8

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***These instructions have been Revised vide  
No. 13/2(1)2000-5FR-I, Dated 07.01.2000.***

**No. 13/5(15)/87-5FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala/Hissar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 2nd November, 1988**

***Subject : Deputation of Government employee to other State Governments including  
Central Govt. or bodies/Companies/Corporations - Terms and Conditions.***

Sir,

I am directed to invite a reference to the Haryana Government Finance Department circular letter No. 6344-5FR-74/41666, dated the 5th December, 1974 on the subject noted above whereby pay fixation formula in regard to the deputationists who had opted or might opt for the pay scale of the post under foreign employer in pre revised pay scales was issued. A question has arisen as to whether the same formula hold good in the revised scales also. The State Government have considered the matter and it has now been decided that in such cases, if the minimum of the pay scale of the deputation post is substantially in excess of the deputationist's basic pay plus deputation allowance at the rate of 5% subject to a maximum of Rs. 100/-, the appointing authorities are expected to apply the provisions of rule 4.16 of Punjab Civil Services. Rules, Volume-I, Part-I and restrict the pay of the deputationist to a suitable figure below the minimum pay of the post. To ensure uniformity in the application of rule 4.16 ibid in such cases, it has also been decided that the pay allowed under this rule should not exceed the basic pay of the deputationist by more than 5% of basic pay subject to a maximum of Rs. 100/-. Once the initial pay has been fixed in the deputation post, the grant of further increments will be regulated in accordance with the provisions of para 6.1 (i) to (iv) and para 7.1 of the Haryana Government Finance Department letter No. 13/5(5)/86-5FR-I, dated the 17th March, 1987 as heretofore.

2. The above decision will be applicable in the revised scales of pay which are applicable with effect from 1.1.86 or from the date an employee draws pay in the revised scales of pay in accordance with the Haryana Civil Services (Revised Pay) Rules, 1987.

Yours faithfully,

*Sd/-*

(J. P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 13/5(15)/87-5FR-I,

Dated, Chandigarh, the 2nd November, 1988

A copy is forwarded to the Accountant General (i) Accounts and Entitlement, (ii) Audit, Haryana, Chandigarh for information and necessary action.

*Sd/-*  
(J. P. NARANG)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the :-

Financial Commissioners, Haryana.  
Administrative Secretaries to Govt., Haryana, for information and  
necessary action.

*Sd/-*  
(SHAMSHER SHUKLA)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

The Financial Commissioners, Haryana.  
All administrative Secretaries to Govt., Haryana.

U.O. No. 13/5(15)/87-5FR-I

Dated, Chandigarh, the 2nd Nov., 1988

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*  
(SHAMSHER SHUKLA)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/  
Chief Parliamentary Secretary.

U.O. No. 13/5(15)/87-5FR-I

Dated, Chandigarh, the 2nd Nov., 1988.

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***These instructions have been Clarified vide  
No. 1/2(74)/88-2FR-II, Dt. 16.01.1990 & 08.12.1989.***

**No. 1/2/74/88-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Head of Departments,  
Commissioners, Ambala/Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 3rd November, 1988**

**Subject : Liberalisation of pensioner benefits on the recommendations of Fourth Pay Commission.**

Sir,

On the recommendations of the Fourth Pay Commission the State Government have revised the pay scales of its employees with effect from 1.1.1986. The recommendations of the Pay Commission in regard to Pensionary benefits to the State Government employees as well as to the old pensioners had been engaging the attention of the State Government for some time past. After careful consideration it has been decided to revise the Pensionary benefit as given below :-

**A. Pension**

- (i) The rates of pension for the employee who retire on or after 1.1.1986 have been revised and the limits of their minimum and maximum of pension will be raised from Rs. 150/- and Rs. 1500/- per month respectively to Rs. 375/- and Rs. 3800/- per month respectively. As per existing rules, the amount of pension will be calculated at 50% of average emoluments for the last 10 months immediately preceding the date of retirement. The '**Emoluments**' for purposes of calculating various retirement benefits shall mean basic pay as defined in 2.44 (a) (i) of Punjab Civil Services Rules Volume I Part I.
- (ii) In the case of Government servants who have opted for the revised scales of pay and retire within 10 months from the date of coming over to the revised scales 'average pay' for 10 months period preceding retirement shall be calculated by taking into account pay as follows :-
  - (a) For the period during which pay is drawn in pre-revised scale; Basic pay plus actual D.A., A. D.A. adhoc D.A. appropriate to the pay at the rates in force on 31.12.85 drawn during the relevant period; and
  - (b) For the period during which pay is drawn in revised scale; Basic Pay in the revised scales.

- (iii) *Commutation of Additional Pension* - Additional pension if any becoming due as a result of these orders will also qualify for commutation. Pensioners can commute upto one third of the additional pension (difference) if they so desire.

## **B. Family Pension**

The rates of family pension mentioned in Finance Department's letter No. 11/IPR (FD)-81, dated 19.3.81 para 4 sub para 2 shall be revised w.e.f. 1.1.86 as follows :

	<b>Basic pay per month</b>	<b>Rate of family pension per month inclusive of dearness relief upto average CPI 608</b>
(i)	Not exceeding Rs. 1500/-	30 percent of basic pay subject to a minimum of Rs. 300/- .
(ii)	Exceeding Rs. 1500/- but not exceeding Rs. 3,000/-.	20 percent of basic pay subject to a minimum of Rs. 450/-.
(iii)	Exceeding Rs. 3,000/-	15 percent of basic pay subject to a minimum of Rs. 600/- and a maximum of Rs. 1250/-.

These will be inclusive of dearness relief upto average CPI 608.

## **C. Death-cum-retirement gratuity**

The limit of Death-cum-retirement gratuity is raised from Rs. 36,000/- as at present to Rs. 50,000/- (revised to one lakh) for the persons who retired on or after 1.1.1986. The existing rules relating to calculation of Death-cum-Retirement Gratuity will continue except that (a). It will be calculated on the basis of emoluments as defined above and (b). There would be no ceiling on reckonable amount for calculating the amount of gratuity.

## **D. Pensionary benefits upto 568 CPI**

- (i) Pensionary benefits for treatment of D.A, A.D.A etc. upto 568 CPI as Dearness pay for the purpose of giving retirement benefits except Death-cum-Retirement Gratuity to the Govt. servants who retired between 31.3.1985 and 31.12.1985 may be allowed. The maximum limit of Death-cum-Retirement gratuity will be kept at Rs. 36, 000/-
- (ii) However, where the amount of pension so calculated results in loss as compared to the total amount of pension plus relief on pension, admissible at the average index level 320, the loss will be made up by the grant of personal pension to the individual concerned. The amount of personal pension will not, however, be taken into account for the purpose of determining the commuted value of pension & relief on pension.
- (iii) For calculating the amount of subscription towards CPF by Govt. servant and Govt. contribution to these funds the dearness pay appropriate to the pay on which these contributions are made, shall be treated as part of such pay w.e.f. 31st March, 1985.



- (iv) There will be no ceiling on the amount of monthly pension for Govt. servants who retire on or after 31.3.85.

**E. Arrears**

Arrears of all kinds becoming payable on the basis of implementation of the order upto 30-6-88 may be paid in the form of long term deposits in national Savings Certificates/ National Savings Schemes.

Yours faithfully,

*Sd/-*

(J. P. Narang)

Joint Secretary Finance(R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 1/2(73)88-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 3rd November, 1988.**

**Subject : Grant of Dearness Relief to the Pensioners of the Haryana Government beyond the Consumer Price Index Level 608.**

Sir/Madam,

I am directed to invite a reference to letter No. 1/3(4)85-2FR-II dated 12.8.1986 and 1/3(3)-86-2FR-II dated 13th July, 1987, issued by this Department vide which three installments of ad hoc relief were sanctioned to the State Government pensioners each at the rate of 2½% per mensem with effect from the 1st April, 1986, the 1st June, 1986, and the 1st July, 1986 and to state that in super session of the orders contained in the letters ibid the Governor of Haryana has been pleased to decide that the dearness relief to the pensioners/family pensioners of the Government of Haryana, to compensate them for the rise in the cost of living beyond the average Consumer Price Index Level 608, shall be paid at the following rates, namely :

Period	Pension/Family Pension Per month	Rate of dearness relief per month
From 1-7-86 to 31-12-86	(i) Not exceeding Rs. 1750/- (ii) Exceeding Rs. 1750/- but not exceeding Rs. 3000/- (iii) Exceeding Rs. 3000/-	4% of the entitlements under column 2. 3% of the entitlements under column 2, subject to a minimum of Rs. 70/. 2% of the entitlements under column 2 subject to a minimum of Rs. 90/-
From 1-1-87 to 30-6-87	(i) Not exceeding Rs. 1750/- (ii) Exceeding Rs. 1750 but not exceeding Rs. 3,000/- (iii) Exceeding Rs. 3,000/-	8% of the entitlements under column 2. 6% of the entitlements under column 2 subject to a minimum of Rs. 140/- 5% of the entitlements under column 2 subject to a minimum of Rs. 180/-
From 1-7-87 to 31-12-87	(i) Not exceeding Rs. 1750/- (ii) Exceeding Rs. 1750 but not exceeding Rs. 3,000/- (iii) Exceeding Rs. 3,000/-	13% of pension/family pension 9% of pension/family pension subject to a minimum of Rs. 228/- 8% of pension subject to a minimum of Rs. 270/-
From 1.1.88 onwards	(i) Not exceeding Rs. 1750/- (ii) Exceeding Rs. 1750 but not exceeding Rs. 3,000/- (iii) Exceeding Rs. 3,000/-	18% of pension/family pension 13% of pension/family pension subject to a minimum of Rs. 315/- 11% of pension subject to a minimum of Rs. 391/-

In the case of pensioners who retired before 1.1.1986, the dearness relief will be calculated on the basic pension/basic family pension plus dearness relief upto CPI 608.

- 1.2 Payments of dearness relief involving a fraction of rupee shall be rounded off to the next higher rupee.
  - 1.3 A Ready Reckoner showing Dearness Relief payable from 1st July, 1986 to the 31st December, 1986 and from the 1st January, 1987 onwards in terms of these orders is enclosed.(Annexure I to III).
2. The payment on account on adhoc relief made to the pensioners/family pensioners in terms of the orders contained in the letters under reference with effect from the 1st April, 1986, the 1st June, 1986 and the 1st July, 1986 will be adjusted against the dearness relief payable to them under revised pattern in terms of this order. If the entire amount cannot be adjusted from the arrears of dearness relief payable under the balance amount will be adjusted against the future payments(s) of dearness relief admissible in terms of this order.
  3. These orders will not apply to the pensioners, whose pension have been determined on adhoc basis without reference to the emoluments drawn by them, that is, political pension, special pension, war risk pension, etc. The relief will also not be admissible to the re-employed pensioners during the period of re-employment.
  4. The relief and the dearness relief mentioned above will not be admissible to employees permanently absorbed in the bodies controlled or financed by Government or Municipality, Panchayat Samities or Zila Parishad. A Government employee who on permanent absorption in the said bodies elects the alternative of receiving the death-cum-retirement gratuity and lumpsum in lieu of pension, as permissible in accordance with rule 5.3 of the Punjab Civil Services Rules, Volume II will not be eligible to receive the relief and dearness relief even after he has ceased to be in the employment of the organisation concerned.
  5. Arrears, becoming payable on the basis of implementation of the above decision upto 30.6.1988 should be paid in the form of long term deposits in National Savings Certificates.
  6. The expenditure involved will be debatable to the Major Head "2071-Pensions and other Retirement Benefits".
  7. Receipt of this letter may please be acknowledged.

Yours faithfully,

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 4/1/87-3FR-II/4472**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala Division and Hisar Division,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 3rd November, 1988**

**Subject : Grant of Dearness Allowance to Haryana Govt. Employees.**

Sir,

I am directed to invite a reference to Govt. of Haryana Finance Department circular letter No. 4/1/87-3FR-II dated the 1st June, 1988 on the subject noted above, and to say that consequent upon the decision taken by the State Government relating to the dearness allowance, the Governor of Haryana is pleased to decide that dearness allowance, shall be paid to Haryana Govt. employees with effect from 1st July, 1988 at the following rates :-

Period for which payable	Pay range	Rate of dearness allowance
1-7-88 onwards	Basic pay upto Rs. 3500/-	23% of pay
	Basic pay between 3501 and upto 6000	17% of pay subject to a minimum of Rs. 805/- p.m.
	Basic pay above Rs. 6000/-	15% of pay subject to a minimum of Rs. 1020/- p.m.

2. These orders shall apply to the Govt. employees who elect or are brought on to the revised scale of pay under the Haryana Civil Services (Revised scales of pay) Rules, 1987, w.e.f. 1-1-1986 and also to those who elect to retain the scales of pay which prevailed prior to 1-1-1986. In the case of former 'basic pay' for the purpose of calculation of dearness allowance shall be as defined in Rule 2.44 (a) (i) of Punjab C.S.R. Volume I, Part-I (margin) and in the case of latter it will include in addition to pay in the pre-revised scale, dearness allowance and adhoc dearness allowance and interim relief, where admissible appropriate to that pay under order in existence on 31-12-1985.

In the case of employees who are in UGC scales of pay Dearness Allowance, adhoc Dearness Allowance upto 608 CPI (1960 base-100) and interim relief minus excess payment of adhoc relief adjustable as a result of previous revision of 1979 will be treated as Dearness pay for the purpose of calculation of Dearness Allowance.

3. The payment on account of Dearness Allowance involving fraction of 50 paise and above, may be rounded to the next higher rupee and fractions of less than fifty paise may be ignored.

4. The Dearness Allowance will continue to be a distinct element of remuneration and will not be treated as pay within the ambit of Rule 2.44 of Punjab, C.S.R. Volume I, Part-I.

5. The amount of arrears on account of release of the above installments of dearness allowance w.e.f. 1st July, 1988 up to the 31st Oct., 1988 shall be credited to the General Provident Fund Account of the Government Employees.

Where any Govt. employee was, during this period, not eligible to subscribe to the General Provident Fund, the amount of arrears shall be invested in the purchase of National Saving Certificates from the Post Offices in the State of Haryana. The National Saving Certificate shall be purchased by the Drawing and Disbursing Officer in the name of Govt. employees concerned and shall be handed over to the latter. The Govt. employees who have retired or had closed their accounts by the time arrears are drawn be paid arrears of dearness allowance in cash. The payment of the aforesaid instalments of dearness allowance in cash shall commence w.e.f. 1-11-1988 i.e., for the month of Nov. 1988 paid in Dec. 1988. The deposits under the Contributory Provident Fund Account will, however, not be eligible for corresponding contribution from Government.

6. These orders are also applicable to work charged employees.

These orders will not apply to :-

- (i) Staff paid from contingencies.
- (ii) Casual labour,
- (iii) Staff employed as Daily wages and those working on piece rate system; and
- (iv) those employed on contract basis except where dearness allowance would continue to be the same as in force at present.

8. The general conditions of payment of dearness allowance would continue to be the same as in force at present.

Yours faithfully,

Sd/-

(J.P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have become obsolete.***

**No. 22/1/85-2B&C**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana State.  
The Registrar Punjab & Haryana High Court.

**Dated, Chandigarh, 8th November, 1988**

***Subject : Settlement of outstanding audit paras.***

Sir,

I am directed to invite your attention to Finance Department Circular letter of even No. dated 27.4.88 on the subject noted above and to say that Accountant General Haryana has, again, brought to the notice of Finance Department that some major departments have not arranged meetings for the settlement of outstanding paras.

2. You are, therefore, again requested to send proposal for holding quarterly meetings on the spot reviews and settlement of outstanding paras pertaining to your department to Accountant General (Audit) Haryana immediately under intimation to the Finance Department.

Yours faithfully,

*Sd/-*

(MOHAN LAL GUPTA)

Superintendent Budget & Committee-II,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 22/1/85-2B&C

Dated, Chandigarh, the 8.11.1988

A copy is forwarded to the Accountant General (Audit), Haryana, Chandigarh for information w.r.t. his letter No. OAD(C)-I/88-89/panchayat-1987-88 dt. Nil.

*Sd/-*

(MOHAN LAL GUPTA)

Superintendent Budget & Committee-II,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

All Financial Commissioners to Govt., Haryana.  
All Administrative Secretaries to Govt., Haryana,  
for information & necessary action

They are requested to ensure that proposals are sent to Accountant General (Audit),  
by the Departments under their control.

*Sd/-*  
(MOHAN LAL GUPTA)  
Superintendent Budget & Committee-II,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Financial Commissioners to Govt., Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 22/1/85-2B&C

Dated, Chandigarh, the 8.11.1988

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**No. 1/2(73)88-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 17th November, 1988**

**Subject : Grant of Dearness Relief to the Pensioners of the Haryana Govt. beyond Consumer Price Index Level 608.**

Sir,

I am directed to refer to the letter issued vide this department letter No. 1/2(73)88-2FR-II, dated 3rd November, 1988, on the subject noted above, and to state that letter referred in Para I (line No.1) i.e. 1/3(4)85-2FR-II dated 12.8.86 may be read as 1/3(3)86-2FR-II dated 12.8.86. Similarly in the Annexure II "Amount of Pension/Family Pension plus adhoc relief granted upto 1.7.87" may be read as "Amount of Pension/Family Pension plus adhoc relief granted upto 1.1.86" and date mentioned in column No. I of Annexure III may be read as 1.1.1986, instead of 1.1.1988.

*Sd/-*

(S.K. Shukla)

Under Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*



**No. 1/4(5)-79-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner of Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 21st November, 1988.**

**Subject : Simplifications of procedure with a view to eliminating delays in the payment of pension and gratuity.**

Sir,

I am directed to refer to the Finance Department's instructions issued vide letter No. 1/4(5)-79-2FR II, dated 15.12.1982 and to say that after careful consideration Government has decided to amend these instructions up to the extent that in the Para 2 (a) line twenty one, the word "Rs. 1000/-" may now be read as "Rs. 5000/-". The rest of the instructions will be the same.

Yours faithfully,

Sd/ -

(J.P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/4(5)-79-2FR-II

Dated, Chandigarh, the 21st November, 1988.

A copy is forwarded for information and necessary action to :-

1. The Accountant General (Accounts and Entitlement) Haryana, Chandigarh.
2. The Accountant General (Audit) Haryana, Chandigarh.

Sd/ -

(J.P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners, Haryana and all Administrative Secretaries to Govt., Haryana, for information and necessary action.

Sd/-

(S.J. Shukla)

Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. All the Financial Commissioners, Haryana.
2. All Administrative Secretaries to Government, Haryana.

U.O. No. 1/4(5)-79-2FR-II

Dated, Chandigarh, the 21st November, 1988.

A copy is forwarded to the Principal Secretary/Addl. Principal Secretary/OSD/ Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State.

*Sd/-*

(S.J. Shukla)

Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Addl. Principal Secretary/OSD/Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Minister/  
Ministers/Ministers of State/Chief Parliamentary Secretary.

U.O. No. 1/4(5)-79-2FR-II

Dated, Chandigarh, the 21st November, 1988.

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**No. 5/58/87-1FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioner, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 30th November, 1988****Subject : T.A. to retired Govt. servants for perusal of documents and attending the enquires.**

Sir,

I am directed to refer to Haryana Govt. F.D. circular letter No. 5/36/87-1-FR-II dated 30.8.88 on the subject noted above wherein it has been laid down that the retired Govt. servants will be granted TA/DA for the journey performed by them in connection with the perusal of documents in preparation of their Defence against disciplinary proceedings under consideration of Govt. and to say that the Govt. further considered the matter and decided that the retired employees may also be granted TA, for attending the departmental enquires pending against them provided the "Enquiry Officer Certifies" that the presence of the delinquent is essential for the effective hearing of the case and the enquiry had not prolonged due to the reasons attributable to the behavior of the delinquents.

2. These orders take effect from the date of issue.

Yours faithfully,

*Sd/-*

(J.P. NARANG)

Joint Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 5/58/87-1FR-II

Dated 30-11-88.

A copy is forwarded to the Accountant General (A&E) for information and necessary action.

*Sd/-*

(J.P. NARANG)

Joint Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Copies are forwarded to all the :-

Financial Commissioners, Haryana.  
Administrative Secretaries to Govt. Haryana for information.

*Sd/-*

(S.J. SHUKLA)

Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

500

To

Financial Commissioners, Haryana.  
Administrative Secretaries to Government, Haryana.

U.O. No. 5/58/87-1FR-II

Dated, Chandigarh, the 30-11-88.

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary for information.

*Sd/-*  
(S.J. SHUKLA)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State/Chief Parliamentary  
Secretary Chief Parliamentary Secretary.

U.O. No. 5/58/87-1FR-II

Dated, Chandigarh, the 30-11-88.

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**No. 11/25/5PR(FD)-88**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Department,  
Commissioners, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 1st December, 1988**

**Subject : Verification of correctness of fixation of initial pay of Govt. servant under Haryana Civil Services (Revised Scales of Pay) Rules, 1987.**

Sir,

I am directed to refer to the subject noted above and to say that the Accountant General, Haryana has intimated that pay verification parties are proposed be formed by him for the verification of initial pay of Haryana Government employees fixed w.e.f. 01.01.1986 under Haryana Civil Services (Revised Pay) Rules, 1987. These audit parties would be visiting only the District Head Quarters besides Chandigarh. It is requested that the necessary records viz service book, options, forms, proforma showing pay fixed by the departmental authority in the revised pay scales and other relevant record may be kept ready and made available to the audit parties at the time of audits. Besides this a statement of the employees whose pay in the revised scales of pay has been fixed, should also be produced at the time of verification indicating therein, the total number of employees working in the Department/Office and the date of their retirement.

2. The fixation of pay in the revised scales will be checked up by the pay verification parties only to a limited extent. It may, therefore, be please be ensured that the pay fixation statement, which are not checked by the audit parties are reviewed by the departmental authorities in the light of audit observations made on the checked statements and suitable remedial action taken accordingly.

Yours faithfully,

Sd/-

(S.K. Saxena)

Joint Secretary Finance (PR)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 5/4/91-1FR-II, Dated 25.07.1991***

**No. 5/26/88-1FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 2nd December, 1988.**

**Subject :** Revised rates or Travelling Allowance, Dally Allowance, etc. admissible on the new scales of pay.

Sir,

I am directed to refer to the State Government Finance Department letter No. 5/26/88-1FR-II dated 14-3-1988, on the subject noted above and to say that after careful consideration, the Government has decided to enhance the rates of Daily Allowance as under :-

Pay Range	D.A. within Haryana	Outside Haryana	Simla, Delhi, Calcutta, Bombay, Madras.
Below Rs. 1200/-	20	25	35
Rs. 1200/- and above but less than 1500/-	25	35	45
Rs. 1500/- and above but less than Rs. 2000/-	30	40	50
Rs. 2000/- and above but less than Rs. 3000/-	35	45	55
Rs. 3000/- and above but less than Rs. 5000/-	40	50	60
Rs. 5000/- and above	50	60	70

2. The decision will take effect from the date of the issue of this letter.

Yours faithfully,

Sd/-

(J. P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 5/26/88-1FR-II

Dated, Chandigarh, the 2nd December, 1988

A copy is forwarded for information and necessary action to the :-

Accountant General (A&E) and Audit Haryana, Chandigarh signed in ink, for information and necessary action in continuation of Finance Department Endst. No. 5/26/88-1FR II dated 14-3-88.

The Finance Secretary, Chandigarh Administration, Chandigarh.  
All Treasury Officers/Assistant Treasury Officers in Haryana,  
The Director Treasury & Accounts, Haryana with 30 copies for information of A.Os./A.A.Os. etc.

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners, Haryana and all Administrative Secretaries to Govt., Haryana for information and necessary action.

*Sd/-*

(SHAMSHER SHUKLA)

Under Secretary to Govt., Haryana,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners, Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/26/88-1FR-II

Dated, Chandigarh, the 2nd December, 1988

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Dy. Minister/Chief Parliamentary Secy. for information of the Chief Minister/Dy. Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secy.

*Sd/-*

(SHAMSHER SHUKLA)

Under Secretary to Govt., Haryana,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Dy. Chief Minister/Ministers/Ministers of State/  
Dy. Minister Chief Parliamentary Secretary.

U.O. No. 5/26/88-1FR-II

Dated, Chandigarh, the 2nd December, 1988

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***These instructions have become obsolete.***

**No. 1/2(74)-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala/Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 5th December, 1988.**

**Subject : Liberalisation of pensionary benefits on the recommendations of Fourth Pay Commission.**

Sir,

I am directed to invite your attention to Finance Department's letter No. 1/2(74)-88-2FR-II, dated 3rd November, 1988, vide which pension/family pension of Government servant who retired or died on or after 1.1.1986 has been revised on the basis of recommendations of Fourth Pay Commission with effect from 1.1.1986. You are therefore, requested to furnish the following documents to the Accountant General, Haryana to revise the pension cases on the revised pay scales, covered under the Haryana Govt. orders dated 3.11.88 referred to ibid (including the cases of Govt. servants retired between 31.3.85 to 31.12.85) :-

- (i) Service Book indicating upto date entries of pay drawn in the new scales of pay applicable w.e.f. 1.1.1986 duly signed by the competent Authority.
- (ii) Calculation sheet of proposed pensionary benefits in new scales of pay scales of pay showing (a) Average Emoluments qualifying service (b) Proposed Pension/ Family Pension (c) Proposed DCRG.
- (iii) Last Pay Certificates in the revised scales.
- (iv) Option to commute additional pension in terms of Para-A (iii) of orders referred ibid.

Receipt of this letter may please be acknowledged.

Sd/-  
(S.J. Shukla)  
Under Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 1/2(73)88-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 15th December, 1988.**

**Subject : Grant of Dearness Relief to the Pensioners of the Haryana Government beyond the Consumer Price Index Level 608.**

Sir/Madam,

I am directed to invite a reference to letter No. 1/2(73)88-2FR-II dated 3rd November, 1988 and 1/2(73)88-2FR-II dated 17.11.88 issued by this Department and to say that the Governor of Haryana is pleased to decide that the dearness relief to the pensioners/family pensioners of the Government of Haryana, to compensate them for the rise in the cost of living beyond the average Consumer Price Index Level 608, shall be paid at the following rates with effect from 1st July, 1988, in modification of the rates mentioned in the letter dated 3rd November, 1988 :

<b>Pension/Family Pension Per month</b>	<b>Rate of dearness relief per month</b>
(i) Not exceeding Rs. 1750/-	23% of the Pension/Family Pension.
(ii) Exceeding Rs. 1750/- but not exceeding Rs. 3000/-.	17% of the Pension/Family Pension subject to a minimum of Rs. 403.
(iii) Exceeding Rs. 3000/-	15% of the Pension subject to a minimum of Rs. 510/-

In the case of pensioners who retired before 1.1.1986, the dearness relief will be calculated on the basic pension/basic family pension plus dearness relief upto CPI 608.

1.2 Payments of dearness relief involving a fraction of rupee shall be rounded off to the next higher rupee.

1.3 A Ready Reckoner showing Dearness Relief payable from 1st July, 1988 onwards, in terms of these orders, is enclosed.

2. These orders will not apply to the pensioners, whose pension have been determined on adhoc basis without reference to the emoluments drawn by them, that is, political pension, special pension, war risk pension, etc. The relief will also not be admissible to the re-employed pensioners during the period of re-employment.

3. The relief and the dearness relief mentioned above will not be admissible to employees permanently absorbed in the bodies controlled or financed by Government or Municipality, Panchayat Samities or Zila Parishad. A Government employee who on permanent absorption in the said bodies elects the alternative of receiving the death-cum-retirement gratuity and lumpsum in lieu of pension, as permissible in accordance with rule 5.3 of the Punjab Civil Services Rules, Volume II will not be eligible to receive the relief and dearness relief even after he has ceased to be in the employment of the organisation concerned.

4. The expenditure involved will be debitable to the Major Head "2071-Pensions and other Retirement Benefits".

5. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(J.P. NARANG)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been revised vide  
No. 68/2/89/FD/Pension/SAP, Dt. 05.03.90.***

**No. 68/1/88/FD/Pension/SAP**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana State,  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 4th January, 1989**

**Subject : Instructions regarding expeditious disposal of Pension Cases.**

Sir,

I am directed to invite your attention to the instructions issued vide circular letter No. 68/1/88/FD/Pension/SAP, dated the 19th July, 1988, on the subject noted above, which interalia include that the departments should hold monthly meetings with the concerned branch of the Accountant General, Haryana and the objections regarding pension cases should be settled on the spot. It has been brought to the notice of the Government by the Accountant General, Haryana that all the departments are not adhering to the procedure and to the time schedule laid down for submission of pension cases. He has specifically brought to the notice that outstanding pension cases are not being cleared and incomplete cases are being sent to his office. Non observance of instructions regarding preparation of pension cases. This has resulted not only in several hardships to the pensioners but may also bring a bad name to the State Government, I have, therefore, been directed to emphasize upon you that the instructions issued by the Finance Department in this behalf should be followed meticulously. Immediate necessary instructions be issued to all concerned authorities to visit the Accountant General office frequently for on the spot finalization of pension/gratuity cases. Outstanding pension cases should be given top priority and may not be allowed to remain un-attended so that the pensioner may get pension orders well in time. Please acknowledge the receipt of this communication.

Yours faithfully,

Sd/-

Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 68/1/88/FD/Pension/SAP

Dated Chandigarh, the 4th January, 1989

A copy is forwarded to the Accountant General (Accounts), Haryana, Chandigarh for information.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Copy are forwarded to the :-

1. The Financial Commissioner, Haryana.
2. All the Administrative Secretaries to Government, Haryana for information and necessary action.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. The Financial Commissioners, Haryana.
2. All the Administrative Secretaries to Government, Haryana.

U.O. No. 68/1/88/FD/Pension/SAP

Dated Chandigarh, the 4th January, 1989.

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***These instructions have been Revised vide  
No. 10/14/94-2FICW, Dated 20.01.1995.***

**No. 2648-2FICW-88**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments, in Haryana, Chandigarh.  
The Registrar, Punjab & Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 4th January, 1989**

**Subject : Grant of House Rent.**

Sir,

I am directed to refer to Finance Department Notification No. 194-2FICW-76/18798, dated 16th June, 1976 which interalia provides that the employees who have retired/transferred but do not vacate the Government accommodation within 21 days of transfer/retirement, shall be required to pay the following rents :

1.	Upto one month after 21 day	20% of the pay
2.	For one month thereafter	30% of the pay
3.	After that till the employee vacates the Government accommodation	40% of the pay

It was also decided by Finance Department vide its letter No. 2352-2FICW-85, dated 11-9-85, that after four months market rent should be charged and eviction proceedings under Haryana Public Premises (Eviction) Act is initiated by filing a case in the Court of Collector. Now It has further been decided that in the case where the Govt. house is not vacated by the Govt. employee after his transfer from station 'A' to station 'B', the employee shall not be paid any House Rent Allowance at the station 'B' where he has been transferred until and unless he vacates the Govt. houses at his previous place of posting viz. station 'A'. Besides, appropriate disciplinary action should also be taken against such defaulters for their non-vacation of the Govt. accommodation at their previous place of posting.

These orders will be effective from the date of issue of this letter and necessary amendments in the rule 5.23 of CSR Vol. I Part-I will be made in due course.

Yours faithfully,

Sd/-

(J.P. Narang)

Joint Secretary Finance  
for Financial Commissioner & Secy. to Govt.,  
Haryana, Finance Department.

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***Incentive for Small Family Norms was discontinued w.e.f.  
01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(1)-87-3FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 10th January, 1989**

**Subject : Grant of incentives to Haryana Government employees adopting small family norms.**

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department letter No. 6/1(8)/79-1FR-I dated the 20th July, 1981 on the subject noted above wherein it was provided that Haryana Govt. employees who undergo sterilization after having two or three surviving children be granted a special increment in the form of personal pay not to be absorbed in future increases in pay either in the same post or promotion to higher post. Consequent upon the revision of pay scales from 1.1.1986, the Haryana Govt. have examined the matter at length and it has now been decided that the Govt. employees who had undergone sterilization on or before 29.4.1987 and were already in receipt of special increment may be granted double the rate of initial increment in the revised pay scales (made applicable w.e.f. 1.1.1986) corresponding to the pre-revised scale in which the employee was initially granted special increment. The doubled amount will be admissible from the date of option for the revised pay scale. The employees who undergo sterilization on or after 30.4.1987 will be granted personal pay equal to the amount of the next increment due at the time of grant of concession in the revised pay scales.

2. These orders may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-

(J.P. Narang)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 6/1(1)-87-3FR-I

Dated, Chandigarh, the 10th January, 1989

A copy is forwarded to the Accountant General (i) Accounts & Entitlement, (ii) Audit, Haryana, Chandigarh for information and necessary action.

*Sd/-*  
(J.P. Narang)  
Joint Secretary Finance, (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy each is forwarded to all the :-

- (1) Financial Commissioners, Haryana.
- (2) Administrative Secretaries to Government, Haryana,  
for information and necessary action.

*Sd/-*  
(J.P. Narang)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

- (i) All the Financial Commissioners, Haryana,
- (ii) All the Administrative Secretaries to Government, Haryana.

U.O. No. 6/1/(1)-87-3FR-I

Dated, Chandigarh, the 10th January, 1989

A copy is forwarded to the Principal Secretary/Dy. Principal Secretary/OSD/ Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*  
(J.P. Narang)  
Joint Secretary Finance, (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Dy. Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secy.

U.O. No. 6/1/(1)-87-3FR-I

Dated, Chandigarh, the 10th January, 1989.

\*\*\*\*\*

***These instructions have become obsolete.***

**No. 4/11/88-3FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court,

**Dated, Chandigarh, 20th January, 1989**

**Subject : Grant of adhoc bonus to the Haryana Government employees for the year 1987-88.**

Sir,

I am directed to refer to the subject noted above and to, say that for some time past the State Government had under consideration the question of grant of adhoc bonus to Haryana Government employees not covered by any of the Productivity Linked Bonus Schemes. It has now been decided to grant adhoc bonus for the year 1987-88 to Haryana Government employees who are not covered by any of the Productivity Linked Bonus Scheme or any other bonus or ex-gratia scheme, on the pattern of Government of India.

2. The adhoc bonus for the year 1987-88 as mentioned above will be computed on the basis of the actual emoluments upto and including Rs. 2500/- per month as on 31st March, 1988. The maximum amount will, however, be restricted to the amount admissible to those drawing emoluments of Rs. 1600/- p.m. For the employees drawing monthly emoluments of more than Rs. 1600/- p.m. but not exceeding Rs. 2500/- pm. The adhoc bonus will be calculated as if the emoluments were Rs. 1600/- p.m. the upper ceiling limit of Rs. 2500/- p.m. as on 31-3-1988 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised scale of pay.

3. The benefit will be admissible subject to the following terms and conditions :-

- (i) Only those employees Who were in service on 31-3-88 and have rendered at least six months of continuous service during the year 1987-88 will be-eligible for payment under these orders. Pro-rata payment will be admissible to the eligible employees for periods of continuous service during the year ranging from six months to a full year, the eligibility period being taken in terms of number of months of service (rounded to the nearest number of months).
- (ii) The quantum, of adhoc bonus admissible under these orders will be worked out the basis of emoluments as admissible on 31-3-1988. The terms emoluments occurring in these orders will be and include basic pay, personal



pay, special deputation (duty) allowance and dearness allowance and will also include additional dearness allowance and interim relief in the case of employees who have not yet opted to come over to the revised scales of pay but will not include other allowances, such as house rent allowance, compensatory (city) allowance etc.

- (iii) The adhoc bonus will be calculated on the following formula :-

$$\frac{\text{Emoluments} \times 27}{31}$$

31

- (iv) All payments under these orders will be paid/credited to G.P.F. accounts on or after 15.3.1989 and rounded upto the nearest rupee. It may also be ensured that the expenditure on account of adhoc bonus should be met from the sanctioned budget provisions for the year 1988-89.

4. The payment of adhoc bonus will not be paid in cash but will be credited in the General Provident Fund accounts. In case of those employees who have no such accounts the amount of such adhoc bonus will be invested in the Post Office Saving Certificates to be purchased from Post Offices functioning in Haryana. The National Saving Certificates shall be purchased by the Drawing and Disbursing Officer in the name of Government employees concerned and shall be handed over to the latter.

5. You are requested to ensure the strict compliance of this letter.

Yours faithfully,

Sd/-

(J.P.NARANG)

Joint Secretary Finance(R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 4/11/88-3FR-II

Dated, Chandigarh, the 20th January, 1989

A copy is forwarded to the :-

1. Accountant General (A&E) and (Audit), Haryana, Chandigarh signed in ink, with 50 spare copies for information and necessary action.
2. The Finance Secretary, Chandigarh Administration, Chandigarh.
3. All Treasury Officers/Assistant Treasury Officers in Haryana.
4. The Director, Treasury & Accounts, Haryana with 30 copies for information of A.Os./A.A.Os. etc.

Sd/-

(J.P.NARANG)

Joint Secretary Finance(R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners, Haryana and all Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-

(SHAMSHER SHUKLA)

Under Secretary to Govt. Haryana,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners, Haryana.  
All Administrative Secretaries to Govt., Haryana.

U O. No. 4/11/88 3FR-II/

Dated, Chandigarh, the 20th January, 1989

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Dy. Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secy. for information of the Chief Minister/Dy. Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*

(SHAMSHER SHUKLA)

Under Secretary to Govt. Haryana,  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Dy. Chief Minister/Ministers/Ministers of State/  
Chief Parliamentary Secretary.

U.O. No. 4/11/88-3FR-II

Dated, Chandigarh, the 20th January, 1989.

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***These instructions have become obsolete.***

**No. 1/2(74)-88-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala/Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 23rd January, 1989**

**Subject : Liberalisation of pensionary benefits on the recommendations of Fourth Pay Commission - Procedure for purchase of National Savings Certificate.**

Sir,

I am directed to refer to the Finance Department Letter No. 1/2(73)88-2FR-II, dated 3.11.88 and letter No. 1/2(74)88-2FR-II dated 3.11.88 on the subject noted above and to say that after careful consideration Govt. has decided to adopt the following procedure:-

1. Accountant General, Haryana will issue the authority to TO/ATO for each pensioners/beneficiary in two parts clearly demarcating the arrear portion as well as the cash portion. A copy of this authority will be sent to the Accountant General of respective state for those pensioners who draw their pension from Treasury and Banks out of Haryana and Chandigarh. However, a copy of all such authority letters will be sent to Director, Treasury & Accounts, Haryana for monitoring purposes. On receipt of this authority, the TOs/ATOs and Banks in respect of those pensioners who drew pension from Treasury and through Banks respectively within Haryana and Chandigarh will get the authority letter as well as the application form for the scheme in which arrear is to be invested from the pensioners/beneficiaries along with their claims.

- (a) With this authority TOs/ATOs will prepare two claim bills separately for arrear and cash portion. For arrear part TOs/ATOs on the basis of authority received from the claimants will draw the amount and send the same to concerned post offices for the supply, of small savings certificate/any other document on behalf of the claimant where as the second portion of arrear will be paid to the claimant in cash. The TOs/ATOs will pass on these certificates. Wherever received from post officer to the beneficiaries on their visit to Treasury/sub Treasury by any other means whichever is quicker.
- (b) For those who draw pension through Banks, the Banks will draw the arrears on behalf of the authority obtained from the claimant and will send that amount along with the application form to the concerned TO/ATO for the purchase of National Savings Certificated/any other document along with the list and addresses of the

beneficiaries to whom these certificates are to be sent. The cash portion will be credited to the account of beneficiaries. The TOs/ATOs will pass on these certificates when received from the concerned post offices to the concerned Banks who will deliver the same to the beneficiaries either on their visit to Bank or by any other means whichever is possible.

2. In order to check the complaints, this whole process of the purchase and delivery of National Savings Certificates to the beneficiaries should be completed within 30 days from the date of receipt of application from the claimants by the TO/ATO. The record of the amount of arrears payable the certificates purchased and delivery of certificates claimant wise with the signature of beneficiary in case delivered in person will be maintained by TO/ATO.

3. The monitoring that no arrear which is to be invested in National Savings Schemes is paid in cash and the certificates have been purchased for all the claimants/beneficiaries will be maintained by the Director, Treasury and Accounts.

4. The arrear which is to be invested in National Savings schemes may be rounded off to the nearest Rs. 100/- and the rest part of the arrear may be paid in cash.

5. The words "National Savings Certificates/National Savings Schemes" referred in the letters quoted above may be defined and following National Savings Schemes are allowed:-

- (i) Indira Vikas Patra.
- (ii) Kisan Vikas Patra.
- (iii) National Savings Scheme Account 1987.
- (iv) National Savings Certificates (VIth Issue)
- (v) National Savings Certificate (VIIth Issue).
- (vi) Post office monthly income Scheme.
- (vii) 10 years social Security Certificates.
- (viii) 15 years public provident Fund Accounts.
- (ix) Post office Time Deposits (only three years & five years accounts).

**Notes :** The Scheme at Sr. N. (viii) above is to be in the banks, so these who are drawing their pension through the Banks can do so. No premature withdrawal/encashment of investment in any case before the expiry of three years will be allowed.

Yours faithfully,

*Sd/-*

(J.P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.  
Haryana, Finance Department.

No. 1/2(74)-88-2FR-II

Dated, Chandigarh, the 23-1-1989

A copy is forwarded to the Finance Secretaries/Director small Saving of all States. They are requested to follow the above said procedure in connection with the Haryana pensioners drawing pension in their states.

*Sd/-*

Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.  
Haryana, Finance Department.

No. 1/2(74)-88-2FR-II

Dated, Chandigarh, the 23-1-1989

A copy is forwarded for information and necessary action to the :-

1. Accountant General (A&E), Haryana, Chandigarh. (Ten spare copies)
2. Director, Treasury & Accounts Haryana, Chandigarh (Ten spare copies)
3. Director, Small Savings Haryana, Chandigarh with the request that the requisite application forms may be supplied to TO/ATO well in time.
4. All Accountant General in Indian with ten spare copies.
5. Chief Accounts, Reserve Bank of India, Department of Govt. and Accounts, Central Office, Central 1 Office Building Shaheed Bhagat Singh Road, Bombay-400023.
6. General Manager(Operations), II Parliament Street, State Bank of India, New Delhi.
7. General Manager (Operations), Sector -17- B, PB. No. 199, State Bank of India, Chandigarh-160017.
8. All Treasury Officers/Asstt. Treasury Officer in Haryana.
9. The Treasury Officer, Tees Hazari, Delhi-6.
10. President Govt. Pensioners Association (Regd.) Kothi No. 308, Sec.-9, Chandigarh (ten spare copies).
11. President, Haryana Civil Pensioners Association, 495-R, Model Town, Karnal, Haryana (ten spare copies)
12. The organization, Pensioners Discussion & Recreation Centre, 1178, Sector 16, Faridabad (Haryana).
13. President, Ambala Pensioners Association, 5117/3, Near Tilla Mandir, Ambala City.

Sd/-

Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been modified vide  
No. 1/4(39)97-2FR-II/144, Dt. 02.06.99.***

**No. 4/4(40)-87-2FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Head of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana,  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 1st February, 1989**

**Subject : Payment to eligible family members of employees who suddenly disappear.**

Sir,

I am directed to refer to the subject noted above and to say that as per the present procedure, the pension and other retiring benefits are given to the legal heirs after the elapse of 7 years in case any Govt. employee suddenly disappears and whose whereabouts are not known. This period of 7 years was based on section 108 of the Indian Evidence Act. This procedure is too long and causes hardship to the family members of that employee. After careful consideration the Government has decided that (i) the salary due, leave encashment due and the amount of G.P. Fund having regard to the nominee made by the employee can be paid in the first instance when an employee disappears leaving his family (ii) DCRG and other family pension benefits may be given after the elapse of one year after observing the following formalities :-

- (i) The family must lodge a report with the concerned Police Station and obtain a report that the employee has not been traced after all efforts had been made by the police.
- (ii) An indemnity Bond should be taken from the nominee/dependents of the employee that all payments will be adjusted against the payments due to the employee in case he appears on the scene and makes any claim.

2. The Head of Office will assess all Government dues outstanding against the Government servant and effect their recovery in accordance with existing rules.

3. The family can apply to the Head of the Office of the Government servant for grant of family pension and DCRG, after one year from the date of disappearance of the Government servant in accordance with the prescribed procedure for sanction of family pension and DCR Gratuity. In case the disbursement of DCRG is not effected within three months of the date of application, the interest shall be paid at the rates applicable and responsibility for the delay fixed.

4. These instructions may be brought to the notice of all concerned.

Yours faithfully,

*Sd/-*

(J. P. Narang)

Joint Secretary Finance (R)

*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 13/5(1)/89-5FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala/Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 6th February, 1989**

**Subject : Transfer of Haryana Government employees to other Governments, Companies, Boards, Municipal Committees etc. – Period of deputation.**

Sir,

I am directed to invite a reference to the to the Haryana Government Finance Department circular letter No. 13/5/(5)/86-5FR-I dated the 17th March, 1987 on the subject noted above and to say that para 11.1 of this letter provides that the period of deputation should not ordinarily exceed one year at a time and should not normally be extended beyond 3 years and where it is considered necessary in public interest and in exceptional circumstances to extend the period of deputation on foreign service prior approval of the Finance Department should always be obtained well in time, giving full justification in this regard. Instances have come to the notice of the Government that many departments do not consider about the justification in public interest and without any exceptional circumstances forward the cases for extension of deputation period beyond 3 years or more. The matter has been under consideration of the Government for some time past and it has now been decided that normally no deputationists should be allowed to remain on deputation after 3 years. If it is considered necessary in public interest to extend the deputation period beyond 3 years in rare and exceptional cases, the proposals may be sent for prior approval of Finance Department giving full justification in public interest. You are, therefore, requested to first consider the case at your own level before recommending it to the Finance Department whether it is an exceptional case in public interest or not. If it is not found fit for recommendation to the Finance Department the proposal may be turned down at your own level. If in any case the foreign employer fails to send proposal for extension well in time or do not relieve the deputationists even after a request of the department in writing and stress to extend the deputation period without any exceptional circumstances in public interest then the department should write direct to the deputationists ordering him to join in the parent department. If the deputationists disobey the orders, disciplinary proceedings under rule 7 of the Punishment and Appeal Rules may be initiated against him. It will be the responsibility of the Administrative Department that no deputationists except in U.T. Chandigarh should remain on deputation after a period of 5 years. The employees who have already completed continuous five years on deputation should be arranged to call back by the general transfer of the year 1989 or 31-5-1989, whichever is earlier.

Yours faithfully,

Sd/-

(J.P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.



Endst. No. 13/5(1)-89-5FR-I

Dated, Chandigarh, the 6th February, 1989

A copy is forwarded to the Accountant General (i) Accounts & Entitlement, (ii) Audit, Haryana, Chandigarh for information and necessary action.

Sd/-  
(J.P. Narang)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy each is forwarded to all the :-

- (1) The Financial Commissioners, Haryana;
- (2) All the Administrative Secretaries to Government, Haryana,  
for information and necessary action.

Sd/-  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

- (i) All the Financial Commissioners, Haryana,
- (ii) All the Administrative Secretaries to Govt., Haryana.

U.O. No. 13/5(1)-89-5FR-I

Dated, Chandigarh, the 6th February, 1989

A copy is forwarded to the Principal Secretary/Dy. Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

Sd/-  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Dy. Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary.

U.O. No. 13/5(1)-89-5FR-I

Dated, Chandigarh, the 6th February, 1989.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
(REGULATION)**

**Notification**

**The 23rd February, 1989**

**No. 1/6/89-1PR(FD).**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Services (Revised Pay) Rules, 1987, namely :-

1. (1) These Rules may be called the Haryana Civil Services (Revised Pay) First Amendment Rules, 1989.
- (2) These rules shall be deemed to have come into force on the 1st day of January, 1986.
2. In the Haryana Civil Services (Revised Pay) Rules, 1987, in rule 8 Note 3 shall be omitted.

B.S. OJHA  
Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 14/40/88-2FA**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner of Ambala and Hisar, Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh and  
All Distt. & Sessions Judges in Haryana.

**Dated, Chandigarh, the 24th February, 1989**

**Subject : Scheme for payment of Pension to Haryana Govt. Pensioners by Public Sector Banks - payment of Medical Allowance.**

Sir,

I am directed to invite a reference to Haryana Govt. letter No. 22536-TA-HR(SA)77/11979, dated 1.12.77 and 14/16/79-5FA dated 28.10.81 and to say that in consultation with the Reserve Bank of India, and Accountant General, Haryana it has been decided to make amendment in the said scheme.

2. Add the following after para 23 of the scheme appended to Haryana Govt., Finance Department letter dated 1.12.1977, payment of Medical Allowance :-

- 24(i) Existing State Govt. Pensioners and family pensioners, who have opted to draw their pension through a bank under the scheme will give their option for fixed medical allowance in lieu of reimbursement of medical charges to their parent Department.
- (ii) On receipt of option from the pensioners, the parent department, will issue an order to the concerned Treasury Officer. The Treasury Officer, shall, after due scrutiny send one copy of the order keeping other copy for his records clearly indicating the rates at which the payment of medical allowance is to be made and month from which payment of medical allowance is to be arranged by the concerned Public Sector Bank under his seal to the nominated link branch of the Public Sector Bank through a messenger or under registered cover.
- (iii) The future pensioners who opt for payment of pension through Public Sector Banks have to give an option for the medical allowance to the parent department who will issue an order to the Treasury officer about this. The order received by the Treasury office shall be dealt within the manner mentioned in the preceding paragraph.
- (iv) On receipt of the intimation from the Treasury Officer the link branch will verify the seal and signature of the Treasury Officer with the seal and specimen signature on record with the link branch and make suitable note in register

prescribed in Annexure-II and forward the copy of the order to paying branch for further necessary action.

- (v) On receipt of intimation from the link branch, the paying branch will enter the entitlement rate and period on the disburser's portion of PPO under the attestation by the Branch Manager/authorized officer and commence the payment. While making the payment to the pensioner the paying branch will obtain a certificate from the pensioner that he is not drawing open medical reimbursement charges from the concerned department to avoid double payment. Paying branch will strictly watch the rate of medical allowance and its entitlement period shown in the intimation. Every payment of medical allowance will also be entered on the disburser's portion of PPO and authenticated by an authorized officer of the paying branch. The paying branch will also enter the payment in form Annexure-III (Revised).
- (vi) Paying branch will not make the payment of reimbursement of medical charges but they will advise the pensioners to approach the concerned department from which they were retired. The Annexure- III appended to the scheme issued by Finance Department dated 1.12.1977 shall be substituted by the revised Annexure - III enclosed herewith.

Sd/-  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 14/40/88-2FA

Dated Chandigarh, the 24th February, 1989

A copy is forwarded to the following for information and necessary action :-

1. Accountant General (A&E) Haryana, Chandigarh.
2. Director Treasuries & Accounts, Finance Department with reference to his memo No. 20998-TA-HR(SO)-88/13630, dated 22-11-1988.
3. All Treasury Officers/Asstt. Treasury Officers in Haryana.

Sd/-  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 14/40/88-2FA

Dated, Chandigarh, the 24th February, 1989

A copy is forwarded for information and necessary action to :-

1. The Chief Accountant, Reserve Bank of India Department of Accounts and Expenditure Bombay-400001.
2. The Under Secretary to Government of India, Ministry of Finance, New Delhi.
3. The Managing Director, State Bank of India, Central Office, 5 Parliament Street, New Delhi.
4. The General Manager, Punjab National Bank, Head Office, 5 Parliament Street, New Delhi.

5. The General Manager, Central Bank of India, Head Office, Chandermukhi, Nariman Point, Bombay-400021.
6. The General Manager, Syndicate Bank Head Office Post Box No. 1, Manipal (S.K.) Karnataka State.
7. The General Manager, Bank of India, Head Officer Express Towers, Nariman Point, Post Box No. 234, Bombay-400021.
8. The General Manager, Union Bank of India Head Office Union Bank Building, 239 Back Bag Reclamation, Nirman Point, Bombay-400021.
9. The General Manager, State Bank of Patiala, Patiala (Punjab).

*Sd/-*

Joint Secretary Finance,  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

**Contd...**  
**Encl.**

## ANNEXURE - III

## REGISTER OF PAYMENT OF PENSIONS

Name of the pensioner	Number of the pension payment Order (PPO)	Period for which the pension is paid	Amount of the pension			Total
			Pension	TI	Medical Allowance	
1	2	3	4	5	6	7
			Rs. P.	Rs. P.	Rs. P.	Rs. P.
1.						
2.						
3.						

Recovery of over payment if any.	Income tax deduction	Net amount paid	Allocation of pension as indicated in the PPO	Signature	Remarks
8	9	10	11	12	13
Rs. P.	Rs. P.	Rs. P.			

**Note :-** Each entry should be attested by the nominated officer of the branch at which the payment is made.

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***These instructions have become obsolete.***

**No. 4/4(33)/85-2FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala/Hissar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 28th February, 1989**

***Subject : Reconciliation of Provident Fund Accounts by deputing Reconciliation Assistants.***

Sir,

I am directed to invite a reference to the Finance Department Letter No. 6439- 7FR-75/41568, dated 1.12.1975 on the subject noted above and to say that the Audit Office has intimated that instructions contained in para 2 and 3 of the letter referred to above are not being followed by Drawing and Disbursing Officers in many Departments. The reconciliation assistants are not being deputed periodically to the Audit Office for reconciling the discrepant accounts at personal level. You are, therefore, again requested that the instructions contained in the letter referred to above may be followed strictly by all the concerned and reconciliation Assistants be deputed to the Audit Office periodically after fixing time, for visit in advance to that office. The reconciliation assistants should bring with them the relevant / concerned record viz. copies of G.P.Fund schedules and pay bills etc. for reconciling the discrepancies.

Yours faithfully,

*Sd/-*

(J.P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.  
Haryana, Finance Department.

No. 4/4(33)/85-2FR-I

Dated, Chandigarh, the 28.2.89

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action with ref. to their letter No. FDs./AS-2/88-89/1538, dt 5.1.89.

*Sd/-*

(J.P. Narang)

Joint Secretary Finance (R).  
for Financial Commissioner & Secretary to Govt.  
Haryana, Finance Department.

A copy each is forwarded to all the :-

- (1) All the Financial Commissioners, Haryana.
- (2) All the Administrative Secretaries to Government, Haryana, for information and necessary action.

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.  
Haryana, Finance Department.

To

- (i) All the Financial Commissioners, Haryana,
- (ii) All the Administrative Secretaries to Govt., Haryana.

U.O. No. 4/4(33)/85-2FR-I

Dated, Chandigarh, the 28.2.89

A copy is forwarded to the Principal Secretary/Additional Principal Secretary/ Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*  
Under Secretary Finance, (B)  
for Financial Commissioner & Secretary to Govt.  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary/Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Ministers/  
Ministers/Ministers of State/Chief Parliamentary Secretary.

U.O. No. 4/4(33)/85-2FR-I

Dated, Chandigarh, the 28.2.89.

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***These instructions have been withdrawn vide  
No. 346-2FICW-89, dated 11.09.1989.***

**No. 346-2FICW-89**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioner, Ambala and Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officer in Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 14th March, 1989**

**Subject : Grant of House Rent Allowance to Government employees.**

Sir,

I am directed to refer to Punjab Government Finance Department letter No. 5582-FCW(5)/16614, dated 11th September, 1965 and amendments issued from time to time on the subject noted above and to say that doubts have been expressed by some departments, whether the House Rent Allowance is admissible to Haryana Govt. employees, who are residing within 8 kms. in the outer limits of the Municipal limits of the cities. In this respect it is again clarified that the House Rent Allowance is determined on the basis of the place of posting of an employee. If an employee is posted in a village (Rural Area) but residing in the nearer city falling in radius of 8 kms. from the municipal limits of the place of posting, House Rent Allowance will be admissible to him at the rates of the place of posting and not at the rates of the city falling in 8 kms. from his place of posting.

2. It is requested that these clarifications may please be brought to the notice of all the employees working under them.

Yours faithfully,

Sd/-  
(J.P. Narang)  
Joint Secretary, Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 346-2FICW-89/

Dated, Chandigarh, the 14-3-1989

A copy is forwarded to the Accountant General, Haryana, (i) A&E (ii) Audit, Chandigarh for information.

Sd/-  
(J.P. Narang)  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Copy is forwarded to :-

- (i) All the Financial Commissioners, Haryana, Chandigarh.
- (ii) All the Administrative Secretaries to Government, Haryana, for information.

*Sd/-*  
(J.P. Narang)  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

- (i) All the Financial Commissioners, Haryana,
- (ii) All the Administrative Secretaries to Government, Haryana.

U.O. No. 346-2FICW-89/

Dated, Chandigarh, the 14-3-1989

Copy is forwarded to the Principal Secretary/Deputy Principal Secretary/ Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Officer on Special Duty/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Deputy Chief Minister/Officer on Special Duty/Ministers/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*  
Superintendent, FICW  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Deputy Principal Secretary/Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Ministers/  
Officer on Special Duty/Ministers/Ministers of State/Chief Parliamentary  
Secretary, Haryana, Chandigarh.

U.O. No. 346-2FICW-89/

Dated, Chandigarh, the 14-3-1989.

\*\*\*\*\*

***These instructions have been revised vide  
No. 16/1/91-WM(1), Dated 10.10.1991.***

**No. 16/1/89-WM(5)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala/Hissar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana State,  
The Registrar, Punjab and Haryana, High Court and  
and All District and Session Judges in Haryana State.

**Dated, Chandigarh, the 17th March, 1989**

**Subject : Grant of advance for the purchase of Scooter/Motorcycle and Moped to Govt. employees.**

Sir,

I am directed to invite your attention to Finance Department circular letter No. 16/100/80-5WM, dated the 4th December, 1986 on the subject noted above and to say that due to rise in the prices of Scooter/Motor-cycles and Mopeds the matter regarding the grant of loan for the purchase of these vehicles has been considered again and it has been decided by the Government to revise the limit as under :

(a)	<b>Motor cycles/Scooters</b>	Rs. 10,000/- or 75% of the price of the vehicle whichever is less.
(b)	<b>Mopeds</b>	Rs. 5,000/- or 75% of the price of the vehicle whichever is less.

2. The eligibility limit of pay the purpose of grant of Scooter / Motor-cycle and Mopeds to Government employees will remain the same i.e. basic pay including special pay Rs. 1500/- and above per month for Motor-cycle/Scooter and basic pay including special pay Rs. 1150/- and above per month for Mopeds as was decided vide circular letter No. 16/34/87-WM(5), dated the 28th July, 1987.

3. All other conditions governing the grant of advance remain unchanged.
4. These orders will take effect from the date of issue of this letter.
5. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 16/1/89-WM(5)

Dated, Chandigarh, the 17th March, 1989

A copy is forwarded to the Accountant General, Haryana, A&E, Chandigarh, for information.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Copies are forwarded to :-

- (i) The Financial Commissioner Revenue and
- (ii) All the Administrative Secretaries to Government, Haryana,  
for information.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

- (i) The Financial Commissioner Revenue and
- (ii) All the Administrative Secretaries to Govt., Haryana.

U.O. No. 16/1/89-WM(5)

Dated, Chandigarh, the 17th March, 1989

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Dy. Ministers/Chief Parliamentary Secretary for information of the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Deputy Minister/Chief Parliamentary Secretary.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Deputy Chief Minister/Ministers/State Ministers/  
Deputy Ministers and Chief Parliamentary Secretary.

U.O. No. 16/1/89-WM(5)

Dated, Chandigarh, the 17th March, 1989.

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**No. 17-1-86-WM(4)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Ambala and Hisar Divisions and  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in the State,  
The Registrar, Punjab and Haryana, High Court Chandigarh,  
All Distt. & Session Judges in Haryana,  
Secretary, Haryana Vidhan Sabha, Chandigarh.

**Dated, Chandigarh, the 12th April, 1989**

**Subject : Issue of certificates for tax deducted at source under various provisions of Income Tax Act Unified Form No. 16 effective from 1-4-89 regarding.**

Sir,

I am directed to enclose a copy of circular No. 529, dated the 13th February, 1989, alongwith its enclosures from the Central Board of Direct Taxes, Ministry of Finance, Govt. of India, New Delhi for information and necessary action.

2. The circular contains the salient features regarding issue of certificate for Tax deducted at source under Section 192 to 194, 194A, 194B, 194BB, 194C, 194D, and 195 of the Income Tax Act, 1961.

Yours faithfully,

*Sd/-*

(K. KUTTAPPAN)

Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

The Financial Commissioners, Revenue, Haryana.  
All Administrative Secretaries to Govt., Haryana.

*Sd/-*

(K. KUTTAPPAN)

Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

The Financial Commissioners, Revenue, Haryana.  
All Administrative Secretaries to Govt., Haryana.

**Contd...  
Encl.**

F. No. 275/3/89-IT (B)

**GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE  
Central Board of Direct Taxes**

New Delhi, the 13th February, 1989

To

All State Governments and  
Administrations of Union Territories.

**Subject : Issue of certificate for tax deducted at source under various provisions of the Income-tax Act - Unified Form No. 16 - effective from 1-4-89 - regarding.**

Under the provisions of Section on 203 of the Income-tax Act, 1961, every person deducting tax in accordance with the provisions of Sections 192 to 194, 194A, 194B, 194BB, 194C, 194D and 195 of the Income-tax Act is required to furnish a certificate to the effect that tax has been deducted and to specify therein, inter alia, the amount deducted and any other particulars that may be prescribed. The certificate has to be furnished within the period prescribed under Rule 31 of the Income-tax Rules, 1962, to the person to whose account credit is given or to whom payment is made or the cheque or warrant is issued as the case may be.

2. So for different forms were prescribed under Rule 31 for certificates of tax deducted under different Sections of the Act. By notification. No. S.O.937(E) dated 10-10-88, however, old Rule 31 has been substituted by a new Rule which provides for a unified form to be issued in Form No. 16 in respect of tax deducted under all the aforementioned sections. Another important departure from the existing provisions is that the said certificate shall now be issued on a paper serially numbered and printed by the Central Government in book form and supplied for a nominal consideration to the person deducting tax at source on an application to be made by him in Form No. 17 to the Commissioner of Income tax having jurisdiction over him in this regard. A copy of the aforesaid notification is enclosed for information and guidance. This amendment shall come into force on 1-4-1989.

3. In this connection attention is invited to the provisions of Sec. 272A (2) (g) of the Income-tax Act according to which if a person fails to furnish a certificate as required by Section 203 of the Income-tax Act he shall pay, by way of penalty, a sum which shall not be less than Rs. 100, but which may extend to Rs. 200, for every day during which the failure continues.

4. These provisions may please be brought to the notice of all Disbursing Officers and State Undertakings under the control of the State Government.

5. In case any assistance is required, the Assessing Officer concerned and/or the local P.R.O. of the Income-Tax Department may be approached for the same.

Sd/-

(V.K.BHATIA)  
Officer on Special Duty  
Central Board of Direct Taxes.

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क्रमांक 966—2एफ0आई0सी0डब्ल्यू0—89

प्रेषक

वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल,  
हरियाणा राज्य के सभी उपायुक्त तथा उप मण्डल अधिकारी सिविल।  
रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय।

दिनांक, 24 अप्रैल, 1989 (24th April, 1989)

**विषय :** सरकारी कार्यालयों के लिए भवन किराये पर लेना।

महोदय,

मुझे निर्देश हुआ है कि उपरोक्त विषय पर आप का ध्यान दिलाऊँ और कहूँ कि यह देखने में आया है कि विभाग सरकारी कार्यालयों के लिए भवन पहले किराये पर अपने स्तर पर ले लेते हैं और स्वीकृति के लिए केस सरकार को बाद में भेजते हैं। राज्य सरकार द्वारा यह निर्णय लिया गया है कि भविष्य में सरकारी कार्यालयों के लिए भवनों को किराये पर लेने के केसों में एक्स-पोस्ट-फैक्टो स्वीकृति नहीं दी जाएगी और भवन किराये पर लेने से पूर्व कम्प्यूटैन्ट अथोर्टी की पूर्व अनुमति प्राप्त की जाए।

हस्ता/—

अवर सचिव, वित्त

कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

\*\*\*\*\*

**No. 1/46/4PR(FD)-87**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala and Hisar Divisions,  
All Deputy Commissioners and All S.D.Os (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 2nd May, 1989**

**Subject :** Clarification - Haryana Government Notification No. GSR. 39/Const./Art. 309/87 dated 29.4.1987 - Date of next increment in case of fixation of pay at the minimum.

Sir,

I am directed to invite a reference to the subject noted above and to inform you that it has been decided to withdraw the instructions issued vide Haryana Government Finance Department letter No. 1/46/4PR(FD)-87 dated 3rd October, 1988. This may be brought to the notice of all concerned.

Yours faithfully,

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/46/4PR(FD)-87

Dated, Chandigarh, the 2nd May, 1989

A copy is forwarded to the Accountant General, Haryana, (i) A&E, (ii) Audit, Chandigarh, for information and necessary action.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to All Financial Commissioners and all the Administrative Secretaries in Haryana, for information.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. All Financial Commissioners in Haryana.
2. All the Administrative Secretaries in Haryana.

U.O. No. 1/46/4PR(FD)-87

Dated, Chandigarh, the 2nd May, 1989.

\*\*\*\*\*



***These instructions have been Revised on 30.3.1993  
and have become obsolete on 31.12.2010.***

**No. 5/26/88-1FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Department,  
Commissioners, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 9th May, 1989**

**Subject : Revised rates of TA/DA of admissible on the new scales of pay.**

Sir,

I am directed to refer to Haryana Government Finance Department letter No. 5/26/88-1FR-II, dated 14.3.1988 on the subject noted above. A clarification has been sought whether special pay in the revised scales is to be counted as 'Pay' for the purpose of granting benefit of TA/DA as defined in CSR Vol., Part-I, Rule 2.44(a)(ii). In this connection, it is clarified that the Special Pay in the revised pay scales may be counted as 'Pay' as defined in CSR Vol. I, Part I, rule 2.44 for the purpose of TA/DA.

2. It is requested that these instructions may be brought to the notice of all the employees working under them.

Yours faithfully,

*Sd/-*

Under Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 5/26/88-1FR-II

Dated 9.5.1989

A copy alongwith a spare copy is forwarded to the Accountant General, Haryana, for information and necessary action.

*Sd/-*

Under Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to the Financial Commissioner, Haryana and all Administrative Secretaries to Government, Haryana for information and necessary action.

*Sd/-*

Under Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner, Haryana and  
All Administrative Secretaries to Government, Haryana.

U.O. No. 5/26/88-1FR-II

Dated 9.5.1989.

\*\*\*\*\*

***These instructions have been Revised vide  
No. 5/27/98-1FR, Dated 31.12.2010.***

**No. 5/26/88-1FR-II**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner Ambala & Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 11th May, 1989**

**Subject :** Revised rates of Travelling Allowance, Daily Allowance, etc. admissible on the new scale of pay.

Sir,

I am directed to invite a reference to Haryana Government, Finance Department circular letter No. 5/26/88-1FR-II, dated 14.3.1988 on the subject noted above. A clarification has been sought about the admissibility or not of Daily Allowance in cases where an employee while on tour has to stay in a hotel/tourist bungalow run on commercial lines at a place outside Haryana. The matter has been examined and it is clarified that since Daily Allowance constitutes both boarding and lodging expenses, Half Daily Allowance may be allowed where hotel, tourist bungalow expenses are reimbursed as per para - 5 of the instructions referred to above.

Yours faithfully,

*Sd/-*

(Shamsher Shukla)  
Under Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 5/26/88-1FR-II

Dated, Chandigarh, the 11-5-1989

A copy is forwarded for information and necessary action to the :-

1. Accountant General (A&E) and Audit, Haryana, Chandigarh signed in ink for information and necessary action in continuation of Finance Department Endst. No. 5/26/88-1FR-II, dated 14.3.88.
2. The Finance Secretary, Chandigarh Administration, Chandigarh.
3. All Treasury Officers/ Assistant Treasury Officers in Haryana.

4. The Director Treasury & Accounts, Haryana with 30 copies for information of A.Os./A.A.Os. etc.

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners, Haryana, and all the Administrative Secretaries to Government, Haryana, for information and necessary action.

*Sd/-*  
(Shamsher Shukla)  
Under Secretary to Govt., Haryana  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. All the Financial Commissioners, Haryana.
2. All the Administrative Secretaries to Government, Haryana.

U.O. No. 5/26/88-1FR-II

Dated, Chandigarh, the 11-5-1989

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Ministers/Ministers/Ministers of State/Deputy Ministers/Chief Parliamentary Secretary for information of the Chief Minister/Dy. Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secy.

*Sd/-*  
(Shamsher Shukla)  
Under Secretary to Govt., Haryana,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Dy. Chief Ministers/Ministers/Ministers of State/  
Dy. Minister Chief Parliamentary Secretary.

U.O. No. 5/26/88-1FR-II

Dated, Chandigarh, the 11-5-1989.

\*\*\*\*\*

*These instructions were modified vide No. 6/38/3PR(FD)-87, Dt. 02.06.1989, 16.05.1990 and clarified vide dt. 06.03.1992.*

**No. 6/38/3PR(FD)-87**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioner, Ambala/Hisar Division,  
Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 16th May, 1989**

**Subject : Revision of Pay scale - Removal of anomalies in the pay scales of HCMS (Doctors), Deputy Superintendents of Police & Superintending Engineers.**

I am directed to invite a reference to Haryana Government Notification No. GSR39/Const/Art/309/87, dated 29th April, 1987 with which the pay scales of State Government Employees were revised with effect from 01.01.1986. The question of further improvement of pay scales of HCMS (Doctors), DSP & Superintending Engineers had been under consideration for some time past. After careful consideration, the State Government has decided to further revise the pay scales of these posts with effect from 01.05.1989 as indicated below :

Sr. No.	Name of the post	Existing scales of pay	Revised scales of pay.
1.	HCMS II	2000-3500 + NPA	2200-4000 + NPA
2.	HCMS I	3000-4500 + NPA(TS)	3000-4500 after 8 years of regular service.
		3000-5000 + NPA(SG)	4100-5300 after 18 years of regular Service.
3.	Deputy Supdt. of Police	2000-3500 (Jr. Scale) 2200-4000 (Sr. Scale)	2200-4000
			3000-4500 (after 5 years of regular service)
			4100-5300 (after 12 years of regular service)
4.	Superintending Engineer of P.W.D. Public Health, B&R, Irrigation.	3700-5000	4100-5300

The pay of these employees may be refixed in the newly revised scales of pay in accordance with the normal rules as laid down in Punjab Civil Service Rules, Vol. I, Part-I.

Sd/-

(S.K.SAXENA)

Joint Secretary Finance (PR)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been Revised partly vide No. 6/1(1)/87-3FR-I, Dated 06.05.1991 & No. 1/2(8)/97-3FR-I, Dt. 31.03.1999 and clarified vide No. 6/1(1)/87-3FR-I, Dt. 16.06.1989 and Incentive of Small Family Norms for fresh cases was discontinued w.e.f. 01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(1)-87-3FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala and Hisar Divisions,  
Deputy Commissioner, and  
Sub Divisional Officer (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 19th May, 1989**

**Subject : Grant of incentive to Haryana Government employees adopting small family norms.**

Sir

In super session of Haryana Govt. Finance Department letter No. 6/1(1)-87-3FR-I, dated 10th January, 1989 on the subject noted above, I am directed to say that after careful reconsideration of the matter the Govt. has now decided that :-

- (i) The rate of personal pay in respect of those Haryana Govt. employees who had adopted the small family norms prior to 29-4-87 i.e. the date of notification of the Haryana Civil Services (Revised Pay) Rules, 1987 will continue getting the personal pay equivalent to the amount they were drawing as personal pay in the pre-revised scale + ADA admissible on that personal pay as on 31-12-85.
  - (ii) The employees who had undergone or will undergo sterilization on or after 29-4-87 will get the personal pay as per the present policy contained in Haryana Govt. letter No. 6/1(8)-79-1FR-I, dated 20-7-81.
2. No DA/ADA would be admissible on this personal pay.
  3. The payments on account of personal pay involving a fraction of a rupee shall be rounded off to the next higher rupee.
  4. The other conditions as laid down in Haryana Govt. Finance Department letter No. 6/1(8)-79-1FR-I, dated 20-7-81 will remain unchanged.

Yours faithfully,

Sd/-

(J.P NARANG)

Joint Secretary Finance (R),

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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Endst. No. 6/1(1)-87-3FR-I

Dated, Chandigarh, the 19th May, 1989

A copy is forwarded to the Accountant General, Haryana (i) Accounts & Entitlement, (ii) Audit, Haryana, Chandigarh, signed for information and necessary action.

Sd/-  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the :-

Financial Commissioners in Haryana;  
Administrative Secretaries to Govt. Haryana;  
for information and necessary action.

Sd/-  
(SHAMSHER SHUKLA)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners in Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 6/1(1)-87-3FR-I

Dated, Chandigarh, the 19th May, 1989

A copy is forwarding to the Principal Secretary/Dy. Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Deputy Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary.

Sd/-  
(SHAMSHER SHUKLA)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Dy. Principal Secretaries/Officer on Special Duty/Secretaries/Private Secys. to the Chief Minister/Deputy Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary.

U.O. No. 6/1(1)-87-3FR-I

Dated, Chandigarh, the 19th May, 1989.

\*\*\*\*\*

**No. 2/2(1)89-3FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana. Finance Department.

To

All Head of Departments,  
Commissioner of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 19th May, 1989**

**Subject : Revision of pay scales w.e.f. 01.01.1986 Pre Audit of arrear Bills.**

Sir,

I am directed to invite a reference to Finance Department's letter No. 2/2(2)-82-2FR-II dated 31.5.82 (copy enclosed for ready reference) on the subject noted above and to say that consequent upon the revision of pay scales of Haryana Govt. employees w.e.f. 01.01.1986, it has been decided that the above mentioned instructions will also be applicable in respect of claims for arrears as a result of revision of pay scales w.e.f. 01.01.1986.

2. These instructions may be brought to the notice of all concerned under your control for compliance. Receipt of this letter may please be acknowledged.

Yours faithfully,

*Sd/-*

Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 2/1(4)-80-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Head of Departments,  
Commissioners of Divisions,  
All the Deputy Commissioner and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 25th May, 1989****Subject : Pre-audit of arrear claims - discontinuance thereof.**

Sir,

I am directed to invite a reference to the subject noted above and to say that the question of pre-audit by the Accountant General of delayed claims against the Govt. as provided in Rule 2.25 of Punjab Financial Rules Volume I was being examined for quite some time past.

2. It has now been decided that a claim against the Government not preferred within a period of one year from the date of its becoming due shall be presented only with an authority of the Head of Department when the claim is a charge upon the establishment of a subordinate office under him and that of the Department of the Govt. when it is a charge upon the establishment of a Head of Department under that department :-

Provided that the aforesaid provisions shall not apply, to :-

- (i) The payments of claims pertaining to pensions;
- (ii) The payment made by Forest Disbursing officer which are governed under special rules; and
- (iii) any petty claim up to the monetary limit of five hundred rupees which are over one year old but not more than three years old.

Note :-The claims of Govt. against Railways for overcharges & claims of Railways against Govt. departments for undercharges will be recognised and admitted if the claims are preferred within six months :-

- (i) In the case of cash payments, from the date of payment;
- (ii) In the case of warrants or credit notes, from the date of presentation of bill by the Railway Administration; and
- (iii) In the case of goods or animals booked for carriage by railways, as laid down in section 78-B of the Indian Railways Act, 1980.

**EXPLANATION:** The terms, "overcharges" and "under-charges" used in the above note mean overcharges and under charges of Railway freight and fare only and they after shortages and excesses in the items included in a bill which has already, been rendered. However, the omission of an amount in a bill is not an under-charge nor is the erroneous inclusion of an item an over charge.



3. The claim of all Govt. employees to the arrears of pay or allowances including the claims relating to :-

- (i) Travelling allowance;
- (ii) Increments;
- (iii) Under payments; and
- (iv) Fees or allowances of Public Prosecutors;

which have been allowed to remain in abeyance for a period exceeding one year but not exceeding three years and shall be sanctioned after detailed scrutiny by the Head of Department when the claim relates to a Govt. employee standing on the establishment of a subordinate office under him and by a Department of Govt. when the claim relates to a Govt. employee standing on the establishment of a Head of Department under the Department.

4. All claims under Para (2) and (3) which are more than three years old shall be referred to the competent authority for investigation.

5. In the case of claims which are more than one month old, the preferring officer shall state in the bill the reasons for the delay.

6. Notwithstanding anything contained in Para 3 the right of a Govt. employee to travelling allowance including daily allowance, is forfeited or deemed to have been relinquished if the claim for it is not preferred within one year from the date on which it becomes due.

7. All claims against Government which are barred by time under the provisions of section 3 read with the Schedule to the Limitation Act, 1963 (Central Act No. 36 of 1963) should ordinarily be refused. The time barred claims can however, be admitted with the prior approval of the competent authority.

8. The reasons for not submitting the claim when it became due should be intimated to the authority competent to authorise the investigation of belated claims.

#### EXPLANATION :

- (1) The mere entering a claim, for leave salary in an establishment bill and withholding it for subsequent payment is not claiming it within the meaning of rule 2.25 (a)
- (2) The one year's limit referred to in para (2) and (6) of this rule should be reckoned in the case of travelling allowance bills from the date of receipt of the order sanctioning the promotion of the officiating pay is due for a past completed month or months, otherwise from the following pay day; in the case of leave salary from the date of the order granting the leave and in other cases from the date on which a claim became due to the date of its presentation at the treasury. In any case, however, in which an allowance has been claimed but in consequence of some objection taken, payment has been delayed, the Treasury Officer will not refuse to pay such bill if, when the objection is satisfied, the claim happens to have become more than one year old.
- (3) The time limits prescribed in para (2) and (3) should be calculated from the date on which the charge becomes payable. In the case of sanction accorded with retrospective effect, the charge does not become payable before it is sanctioned. The time limit should therefore be calculated from the date of sanction and not from the date from which the sanction takes effect.

8. Necessary amendments to the relevant existing rules in the Punjab Financial Rules Vol. I as applicable to Haryana Govt. employees will be issued in due course.

Yours faithfully,

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance,  
for Financial Commissioner & Secy. to Govt.,  
Haryana, Finance Department.

No. 2/1(4)-80-3FR-II

Dated, Chandigarh, the 25-5-89

Accountant General (A&E) & Audit, Haryana, Chandigarh signed in ink, with 50 spare copies for information and necessary action.

The Finance Secretary, Chandigarh Administration, Chandigarh.

All Treasury Officers/Assistant Treasury Officers in Haryana

The Director, Treasury & Accounts, Haryana with 30 copies for information of A.Os./A.A.Os. etc.

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secy. to Govt.  
Haryana, Finance Department

A copy is forwarded to all the Financial Commissioners Haryana and all Administrative Secretaries to Govt. Haryana for information and necessary action.

*Sd/-*

(SHAMSHER SHUKLA)

Under Secretary to Govt. Haryana,  
for Financial Commissioner & Secy. to Govt.  
Haryana, Finance Department

To

All the Financial Commissioners, Haryana.

All Administrative Secretaries to Govt., Haryana.

U.O. No. 2/1(4)-80-3FR-II

Dated, Chandigarh, the 25-5-89

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Dy. Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secy. for information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*

(SHAMSHER SHUKLA)

Under Secretary to Govt. Haryana  
for Financial Commissioner & Secy. to Govt.  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/  
Dy. Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secy.

U.O. No. 2/1(4)-80-3FR-II

Dated, Chandigarh, the 25-5-89

\*\*\*\*\*

*These instructions were modified vide No. 6/38/3PR(FD)-87,  
dated 16.05.1990 and clarified vide dt. 06.03.1992.*

**No. 6/38/3PR(FD)-87**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioner, Ambala/Hisar Division,  
Deputy Commissioners and Sub Divisional Officer (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 2nd June, 1989**

**Subject : Revision of Pay Scale - Removal of anomalies in the Pay Scales of HCMS  
(Doctors), Deputy Superintendents, Engineers.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department letter No. 6/38/3PR(FD)-87, dated 16th May, 1989 wherein the pay scales of HCMS Doctors, Deputy Superintendents of Police and Superintending Engineers were revised w.e.f. 01.05.1989. The matter has been considered further and after careful consideration the State Government has decided to revise the pay scales of Doctors and Engineers w.e.f. 01.05.1989 as indicated below :

Sr.	Name of the Post	Existing scales	Revised scales of pay
1	HCMS Doctors (Class I & II)	2200-4000 + NPA 3000-4500 (After 8 years of regular service)	2200+4000+NPA 3000-4500+NPA (After 5 years of regular service)
		4100-5300 (After 18 years of regular service)	4100-5300+NPA (After 12 years of regular service)
2.	ENGINEERS AEE/AE/ SDO/SDE (Class I & II)	2200-4000 2000-3500	2200-4000 3000-4500 (After 5 years of regular service) 4100-5300 (After 12 years of regular service)

The pay of these employees may be refixed in the newly revised scales of pay in accordance with the normal rules as laid down in Punjab Civil Service Rules, Vol. I, Part-I.

Sd/-  
(S. K. SAXENA)  
Joint Secretary, Finance (PR)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 6/16/4PR(FD)-88**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioners, Ambala/Hisar Divisions,  
Deputy Commissioner &  
Sub Divisional Officer (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 2nd June, 1989**

**Subject : Revision of Pay Scale - Removal of anomalies in the Pay Scales of Head Constable and Constable.**

Sir,

I am directed to invite a reference to Haryana Government Notification No. GSR39/Const./Art.309/87, dated 29th April, 1987 wherein the pay scales of State Government Employees were revised with effect from 01.01.1986. The question of further improvement of pay scales of Head Constables and Constables had been under consideration for some time past. After careful consideration, the State Government has decided to further revise the pay scales of these posts with effect from 1-5-1989 as indicated below :

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Existing Scales of pay</b>	<b>Revised Scales of pay</b>
1.	Head Constable	975-1660	1200-2040
2.	Constable	950-1400	950-25-1200-30-1560-40-1800 with initial start of Rs. 1000/-

The pay of these employees may be refixed in the newly revised scales of pay in accordance with the normal rules as laid down in Punjab Civil Services Rules Vol. I, Part-I.

Sd/-

(S.K. SAXENA)

Joint Secretary, Finance (PR)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 1/2(11)84-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated Chandigarh, the 2nd June, 1989**

**Subject : Restoration of commuted portion of pension to the pensioners - clarification regarding.**

Sir,

I am directed to refer to Finance Department Letter No. 1/2(11)84-2FR-II dated 9th July, 1985. It has been decided to modify para 2 of the above said letter as under :-

“In regard to an employee who sought premature retirement or was retired compulsorily by the Govt. before the age of superannuation and who got his pension commuted, the commuted portion of the pension will be restored after he has surrendered full value of commutation, together with notional interest”.

This modification may please be brought to the notice of all the officers/officials dealing with pension cases.

Yours faithfully,

*Sd/*  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/2(11)84-2FR-II

Dated, Chandigarh, the 2nd June, 1989

A copy is forwarded to the Accountant General, (A&E) Haryana, Chandigarh for information and necessary action.

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.  
Haryana, Finance Department.

No. 1/2(11)84-2FR-II

Dated, Chandigarh, the 2nd June, 1989

A copy is forwarded to the Treasury Officers/Asstt Treasury Officers in Haryana State for information and necessary action.

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.  
Haryana, Finance Department.

A copy is forwarded to the :-

- (1) All the Financial Commissioners, Haryana.
- (2) All the Administrative Secretaries to Government, Haryana;  
for information and necessary action.

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.  
Haryana, Finance Department.

To

- (i) All the Financial Commissioners, Haryana,
- (ii) All the Administrative Secretaries to Government, Haryana.

U.O. No. 1/2(11)84-2FR-II

Dated, Chandigarh, the 2nd June, 1989

A copy is forwarded to the Principal Secretary/Additional Principal Secretary/ Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary/Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Ministers/  
Ministers/Ministers of State/Chief Parliamentary Secretary.

U.O. No. 1/2(11)84-2FR-II

Dated Chandigarh, the 2nd June, 1989.

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**No. 4/1/87-3FR-II/1164**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala Division and Hissar Division,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court.

**Dated, Chandigarh, the 8th June, 1989****Subject : Grant of Dearness Allowance to Haryana Govt. Employees.**

Sir,

I am directed to invite a reference to Govt. of Haryana Finance Department circular letter No. 4/1/87-3FR-II dated the 3rd November, 1988 on the subject noted above, and to say that consequent upon the decision taken by the State Government relating to the dearness allowance, the Governor of Haryana is pleased to decide that dearness allowance, shall be paid to Haryana Govt. employees with effect from 1st January, 1989 at the following rates :

Period for which payable	Pay range	Rate of dearness allowance
1-1-89 onwards	Basic pay upto Rs. 3500/-	29% of pay
	Basic pay between 3501 and upto 6000	22% of pay subject to a minimum of Rs. 1015/- p.m.
	Basic pay above Rs. 6000/-	19% of pay subject to a minimum of Rs. 1320/- p.m.

2. These orders shall apply to the Govt. employees who elect or are brought on to the revised scale of pay under the Haryana Civil Services (Revised scales of pay) Rules, 1987, w.e.f. 1-1-1986 and also to those who elect to retain the scales of pay which prevailed prior to 1-1-1986. In the case of former 'basic pay' for the purpose of calculation of dearness allowance shall be as defined in Rule 2.44 (a) (i) of Punjab C.S.R. Volume I, Part-I (margin) and in the case of latter it will include in addition to pay in the pre-revised scale, dearness allowance and adhoc dearness allowance and interim relief, where admissible appropriate to that pay under order in existence on 31-12-1985.

In the case of employees who are in UGC scales of pay Dearness Allowance, adhoc Dearness Allowance upto 608 CPI (1960 base-100) and interim relief minus excess payment of adhoc relief adjustable as a result of previous revision of 1979 will be treated as Dearness pay for the purpose of calculation of Dearness Allowance.

3. The payment on account of Dearness Allowance involving fraction of 50 paise and above, may be rounded to the next higher rupee and fractions of less than fifty paise may be ignored.

4. The Dearness Allowance will continue to be a distinct element of remuneration and will not be treated as pay within the ambit of Rule 2.44 of Punjab C.S.R. Volume I, Part-I.

5. The amount of arrears on account of release of the above instalments of dearness allowance w.e.f. 1st January, 1989 up to the 31st May, 1989 shall be credited to the General Provident Fund Account of the Government Employees.

Where any Govt. employee was, during this period, not eligible to subscribe to the General Provident Fund, the amount of arrears shall be invested in the purchase of National Saving Certificates from the Post Offices in the State of Haryana. The National Saving Certificate shall be purchased by the Drawing and Disbursing Officer in the name of Govt. employees concerned and shall be handed over to the latter. The Govt. employees who have retired or had closed their accounts by the time arrears are drawn be paid arrears of dearness allowance in cash. The payment of the aforesaid instalments of dearness allowance in cash shall commence w.e.f. 1-6-1989 i.e., for the month of June, 1989 paid in July, 1989. The deposits under the Contributory Provident Fund Account will, however, not be eligible for corresponding contribution from Government.

6. These orders are also applicable to work charged employees.

7. These orders will not apply to :-

- (i) Staff paid from contingencies.
- (ii) Casual labour,
- (iii) Staff employed as Daily wages and those working on piece rate system; and
- (iv) those employed on contract basis except where dearness allowance would continue to be the same as in force at present.

8. The general conditions of payment of dearness allowance would continue to be the same as in force at present.

Yours faithfully,

*Sd/-*

(J.P. NARANG)

Joint Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
HGPF Rules, 2006.***

**No. 4/4(21)/87-2FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Department,  
Commissioner Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 8th June, 1989**

**Subject : Excess payment of General Provident Fund Advance by Government employee - rate of penal interest.**

Sir,

I am directed to invite a reference to the subject noted above and to say that the instances have come to the notice of the Government that some of the subscribers withdraw the amount from their General Provident Fund account even after they are aware of the fact that the advance which is being drawn is not in fact the balance in their fund. It is a fraudulent action on the part of such subscriber. The Government have, for the sometime past, been considering the matter and it has now been decided that on such fraudulent withdrawal subscribers should be penalized by charging penal interest at the rate of 4% over and above the normal rate of interest on the refundable advance from General Provident Fund. You are, therefore, requested to kindly take action accordingly in such cases.

2. These instructions may please be brought to the notice of all officer/officials working in your department.
3. Kindly acknowledge the receipt.

Yours faithfully,

*Sd/-*

(J.P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 4/4(21)/87-2FR-I

Dated, Chandigarh, the 8-6-1989

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

*Sd/-*

(J.P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***Incentive for Small Family Norms was discontinued w.e.f.  
01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(1)-87-3FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments/  
Commissioners, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 16th June, 1989**

**Subject : Grant of incentives of Haryana Government employees adopting small family norms - (Revision).**

Sir,

In continuation of Haryana Government, Finance Department letter No. 6/1(1)-97-3FR-I dated the 19th May, 1989, on the subject noted above. I am directed to say that the instructions issued vide letter under reference will be effective from 1.1.1986. It is further clarified that ADA means Dearness Allowance as on 31.12.1985.

Yours faithfully,

Sd/-  
(J.P. Narang)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 6/1(1)-87-3FR-I

Dated, Chandigarh, the 16th June, 1989

A copy is forwarded to the Accountant General, (i) Accounts & Entitlement (ii) Audit, Haryana, Chandigarh, for information.

Sd/-  
(J.P. Narang)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the :-

- (i) Financial Commissioners in Haryana;

- (ii) Administrative Secretaries to Government, Haryana,  
for information and necessary action.

*Sd/-*  
(SHAMSHER SHUKLA)  
Under Secretary Finance(R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

- (i) All the Financial Commissioners in Haryana,  
(ii) All the Administrative Secretaries to Government, Haryana.

U.O. No. 6/1(1)-87-3FR-I

Dated, Chandigarh, the 16th June, 1989

A copy is forwarded to the Principal Secretary/Dy. Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Deputy Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*  
(SHAMSHER SHUKLA)  
Under Secretary Finance(R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Dy. Principal Secretary/Officer on Special Duty/  
Secretaries/Private Secys. to the Chief Minister/Deputy Chief Ministers/  
Ministers/Ministers of State/Chief Parliamentary Secretary.

U.O. No. 6/1(1)-87-3FR-I

Dated, Chandigarh, the 16th June, 1989.

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**No. 1/2(73)88-2FR-II/1248**

From

The Financial Commissioner & Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 19th June, 1989****Subject : Grant of Dearness Relief to the Pensioners of the Haryana Government beyond the Consumer Price Index Level 608.**

Sir/Madam,

I am directed to invite a reference to letter No. 1/2(73)88-2FR-II dated 15th December, 1988 issued by this Department and to say that the Governor of Haryana is pleased to decide that the dearness relief to the pensioners/family pensioners of the Government of Haryana to compensate them for the rise in the cost of living beyond the average Consumer Price Index Level 608, shall be paid at the following rates with effect from 1st January, 1989, in modification of the rates mentioned in the letter dated 15th December, 1988 :

<b>Pension/Family Pension Per month</b>	<b>Rate of dearness relief per month</b>
(i) Not exceeding Rs. 1750/-	29% of the Pension/Family Pension.
(ii) Exceeding Rs. 1750/- but not exceeding Rs. 3000/-	22% of the Pension/Family Pension subject to a minimum of Rs. 508/-.
(iii) Exceeding Rs. 3000/-	19% of the Pension subject to a minimum of Rs. 660/-

In the case of pensioners who retired before 1st January, 1986, the dearness relief will be calculated on the basic pension/basic family pension plus dearness relief upto CPI 608.

1.2 Payments of dearness relief involving a fraction of rupee shall be rounded off to the next higher rupee.

1.3 A Ready Reckoner showing Dearness Relief payable from 1st January, 1989 onwards in terms of these orders is enclosed.

2. These orders will not apply to the pensioners, whose pension have been determined on adhoc basis without reference to the emoluments drawn by them, that is, political pension, special pension, war risk pension, etc. The relief will also not be admissible to the re-employed pensioners during the period of re-employment.

3. The relief and the dearness relief mentioned above will not be admissible to employees permanently absorbed in the bodies controlled or financed by Government or Municipality, Panchayat Samities or Zila Parishad. A Government employee who on permanent absorption in the said bodies elects the alternative of receiving the death-cum-retirement gratuity and lumpsum in lieu of pension, as permissible in accordance with rule 5.3 of the Punjab Civil Services Rules, Volume II will not be eligible to receive the relief and dearness relief even after he has ceased to be in the employment of the organisation concerned.

4. The expenditure involved will be debitable to the Major Head "2071-Pensions and other Retirement Benefits".

5. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(J.P. NARANG)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***Incentive for Small Family Norms was discontinued w.e.f.  
01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(1)/87-3FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 24th July, 1989**

**Subject : Grant of incentives to Haryana Government employees adopting small family norms.**

Sir,

I am directed to refer to the Haryana Government Finance Department letter No. 6\1(1)/87-3FR-I dated the 19th May, 1989 on the subject noted above where in rates of personal pay of Haryana Government employees were revised. Some of the Departments have sought clarifications as to whether the personal pay in the revised pay scales is to be counted as 'pay' for the purpose of granting benefits of House Rent Allowance, C.C.A. and TA/DA as defined in CSR Vol. I, Part I, Rule 2.44(a) (ii) . In this respect it is clarified that personal pay in the revised pay scales may be counted as 'pay' as defined in CSR Vol. I, Part I, Rule 2.44(a) (ii) for all purposes except Dearness Allowance/Addl. Dearness Allowance & pensionary benefits subject to the condition that ceiling of HRA/CCA given as per Haryana Govt. Finance Department letter No. 52-2 FICW-88 dated 12-2-88 and No. 6/1/88-3FR-II dated 1-2-88 will remain the same.

2. It is requested that these instructions may please be brought to the notice of all the employees working under them.

Yours faithfully,

*Sd/-*

(J.P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 6/1(1)/87-3FR-I

Dated, Chandigarh, the 24th July, 1989

A copy is forwarded to the Accountant General, (i) Accounts & Entitlement (ii) Audit, Haryana, Chandigarh for information and necessary action.

*Sd/-*

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the :-

- (i) Financial Commissioners in Haryana.
- (ii) Administrative Secretaries to Government, Haryana, for information and necessary action.

*Sd/-*

(Shamsher Shukla)

Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

- (i) All the Financial Commissioners in Haryana,
- (ii) All the Administrative Secretaries to Govt., Haryana.

U.O. No. 6/1(1)/87-3FR-I

Dated, Chandigarh, the 24th July, 1989

A copy is forwarded to the Principal Secretary/Dy. Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*

(Shamsher Shukla)

Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Dy. Principal Secretary/Officer on Special Duty/Secretaries/Private Secys. to the Chief Minister/Deputy Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary.

U.O. No. 6/1(1)/87-3FR-I

Dated, Chandigarh, the 24th July, 1989.

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**No. 1/1(21)/88-1FR-I**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 25th July, 1989**

**Subject : Benefit of Special Pay on promotion to the higher post.**

Sir,

I am directed to refer to the subject noted above and to say that some Departments have sought clarifications as to whether the clarification on the point at Sr. No. (vii) of Finance Department circular letter No. 4/13/87-3PR(FD) dated 16th Sept., 1987 still continues to be in force. The matter has been examined in the Finance Department and it is clarified that the aforesaid clarification was issued pursuant to the decision of the State Govt. to temporarily freeze the Special Pays, NPA etc. pending final decision to the extent of the amount drawn by the employees in pay of Feb., 1987 paid in March, 1987. As the State Govt. have already taken a final decision and have doubled the existing Special Pay vide Finance Department circular letter No. 1/8/3PR(FD)-88, dated 11th January, 1988, therefore, the aforesaid clarification has ceased to operate. In other words the benefit of Special pay in lieu of higher times scale, in terms of Haryana Govt. Finance Department circular letter No. 6/1(1) 81-1FR-I, dated 4th May, 1982, on promotion to the higher post is available as heretofore.

2. This clarification may please be brought to the notice of all concerned.
3. The receipt of this communication may be acknowledged.

Yours faithfully,

Sd/-

(J.P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 1/1(21)/88-1FR-I

Dated, Chandigarh, the 25th July, 1989

A copy is forwarded to the Accountant General, Haryana (i) Accounts & Entitlement, (ii) Audit, Haryana, Chandigarh for information and necessary action.

Sd/-

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.



A copy is forwarded to all the :-

Financial Commissioners in Haryana.  
Administrative Secretaries to Government, Haryana;  
for information and necessary action.

Sd/-  
(SHAMSHER SHUKLA)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners in Haryana.  
All the Administrative Secretaries to Govt., Haryana.

U.O. No. 1/1(21)/88-1FR-I

Dated, Chandigarh, the 25th July, 1989

A copy each is forwarded to Principal Secretary/Dy. Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Deputy Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary.

Sd/-  
(SHAMSHER SHUKLA)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Dy. Principal Secretary/Officer on Special Duty/  
Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Ministers/  
Ministers/Ministers of State/Chief Parliamentary Secretary.

U.O. NO. 1/1(21)/88-1FR-I

Dated, Chandigarh, the 25th July, 1989.

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**No. 38/65-WM(6)-89**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments, Haryana,  
The Registrar, Punjab and Haryana High Court,  
The Commissioners and  
Sub Divisional Officers (Civil) in Haryana State.

**Dated, Chandigarh, the 1st August, 1989**

**Subject : Regarding grant of Advances to Government employees.**

Sir,

I am directed to refer to the subject noted above and to say that it has come to the notice of the Finance Department that some departments while submitting the loans/advances bills in the Treasuries do not attach the copy of the earmarking letter issued by the Finance Department. It is requested to instruct the Drawing and Disbursing Officers of the department to attach an attested copy of the earmarking letter (issued by the FD) along with the bills when the same are submitted to the Treasury Officer.

Kindly acknowledge the receipt.

Yours faithfully,

*Sd/-*

Under Secretary Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 38/65-WM(6)-89

Dated, Chandigarh, the 1.8.89

A copy is forwarded to the Deputy Director, Treasuries and Accounts, Haryana, to circulate to all the Treasuries/Sub-Treasuries Officers with the instructions that the Loans/Advances bill may not be passed if the same is not having an attested copy of the FD's earmarking letter. The instructions may be complied strictly.

*Sd/-*

Under Secretary Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
(REGULATIONS)**

**Notification**

**The 2nd August, 1989**

**No. G.S.R.67/Const/Art.309/Amd.(ii)89.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all others powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Services (Revised Pay) Rules, 1987, namely :-

1. (1) These Rules may be called the Haryana Civil Service (Revised Pay) Second Amendment Rules, 1989.

(2) These rules shall be deemed to have come into force on the 1st day of January, 1986.

2. In the Haryana Civil Services (Revised Pay) Rules, 1987 (hereinafter called the said rules), in rule 5, to the proviso, for Explanation 1, the following Explanation shall be substituted, namely :-

**“Explanation 1.—** The option to retain the existing scale under the proviso to this rule shall be admissible only in respect of one existing scale, upto 31st December, 1987, including selection grade of this existing scale granted upto 29th April, 1987”.

3. In the said rules, in rule 6,—

(i) in sub-rule (1), after the words “or where an existing scale has been revised by any amendment made in these rules,”, the words “or where any amendment has been made in these rules in respect of existing scales including selection grades of the existing sales” shall be inserted; and (ii) to sub-rule (4), the following proviso shall be added, namely:—

“Provided that where any amendment is made in these rules, the option may be re-exercised.”

**B.S. OJHA**  
Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have become obsolete.***

**Subject : Purchase of vehicle by various Govt. Department.**

Will all the Branch officer/Superintendents of the Expenditure Controlled Branches in FD, Haryana, please refer to the Finance Department instructions issued vide their circular letter No. 5/6/85-1B&C dated 24.6.86 and 5/2/85-1B&C dated 7/8.5.86, regarding economy in expenditure?

2. It has been observed that quite a good number of Diesel Jeeps are being purchased by various department of State Govt., either in lieu of replacement of old vehicles or to augment their existing fleet of vehicles. It has been felt that in some of the department like Agriculture, Health, Irrigation and B&R, Jeeps can be transferred to the departments. who have demands for these jeeps in lieu of the existing old ones on account of their replacement. It is, therefore, requested that all the Expenditure Controlled branches must exercise utmost scrutiny to see that new vehicles are sanctioned only when required absolutely necessarily in the performance of the duties for the post and that wherever funds for vehicles in replacement are sanctioned, it may please be ensured that the old vehicle is disposed of in definite time-frame as already advised to them vide U.O. No. 5/2/85-1B&C, dated 7/8.5.86.

Sd/-  
(JOGINDER NATH)  
Superintendent, Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Branch Officers/Superintendent of Exp. Controlled  
Branches in Finance Department, Haryana.

**U.O. No. 5/15/89-1B&C**

**Dated : 8th August, 1989.**

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***These instructions have been Modified partly vide  
No. 5/4/91-1FR-II, Dated 25.7.1991.***

**No. 5/26/88-1FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 9th August, 1989.**

**Subject :** Revised rates of Travelling Allowance, Daily Allowance, etc. admissible to the new scale of pay.

Sir,

I am directed to invite a reference to the Haryana Govt. Finance Department Circular letter No. 5/26/88-1FR-II, dated 14.3.1988 on the subject noted above.

2. In para 2 of the instructions ibid it has been laid down that Grade I employees (Drawing basic salary of Rs. 2800 and above) would be entitled to perform journey by private car with the permission of the competent Authority. In this context in the case of I.A.S. officers it has been decided, that the Competent Authority would be the respective Controlling officer in regard to the T.A. claims whose prior approval would be necessary to undertake journey by private car. All other conditions as given in the instructions ibid and applicable to other officers will be applicable to IAS officers also.

Yours faithfully,

Sd/-

Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 5/26/88-1FR-II

Dated, Chandigarh, the 9-8-1989

A copy alongwith a spare copy, is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-

Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 5/26/88-1FR-II

Dated, Chandigarh, the 9-8-1989

A copy is forwarded for information and necessary action to the :-

1. Accountant General (A&E) and Audit, Haryana, Chandigarh signed in ink for information and necessary action in continuation of Finance Department Endst. No. 5/26/88-1FR-II, dated 14.3.88
2. The Finance Secretary, Chandigarh Administration, Chandigarh.
3. All Treasury Officers/Assistant Treasury Officers in Haryana.
4. The Director Treasury & Accounts, Haryana with 30 copies for information of AOs/AOs etc.

*Sd/-*

Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners, Haryana, and all the Administrative Secretaries to Government, Haryana, for information and necessary action.

*Sd/-*

(SHAMSHER SHUKLA)  
Under Secretary Finance(R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. All the Financial Commissioners, Haryana,
2. All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/26/88-1FR-II

Dated, Chandigarh, the 9-8-1989

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Dy. Chief Ministers/Ministers/Ministers of State/Dy. Minister/Chief Parliamentary Secretary for information of the Chief Minister/Dy. Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*

(SHAMSHER SHUKLA)  
Under Secretary Finance(R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Dy. Chief Minister/Ministers/Ministers of State/  
Dy. Minister/Chief Parliamentary Secretary.

U.O. No. 5/26/88-1FR-II

Dated, Chandigarh, the 9-8-1989.

\*\*\*\*\*

***These instructions have become obsolete.***

**No. 5/15/89-1B&C**

From

Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Department in Haryana,  
Commissioners Ambala and Hisar Divisions and  
All Dy. Commissioners in the State,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated : 30th August, 1989**

**Subject : Economy in expenditure information regarding surplus vehicles.**

Sir,

I am directed to refer to the subject cited above and to say that it has been observed by the Government that in some of the departments vehicles (including Jeeps) are surplus. The surplus vehicles can be transferred to the departments where demands for the purchase of new vehicles of replacement in lieu of the existing old ones have been received. So, in order to know the exact number of such vehicles with the department & their optimum use I am to request you that information regarding any surplus vehicle in your Department, may please be given to the Finance Department within ten days of the issue of this letter positively.

Yours faithfully,

Sd/-

(K.K.KUTTAPAN)

Under Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Administrative Secretaries to Govt. Haryana for immediate necessary action.

Sd/-

(K.K.KUTTAPAN)

Under Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

- (i) All the Financial Commissioner, Haryana.
- (ii) All the Administrative Secys. to Govt., Haryana.

U.O. No. 5/15/89-1B&C

Dated : 30.8.89.

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Copy of letter **No. HBPE/MS/AO/19-15/86, dated 7th September, 1989** from Dy. Secretary Finance, Haryana Bureau of Public Enterprises, Finance Department to all the Managing Director/Chief Executives/Chairman of all the Corporations Companies/Co-operative Institutions/Public Undertakings/Boards, a copy of all Admn. Secretaries, Heads of Department & A.G. Haryana.

**Subject : Abolition of superfluous posts remaining vacant for considerable length of time.**

I am directed to refer to the subject noted above and to state that the matter regarding post which remain vacant for considerable length of time, normal assumption is that such a post is superfluous and should be abolished has been under active consideration of the Govt., for some time past. With a view to adopting uniform policy it has now been decided that in case a post with the Corporation or Board has not been filled for 5 years and the proposal for filling it has not been referred to the Finance Department the post may be deemed to have been abolished.

It is, therefore, requested that these instructions may be brought to the notice of all concerned working under your control for strict compliance.

Receipt of this communications may also be acknowledged.

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Copy of letter **No. 346-2FICW-89, dated 11th September, 1989** from the Financial Commissioner & Secy. to Govt., Haryana, Finance Department, addressed to all Heads of Departments., all Administrative Secy. and all concerned offices in the State and Registrar, Punjab & Haryana High Court, Chandigarh.

**Subject :**      **Grant of House Rent Allowance to Government employees.**

Sir,

I am directed to refer to Haryana Govt. Finance Department, letter No. 346-2FICW-89, dated 14.3.89, on the above subject and to say that the instructions contained therein may please be treated as withdrawn.

\*\*\*\*\*

***These instructions have become obsolete.***

**No. 2/1(2)-89-3FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department

To

All Heads of Departments, Commissioners, of  
Divisions, All Deputy Commissioners,  
Sub Divisional Officers (Civil) in the Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 20th September, 1989**

***Subject : Disbursement of pay and allowances for the month of September, 1989.***

Sir,

I am directed to say that in view of the Gazetted holidays falling on the 30th Sept., 1st Oct., and 2nd Oct., 1989 and possible strike on 28th & 29th September, 1989 by the employees of the State Bank of India the Governor of Haryana is pleased to decide that in relaxation of the provisions of rule 5.1(1) of the Punjab Financial Rules, Vol. I the pay and allowances for the month of September, 1989 for all gazetted/non-gazetted Haryana Govt. employees and pension for the month of September, 1989 for Haryana Government Pensioners as well as other pensioners who are drawing their pension from Haryana Govt. Treasuries may be drawn/ disbursed on 27th September, 1989.

Yours faithfully,

*Sd/-*

(S. J. SHUKLA)

Under Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 2/1(1)-89-3FR-II

Dated, Chandigarh, the 20.9.89

A copy is forwarded to the Accountant General (A&E) and (Audit), Haryana, Chandigarh for information.

*Sd/-*

(S. J. SHUKLA)

Under Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 2/1(1)-89-3FR-II

Dated, Chandigarh, the 20.9.89

A copy is forwarded to the Treasury Officers/Asstt. Treasury Officers in Haryana State for information.

*Sd/-*  
(S. J. SHUKLA)  
Under Secretary Finance (R)  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the :-

All the Financial Commissioner, Haryana and  
All Administrative Secretaries to Govt., Haryana for information.

*Sd/-*  
(S. J. SHUKLA)  
Under Secretary Finance (R)  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Financial Commissioner, Haryana.  
All Administrative Secretaries to Govt., Haryana.

No. 2/1(1)-89-3FR-II

Dated, Chandigarh, the 20.9.89

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries for the information of the Chief Minister/Dy. Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary.

*Sd/-*  
(S. J. SHUKLA)  
Under Secretary Finance (R)  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Dy. Chief Ministers/Ministers/Ministers of State/  
Chief Parliamentary Secretary/Parliamentary Secretaries.

U.O. No. 2/1(1)-89-3FR-II

Dated, Chandigarh, the 20.9.89.

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**No. 11/25/5PR(FD)-89**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments, Commissioners,  
Ambala and Hisar Divisions,  
All Deputy Commissioners and  
Sub-Division Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 22nd September, 1989**

**Subject : Verification of correctness of fixation of initial pay of Govt. servants under Haryana Civil Services (Revised Pay) Rules, 1987.**

Sir,

I am directed to invite a reference to this Department letter No. 11/25/5PR(FD)-89, dated the 1st December, 1988 on the subject noted above and to say that Accountant General (Audit), Haryana had pointed out that relevant service record for the verification of the initial fixation of pay of the employees, under Haryana Civil Services (Revised Pay) Rules, 1987 is not being furnished by the departments, whenever the pay verification parties visit their offices for the purpose indicated above.

2. I am, therefore, to request you to ensure that the relevant record in question may be furnished to the Audit parties of the Accountant General (Audit) for doing the needful. This may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

*Sd/-*

Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 4/1/87/3FR-II/2236**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala Division and Hisar Division,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court.

**Dated, Chandigarh, the 29th September, 1989**

**Subject : Grant of Dearness Allowance to Haryana Government Employees.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 4/1/87-3FR-II dated 8th June, 1989 on the subject noted above, and to say that consequent upon the decision taken by the State Government relating to the dearness allowance, the Governor of Haryana is pleased to decide that dearness allowance, shall be paid to Haryana Govt. employees with effect from 1st July, 1989 at the following rates :

Period for which payable	Pay Range	Rate of dearness allowance
1.7.89 onwards	Basic pay upto Rs. 3500/-	34% of pay
	Basic pay between Rs. 3501 and upto 6000/-	25% of pay subject to a minimum of Rs. 1190/- p.m.
	Basic pay above Rs. 6000/-	22% of pay subject to a minimum of Rs. 1500/- p.m.

2. These orders shall apply to the Govt. employees who elect or are brought on to the revised scale of pay under the Haryana Civil Services (Revised scales of pay) Rules, 1987, w.e.f. 1.1.86 and also to those who elect to retain the scales of pay which prevailed prior to 1.1.86. In the case of former 'basic pay' for the purpose of calculation of dearness allowance shall be as defined in Rule 2.44(a)(i) of Punjab C.S.R. Volume I Part-I (margin) and in the case of latter it will include in addition to pay in the pre-revised scale, dearness allowance and Adhoc dearness allowance and interim relief, where admissible appropriate to that pay under order in existence on 31.12.1985.

In the case of employees who are in U.G.C. scales of pay Dearness Allowance, Adhoc Dearness Allowance upto 608 CPI (1960 base=100) and interim relief minus excess payment of Adhoc relief adjustable as a result of previous revision of 1979 will be treated as Dearness pay for the purpose of calculation of Dearness Allowance.

3. The payment on account of Dearness Allowance involving fraction of 50 paise and above, may be rounded to the next higher rupee and fractions of less than fifty paise may be ignored.

4. The Dearness Allowance will continue to be a distinct element of remuneration and will not be treated as pay within the ambit of Rule 2.44 of Punjab C.S.R. Volume I, Part-I.

5. The amount of arrears on account of release of the above instalments of dearness allowance w.e.f. 1st July, 1989 up to the 30th September, 1989 shall be credited to the General Provident Fund Account of the Government Employees.

Where any Govt. employee was, during this period, not eligible to subscribe to the General Provident Fund, the amount of arrears shall be invested in the purchase of National Saving Certificates from the Post Offices in the State of Haryana. The National Saving Certificate shall be purchased by the Drawing and Disbursing Officer in the name of Govt. employees concerned and shall be handed over to the latter. The Govt. employees who have retired or had closed their accounts by the time arrears are drawn be paid arrears of dearness allowance in cash. The payment of the aforesaid instalments of dearness allowance in cash shall commence w.e.f. 1.10.1989 i.e., for the month of October, 1989 paid in November, 1989. The deposits under the Contributory Provident Fund Account will, however, not be eligible for corresponding contribution from Government.

6. These orders are also applicable to the work charged employees.

7. The above order will not apply to :-

- (i) Staff paid from contingencies;
- (ii) Casual labour;
- (iii) Staff employed as Daily wages and those working on piece-rate system; and
- (iv) Those employed on contract basis except where Dearness Allowance would continue to be the same as in force at present.

8. The general conditions of payment of dearness allowance would continue to be the same as in force at present.

Yours faithfully,

Sd/-

(J. P. Narang)

Joint Secretary Finance(R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 68/1/89/Pension/SAP**

From

The Financial Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Department,  
Commissioner of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana State.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 4th October, 1989**

**Subject : Expeditious disposal of pension cases and issue of 'No Demand Certificate' - Supply of information.**

Sir,

I am directed to refer to the subject noted above and to intimate that the Accountant General, Haryana has pointed out that most of the pension cases remain outstanding for want of 'No Demand Certificate' as Government dues remain un-assessed for months together after the date of retirement.

2. There is a provision in the Finance Department's instructions No. 315-FD (Pen)-SAP-77/7516, dated the 17th March, 1977 wherein it has been stressed that retiring Govt. servant may furnish surety of permanent Govt. servants to enable the retirees to receive full payment of D.C.R.G. on due date. In the event of any claim/recovery becoming known to Government subsequent to the date of retirement or payment of gratuity the same might be recovered from the surety.

3. The Accountant General, Haryana has sought the following information :-

- (i) Whether the surety bonds are being obtained from the retiring Govt. officials and if so the difficulties, if any, being experienced by your department in issuing 'NDC'.
- (ii) If the surety bonds are not being obtained than what are the difficulties being faced by the department in obtaining these

Accordingly, you are requested to furnish the requisite information relating to your department to this department immediately.

Yours faithfully,

*Sd/-*  
(P.K. Gupta)  
Joint Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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No. 68/1/89/FD/Pension/SAP

Dated, Chandigarh, the 4th October, 1989

A copy is forwarded to Shri B. L. Sehgal, Deputy Accountant General (P), Haryana, Chandigarh, with reference to his D.O. letter No. Pen.I/Gen.9/89-90/9473, dated the 14th August, 1989 for information.

*Sd/-*  
(P.K. Gupta)  
Joint Secretary Finance  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised and clarified  
vide No. 22/1/85-2B&C, Dated 20.7.1992.***

**PAC MATTER/MOST IMMEDIATE**

**No. 15/31/88-3B&C**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The All Heads of Departments in Haryana,  
Commissioners Ambala/Hisar Divisions,  
All Deputy Commissioners in Haryana.

**Dated, Chandigarh, the 12th October, 1989**

***Subject : Procedure for dealing with the Report of the Public Accounts Committee.***

Sir,

I am directed to invite your attention to the Finance Department policy instruction No. 669-3B&C-77/6546 dated 10th March, 1977 on the subject cited above wherein procedure for dealing with the reports of PAC has been laid down. This procedure was further streamlined vide letter No. 15/37/82-3B&C dated 7.4.83 which is as under :-

- (a) The departments should make efforts to take appropriate action on the recommendations of the Public Accounts committee and no recommendations should be shown as pending for want of action for more than two consecutive quarterly reports.
- (b) The department should nominate a senior officer each at the Secretariat level and at the level of the Head of Department to ensure proper liaison with the Finance Department and Public Accounts Committee for ensuring speedy disposal of the recommendations made by the Public Accounts Committee.
- (c) The Budget & Committee Branch of the Finance Department will ensure that the quarterly reports are received by stipulated date(s) and that the branches in Finance Department give their comments, if any, without avoidable delay. In case the report is not received from any of the departments in time often it is sent to the PAC direct at the time of examination or near about the date the representative of the Finance Department would be at liberty to inform the PAC that since a report was not received in time it could not be commented upon in the Finance Department and that the Public Accounts Committee will be free to record suitable observations against the concerned departments.
- (d) In case the quarterly records is not received in Finance Department in time in accordance with the procedure in vogue then the matter would be brought to the notice of Finance Minister/Chief Minister by FD after each quarterly progress report has become due.

2. Although Finance Department from time to time have been bringing to your notice the various observations and recommendations made by the PAC for their implementation but it has been observed that the departments have lost sight of the procedure laid down in the above mentioned Finance Department Instructions with the result that PAC on several occasions has

expressed displeasure that the inordinate delay in sending replies to questionnaires and in the implementation of the recommendation/observation of the Committee. Despite the fact that Finance Department vide their letters No. 15/2/87-3B&C dated 7.8.87 and 9.11.87 have also requested that the Hindi translation of the English version of the replies sent with regard to the implementation of recommendations of the PAC committee and other replies may also be supplied but it has been found that in many cases these instructions are also not being followed meticulously. Besides this, the replies are not being sent in annotated form and progress reports of the various paras for the quarters ending 31st March, 30th June, 30th Sept. and 31st Dec. are not being sent on due dates by the 15th April, 15th July, 15th Oct. and 15th Jan. respectively. The PAC has taken a very serious notice of all such cases where the quarterly progress reports are not being submitted in time. In view of the position explained above. I am, once again, to impress upon you that all necessary steps should be taken to ensure that the in future instructions issued by the Finance Department on the subject are followed strictly and these are especially brought to the notice of the officer of the department who has been entrusted with the disposal of PAC/CPU work so that in future any criticism and adverse remarks by the CPU/PAC are avoided. In this context, it is also made clear that PAC matter is to be given TOP-PRIORITY, any laxity shown in dealing with the Report of PAC, the matter would be brought to the notice of FM/CM by this department for necessary action.

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 15/31/88-3B&C

Dated, Chandigarh, the 12-10-1989.

A copy, with five spare copies, is forwarded to the Accountant General, Haryana, (A&E) and Accountant General, (Audit) for information and necessary action.

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy each is forwarded to all the Financial Commissioners and all the Administrative Secretaries to Government, Haryana, for information and necessary action.

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

- (i) All the Financial Commissioners, Haryana,
- (ii) All the Administrative Secretaries to Govt., Haryana.

U.O. No. 15/31/88-3B&C

Dated, Chandigarh, the 12-10-1989

Endst. No. 15/31/88-3B&C

Dated, Chandigarh, the 12-10-1989

A copy each is forwarded to the Secretary, Haryana, Vidhan Sabha for information.

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have become obsolete.***

**No. 2/1(1)/89-3FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 17th October, 1989**

**Subject : Disbursement of salary, T.A. Medical reimbursement and other entitlement to class-I and II Officers located at Chandigarh.**

Sir,

I am directed to invite a reference on the subject noted above and to say that the State Govt. has decided that salary T.A., Medical reimbursement and other payments to Class-I and II officers, (including Corporations/Boards/Autonomous Bodies controlled by Haryana Govt.) stationed at Chandigarh, becoming due from 1.11.89 will be disbursed through cheques and not in cash. An exercise to adopt the practice on schedule may be started without any loss of time.

2. Detailed instructions are being issued separately.
3. Receipt of this letter may kindly be acknowledged.

Yours faithfully,

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 2/1(10)-89-3FR-II

Dated, Chandigarh, the 17-10-89

A copy is forwarded for information and necessary action to the Accountant General (A&E) and Audit, Haryana, Chandigarh signed with ink, with ten spare copies.

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the :-

The Financial Commissioner, Haryana and  
All Administrative Secretaries to Govt., Haryana for information.

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioner, Haryana, Chandigarh.  
All Administrative Secretaries to Govt. Haryana.

U.O. No. 2/1(1)-89-3FR-II

Dated, Chandigarh, the 17-10-89

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secy./Parliamentary Secretaries for information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries.

*Sd/-*  
(J.P. NARANG)  
Joint Secretary Finance (R)  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State/Chief Parliamentary  
Secretary/Parliamentary Secretaries.

U.O. No. 2/1(1)-89-3FR-II

Dated, Chandigarh, the 17-10-89

No. 2/1(1)-89-3FR-II

Dated, Chandigarh, the 17-10-89

A copy is forwarded for information and necessary action to all Chief Administrators/  
Managing Directors of Boards & Corporations in the State.

*Sd/-*  
(J.P. NARANG)  
Joint Secretary Finance (R)  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been reiterated vide  
No. 4/4(16)/86-2FR-I, Dated 09.04.1991.***

**No. 4/4(16)/86-2FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department

To

All Heads of Departments,  
Commissioners, Ambala and Hisar Divisions,  
All Deputy Commissioners and  
Sub Division Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 18th October, 1989**

***Subject : Appraisal reports regarding deficiencies noticed in the inputs received from the departments for the purpose of maintaining G.P.Fund accounts of the subscribers in the office of A.G. Haryana.***

Sir,

In continuation of F.D. letter No. 4/4(16)/86-2FR-I, dated 30-6-87 on the subject noted above, I am directed to say that Accountant General (A&E), Haryana has again pointed out that the instructions issued vide F.D. letter referred to above are not being followed in true spirit by the D.D.Os concerned and the deficiencies listed in the Annexure continue to persist in General Provident Fund schedules, final payment cases etc. these deficiencies not only lead to discrepancies in the account of the subscribers but also cause unavoidable delay in the authorization of final payment of Provident Fund Balances to the subscribers or to their family members and sometimes become a source of much hardship to them.

2. In view of above, you are, therefore, again requested that suitable instructions may kindly be issued to all Controlling officers and Drawing and Disbursing Officers under your control to ensure that these deficiencies are removed/avoided in future while sending inputs to Accountant General, Haryana office.

**Contd...  
Encl.**

**ANNEXURE**

Deficiencies noticed in the inputs received from the state Govt. Departments in maintaining General Provident Accounts of the subscribers in this office.

1. In a number of cases totals of the General Provident Fund schedules are found incorrect.
2. General Provident Fund schedules are not prepared in serial orders of General Provident Fund Account Numbers.
3. In some cases General Provident Fund Account numbers are not mentioned against the name of the subscribers in the General Provident Fund schedules.
4. In a number of cases General Provident Fund Account number are quoted wrongly in the G.P.Fund schedules.
5. In a number of cases recoveries of advances/withdrawals are not affected regularly from the Pay Bills of the subscribers.
6. In Final Payment cases details of withdrawals and Last Fund Deduction are not shown generally.
7. In some Cases bonus have been drawn twice by the same D.D.O./different D.D.Os.

\*\*\*\*\*

***These instructions have become obsolete.***

**No. 2/1(2)-89-3FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners,  
Sub Divisional Officers (Civil) in the Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 24th October, 1989**

**Subject : Disbursement of pay and allowances for the month of October, 1989.**

Sir,

I am directed to Say that in view of the Gazetted holidays falling on the 1st November, 1989 by the employees of the State Bank of India the Governor of Haryana is pleased to decide that in relaxation of the provisions of rule 5.1(1) of the Punjab Financial Rules, Vol. I the pay and allowances for the month of October, 1989 for all gazetted/non-gazetted Haryana Govt. employees and pension for the month of October, 1989 for Haryana Government Pensioners as well as other pensioners who are drawing their pension from Haryana Govt. Treasuries may be drawn/dispursed on 25th October, 1989.

Yours faithfully,

*Sd/-*

(J. P. NARANG)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 2/1(2)-89-3FR-II

Dated, Chandigarh, the 24.10.89

A copy is forwarded to the Accountant General (A&E) and (Audit), Haryana, Chandigarh for information.

*Sd/-*

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 2/1(2)-89-3FR-II

Dated, Chandigarh, the 24.10.89

A copy is forwarded to all the Treasury Officers/Asstt. Treasury Officers in Haryana

State for information.

*Sd/-*  
Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the :-

All the Financial Commissioner, Haryana and  
All Administrative Secretaries to Govt., Haryana for information.

*Sd/-*  
Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Financial Commissioner, Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 2/1(2)-89-3FR-II

Dated, Chandigarh, the 24.10.89

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries for the information of the Chief Minister/Deputy Chief Ministers/Ministers/Minister of State/Chief Parliamentary Secretary/Parliamentary Secretaries.

*Sd/-*  
Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Deputy Chief Ministers/Ministers/State Ministers/  
Chief Parliamentary Secretary/Parliamentary Secretaries.

U.O. No. 2/1(2)-89-3FR-II

Dated, Chandigarh, the 24.10.89.

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**No. 1/2(73)88-2FR-II/2376**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 8th November, 1989**

**Subject : Grant of Dearness Relief to the Pensioners of the Haryana Government beyond the Consumer Price Index Level 608.**

Sir/Madam,

I am directed to invite a reference to letter No. 1/2(73)88-2FR-II dated 19th June, 1989 issued by this Department and to say that the Governor of Haryana is pleased to decide that the dearness relief to the pensioners/family pensioners of the Government of Haryana to compensate them for the rise in the cost of living beyond the average Consumer Price Index Level 608, shall be paid at the following rates with effect from 1st July, 1989, in modification of the rates mentioned in the letter dated 19th June, 1989 :-

<b>Pension/Family Pension Per month</b>	<b>Rate of dearness relief per month</b>
(i) Not exceeding Rs. 1750/-	34% of the Pension/Family Pension.
(ii) Exceeding Rs. 1750/- but not exceeding Rs. 3000/-	25% of the Pension/Family Pension subject to a minimum of Rs. 595/-.
(iii) Exceeding Rs. 3000/-	22% of the Pension subject to a minimum of Rs. 750/-.

In the case of pensioners who retired before 1st January, 1986, the dearness relief will be calculated on the basic pension/basic family pension plus dearness relief upto CPI 608.

1.2 Payments of dearness relief involving a fraction of rupee shall be rounded off to the next higher rupee.

1.3 A Ready Reckoner showing Dearness Relief payable from 1st July, 1989 onwards in terms of these orders is enclosed.

2. These orders will not apply to the pensioners, whose pension have been determined on adhoc basis without reference to the emoluments drawn by them, that is, political pension,

special pension, war risk pension, etc. The relief will also not be admissible to the re-employed pensioners during the period of re-employment.

3. The relief and the dearness relief mentioned above will not be admissible to employees permanently absorbed in the bodies controlled or financed by Government or Municipality, Panchayat Samities or Zila Parishad. A Government employee who on permanent absorption in the said bodies elects the alternative of receiving the death-cum-retirement gratuity and lumpsum in lieu of pension, as permissible in accordance with rule 5.3 of the Punjab Civil Services Rules, Volume II will not be eligible to receive the relief and dearness relief even after he has ceased to be in the employment of the organisation concerned.

4. The expenditure involved will be debatable to the Major Head "2071-Pensions and other Retirement Benefits".

5. Receipt of this letter may please be acknowledged

Yours faithfully,

*Sd/-*

(J.P. NARANG)

Joint Secretary, Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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Copy of letter **No. 4/9/89-2FICW, dated 20th November, 1989** from the Financial Commissioner & Secy. to Govt., Haryana, Finance Department addressed to all Heads of Department, all Administrative Secys. and all concerned offices in the State and Registrar Punjab, and Haryana High Court, Chandigarh.

**Subject : Fraudulent drawal of House Rent Allowance by the Government employees.**

Sir,

I am directed to invite your attention to F.D. Circular letter No. 3973-2FICW-81, dated 7.5.82 and instructions issued from time to time in which it was reiterated that if any case of excess drawal of H.R.A. is detected, the matter would necessarily be considered to be one of deliberately criminal action and very strict punishment would be awarded under the rules. The punishment would not normally be anything less than a major punishment under the punishment and Appeal Rules.

It has now come to the notice of the State Govt. that some employees are fraudulently drawing H.R.A. There is a dire need to curb such a tendency. The Head of Departments. and the concerned D.D.Os be vigilant and deal the delinquents firmly. It must be ensured by the D.D.Os that HRA being claimed is in accordance with the rates and conditions laid down by the Govt. from time to time. It has therefore, been decided that the following checks may be introduced to minimise the chances of fraudulent drawal of HRA :-

1. The DDOs will carry out a periodical check of the staff under their control,
2. An annual certificate in the month of January each year will be obtained by the Controlling Officer from employee in which the information regarding age service etc. of the family members residing with the employee in Govt. accommodation will be given. In case of any change, the employee will inform immediately to the Controlling Officer.
3. The Controlling Officer (DDO) will verify each case and record in the pay bill that HRA claimed in this bill is in accordance with the rates and conditions approved by State Govt. from time to time.
4. No portion of Govt. accommodation can be sublet. If any case of fraudulent drawal is noticed that the employee is residing in Govt. accommodation and claiming HRA, the accommodation may be cancelled immediately the HRA claimed may be recovered in a lumpsum way and strict disciplinary action may be taken against him under the Punishment and Appeals Rules for a Major Punishment and the A.G. Haryana/F.D. be informed. In case an employee has to reside with his any of relative in some circumstances, e.g. in any disease, he should intimate his Controlling Officer.
5. The employees residing in rented house drawing pay upto Rs. 2106/- p.m. (excluding DP) in the revised-scales, are not required to submit rent receipt but submit a certificate as prescribed in FD's. circular letter No. 224-2FICW-76/6869, dt. 24.2.76 (Copy enclosed) to the Controlling Officer once in a year in the month of January each year. If any change in address during the year, the information must be given to the Controlling Officer. The employees drawing pay exceeding Rs. 2106/- p.m. (excluding DP) and residing in rented house will

submit a rent receipt in January each year along-with a certificate as prescribed in Govt. instructions mentioned above.

6. These instructions will also apply to the Boards/Corporations and other Public Sector Undertakings in the State.

3. It is requested that these instructions may please be brought to the notice of all the employees working under them.

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***These instructions have been modified partly vide  
No. 15/48/89/ARO-II/HBPE, Dt. 08.10.1990.***

**FINANCE DEPARTMENT**

**Notification**

**The 20th November, 1989.**

**No. 15/48/89/ARO-II/HBPE :-** The Governor of Haryana is pleased to constitute a Standing Committee to examine and to decide the proposals for creation and up gradation of posts, their pay scales, mode of recruitment, terms and conditions of service and cases involving exemption from the existing instructions for effecting economy in the expenditure, concerning all the State Public Enterprises i.e. Boards, Corporations, Companies and Co-op. Institutions.

The Standing Committee will comprise as follows :-

1.	Financial Commissioner & Secretary, Finance.	Chairman
2.	Administrative Secretary of the concerned department.	Member
3.	Special Secretary Finance (BPE).	Member
4.	Head of the concerned department.	Member
5.	Managing Director of the concerned PE.	Member
6.	MS/HBPE	Member Secretary.

**Functions**

The main functions of the Committee would be to as follows :-

1. To advise the PEs on Personnel Policy matters.
2. To fix the norms for recruitment and lay down the parameters for posts, and
3. To scrutinise the proposals for creation and up gradation of posts, their pay scales, mode of recruitment, terms and conditions of service and cases involving exemptions from the existing instructions for effecting economy in the expenditure concerning all the State Public Enterprises i.e. Boards, Corporations, Companies and Co-op. institutions.

**Meetings**

The Committee will meet at such time, venue and date as may be fixed by the Chairman. The agenda notes of the relevant items would be prepared by the MDs of the concerned Public Enterprises and sent to the Member Secretary who would cause to be circulated to the Members of the Committee and all the decisions on such points would be taken in a meeting of the Committee, convened for the purpose.

The members will draw TA/DA, if any, from their respective departments.

Dated, Chandigarh,  
the 24th October, 1989

B.S.OJHA  
Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have become obsolete.***

**MOST-IMMEDIATE****No. 68/1/89/FD/Pension/SAP**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Department,  
Commissioner Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana State  
(Except shown in Annexure),  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 23rd November, 1989****Subject : Expeditious disposal of pension cases and issue of 'No Demand Certificate' - Supply of information.**

Sir,

I am directed to refer to this department's letter No. 68/1/89/FD/Pension/SAP, dated the 4th October, 1989, on the subject noted above and to request you to send the requisite information immediately, as the Accountant General, Haryana is pressing hard in the matter.

Yours faithfully,

Sd/-

(DIVAKER PATHAK)

Under Secretary, Finance,

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 68/1/89/FD/Pension/SAP

Dated, Chandigarh, the 23rd November, 1989

A copy is forwarded to Shri J. L. Singal, Deputy Accountant General, (Pension), Haryana, Chandigarh, with reference to his D.O. letter No. Pen.I/Gen-5/89-90/10794, dated the 16th October, 1989, for information.

Sd/-

(DIVAKER PATHAK)

Under Secretary, Finance,

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

**Contd...****Encl.**

**ANNEXURE****Name of the Department**

1.	Rehabilitation Department.
2.	Haryana Vidhan Sabha Secretariat.
3.	Director, Hospitality Organisation.
4.	Legal Remembrances & Secretary to Govt. Haryana Law & Legislative Department.
5.	Director, Consolidation of Holdings, Haryana
6.	Deputy Commissioner, Ambala.
7.	Deputy Commissioner, Faridabad.
8.	Senior Architect, Department of Architecture.
9.	Secretary to Government, Haryana.
10.	Deputy Commissioner, Gurgaon.
11.	Examiner, Local Fund Accounts, Haryana.
12.	Adviser, Civil Aviation, Haryana.
13.	Deputy Commissioner, Bhiwani.
14.	Director, Agriculture, Haryana

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***These instructions have become obsolete.***

**No. 2/1(1)-89-3FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 24th November, 1989.**

**Subject : Disbursement of salary, T.A., Medical reimbursement and other entitlement to Class-I and II Officers located at Chandigarh.**

Sir,

I am directed to invite a reference to Finance Department letter No. 2/1(1)89-3FR-II dated 17th Oct., 1989 and to state that it has been decided that salary, T.A., Medical Reimbursement and other payments to Class I & II Officers (including Corporations/Boards/Autonomous Bodies controlled by Haryana Govt. becoming due from 1.1.90 will be disbursed by cheque and not in cash instead of payments becoming due from 1.1.89 as directed earlier.

Detailed instructions are being issued separately.

Receipt of this letter may please be acknowledged.

*Sd/-*

Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 2/1(1)89-3FR-II

Dated, Chandigarh, the 24.11.89

A copy is forwarded for information and necessary action to the Accountant General (A&E) and Audit, Haryana, Chandigarh signed with ink, with ten spare copies.

*Sd/-*

Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the :-

The Financial Commissioner, Haryana and  
All Administrative Secretaries to Govt., Haryana for information.

*Sd/-*

Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.



To

The Financial Commissioner, Haryana, Chandigarh.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 2/1(1)89-3FR-II

Dated, Chandigarh, the 24.11.89

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secy./Parliamentary Secretaries for information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries.

*Sd/-*

Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/State Ministers/Chief Parliamentary Secy./  
Parliamentary Secretaries.

U.O. No. 2/1(1)89-3FR-II

Dated 24.11.89

No. 2/1(1)89-3FR-II

Dated 24.11.89.

A copy is forwarded for information and necessary action to all Chief Administrators/  
Managing Directors of Boards & Corporations in the State.

*Sd/-*

Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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Copy of letter **No. TDHII/HR/Misc/Gen. Order/89-90/2860, dated 4.10.1989** from Deputy Accountant General (A/C), Haryana Chandigarh addressed to the Commissioner & Secretary to Govt., Haryana, Finance Department, Chandigarh.

**Subject : Write off the irrecoverable amount of HBA/MA etc.**

I am to invite your kind attention on the above noted subject and to state that as per instructions of the Headquarters office, the irrecoverable amounts which have been waived off by the Department/Govt. are to be debitible to salary head of a/c of the loanee. During the course of issuing the NDCs it has been observed that the various departments. while forwarding the sanctions to waive off, do not indicate the major/sub major Head of A/cs to which the amounts waived off are to be debited. As a result thereof amounts remain outstanding in the books of this office.

It would be appreciated if necessary instructions are issued to all the departments of the Haryana Govt. on the following lines.

- (i) A provision may be made in the budget in respect of irrecoverable amounts to be waived off during each financial year, under the major head of account concerned.
- (ii) Correct Head of A/c with complete detail i.e. major/sub major Head/minor Head to which the waived off amount are to be debited, may be indicated, while issuing sanctions to the waiving off of the irrecoverable amounts.

An early action in the matter is requested.

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**No. 8009-WM(7)-89**

**Dated, Chandigarh, the 28th November, 1989**

A copy is forwarded to all Heads of Departments, Commissioners of Divisions, Registrar, Punjab and Haryana High Court for information and necessary action.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 8009-WM(7)-89

Dated, Chandigarh, the 28.11.89

A copy is forwarded to the Accountant General, Haryana for information and necessary action with reference to his letter No. TDH-II/HR/Misc/89-90/2860, dated 4.10.89.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 34/2/88-WM(3)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala and Hisar Divisions/  
Deputy Commissioners, and  
Sub Divisional Officers (Civil) in the Haryana,  
The Registrar, Punjab and Haryana High Court,  
Chandigarh and All District & Sessions Judge in Haryana.

**Dated, Chandigarh, the 30th November, 1989**

**Subject :** Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle and Marriage Advance granted to the Government employees and Rate of interest on deposits in the General Provident Fund and other similar funds for the financial year 1989-90.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging interest on the various loans and advances given to the Government employees during the financial year 1989-90 has been considered and it has been decided to charge the rate of interest for loans and advances as under :

**1. For Haryana Government employees :**

(i)	House Building Advance	9% p.a.
(ii)	Marriage Advance	11% p.a.
(iii)	Motor Conveyances Advance (Motorcar/Motor Cycle/Scooter Moped etc.)	9% p.a.
(iv)	Other Conveyance advance (Cycle)	9% p.a.

**2. For All India Services Category (Officers) :**

(i)	House Building Advance	
(a)	Sanctioned advance upto Rs. 0.50 lacs	7% p.a.
(b)	Sanctioned advance upto Rs. 1.00 lacs	8% p.a.
(c)	Sanctioned advance upto Rs. 1.50 lacs	9% p.a.
(d)	Sanctioned advance upto Rs. 2.00 lacs	10% p.a.
(e)	Sanctioned advance upto Rs. 2.25 lacs	10.50% p.a.
(f)	Sanctioned advance upto Rs. 2.50 lacs	11% p.a.

It is also clarified that the interest be calculated on the basis of total admissibility of the officer.

(ii)	Motor Conveyance Advance (Motor car/Motor Cycle/Scooter/Moped etc.)	9% p.a.
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It has further been decided to allow the rate of interest on General Provident Fund at the rate of 12% (Twelve) per annum. During the financial year 1989-90 which will also be applicable on the accumulations as stood on 31st March, 1989 and other similar funds. The rate of interest will remain in force during the current financial year i.e. from 1st April, 1989 to 31st March, 1990.

The receipt of this letter may Kindly be acknowledged.

Yours faithfully,

*Sd/-*  
(P.K. Gupta)  
Joint Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 34/2/89-WM(3)

Dated, Chandigarh, the 30.11.89

A copy is forwarded to the Accountant General (A&E/Audit) Haryana, Chandigarh, for information and necessary action.

*Sd/-*  
Joint Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the :-

The Financial Commissioner, Revenue, Haryana.  
All Administrative Secretaries to Govt. Haryana for information.

*Sd/-*  
Joint Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioner, Revenue, Haryana.  
All Administrative Secretaries to Govt., Haryana.

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(To be substituted for the letter bearing the same number and date)

**No. 1/ 2(74)88-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department

To

All Heads of Departments,  
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in the Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 8th December, 1989**

**Subject : Liberalisation of pensionary benefits on the recommendations of the Fourth Pay Commission.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 1/2(74) 88-2FR-II, dated 3-11-1988, on the subject noted above, and to modify the same to the following extent :

(i) Following lines under PARA 'A' PENSION (i) may be treated as deleted :

"The terms 'Emoluments' for purposes of calculating various retirement benefits shall mean basic pay as defined in 2.44(a)(i) of Punjab Civil Services Rules Vol. I Part I"

The emoluments for the purpose of calculating various retirement benefits would be the same as under Rule 6.19(C) of Punjab Civil Services Rules Vol. II.

(ii) Para 'E' ARREAR may be substituted as under :

Arrear of all kinds becoming payable on the basis of implementation of the order contained in these instructions may be paid in cash.

Instructions in regard to grant of liberalized pension to those who retired prior to 31-3-1985 will follow.

Yours faithfully,

Sd/-

(J. P. (Narang)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 5/11/93-1FR-II, Dated 6.4.1993.***

**No. 5/4(2)82-1FR-II(2253)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala, Rohtak, Gurgaon & Hisar Divisions,  
All Deputy Commissioners and  
Sub Division Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 8th December, 1989**

**Subject : Grant of Conveyance Allowance to the State Government employees suffering from spinal deformity (generally known as hunch back disability).**

Sir,

I am directed to reference to the subject noted above and to state that the question of granting some assistance to State Govt. employees suffering from special deformity, who generally require physical assistance for going to and coming from the place of their duty, has been under the consideration of the Government for some time past. The Governor of Haryana is now pleased to decide that such of Haryana Govt. employees who are borne on regular establishments (including work charged staff), and are suffering from the Spinal deformity causing permanent partial disability of above 40% shall be granted a Conveyance Allowance @ 5% of the basic pay, subject to a maximum of Rs. 50/- p.m. with effect from 1st November, 1989, However, the allowance will not be admissible during leave (except Casual leave), Joining time or suspension.

2. The Governor of Haryana is also pleased to authorize all Heads of Departments to sanction conveyance allowance in the terms of these orders. The Govt. employees concerned shall thus apply for grant of conveyance allowance to the Heads of Departments. It shall be the responsibility of the Head of the Department concerned to refer the cases of the concerned employees to the appropriate medical authorities for obtaining their recommendations for the grant of conveyance allowance. The allowance may be granted with effect from the date of recommendations of the concerned medical authority received by the Head of the Department. However, in the case of existing employees the allowance may be granted from 1st August, 1989.

3. These instructions may be brought in the notice of all concerned.

Yours faithfully,

*Sd/-*

(J.P. Narang)

Joint Secretary, Finance

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 5/4/(2)-82-1FR-II(2253)

Dated 8.12.1989

A copy is forwarded to the Accountant General Haryana, (Accounts and Entitlement)/(Audit) for information and necessary action.

*Sd/-*  
(J.P. Narang)  
Joint Secretary, Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the Financial Commissioners, Haryana and all the Administrative Secretaries to Government Haryana for information and necessary action.

*Sd/-*  
(J.P. Narang)  
Joint Secretary, Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioners, Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/4/(2)-82-1FR-II(2253)

Dated 8.12.1989

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Dy. Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary for the information of Chief Minister/Deputy Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries.

*Sd/-*  
(J.P. Narang)  
Joint Secretary, Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Dy. Chief Ministers/Ministers/Ministers of State/  
Chief Parliamentary Secretary/Parliamentary Secretaries.

U.O. No. 5/4/(2)-82-1FR-II(2253)

Dated 8.12.1989.

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क्रमांक 11/51/89-1एफ.आर.।।(2036)

प्रेषक

वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष,  
आयुक्त अम्बाला, रोहतक, गुड़गांव तथा हिसार मण्डल,  
सभी उपायुक्त तथा  
सभी उपमण्डल अधिकारी (नागरिक) हरियाणा।  
रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट तथा  
जिला एवं सत्र न्यायधीश, हरियाणा।

दिनांक: 13 दिसम्बर, 1989 (13th December, 1989)

**विषय :** उच्च शिक्षा प्राप्त करने के लिए पंजाब सी.एस.आर. वाल्यूम I, का पार्ट-। के नियम 8.137 के अर्न्तगत असाधारण अवकाश प्रदान करना।

महोदय,

मुझे निर्देश हुआ है कि उपरोक्त विषय पर आपका ध्यान वित्त विभाग के परिपत्र क्रमांक 1169-5एफ.आर.-73/15547, दिनांक 20 अप्रैल, 1973 तथा क्रमांक 11/77/84-1एफआर-।। दिनांक 27.5.1985 की ओर दिलाऊं (प्रतियां सलंगन) और सूचित करूं कि मुख्य सचिव, हरियाणा सरकार द्वारा तथा वित्त विभाग द्वारा उपरोक्त विषय के संदर्भ में जो हिदायतें जारी की हैं वह निम्न प्रकार हैं :-

1. मुख्य सचिव महोदय द्वारा उच्च शिक्षा प्राप्ति के संबंध में उनके पत्र क्रमांक 3251-4जी.एस.-76/1209, दिनांक 13 मई, 1976 द्वारा जो हिदायतें जारी की गईं उनके अनुसार यदि कोई सरकारी अधिकारी/कर्मचारी प्राईवेट तौर पर/पत्राचार से या सायंकालीन कक्षाएं अटैंड करके उच्च शिक्षा प्राप्त करना चाहता है तो उसे उसको अनुमति दी जा सकती है उसकी नियमित सेवा तीन वर्ष की हो बशर्ते सरकारी कार्य को कोई बाधा न आये और उस अधिकारी/कर्मचारी को केवल परीक्षा के दिनों की ही छुट्टी दी जावे।
2. वित्त विभाग के उपरोक्त संदर्भित पत्रों द्वारा उच्च तकनीकी शिक्षा प्राप्ति के संदर्भ में जो हिदायतें जारी की गईं हैं उनके अनुसार यदि कोई सरकारी अधिकारी/कर्मचारी अपनी नियमित पांच वर्षों की सरकारी सेवा के उपरान्त कोई Engineering/Technical Education नियमित कक्षाएं अटैंड करके प्राप्त करना चाहता है और उसे Engineering तकनीकी शिक्षा से राज्य सरकार को भी लाभ होता है तो उस दशा में केवल पांच वर्षों की नियमित सेवा वाले कर्मचारियों अधिकारियों को ही उच्च तकनीकी शिक्षा की प्राप्ति के लिए अवकाश/असाधारण अवकाश स्वीकृत किया जा सकता है।
2. अतः मुख्य सचिव महोदय तथा वित्त विभाग द्वारा उच्च तकनीकी शिक्षा प्राप्ति के संबंध में जारी की गईं हिदायतें पूर्ण तथा भिन्न हैं और इन्हें आपस में कनफ्यूज न किया जाये।
3. उपरोक्त वर्णित स्थिति में समक्ष भविष्य में उच्च तकनीकी शिक्षा प्राप्ति के लिये केवल उन्हीं सरकारी अधिकारियों/कर्मचारियों को अवकाश/असाधारण अवकाश देने के लिए रिकमैन्ड किया जाये जिनकी पांच-पांच वर्ष की नियमित सरकारी सेवा हो और कथित अनुदेशों में वर्णित सभी शर्तों को पूरा करता हो। यह भी स्पष्ट किया जाता है कि ऐसे कैंसिज़ में वित्त विभाग को पूर्व स्वीकृति अनिवार्य है यदि



राज्य सरकार का कोई विभाग भविष्य में इन हिदायतों का पालन नहीं करेगा तो वित्त विभाग भविष्य में अपने कथित अनुदेशों में किसी प्रकार की ढील नहीं देगा। अतः यह अपने अधीन कार्यरत सभी अधिकारियों/कर्मचारियों के ध्यान में लिखित रूप में ला दिया जाये।

इस पत्र की पावती भी भेजी जाये।

भवदीय,  
हस्ता०/—  
अवर सचिव वित्त,  
कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग ।

इसकी एक प्रति सभी वित्तायुक्तों एवं सभी प्रशासकीय सचिवों हरियाणा सरकार को आवश्यक कार्यवाही हेतु भेजी जाती है।

कृपया इसकी पावती भेजें।

हस्ता०/—  
अवर सचिव वित्त (आर)  
कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग ।

सेवा में

सभी वित्तायुक्त एवं  
सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा: क्र० 11/51/89-1एफ.आर.।।(2096)

दिनांक 13.12.89

अशा: क्र० 11/51/89-1एफ.आर.।।(2096)

दिनांक 13.12.89

एक प्रति मुख्य मंत्री/उप मुख्य मंत्रियों/मंत्रियों/राज्य मंत्रियों/मुख्य संसदीय सचिव/संसदीय सचिवों की सूचना के लिये प्रधान सचिव/सचिवों/निजी सचिवों को भेजी जाती है।

हस्ता०/—  
अवर सचिव वित्त (आर)  
कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग ।

सेवा में

मुख्य मंत्री/उप मुख्य मंत्रियों/मंत्रियों/राज्य मंत्रियों/  
मुख्य संसदीय सचिव/संसदीय सचिवों को ।

अशा: क्र० 11/51/89-1एफ.आर.।।(2096)

दिनांक 13.12.89.

\*\*\*\*\*

***These instructions have become obsolete.***

**MOST IMMEDIATE**  
**Date Bound**

**No. 5/1/83-1B&C(12C)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana.

**Dated : 14th December, 1989**

**Subject : Economy in expenditure - 10% cut on the staff strength.**

Sir,

I am directed to invite your attention to the para (i) of the FD circular letter No. 5/1/83-1B&C dated 26.5.83 on the subject noted above according to which 10% reduction in the staff was made applicable on the cadre of ten or more employees in order to minimise non developmental expenditure, particularly expenditure on establishment. The matter is being reviewed further now by the FD and it has been desired to know the exact No. of posts category wise lying vacant at present under 10% cut since the imposition of ban in May, 1983. I am, therefore, to request you that the information regarding total No. of posts category wise lying unfilled under 10% cut at present and their annual financial implication in case the cut is removed, may please sent to FD (in B&C) before 26.12.89, positively. If no reply from the Department is received by this stipulated date, then it will be presumed that no post is lying vacant under 10% cut with the department and FD would not, in future, give any exemption to such posts of such department for its filling up.

Yours faithfully,

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secy. to Govt. Haryana for information & necessary action.

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/1/83-1B&C(12C)

Dated : 14.12.89

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A copy is forwarded to all Branch Officers and Superintendents in Finance Departments.

*Sd/-*  
Under Secretary Finance (Budget)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To  
All Branch Officers/Superintendents in  
Finance Department Branches.

U.O. No. 5/1/83-1B&C(12C)

Dated : 14.12.89.

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***These instructions have been reiterated vide  
No. 5/5/91-1B&C, Dated 20.11.1991.***

**TOP PRIORITY**

**No. 5/18/89-1B&C**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
All Commissioners and  
Dy. Commissioners in Haryana,  
The Registrar Punjab & Haryana High Court and  
All Distt. & Session Judges in Haryana,  
All Chairman/Managing Directors of the Corporations,  
Undertaking/Boards in the State.

**Dated : 21st December, 1989**

***Subject : Economy in expenditure ban on purchase of new Cars/Jeeps etc.***

Sir,

I am directed to invite your attention to para (ii) of Finance Department instructions issued vide their letter No. 5/6/85-1B&C, dated 24.6.86 on the subject noted above, as a measure of economy it has been decided that w.e.f. 1.1.1990 there should be a complete ban on the purchase of new staff cars/jeeps etc., for Govt., Departments and for the existing Corporations/Boards till further orders. This decision of the Govt. may be brought to the notice of all concerned for strict compliance.

2. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

*Sd/-*

(K.K.KUTTAPAN)

Under Secretary Finance (B)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners & Administrative Secretaries to Govt., Haryana, for information and necessary action.

*Sd/-*

(K.K.KUTTAPAN)

Under Secretary Finance (B)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Administrative  
Secretary to Govt., Haryana.

U.O. No. 5/18/89-1B&C

Dated : 21.12.89

No. 5/18/89-1B&C

Dated : 21.12.89

A copy is forwarded to the A.G. (Audit and A&E.) Haryana for information & necessary action.

*Sd/-*  
(K.K.KUTTAPAN)  
Under Secretary Finance (Budget)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all Branch Officers/Supdts. in Finance Department, Haryana for information & necessary action.

*Sd/-*  
(K.K.KUTTAPAN)  
Under Secretary Finance (Budget)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Branch Officers/Supdts.  
in Finance Department, Haryana.

U.O. 5/18/89-1B&C

Dated : 21.12.89.

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***These instructions have been further clarified vide  
No. 1/2(74)88-2FR-II, Dated 16.1.1990 and 19.2.1990.***

**No. 1/2(74)-88-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner Ambala, Hissar, Gurgaon & Rohtak,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 28th December, 1989**

**Subject : Liberalisation of pensionary benefits on the recommendations of Fourth Pay Commission.**

Sir,

I am directed to invite a reference to Finance Department letter No. 1/2(74)-88-2FR-II, dated the 3rd Nov., 1988 and dated 8th Dec., 89 on the subject noted above.

2. On further consideration, Government have decided to allow the following relief to the pensioner of the State of Haryana who retired prior to 31.3.1985:-

- (a) In the case of pensioners drawing pension of Rs. 500/- or less, the additional relief shall be equal to 10% of their pension plus existing dearness relief, subject to the condition that the additional relief shall in no case be less than Rs. 50/-.
- (b) In the case of pensioners drawing pension above Rs. 500/- additional relief shall be equal to the difference between the existing fixed dearness relief of Rs. 463/- and the notional relief calculated at 70% of pension, subject to the condition that where the said difference shows negative amount or is less than Rs. 100/-, the additional relief shall be Rs. 100/-.

3. Arrears of additional relief as a result of these orders are to be paid in cash.

Yours faithfully,

Sd/-

(J.P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised vide No. 38(110)/93/WM(6),  
Dated 05.05.1993, No. 38/110/93-WM(5), Dated 02.05.2002.***

**No. 38(110)-WM(6)-89**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments, Commissioner of Division,  
All Deputy Commissioner &  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh,  
and all District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 1st January, 1990**

***Subject : Advance to Government employees for the celebration of marriage of their children/Sister & Female employees (for self marriage).***

Sir,

I am directed to address you on the subject noted above and to say that the matter regarding grant of loan to Government servants for the celebration of marriage of their sons/daughter/sisters has been reviewed and it is found that the cases are not being examined properly and incomplete cases are forwarded to the Finance Department which results in unnecessary correspondence in making back references to the department causes avoidable delay and of course hardship to the employees concerned. The salient features as per instructions issued by the Finance Department from time to time are reproduced below :-

1. The advance may be sanctioned to Governments servants (except Class I Officers).
2. The number of advance to a Government servant during the whole of his service should be restricted to two.
3. The advance is limited to Rs. 10,000/- or 10 months' basic pay of the employee whichever is less in case of daughter/sister & female employee for self marriage. Rs. 5,000/- or 10 months' basic pay of the employee whichever is less for the marriage of a son.
4. The age of the daughter/sister should not be less than of 18 years and that of son 24 years.
5. The advance can also be granted to temporary Government employees provided that they have completed 5 years of regular service and furnish surety of two Gazettes Haryana Government Officers on a Non Judicial Stamp Paper of the value of Rs. 15/- (Rs. Fifteen only) (The proforma of the surety bond is enclosed).

6. The application will be entertained in the FD two months before the marriage date and the advance can be drawn and disbursed within the three months from the date of marriage.
7. In the case of sister (dependent) marriage loan the competent authority should give a certificate to the effect that;  
 (i) "It has been verified that the sister of the employee is really dependent on him (employee) and the financial condition of the parents of the employee is such that they cannot perform marriage".  
 (ii) "That a sample survey has been got conducted through Vigilance, CID, of those applicants who have been granted advance for sisters marriage during the last four months".
8. The employee should give an affidavit on a Non-Judicial Paper of the value of Rs. 3/- (Rs. Three only) that;  
 "His parents are not alive. He is the eldest living son and the sister for whose marriage loan is being obtained is wholly dependent on him".  
 OR  
 "that the sister for whose marriage advance is being sought for, is wholly or part tally dependent on him (employee) and his parents are old and their financial condition is such that they cannot perform marriage by themselves".
9. Regarding proof of the age of the children only one of the following documents shall be acceptable for the purpose & may invariably be submitted along with the application form :-  
 (i) Attested copy of School leaving Certificate.  
 (ii) Registration of birth certificate in Form No. 9 as prescribed under the Haryana Registration of Births & Deaths Rules, 1972.  
 (iii) Affidavit on Non-Judicial paper worth Rs. 3/- But in the case of sister only above mentioned (i) & (ii) will be admitted.
10. It is made clear that the validity of the earmarking letter issued by the FD will not be revalidated at all. The funds must be drawn & disbursed to the applicant within the stipulated period.

(Application Form attached)

All the applications for the grant or marriage loans should be thoroughly examined by the competent authority and only genuine and complete cases with agreement form, Surety Bond and Proof of age, should be forwarded to the F.D.

Kindly acknowledge the receipt of this letter and bring the contents to the notice of all Government employees working under you.

Yours faithfully,

Sd/-

Under Secretary Finance (B)  
 for Financial Commissioner & Secretary to Govt.,  
 Haryana, Finance Department.



No. 38(110)-WM(6)-89

Dated, Chandigarh, the 1st January, 1990

Copies are forwarded to the :-

- (i) The Financial Commissioners, Revenue, Haryana; and
- (ii) All the Administrative Secretaries to Government, Haryana, for information and necessary action.

*Sd/-*

Under Secretary Finance, (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

- (i) The Financial Commissioners, Revenue, Haryana; and
- (ii) All the Administrative Secretaries to Government, Haryana,  
for information and necessary action.

U.O. No. 38(110)-WM(6)-89

Dated, Chandigarh, the 1st January, 1990

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Ministers/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries for information of the Chief Minister/Deputy Chief Minister/Ministers / State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries.

*Sd/-*

Under Secretary Finance, (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Deputy Chief Minister/Ministers/State Ministers/  
Chief Parliamentary Secretary/Parliamentary Secretaries.

U.O. No. 38(110)-WM(6)-89

Dated, Chandigarh, the 1st January, 1990.

**Contd...**

**Encl.**

**SURETY BOND  
FOR GRANT OF MARRIAGE ADVANCE TO TEMPORARY  
GOVERNMENT SERVANTS**

This deed is made on the \_\_\_ day of \_\_\_ between Shri \_\_\_\_\_ son of Shri \_\_\_\_\_ resident of \_\_\_ Shri \_\_\_\_\_ son of Shri \_\_\_\_\_ resident of \_\_\_\_\_ Shri \_\_\_\_\_ son of Shri \_\_\_\_\_ resident of \_\_\_\_\_ (hereinafter referred to jointly and severally as the sureties) of the one part and the Governor of Haryana (hereinafter referred to as the Government) of the other part.

Whereas a loan of Rs. \_\_\_ has been granted to Shri \_\_\_ son of \_\_\_ caste \_\_\_\_\_ and resident of \_\_\_\_\_ (hereinafter referred to as Borrower) on the terms and conditions set out in the agreement dated \_\_\_\_\_ subject to the Borrower furnishing to permanent Gazetted Government officers as sureties to guarantee the due performance and observance by the Borrower of the conditions of the agreement dated \_\_\_\_\_.

And Whereas the Borrower has completed five years service under the Haryana Government on \_\_\_\_\_ and is not an adhoc employee.

And Whereas Shri \_\_\_ and Shri \_\_\_ have in fulfillment of the conditions of the advance of loan agreed to stand as sureties for the Borrower on the terms and conditions hereinafter appearing;

Now this deed witnesses and the parties hereto hereby agree as follows :-

- (1) In pursuance of the said agreement and in consideration of the sum of Rs. \_\_\_ advanced by the Government to the Borrower as loan, the sureties hereby agree that the Borrower shall duly, faithfully, and punctually perform all the conditions set out in the agreement, dated \_\_\_\_\_ and to be performed and observed by him and that in the event of the failure of the Borrower to perform any of the said conditions and of the Borrower dying or ceasing to be in service for any cause whatsoever before the amount due to the Government from the Borrower is fully paid off, the sureties shall immediately pay the entire amount due to the Government on account of principal and interest under the said agreement.
- (2) For the consideration aforesaid and in further pursuance of the agreement it is hereby agreed that the sureties shall not be affected by the Government granting time or any other indulgence to the Borrower.
- (3) The Government shall be entitled to deduct from the pay, travelling allowance or any other sum which may be or become payable by the Government to the sureties under this deed.

In witness whereof the parties have signed, this deed on the dates respectively mentioned against their signatures in the \_\_\_\_\_ year of the Republic of India.

(1) Witness

(1) Signature of Surety  
Designation \_\_\_\_\_

(2) Witness

(2) Signature of Surety  
Designation \_\_\_\_\_  
Signed by \_\_\_\_\_

for and on behalf of the Governor of Haryana.

**APPLICATION FOR MARRIAGE ADVANCE**

1. Name of the Applicant  
(in Block Letters)
2. Father's Name
3. Name of the Department/Office
4. Designation with Class (I, II, III & IV)
5. Whether permanent or temporary
6. Emoluments on which the loan is admissible  
(i) Basic Pay                      (ii) Special Pay.  
Total :
7. Whether for similar purpose the advance was  
obtained previously and if so,  
(i) Date of drawal of the advance  
(ii) the amount of advance and/or interest thereon still outstanding, if any.  
(iii) In this I, II or III advance.
8. Amount of advance required.
9. Recoverable installments of Rs. \_\_\_\_\_ each.
10. Purpose of the advance.
11. Date of birth of applicant as per entry  
in his service book.
12. Date of entry into Govt. service.
13. Date of Compulsory retirement.
14. Exact date of marriage.
15. Date of birth--son/daughter/sister and one of the  
following their documents must be attached :-  
(i) Attested copy of school leaving Certificate  
(ii) Registration of birth certificate in Form No. 9  
as prescribed under the Haryana Registration  
of Births & Deaths Rules, 1972.  
(iii) Affidavit on Non-Judicial Paper worth Rs. 3/-  
But in the case of sister only  
(i) & (ii) will be accepted.

Whether husband/wife is a Govt. servant.

Signature of Govt. Servant.

**CERTIFICATE**

Certified that wife/husband is working \_\_\_\_\_ department, has not drawn marriage advance from the department.

Certified that my wife/husband is not a Government servant of the Haryana Government.

Signature of the Govt. Servant.

\*\*\*\*\*

***These instructions have become obsolete.***

**No. 2/1(1)-89-3FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 1st January, 1990**

**Subject : Disbursement of salary, T.A. Medical reimbursement and other entitlement to Class-I and II Officers located at Chandigarh.**

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department letter No. 2/1(1)-89-3FR-II dated 17.10.89 wherein it was stated that salary, T.A., Medical Reimbursement and Other payments to Class I & II Officers (excluding Corporations/Boards/Autonomous Bodies controlled by Haryana Govt.) stationed at Chandigarh becoming due from 1.11.89 will be disbursed through cheque and not in cash. The matter has been further considered and decided that this decision may be postponed till further orders.

Yours faithfully,

*Sd/-*

(S.J. SHUKLA)

Under Secretary Finance (R)

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 2/1(1)-89-3FR-II.

Dated, Chandigarh, the 1.1.1990

A copy is forwarded for information and necessary action to the Accountant General (A&E) and Audit, Haryana, Chandigarh signed with ink, with ten spare copies.

*Sd/-*

(S.J. SHUKLA)

Under Secretary Finance (R)

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to the :-

The Financial Commissioner, Haryana and  
All Administrative Secretaries to Govt., Haryana for information.

*Sd/-*

(S.J. SHUKLA)

Under Secretary Finance (R)

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner, Haryana, Chandigarh  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 2/1(1)-89-3FR-II

Dated, Chandigarh, the 1.1.1990

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secy./Parliamentary Secretaries for information of the Chief Minister/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary.

*Sd/-*  
(S.J. SHUKLA)  
Under Secretary Finance (R)  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/State Ministers/Chief Parliamentary Secy./  
Parliamentary Secretaries.

U.O. No. 2/1(1)-89-3FR-II

Dated 1.1.1990

No. 2/1(1)89-3FR-II

Dated 1.1.1990

A copy is forwarded for information and necessary action to all Chief Administrators/  
Managing Directors of Boards & Corporations in the State.

*Sd/-*  
(S.J. SHUKLA)  
Under Secretary Finance (R)  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have become obsolete.***

**MOST IMMEDIATE**

**No. 5/1/83-1B&C(12-C)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana.

**Dated, Chandigarh, the 2nd January, 1990**

***Subject : Economy in expenditure 10% cut on the staff strength.***

Sir,

I am directed to invite a refer to this Department letter No. 5/1/83-1B&C(12C) dated 14.12.89, on the subject cited above and to say that it was desired to send the information regarding the vacant posts due to 10% cut and the annual financial implication by 26.12.89. It has been observed that still the requisite information has not been received from many Departments so far. As this information is required by the Chief Secy. to Govt. Haryana, it is, therefore, once again, requested that the requisite information may now please be supplied (if not already sent) to this Department by 5th January, 1990 positively otherwise your reply would be presumed as Nil.

2. This may be treated as Top priority/Date Bound.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Govt. Haryana for immediate necessary action w.r.t. this Department U.O. Letter No. 5/1/83-1B&C(12C) dated 14.12.89.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Secy. to Govt.,  
Haryana, Finance Department.

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/1/83-1B&C(12-C),

Dated, the 2nd January, 1990

Endst. No. 5/1/83-1B&C(12-C),

Dated, the 2nd January, 1990

A copy is forwarded to the following, for immediate necessary action :-

The Under Secretary to Govt., Haryana, Finance Department (in P.E. Branch), Sector 17, Chandigarh w.r.t. this department U.O. No. 5/1/83-1B&C(12-C), dated the 22nd December, 1989.

All the Branch officers/Superintendents in Finance Department, Haryana.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Secy. to Govt.,  
Haryana, Finance Department.

To

The Under Secretary to Govt., Haryana, Finance Department,  
(in P.E. Branch), Sector 17, Chandigarh.

All the Branch Officers/Superintendents in Finance Department,  
Haryana.

U.O. No. 5/1/83-1B&C(12-C),

Dated, the 2nd January, 1990.

\*\*\*\*\*

***These instructions have been revised vide  
No. 2/7/81-WM(1), Dated 29.01.1993***

**No. 2/7/81-WM(1)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh,  
and all District & Session Judges in Haryana.

**Dated, Chandigarh, the 4th January, 1990**

**Subject : Grant of loans and advances to Government employees - revision of norms of House Building Advance on the basis of revised scales of pay.**

Sir,

I am directed to refer to this department's circular letter No. 2/7/81-WM(I), dated the 8th March, 1988 on the above subject and to say that the matter regarding enhancement of limit of House Building Advance to Government employees has been under consideration of the State Government for some time past. It has now been decided to increase the present maximum limit of Rs. 1.00 lakhs to Rs. 2.50 lakhs for the grant of House Building Advance to Government employees.

2. The revised rates/norms of admissible loan to Government employees for the purpose of construction of house/purchase of built-up house, repair of house, extension of a house and for the purchase of plot shall be as follows :-

(i) **For Construction/acquisition of a house:**

60 months' pay subject to a maximum of Rs. 2.50 lakhs or cost of the built-up house whichever is less recoverable in 150 equal monthly instalments.

(ii) **For Repair of a house:**

10 (Ten) months' pay recoverable in 96 equal monthly instalments.

(iii) **For Extension of a house:**

12(Twelve) months' pay recoverable in 96 equal monthly instalments.

The maximum of House Building Advance, repair of house and extension of house will be limited to Rs. 3.00 lakhs.

(iv) **For the purchase of plot:**

60% of the total admissibility of House Building Advance or Rs. 1.10 lakhs or cost of the plot, whichever is less.



3. The revised norms as indicated above will be given effect to and from the date of issue of this letter.

4. All other conditions governing the grant of these advances will remain the same as laid down from time to time.

5. The above instructions may please be brought to the notice of all officials working under your control.

Yours faithfully,

*Sd/-*  
Deputy Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 2/7/81-WM(1)

Dated, Chandigarh, the 4th January, 1990

A copy alongwith a spare copy is forwarded to the Accountant General (A&E) and (Audit) Haryana, Chandigarh for information and necessary action.

*Sd/-*  
Deputy Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the :-

- (i) The Financial Commissioner, Revenue,
- (ii) All the Administrative Secretaries to Government, Haryana, for information and necessary action.

*Sd/-*  
Deputy Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

- (i) The Financial Commissioners, Revenue;
- (ii) All the Administrative Secretaries to Government, Haryana.

U.O. No. 2/7/81-WM(1)

Dated, Chandigarh, the 4th January, 1990

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary for information of the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary.

*Sd/-*  
Deputy Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Deputy Chief Minister/Ministers/State Ministers/  
Chief Parliamentary Secretary.

U.O. No. 2/7/81-WM(1)

Dated, Chandigarh, the 4th January, 1990

Endst. No. 2/7/81-WM(1)

Dated, Chandigarh, the 4th January, 1990

A copy is forwarded to the Managing Director of the Public Sector/Undertaking/  
Corporations/Boards/Universities State of Haryana for information.

*Sd/-*  
Deputy Secretary Finance (B),  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 16/279/PE (FD)89**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Chairman/Chief Administrators/  
Chief Executive Managing Directors of all  
the Corporations/Public undertakings/Boards/Companies/  
HUDA Co-operative Institutions in the Haryana State.

**Dated, Chandigarh, the 9th January, 1990**

**Subject : Creation/Up-gradation of posts/purchase of vehicles**

Sir,

You are aware that as per instructions contained in Government (FD's letter) No. 5/21/84-PE&IC (FD), dated 16/17.8.84 and even No. dated 20.1.88, prior approval of Finance Department is required for the creation/up-gradation of posts and purchase of new vehicles by various corporations/Companies/Boards/HUDA/Public Undertakings/Co-op. Institutions etc. in the State with a view to enforce economy and uniformity in the matter of expenditure. Accordingly proposals come to this department, but, it has been observed that the proposals in respect of such matters received in this Department are generally incomplete and suffer from the discrepancies as mentioned below :-

- (i) The proposals are not routed through the AD in some cases.
- (ii) The existing strength vis-a-vis of staff/vehicles required and additional posts/vehicles required are not indicated. It is also not mentioned in the proposals whether the expenditure can be economized in this respect by way of internal adjustments within the existing staff/existing vehicles and if so to what extent.
- (iii) Viability of the posts/units/vehicles proposed to be so created/purchased.
- (iv) Financial position of the public undertakings concerned for the last 3-5 years including profit and loss position.
- (v) Financial implication (both recurring and non-recurring) involved and source from which such financial implications are proposed to be met.
- (vi) Authenticated/Photostat copy of the proposals of AD for use in F.D. are found not sent by A.D.
- (vii) Whether the budget provision under relevant Heads in the budget estimates exists or not.
- (viii) Proposals are not approved from the appropriate competent authority (including Minister in charge in the AD) or by the Appropriate authority to whom such powers are delegated.

- (ix) Qualifications prescribed for the posts vis-a-vis qualifications and pay scales of the counter-parts in Govt. Departments. and other Corporations.
- (x) Mode of recruitment with qualifications for filling the proposed posts, if sanctioned.
- (xi) Duties attached with the posts if sanctioned.
- (xii) Certificates whether the financial position and profit and loss position of the Public Undertakings concerned can bear the additional liability for the proposed posts/vehicles and whether there will be any burden on the State Exchequer.
- (xiii) Proposals are not accompanied by the copies of the Agenda Notes and resolutions showing clearance of such proposals by the BOD/BOA etc. of the Public Undertakings etc. concerned.
- (xiv) Specific comments/recommendations and definite proposals of the AD, are lacking.

The above discrepancies, in the proposals entail back references from this Department, thereby causing avoidable correspondence and consequent undue delay in finalization of the cases. You are, therefore, requested to ensure before submission/ recommendations to this Department that the cases/proposals are complete in all respects in general and do not lack on the above points in particular. It may kindly be brought to the notice of all concerned that incomplete proposals are likely not to be entertained in the F.D.

Receipt of this letter may please be acknowledged.

*Sd/-*  
Under Secretary Finance (PE)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been modified vide  
No. 1/4(39)97-2FR-II/144, Dt. 02.06.99.***

**No. 1/2(60)88-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Head of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana,  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 15th January, 1990**

**Subject : Payment of family pension to the family of pensioners who suddenly disappear.**

Sir,

I am directed to refer to the subject noted above and to say that as per the present instructions, in case any pensioner suddenly disappears and his whereabouts are not known, family pension and other benefits are given to the family after a lapse of 7 years. This provision of a period of 7 years was based on section 108 of the Indian Evidence Act. It is felt that the present provision cause hardship to the family members of such a pensioner, and after careful consideration, Govt. has decided that, in the case of a retiree disappearing suddenly, family pension to the family will be allowed after a period of one year, after observing the following formalities :-

- (i) The family must lodge a report with the concerned Police Station and obtain a report that the retiree had not been traced after all efforts had been made by the police.
  - (ii) An Indemnity Bond should be taken from the nominee/dependents of the retiree that all payments will be adjusted against the payment due to the retiree in case he appears on the scene and makes any claim.
2. The family can apply to the Head of office of the retiree for grant of family pension, after one year from the date of disappearance of the retiree in accordance with the procedure for sanction of family pension.
  3. These instructions may be brought to the notice of all concerned.

Yours faithfully,

*Sd/-*

(J. P. Narang)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been Clarified vide  
No. 1/2(74)/88-2FR-II, Dt. 19.02.1990.***

**No. 1/2(74)88-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioner, Ambala, Hisar, Gurgaon and Rohtak,  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 16th January, 1990**

**Subject : Liberalisation of pensionary benefits on the recommendations of Fourth Pay Commission.**

Sir,

I am directed to invite reference to Finance Department letter of even number dated 28th December, 1989(copy enclosed) on the subject noted above and to state that the relief to pensioners allowed in the letter under reference would be admissible from 1.1.1986 onwards.

2. Further, the date in the endorsement of the letter under reference to the Accountant General, Haryana and others the date 28.2.1989 appearing twice may be read as 28.2.1990.

3. The minimum and maximum of pension from 1.1.1986 would be Rs. 375/- and Rs. 3800/- per month respectively and the minimum and maximum of Family Pension from 1.1.1986 would be Rs. 300/- and Rs. 1250/- per month respectively.

4. I am also directed to give the following illustration for working out the relief to pensioners allowed with the letter under reference :-

A.	(i) Pension	Rs. 600
	(ii) Fixed Dearness Relief upto CPI- 608	Rs. 463
	(iii) Notional Relief @ 70% of Pension	Rs. 420
	(iv) Difference between notional Relief and Fixed Dearness Relief	Rs. 420-463= -43
	(v) Minimum Additional Relief	Rs. 100
	(vi) Revised Pension	Rs. 600+Rs. 463 + Rs. 100 = Rs. 1163

B.	(i) Pension	Rs. 1000
	(ii) Fixed Dearness Relief upto CPI- 608	Rs. 463
	(iii) Notional Relief @ 70% of Pension	Rs. 700
	(iv) Difference between notional Relief & Fixed Dearness Relief	Rs. 700-Rs. 463 = 237
	(v) Revised Pension	Rs. 1000+Rs. 463 + Rs. 237 = Rs. 1700
C.	(i) Pension	Rs. 1500
	(ii) Fixed Dearness Relief upto CPI- 608	Rs. 463
	(iii) Notional Relief @ 70% of Pension	Rs. 1050
	(iv) Difference between notional Relief and Fixed Dearness Relief	Rs. 1050-Rs. 463= Rs. 587
	(v) Revised Pension	Rs. 1500+ Rs. 463+ Rs. 587 =Rs. 2550

Yours faithfully,

*Sd/-*

(J.P. NARANG)

Joint Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 34/1(i)89-WM(3)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Rohtak, Gurgaon, Ambala & Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers, (Civil) in the Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh,  
All District & Sessions Judges in Haryana.

**Dated, Chandigarh, the 16th January, 1990**

**Subject : Rate of interest to be charged on Taccavi Loans, other than Taccavi loans, investment in Transport and Food & Supplies Department and loans to Haryana State Electricity board during the year 1989-90.**

Sir,

I am directed to inform you that it has been decided that during the financial year 1989-90 the rates of interest at which the Haryana Government will grant loans out of the State Loans and Advances-Accounts, will, unless otherwise specified in any particular case, be as under :-

1.	Taccavi loans to Agriculturists (other than fertilizer loans)	12% p.a.
2.	Loans to Agriculturists except loans under fertilizers Taccavi Scheme under Act XII of 1884.	12% p.a.
3.	Loans to Local Bodies/Cooperative Societies/other Bodies/Misc. purposes except loans under the State aid to Industries Act and Loans granted out of the funds received from LIC.	12% p.a.
4.	Loans to Haryana Electricity Board	7% p.a.
5.	Investment in Transport Department	10% p.a.
6.	Investment in Food & Supplies Department.	14% p.a.

2. These rates of interest will remain in force during the financial year beginning from 1st April, 1989.

3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Deputy Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.



A copy is forwarded to :-

The Financial Commissioner, Revenue, Haryana and  
All Administrative Secretaries to Govt., Haryana for information and necessary  
action.

*Sd/-*

Deputy Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioner Revenue, Haryana and  
All Administrative Secretaries to Govt., Haryana.

No. 34/1(i)/89-WM(3)

Dated, Chandigarh, the 16th January, 1990

No. 34/1(i)/89-WM(3)

Dated, Chandigarh, the 16th January, 1990

A copy is forwarded to the Accountant General Haryana (Accounts) Chandigarh, for  
information and necessary action.

*Sd/-*

Deputy Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary for  
the information of the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief  
Parliamentary Secretary.

*Sd/-*

Deputy Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Deputy Chief Minister/Ministers/State Ministers/  
Chief Parliamentary Secretary.

U.O. No. 34/1(i)/89-WM(3)

Dated, Chandigarh, the 16th January, 1990

No. 34/1(i)/89-WM(3)

Dated, Chandigarh, the 16th January, 1990

A copy is forwarded to the Managing Directors of all the Corporations/Boards/Public  
Undertakings in the State for information.

*Sd/-*

Deputy Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
(REGULATION)**

**Notification**

**The 25th January, 1990**

**No. G.S.R.8/Const./Art 309/Amd. (i)/90.**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Services (Revised Pay) Rules, 1987, namely :-

- (1) These rules may be called the Haryana Civil Services (Revised Pay) 1st Amendment Rules, 1990.
- (2) These rules shall be deemed to have come into force on the 1st day of January, 1986.

2. In the Haryana Civil Services (Revised Pay) Rules, 1987, in rule 7, in sub-rule (1), in Note 3, for the words "Government employees drawing pay at more than five consecutive stages", the words "Government employees in a cadre drawing pay at more than five consecutive stages" shall be substituted.

B.S. OJHA  
Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 11/50/88-1FR-II(12/1990)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments in Haryana,  
Commissioners Ambala, Gurgaon, Rohtak & Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated: 30th January, 1990**

**Subject : Cash payment of unutilised earned leave on the date of invalid retirement.**

Sir,

I am directed to invite a reference to Finance Department letter No. 11/5/78-I.FR-II, dated the 13th February, 1978 on the subject noted above & subsequent instructions on the subject and to state that it has been decided to extend the benefit of leave encashment to those Govt. servants also who are retired on invalid pension on the same conditions as are applicable to other retirees.

2. These instructions will take effect from the date of issue of this letter.

Yours faithfully,

*Sd/-*

(S. J. Shukla)

Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 11/50/88-1FR-II(12/1990)

Dated, Chandigarh, the 30.01.1990

A copy is forwarded to the Accountant General, Haryana (i) A&E (ii) Audit, Chandigarh for information.

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 11/50/88-1FR-II(12/1990)

Dated, Chandigarh, the 30.01.1990

A copy is forwarded to :-

1. All the Financial Commissioners in Haryana,
2. All the Commissioners and Administrative Secretaries to Government, Haryana, for information and necessary action.

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Dy. Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary for the information of the Chief Minister/Dy. Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to  
the Chief Minister/Dy. Chief Minister/Ministers/Ministers of State/  
Chief Parliamentary Secretary.

U.O. No. 11/50/88-1FR-II(12/1990)

Dated, Chandigarh, the 30.01.1990.

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***These instructions have been Modified partly  
vide No. 1388-2FICW-90, Dated 18.06.1990.***

**No. 2354-2FICW-89**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioners Gurgaon, Rohtak, Ambala & Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 5th February, 1990**

**Subject : Recovery of Rent/Fan Rent from the Govt. employees.**

Sir,

I am directed to invite a reference to Finance Department letter No. 2648-2FICW-88, dated 4.1.1989, which *inter alia* provides that the employees, who have retired/transferred, but do not vacate the Government accommodation within 21 days of transfer/retirement shall be required to pay penal rent up to four months and after this period market rent should be charged, eviction proceedings may be initiated and House Rent Allowance may not be allowed. Now it has come to the notice of the State Government that the Government employees generally do not vacate the Government accommodation after their retirement/transfer within the prescribed time, which creates not only inconvenience to the employees but also accumulates huge arrears of rent. The Public Accounts Committee has also taken a serious view of this issue. After careful consideration the State Government have taken the following decisions :-

- (i) The P.W.D.(B&R) Department will issue the Rent Rolls only in respect of pooled houses in the districts, as Executive Engineer (B&R) is the Secretary of the House Allotment Committee, which allocates these houses. For other departmental houses, which are allotted by and are under the administrative control of other departments, Rent Rolls would be issued by the respective departments that own and allot these houses and they will be fully responsible for allotment, assessment of rent and recoveries.

In case any department requires any assistance of Executive Engineers (B&R) to determine the rent for a particular property, the Executive Engineer (B&R) will, on reference from the department, provide the necessary clarifications in terms of the prevailing Government policies.

- (ii) No accommodation at the new place of posting will be given to an individual unless he produces from Executive Engineer, P.W.D.(B&R) or departmental head a certificate from his earlier place of posting indicating that he has handed over the possession of residential accommodation to the appropriate authority i.e. Executive Engineer, PWD (B&R) concerned in case of pooled houses and departmental head in case of departmental houses.

- (iii) The L.P.C. issued must show arrears of rent due. In case even after the issue of an L.P.C. the person remains in unauthorised possession, Drawing & Disbursing Officer, the Executive Engineer P.W.D. (B&R) in case of pooled houses and the DDO in case of departmental houses will convey the particulars of arrears to his counter-part in the new place of posting for recovery.
- (iv) A list of the defaulters would be furnished by the Executive Engineer, P.W.D. (B&R) on a quarterly basis to the Treasury Officer, so that the Treasury Officer makes recoveries from the salary bills of the defaulters.
- (v) In respect of all categories of houses (pooled houses and departmental houses) the Deputy Commissioner would review the position of rent recoveries every three months during April, July, October and January to ensure regular recoveries and report the matter to Finance Department/Engineer-in-Chief, P.W.D.(B&R) Department.
- (vi)
  - (a) Fan rent will not be recovered from those who are entitled to rent free accommodation.
  - (b) In case of persons who are not entitled to rent free house, fan rent be abolished as the cost of the fans will be capitalised and figure as part of normal rent.
  - (c) The P.W.D.(B&R) may move a case for write-off of accumulated arrears of fan rent in view of the small recoveries compared to the cost/efforts involved in the matter.
- (vii) Market rent would be chargeable after the expiry of one month after 40% is leviable.
- (viii) No house rent at the new place of posting will be admissible to a person prior to the date on which he vacates an official house at the previous place of posting.
- (ix) No additional fans even on rent or payment will be provided under any circumstances beyond the scale prescribed by Government and capitalised amount on account of the prescribed fan rent will be recoverable as part of normal rent whether or not the person avails of the facilities of the fans.
- (x) The Drawing and Disbursing Officers of the respective departments will be responsible for effecting the regular recoveries of rent of Government Houses.
- (xi) The Drawing and Disbursing Officers of the respective department will send information regarding transfer of an allottee from one office to another office to the Secretary House Allotment Committee.

These instructions may kindly be brought to the notice of all concerned officials for strict compliance.

Necessary amendments in rules will be made in due course.

Yours faithfully,

Sd/-

(J.P. Narang)

Joint Secretary Finance,

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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No. 2354-2FICW-89/

Dated, Chandigarh, the 5th February, 1990

A copy is forwarded to the Accountant General, Haryana, (i) A&E (ii) Audit, Chandigarh for information.

*Sd/-*  
(J.P. Narang)  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Copy is forwarded to :-

- (i) All the Financial Commissioners, Haryana, Chandigarh.
- (ii) All the Administrative Secretaries to Government, Haryana, for information.

*Sd/-*  
(J.P. Narang)  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

- (i) All the Financial Commissioners, Haryana,
- (ii) All the Administrative Secretaries to Government, Haryana.

U.O. No. 2354-2FICW-89/

Dated, Chandigarh, the 5th February, 1990

Copy is forwarded to the Principal Secretary/Deputy Principal Secretary/ Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Ministers/Officer on Special Duty/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Deputy Chief Ministers/Officer on Special Duty/Ministers/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*  
(J.P. Narang)  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Deputy Principal Secretary/Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Ministers/  
Officer on Special Duty/Ministers/Ministers of State/Chief Parliamentary  
Secretary, Haryana, Chandigarh.

U.O. No. 2354-2FICW-89/

Dated, Chandigarh, the 5th February, 1990.

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***These instructions have been superseded vide  
No. 5/7/2005-1B&C, Dt. 30.10.2007.***

**IMMEDIATE**

**No. 5/6/88-1B&C**

From

The Special Secretary to Government,  
Haryana, Finance Department.

To

All the Heads of Department in Haryana,  
All Commissioners of Divisions/Dy. Commissioners in Haryana,  
The Registrar, Punjab & Haryana High Court,  
District and Session Judges in Haryana,  
Corporations/Boards/Undertakings in Haryana.

**Dated, Chandigarh, the 6th February, 1990**

**Subject : Economy in expenditure - Economy in the use of Staff cars.**

I am directed to invite your attention to the Finance Department letter No. 5/6/88-1B&C, dt. 11/8/88 on the subject cited above and to say that despite repeated instructions regarding restriction of 10 days touring in a month, a large number of cases are being received from various Departments for ex-post-facto approval for the journeys undertaken beyond 10 days in a month. Finance Department view with great concern this tendency on the part of the Departments who do not adhere to the above instructions. As a measure of economy, it becomes incumbent upon the State Govt. to reduce all avoidable expenditure. With this end in view, I am once again to request you to impress upon the staff to restrict their journeys within the permissible limit and also ensure that in future, only those cases should be referred to the Finance Department for ex-post-facto approval which are of exceptional nature and the journeys undertaken are unavoidable in public interest.

2. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (B)  
for Special Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners & Administrative Secretaries to Govt., Haryana, for information and necessary action.

*Sd/-*

Deputy Secretary Finance (B)  
for Special Secretary to Government,  
Haryana, Finance Department.

To

All the Financial Commissioners and  
Administrative Secys. to Govt., Haryana.

U.O. No. 5/6/88-1B&C

Dated 6.2.1990.

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***These instructions have become obsolete.***

**No. 1/2(74)88-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioner, Ambala, Hissar, Gurgaon & Rohtak Divisions,  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 12th February, 1990**

**Subject : Liberalisation of pensionary benefits on the recommendations of Fourth Pay Commission.**

Sir,

I am directed to invite a reference to Finance Department letter of even number, 8.12.1989 on the subject noted above and state that in the case of those who have retired between the period 1.1.86 and 28.8.89, and were drawing a special pay and who have drawn their pensionary benefits calculated without addition of special pay in emolument for the purposes of calculations of pensionary benefits, and their pensionary benefits are to be revised after including special pay in the emoluments. As per instructions under reference are to be allowed interest @ 18% per annum on the enhanced payment from the date of their retirement to the date of actual payment to them.

Yours faithfully,

Sd/-

(J.P. NARANG)

Joint Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/2(74)88-2FR-II

Dated, Chandigarh, the 12th February, 1990

A copy is forwarded for information and necessary action to the :-

1. Accountant General (A&E), Haryana, Chandigarh, signed in ink, with 20 spare copies (2000 printed copies will follow) with reference to his letter No. Pen. 1(R), General 26A/82-83/9865, dated 22-3-83
2. All Accountants General in India with 10 spare copies with reference to controller Auditor General of India's letter No. 21-TA. II/1984/No. 320- TA/II-13-83, dated nil.

3. Chief Accountant, Reserve Bank of India, Department of Government and Bank Accounts Central Office, Central Office Building Shaheed Bhagat Singh Road, Bombay- 400023.
4. General Manager (Operations), II Parliament street, State Bank of India, New Delhi.
5. General Manager (Operations), Sector 17-B, Post Box No. 139, State Bank of India Chandigarh,
6. The Commissioner & Secretary to Government, Punjab Department of Finance (Finance Regulations), Chandigarh.
7. The Commissioner & Secretary to Govt. Himachal Pradesh, Department of Finance Regulations) Chandigarh.
8. The Finance Secretary, Chandigarh Administration, Chandigarh.
9. All Treasury Officers / Assistant Treasury Officers in Haryana.
10. The Treasury Officer, Tees Hazari, Delhi – 6.
11. The Director Treasury and Accounts, Haryana, Chandigarh with 30 spare copies for bringing to the notice of Sr. A.Os / A.Os / A.A.Os etc.
12. President Haryana Civil Pensioners Welfare Association, 495-R, Model Town Karnal (Haryana) (Ten spare copies attached)
13. President Govt. Pensioners Association (Regd.) Kothi No. 308, Sector 9-D, Chandigarh (Ten Spare copies attached)
14. The Organizer, Pensioners Discussion & Recruitment Centre, 1178, Sector- 16, Faridabad.
15. President, Ambala Pensioners Association, 5447/3, Near Tilla Mandir, Ambala City.

*Sd/-*  
(J.P. NARANG)  
Joint Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

The Financial Commissioners, Haryana, and  
All administrative Secretaries to Government, Haryana for information.

*Sd/-*  
(J.P. NARANG)  
Joint Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioner, Haryana.  
All administrative Secretaries to Government, Haryana.

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A copy is forwarded to Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries for information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries.

*Sd/-*  
(J.P. NARANG)  
Joint Secretary, Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to  
the Chief Minister/Ministers/Ministers of State/Chief Parliamentary  
Secretary/Parliamentary Secretaries.

U.O. No. 1/2(74)88-2FR-II

Dated 12th February, 1990.

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**No. 1/2(74)88-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioner, Ambala, Hisar, Gurgaon and Rohtak,  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 19th February, 1990****Subject : Liberalisation of pensionary benefits on the recommendations of Fourth Pay Commission.**

Sir,

In continuation of Finance Department letter of even number dated 16th January, 1990 on the subject noted above, I am directed to say that on further consideration the Government have decided to allow the following relief to the pensioners of the State Government who retired prior to 31.3.1979 :-

**A.** Relief in case of Govt. employees who retired on or before 31.3.1979 and family pension in respect of pre 1.4.79 retirees receiving revised pension/family pension as per orders issued vide circular letter No. 11/1PR(FD)-81, dated 19-3-1981.

- (i) In case of pensioners drawing pension of Rs. 500/- or less, the additional relief shall be equal to 10% of their basic pension due on 31.12.85 plus dearness relief upto average of 608 CPI subject to the condition that the additional relief shall in no case be less than Rs. 50/-.
- (ii) In case of pensioners drawing pension above Rs. 500/- additional relief shall be equal to the difference between the existing fixed dearness relief of Rs. 463/- and the notional relief calculated at 70% of basis pension of basic pension due on 31.12.85 subject to the condition that where the said difference shows negative amount or is less than Rs. 100/-, the additional relief shall be Rs. 100/- but while consolidating the revised pension the dearness relief of Rs. 438/- upto average 608 CPI be added instead of fixed dearness relief of Rs. 463/-.

1.	(i) Pension	Rs. 600
	(ii) Fixed Dearness Relief	Rs. 463
	(iii) Notional Relief @ 70% of Pension	Rs. 420
	(iv) Difference between Notional Relief and Fixed Dearness Relief	Rs. 420-463 = (-)43

	(v) Minimum Additional Relief	Rs. 100
	(vi) DA upto 608 CPI	Rs. 438
	(vii) Revised Pension	Rs. 600+ Rs. 438 + Rs. 100 = Rs. 1138
2.	(i) Pension	Rs. 1000
	(ii) Fixed Dearness Relief	Rs. 463
	(iii) Notional Relief @ 70% of Pension	Rs. 700
	(iv) Difference between Notional Relief & Fixed Dearness Relief	Rs. 700 - Rs. 463 = 237
	(v) DA upto 608 CPI	Rs. 438
	(vi) Revised Pension	Rs. 1000+ Rs. 438 + Rs. 237 = Rs. 1675
3.	(i) Pension	Rs. 1500
	(ii) Fixed Dearness Relief	Rs. 463
	(iii) Notional Relief @ 70% of Pension	Rs. 1050
	(iv) Difference between Notional Relief and Fixed Dearness Relief	Rs. 1050 - Rs. 463= Rs. 587
	(v) DA upto 608 CPI	Rs. 438
	(vi) Revised Pension	Rs. 1500+ Rs. 438+ Rs. 587 =Rs. 2525

**B.** Relief in case of Govt. employees who retired on or before 31.3.79 and whose pension has been revised as per orders issued vide circular letter No. 1/1(3)-83-2FR dated 24.9.85.

- (i) In the case of pensioners/family pensioners drawing pension of 500/- or less additional relief shall be equal to 15% of total amount basic pension due on 31.12.1985 plus dearness relief upto the average of 608 CPI subject to the condition that the additional relief shall in no case be less than Rs. 75/-.
- (ii) In the case of pensioners drawing pension above Rs. 500/- additional relief shall be equal to the difference between the fixed DA upto average of 608 CPI of Rs. 638 and the notional relief calculated at 95% of basic pension due on 31.12.1985 subject to the condition that where the said difference shows negative amount or is less than Rs. 175/- the additional relief shall be Rs. 175/-.

#### ILLUSTRATION

1.	(i) Pension	Rs. 600
	(ii) Fixed Dearness Relief upto CPI 608	Rs. 638
	(iii) Notional Relief @ 95% at Pension	Rs. 570
	(iv) Difference between notional Relief & fixed DA	Rs. 570 – 638 = Rs. (-)68

	(v) Minimum additional Relief	Rs. 175/-
	(vi) Revised Pension	Rs. 600+638+Rs. 175 = 1413.
2.	(i) Pension	Rs. 1000
	(ii) Fixed Dearness Relief upto CPI 608	Rs. 638
	(iii) Notional Relief @ 95% on Pension	Rs. 950
	(iv) Difference between Notional relief & fixed dearness relief	Rs. 950 - Rs. 638 = Rs. 312
	(v) Revised Pension	= Rs. 1000+638-312 = Rs. 1950
3.	(i) Pension	Rs. 1500
	(ii) Fixed Dearness Relief upto CPI 608	Rs. 638
	(iii) Notional Relief @ 95% on Pension	Rs. 1425
	(iv) Difference between Notional relief & fixed dearness relief	Rs. 1425 – 638 = Rs. 787
	(v) Revised Pension	Rs. 1500+638+787 = Rs. 2925

2. If the amount of additional relief work out in fraction of rupees, it will be rounded to the next higher rupee.

3. Where the consolidated pension & family pension works out to an amount less than Rs. 375/- and Rs. 300/- respectively, the same shall be stepped upto Rs. 375/- and Rs. 300/- respectively.

4. The arrears, if any, are to be payable from 1st Jan., 1986 and to be paid in cash. The payments are to be made on or before 28.2.90 in view of the order dated 15.12.89 of Hon'ble Punjab & Haryana High Court.

Yours faithfully,

Sd/-

(J.P. NARANG)

Joint Secretary, Finance (R),

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 1/2(4)96-2FR-II, Dated 07.01.2002.***

**No. 13/5(3)/90-5FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioners Ambala/Hisar/Rohtak/Gurgaon Divisions,  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 27th February, 1990**

**Subject : Transfer of Haryana Government employees to other Governments, Companies, Boards, Municipal Committees etc. clarification regarding grant of retirement benefit on permanent absorption.**

Sir,

I am directed to invite a reference to the Haryana Government Finance Department circular letter No. 13/5(5)/86-5FR-I, dated 17th March, 1987 on the subject noted above and to say that para 12(B)(iii) of the letter under reference provides that officer/official who opts for absorption in an Enterprise has to forfeit all the leave he has to his credit at the time of leaving the Govt. service. But in case the Public Enterprises take over the liability in regard to leave on average pay/earned leave that the optee has to his credit at the time of leaving Govt. service, the Government in return will pay to the Public Enterprises a lump-sum equal to leave salary for the leave on average pay/earned leave due to Government servant on the date of his permanent absorption in the public Enterprises. There seems likelihood of discrimination being made by the organisation in allowing more leave to the employees who opt for absorption from Govt. service, just because the accumulation was allowed without ceiling by the Govt. Since the Public Enterprises would take over the liability upto the permissible number of leave, Govt. would accordingly pay lump-sum equal to leave salary for the leave upto that limit only. The matter was under consideration of the Govt. and it has now been decided to restrict the period of leave upto which accumulation of earned leave is admissible in the rules of the Public Enterprises. This may please be brought to notice of all.

Yours faithfully,

Sd/-

(J.P.NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 13/5(3)/90-5FR-I

Dated, Chandigarh, the 27-2-90

A copy is forwarded to the Accountant General, Haryana (i) Accounts & Entitlement (ii) Audit, Haryana, Chandigarh, for information and necessary action.

*Sd/-*  
(J.P.NARANG)  
Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the :-

The Financial Commissioners, Haryana;  
Administrative Secretaries to Government, Haryana, for information and  
necessary action.

*Sd/-*  
(S. J. Shukla)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner, Haryana.  
All administrative Secretaries to Govt., Haryana.

U.O. No. 13/5(3)/90-5FR-I

Dated, Chandigarh, the 27-2-90

A copy is forwarded to Principal Secretary/Dy. Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*  
(S. J. Shukla)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Dy. Principal Secretary/Officer on Spl. Duty/  
Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/  
Ministers/Ministers of State/Chief Parliamentary Secretary.

U.O. No. 13/5(3)/90-5FR-I

Dated, Chandigarh, the 27-2-90.

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**No. 1/2(53)89-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Treasury Officers,  
Assistant Treasury Officers in the State of Haryana.

**Dated, Chandigarh, the 1st March, 1990**

**Subject : Grant of instalment of Dearness Relief to the Haryana Government Pensioners/  
Family Pensioners beyond the Consumer Price Index level 608.**

Sir,

I am directed to reference to the subject noted above and to say that the Government have observed that the payment of instalments of the Dearness Relief to the Pensioners/Family Pensioners is delayed due to the fact that your offices have to wait for the 'Authority' in this respect from office of the A.G. Haryana, which often takes sometime in doing so. Consequent the pensioners/family pensioners have to wait and experience a great deal of financial hardship for no fault of theirs. In order to obviate this delay I am directed to inform you that the Government have decided to dispense with the 'authority' from the A.G. Haryana, in this regard you should, therefore, make payment of such dues as soon as the instructions from the Government are received directly in your offices.

2. These instructions are not applicable for the Haryana Govt. pensioners who are drawing pension from the Treasuries of other States in India.
3. Formal amendment in the relevant rules will be carried out in due course of time.
4. Kindly acknowledge receipt.

Yours faithfully,

Sd/-

(J.P.NARANG)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been revised vide  
No. 68/1/83/FD/Pension/SAP, Dt. 14.10.93.***

**No. 68/2/89/FD/Pension/SAP**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Department,  
Commissioner of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana State,  
The Registrar, Punjab & Haryana High Court, Chandigarh,

**Dated, Chandigarh, the 5th March, 1990**

**Subject : Instructions regarding expeditious disposal of Pension Cases.**

Sir,

I am directed to invite a reference to the instructions issued by the Finance Department vide letter No. 68/1/88/FD/Pension/SAP, dated the 4th January, 1989 and to say that the Accountant General, Haryana has once again brought to the notice of Government that some of the departments are not adhering to the procedure/instructions and to the time schedule laid down for submission of pension cases to his office. Sometime pension cases are sent by the departments to the Accountant General's office in incomplete shape and after the date of retirement of Govt. servant, which results in delay in the finalisation of pension cases causing hardship and inconvenience to the retirees.

2. The Finance Department has issued instructions from time to time for expeditious disposal of pension cases. Despite these instructions, it has been observed that due and timely attention is not being paid to the rules/instructions regarding expeditious disposal of pension cases.

3. I have, therefore, been directed to emphasize upon you that the following instructions issued by the Finance Department in this behalf should be followed meticulously in letter and spirit :-

(i) **Time Table**

It has been observed by the Accountant General Haryana that many departments are not adhering to the time schedule laid down by the Finance Department. The pension cases of the retiring Government servants are required to be initiated two years before the date of retirement of the employees concerned and sent to the Accountant General, Haryana complete in all respect one year before the date of retirement for issuing Certificate & Report and again required to be sent to A.G., Haryana after removing the objections raised in the certificate & Report for issue of PPO/GPO, 15-20 days before the date of retirement of the employees concerned.

(ii) **Issuance of 'NDC'**

Action should be taken strictly according to the procedure for getting 'NDC' in favour of Govt. servants according to the instructions issues by the Haryana Government in this regard.

(iii) **Monthly Meetings with the Accountant General, Haryana**

It has been pointed by the A.G. Haryana that certain departments do not hold monthly meetings with his office inspite of instructions of the Finance Department (A list of departments. which according to A.G. have never attended meeting for on the spot settlement of pension cases is enclosed). In future it should be ensured that the departments should hold monthly meetings with the concerned branch of the A.G. Haryana, for finalization of pension cases on the spot.

(iv) **Release of provisional pension/D.C.R.G.**

Accountant General, Haryana has brought to the notice of the Finance Department that inspite of Finance Department's instructions, departments do not release provisional pension/D.C.R.G. in those pension cases where delay is likely to occur in the finalisation of pension cases. It is, therefore, requested that in future action should be taken to authorise provisional pension/D.C.R.G. in such cases according to the Finance Department's instructions.

(v) **Death Cases.**

The pension cases of the deceased employees should be settled within three months positively from the date of death of the deceased employees.

4. You are requested that the above instructions may please be brought to the notice of all the officers/officials dealing with the pension cases working under your control and in your sub-offices also for strict compliance and for their proper implementations.
5. Please acknowledge the receipt of this letter.

Yours faithfully,

*Sd/-*  
Under Secretary Finance (Pension),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 68/2/89/FD/Pension/SAP

Dated, Chandigarh, the 5th March, 1990

A copy is forwarded to Shri G.C. Bhansali, IA & AS, Accountant General, (A&E), Haryana, Chandigarh, for information with reference to his D.O. letter No. Pen/Gen.9/89-90/12822-23, dated the 18th January, 1990.

*Sd/-*  
Under Secretary Finance (Pension),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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Copies are forwarded to :-

The Financial Commissioner, Haryana.  
All Administrative Secretaries to Govt. Haryana;  
for information and necessary action.

*Sd/-*  
Under Secretary Finance (Pension),  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioner, Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 68/2/89/FD/Pension/SAP

Dated, Chandigarh, the 5th March, 1990

**Contd...**  
**Encl.**

**'ANNEXURE - B'**

List of Departments which have never attended meeting for on the spot settlement of pension cases.

1.	Irrigation Field Offices.
2.	Jail Field Offices.
3.	Roadways Department
4.	Revenue Department
5.	Education Department
6.	Animal Husbandry
7.	Fisheries
8.	Prosecution
9.	Town and Country Planning
10.	Rehabilitation Department
11.	Excise & Taxation
12.	Co-operative
13.	Haryana Civil Secretariat
14.	Food and Supplies
15.	Treasury and Accountants
16.	Forest
17.	I.T.I.
18.	Public Health
19.	Weight & Measures
20.	Industries
21.	Printing and Stationary
22.	Labour Commissioner
23.	Local Fund
24.	Zila Parishad
25.	Sainik Board
26.	Distt. Welfare Officer
27.	Social Welfare
28.	Statistical Department
29.	Director Ayurveda
30.	Director Employment
31.	Land Acquisition
32.	Tourism

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***These instructions have become obsolete.***

**No. 4/11/89-3FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, 30th March, 1990**

**Subject : Grant of adhoc bonus to the Haryana Government employees for the year 1988-89.**

Sir,

I am directed to invite reference to Government of Haryana, Finance Department, circular letter No. 4/11/88-3FR-II, dated 20.1.89 on the subject noted above and to say that for some time past the State Government had under consideration the question of grant of adhoc bonus to Haryana Government employees not covered by any of the Productivity Linked Bonus Schemes. It has now been decided to grant adhoc bonus for the year 1988-89 to Haryana Government employees who are not covered by any of the Productivity Linked Bonus Scheme or any other bonus or ex-gratia scheme, on the pattern of Government of India.

2. The adhoc bonus for the year 1988-89 as mentioned above will be computed on the basis of the actual emoluments upto and including Rs. 2500/-per month as on 31st March, 1989. The maximum amount will, however, be restricted to the amount admissible to those drawing emoluments of Rs. 1600/- p.m. For the employees drawing monthly emoluments of more than Rs. 1600/- p.m. but not exceeding Rs. 2500/- p.m. The adhoc bonus will be calculated as if the emoluments were Rs. 1600/- p.m. The upper ceiling limit of Rs. 2500/- p.m. as on 31-3-1989 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised scale of pay.

3. The benefit will be admissible subject to the following terms and conditions :-

- (i) Only those employees Who were in service on 31-3-89 and have rendered at least six months of continuous service during the year 1988-89 will be eligible for payment under these orders. Pro-rata payment will be admissible to the eligible employees for periods of continuous service during the year ranging from six months to a full year, the eligibility period being taken in terms of number of months of service (rounded to the nearest number of months).
- (ii) The quantum, of adhoc bonus admissible under these orders will be worked out on the basis of emoluments as admissible on 31-3-1989. The terms

'emoluments', occurring in these orders will be and include basic pay, personal pay, special pay, deputation (duty) allowance and dearness allowance and will also include additional dearness allowance and interim relief in the case of employees who have not yet opted to come over the revised scales of pay but will not include other allowances, such as house rent allowance, compensatory (city) allowance etc.

- (iii) The casual labour who have worked for at least 240 days for each year for 3 years or more, will be eligible for this adhoc payment. The amount will be paid on a notional monthly wage of Rs. 300/- irrespective of actual monthly wages. The amount of adhoc bonus will be Rs. 300 x 27/31 i.e. Rs. 261.29 (rounded off to Rs. 261).
- (iv) The adhoc bonus will be calculated on the following formula :-

$$\frac{\text{Emoluments} \times 27}{31}$$

- (v) All payments under these orders will be paid/credited to G.P.F. accounts on or after 1.4.1990 and rounded upto the nearest rupee. It may also be ensured that the expenditure on account of adhoc bonus should be met from the sanctioned budget provisions for the year 1990-91.

4. The payment of adhoc bonus will not be paid in cash but will be credited in the General Provident Fund accounts. In case of those employees who have no such accounts the amount of such adhoc bonus will be invested in the Post Office Saving Certificates to be purchased from Post Offices functioning in Haryana. The National Saving Certificates shall be purchased by the Drawing and Disbursing Officer in the name of Government employees concerned and shall be handed over to the latter.

5. You are requested to ensure the strict compliance of this letter.

Yours faithfully,

Sd/-

(J.P.NARANG)

Joint Secretary Finance(R),

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 4/11/89-3FR-II

Dated, Chandigarh, the 30th March, 1990

A copy is forwarded to the :-

1. Accountant General (A&E) and (Audit), Haryana, Chandigarh signed in ink, with 50 spare copies for information and necessary action.
2. The Finance Secretary, Chandigarh Administration, Chandigarh.
3. All Treasury Officers/Assistant Treasury Officers in Haryana.
4. The Director, Treasury & Accounts, Haryana with 30 copies for information of A.Os./A.A.Os. etc.

Sd/-

(J.P.NARANG)

Joint Secretary Finance(R),

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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A copy is forwarded to all the Financial Commissioners, Haryana and all Administrative Secretaries to Govt. Haryana for information and necessary action.

*Sd/-*  
(SHAMSHER SHUKLA)  
Under Secretary to Govt. Haryana,  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners, Haryana.  
All Administrative Secretaries to Govt., Haryana.

U O. No. 4/11/89-3FR-II

Dated, Chandigarh, the 30th March, 1990

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Dy. Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secy. for information of the Chief Minister/Dy. Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*  
(SHAMSHER SHUKLA)  
Under Secretary to Govt. Haryana,  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Dy. Chief Minister/Ministers/Ministers of State/  
Chief Parliamentary Secretary.

U.O. No. 4/11/89-3FR-II

Dated, Chandigarh, the 30th March, 1990.

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**No. 4/1/90/3FR-II/735**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala Division and Hisar Division,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 4th April, 1990****Subject : Grant of Dearness Allowance to Haryana Government Employees.**

Sir,

I am directed to invite a reference to Government of Haryana Finance Department circular letter No. 4/1/87-3FR-II dated 20th Sept., 1989 on the subject noted above, and to say that consequent upon the decision taken by the State Government relating to the dearness allowance, the Governor of Haryana is pleased to decide that dearness allowance, shall be paid to Haryana Govt. employees with effect from 1st January, 1990 at the following rates :-

<b>Period for which payable</b>	<b>Pay Range</b>	<b>Rate of dearness allowance per mensem</b>
1.1.90 onwards	Basic pay upto Rs. 3500/-	38% of pay
	Basic pay between Rs. 3501 and upto 6000/-	28% of pay subject to a minimum of Rs. 1330/- p.m.
	Basic pay above Rs. 6000/-	25% of pay subject to a minimum of Rs. 1680/- p.m.

2. These orders shall apply to the Govt. employees who elect or are brought on to the revised scale of pay under the Haryana Civil Services (Revised scales of pay) Rules, 1987, w.e.f. 1.1.86 and also to those who elect to retain the scales of pay which prevailed prior to 1.1.86. In the case of former 'basic pay' for the purpose of calculation of dearness allowance shall be as defined in Rule 2.44(a)(i) of Punjab C.S.R. Volume I Part-I (margin) and in the case of latter it will include in addition to pay in the pre-revised scale, dearness allowance and Adhoc dearness allowance and interim relief, where admissible appropriate to that pay under order in existence on 31.12.1985.

In the case of employees who are in U.G.C. scales of pay Dearness Allowance, Adhoc Dearness Allowance upto 608 CPI (1960 base=100) and interim relief minus excess payment of Adhoc relief adjustable as a result of previous revision of 1979 will be treated as Dearness pay for the purpose of calculation of Dearness Allowance.

3. The payment on account of Dearness Allowance involving fraction of 50 paise and above, may be rounded to the next higher rupee and fractions of less than fifty paise may be ignored.

4. The Dearness Allowance will continue to be a distinct element of remuneration and will not be treated as pay within the ambit of Rule 2.44 of Punjab C.S.R. Volume I, Part-I.

5. The amount of arrears on account of release of the above instalments of dearness allowance w.e.f. 1st January, 1990 up to the 31st March, 1990 shall be credited to the General Provident Fund Account of the Government Employees.

Where any Govt. employee was, during this period, not eligible to subscribe to the General Provident Fund, the amount of arrears shall be invested in the purchase of National Saving Certificates from the Post Offices in the State of Haryana. The National Saving Certificate shall be purchased by the Drawing and Disbursing Officer in the name of Govt. employees concerned and shall be handed over to the latter. The Govt. employees who have retired or had closed their accounts by the time arrears are drawn be paid arrears of dearness allowance in cash. The payment of the aforesaid instalments of dearness allowance in cash shall commence w.e.f. 1.4.1990 i.e., for the month of April, 1990 paid in May, 1990. The deposits under the Contributory Provident Fund Account will, however, not be eligible for corresponding contribution from Government.

6. These orders are also applicable to the work charged employees.

7. The above order will not apply to :-

- (i) Staff paid from contingencies;
- (ii) Casual labour;
- (iii) Staff employed as Daily wages and those working on piece-rate system and
- (iv) Those employed on contract basis except where Dearness Allowance would continue to be the same as in force at present.

8. The general conditions of payment of dearness allowance would continue to be the same as in force at present.

Yours faithfully,

*Sd/-*

(J.P.NARANG)

Joint Secretary, Finance(R),

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have become obsolete.***

**No. 4/3(3)/83-2FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala/Karnal/Hisar/Gurgaon Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 16th April, 1990**

**Subject : Incentive for increased deposits in Provident Fund - Matching Contribution Scheme.**

Sir,

I am directed to invite a reference to the instructions contained in Haryana Government, Finance Department letter No. 4/3(3)/83-2 FR-I dated 7-7-83 and of even number dated 24-4-84 on the above subject and to say that this existing scheme of Matching Contribution in the G.P. Fund as mentioned above has been withdrawn and discontinued w.e.f. 1.4.90.

Yours faithfully,

*Sd/-*

Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 4/3(3)/83-2FR-I

Dated, Chandigarh, the 16th April, 1990

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information and necessary action.

*Sd/-*

Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the :-

- (i) Financial Commissioner in Haryana,
- (ii) Administrative Secretaries to Government, Haryana for information and necessary action.

*Sd/-*

Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary /Deputy Principal Secretary/Officer on Special Duty/  
Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/  
Ministers of State/Chief Parliamentary Secretary.

U.O. No. 4/3(3)/83-2FR-I

Dated, Chandigarh, the 16th April, 1990.

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***Incentive for Small Family Norms was discontinued w.e.f.  
01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(1)/87-3FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh the 25th April, 1990**

**Subject : Grant of incentives to Haryana Government employees adopting small family norms.**

Sir,

In continuation of Haryana Govt. Finance Department, letter No. 6/1(1)/87-3FR-I, dated the 19th May, 1989, on the subject noted above, I am directed to say that if an employee in receipt of increment for promoting small family, remarries, he no longer remains entitled to this incentive from the date of remarriage.

2. These orders may please be brought to the notice of all concerned.

Yours faithfully,

*Sd/-*

(J.P.NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 6/1(1)-87-3FR-I

Dated, Chandigarh, the 25.4.90

A copy is forwarded to the Accountant General (i) Accounts & Entitlement, (ii) Audit, Haryana, Chandigarh for information and necessary action.

*Sd/-*

(J.P.NARANG)

Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised & Modified  
vide No. 5/6/92-1B&C, Dt. 25.06.1993 and  
No. 5/10/2005-1B&C, Dt. 22.12.2005.***

**IMMEDIATE****No. 5/3/88-1B&C**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh,  
All the Commissioners of Divisions and  
The Dy. Commissioners, Cooperative Societies and  
Govt., Undertaking in the State.

**Dated, Chandigarh, the 1st May, 1990****Subject : Economy in Expenditure.**

Sir,

I am directed to invite your attention to Finance Department letter of even number dated 11.4.1988, on the subject cited above wherein complete ban for two years was imposed on the purchase of all luxury items etc. and to say that a doubt has been expressed in some quarters whether the provision envisaged in the said instructions relating to imposition of complete ban on the purchase of all luxury items especially air conditioners, carpets, costly furniture and crockery etc. is still operative or not. In order to allay any erroneous impression in this regard, it is reiterated that the said instructions will remain operative till further orders to the contrary.

2. It is requested that the above position may please be noted for compliance by all concerned under your Administrative control.
3. The instructions of the Finance Department issued from time to time on other matters relating to economy in expenditure will, however, continue to be effective as before.

The receipt of this communications may please be acknowledged.

Yours faithfully,

Sd/-

(Y.S.MALIK)

Deputy Secretary Finance (B)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 5/3/88-1B&amp;C

Dated : 1.5.90

A copy is forwarded to Accountant General (A&E and Audit), Haryana for information & necessary action.

*Sd/-*  
(Y.S.MALIK)  
Deputy Secretary Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

- (i) The Chief Secretary to Govt., Haryana.
- (ii) All the Financial Commissioners and Administrative Secretaries to Govt., Haryana for information and necessary action

*Sd/-*  
(Y.S.MALIK)  
Deputy Secretary Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

- (i) The Chief Secy. to Govt. Haryana (in GS-I Branch)
- (ii) All the Financial Commissioners and Administrative Secretaries to Govt., Haryana.

U.O. No. 5/3/88-1B&C

Dated : 1.5.90

No. 5/3/88-1B&C

Dated : 1.5.90

A copy is forwarded to all Branch Officers/Superintendent/Dy. Superintendents in the Finance Department Haryana for information & necessary action.

*Sd/-*  
(Y.S.MALIK)  
Deputy Secretary Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 1/4(93)-89-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
All Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 2nd May, 1990**

**Subject : Increase in the maximum amount of Death-cum-retirement Gratuity.**

Sir,

I am directed to invite a reference to Government of Haryana, Finance Department circular letter No. 1/2(74)-88-2FR-II dated 3rd November, 1988, on the subject noted above and to say that for some time past the State Government had under consideration the question of raising the maximum limit of Death-cum-Retirement Gratuity. It has now been decided that, other condition remaining the same the maximum amount of DCRG, admissible would be Rs. 1,00,000/- for those who become eligible to payment of DCRG on or after 1st January, 1986.

2. Necessary amendment to rule 6.16A(3) ibid will be issued in due course.
3. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-  
(J.P. Narang)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 15/2/90-3B&C**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana,  
Commissioners, Ambala, Hisar, Gurgaon & Rohtak Divisions,  
The Registrar, Punjab and Haryana High Court.

**Dated, the 4th May, 1990**

**Subject : Excess over voted grants/charged appropriations.**

Sir,

I am directed to invite your attention to the Finance Department circular letter No. 15/2/88-3B&C, dated 23rd August, 1988 on the subject cited above wherein it was pointed out that expenditure under various major heads of accounts should under no circumstances be allowed to exceed the budget allotments but it has been found that there is lack of financial discipline in as much as expenditure is not restricted by various Department to the sanctioned budget grants. The Public Accounts Committee in its 30th Report has observed as under :-

“The Committee are displeased to note that case of excess expenditure over the grants/appropriations continues to occur despite the committee’s observation time and again that the expenditure should be limited to the grants/appropriations as authorized by the legislature.

As earlier recommended by the committee in their 20th, 24th and 27th reports, the Finance Department should investigate cases of excess expenditure in and take effective remedial measures to eliminate their recurrence. The committee would like to have a detailed compliance report to this effect within three months.

The committee also reiterate that one of the major reasons for excess expenditure over grants/appropriations in the lack of proper reconciliations of figures of expenditure by the Departments with those booked in the office of Accountant General (A&E) and that the Finance Department should take effective steps to ensure that all the Departments reconcile figures of expenditure regularly with that office so that the cases of excess expenditure occurring due to misclassification or wrong adjustments could be avoided.”

2. It is evident from the above observation of the Public Accounts Committee that the instructions issued by the Finance Department from time to time and various provisions of rules on the subjects are not being followed meticulously. In this connection I am again to bring to your notice that under the Constitution of India, no expenditure which is likely to involve excess over the authorized grants can be incurred in anticipation of approval of the Legislature. (See Article 206 (3), 267 (2), 204 and 205 of the Constitution of India and also paras 17.14 and 17.15 of PFR Vol. I and para 14.1 of Punjab Budget Manual. This being so the expenditure of sums in



excess of the provisions is a constitutional irregularity. The PAC in its earlier reports has also viewed with great concern the recurrence of such type of budgetary irregularities year after year in its various reports. Under para 12.3 & 12.4 of the Punjab Budget Manual, the Heads of Departments are squarely responsible to ensure that the budget allotments are not exceeded in any case. Para 12.5 further enunciated that this control is to be made effective from below in as much as the disbursing officer in every Department is directly responsible for the expenditure incurred against the grants allotted to him under each primary unit of appropriation. He should keep a close watch over the progress of expenditure and in no case should allow the appropriation for any unit or any item subordinate to the unit to be exceeded without prior approval of the competent authority. While presenting bills to the treasuries, they should ensure that the budget allotments are not being exceeded in any case. Where there is reason to anticipate any excess expenditure, he should approach the superior officers for additional funds for the purpose. Para 2.10 (b)(1) & (2) and para 17.2 of the Punjab Financial Rules, Vol. I further stipulate that public money cannot be spent without the sanction of the competent authority and without proper appropriation. Like drawing and Disbursing Officers who are responsible for ensuring that the budget allotments under each primary unit of appropriation are not exceeded, the Heads of Departments under para 12.4 of the manual are also responsible for taking necessary steps to prevent expenditure in excess of a grant by transfer from one Drawing Officer to another under their powers of appropriation within the primary unit of appropriation, (b) by exercise of their delegated powers of reappropriation (c) by application for extra grant under the prescribed rules as soon as necessity for this course becomes definitely clear. Paras 12.9 to 12.12 and the Appendices G, H & J lay down detailed procedural formalities to enable the Heads of Department to maintain such control.

3. In view of that has been stated above and having regarding to the urgent need for financial discipline as envisaged by the financial rules and financial propriety in its imperative that greatest care and diligence be exercised to ensure that no excess expenditure is incurred in future over and above the sanctioned grants. I am, therefore, to request you that these instructions and relevant provisions of rules may please be noted for strict compliance and these may also be brought to the notice of all concerned under your administrative control.

4. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-  
Superintendent, Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 15/2/90-3B&C

Dated, Chandigarh, the 4th May, 1990

A copy is forwarded to Accountant General, Haryana, for information.

Sd/-  
Superintendent, Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 15/2/90-3B&C

Dated, Chandigarh, the 4th May, 1990

A copy is forwarded to the Secy., Haryana Vidhan Sabha, for information, w.r.t. his letter No. PAC/47/8464, dated 27th March, 1990.

*Sd/-*  
Superintendent, Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners & Administrative Secretaries to Govt. Haryana for information & necessary action. They are requested to ensure that recurrence of excess expenditure over voted grants/appropriations is avoided in future.

*Sd/-*  
Superintendent, Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & All Administrative  
Secretaries to Government, Haryana.

U.O. No. 15/2/90-3B&C

Dated, Chandigarh, the 4th May, 1990

A copy is forwarded to all the Branch Officer, Superintendent and Deputy Superintendent in Finance Department (except Finance Regulations Branch) for information and necessary action.

2. Their attention is invited to the observations made by the PAC which has taken a serious view of the excess expenditure occurring from time to time. It is, therefore, requested that the Budget Estimate/Revised Estimates should be framed by them in such a realistic manner so that there is no recurrence of excess expenditure in future. They should also ensure that the various irregularities committed by the Departments from time to time regarding the excess expenditure are kept in view while framing the Budget/Revised Estimates and instructions issued for the preparation of estimates from time to time on the subject are meticulously followed.

*Sd/-*  
Superintendent, Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Branch Officer/Supdt./Dy. Supdt. in  
Finance Department (Expenditure controlled  
branches only).

U.O. No. 15/2/90-3B&C

Dated, Chandigarh, the 4th May, 1990.

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**No. 1/2(73)88-2FR-II/961**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments, Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 8th May, 1990**

**Subject : Grant of Dearness Relief to the Pensioners of the Haryana Government beyond the Consumer Price Index Level 608.**

Sir/Madam,

I am directed to invite a reference to letter No. 1/2(73)88-2FR-II/2376, dated 8th November, 1989 issued by this Department and to say that the Governor of Haryana is pleased to decide that the dearness relief to the pensioners/family pensioners of the Government of Haryana to compensate them for the rise in the cost of living beyond the average Consumer Price Index Level 608, shall be paid at the following rates with effect from 1st January, 1990, in modification of the rates mentioned in the letter dated 8th November, 1989 :

<b>Pension/Family Pension Per month</b>	<b>Rate of dearness relief per month</b>
(i) Not exceeding Rs. 1750/-	38% of the Pension/Family Pension.
(ii) Exceeding Rs. 1750/- but not exceeding Rs. 3000/-.	28% of the Pension/Family Pension subject to a minimum of Rs. 665/-.
(iii) Exceeding Rs. 3000/-	25% of the Pension subject to a minimum of Rs. 840/-

In the case of pensioners who retired before 1st January, 1986, the dearness relief will be calculated on the basic pension/basic family pension plus dearness relief upto CPI 608.

- 1.2 Payments of dearness relief involving a fraction of rupee shall be rounded off to the next higher rupee.
- 1.3 A Ready Reckoner showing Dearness Relief payable from 1st January, 1990 onwards in terms of these orders is enclosed.

2. These orders will not apply to the pensioners, whose pension have been determined on adhoc basis without reference to the emoluments drawn by them, that is, political pension, special pension, war risk pension, etc. The relief will also not be admissible to the re-employed pensioners during the period of re-employment.

3. The relief and the dearness relief mentioned above will not be admissible to employees permanently absorbed in the bodies controlled or financed by Government or Municipality, Panchayat Samities or Zila Parishad. A Government employee who on permanent absorption in the said bodies elects the alternative of receiving the death-cum-retirement gratuity and lumpsum in lieu of pension, as permissible in accordance with rule 5.3 of the Punjab Civil Services Rules, Volume II will not be eligible to receive the relief and dearness relief even after he has ceased to be in the employment of the organisation concerned.
4. The expenditure involved will be debitable to the Major Head "2071-Pensions and other Retirement Benefits".
5. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-  
(J.P. NARANG)  
Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 10/36/91-2FICW, Dated 01.10.1991.***

**No. 1285-2FICW-90**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 10th May, 1990**

**Subject : Hiring of private buildings and fixing of revised rent for use of Government Offices.**

Sir,

I am directed to address you on the subject noted above, and to say that for some time past the State Govt. have had under their consideration the question of adopting uniform policy regarding hiring of private buildings and fixing of revised rents of those buildings for the use of Government offices. It has been experienced for some time past that various departments hire private building at much higher rates as a result of which State Govt. suffer losses. At the same time, some departments hire buildings for offices purpose at their own level beyond their competency and subsequently refer such cases to the Finance Department for ex-post-facto approval, Previously, the Finance Department had issued instructions vide their letter No. 966-2FICW-89, dated 24.4.89 (copy enclosed for ready reference) that before hiring a building, prior approval of competent authority must be obtained and no ex-post-facto approval shall be given in such cases. It has however, been felt that these instructions are not being adhered to properly. It is, therefore, again re-iterated that these instructions may strictly be followed.

2. With a view to adopt uniform policy the State Government have decided to issue the following guide-lines in this regard, which may please be borne in mind while hiring the new buildings/re-assessment of rent :-

**A. Hiring of New Building :-**

- (i) Before hiring a new building, prior approval of competent authority should be obtained after getting NAC/RRC in accordance with the provisions contained in rule 19.6 Sr. 9 of PFR Vol. I, Part I.
- (ii) In case of hiring of commercial buildings for office use prior approval of the Finances Department for taking the building be obtained in the light of the lowest offer/quotation after getting NAC, calling quotations from the prominent Property Dealers of the locality and scrutinizing the comparative rates of rent in the locality for such buildings in similar circumstances. It should also be certified by the concerned department that no other suitable accommodation at lower rates, than the proposed rates, is available in that locality in similar circumstances.

- (iii) The department should clearly indicate their requirement of spaces according to the norm prescribed by the Govt. and covered/carpet area of the building should also be specified.
- (iv) Keeping in view the provision contained in Rent Act applicable at the place of hiring of building normally there should be a provision in the Agreement that no further increase in rent at least before five years shall be allowed and 2% of the annual rent of the building on account of annual maintenance included in the rent, shall be borne by the Land lord.
- (v) All cases/taxes shall be included in the rent.
- (vi) No building should be hired without a written agreement and the terms and conditions of agreement should be got vetted from the Law Department.

**B. Re-assessment of Rent :**

- (i) Cases regarding revision of rent of private buildings hired for office use may be examined keeping in view the provisions contained in Rent Act applicable at the place of hiring of building and be referred to the Finance Department for approval. In such case, there should be a provision in the agreement that the rent shall not be increased before five years provided the increase does not exceed 25% of the rent and the landlord shall bear 2% of the annual rent for the maintenance of the buildings.
- (ii) The agreement should be kept in view before revising the rent of the building. If a particular period has been prescribed in the agreement, the prior approval of the Finance Department should be obtained keeping in view the re-assessment by the P.W.D. (B&R) Department. If no period has been prescribed in the agreement, increase in the rent will be considered from the date of sanction.
- (iii) While examining the revision of the rent of any building, it must be ensured and certified by the concerned department that no suitable building is available at lower rates than the proposed rates in that locality and NAC/RRC and re-assessment has been obtained from the PWD(B&R) Department.
- (iv) While examining revision of the rent of commercial buildings, lowest rates be kept in view after scrutinizing the comparative rates of the locality and calling quotations of prominent property dealers at the time of referring the cases for prior approval of Finance Department.

3. It is requested that these guidelines may please be brought to the notice of all concerned and the receipt of this letter may also be acknowledged.

Yours faithfully,

*Sd/-*

(J.P. NARANG)

Joint Secretary Finance,

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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A copy is forwarded to the Accountant General, Haryana (i) A&E (ii) Audit, Chandigarh, for information.

*Sd/-*  
(J.P. NARANG)  
Joint Secretary Finance,  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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<b><i>These instructions have become obsolete.</i></b>
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**IMMEDIATE****Subject : Economy in Expenditure - Purchase of vehicles by various Departments.**

Will all the Branch Officer/Superintendents of Expenditure Controlled Branches in the Finance Department please refer to U.O. No. 5/15/89-1B&C, dated 8.8.89 on the subject cited above?

2. The complete ban on the purchase of new staff cars/jeeps etc. for Govt. department and for existing Corporations/Boards has been imposed vide circular letter No. 5/18/89-1B&C dated 21.12.89. It has, however, been observed that cases for the purchase of new vehicles/ replacement for condemned vehicles are still being referred to Finance Department for approval. Since the aforesaid economy measures have been taken in view of financial constraints, so it has been decided that the Administrative Department in future, before asking for new vehicle/replacement should first seek the Chief Minister's approval on Administrative Department side before sending it to Finance Department. Finance Department will only then examine all such cases on their merit and every case shall be put up before F.C.F. for orders before giving advice to Administrative Department. It is, therefore, requested that action may please be taken accordingly.

*Sd/-*  
(JOGINDER NATH)  
Superintendent Budget & Committee  
for Dy. Secretary Finance (B) to Government,  
Haryana, Finance Department.

To

The Branch Officers/Superintendents of all the  
Branches of the Finance Department, Haryana.

**U.O. No. 5/15/89-1B&C**

**Dated : 10th May, 1990.**

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***These instructions have been superseded vide  
No. 5/7/2005-1B&C, Dt. 30.10.2007.***

**IMMEDIATE**

**Subject : Economy in expenditure - Economy in the use of staff cars.**

Will all the Administrative Secretaries to Govt., Haryana, kindly refer to the instructions issued vide U.O. No. 5/6/88-1B&C, dated 6.2.90 on the subject cited above.

2. Instructions were issued vide U.O. referred to above that only those cases should be referred to the Finance Department for ex-post-facto approval which are exceptional nature and where the journeys undertaken are unavoidable in Public interest. It has now been observed that proposals relating to ex-post-facto approval/relaxation in ten days touring are being sent to Finance Department in a routine manner and that too at the level of Under Secy. It is obvious that such cases are not fully examined in the light of the aforesaid instructions and seen at the level of Administrative Secretary. It is, therefore, once again requested that in future only those cases where journeys are of exceptional nature and unavoidable in public interest and requires ex-post-facto approval/relaxation in ten days touring should be referred to the Finance Department. All such cases at least should have prior approval at the level of Joint Secy. on Administrative side.

3. The receipt of this Communication may please be acknowledged.

Sd/-  
JOGINDER NATH  
Superintendent Budget & Committee  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

**U.O. No. 5/7/81-1B&C(10B-II)**

**Dated : 16th May, 1990.**

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***These instructions were clarified vide dt. 06.03.1992.***

**No. 6/38/3PR(FD)-87**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala/Rohtak/Hisar/Gurgaon Divisions,  
Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court,

**Dated, Chandigarh, 16th May, 1990**

**Subject : Revision of pay Scale - Removal of anomalies in the Pay Scales of HCMS (Doctors), Deputy Superintendents of Police, Engineers - Amendment regarding.**

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department letter No. 6/38/3PR(FD)-87, dated 16th May, 1989 and letter No. 6/38/3PR(FD)-87, dated 2nd June, 1989 wherein the pay scales of HCMS doctors, Deputy Superintendents of Police and Engineers were revised w.e.f. 01.05.1989.

2. In view of the demands of these services, HCMS, Deputy Superintendent of Police and Engineers were to be given pay scales exactly at par with those allowed to the HCS Officers. However, the condition of limiting the scales of Rs. 4100-5300 after 12 years of regular service to 20% of the cadre posts was not imposed which exists in case of HCS cadre. As a result, the pay scales of employees of these services became higher than those of HCS whereas the intention of the Govt. was to introduce exact parity with HCS Officers.

3. The matter has been re-considered by the Govt. In view of the facts given in Para-2 above, the Govt. has decided to modify the pay scales of these categories of employee as given below :

Sr. No.	Name of the post	Existing Scale of pay	Revised scales of pay
1.	HCMS- I&II	2200-4000+NPA 3000-4500+NPA (after 5 years of regular Service)	2200-4000 3000-4500+NPA (after 5 years of regular Satisfactory Service).
		4100-5300+NPA (after 12 years of regular Service)	Selection Grade: 4100-5300+NPA (after 12 years of regular satisfactory Service) Limited to 20% of the cadre posts.
2.	Engineers AEE/AE/SDO SDE (Class I&II)	2200-4000 3000-4500 (after 5 years of regular service)	2200-4000 3000-4500 (after 5 years of regular satisfactory service)
		4100-5300 (after 12 Years of regular service)	Selection Grade : 4100-5300

Sr. No.	Name of the post	Existing Scale of pay	Revised scales of pay
			(after 12 years of regular satisfactory service) limited to 20% of the cadre posts.
3.	Deputy Superintendents of Police	2200-4000 3000-4500 (after 5 years of regular service)	2200-4000 3000-4500 (after 5 years of regular satisfactory service)
		4100-5300 (after 12 years of regular service)	Selection Grade: 4100-5300 (after 12 years of regular satisfactory service) limited to 20% of the cadre posts.

4. The competent authority may also ensure that the above promotional scales are given subject to the satisfactory service.

5. The above orders shall take effect from the date of grant of these scales i.e. 01.05.1989.

6. any dues recoverable from the employees on account of these orders shall be recovered in easy monthly installments subject to a maximum of 36 installments.

7. The pay of these employees may be refixed in view of the above orders in accordance with the normal rules as laid down in Punjab Civil Services Rules Vol. I, Part-I and instructions issued by Haryana Govt. from time to time.

Sd/-

(Y.S. Malik)

Deputy Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Reiterated vide  
No. 28/26/87-2B&C, Dated 21.12.1990.***

**No. 28/26/87-2B&C**

From

The Financial Commissioner & Secretary to Govt.,  
Finance Department.

To

All the Heads of Departments in the Haryana State,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated 17th May, 1990**

***Subject : Supply of copies of Financial sanctions.***

Sir,

I am directed invite your attention to Finance Department letter No. 28/26/87-2B&C dated 10th Sep., 1987 on the subject cited above and to state that it has again been pointed out by Accountant General (Audit), Haryana that the instructions contained in the Finance Department letter quoted above are not being strictly followed by various Heads of Departments and only one copy of sanction involving financial implications is being supplied to him. I am, therefore, once again to request you that the instructions issued on the subject may be followed strictly and all concerned under you may also be directed to supply three copies of such sanctions to the Accountant General (Audit), Haryana.

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forward to all the Administrative Secretaries to Govt. Haryana for information and necessary action w.r.t. Finance Department U.O. No. 28/26/87-2B&C dated 10.9.87.

They are again requested to ensure that in future, three copies of the sanctions involving financial implications are supplied to the Accountant General (Audit).

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***These instructions have become obsolete.***

**No. 1/2(74)88-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Department,  
Commissioner, Ambala & Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioners and  
SDO (C) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh,

**Dated, Chandigarh, the 23rd May, 1990**

**Subject : Liberalisation of pensionary benefits on the recommendations of the 4th Pay Commission.**

Sir,

I am directed to invite a reference to Finance Department circular letter of even No. dated 12th Feb., 1990 on the subject cited above and to say that some of departments have sought clarification as to whether calculations of interest are to be made by TO/AG Haryana or by the concerned departments. It is clarified that the interest @ 18% to be paid from the date of retirement is to be calculated by the concerned department from where the incumbents retired. The interest is to be paid only on that increase in pension and the arrears which is due to the addition of special pay in the total emoluments required for the calculation of pension.

As the interest is to be paid upto the date of actual date of payment of pension/enhanced pension arrears and this depends upon time taken to clear the arrear, all the arrears should be cleared at the earliest. Any delay will mean additional financial burden on the state exchequer.

All the DDOs are requested to monitor this process and intimate to the Finance Department at the earliest the amount of interest paid to each retiree on account of delayed clearance of arrears.

The receipt of this letter may be acknowledged.

Yours faithfully,

*Sd/-*  
(J.P. NARANG)  
Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 1/2(4)-2FR-II

Dated, Chandigarh, the 23.5.90

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A copy is forwarded for information and necessary action to the :-

All Treasury officers/Assistant Treasury Officers in Haryana.  
The Treasury Officer, Tees Hazari, Delhi-6.  
The Director, Treasury and Accounts, Haryana, Chandigarh, with 30  
spare copies for bringing to the notice of Sr. A.Os/A.A.Os etc.

(Sd/-  
(J.P. NARANG)  
Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

The Financial Commissioner, Haryana.  
All Administrative Secretaries to Govt., Haryana for information.

Sd/-  
(I.R. GULATI)  
Under Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department

The Financial Commissioner, Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 1/2(4)-2FR-II

Dated, Chandigarh, the 23.5.90.

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**IMMEDIATE****No. 22/1/90-2B&C**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All the Deputy Commissioner &  
Sub Divisional Officers (Civil) in the State,  
The Registrar Punjab & Haryana High Court &  
All District & sessions Judges in Haryana**Dated, Chandigarh, the 1st June, 1990*****Subject : Constitution of Audit Committees for the prompt disposal/settlement of audit objections/audit paras.***

Sir,

I am directed to refer to the Finance Department letter of even number dated 27.9.85 (Copy enclosed) on the subject noted above vide which you were requested to constitute Audit Committees for the prompt disposal/settlement of audit objections/audit paras. It was also mentioned therein to arrange meetings once in three months to review the progress of the settlement of such paras and to monitor of work in this behalf. It was also reiterated vide Finance Department Letters of even numbers dated 27.4.88 and 8.11.88 (copies enclosed) that the instructions issued by the Finance Department should be strictly adhered to by the all concerned.

2. The Accountant General, Haryana has again brought to the notice of the Finance Department that some departments are not holding such meetings quarterly. Due to non-convening of such meetings regularly, there have been increase in the audit objections. As many as 23,940 audit objections are pending in the various departments as on 31st March, 1990.

3. I am, therefore, again to request you to hold such meetings quarterly on regular basis for on the spot reviews and settlement of outstanding paras pertaining to your departments. I am also to request you that if any of the departments, who has not so far constituted the "Audit Committee", then the same may please be done on "Top Priority" basis in accordance with the Finance Department letter quoted in para 1 above i.e. Administrative Secretary-Chairman, Deputy Accountant General-Convener and Head of Department as Member, Finance Department's representative may please be invited to such meetings only where it is felt that his intervention will be particularly useful. You are further requested that a time bound Schedule for disposal/settlement of these paras may be drawn and intimation for this schedule may be given to Finance Department also at the earliest.

4. These instructions should be strictly adhered to by all concerned on "Top Priority" basis and any lapse in this matter will be viewed seriously.

Yours faithfully,

Sd/-  
(YUDHVIR SINGH MALIK)  
Deputy Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana Finance Department.

No. 22/1/90-2B&C

Dated, Chandigarh, the 1st June, 1990

A copy is forwarded to the Accountant General (Audit), Haryana, Chandigarh with reference to his D.O. letter No. AG(Au)/HR/OAD/90-91/28 dated 11th May, 1990 for information.

Sd/-  
(YUDHVIR SINGH MALIK)  
Deputy Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana Finance Department.

A copy is forwarded to :-

All Financial Commissioners to Govt., Haryana.  
All Administrative Secretaries to Govt., Haryana,  
for immediate necessary action.

They are again requested to hold such meetings quarterly on regular basis for the prompt disposal of outstanding audit objections/paras in respect of the departments under their control. They are also requested that if any department under their control who has not constituted such committees, the same may please be done on "Top Priority" basis.

Sd/-  
(YUDHVIR SINGH MALIK)  
Deputy Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana Finance Department.

To

All Financial Commissioners to Govt., Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 22/1/90-2B&C

Dated, Chandigarh, the 1st June, 1990.

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**No. 1388-2FICW-90**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala Rohtak, Gurgaon & Hisar Divisions,  
All Deputy Commissioners and  
Sub Division Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 18th June, 1990**

**Subject : Capitalisation of the cost of the fans installed in the Government residential building in the State.**

Sir,

I am directed to invite a reference to Rule 5.22 of C.S.R. Volume I Part I, which inter alia provides that fan points excluding ceiling fans and regulators comprises in the cost of electric supply. It was decided by Finance Department vide its letter No. 2354-2FICW-89, dated 5-2-90 that :-

- (i) Fan rent will not be recovered from those who are entitled to rent-free accommodation.
- (ii) In case of persons, who are not entitled to rent free house, rent be abolished as the cost of the fans will be capitalized and figure as part of normal rent.
- (ii) The P.W.D. (B&R) may move a case for write off of accumulated arrears of fan rent in view of the small recoveries compared to the cost/efforts involved in the matter.

2. Now, it has further been decided that the cost of the fans installed in the Government residential houses/buildings be capitalized with immediate effect and figure as part of normal rent, No extra recovery on account of fan rent will be recovered from the employees of Haryana Government who are residing in Government houses.

3. These instructions may please be brought to the notice of all concerned officials for compliance.

4. Necessary amendment in rules will be made in due course.

Yours faithfully,

*Sd/-*

(J.P.NARANG)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have become obsolete.***

**Subject : Information regarding Grant-in-Aid/Loan paid to various autonomous bodies/ Authorities.**

Will all the Financial Commissioners and Administrative Secretaries to Govt., Haryana kindly refer to the correspondence resting with Accountant General (Audit), Haryana letter No. OAD/spl-Cell/Intro-DP/89-90/140-56, dated 21.5.90 (Copy enclosed) on the subject noted above?

2. It is requested that the information as has been sought by the A.G. (Audit), Haryana in respect of bodies/authorities with which they are concerned may please be furnished direct to him as early as possible under intimation to Finance Department

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The All the Financial Commissioner &  
Administrative Secretaries to Govt., Haryana.

**U.O. No. 28/18/80-5B&C**

**Dated 26th June, 1990**

Endst. No. 28/18/90-5B&C

Dated. 26-6-90

A copy is forwarded to the Accountant General (Audit), Haryana, Chandigarh for information with ref. to his letter No. OAD/spl-Cell/Intro-DP/89-90/140-56, Dt. 21.5.90.

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Copy of letter **No. O.D./Spl-Cell/Intro-DP/89-90/140-56, dt. 21.5.90** from Audit Officer, O/o the Accountant General (Audit), Haryana, Chandigarh to the Financial Commissioner & Secy. to Govt., Haryana, Finance Department.

**Subject : Information regarding Grant-in-Aid/Loan paid to various autonomous bodies/ Authorities.**

I am to invite a reference to your U.O. No. 254-55-B&C-76 dated 25.3.76 according to which all the Administrative Departments who issue sanctions of Grants-in-Aid/loans to various bodies/Authorities are required to send a statement of such sanctions issued during financial year indicating the amount paid to each agency. It should reach this office by the end of May of the succeeding financial year.

Although a large number of sanctions are issued by various departments indicated in the margin, yet the statement of sanctions has not been received from any department.

It is therefore requested that the concerned departments may please be directed to send the requisite statements for further necessary action at this end.

**MARGIN :**

1. Housing Department
2. Public Relations Department
3. Medical & Health
4. PWD (Public Health Sanitary Board)
5. Technical Education
6. Social Welfare.
7. Agriculture
8. Animal Husbandry
9. Industries
10. Sports
11. Local Government
12. Development & Panchayat
13. Civil Aviation
14. Education
  - (a) Director School Education
  - (b) Director Higher Education
15. Science & Technology.

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***These instructions have become obsolete.***

**No. 1/4(93)-89-2FR-II**

From

The Financial Commissioner & Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
All Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (C) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 28th June, 1990**

***Subject : Increase in the maximum amount of Death-cum-retirement Gratuity.***

Sir,

I am directed to invite a reference to Govt. of Haryana Finance Department's circular letter No. 1/4(93)89-2FR-II, dated 2.5.1990. whereby the maximum limit of DCRG has been enhanced from Rs. 50,000/- to Rs. 1,00,000/-. Accountant General, Haryana has stated that they are not in a position to issue authority for enhanced Death-cum-retirement Gratuity in all the effected cases unless the Departments concerned supply details/list of all the affected cases to them. You are, therefore, requested to furnish details/list of affected case immediately to the Accountant General, Haryana direct under intimation to Finance Department.

This may be treated as "Most Urgent".

Yours faithfully,

Sd/-

Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised and clarified  
vide No. 22/1/85-2B&C, Dated 20.7.1992.***

**B.S. OJHA, IAS**

**D.O. No. 15/31/88-3B&C**  
Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

**Dated, Chandigarh, the 23rd July, 1990.**

**Subject : Procedure for dealing with the Report of the Public Accounts Committee.**

Dear Shri

It has been impressed upon all the departments time and again that in order to avoid adverse comments and criticism by PAC, every effort should be made to expedite action on PAC matter and this work should be treated on to priority basis and the procedure laid down for giving replies of the various paras/recommendations should be followed. In this connection, attention is invited to the Finance Department circular letters noted in the margin in which instructions in this regard were issued. It has, however, been observed that due importance is not being given to this work and instructions are by and large not being followed meticulously by the Department with the result that the PAC in its meeting held on 5th June, 1990 has taken adverse notice of the replies sent to the committee on its various reports by PWD (B & R). Reply by this department was received by the PAC within a period of less than 24 hours before the time of meeting and the Chairman has expressed a great concern on this delay and further desired that the responsibility for this delay should be fixed up and the defaulter be punished for this delay on his part. The committee was not able to go through the replies and could not even discuss the replies in the aforesaid meeting. The Finance Department instructions clearly laid down procedure for dealing with the reports and for the replies to be sent to the PAC for the various paras. I am, therefore, to impress upon you once again the importance of this work and to request you that the recent observation made by the PAC may please be brought to the notice of all concerned and replies in future must be sent to PAC within a period of six weeks from the date when the notice/matter is first received by the department from PAC even if there is no notice for the meeting of PAC, the replies to be sent to the PAC should be neatly typed/cyclostyled both in Hindi as well as English and the replies should be properly stapled parawise. Besides this, I am to add that the procedure dealing with the PAC matter as laid down in the Finance Department circulars should be strictly adhered to by all concerned in future, so that the pace of progress which is obviously slow, is accelerated in regard to the implementation of their recommendations.

Yours sincerely,

*Sd/-*  
(B.S. OJHA)

All Administrative Secretaries to Govt., Haryana.

Endst. No. 15/31/88-3B&C

Dated, Chandigarh, the 23rd July, 1990

A copy is forwarded to all Head of Departments in Haryana for information and necessary action.

2. They are also requested that necessary steps should be taken to ensure that in future replies to the various paras are sent within the stipulated period and the instructions on the subject are especially brought to the notice of officers of the departments who has been entrusted with the job of PAC work.

*Sd/-*  
Deputy Secretary, Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 15/31/88-3B&C

Dated, Chandigarh, the 23rd July, 1990

A copy is forwarded to the Chairman, PAC, Haryana Vidhan Sabha, for information w.r.t. the observation made by him in the PAC meeting held on 5th June, 1990.

**MARGIN LETTER NOS.**

- (1) 669-3B&C-77/6546, dt. 10-3-77,
- (2) 15/37/82-3B&C, dt. 7-4-83,
- (3) 15/31/88-3B&C, dt. 12-10-89.

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***These instructions have become obsolete.***

**No. 5/4/90-1B&C**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All The Heads of Departments in Haryana,  
All Commissioners of Divisions/  
Deputy Commissioner in Haryana,  
The Registrar, Punjab & Haryana High Court and  
all District and Session Judges in Haryana,  
Registrars, H.A.U., Hisar, Kurukshetra University, Kurukshetra,  
M.D. University, Rohtak.  
All the Chairmen/Managing Directors of all the  
Corporations/Boards/Undertakings in Haryana.

**Dated, Chandigarh, the 26th July, 1990**

**Subject : Economy in Expenditure.**

Sir,

I am directed to invite your attention to the subject noted above and to say that on view of the increasing pressure on the resources of the State Govt. it has been decided that :-

- (i) All Govt. Departments/Boards/Corporations shall save on expenditure on account of increasing telephones bills. The Departments/Boards/Corporations shall ensure reduction in their expenditure on telephone bills by 25% over the actuals of the last year. All STD telephones with Ministers/officers shall be locked and placed under the control of one official who will be made responsible against any misuse of this facility.
- (ii) All Govt. Departments/Boards/Corporations will observe 25% reduction in expenditure on POL consumption over the actuals of 1989-90.
- (iii) All Govt., Departments/Boards/Corporations will reduce expenditure on travelling expenses by 25% over the actuals of last year.

**For Finance Department only**

Finance Department will effect such reductions in the Budget provisions for these heads at the time of Revised estimates.

I am also to add that the Govt., attach great importance to the above measures and are anxious that these should be followed strictly. Any laxity in compliance would be viewed seriously.

The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

(Y.S.MALIK)

Deputy Secretary Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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No. 5/4/90-1B&C

Dated, Chandigarh, the 26th July, 1990

A copy is forwarded to the Accountant General, Haryana (Audit and Accounts) Chandigarh, for information and necessary action.

*Sd/-*  
(Y.S.MALIK)  
Deputy Secretary Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Govt., Haryana for information and necessary action.

*Sd/-*  
(Y.S.MALIK)  
Deputy Secretary Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/4/90-1B&C

Dated, Chandigarh, the 26th July, 1990

A copy is forwarded to all the Branch Officers/Supdts./Dy. Supdts. in Finance Department for information and necessary action.

*Sd/-*  
(Y.S.MALIK)  
Deputy Secretary Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Branch Officers/Supdts./Dy. Supdts. in  
Branch Department.

U.O. No. 5/4/90-1B&C

Dated, Chandigarh, the 26th July, 1990.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 6/23/3PR(FD)-88**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioner and  
Sub Divisional Officer (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh,  
The Registrars, Maharishi Dayanand University, Rohtak,  
Kurukshetra University, Kurukshetra,  
Haryana Agricultural University, Hisar.

**Dated, Chandigarh, the 23rd August, 1990**

**Subject : Revision of Pay Scales.**

Sir,

I am directed to refer to Haryana Government Notification No. GSR39/Const./Art/309/87, dated the 29th April, 1987, vide which the pay scales of State Govt. employees were revised w.e.f. 01.01.1986 and also to Finance Department letter No. 6/38/3PR(FD)-87, dated the 16th May, 1989, No. 6/38/3PR(FD)-87, dated the 2nd June, 1989 and letter No. 6/38/3PR(FD)-87, dated the 16th May, 1990 vide which the pay scales of some Categories of employees were revised/further revised w.e.f. 01.05.1989.

2. Certain discrepancies in the pay scales revised w.e.f. 01.01.1986 were pointed out by some employees Associations and also by some departments. Having examined the representations received and suggestions made, it has been decided to modify the pay scales of some of the posts w.e.f. 1-5-90 as per details given in Annexure 'A'. The Pay Scales revised vide notification mentioned in Para-1 above stand modified to the extent these are shown in Annexure 'A'.

3. The pay of the employees whose pay scales have been modified w.e.f. 01.05.1990 as detailed in Annexure 'A' to this letter is to be fixed in accordance with the normal rules laid down in the Punjab Civil Services Rules, Volume-I, Part-I, the rules prescribed vide Extra-ordinary Gazette Notification No. G.S.R.39/Const./Art/309/87, dated 29.4.87 and the instructions issued on the subject from time to time.

Yours faithfully,

Sd/-

(Y.S. MALIK)

Deputy Secretary, Finance (B)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Endst. No. 6/23/3PR(FD)-88

Dated, Chandigarh, the 23rd August, 1990

A copy is forwarded to the Accountant General Haryana (i) (A&E) (ii) (Audit), Chandigarh for information.

*Sd/-*  
(Y.S. MALIK)  
Deputy Secretary, Finance (B)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Endst. No. 6/23/3PR(FD)-88

Dated, Chandigarh, the 23rd August, 1990

A copy is forwarded to the Home Secretary, Chandigarh Administration, Chandigarh for information and necessary action.

*Sd/-*  
(Y.S. MALIK)  
Deputy Secretary, Finance (B)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to :-

All the Financial Commissioner in Haryana,  
All administrative Secretaries to Government, Haryana;  
for information and necessary action.

*Sd/-*  
(Y.S. MALIK)  
Deputy Secretary, Finance (B)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Financial Commissioner in Haryana,  
All Administrative Secretaries to Government, Haryana.

U.O. No. 6/23/3PR(FD)-88

Dated, Chandigarh, the 23rd August, 1990

A copy is forwarded to Principal Secretary to the Chief Minister, Senior Secretaries to Minister, Secretaries to Ministers/Private Secretaries to Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*  
(Y.S. MALIK)  
Deputy Secretary, Finance (B)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary to the Chief Minister, Senior Secretaries to Minister, Secretaries to Ministers/Private Secretaries to Ministers/Ministers of State/Chief Parliamentary Secretary.

U.O. No. 6/23/3PR(FD)-88

Dated, Chandigarh, the 23rd August, 1990.

**ANNEXURE - A****(Annexure of F.D. letter No. 6/23/3PR(FD)-88 dt. 23.8.90)**

Sr. No.	Name of the Department	Name of the post	Existing pay scale as on 01.01.1986	Modified scale of pay w.e.f. 01.05.1990
1.	<b>AGRICULTURE</b>	Director	3700-5000	4800-5700
		Addl. Director	3700-5000	4100-5300
2.	<b>ANIMAL HUSBANDRY</b>	Director	3700-5000	4800-5700
		Asstt. Director/S.D.O. (AH)	2000-3500	2375-3600 (2375-75-2900-EB-100-3600)
3.	<b>ARCHIVES</b>	Archivist	1600-2660	1640-2900
		Book-Binder	775-1025	950-1400
4	<b>AVURVEDA</b>	Director	3700-5000	4100-5300
		Professor	2000-3500	3700-5000 (Provided the prescribed qualifications are at par with those in recognized Institutions)
		Asstt. Director	2000-3200	2000-3500
		Distt. Ayurveda Officer	2000-3200	2000-3500
		A.M.O.	1640-2900	2000-3500
		Demonstrator	1600-2660	2000-3500
		Lecturer in Sanskrit	1600-2660	2000-3500
5.	<b>HARYANA CIVIL SECTT</b>	All Class-IV employees	750-940	750-940
			775-1025	775-1025
			800-1150	800-1150 (Spl. Pay of Rs. 30 per month to all Class IV employees of Haryana Civil Sectt.)
6.	<b>DEV. &amp; PANCHAYATS</b>	Planning Officer	2000-3200	2000-3500
		O.S.D. (HRDF)	2000-3200	2000-3500
		B.D.P.Os.	1640-2900	2000-3500
7.	<b>ELECTIONS</b>	Electoral Officer.	2000-3500	2375-3600
		Asstt. Chief Electoral Officer	2000-3200	2000-3500
8.	<b>EMPLOYMENT</b>	Asstt. Director/ Divn. Employment Officer	2000-3500	2375-3600
		Distt. Employment Officer	2000-3200	2000-3500
9.	<b>E.S.O.</b>	E.S.A.	3700-5000	4100-5300
		Dy. E.S.A.	2000-3500	2200-4000
		R.O./Distt. S.O.	2000-3200	2375-3600
		Statistical Asstt.	1400-2600	1600-2660

Sr. No.	Name of the Department	Name of the post	Existing pay scale as on 01.01.1986	Modified scale of pay w.e.f. 01.05.1990
10.	EDUCATION	Director, Primary Education (Newly Created Post)	-	4100-5300
		Dy. Director/D.E.O./C.O.E.O./Programme Officer etc./ Incharge Tech. Cell/ HONEF/Coordinator/ Incharge Science Wing/ Sr. Adult Psychologist.	2200-4000	3000-4500
		Registrar	2000-3500	2200-4000
		Asstt. Director/SDEO/Dy. DEO/Sr. Spl./Youth & Sports Officers/ Principals/Asstt. State Survey Officer/ Evaluation Officers/ Counselors/Sr. Consultant/ Psychologist/ Project Officer	2000-3500	2200-4000
		Headmasters/ Headmistresses of High Schools	2000-3200	2000-3500
		Lecturer in G.S.S.S./S.C.R.E.T./ Haryana Gurgaon Educational Psychologist/ Junior Specialist/ Subject Specialist	1640-2900	2000-3500
		Provincialised School Headmasters/ Headmistresses	-	2000-3500 (This will be personal to the incumbents)
		Headmasters/Headmistresses of Middle Schools.	1600-2660	1640-2900
		Language Teachers	1200-2040	1400-2600 (To be the same pay scales as applicable to other teachers i.e. B.A., B.Ed. even when they possess O.T. qualifications)
11.	EXCISE & TAXATION	Addl. ETC.	3700-5000	4100-5300
12.	FOREST	Forest Ranger	1400-2600	1600-2660
13.	FOOD & SUPPLIES	Deputy Director	2000-3500	3000-4500
		Distt. Food & Supplies Controller	2000-3200	2200-4000
		Distt. Food & Supplies Officer	1640-2900	2000-3200
		Asstt. Food & Supplies Officer	1600-2660	1640-2900
14.	HOSPITALITY	Asstt. Director	2000-3200	2000-3500

Sr. No.	Name of the Department	Name of the post	Existing pay scale as on 01.01.1986	Modified scale of pay w.e.f. 01.05.1990
15.	<b>HEALTH &amp; MEDICAL COLLEGE, ROHTAK</b>	Addl. Director/Director	4100-5300	4800-5700
		Dental Surgeons (Class I & II)	2000-3500 + NPA (Class – II) 3000-4500 + NPA (Class-I)	2200-4000  3000-4500 (after 5 years of regular satisfactory service) <b>Selection Grade</b> 4100-5300 (after 12 years of regular satisfactory service) limited to 20% of the cadre posts.
		Dy. State Drug Controller	2000-3500	2200-4000
		Public Analyst	2000-3500	2200-4000
		Dy. Public Analyst	2000-3200	2000-3500
		Sr. Scientific Officer	1640-2900	2000-3500 (if the Qualifications at the time of entry in Government service is M.Sc. IInd Class).
		Sr. Drug Inspector	1640-2900	2000-3200
		Chief Pharmacist	1600-2660	1640-2900
		Asstt. Unit Health Officer/ Supervisor/Sr. Lab Tech./ Investigator	1400-2600	1600-2660
		Sr. Pharmacists	1400-2600	1600-2660
		Artist-cum-Photographer/ Artist-cum-Draftsman	1400-2600	1600-2660 (if the qualifications prescribed is 5 years Diploma from a recognized Institution).
		Pharmacists	1350-2200	1400-2600
		Ophthalmic Assistants	1200-2040	1400-2600
		T.B. Health Visitor	1200-2040	1350-2200
Projectionist-cum-Mechanic	950-1500	1200-2040		
Photographer	950-1500	1200-2040		
16.	<b>HOME GUARD</b>	Senior Staff Officer	2000-3500	3000-4500 (TS) 4100-5300 (SG) (after 12 years of regular satisfactory service as Sr. Staff Officer)
		Distt. Commandant	2000-3200	2200-4000
		Centre Commandant	1600-2660	2000-3200
		Qu. Master Subedar	1600-2660	2000-3200
		Company Commandant	1600-2660	2000-3200
		Asstt. Distt. Commandant	1400-2600	1640-2900

Sr. No.	Name of the Department	Name of the post	Existing pay scale as on 01.01.1986	Modified scale of pay w.e.f. 01.05.1990
		Civil Def. Instructor	1400-2600	1640-2900
		Platoon Commander	1400-2600	1640-2900
		Wireless-Mechanics	1200-2040	1320-2040
		Drivers	950-1500	1200-2040
		Wireless Operator	950-1500	1200-2040 (Strictly subject to the condition that the Wireless Operators already working in the pay scale of Rs. 1200-2040 will not claim further higher grade in future on this basis).
17.	<b>INDUSTRIAL TRAINING</b>	Controller of Examinations/ Asstt. Director (N.T.)	2000-3500	2375-3600
		Asstt. Director (NT) Group-B	2000-3200	2000-3500
		Asstt. Director (Woman)	2000-3200	2000-3500
		Group Instructors/App. Supervisors (Tech)/Mill Wright Instructor	1600-2660	1640-2900 (for 1/3 posts in the cadre)
18.	<b>INDUSTRIES</b>	Addl. Director	3000-5000	4100-5300
		Dy. Director (Group-B)	2000-3500	2375-3600
19.	<b>LABOUR</b>	Addl. Director Indl. Safety & Health	3000-4500	3700-5000
		Dy. Director Indl. Safety & Health	3000-4500	3200-4700
		Waterman	250 fixed	Waterman being a contingent paid employee be paid according to the norms prescribed by the D.C.
20.	<b>L.R.</b>	A.L.R. & Under Secy.	2200-4000	2200-4000+ 400/- S.P.
		Codification & Publication Officer.	2000-3500	2375-3600
21.	<b>LANGUAGE</b>	Asstt. Director	2000-3200	2000-3500
		Research Asstt.	1600-2660	1640-2900
22.	<b>LOCAL FUND ACCOUNTS</b>	Examiner	3000-4500	4100-5300
		Assistant Examiner	2000-3500	2200-4000
		Resident Audit Officers	2000-3200	2000-3500
		Sr. Auditors	1640-2900	2000-3200

Sr. No.	Name of the Department	Name of the post	Existing pay scale as on 01.01.1986	Modified scale of pay w.e.f. 01.05.1990
23.	<b>MINES &amp; GEOLOGY</b>	State Mining Engineer	3000-5000	4100-5300
		State Geologist	3000-5000	4100-5300
		Mining Engineer	3000-4500	3700-5000
		Sr. Geologist	3000-4500	3700-5000
24.	<b>PRISON</b>	Addl. I.G. Pensions	3000-5000	4100-5300
		Supdt. Jail/Chief Probation Officer	2000-3500	2200-4000
		Dy. Supdt. Jails	1640-2900	2000-3200
		Asstt. Supdt. Jail	1400-2600	1640-2900
25.	<b>PROSECUTION</b>	Joint Director	3700-5000	4100-5300
		Distt. Attorney	3000-4500	3000-5000
		Dy. Distt. Attorney	2000-3500	2375-3600
		Asstt. Distt. Attorney	1640-2900	2000-3500
26	<b>P.W.D. (B &amp; R)/ IN ALL GOVT. DEPARTMENTS</b>	Circle Held Draftsman	1640-2900	2000-3200
		Divl. Head Draftsman	1600-2660	1640-2900
		Draftsman	1400-2300	1400-2600
27.	<b>P.W.D. IRRIGATION</b>	Dy. Collector	1640-2900	2000-3500
		Zileदार	1400-2600	1640-2900
		Head Signaler	1400-2600	1640-2900
		Signalers	1200-2040	(i) 1200-2040 (ii) 1350-2200 (for 1/3 posts in the cadre).
		Supervisor	950-1400	1200-2040 (Provided they are promoted from Time Clerk or Store Munshi).
28.	<b>PRINTING &amp; STATIONERY</b>	Deputy Controller	2000-3500	2200-4000
		Assistant Controller	2000-3200	2000-3500
		Manager	1600-2660	1640-2900
		General Foreman	1400-2600	1640-2900
29.	<b>PUBLIC RELATIONS</b>	Dy. Director RPLO	2000-3500	2200-4000
		Technical Officer (TV)	1640-2900	2000-3200
		Asstt. P.R.O.	1600-2660	1640-2900
		Asstt. Information Officer	1600-2660	1640-2900
		Feature writer	1600-2660	1640-2900
		Asstt. Editor	1600-2660	1640-2900

Sr. No.	Name of the Department	Name of the post	Existing pay scale as on 01.01.1986	Modified scale of pay w.e.f. 01.05.1990
		Copy Writer	1600-2660	1640-2900
		Art. Asstt.	1400-2600	1600-2660 (if the qualification prescribed is 5 years diploma from a recognized institution) 1400-2600 (without above diploma).
30.	REVENUE	Distt. Rev. Officer	2000-3500	2200-4000
31.	REGIONAL ENGG COLLEGE KURUKSHETRA	Laboratory Attendants (Non-Matric)	775-1025	950-1500 (Further recruitment of Non-Matric be stopped).
32.	SOCIAL WELFARE	Addl. Director	3700-5000	4100-5300
		Deputy Director	2000-3500	2200-4000
		Distt. Social Welfare Officer	2000-3200	2000-3500
33.	SPORTS	Deputy Director	2000-3500	2200-4000
		Distt. Sports Officer	2000-3200	2000-3500
34.	TECHNICAL EDUCATION	Head of Department	2200-4000+ 200/- SP	3000-4500 + 200/- SP
		Lecturer	2000-3200+ 200/- SP	2000-3500 + 200/- SP
		P.T.I.	1600-2660	2000-3500
		Lab. Asstt.	950-1500	1400-2600 (Provided the Qualifications for the post is prescribed Diploma in Pharmacy, as Prescribed in Health Department)
35.	TRANSPORT	Station Supervisor	1600-2660	1640-2900
		Foreman	1600-2660	1640-2900
		Chief Instructor	1400-2600	1600-2660
		Service Station Incharge	1400-2600	1600-2660
		Statistical Assistant	1400-2600	1600-2660
36.	TOWN & COUNTRY PLANNING	Sr. Town Planner	3700-5000	4100-5300
		Regional Town Planner	3000-5000	4100-5300
		Planning Assistant	1640-2900	2000-3200
37.	TREASURIES & ACCOUNTS	Principal, Accounts Training Institute	3000-4500	4100-5300
		Deputy Director	2000-3500	2200-4000
		Sr. Accounts Officer	2000-3500	2200-4000
		Accounts Officers	2000-3200	2000-3500
		Treasury Officers	2000-3200	2000-3500 + S.P. of Rs. 200 P.M. (on a/c of arduous nature of duties)



Sr. No.	Name of the Department	Name of the post	Existing pay scale as on 01.01.1986	Modified scale of pay w.e.f. 01.05.1990
		Asstt. Treasury Officer	1640-2900	2000-3200
		Section Officers	1640-2900	2000-3200
38.	<b>HARYANA VIDHAN SABHA</b>	Secretary	3700-5000+ 500 SP	4800-5700 + 500 S.P.
		Joint Secretary	3700-5000+ 400 SP.	4100-5300 + 400 S.P.
		Reporter	1640-2900+ 200 SP.	2000-3200 + 200 S.P.
		Telephone Operators	950-1500	1200-2040
		Typist	950-1500	950-1500+40 S.P.
39.	<b>WELFARE OF SCs/BC.s</b>	Deputy Director	2000-3500	2375-3600
		Asstt. Research Officer	1600-2660	1640-2900
40.	<b>GENERAL RECOMMENDATION</b> (regarding technical post in various departments for which minimum Educational qualification prescribed is Matric with ITI certificate/ Polytechnic)		750-940 775-1025 800-1150 950-1400 950-1500	1200-2040 (It has been decided that further recruitment of non Matric be stopped)
41.	<b>GENERAL RECOMMENDATION</b>			
	All the posts falling under Group 'B' with following pre-revised pay scales :- 800-1600 800-1600 (TS) 900-1700 (SG) 800-1600 (TS) 1000-1800 (SG) 800-1600 (TS) 1200-1700 (SG)		2000-3200 (As on 01.01.986)	2000-3500 (It is clarified that the pay scales of Rs. 2000-3200 granted w.e.f. 01.01.986 in all categories stands modified to Rs. 2000-3500 w.e.f. 01.05.1990. It will not be applicable in such cases where the Govt. has decided to modify the lower scale to the level of Rs. 2000-3200 vide this notification).

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 4/16/4PR(FD)-87**

From

The Commissioner & Secretary to Government,  
Haryana. Finance Department.

To

All Head of Departments,  
Commissioner, Ambala and Hisar Divisions,  
All Deputy Commissioner and  
Sub Divisional Officer (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh,  
The Registrars, Maharishi Dayanand University Rohtak, Kurukshetra,  
University, Kurukshetra and Haryana Agriculture University, Hisar.

**Dated, Chandigarh, the 23rd August, 1990**

**Subject : Revision of pay scales w.e.f. 01.01.1986 - Cases of the officials who were held up at Efficiency Bar in the old pay scales - next increment in the revised pay scales - Clarification regarding.**

Sir,

I am directed to invite a reference to the subject noted above and to say that some Departments have sought clarification in regard to those employees who had not crossed their efficiency bar in the old pay scales and whether they should be permitted pay fixation and benefit of increment in the revised scale w.e.f. 01.01.1986 without crossing efficiency bar in the old scale or not.

2. The Govt. have considered the matter and it is clarified that rule 8 and Note-1 there under of the extra ordinary Gaz. notification No. GSR 39/Const./Art.309/87, dated 29.4.87 are very clear. An employee who had not crossed efficiency bar in the old scale or was held up at the efficiency bar, is not required to first cross the efficiency bar in the old/unrevised scale to earn his increment in the revised scale. Once an employee opts for revised scale, he would be required to cross the efficiency bar in the revised scale only. The date and month of increment will be the same as was in the old/unrevised scale.

3. It is explained with the help of an illustration as follows :-

“The date of increment of an employee is 1st November of any year and his basic pay as on 1.11.1984 was Rs. 1200/-. As per the old/unrevised scale, he was required to cross efficiency bar before getting his next increment of 1.11.1985. He was held up on account of not crossing the efficiency bar. His pay would be fixed on 01.01.1986 presuming his basic pay at the level of Rs. 1200/- and his next increment available to him in the revised scale would be 1.11.1986 and the employee would be required to cross an efficiency bar in the revised pay scale at the given stage if the same is provided in the new scale”.

4. It is further clarified that the advice contrary to the above clarification, if already given by the Finance Department in any case(s) stands modified to this extent.

Sd/-

(Y.S. Malik)

Deputy Secretary Finance (B),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 10/36/91-2FICW, Dated 01.10.1991.***

**No. 1285-2FICW-90**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 29th August, 1990**

**Subject : Regarding cases pertaining to hiring of buildings on rent etc.**

Sir,

Your attention is invited to F.D. instructions on the above subject circulated vide No. 1285-2FICW-90, dated 10th May, 1990.

2. Two proformas have been prepared in this connection and are enclosed. These are proforma FICW/RENT/A and FICW/Rent/B.

3. You will appreciate that cases are received in Finance Department on the subject mentioned above without complete information. As a result, Finance Department has to resort to back references and the disposal of cases is delayed which is avoidable otherwise. The enclosed proformas have been devised in order to incorporate complete information on the subject.

4. It is, therefore, requested that whenever a case is sent by your office on this subject information may kindly be supplied in the prescribed proforma so as to facilitate prompt disposal of cases. Complete information in the prescribed proforma will help both the Administrative Department and the Finance Department in achieving the desired goal.

Yours faithfully,

Sd/-  
(Y.S. Malik)  
Deputy Secretary Finance  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 1285-2FICW-90

Dated, Chandigarh, the 29th August, 1990

A copy is forwarded to the Accountant General, Haryana, (i) A & E. (ii) Audit, Chandigarh, for information.

*Sd/-*  
(Y.S. Malik)  
Deputy Secretary Finance  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copy is forwarded to :-

All the Financial Commissioners, in Haryana, Chandigarh.  
All the Administrative Secretaries to Govt. Haryana, for information.

*Sd/-*  
(Y.S. Malik)  
Deputy Secretary Finance  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Financial Commissioners in Haryana.  
All the Administrative Secretaries to Govt., Haryana.

U.O. No. 1285-2FICW-90,

Dated, Chandigarh, the 29th August, 1990

Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Officer on Special Duty/Ministers/Ministers of State/Chief Parliamentary Secretary of the State for information of the Chief Minister/Officer on Special Duty/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*  
Superintendent, FICW  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Officer on Special Duty/Ministers/Ministers of State/Chief Parliamentary Secretary, Haryana, Chandigarh.

U.O. No. 1285-2FICW-90,

Dated, Chandigarh, the 29th August, 1990

A copy is forwarded to the Superintendent of all Expenditure Control Branches of Finance Department for keeping in mind the proformas while deciding such cases.

*Sd/-*  
Superintendent, FICW  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Superintendents, Expenditure Control Branches,  
Finance Department, Haryana, Chandigarh.

U.O. No. 1285-2FICW-90.

Dated, Chandigarh, the 29th August, 1990.

**INFORMATION REGARDING HIRING OF NEW BUILDINGS FOR GOVT./OFFICE USE  
PROFORMA. FICW/RENT/A**

1. Name of Office for which Building is needed :
2. Permitted Carpet/Covered area as per norms of staff :
3. Particulars of the Building proposed : to be hired.  
House No. \_\_\_\_\_ Sector \_\_\_\_\_  
Town \_\_\_\_\_ year of construction \_\_\_\_\_  
Carpet Area \_\_\_\_\_  
Covered Area \_\_\_\_\_  
Size of Plot \_\_\_\_\_  
Rate per sq. ft. \_\_\_\_\_
4. Particulars of the owner of the Building  
Name \_\_\_\_\_  
Address \_\_\_\_\_
5. Action by P.W.D. (B&R)
  - (i) N A.C./R.R.C. obtained : Yes/No  
(Please attach)
  - (ii) Rent Assessed by PWD (B&R) : Rs. \_\_\_\_\_
6. Rent demanded by the Owner : \_\_\_\_\_
7. Any Negotiations etc. held Yes/No.
8. Rent proposed by the Indenting Department : Rs. \_\_\_\_\_
9. Documents Required
  - (i) Quotations for the Locality Attached Yes/No  
(Please attach with the case)
  - (ii) Lowest Offer for the Locality Attached Yes/No
  - (iii) Certificate that no other suitable building is Available and at lower rates Yes/No
  - (iv) Agreement in the locality executed, if any
10. Reasons and remarks for hiring a New Building :

Signature of Controlling/Indenting Officer

**INFORMATION REG. REVISION/REASSESSMENT OF RENTED BLDG. FOR GOVT.  
OFFICE USE PERFORMA FICW/RENT/B**

1. Name of office:	:
2. On rent since (Date & Year) :	:
3. Particulars of the Building proposed for Revision/Reassessment :	Town _____ Year of construction _____ Carpet Area _____ Covered Area _____ Size of Plot _____ Residential/Commercial _____
4. Rent being paid (per month) :	(i) Rs. _____ (ii) Per Sq. ft. _____
5. No. & Date of previous sanctions :	(i) No. _____ Date _____ (ii) No. _____ Date _____ (iii) No. _____ Date _____
6. Date since when existing rent being paid	Date _____ Year _____ (i)
7. Rent proposed to be Revised (per month)	Rs. _____ (ii) Per Sq. Ft. Rs. _____
8. Norm of space required as per staff	
9. Action by PWD (B&R)	(i) NAC/RRC obtained : Yes/No (ii) Re- assessed Rent _____
10. (i) Comparative Rates of different buildings in the locality : (ii) Rates collected from Property Dealer (iii) Agreement, if any	(i) _____ (ii) _____ (iii) _____
11. Certificate that no other suitable building is available at lower rates	:
12. Remarks & reasons for revision of rent	:
13. Date of last revision/re-assessment : (as per guidelines)	:

Signature of Controlling/Indenting Officer

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**No. 1/4/21/89-2FR-II**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Treasury Officers/Assistant Treasury Officers in Haryana.

**Dated, Chandigarh, the 30th August, 1990**

**Subject : Scheme for payment of pension to Haryana Govt. employees through Public Sector Banks - Calculations/disbursement of Pension arrears etc.**

Sir,

I am directed to refer to the Endst. No. 11955-TA-HR(SGII)-90/7867 dated the 12th July, 1990 from Director Treasuries and Accounts Haryana to the address of all the Treasury Officers in Haryana on the subject noted above. With the above Endst. Director, T&A circulated a reference of Reserve Bank of India wherein it was impressed upon the State Govt. that the relief and adhoc-relief sanctioned to the Haryana Govt. pensioners who retired after 1st January, 1986 as also who retired prior to 31st March, 1985 may be got calculated from the Accountant General/Treasury Officers as per the terms of agreement between the State Govt. and Reserve Bank of India regarding scheme for payment of pension to Haryana Govt. pensioners. Due to this reason the Public Sector Banks withheld the payment of Arrears of pension accrued on account of relief and ad-hoc relief sanctioned by the Govt. from time to time. This had caused great inconvenience to the pensioners. Therefore, vide the aforesaid endorsement all the Treasury Officers were directed to take immediate necessary action. I am further constrained to point out that the needful has not been done and still payments have not been made by some of the Banks at certain places. Therefore, in view of the difficulties faced by the pensioners I am to impress upon you to visit the Public Sector Banks, who are entrusted with this job within your territorial jurisdiction with a dealing hand in pension matters and make calculations of the arrears of pension accrued to the pensioners on account of sanctioning of Relief and ad-hoc relief to the pensioners in case not done so far and assert upon Public Sector Bank to disburse the arrears of pension at the earliest under intimation to you. These directions may be complied with meticulously and a compliance report be sent to Director Treasury and Accounts within 15 days from the date of the issue of this communication.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Endst No. 1/4/21/89-2FR-II

Dated, Chandigarh, the 30th August, 1990

A copy is forwarded to the Director, Treasuries and Accounts, Haryana, Chandigarh for immediate necessary action.

2. In spite of the issuing directions vide circular Endst. No. 11955-TA-HR(SO II)-90/7867 dated 12.7.1990 compliance are still pausing in that the payment of arrears of Pension to the pensioners are not being disbursed by the Public Sector Banks causing hardship and inconvenience to the pensioners. You are requested to monitor the work as per the decision of the meeting held on 11.7.1990 and ensure from the Treasury Officers that the arrears of pension relief are disbursed to the pensioners within 15 days of issue of this communication. Complaints received after the stipulated period will be viewed seriously by the Govt. A compliance report received from Treasury officers may be consolidated and furnished to the Govt. at the earliest.

3. In the meeting held on 11th July, 1990 it was also decided that the agreement regarding the payment by the Public Sector Banks may also be modified in accordance with the agreement entered into by the Govt. of India. You were asked to examine the matter and send a proposal as for the amendment of the said agreement to Finance Accounts Branch for taking further action in the matter. The proposal does not appear to have been furnished to the quarters concerned so far. The same may please be sent to Govt. (in Finance Accounts Branch) urgently so that the problem is finally sorted out for good. This may also be considered very urgent.

4. A ready reckoner was also sent to you for authentication of the amount of pension due to the various categories of pensioners. The same has not been received so far after duly authenticated. This may also be done on top-priority basis so that the same could be circulated to Public Sector Banks to facilitate the payment of pension to various categories of Haryana Govt. pensioners, in future.

*Sd/-*  
Deputy Secretary Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**Subject : Regarding Revision of Pay Scales of Junior Engineers in Haryana.  
(Copy of FD. Hr. No. 1/2/4PR(FD)81, dt. 13th September, 1990)**

I am directed to invite reference to Haryana Government Notification No. GSR 39/Const./Art.309/87 dated the 29th April, 1987, vide which the pay scales of the Junior Engineers of P.W.D. were revised and to say that the Junior Engineers in all the Govt. departments (including departments other than P.W.D.) are in pay scale of (i) Rs. 1400-2300 and (ii) Rs. 1640-2900 (promotional grade limited to 50% the posts in respective department) irrespective of the pay scale they were drawing prior to 1-1-1986.

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***These instructions have been Revised vide  
No. 5/6/92-1B&C, Dt. 01.05.1992.***

**No. 5/4/90-1B&C**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments in Haryana,  
All Commissioners of Divisions/Deputy Commissioners in Haryana,  
The Registrar, Punjab & Haryana High Court,  
All Distt. & Sessions Judges in Haryana,  
Registrars, H.A.U., Hisar, K.U. Kurukshetra and M.D.U., Rohtak,  
All Chairmen, Managing Directors of all Boards/  
Corporations/Undertakings in Haryana.

**Dated, Chandigarh, the 5th October, 1990**

**Subject : Economy in expenditure - regarding excess telephone calls.**

Sir,

1. I am directed to invite your attention to para 1(i) of the F.D. circular letter of even No. dated 26-7-1990 on the above subject where in you have been requested to curtail expenditure on telephone charges by 25% over the actual of the last year and also year and also ensure against the misuse of the S.T.D. facility.
2. Certain Govt. officers have been allowed STD facility on their residential telephones and the limits of permissible number of calls have been prescribed by the Government vide circular No. 72/82-3P&S, dated 13-10-1982 (Copy enclosed).
3. Such cases where calls in excess of the permissible limits are made and the bills are accordingly high are considered by the State Telephone Board. It has been noted with concern that the number of such cases involving excess payments is increasing. While the officers are expected to observe discipline in this matter, it is also requested that suitable instructions should be issued to the concerned Drawing & Disbursing Officers under your control against making any payments for excess number of calls made beyond the prescribed limits unless and until such payment is allowed by the competent authority (the next higher authority) after satisfying itself that such excess number of calls have been made purely in the public interest and were unavoidable.

Yours faithfully,

*Sd/-*

(Y.S.MALIK)

Deputy Secretary Finance (B)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 5/4/90-1B&C

Dated, Chandigarh, the 5th Oct., 1990

A copy is forwarded to the Accountant General, Haryana (Audit and Accounts), Chandigarh, for information and necessary action.

*Sd/-*  
(Y.S.MALIK)  
Deputy Secretary Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Govt., Haryana for information & necessary action.

*Sd/-*  
(Y.S.MALIK)  
Deputy Secretary Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/4/90-1B&C

Dated, Chandigarh, the 5th Oct., 1990

A copy is forwarded to all the Branch Officers/Superintendents/Dy. Supdts. in Finance Department, Haryana, for information and necessary action.

*Sd/-*  
(Y.S.MALIK)  
Deputy Secretary Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Branch Officers/Supdts./Dy. Supdts. in  
Finance Department, Haryana.

U.O. No. 5/4/90-1B&C

Dated, Chandigarh, the 5th Oct., 1990.

**Contd...**  
**Encl.**

***These instructions have been revised by Printing & Stationery Deptt. vide dated 01.04.1997***

**ENCLOSURE**

No. 72/82-3P&S

From

The Commissioner & Secretary to Government,  
Haryana, Printing & Stationery Department.

To

All Heads of Departments,  
Commissioners Hisar & Ambala Divisions,  
Registrar, Punjab and Haryana High Court, Chandigarh,  
District and Session Judges,  
All Deputy Commissioners and  
Sub Divisions Officers (Civil) in the State

**Dated, Chandigarh, the 13th October, 1982**

***Subject : Residential telephones refixation - ceiling for local calls.***

Sir,

I am directed to invite a reference to Haryana Government circular letter No. 12-167/78-P&S(3), dated the 1st January, 1979 on the subject noted above, wherein detailed instructions were issued regarding fixation of ceiling of local calls in respect of telephones installed at the residence of officers and to say that as a result of adoption of the bi-monthly billing system, instead of quarterly billing system, by the Telephone Department, w.e.f. 1.3.82 bills issued w.e.f. 1.4.82 the matter has been considered further by the Haryana State Telephone Board in its 56th meeting held on 7th September, 1982 and it has been decided to fix the monthly ceiling instead of the present quarterly ceiling on free calls w.e.f. 1.3.82, bills issued from 1-3.83, bills issued from 1.3.82, as follows :

Sr. No.	Designation of Officers	Existing ceiling on Residential Telephones (per quarter)	Ceiling now on Bimonthly basis
		(Excluding free calls allowed by P&T Department)	(Excluding free calls allowed by P&T Department)
1.	Chief Secy. to Govt.	7000	4700
2.	Financial Commissioner to Govt. Haryana	6000	3000
3.	Principal Secy. to C.M.	8000	5000
4.	All Administrative Secy. (Except C.S., Financial Commissioner & P.S.C.M.	3000	2000

<b>Sr. No.</b>	<b>Designation of Officers</b>	<b>Existing ceiling on Residential Telephones (per quarter)</b>	<b>Ceiling now on Bimonthly basis</b>
5.	All Joint Secy.	3000	2000
6.	Deputy Secretary Political & Services.	3000	2000
7.	Heads of the Department & other officers at Annexure 'B' (enclosed).	3000	2000
8.	All Deputy Secy. To Govt. (except Deputy Secretary political & Services).	2000	1350
9.	Heads of Department and Offices listed at Annexure (enclosed).	2000	1350
10.	All other officers including Under Secys., Private Secy. to Ministers, Addl. Advocate General, Deputy Advocate General and other in the office of Heads Department and in their subordinate offices (except OSD CM/PSCM and Personal Assistants) (Office and residence to C.M.)	1500	1000

2. It has also been decided that where husband and wife share the same telephone, the number of free calls will be doubled i.e. the ceiling will be the total of the free call permitted to each of the two.

3. All other instructions issued in this behalf from time to time will, however, remain in force.

*Sd/-*  
Under Secretary (P&S)  
for Commissioner & Secretary to Government,  
Haryana, Printing & Stationery Department.

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**No. 36/4/90-WM(7)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments,  
All Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers(Civil) in the State,  
The Registrar, Punjab & Haryana High Court, Chandigarh and  
All Distt. & Sessions Judges in Haryana.

**Dated, Chandigarh, the 8th October, 1990**

**Subject : Grant of Interest free loan to Government employees for Diwali Festival.**

Sir,

I am directed to inform you that the State Govt. has decided to grant an interest free advance of Rs. 300/- (Rs. Three hundred only) to all the Class-IV employees in the State who apply for it. The loan will be recoverable in four equal monthly installments. The entire advance should be recovered before the close of the financial year 1990-91.

2. The advance will be admissible to permanent/temporary employees. The advance will also be admissible to adhoc employees who are continuing in service for the last one year and are likely to continue for another four months, after furnishing surety of a permanent Government employee. The advance will sanctioned by the Drawing and Disbursing Officers concerned who would in the case of temporary employees allow advance on the basis of a surety to their satisfaction so that it is fully secured and its recovery is ensured from the loanees before the close of the financial year 1990-91.

3. The following conditions should be observed in sanctioning this loan :-

- (i) The Officer concerned, before sanctioning the advance should satisfy himself that the incumbent will continue in service until full recovery of the total amount of the advance is effected.
- (ii) The advance will be recovered in four equal monthly installments and the entire advance should be recovered from the pay of the employees before the close of the financial year 1990-91.
- (iii) The advance may be drawn and disbursed before the 17.10.90.
- (iv) The advance should not be granted to the employees on the deputation to other Governments corporations and local bodies etc.
- (v) Where both husband and wife are employed the advance should be allowed to one of them.

4. It is requested that the schedule of the recoveries should be attached with each bill

in the Performa enclosed. It is also requested that the detailed account of the recoveries of the advance should be maintained by the Drawing and Disbursing Officer which should be reconciled with the office of the Accountant General, Haryana, Chandigarh every month.

5. The expenditure incurred may be communicated to the Finance Department (in Ways & Means Branch) by the Head of the Department by the end of November, 1990 in the enclosed performa.

6. The expenditure may be debited to the Major Head "7610-Loans to Govt., Servants etc. -800-Other Advance (i) Festival Advance. "(Expenditure) The recoveries made may be credited to the corresponding receipt head i.e. "7610-Loans to Government Servants etc. 800-Other Advance (ii) Festival Advance (Receipt).

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 36/4/90-WM(7)

Dated, Chandigarh, the 8th Oct., 1990

A copy is forwarded to the Accountant General, Haryana (Accounts and Audit), Haryana, Chandigarh for information and necessary action.

The expenditure will be met against Grant No. 25 under Major Head "7610-Loans to Govt. Servants". Necessary funds will be provided by the Finance Department at the time of Revised Estimates of no savings are available within the grant.

Detailed accounts of the recoveries will be maintained by the Drawing & Disbursing Officers.

*Sd/-*

Deputy Secretary Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 36/4/90-WM(7)

Dated, Chandigarh, the 8th Oct., 1990

A copy is forwarded to all Treasury Officers with the request that date given in the letter may please be strictly followed and no bill be passed after 17.10.1990. The payment made on the basis of the sanction issued by the Department concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol. I.

*Sd/-*

Deputy Secretary Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner Revenue, Haryana,

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All the Administration Secretaries to Govt. Haryana,  
for information and necessary action.

*Sd/-*  
Deputy Secretary Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioner Revenue, Haryana,  
All the Administration Secretaries to Govt., Haryana.

No. 36/4/90-WM(7)

Dated, Chandigarh, the 8th Oct., 1990

A copy each is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary for the information of Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary.

*Sd/-*  
Deputy Secretary Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/State Ministers/Chief Parliamentary Secy.

U.O. No. 36/4/90-WM(7)

Dated, Chandigarh, the 8th Oct., 1990.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Corrigendum**

**No. 15/48/89/ARO-II/HBPE.**— In continuation of Haryana Government Notification No. 15/48/89/ARO-II/HBPE, dated 24-10-89, the Governor of Haryana is pleased to appoint Chairman, Haryana Bureau of Public Enterprises to function as Chairman of the Standing Committee in place of Financial Commissioner & Secretary to Govt., Haryana Finance Department who will now function as Member of this Committee.

The other terms and conditions as also functions of this Standing Committee will remain unchanged.

Dated, Chandigarh, the  
18th Sept., 1990

T. K. Banerji,  
Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

**No. 16/53/PE (FD)**

**Dated : 8th October, 1990.**

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***These instructions have been Revised vide  
HGPF Rules, 2006.***

**No. 4/4(40)/87-2FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 11th October, 1990**

**Subject : Payment of eligible family members of employees who suddenly disappear.**

Sir,

I am directed to invite a reference to the Haryana Govt. Finance Department Circular letter No. 4/4(40)/87-2FR-I dated the 1st February, 1989 on the subject noted above and to say that the question regarding the period upto which interest on G.P. Fund can be allowed by making the final payments of disappeared persons was under consideration. Under rule 13.13(4) of the Pb. C.S.R. Vol. II, interest can be paid on the provident Fund balance of a subscriber upto a period of six months from the date of quitting of service. Accordingly, the State Government had decided that the interest can be allowed upto six months from the date a report has been obtained by the family from the Police Department that the employee has not been traced out after all efforts have been made by the Police.

Yours faithfully,

Sd/-  
(R.P. Sukhija)  
Deputy Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 4/4(40)/87-2FR-I

Dated, Chandigarh, the 11th October, 1990

A copy is forwarded to the Accountant General, (i) Accounts & Entitlement, (ii) Audit, Haryana, Chandigarh for information and necessary action.

Sd/-  
(R.P. Sukhija)  
Deputy Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy each is forwarded to all the :-

1. Financial Commissioners, Haryana.
2. Administrative Secretaries to Government, Haryana, for information and necessary action.

*Sd/-*  
(R.P. Sukhija)  
Deputy Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. All the Financial Commissioners, Haryana,
2. All the Administrative Secretaries to Govt., Haryana.

U.O. No. 4/4(40)/87-2FR-I

Dated, Chandigarh, the 11th October, 1990

A copy each is forwarded to the Principal Secretary/Deputy Principal Secretary/ Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*  
(R.P. Sukhija)  
Deputy Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Deputy Principal Secretary/Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Ministers/  
Ministers/Ministers of State/Chief Parliamentary Secretary.

U.O. No. 4/4(40)/87-2FR-II

Dated, Chandigarh, the 11th October, 1990.

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**No. 4/1/90-3FR-II/2249**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala Division,  
Gurgaon Division, Rohtak Division and Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 11th October, 1990.**

**Subject : Grant of Dearness Allowance to Haryana Government Employees.**

Sir,

I am directed to invite a reference to Government of Haryana Finance Department circular letter No. 4/1/90-3FR-II/735 dated 4th April, 1990 on the subject noted above, and to say that consequent upon the decision taken by the State Government relating to the dearness allowance, the Governor of Haryana is pleased to decide that dearness allowance, shall be paid to Haryana Govt. employees with effect from 1st July, 1990 at the following rates :

Period for which payable	Pay Range	Rate of dearness allowance
1.7.90 onwards	Basic pay upto Rs. 3500/-	43% of pay
	Basic pay between Rs. 3501 and upto 6000/-	32% of pay subject to a minimum of Rs. 1505/- p.m.
	Basic pay above Rs. 6000/-	28% of pay subject to a minimum of Rs. 1920/- p.m.

2. These orders shall apply to the Govt. employees who elect or are brought on to the revised scale of pay under the Haryana Civil Services (Revised scales of pay) Rules, 1987, w.e.f. 1.1.86 and also to those who elect to retain the scales of pay which prevailed prior to 1.1.86. In the case of former 'basic pay' for the purpose of calculation of dearness allowance shall be as defined in Rule 2.44(a)(i) of Punjab C.S.R. Volume I Part-I (margin) and in the case of latter it will include in addition to pay in the pre-revised scale, dearness allowance and Adhoc dearness allowance and interim relief, where admissible appropriate to that pay under order in existence on 31.12.1985.

In the case of employees who are in U.G.C. scales of pay Dearness Allowance, Adhoc Dearness Allowance upto 608 CPI (1960 base=100) and interim relief minus excess payment of Adhoc relief adjustable as a result of previous revision of 1979 will be treated as Dearness pay for the purpose of calculation of Dearness Allowance.

3. In respect of all Govt. employees drawing pay above Rs. 3500/- p.m. the grant of

Dearness Allowance shall not be paid in cash, but instead, it shall be credited to their respective General Provident Fund Accounts like regular subscriptions to these funds.

4. The payment on account of Dearness Allowance involving fraction of 50 paise and above, may be rounded to the next higher rupee and fractions of less than fifty paise may be ignored.

5. The Dearness Allowance will continue to be a distinct element of remuneration and will not be treated as pay within the ambit of Rule 2.44 of Punjab C.S.R. Volume I, Part-I.

6. For all others not covered in para 3 above, the amount of arrears on account of release of the above instalments of dearness allowance w.e.f. 1st July, 1990 up to the 30th September, 1990 shall be credited to the General Provident Fund Account of the Government Employees. Where any Govt. employee was, during this period, not eligible to subscribe to the General Provident Fund, the amount of arrears shall be invested in the purchase of National Saving Certificates from the Post Offices in the State of Haryana. The National Saving Certificate shall be purchased by the Drawing and Disbursing Officer in the name of Govt. employees concerned and shall be handed over to the latter. The Govt. employees who have retired or had closed their accounts by the time arrears are drawn be paid arrears of dearness allowance in cash. The deposits under the Contributory Provident Fund Account will, however, not be eligible for corresponding contribution from Government. The payment of the aforesaid instalments of dearness allowance in cash shall commence w.e.f. 1.10.1990 i.e., for the month of October, 1990 paid in November, 1990.

7. These orders are also applicable to the work charged employees.

8. The above order will not apply to :-

- (i) Staff paid from contingencies;
- (ii) Casual labour;
- (iii) Staff employed as Daily wages and those working on piece-rate system and
- (iv) Those employed on contract basis except where Dearness Allowance would continue to be the same as in force at present.

9. The general conditions of payment of dearness allowance would continue to be the same as in force at present.

Yours faithfully,

Sd/-

(J.P.NARANG)

Joint Secretary, Finance(R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

Chairman/Chief Administrators, Managing Directors  
of all the Boards/Corporations/Companies/Coop.  
Institutions/Public Enterprises/Public Undertakings  
in Haryana State.

**Memo. No. 14/496/88/PE(FD)**

**Dated, Chandigarh the 15th October, 1990**

**Subject : Regarding creation of supernumerary posts.**

Sir,

I am directed to address you on the subject noted above and to state that whenever it is felt that finalisation of seniority cases is likely to take a long time, e.g. when such cases get referred to court, then Public Enterprises concerned should grant promotions/fill vacant senior posts directly connected with post/person whose seniority is under dispute/consideration, only after anticipating and fully considering in advance the decision that may arise in the case in favour of the affected person. In this way, the PE concerned should either reserve a post (if there are more than one post) or should make alternative appointment strictly conditionally and incorporating clear possibility of reversion in case of seniority determined after the case makes the appointee junior to the affected person. This line of action would reduce/eliminate creation of supernumerary posts to a great extent.

Similarly, in case of granting approval to the creation of supernumerary posts for ex-servicemen entitled to seniority benefits, PE concerned should anticipate, in time, its commitment of giving the ex-servicemen the benefit of seniority on account of their service with the armed forces, so as to avoid creation of supernumerary posts arising out of the obligation to honor these claims in case posts are already filled-up through alternative channels. This timely action would also result in economy in expenditure.

In view of the position described above, it is stressed that all steps may please be taken so that the necessity to create supernumerary posts, barring exceptional circumstances, is obviated in future.

Sd/-  
Under Secretary, Finance (PE),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 22/1/90-2B&C**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner Ambala, Hisar, Rohtak & Gurgaon Divisions,  
The Registrar Punjab & Haryana High Court,

**Dated, Chandigarh, the 23rd October, 1990**

**Subject : Constitution of Audit Committees for the prompt disposal/settlement of audit objections/audit paras.**

Sir,

I am directed to refer to invite your attention to para 3 of Finance Department Letter of even number dated 1st June, 1990 vide which you were requested that a time bound schedule for disposal/settlement of audit objections/audit paras may be drawn and intimation for that schedule may be given to Finance Department also at the earliest. But, it is regretted that no such information has been furnished/supplied by you so far and it appears that the above instructions have not been followed in letter and spirit. The disposal and settlement of audit objections/audit paras requires prompt action and I am, therefore, again to request you that the requisite information may please be supplied to the Finance Department at the earliest.

Yours faithfully,

*Sd/-*

Superintendent Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana Finance Department.

A copy is forwarded to :-

All Financial Commissioners to Govt., Haryana.  
All Administrative Secretaries to Govt., Haryana,  
for information and necessary action

*Sd/-*

Superintendent Budget & Committee,  
for Financial Commissioner & Secretary to Govt.,  
Haryana Finance Department.

To

All Financial Commissioners to Govt., Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 22/1/90-2B&C

Dated, Chandigarh, the 23rd October, 1990

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**No. 15/48/89/ARO-II/HBPE**

From

The Member Secretary,  
Haryana Bureau of Public Enterprises,  
Finance Department,  
SCO No. 200-201, Sector 17-C,  
Chandigarh.

To

The Managing Director/Chief Administrator of  
all the State Public Enterprises in Haryana.

**Dated, Chandigarh, the 19th November, 1990**

**Subject : Regarding Standing Committee on Public Enterprises.**

Sir,

I am directed to invite your attention to Notification No. 15/48/89/ARO-II/HBPE, dated 20-11-1989 and Corrigendum of even number dated 18-9-1990 (copies enclosed) vide which a Standing Committee has been constituted to examine and decide the proposals for creation and up gradation of posts, their pay scales, mode of recruitment, terms and conditions of service and cases involving exemption from the existing instructions for effecting economy in the expenditure, concerning all the State Public Enterprises i.e. Boards, Corporations, Companies and Co-operative Institutions.

2 As per the said notification the proposals for all the matters within the purview of the Standing Committee are to be prepared by the Managing Director of the concerned Public Enterprises in the form of Agenda notes and sent directly to the Member Secretary, HBPE.

3 In view of the aforementioned, you are, requested to send the relevant proposals in the form of Agenda Notes only (with 15 copies) including the information as detailed in the Annexure attached after obtaining the necessary approval of your Administrative Department as per the standing orders of the Department concerned. It may be noted that proposals in any other form shall not be entertained. This is applicable to the cases already referred to the Bureau.

The receipt of this letter may please be acknowledged.

Yours faithfully,

*Sd/-*  
Member Secretary,  
Haryana Bureau of Public Enterprises,  
Finance Department.

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***These instructions have become obsolete.***

**No. 12/7/PE(FD)-90**

From

Member Secretary,  
Haryana Bureau of Public Enterprises and  
Additional Secretary to Govt., Haryana,  
Finance (PE) Department.

To

Chairmen/Managing Directors/Chief Executives/  
Chief Administrators of all the Boards/Corporations/  
Companies/Co-operative Institutions in Haryana.

**Dated, Chandigarh, the 6th December, 1990**

**Subject : Economy in Expenditure.**

Sir,

I am to refer you to the instructions issued by Finance Department vide letter No. 5/4/90-1B&C, dated 26th July, 1990 regarding economy in expenditure on account of telephone bills, POL consumption and on traveling expenses.

2. Finance Department have decided that expenditure on these items in the current year be reduced by 25% over the actuals of last year. I fervently hope that your organization have already taken necessary steps for effecting 25% economy in expenditure on account of telephone bills, POL consumption and on traveling expenses. I would request you to ensure strict compliance of F.D.'s aforementioned instructions dated 26th July, 1990 (copy enclosed).

3. You are further requested to intimate the undersigned the steps taken and the results achieved upto 30th November, 1990 as compared to the corresponding period of last financial year at the earliest possible but not later than 21st December, 1990 positively.

4. Please acknowledge receipt.

Yours faithfully,

Sd/-

(J.P. Narang)

Member Secretary, Haryana  
Bureau of Public Enterprises and  
Additional Secy., Finance (P.E.).

Endst. No. 12/7/PE(FD)-90

Dated, Chandigarh, the 6th December, 1990

A copy alongwith copy of FD's letter dated 26th July, 1990 is forwarded to all the Administrative Secretaries to Govt. Haryana, for information and necessary action.

Sd/-

(J.P. Narang)

Member Secretary, Haryana  
Bureau of Public Enterprises and  
Additional Secy., Finance (P.E.).

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***These instructions have been Revised vide  
No. 38/110/93-WM(5), Dated 02.05.2002.***

**No. 38(110)-WM(6)-89**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments, Commissioners of Divisions,  
All Deputy Commissioners & Sub Division,  
Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh,  
and All District & Sessions Judges in Haryana.

**Dated, Chandigarh, the 7th December, 1990**

***Subject : Advance to Government Servants for the Celebration of Marriages.***

Sir,

I am directed to refer to Haryana Government circular letter No. 25/11/78-WM(4), dated the 27th March, 1978 on the subject cited above, and to say that the facility of Marriage advance was extended to temporary Government employees (who are not working on adhoc basis) provided they have completed five years of regular service and furnish surety of two Gazetted Government Officers on non-judicial Stamp Paper of the value of Rs. 15/-.

2. Taking into consideration the difficulties being experienced by such employees, the matter regarding furnishing of surety by two Gazetted Government Officers has been reconsidered and it has now been decided that henceforth surety of two permanent Govt. employees instead of two Gazetted officers should be obtained. All other terms and conditions remain unchanged.

3. The words "two permanent Gazetted Government Officers" appearing in the Surety Bond and Agreement Form for such employees should be deemed to have been amended accordingly.

4. Kindly acknowledge the receipt of the letter and bring the contents to the notice of all Government employees working under your control.

Yours faithfully,

*Sd/-*

(VIJAI VARDHAN)

Deputy Secretary, Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 38(110)-WM(6)-89

Dated, Chandigarh, the 7th December, 1990

A copy is forwarded to the Accountant General Haryana, (A&E and Audit) Haryana Chandigarh for information.

*Sd/-*  
(VIJAI VARDHAN)  
Deputy Secretary, Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 38(110)-WM(6)-89

Dated, Chandigarh, the 7th December, 1990

A copy is forwarded to All Chairmen/Managing Directors of various Boards/Corporations in Haryana for information.

*Sd/-*  
(VIJAI VARDHAN)  
Deputy Secretary, Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the Financial Commissioners and All the Administrative Secretaries to Government Haryana for information and necessary action.

*Sd/-*  
(VIJAI VARDHAN)  
Deputy Secretary, Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioners &  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 38(110)-WM(6)-89

Dated, Chandigarh, the 7th December, 1990

A copy is forwarded to the Principal Secretary to the Chief Ministers/Private Secretaries to the Ministers/Ministers of State/Chief Parliamentary Secretary of Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary.

*Sd/-*  
(VIJAI VARDHAN)  
Deputy Secretary, Finance (B)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary to the Chief Ministers/Private Secretaries  
to the Chief Ministers/Ministers of State/Chief Parliamentary Secy.

U.O. No. 38(110)-WM(6)-89

Dated, Chandigarh, the 7th December, 1990

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***These instructions have been Revised vide  
No. 419-2FICW-91, Dated 28.02.1991.***

**No. 10/49/90-2FICW**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioners and  
Sub Division Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 10th December, 1990**

***Subject : Grant of House Rent Allowance to Govt. employees re-classification of cities/towns.***

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department Circular Letter No. 768-2FICW-83, dated 4-4-83 and instructions issued on the subject from time to time and to say that for some time past the State Govt. have had under their consideration the question of grant of house rent allowance to the Haryana Govt. employees posted/stationed at Jagadhri town. After careful consideration of the matter, it has now been decided that Yamuna Nagar-Jagadhri may be treated as a complex for the purpose of the grant of the house rent allowance and equal rates of house rent allowance be allowed at both the towns.

2. These orders will take effect from the date of issue of this letter.

Yours faithfully,

*Sd/-*

(R.P. Sukhija)

Deputy Secretary Finance

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Reiterated vide  
No. 28/26/87-2B&C, Dated 25.2.1991.***

**No. 28/26/87-2B&C**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments in the Haryana State.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated 21st December, 1990**

**Subject : Supply of copies of Financial sanctions.**

Sir,

I am directed invite your attention to Finance Department letter No. 28/26/87-2B&C dated 17th May, 1990 on the subject cited above and to state that it has again been pointed out by Accountant General (Audit), Haryana that despite clear instructions issued by the Finance Department vide letter *ibid*, these are not being strictly followed by various Heads of Departments and only one copy instead of three copies of sanction involving financial implications is being supplied to him. Non-compliance of the Finance Department instructions is a serious matter which not only causes hardship/embarrassment to audit authorities but also involves unnecessary delay at all levels. I am, therefore, once again to request you that the instructions issued on the subject may kindly be followed meticulously and all concerned under you may also be directed to supply three copies of such sanctions to the Accountant General (Audit), Haryana.

2. Please ensure that the above instructions are strictly adhered to by all concerned in future.

Yours faithfully,

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forward to all the Financial Commissioners, Haryana and all the Administrative Secretaries to Govt. Haryana for information and necessary action w.r.t. Finance Department U.O. No. 28/26/87-2B&C dated 17th May, 1990.

They are again requested to ensure that in future, three copies of the sanctions involving financial implications are supplied to the Accountant General (Audit). Haryana. All concerned may kindly be informed accordingly to avoid delay at all levels.

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner Haryana.  
All the Administrative Secretaries to Govt., Haryana.

U.O. No. 28/26/87-2B&C

Dated 21-12-90

No. 28/26/87-2B&C

Dated 21-12-90

A copy is forwarded demi-officially to Sh. A.N.Sankaran (IC&CA), O/o Accountant General (Audit), Haryana w.r.t. his D.O. letter No. CASS-I/C/Misc./90-91/1513 dated 12.12.1990 for information.

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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