

No. 13/12/91/ARO-II/HBPE

From

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

To

All the Managing Directors/Chief Administrators/
Chief Executive Officers of all the Boards/
Corporations/Companies in the State.

Dated, Chandigarh, the 18th January, 1991

Subject : Regarding filling up of existing vacant posts and creation/upgradation and filling up of newly created posts.

Sir,

I am directed to invite your attention to the subject noted above and to say that as per Government decisions from time to time, the under mentioned instructions should be invariably followed :-

1. Whenever the existing vacant posts are to be filled up the posts must be referred to Haryana Bureau of Public Enterprises (Surplus Staff Cell) so that either suitable candidates from surplus pool can be sponsored or 'Non Availability Certificate' may be issued. In this regard a copy of circular No. 23/10/88-2GS-III, dated 16th/19th December, 1988 is enclosed.
2. The posts referred to Haryana Bureau of Public Enterprises must be approved by Finance Department/Administrative Department/Board of Directors in accordance with Government instructions vide circular No. 5/21/84/A-IV-PE&IC (FD), dated 20.1.1988. A copy of the approval from the Finance Department must be furnished alongwith the requisition (s) sent to HBPE.
3. As already informed vide circular No. 15/48/89/ARO-II/HBPE, dated 19th Nov. 1990, all the proposals pertaining to creation/upgradation of posts pay scales, mode of recruitment etc. are to be referred to the 'Standing Committee' for necessary approval. The proposals are to be submitted in the form of Agenda Notes to this office for placing the same before the Standing Committee.
4. In accordance with circular No. HBPE/MS/AO/19-15/86, dated 7.9.1989 all the posts lying vacant for the past 5 years may be deemed to have been abolished. These posts if required at present need to be referred for revival to the Standing Committee for necessary approval.
5. Whenever the new posts sanctioned by the Standing Committee are to be filled up, the posts must be referred to the Haryana Bureau of Public Enterprises (Surplus Staff Cell) so that either suitable candidates from

6. surplus pool can be sponsored or 'Non Availability Certificate' may be issued. As directed by the Chief Minister in a meeting held on 16.11.1990 at 11.00 A.M. to review the performance of the State Public Enterprises, prior approval of Chief Minister for filling up of any existing/newly created vacant post(s) must be obtained through your Administrative Department. A photo copy of the approval of the C.M. for filling up of the vacant post must be enclosed with the requisition(s) sent to Haryana Bureau of Public Enterprises for sponsoring surplus pool staff or for issue of NAC.

It is requested that the above instructions may be brought to the notice of all concerned working under your control for strict compliance.

Receipt of this communication may also be acknowledged.

Yours faithfully,

Sd/-
Management Consultant
for Member Secretary, Haryana/Bureau of Public
Enterprises, Finance Department.

***These instructions have been revised partly vide
No. 5/15/89-1B&C, Dt. 11.02.1991.***

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

No. 5/15/89-1B&C

From

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

To

All the Financial Commissioners, Commissioners and
Administrative Secretaries to Govt., Haryana,
All Heads of Departments in the State,
All the Chairman/Managing Directors of the
Corporations/Boards/Government Undertaking etc,
Commissioners of Division and Deputy Commissioners and
Sub Divisional Officers (Civil) in the State,
Registrar, Punjab & Haryana High Court,
Registrars of all Universities in the State.

Dated, Chandigarh, the 19th January, 1991

Subject : Economy in expenditure — staff cars/jeeps and other vehicles-policy regarding.

Sir,

In view of acute difficulty of foreign exchange, need to conserve petrol and to economize on the expenditure, Government have decided the following w.e.f. 1.2.1991 in regard to the purchase and use of staff vehicles (cars and Jeeps) in State :-

- (i) Purchase of new cars and jeeps is totally banned. Finance Department will not entertain any proposals in this regard. Fresh justifiable demand for replacement should be met from within the existing strength of the vehicles of the Departments concerned by allotment to high priority areas from low priority areas within the Department.
- (ii) The Government instructions issued vide letter No. 49/1/84-RVA, dated 3.1.1989, allowing Ministers, Administrative Secretaries, Managing Directors of Corporations/Boards and Heads of Departments etc. a journey upto 200 kms. on payment of Rs. 125/- per month are hereby withdrawn. This facility will not be available w.e.f. 1st February, 1991 and deduction of amounts for this purpose from the salary of officers should stop w.e.f. 1.2.1991.
- (iii) Use of staff cars/jeeps for journey from Head quarters to Delhi, Gurgaon and Faridabad or vice versa is prohibited. Use of private cars may be allowed in deserving cases of urgency by the Controlling Officer to Class-I Officers only. The Controlling Officers for this purpose shall exercise due control in terms of rule 2.109 of C.S.R. Vol. III. Henceforth, the T.A. Bills of Government servants shall be countersigned for purposes of admissibility of the claims by the Controlling Officers as was done earlier. For the use of private cars, the rate per km. will be reimbursable @ Rs. 2.00 per km. from 1.2.1991 instead of Rs. 1.25 per km. as at present. Similarly, charges for use of official car for private purposes is raised to Rs. 2.00 per km.

- (iv) Ordinarily, the journey from Headquarters should be performed by public transport.
- (v) Government servants going to Delhi, Faridabad and Gurgaon or vice-versa by surface public transport viz. Railway or Road Transport will be given actual local journey expenses on point to point basis as per entitled mode of transport. Actual receipts should not be insisted upon to admit the claims regarding the local journey if the Controlling officer is satisfied of the reasonableness of the claims. For journey from House to Railway Station/Bus Stand, Chandigarh by private car, admissible amount will be double the distance @ Rs. 2.00 per km. in case staff car is not called in early morning or late evening. Officers going to Delhi by surface public Transport will be entitled to an additional daily allowance of Rs. 75/- per day in case of Class-I officers and Rs. 50/- per day in case of Class-II Officers.
- (vi) Using staff cars/jeeps from Headquarters to the Districts or vice-versa should be allowed only in rare cases by the Controlling Officers. Wherever considered necessary in suitable cases of Class-I Officers, journey may be allowed by private cars.
- (vii) Those allowed to travel by private cars can take the driver of the official car attached to them to drive the vehicle and the driver will be entitled to normal daily allowances.
- (viii) The staff cars/jeeps should be used essentially for official local journey at the Headquarters or within jurisdiction in the Division/Districts. The record of journey must be properly entered in the log book on point to point basis for journeys performed with the purpose of the journey. Omnibus entry of "Local journeys" is prohibited. Journey not explained on point to point basis alongwith purpose shall be treated as private journey apart from making the Government servant concerned liable under conduct rules. The Controlling Officers should keep proper watch over the journeys by way of report on tours undertaken periodical check on log-books etc. Government servants undertaking journeys by staff cars/private cars should make suitable entries in Rest House registers, in the records of offices visited in terms of instructions issued etc. as proof of their journey.
- (ix) Steps are being taken to provide a pool of taxies in Delhi by the Haryana Tourism Corporation for purposes of local journey on payment basis by officers entitled to the same. The Corporation will issue necessary details about it separately.
- (x) The availability of the staff cars/jeeps in the Department should be thoroughly reviewed with a view to bring down the strength to effect economy in real sense of the term. Finance Department will separately conduct detailed exercise department/corporation wise for this purpose including the question of entitlement. Except in very exceptional cases, one staff car should do for a department at the local station. The departments/Corporations should immediately review the total vehicles position of all types of vehicles including two-wheelers and heavy vehicles to locate the surplus. This exercise should be completed within three weeks.
- (xi) Heads of Department and the officers in the pay scale of Rs. 5900-6700 and above only shall be entitled to journey by Air w.e.f. 1.2.1991.

It is hoped that every effort will be made in the true spirit of economy to save on petrol and expenses on travels in the context of the present situation.

Yours faithfully,

Sd/-
(Y.S.MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 5/15/89-1B&C

Dated, Chandigarh, the 19th January, 1991

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

Sd/-
(Y.S.MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

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

Sd/-
(Y.S.MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/15/89-1B&C

Dated, Chandigarh, 19th January, 1991

A copy is forwarded to the principal Secy. to C.M. Additional Principal Secretary to C.M. Secretary to Ministers, Private Secretaries to Ministers for information to Chief Minister, All Ministers, Ministers of State.

Sd/-
(Y.S.MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The principal Secretary to C.M./Additional Principal Secy. to C.M./
Secretaries to Ministers/Private Secys. to Ministers & Ministers of States.

U.O. No. 5/15/89-1B&C

Dated, Chandigarh, 19th January, 1991.

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 24th January, 1991

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/961, dated 8th May, 1990 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, 1990, in modification of the rates mentioned in the letter dated 8th May, 1990 :-

Pension/Family Pension Per month	Rate of dearness relief per month
(i) Not exceeding Rs. 1750/-	43% of the Pension/Family Pension.
(ii) Exceeding Rs. 1750/- but not exceeding Rs. 3000/-.	32% of the Pension/Family Pension subject to a minimum of Rs. 753/-.
(iii) Exceeding Rs. 3000/-	28% of the Pension subject to a minimum of Rs. 960/-

In the case of pensioners who retired before 1st January, 1986, the dearness relief will be calculated on the basis 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, 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/-

(R.P. SUKHIJA)

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

**HARYANA GOVERNMENT
FINANCE DEPARTMENT**

Notification

No. 19/4/89-HBPE/AE.— The Governor of Haryana is pleased to constitute an Audit Committee in every State Government Company/Board/Corporation/Public Undertaking to carry out speedy settlement and disposal of audit paras and objections made by the Accountant General (Audit) Haryana, pertaining to State Public Enterprises.

The Audit Committee will comprise as follows :-

1. Chief Executive of the Public Enterprise.
2. Deputy Accountant General (Commercial), Haryana.
3. Representative of the Haryana Bureau of Public Enterprises.
4. Representative of the Administrative Department of the Public Enterprise.

The Chief Executive of the Public Enterprise would function as the Chairman of the Audit Committee.

Functions :

The main functions of this Committee would be the consideration and settlement of outstanding audit paras and objections expeditiously. It would concentrate particularly on old objections.

Meetings :

The Committee may meet as frequently as required but at least once in every quarter.

The Committee shall ordinarily meet in the head-office of the Public Enterprise concerned to enable easy access to records. The Committee may, however, undertake field visits to sort out objections, if necessary.

The members will draw TA/DA, if any, from their respective Departments.

Dated, Chandigarh, the
18th Dec., 1990.

G V Gupta,
Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 4/3/1-90/A-III/PE (FD)

Dated : 28th/29th January, 1991

These instructions have become obsolete.

KULWANT SINGH, IAS

No. 5/15/89-1B&C

Chief Secretary, Govt. of Haryana,
Chandigarh.

Dated : 4th February, 1991

Subject : Regarding timings of meeting in New Delhi.

My Dear,

Haryana Government has decided that all Government officers should travel to Delhi for official purposes by public transport only to save our petrol. Journeys to Delhi are generally undertaken to attend meetings fixed by various Ministries/Departments of Government of India.

2. Shatabdi Express is a very convenient mode of Public Transport from Chandigarh to Delhi and back. It reaches new Delhi latest by 10.00 a.m. and leaves for Chandigarh at 4.25 p.m. in the evening. If meetings could be adjusted so as to start at 10.30 a.m. or afterwards and end by 4.00 p.m. It will help us effectively enforcing these measures. I will be grateful if you could ask various Ministries to keep this in view while fixing the meeting. I will also suggest that the first three days of the week may be observed as meetingless days at least as far meeting where participation by State Government officials is required so that frequent trips to Delhi can be avoided.

Yours faithfully,

(KULWANT SINGH)

Shri Naresh Chandra, IAS
Cabinet Secy., Govt. of India,
Cabinet Secretariat, Rashtrapati Bhavan,
New Delhi.

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

No. 5/4/90-1B&C

From

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

To

All the Financial Commissioners,
Commissioners and Administrative Secretaries to Govt., Haryana,
All Heads of Departments in the State,
All Chairman/Managing Directors of the Corporations/
Board/Government Undertaking etc.
Commissioners of Divisions and Deputy Commissioners and
Sub Divisional Officers (Civil) in the State,
Registrar, Punjab & Haryana High Court,
Registrar, Kurukshetra University, Kurukshetra/
Haryana Agriculture University, Hisar/M.D.U., Rohtak.

Dated, Chandigarh, the 6th February, 1991

Subject : Economy in expenditure – Purchase of high price magazines.

Sir,

I am directed to address you on the subject cited above and say that it has been observed that departments as well as libraries in the state purchases magazines published by foreign publishing houses which are generally high priced. No doubt, these magazines provide varied information on all the subjects. However, the benefit of information received is less compared to their price.

2. The matter of purchase of these magazines has been considered in the context of need for economy in expenditure and it has been decided that purchase of these magazines by individual department/Board/Corporation should be stopped forthwith and their subscription should also not be renewed.

3. Even for the libraries in the state. It is requested that the number of copies of such magazines should be restricted to the minimum.

Yours faithfully,

Sd/-

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

No. 5/4/90-1B&C

Dated, Chandigarh

A copy is forwarded to Accountant General Haryana for information.

Sd/-

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

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

No. 21/1/89-3B&C

From

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

To

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

Dated, Chandigarh, the 6th February, 1991

Subject : Delay in the submission of first replies to the inspection reports/draft paras for Appropriation Accounts and Audit Reports Thereon.

Sir,

I am directed to invite your attention to the F.D's circular letter No. 21/2/81-3B&C, dated 5.1.1982 on the subject cited above in which it was requested that replies to the inspection report/draft paragraphs for appropriation accounts and adult reports received from the A.G. were to be returned to him as early as possible, in any case within the prescribed period of 6 weeks after which the same could not be considered as accepted.

2. The A.G. Haryana has again pointed out the replies to the inspection reports/draft paras are not being sent to him by the Departments within the period of six weeks. Finance Department feels concerned for this lapse on the part of the departments. Non-submission of replies to the A.G. within the stipulated period not only delays the finalization of accounts and audit report but also invites criticism from the audit. I am, therefore, to impress upon you once again that replies to the inspection reports and returns of draft paragraphs received from A.G. Haryana may be promptly examined and replies sent within the said prescribed period. Compliance of these may kindly be ensured.

Yours faithfully,

Sd/-

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

Endst. No. 21/1/89-3B&C

Dated 6th February, 1991

A copy is forwarded to the Accountant General, Haryana for information w.r.t. his letter No. Cent-Co-Ordn/F-Replies/90-91/614 dated 17.1.1991.

Sd/-

Joint 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 and necessary action w.r.t. F.D. U.O. of even no. dated 7.12.1990.

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

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 21/1/89-3B&C

Dated, Chandigarh, 6th February, 1991

No. 5/15/89-1B&C

From

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

To

All the Financial Commissioners, Commissioners and
Administrative Secretaries to Govt., Haryana,
All Heads of Department in the State,
All the Chairman/Managing Directors of the
Corporations/Boards/Government Undertaking etc,
Commissioners of Divisions and Deputy Commissioners &
Sub Divisional Officers (Civil) in the State,
Registrar, Punjab & Haryana High Court,
Registrars of all Universities in the State.

Dated, Chandigarh, the 11th February, 1991

Subject : Economy in expenditure - staff cars/jeeps and other vehicle-policy regarding.

Sir,

In continuation of Finance Department letter No. 5/15/89-1B&C dated 19.1.1991 on the subject noted above and in supersession of instructions issued by the Chief Secretary vide letter No. 163/1/90-RVA dated 13.11.1990, 49/1/84-RVA dated 3.1.1989 and 49/1/84-RVA dated 28.5.1984, I am directed to further convey as follows:

- (i) In case of Administrative Secretaries, Head of Departments, Managing Directors of Boards and Corporations, Additional Principal Secretary to Chief Minister and officer on special Duty to Chief Minister who have been provided with the facility of attached car, they may park these cars at their places of residence and may take a lift in the car while it is being brought to office in the morning or being back to residence for parking. Facility of lift will not be available if car is parked in office or in garage, if taken on rent, should be de-hired and officer should make adequate arrangements for safe parking of the car at his residence. Mileage of movement from office to residence & back must be specifically recorded on point to point basis in the log book for each day's journeys. Car should not be allowed to be taken anywhere else except on official duty.
- (ii) In special case of extreme urgency Chief Secretary Haryana may allow travel to Delhi, Gurgaon and Faridabad by staff car. Prior permission of Chief Secretary must be obtained for this.

Yours faithfully,

Sd/-

(Y.S.MALIK)

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

No. 5/15/89-1B&C

Dated, Chandigarh, the 11.2.1991

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

Sd/-
(Y.S.MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to the Principal Secy. to Chief Minister, Additional Principal Secretary to C.M., OSD to C.M., Secretary to Ministers, Private Secretaries to Ministers for information to Chief Minister, all Ministers, Ministers of States.

Sd/-
(Y.S.MALIK)
Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretary to C.M., Additional Principal Secretary to C.M. OSD to C.M., Secys. to Ministers/
Private Secys. to Ministers of States.

U.O. No. 5/15/89-1B&C

Dated, Chandigarh, the 11.2.1991.

These instructions have become obsolete.

No. 12/27/PE (FD)91/A-I

From

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

To

The Chairman/Chief Executives/Managing Directors/
Chief Administrator of all the Public Sector Undertaking/
Co-op. Institutions/HUDA/Haryana State Electricity
Board etc. in Haryana.

Dated, Chandigarh, the 11th February, 1991

***Subject :* Introducing the Pension Scheme in place of Contributory Provident Fund/
Employees Provident Fund etc. in various Boards/Corporations/Companies/
Co-op. Institution/Public Undertakings etc. in Haryana.**

Sir,

I am directed to refer you to the subject cited above and to state that in order to explore the facility of introducing a suitable pension scheme in various Boards/Corporations/Companies/Co-op. Institution/Public Undertaking etc. in Haryana for the grant of pension and other retirement benefits to their employees, the Government consider it necessary to obtain the view of the Corporation/Board/Companies etc. about it along with retirement benefit available to their employees at present, various contributory/Employees Provident Funds Schemes in vogue, their financial position, profit and loss position coupled with further prospects of the Corporations, Companies etc. Accordingly, they are requested to furnish the information on the under mentioned points (in a tabular form) to this department urgently :-

- (i) Name of the Corporation/Company/Board/Society etc.
- (ii) Date of the inception.
- (iii) Act/Law under which established/registered incorporated.
- (iv) Whether it is a Corporation/Company/Board/Society/Agency (exact nomenclature to be given)
- (v) Authorised capital , working capital, net worth, profit and loss position and further prospects about the profit and loss position of the Corporation profit and loss position and further prospects about the profit and loss position of the Corporation
- (vi) Details of retirement benefit available to their employees at present along with copy at the relevant rules ,service by laws, By Laws, Acts, Law under which available.
- (vii) Quantum of retirement benefits available.
- (viii) Name of the Provident Fund in operation at present provident fund act under which it is governed/established and the provident fund rules governing

the terms and conditions of the provident fund facility available to the employees. Quantum of provident fund (i.e. employee's subscription, employer's contribution.

- (ix) Source from which the liabilities of the retirement benefit/provident fund facilities available to employees is met.
- (x) Whether the pension and retirement benefit in lieu of their present CPF & retirement benefits will be beneficial to them on the scales available to their counterparts in Government Departments.
- (xi) Additional financial burden, if the CPF fund Scheme is replaced by the pension and other retirement benefit and source from which the organisation proposed to meet such financial implication
- (xii) Number of employees affected.
- (xiii) Any other information.

It is required that the information duly authenticated and considered by the competent authority of the Corporation/Company/Board /PEs etc. concerned may be sent to this department with considered view of the Chief Executives of the organisation on separate sheet with his signatures. The information and the view so received will be scrutinized & discussed with the Chief Executive in the meeting by the Financial Commissioner & Secretary to the Govt. Haryana, Finance Department. It is, therefore, requested that it should be ensured by the Chief Executive by personal intervention that the information and the views are sent so as to reach this department fastest by 25 February, 1991, positively.

Sd/-
Accounts Officer (PE)
for Financial Commissioner & Secretary to Govt.,
Haryana Finance Department.

Endst. No. 12/27/PE (FD)91/A-I,

Dated, Chandigarh, the 11 Feb, 1991

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

Sd/-
Accounts Officer (PE)
for Financial Commissioner & Secretary to Govt.,
Haryana Finance Department.

***These instructions have been superseded vide
No. 11/6/91-4FD-III/2001, Dated 10.7.2001.***

No. 11/6/91-4FD-III/226

From

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

To

All the Heads of Departments,
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,
All the Deputy Commissioners &
Sub Divisional officers (Civil) in the State,
The Registrar, Punjab & Haryana High Courts,
All Distt. & Session Judges in Haryana.

Dated, Chandigarh, the 13th February, 1991.

Subject : Amendment in Condemnation and Disposal rules and procedures for store items and vehicles upto 31.12.91 - Special campaign for disposal.

Sir,

I am directed to invite a reference to the subject noted above and to say that in view of increasing stock of disposable stores, Govt. feels that a special campaign is required for condemnation/disposal of stores/vehicles in the State. In view of this, following procedure is prescribed in relaxation of rules upto 31.12.91. The position will be reviewed later in the light of the results obtained :-

- (i) All condemned stores, which are to be sold off as ferrous or non ferrous scrap, will be offered for sale to Haryana Concast Ltd., Hisar, Distt. Heads of all offices will intimate Haryana Concast Ltd., Hisar under intimation to their Heads of Departments. within a fortnight, the availability of condemned scrap and machinery which is to be sold by weight and request them to lift such material immediately. In case, any Head of Department feels that the stores are not to be disposed or should not be sold as scrap, he may intimate Haryana Concast Ltd. and his Distt. Head accordingly, within 15 days of intimation by Distt. Head of Office. Otherwise, consent will be presumed. Stores may be lifted by Haryana Concast Ltd. without pre-payment but against a receipt. Prices, including cost of transportation will be decided by Director, Supplies and Disposals, Haryana and M.D. Concast jointly. Haryana Concast Ltd. will make arrangements to lift this scrap expeditiously within a fortnight of intimation. If this material is not lifted by Haryana Concast Ltd. then the Department will arrange to auction the scrap with General Manager, Haryana Roadways of the area concerned after fixation of reserve price and it will be disposed off every month in the auction organised by the General Manager, Haryana Roadways alongwith the Roadways stores. These instructions will also apply to scrap iron stores in the process of disposal with Director, Supplies and Disposals, Haryana.

No reserve price needs to be fixed for scrap which is to be sold to Haryana Concast Ltd. For other scrap which is not lifted by Haryana Concast Ltd., the reserve price will be fixed by the Condemnation Board of the District. For

scrap stores yet to be condemned, the Condemnation Board will carry out the condemnation simultaneously fixing the reserve price. This condemnation Board will be the same as for Govt. vehicles at district level.

- (ii) Other stores whose book value is less than or equal to Rs. 50,000/- shall be got condemned/disposed off by the same Board as above through monthly auction or tenders, as may be decided by the Board.
- (iii) Stores, of which the book value exceeds Rs. 50,000/- other than vehicles and scrap, will be condemned and disposed off by the Office of Director, Supplies & Disposals, in the manner being followed at present. The information regarding such items will be collected from the Heads of the Departments by D.S. & D. Cases of disposal of stores pending with D.S. & D. of value less than Rs. 50,000/- will be referred to the Deputy Commissioners by Director, Supplies and Disposals.

2. The present practices of condemnation/disposal of the vehicles which is in vogue will continue with the modification that if a vehicle is not disposed off by auction on the reserve price in two consecutive auctions, then the Director, Supplies and Disposals/ Deputy Commissioner concerned will be empowered to reduce the reserve price upto 20% less than the average of last two auctions.

3. Full powers for administrative approval are delegated to Heads of Departments for stores and vehicles, yet to be condemned. For stores and vehicles already condemned, but awaiting administrative approval, the same may be presumed to have been obtained unless Head of Department issues a specific refusal. Heads of Departments will make sure that administrative approval or refusal is granted latest in a month's time for stores and vehicles yet to be condemned in future.

4. After obtaining the administrative approval, sanction of the Govt., in the Industries Department for calling tenders of the stores need not be obtained either by Director, Supplies and Disposals or the condemnation Board as the case may be.

5. Director Supplies & Disposals/Deputy Commissioner/General Managers, Haryana Roadways' will decide the date for condemnation/disposal of the stores/vehicles as and when need be, instead of the present practice of condemnation/disposal after every three months.

6. Director, Supplies & Disposal will hold meetings with some of the Heads of the Departments where vehicles are awaiting disposal in large numbers for want of administrative approval and impress upon them the urgent need to dispose them off and in case any Head of Department/Corporation/Board expresses his inability to do so, the matter will be brought to the notice of the Financial Commissioner, Finance and Commissioner & Secretary to Govt., Haryana, Industries Department for taking action in the matter.

7. These instructions will remain in force till 31.12.91.

8. It is hoped that you will take necessary steps to immediately dispose off the stores lying condemned or condemnable.

Yours faithfully,

Sd/-

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

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

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

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

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

To

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

U.O. No. 11/6/91-4FD-III/226

Dt. Chandigarh, the 13th Feb. 91.

No. 11/6/91-4FD-III/226

Dt. Chandigarh, the 13th Feb. 91.

A copy is forwarded to the :-

1. All G.Ms., Haryana Roadways.
2. Managing Director, Haryana Concast Ltd. for information and necessary action.

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

***These instructions have been modified partly and reiterated vide
No. 14/488 (a)90/PE(FD)AIII, dated 14.05.1991 &
No. 20/10/96/Acctt.II/HBPE (FD), dated 26.06.2001.***

No. 14/488 (a)90/PE (FD)AIII

From

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

To

All the Financial Commissioners,
Commissioners and Secretaries to the Govt. of Haryana,
All the Heads of Departments in the State,
The Managing Directors/Chief Administrators of all
Government Corporations/Companies/Boards
HUDA and Co-operative Institutions in the State.

Dated, Chandigarh, the 15th/18th February, 1991

Subject : Grant of Special Pay to the employees of Public, Undertakings.

Sir,

I am directed to refer you to the subject noted above and to say that the question of grant of special pay and its quantum to the employees of the Public Sector Undertakings has been under the consideration of the State Government. After careful examination in the interest of overall Coordination the Corporations, Companies, Boards, HUDA and Co-operative Institutions in the State are advised as under :-

- (a) The post of PA, Steno-typist and Drivers (for cars and jeeps only) should be allowed special pay of Rs. 150, Rs. 100 and Rs. 200/- respectively. This should be applicable from 1.3.91 onwards. No other posts of categories like Superintendents, Dy. Supdts., Assistants, Clerks, Private Secretaries, Stenographers, Establishment Officers, Administrative Officers etc. etc. will carry any special pay in the Public Sector Undertakings.
- (b) all the incumbents (By name) who were on the posts of the categories like Superintendents, Dy. Superintendents, Assistants, Clerks, Private Secretaries, Stenographers, Establishment Officers Administrative Officers etc. on 31.12.85 and were drawing special pay may be allowed to draw special pay as a personal measure to the persons concerned. In future recruitment/promotions the special pay shall discontinue.
- (c) The cases of persons/posts of various categories technical and non-technical, which are not covered in these categories and are drawing special pay at present, may be considered separately by identifying the same from various State Public Undertakings. In their case prior advice of the state Government Finance Department should be obtained before the grant of special pay. The above instructions may be brought to the notice of all concerned for strict compliance.

Sd/-

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

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

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 25th February, 1991

Subject : Supply of copies of Financial Sanctions.

Sir,

I am directed to invite your attention to Finance Department letter No. 28/26/87-2B&C dated 21st December, 1990 on the subject cited above and to state that it has once again been pointed out by the Accountant General (Audit), Haryana that despite clear instruction issued by the Finance Department time and again, these are not being meticulously 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 instructions issued by Finance Department is a serious matter which not only causes hardship/embarrassment to audit authorities but also involves unnecessary delay at all levels. The Finance Department takes a serious view of this lapse. It is, therefore, once again requested that the instructions issued on the subject may kindly be followed strictly and all concerned under your control may also be directed to supply three copies of such sanctions to the Accountant General (Audit), Haryana in future.

2. Please ensure that the above instructions are strictly adhered to by all concerned in future.
3. Receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Joint Secretary Finance (Budget)
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 Govt. Haryana for information and necessary action with reference to Finance Department U.O. No. 28/26/87-2B&C dated 21.12.1990.

2. They are, once again, requested to ensure that in future, three copies instead of one

copy of the sanctions involving financial implications are supplied to the Accountant General (Audit), Haryana.

Sd/-
Joint Secretary Finance (Budget)
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 25.2.1991

Endst. No. 28/26/87-2B&C

Dated 25.2.1991

A copy is forwarded, Demi-Officially, to Sh. A.N. Sankaran, Deputy Accountant General (I-C), O/o Accountant General (Audit), Haryana w.r.t. to his D.O. letter No. CASS-I/C/ Misc/90-91/ 1939 dated 7.2.1991, for information.

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

***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-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 28th February, 1991

Subject : Grant of incentives to Haryana Government employees adopting small family norms.

Sir,

In super session of Haryana Government, Finance Department letter Nos. (1) 6/1(8)/79-1FR-I, dated 20.7.81 (2) 6/1(8)/79-1FR-I, dated 24.11.81 (3) 1/2(1)/85-3FR-I, dated 23.3.85 (4) 1/2(6)/86-3FR-I, dated 5.6.87 (5) 6/1(1)/87-3FR-I, dated 10.1.89 (6) 6/1(1)/87-3FR-I, dated 19.5.89 (7) 6/1(1)/87-3FR-I, dated 16.6.89 (8) 6/1(1)/87-3FR-I, dated 24.7.89 and 6/1(1)/87-3FR-I, dated 25.4.90 on the subject noted above, I am directed to say that this incentive will no longer be given to the Haryana Government employees with effect from 1-3-1991. Those who are already getting it, will continue to do so.

2. Strict compliance of this decision may kindly be ensured.

Yours faithfully,

Sd/-
(R.P. Sukhija)
Deputy Secretary Finance (R),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 6/1(1)/87-3FR-I

Dated, Chandigarh, the 28th February, 1991

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.

No. 6/1(1)/87-3FR-I

Dated, Chandigarh, the 28th February, 1991

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

Sd/-
(R.P. Sukhija)
Deputy 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(1)/87-3FR-I

Dated, Chandigarh, the 28th February, 1991

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

Sd/-
(R.P. Sukhija)
Deputy 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 Secy.

U.O. No. 6/1(1)/87-3FR-I

Dated, Chandigarh, the 28th February, 1991

***These instructions have been Revised vide
No. 10/2/96-2FICW, dated 27.02.1996.***

No. 419-2FICW-91

From

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

To

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

Dated, Chandigarh, the 28th February, 1991

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

Sir,

I am directed to refer to Finance Department letter No. 52-2FICW-88, dated 12-2-88 on the above subject and to say that for some time past the State Government have had under their consideration the question of revision of rates of house rent allowance admissible to the Haryana Government employees. After careful consideration of the matter, it has now been decided that Haryana Government employees will get House Rent on the slab system in the following manner with effect from 1-3-91 :-

CAPITAL CITY OF CHANDIGARH AND PANCHKULA HAVING A POPULATION OF MORE THAN 4.00 LACS

Sr. No.	Pay-ranges	Amount Rs.
1.	750-900	150
2.	901-949	200
3.	950-1499	250
4.	1500-1600	300
5.	1601-2000	350
6.	2001-2799	450
7.	2800-3250	550
8.	3251-3599	600
9.	3600-4249	700
10.	4250-4500	800
11.	4501 and above	900

**HOUSE RENT ALLOWANCE FOR OTHER TOWNS OF HARYANA EXCEPT
CHANDIGARH AND PANCHKULA**

Sr. No.	Pay-ranges	1.00 lac to 4.00 lac 'A' Class cities	25,000 to 1,00,000 'B' Class cities	Below 25,000 unclassified cities/towns/villages
1.	Upto 949	100	80	75
2.	950-1499	125	100	75
3.	1500-1600	150	100	75
4.	1601-2000	200	125	100
5.	2001-2700	250	175	125
6.	2701-3250	350	250	175
7.	3251-3599	400	300	200
8.	3600-4499	450	300	200
9.	4500 and above	500	350	250

2. These orders shall not 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. The present limit for the purpose of rent receipt, shall remain as Rs. 2106 P.M. The other instructions in the matter issued from time to time shall remain the same.

Yours faithfully,

Sd/-

(Y.S. MALIK)

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

No. 419-2FICW-91

Dated, Chandigarh, the 28th February, 1991

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

Accountant General (A&E/Audit) Haryana, Chandigarh, with 15 spare copies for information and necessary action.

All Treasury Officers/Assistant Treasury Officers in Haryana.

The Director, Treasury and Accounts Haryana, with 30 spare copies for information and necessary action.

Sd/-

(Y.S. MALIK)

Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
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)

Joint Secretary Finance (B),
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. 419-2FICW-91

Dated, Chandigarh, the 28th February, 1991

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/Ministers of State/Chief Parliamentary Secretary.

Sd/-
(SAMMAT SINGH)
Superintendent FICW,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Officer on Special Duty/Ministers/Ministers of State/
Chief Parliamentary Secy., Haryana, Chandigarh.

U.O. No. 419-2FICW-91

Dated, Chandigarh, the 28th February, 1991

***These instructions have been Revised vide
No. 6/2/97-3FR-II, Dated 13.08.1998.***

No. 6/1/91-3FR-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 Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 4th March, 1991.

Subject : City Compensatory Allowance.

Sir,

I am directed to refer to Haryana Govt. Finance Department letter No. 6/1/88/3FR-II, dated 1.2.88 on the subject noted above and in continuation to say that this concession will be admissible to the employees posted at Chandigarh & Panchkula at a rate of 5% subject to a minimum of Rs. 50/- and a maximum of Rs. 100/- per month. This benefit will be applicable with effect from 1st March, 1991. The above referred instructions may be considered to have been modified to this extent.

Yours faithfully,

Sd/-

(R.P. Sukhija)

Deputy Secretary Finance (R)

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

No. 6/1/91-3FR-II

Dated, Chandigarh, the 4.3.91.

A copy is forwarded to :-

Accountant General (A&E) & (Audit) Haryana, Chandigarh.
The Finance Secretary, Chandigarh Administration, in Haryana.
All Treasury Officers/Asstt. Treasury Officers in Haryana.
The Treasury Officer, Tees Hazari Delhi-6.
The Director, Treasury & Accounts, Haryana, Chandigarh with 80 spare
copies for necessary action of the Sr. Accounts Officers/Accounts
Officers/Asstt. Accounts Officers etc.

Sd/-

(R.P. Sukhija)

Deputy 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 Govt.,
Haryana, for information and necessary action.

Sd/-
(R.P. Sukhija)
Deputy 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. 6/1/91-3FR-II

Dated, Chandigarh, the 4.3.91.

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

U.O. No. 6/1/91-3FR-II

Dated, Chandigarh, the 4.3.91.

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

Chairman/Managing Directors/Chief Executives/
Chief Administrators of all the Boards/Corporations/
Companies/Co-operative Institutions in Haryana.

Dated, Chandigarh, the 6th March, 1991

Subject : Economy in Expenditure.

Sir,

I am to invite your attention to this office letter No. 12/7/PE (FD)/90, dated 6.12.90 vide which instructions were issued to effect 25% economy in expenditure on account of telephone bills, POL consumption and traveling expenses and to intimate the results achieved up to 30th Nov., 1990 as compared to the corresponding period of last financial year.

2. Though information from some of the Boards/Corporation/Co-operative Institutions has been received, but in most cases the same has been found incomplete and lacking in many respects. Accordingly, you are again requested to furnish the information on the following points :-

- (i) Precise measures adapted to effect economy in the above items of expenditure.
- (ii) Figures of expenditure on POL consumption/telephone bills and traveling expenses up to 31.12.1990 during the current financial year as compared to the corresponding period of last financial year with a clear indication of the amount by which expenditure has been reduced and also whether this reduction in expenditure is due to economy measures or otherwise.

It need be stressed again that the implementation of instructions conveyed vide letter under reference is essential for all the steps are to be taken to achieve the results.

It is accordingly requested to furnish the information as required above so as to reach the undersigned at the earliest possible but not later than 25th of March, 1991 positively.

Please acknowledge receipt.

Yours faithfully,

Sd/-

(J.P. Narang)

Member Secretary, Haryana Bureau of
Public Enterprises and Additional
Secretary to Govt., Haryana,
Finance (PE) Department.

Endst. No. 12/7/PE (FD)/90,

Dated, Chandigarh, the 6th March, 1991.

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

Sd/-

(J.P. Narang)

Member Secretary, Haryana Bureau of
Public Enterprises and Additional
Secretary to Govt., Haryana,
Finance (PE) Department.

***These instructions have been revised vide
No. 16/1/93-WM(1), Dated 29.04.1993.***

No. 16/1/91-WM(5)

From

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

To

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

Dated, Chandigarh, the 15th March, 1991

**Subject : Grant of advances for the purchase of Motor-Cars to Government employees -
Admissibility Condition - Limit of Advance and Instalments of Recovery.**

Sir,

I am directed to address on the subject noted above and to say that it has been decided by the Government to fix the admissibility and limit of the advance to Haryana Government employees as under :-

Admissibility Condition	Limit of advance and instalments of recovery
Government employees drawing pay of Rs. 3,000/- P.M. and above.	Rs. 90,000/- or 75% of the price of the Motor-car, whichever is less, recoverable in not more than 100 equal monthly instalments.

All other conditions shall continue to be applicable as heretofore.

2. The decision contained in this circular letter shall take effect from the date of issue. The revised limit of the advance shall be admissible to those employees also whose applications for this advance may be pending for sanction on the date of issue of this circular letter but the cases already decided/sanctioned shall not be reopened.

Yours faithfully,

Sd/-
(Y.S. Malik)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 10/46/2004-2FICW, Dated 17.12.2004.***

No. 537-2-FICW-91

From

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

To

All Heads of Departments,
Commissioner, 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 1st April, 1991

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

Sir,

I am directed to invite a reference to the instructions circulated vide Haryana Government letter No. 419-2FICW-91, dated 28th February, 1991, on the above subject and to state that the rates of House Rent Allowance prescribed for the Capital City of Chandigarh and Panchkula (having a population of more than 4.00 lacs) will also be applicable to Haryana Government employees posted at Delhi.

Yours faithfully,

Sd/-

(Y.S. Malik)

Joint Secretary Finance (B)

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

***These instructions have been Reiterated vide
No. 2(42)/94-3FR-I, Dated 31.03.1995.***

No. 2(15)/89-3FR-I

From

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

To

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

Dated, Chandigarh, the 3rd April, 1991

Subject : Regularisation of compulsory waiting period of Government employees

Sir,

In supersession of Haryana Government, Finance Department letter No. 2(70)/86-3FR-I, dated 13.3.87 and letter of even number dated 4.6.87, on the subject noted above, I am directed to say that this matter has been further considered and after careful consideration, it has been decided that where the failure for issuing the posting orders in time is on the part of Head of the Department or the Government, in each case of compulsory waiting period sought to be regularised by the Administrative Department, the responsibility for the delay may be fixed and the case may be referred to the Finance Department with adequate justification so that the innocent employees who had been made to wait compulsorily without any fault on their part may not suffer unnecessarily.

2. These orders may be brought to the notice of all concerned for strict compliance in future.

Yours faithfully,

Sd/-
(R.P. Sukhija)
Deputy Secretary Finance (R)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 2(15)/89-3FR-I

Dated, Chandigarh the 3.4.1991

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

Sd/-
(R.P. Sukhija)
Deputy Secretary Finance (R)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

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

Sd/-
(R.P. Sukhija)
Deputy Secretary Finance (R)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 2(15)/89-3FR-I

Dated, Chandigarh the 3.4.1991

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

Sd/-
(R.P. Sukhija)
Deputy Secretary Finance (R)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 2(15)/89-3FR-I

Dated, Chandigarh the 3.4.1991.

No. 4/84/91-3FR-II/897

From

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

To

All Heads of Departments,
Commissioners, Ambala Division, Gurgaon Division,
Rohtak 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, 1991.**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/2449 dated 11th October, 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 January, 1991 at the following rates :-

Period for which payable	Pay Range	Rate of dearness allowance
1.1.91 onwards	Basic pay upto Rs. 3500/-	51% of pay
	Basic pay between Rs. 3501 and upto 6000/-	38% of pay subject to a minimum of Rs. 1785/- p.m.
	Basic pay above Rs. 6000/-	33% of pay subject to a minimum of Rs. 2280/- 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 January, 1991 up to the 31st March, 1991 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. 1.4.1991 i.e., for the month of April, 1991 paid in May, 1991.
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/-

(R.P.SUKHIJA)

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

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

From

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

To

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

Dated, Chandigarh, the 9th April, 1991

Subject: Quarterly 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 18.10.89 on the subject noted above, I am directed to state that the Accountant General Haryana has again pointed out that the instructions issued vide F.D. letter referred to above to rectify the deficiencies in the inputs i.e. G.P.Fund schedules, Final payment applications etc. are not being followed in true spirit by the D.D.Os concerned. The defects in the inputs are still recurring. They include :-

1. not attaching the schedules with vouchers.
2. not noting the P.F. account numbers.
3. noting incorrect account numbers.
4. not noting the series to which the account number belongs.
5. not writing the name of the subscribers legibly or correctly.
6. wrong totaling of the G.P.Fund schedules.
7. not preparing the schedules in serial order of G.P.Fund account number.
8. not regularly affecting the recoveries of advances from the pay bills of subscribers.
9. not depicting the details of advances/withdrawals and L.F.D. in Final payment applications.
10. not countersigning the final payment applications by the Head of office/department.

2. You will appreciate that if the drawing and disbursing officers take no interest in removing these defects, the input data fed into the system is deficient and the system cannot be made to deliver the goods for maintaining the accounts of the subscribers correctly and efficiently in A.G.'s office with the result that the subscribers have to suffer.

3. It is, therefore, again requested that suitable instructions be issued to all the Controlling Officers and Drawing and Disbursing Officers under your control to ensure that those

deficiencies are removed/avoided in future while sending/preparing the G.P.Fund schedules and final payment application to A.G. office. Compliance of these instructions may kindly be watched by you as well as by other Controlling Officers.

4. Kindly acknowledge receipt of this letter.

Sd/-
(R.P. Sukhija)
Deputy Secretary Finance (R)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

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

Dated 9-4-91

A copy is forwarded to the Accountant General (A&E) Haryana, Chandigarh for information w.r.t. to his letter no. Fds-I appraisal Report/90-91/838-39 dated 22.2.91.

Sd/-
(R.P. Sukhija)
Deputy Secretary Finance (R)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 9/4/91-3PR(FD)

From

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

To

All Heads of Financial Commissioners and
All the Commissioners and
Administrative Secretaries to Govt., Haryana.
All Heads of Departments,
Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions,
Deputy Commissioners and
Sub Divisional Officers (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 11th April, 1991

Subject : Stay granted by the Courts in cases involving financial matters - Defense of cases.

Sir,

I am directed to invite your attention to the subject noted above and to say that it has been brought to the notice of the Government that in many cases involving huge financial stakes e.g. tax matters, recovery of dues, leases and sales etc. the implementation of the orders of the State Govt. are stayed by the Hon'ble High Court or Subordinate Courts.

2. The matter has been considered and it has been decided that the departments should prepare lists of such important cases involving financial matters and bring to the notice of the Advocate General, Haryana personally and ensure timely follow-up of these cases at all levels. It is necessary that in future all such matters are immediately brought to the personal notice of Advocate General and Finance Secretary by the Secretary of the Administrative Department, concerned.

Yours faithfully,

Sd/-

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

Endst. No. 9/4/91-3PR(FD)

Dated, Chandigarh, the 11th April, 1991

A copy is forwarded to Advocate General, Haryana for his information and necessary action. He is requested to take up such cases on top priority basis.

Sd/-

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

These instructions have become obsolete.

IMMEDIATE**No. 12/27/PE (FD)/91/A-I.**

From

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

To

Chairmen/Chief Administrators/Chief Executives/
Managing Directors of all the Public Sector
Undertakings/Co-op. Institutions/HUDA/
Haryana State Electricity Board etc. in Haryana.**Dated, Chandigarh, the 15th April, 1991*****Subject :* Introducing the Pension Scheme in place of Contributory Provident Fund/
Employees Provident Fund etc. in various Boards/Corporations/Companies/
Co-op. Institutions/Public Undertakings etc. in Haryana.**

Sir,

This is in continuation of this Department letter No. 12/27/PE (FD)/91/A-I, dated 11.2.91 (copy enclosed for ready reference) on the subject noted above.

2. The Government in the Finance Department has no objection, on principle, to the introduction of the Pension Scheme for the Public Enterprises. Accordingly, you are requested to work out the modalities, financial implications and other relevant details. A meeting at the level of the Financial Commissioner & Secretary to Govt., Haryana, Finance Department, in this regard will be convened very shortly to arrive at the final decision and you may, therefore, be prepared with all the facts and figures for discussion in that meeting. You are also requested to send a brief note to this department with full facts and figures at the earliest possible along with information asked for in this Department letter No. 12/27/PE (FD)/91/A-I, dated 11.2.1991, if not already sent.

Yours faithfully,

Sd/-

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

Endst. No. 12/27/PE (FD)/91/A-I

Dated, Chandigarh, the 15th April, 1991

A copy along with a copy of letter No. 12/27/PE (FD)/91/A-I, dated 11.2.1991 is forwarded to all the Heads of Departments in Haryana for information and necessary action, wherever required.

Sd/-

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

A copy is forwarded to all the Financial Commissioners and Administrative Secretaries to Govt. Haryana in continuation of this Department letter No. 12/27/PE (FD)/91-A-I, dated 11.2.91 for information.

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

To

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

U.O. No. 12/27/PE (FD)/91-A-I

Dated, Chandigarh, the 15th April, 1991.

No. 1/2(73)88-2FR-II/961

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 30th April, 1991**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/961, dated 24th January, 1991 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, 1991, in modification of the rates mentioned in the letter dated 24th January, 1991 :-

Pension/Family Pension Per month	Rate of dearness relief per month
(i) Not exceeding Rs. 1750/-	51% of the Pension/Family Pension.
(ii) Exceeding Rs. 1750/- but not exceeding Rs. 3000/-.	38% of the Pension/Family Pension subject to a minimum of Rs. 893/-.
(iii) Exceeding Rs. 3000/-	33% of the Pension subject to a minimum of Rs. 1140/-

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, 1991 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/-

(Mrs. NALINI KUMAR)

Officer on Special Duty (Plg.)

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

***These instructions have been Revised vide
No. 10/24/2001-2FICW, Dated 01.09.2008.***

No. 1011-2FICW-91

From

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

To

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

Dated, Chandigarh, the 30th April, 1991.

Subject : Fixation of rate of licence fee for Government accommodation.

Sir,

I am directed to invite your attention to para 4 of the Haryana Government Finance Department instructions No. 3/1/1PR(FD)-87, dated 29th April, 1987 and convey that the Government have now decided that the rates of licence fee to be charged from the Haryana Government employees for residential accommodation would be at the rate of 5% of the Basic Pay or the standard rent of the type of accommodation in occupation, whichever is less.

Instructions issued vide letter No. 77-2FICW-83, dt. 13th August, 1984, will continue to remain in force.

These orders shall take effect from 1st April, 1991.

Yours faithfully,

Sd/-

(Y.S. MALIK)

Joint Secretary Finance (B)

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

No. 1011-2FICW-91,

Dated, Chandigarh, the 30 April, 1991

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

Accountant General (A&E/Audit) Haryana, Chandigarh with 15 spare copies for information and necessary action.

Finance Secretary, Chandigarh Administration (UT), Chandigarh.
All Treasury Officers/Assistant Treasury Officers in Haryana.

Directors, Treasury and Accounts, Haryana with 30 spare copies for information and necessary action.

Sd/-
(Y.S. MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

All the Financial Commissioners in Haryana, Chandigarh.
All the Administrative Secretaries to Govt., Haryana.
The Commissioner and Special Representative to Govt., Haryana Bhawan,
Copernicus Road, New Delhi for information.

Sd/-
(Y.S. MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners in Haryana.
All the Administrative Secretaries to Govt., Haryana.
The Commissioner and Special Representative to Govt.,
Haryana Bhawan, Copernicus Road, New Delhi.

U.O. No. 1011-2FICW-91,

Dated, Chandigarh, the 30th April, 1991.

Copy is forwarded to the Secretary/Private Secretaries to the Governor/Advisors for information of the Governor/Advisors, Haryana, Chandigarh.

Sd/-
(SAMMAT SINGH)
Superintendent FICW
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Secretary/Private Secretaries to the Governor/
Advisors, Haryana, Chandigarh.

U.O. No. 1011-2FICW,

Dated, Chandigarh, the 30th April, 1991.

विषय : सार्वजनिक उपक्रम समिति की विभिन्न रिपोर्टों में कमेटी द्वारा किए गए अवलोकनों/सिफारिशों बारे निगमों/बोर्डों द्वारा त्रैमासिक प्रगति रिपोर्ट भेजने हेतु।

क्या सभी वित्तायुक्त एवं सचिव, हरियाणा सरकार तथा पशासकीय सचिव, हरियाणा, उपरोक्त विषय पर सचिव, हरियाणा विधान सभा के पत्र क्रमांक 5-सी.पी.यू./ईम्प/1983-84/5809, दिनांक 21.3.91 (प्रति संलग्न है) की ओर ध्यान देने का कष्ट करेंगे।

2. उनसे अनुरोध है कि अपने अधीन उपरोक्त संदर्भित पत्र के साथ संलग्न सूची में दर्शाई गई निगमों/बोर्डों की ही उन पैरों बारे त्रैमासिक प्रगति रिपोर्ट वित्त विभाग को भेजें जिन रिपोर्टों में सार्वजनिक उपक्रम समिति ने अवलोकन/सिफारिशों की हैं, अन्य शेष जो आपके अधीन निगम/बोर्ड/कम्पनियां हैं तथा संलग्न सूची में विधान सभा द्वारा नहीं दर्शाई गई हैं, अर्थात् सार्वजनिक उपक्रम समिति के **preview** में नहीं आती है तथा उन बारे वित्त विभाग को तब तक त्रैमासिक प्रगति रिपोर्ट भेजने की आवश्यकता नहीं है जब तक इस संबंध में कोई निर्णय नहीं लिया जाता। लिए गए निर्णय बारे शीघ्र अति शीघ्र अवगत करवाने के भरसक प्रयत्न किए जायेंगे।

3. कृपया उपरोक्त निर्णय अपने अधीन विभागों/निगमों/बोर्डों के ध्यान में लाने का कष्ट करें।

हस्ता/-

उप अधीक्षक, बजट एवं कमेटी,
कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी वित्तायुक्त एवं सचिव, हरियाणा सरकार,
सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा: क्रमांक 34 / 17 / 87-2 ब.व.क.

दिनांक 30.4.91 (30th April, 1991)

एक प्रति सदस्य सचिव, एच.बी.पी.ई. को वित्त विभाग के पृष्ठांकन क्रमांक 34 / 17 / 87-2 ब.व. क., दिनांक 11.4.91 के संदर्भ में आवश्यक कार्यवाही हेतु भेजी जाती है।

2. उनसे अनुरोध है कि जो निगम/बोर्ड/कम्पनियां हरियाणा विधान सभा की सार्वजनिक उपक्रम समिति के **preview** में नहीं आती हैं, उन बारे उनको **preview** में लाने हेतु तत्काल कार्यवाही करें तथा की गई कार्यवाही से वित्त विभाग (बजट एवं कमेटी शाखा) को अवगत करवाने का कष्ट करें ताकि सार्वजनिक उपक्रम समिति द्वारा जिन रिपोर्टों में जो **preview** से बाहर हैं, उन बारे अवलोकन/सिफारिशों की हैं तथा उनकी उन द्वारा वित्त विभाग को त्रैमासिक प्रगति रिपोर्ट भेजी जानी अपेक्षित है, भेजी जा सके।

3. इस कार्य को परम अग्रता प्रदान की जाये।

हस्ता/-

उप अधीक्षक, बजट एवं कमेटी,
कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सदस्य सचिव,
एच०बी०पी०ई०

अशा: क्रमांक 34/17/87-2 ब.व.क.,

दिनांक चण्डीगढ़, 30-4-91

Contd...

Encls.

Secretary, Haryana Vidhan Sabha Secretariat to the Financial Commissioner & Secretary to Govt., Haryana, Finance Department, Chandigarh.

Subject : Quarterly Progress Report on the observations/recommendations made in the 11th Report (Special) of the Committee on Public Undertakings (1982-83) on the General Working of Public Undertakings/Boards for the quarter ending 31st December, 1990.

Sir,

With reference to your letter No. 34/16/90-2B&C, on the subject cited above, I am directed to inform you that at present the Public Undertakings as in the list enclosed are under the preview of the Committee on Public Undertakings of the Haryana Vidhan Sabha and as such no action is to be taken by this Secretariat on the letter under reference which is returned herewith.

Serial No.	List of Public Undertaking
1.	Haryana Financial Corporation, Chandigarh
2.	Haryana State Industrial Development Corpn., Chandigarh
3.	Haryana State Small Industries and Export Corpn., Chandigarh
4.	Haryana State Handloom and Handicrafts Corpn., Chandigarh
5.	Haryana Agro-Industries Corpn., Chandigarh
6.	Haryana Warehousing Corpn., Chandigarh
7.	Haryana Land Reclamation and Dev. Corpn., Chandigarh
8.	Haryana Seed Development Corpn., Chandigarh
9.	Haryana Dairy Dev. Corpn., Chandigarh
10.	Haryana Minor Irrigation (Tubewells) Corpn., Chandigarh
11.	Haryana Tourism Corpn., Chandigarh
12.	Haryana Harijan Kalyan Nigam, Chandigarh
13.	Haryana Tanneries Ltd., Jind
14.	Haryana Breweries Ltd., Murthal
15.	Haryana Matches Ltd. (Buria), Yamunanagar
16.	Haryana Minerals Ltd., Narnaul
17.	Haryana State Electricity Board, Panchkula
18.	Haryana Agriculture Marketing Board, Panchkula
19.	Haryana Housing Board, Chandigarh
20.	Kurukshetra Development Board, Kurukshetra
21.	Haryana Television Ltd., Faridabad
22.	Haryana Concast Ltd., Hisar
23.	Haryana Backward Classes Nigam Ltd., Chandigarh.

विषय : सार्वजनिक उपक्रम समिति की विभिन्न रिपोर्टों में कमेटी द्वारा किए गए अवलोकनों/सिफारिशों बारे निगमों/बोर्डों द्वारा त्रैमासिक प्रगति रिपोर्ट भेजने हेतु।

क्या सभी वित्तायुक्त एवं सचिव, हरियाणा सरकार तथा प्रशासकीय सचिव, हरियाणा, उपरोक्त विषय पर सचिव, हरियाणा विधान सभा के पत्र क्रमांक 5-सी.पी.यू./ईम्प/1983-84/5809, दिनांक 21.3.91 (प्रति संलग्न है) की ओर ध्यान देने का कष्ट करेंगे।

2. उनसे अनुरोध है कि अपने अधीन उपरोक्त संदर्भित पत्र के साथ संलग्न सूची में दर्शाई गई निगमों/बोर्डों की ही उन पैरों बारे त्रैमासिक प्रगति रिपोर्ट वित्त विभाग को भेजें जिन रिपोर्टों में सार्वजनिक उपक्रम समिति ने अवलोकन/सिफारिशों की हैं, अन्य शेष जो आपके अधीन निगम/बोर्ड/कम्पनियां हैं तथा संलग्न सूची में विधान सभा द्वारा नहीं दर्शाई गई हैं, अर्थात् सार्वजनिक उपक्रम समिति के **perview** में नहीं आती हैं तथा उन बारे वित्त विभाग को तब तक त्रैमासिक प्रगति रिपोर्ट भेजने की आवश्यकता नहीं है जब तक इस संबंध में कोई निर्णय नहीं लिया जाता। लिए गए निर्णय बारे शीघ्रातिशीघ्र अवगत करवाने के भरसक प्रयत्न किए जायेंगे।

3. कृपया उपरोक्त निर्णय अपने अधीन विभागों/निगमों/बोर्डों के ध्यान में लाने का कष्ट करें।

हस्ता/-

उप अधीक्षक, बजट एवं कमेटी,
कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी वित्तायुक्त एवं सचिव, हरियाणा सरकार,
सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा: क्रमांक 34/17/87-2 ब.वक.,

दिनांक 30.4.91 (30th April, 1991)

एक प्रति सदस्य सचिव, एच.बी.पी.ई. को वित्त विभाग के पृष्ठांकन क्रमांक 34/17/87-2 ब.व. क., दिनांक 11.4.91 के संदर्भ में आवश्यक कार्यवाही हेतु भेजी जाती है।

2. उनसे अनुरोध है कि जो निगम/बोर्ड/कम्पनियां हरियाणा विधान सभा की सार्वजनिक उपक्रम समिति के **preview** में नहीं आती हैं, उन बारे उनको **preview** में लाने हेतु तत्काल कार्यवाही करें तथा की गई कार्यवाही से वित्त विभाग (बजट एवं कमेटी शाखा) को अवगत करवाने का कष्ट करें ताकि सार्वजनिक उपक्रम समिति द्वारा जिन रिपोर्टों में जो **preview** से बाहर हैं, उन बारे अवलोकन/सिफारिशों की हैं तथा उनकी उन द्वारा वित्त विभाग को त्रैमासिक प्रगति रिपोर्ट भेजी जानी अपेक्षित है, भेजी जा सके।

3. इस कार्य को परम अग्रता प्रदान की जाये।

हस्ता/-

उप अधीक्षक, बजट एवं कमेटी,
कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सदस्य सचिव,
एच०बी०पी०ई०

अशा: क्रमांक 34/17/87-2 ब.वक.,

दिनांक: चण्डीगढ़, 30.4.91

From the Secretary, Haryana Vidhan Sabha Secretariat to the Financial Commissioner & Secretary to Govt., Haryana, Finance Department, Chandigarh.

Subject : Quarterly Progress Report on the observations/recommendations made in the 11th Report (Special) of the Committee on Public Undertakings (1982-83) on the General Working of Public Undertakings/Boards for the quarter ending 31st December, 1990.

Sir,

With reference to your letter No. 34/16/90-2B&C, on the subject cited above, I am directed to inform you that at present the Public Undertakings as in the list enclosed are under the preview of the Committee on Public Undertakings of the Haryana Vidhan Sabha and as such no action is to be taken by this Secretariat on the letter under reference which is returned herewith.

Serial No.	List of Public Undertaking
1.	Haryana Financial Corporation, Chandigarh.
2.	Haryana State Industrial Development Corpn., Chandigarh.
3.	Haryana State Small Industries and Export Corpn., Chandigarh.
4.	Haryana State Handloom and Handicrafts Corpn., Chandigarh.
5.	Haryana Agro-Industries Corpn., Chandigarh.
6.	Haryana Warehousing Corpn., Chandigarh.
7.	Haryana Land Reclamation and Dev. Corpn., Chandigarh.
8.	Haryana Seed Development Corpn., Chandigarh.
9.	Haryana Dairy Dev. Corpn., Chandigarh.
10.	Haryana Minor Irrigation (Tubewells) Corpn., Chandigarh.
11.	Haryana Tourism Corpn., Chandigarh.
12.	Haryana Harijan Kalyan Nigam, Chandigarh.
13.	Haryana Tanneries Ltd., Jind.
14.	Haryana Breweries Ltd., Murthal.
15.	Haryana Matches Ltd. (Buria), Yamunanagar.
16.	Haryana Minerals Ltd., Narnaul.
17.	Haryana State Electricity Board, Panchkula.
18.	Haryana Agriculture Marketing Board, Panchkula.
19.	Haryana Housing Board, Chandigarh.
20.	Kurukshetra Development Board, Kurukshetra.
21.	Haryana Television Ltd., Faridabad.
22.	Haryana Concast Ltd., Hisar.
23.	Haryana Backward Classes Nigam Ltd., Chandigarh.

These instructions have been Modified vide No. 1/2(8)/97-3FR-I, Dated 31.03.1999 and Incentive for Small Family Norms was discontinued 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 6th May, 1991

Subject : Grant of incentives to Haryana Government employees adopting small family norms.

Sir,

I am directed to refer to the Haryana Govt. Finance Department letter No. 6/1(1)/87-3FR-I dated the 19th May, 1989 on the subject noted above and to say that some departments have sought clarification regarding the admissibility of Departments have sought clarification regarding the admissibility of Dearness Allowance on Personal Pay as on 31.12.85. The matter was under consideration of the Govt. for some time past. It is now clarified that the Dearness Allowance admissible on 31.12.85 on Personal Pay in respect of those Haryana Govt. employees who had adopted the small family norms prior to 29.4.87 should be calculated on the basis of Personal Pay only and not on the basis of Basic Pay plus Personal Pay. It is further clarified that the range of pay to calculate the admissibility of Dearness Allowance should be treated the pay he was drawing on 31.12.85 as tabulated below :

Pay scale on 31.12.85	Pay on 31.12.85	Personal on 31.12.85	Total pay	Rate of D.A. admissible on 31.12.85	D.A. admissible on P.P. on 31.12.85
1	2	3	4	5	6
400-600	600/-	20/-	620/-	78.75%	$\frac{20 \times 78.75\%}{100} = 15.75$ <p style="text-align: right;">i.e. 16/-</p>
Personal Pay to be fixed on 1.1.86 as 20.00+16/- = Rs. 36/-					
700-1250	1250/-	50/-	1300/-	78.75%	$\frac{50 \times 78.75\%}{100} = 39.37$ <p style="text-align: right;">i.e. 40/-</p>
Personal Pay to be fixed to be fixed on 1.1.86 as 50.00 + 40/- = Rs. 90/-					

2. The other conditions as laid down in the above referred letter dated 19th May, 1989 will remain unchanged.

3. These orders may please be brought to the notice of all concerned working under them.

Yours faithfully,

Sd/-
(NALINI KUMAR)
Officer on Special Duty (Planning),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst. No. 6/1(1)/87-3FR-I

Dated, Chandigarh, the 6th May, 1991

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

Sd/-
(NALINI KUMAR)
Officer on Special Duty (Planning),
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.

Sd/-
(NALINI KUMAR)
Officer on Special Duty (Planning),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 6/1(1)/87-3FR-I

Dated, Chandigarh, the 6th May, 1991.

***These instructions have been clarified vide No. 9/9/91-3PR(FD),
Dated 09.04.1992 & scheme was replaced vide
No. 1/138/92-1PR(FD), dt. 07.08.1992.***

No. 9/9/91-3PR(FD)

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.
The Registrar, Maharishi Dayanand University, Rohtak,
Kurukshetra University, Haryana Agriculture University, Hisar,

Dated, Chandigarh, the 14th May, 1991

Subject : Grant of Additional Increment 10th and 20th Year point in time scale to all Group 'C' and 'D' Employees.

Sir,

I am directed to invite your attention on the subject noted above and to say that the State Government have decided to grant one additional increment at 10th and another at 20th year point in the time scale as applicable from 01.01.1986 to all group 'C' and 'D' employees in addition to regular increments.

Note :-

- (i) The **10th year point** means the date on which an employee reaches the 11th stage of his pay scale (say after having earned 10 increments). The employee who reached such stage on or before 1.1.91 will get the additional increment on 1.1.91.
- (ii) **20th year point** means the date on which an employee reaches the 22nd stage of his pay scale (i.e. after earning 20 regular increments and one additional increment).
- (iii) All such employees who have crossed the 21st point of their scale or above before 01.01.1991 shall get only one additional increment on 01.01.1991.
- (iv) If the pay of an employee as a result of grant of additional increment at 10th or 20th year point reaches the stage beyond the efficiency bar, the benefit shall be subject to the condition that he clears the efficiency bar.
- (v) The benefit of additional increment would be available only in the scale and not at a stage beyond the maximum of the scale given to the employees in terms of para 3 of this letter.

2. In case an employee had put in service of 5 years or more as on 31.12.1985 and his pay was fixed at the minimum of the revised scale on 01.01.1986, he will be given the benefit of one such additional increment on 1.1.91 provided the scale applicable on 31.12.1985 was not by way of promotion.

Note :-

- (i) 'By way of promotion' means promotion after first entry into the service.

- (ii) In cases covered under this category, the 20th year point will fall on his further completing 10 years service in that scale.

3. **Open Ended Scales:-** As per the existing instructions contained in Hr. Govt. letter No. 1/9/1PR(FD)-87 dated 29.4.87 read with letter No. 1/8/3PR(FD)-88 dated 7.3.88 the employees who reach the maximum of scale, get a maximum of 5 biennial increments i.e. one increment after every two years. The Government have now decided that the employees of Group 'C' and 'D' will get such increment at the same rate and after the same interval as applicable to last drawn increment till they superannuate or are given any other scale as per rules.

4. These orders will take effect from 01.01.1991. Some typical examples for the grant of additional increment are given in annexure to this circular letter.

Yours faithfully,

Sd/-

(Y.S. MALIK)

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

Endst. No. 9/9/91-3PR(FD)

Dated, Chandigarh, the 14th May, 1991

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

Sd/-

(Y.S. MALIK)

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

Endst. No. 9/9/91-3PR(FD)

Dated, Chandigarh, the 14th May, 1991

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

Sd/-

(Y.S. MALIK)

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

A copy is forwarded to :-

1. All the Financial Commissioner in Haryana; and
2. All the Commissioners & Administrative Secretaries to Govt. Haryana, for information and necessary action.

Sd/-

(Y.S. MALIK)

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

To

1. All the Financial Commissioner in Haryana; and
2. All the Commissioners & Administrative Secretaries to Govt. Haryana.

U.O. No. 9/9/91-3PR(FD),

Dated, Chandigarh, the 14th May, 1991.

A copy is each is forwarded to the Advisor(S) & (V) to Governor of Haryana for information of Advisor(S) and Advisor (V).

Sd/-
(Y.S. MALIK)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Secretaries to the Advisor(S) and the Advisor (V) to
Governor of Haryana.

U.O. No. 9/9/91-3PR(FD),

Dated, Chandigarh, the 14th May, 1991.

Contd...

Encls.

(Annexure to Circular Letter No. 9/9/91-3PR(FD), Dt: 14.5.91)

Typical Examples for the grant of additional increment at 10th and 20th years points.

Example No. I

A clerk whose pay was fixed at Rs. 1050 in the revised scale of 950-20-1150-EB-25-1500 w.e.f. 01.01.1986 with next increment on 01.04.1986 and who reached the stage of Rs. 1150 w.e.f. 01.04.1990 will get his first additional increment on 01.01.1991 raising his pay to Rs. 1175/- subject to his crossing the E.B. and with next date of regular increment on 01.04.1991. His second increment will fall due on reaching 22nd stage on that very post and scale, raising his pay not only from Rs. 1400 to Rs. 1425/- but also from Rs. 1425 to Rs. 1450/- due to the grant of one regular increment and second additional increment.

Note :- In case such an employee was drawing more than Rs. 1150/- before 01.01.1991, he will get his first additional increment on 01.01.1991 and the second additional increment alongwith his 21st increment.

Example No. II

An employee holding the post of Accountant (not by way of promotion) with more than five years service on that post on 31.12.1985 whose pay in the revised scale of Rs. 1400-40-1600-50-2300-EB-60-2600 was fixed at Rs. 1400 on 01.01.1986 with next date of increment on 01.04.1986, will get first additional increment on 01.01.1991 raising his pay from Rs. 1600 to Rs. 1650 with next date of increment on 01.04.1991. His second additional increment on that very post and scale will fall due on 01.01.2001 raising his pay from Rs. 2150 to Rs. 2200 with date of next regular increment on 01.04.2001.

Example No. III

An Assistant/Accountant whose pay is fixed at Rs. 1440/- in the revised scale of Rs. 1400-40-1600-50-2300-EB-2600 with date of his next increment on 01.01.1987, will get his first additional increment on 01.01.1995 raising his pay from Rs. 1850/- to Rs. 1900/-. Thus he will get two increments on that date, one regular increment and one additional increment. He will become entitled to 2nd additional increment on 01.01.2005 when he reaches the stage of Rs. 2420 on that very post and scale, thus further raising his pay to Rs. 2480/-.

Example No. IV

A clerk getting Rs. 1425/- w.e.f. 1.4.90 in the pay scale of Rs. 950-1500 will get the additional increment on 01.01.1991 raising his pay to Rs. 1450/- with next date of increment on 1.4.91 when he reaches the stage of Rs. 1475/-.

Then he gets promotion to the post of Assistant on 01.05.1991 in the pay scale of Rs. 1400-2600 and his pay will be fixed at the stage of Rs. 1480/- with next day of increment on 01.04.1992 (due to refixation of his pay). Then he will get additional increment in the new scale on 01.04.1999 when he reaches the 11th stage i.e. the stage of Rs. 1850 thus raising the same to Rs. 1900 on his getting both the regular & additional increments together.

Example No. V

An employee who joined service on 01.09.1987 in the scale of Rs. 1600-50-2300-EB-60-2660 at the starting stage of Rs. 1600 will get his first additional increment on 01.09.1997 when he reaches at the stage of Rs. 2100. On that date he will not only get his regular increment raising his pay from Rs. 2050 to Rs. 2100/- but he will also get the additional increment further raising his pay to Rs. 2150. There being no 22nd stage in this scale his second additional increment will not fall due since he would be getting the facility of annual increments in terms of para 3 of instructions.

No. 14/488 (a)90/PE (FD)AIII

From

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

To

All the Financial Commissioners,
Commissioners and Secretaries to the Govt. of Haryana,
All Heads of Departments in the Haryana,
The Managing Directors/Chief Administrators of
all Government Corporations/Companies/Boards/
HUDA and Co-op. Institutions in the State.

Dated, Chandigarh, the 14th May, 1991**Subject : Grant of Special Pay to the employees of Public Undertakings.**

Sir,

I am directed to refer you to the Finance Department letter No. 14/488 (a) 90/PE (FD)A-III, dated 15/18-2-91 on the subject cited above wherein the policy, regarding grant of special pay and its quantum to the employees of Public Sector Undertakings was conveyed to you. In this connection, certain clarifications have been sought by some Public Sector Undertakings. After consideration, it has been decided that the policy decision circulated vide Haryana Government, Finance Department Letter No. 14/488 (a)90/PE (FD)A-III, dated 15/18-2-91 may be treated as modified to the extent that the employees of the Public Undertakings would be entitled to continue drawing the special pay at the rate they were drawing on the date of the present instruction i.e. 18th February, 1991 and will be a personal measure to the incumbents of the post. Thereafter, there will be no special pay except for the posts as contained in para (a) of the Haryana Govt. Finance Department letter quoted above.

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

Yours faithfully,

Sd/-

Accounts Officer (PE)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/9/90-WM(1)

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 State,
Registrar, Punjab and Haryana High Court, Chandigarh and
All District & Session Judges in Haryana,
Secretary, Haryana Vidhan Sabha, Chandigarh.

Dated, Chandigarh, the 15th May, 1991

Subject : Allotment of individual account number to the loanees of House Building Advances.

Sir,

I am directed to refer to the above subject and to say that with the liberalization of policy of granting of House Building Advance to the employees of the State Government. The number of loanees have increased manifold. Consequently the Accountant General, Haryana has been facing difficulties in identification of the loanees for maintenance of their accounts, issue of N.D.C. etc. especially in the cases where the loanees happen to bear the same name. As such, the State Government in consultation with the A.G. Haryana, has decided to introduce the system of allotment of identification number to the loanees of House Building Advance.

2. For the implementation of this system, you are requested to issue instructions to all the Drawing & Disbursing Officers of your Department to send a requisition to the Accountant General (A&E) Haryana, Chandigarh for supplying identification number in individual cases by giving the following particulars :-

- (a) Full name of loanee.
- (b) Major head of account to which the salary of the loanee is debited at the time of drawal of the loan.
- (c) Treasury voucher number with amount drawn and name of treasury.
- (d) Copy of the sanction order; and
- (e) Full postal address of the Drawing & Disbursing Officer.

On receipt of the above information, the A.G. Haryana will intimate the identification number, which will continue till the full recovery/settlement of the advance and will not change due to transfer, deputation or foreign service of the employee. The identification number should be quoted in all future recovery schedules/correspondence by the D.D.Os. while preparing the recovery schedule/making correspondence along with full name of loanee. In case of transfer of the loanee the same number be indicated in the L.P.C.

3. Further, the Drawing & Disbursing Officer may obtain identification numbers in

respect of old loanees of House Building Advance, whose recoveries continue after the introduction of the proposed system, in due course from the A.G.'s office giving full details of the installments sanctioned/drawn against one loan. The recovery, however, of advance already sanctioned or interest there on should not be stopped on the ground that identification number is awaited from the office of A.G. Haryana.

4. In cases, where the loanees have already been granted two/three or more installments like the cases of plot/house allotted by the Govt. agencies, in which amount equal to one yearly installment is sanctioned, the Drawing and Disbursing Officer shall be required to get the identification number allotted from A.G.'s office immediately and quote the same in the application form for provision of funds for another installment by the Finance Department.

5. For any further clarification on the subject, the matter may please be referred to the A.G. (A&E) Haryana direct.

6. It is once again reiterated that the above decision may please be brought to the notice of all D.D.Os of your department for compliance.

Please acknowledge receipt.

Yours faithfully,

Sd/-
Joint 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 information and similar necessary action.

Sd/-
Joint 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. 1/9/90-WM(1)

Dated, Chandigarh, the 15th May, 1991

A copy is forwarded to the :-

Accountant General (A&E) Haryana, Chandigarh with reference to his letter No. TM(T)/90-91/17-1/HRB/463, dated 17.12.90
Accountant General (Audit), Haryana, Chandigarh for information and necessary action.

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

These instructions have become obsolete.

No. 16/1/91-WM(5)

From

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

To

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

Dated, Chandigarh, the 27th May, 1991

Subject : Grant of Car Advance.

Sir,

I am directed to invite your attention to F.D.'s instructions issued vide letter of even No. dated 15th March, 1991 on the subject noted above vide which the Government has enhanced the limit of Car Advance from Rs. 70,000/- to Rs. 90,000/-.

2. We have applications pending in Finance Department for the grant of Motor Car Advance. These applications were received when the maximum admissibility of Car Advance was Rs. 70,000/-. Demands/recommendations from the applicants and Departments were also made accordingly.

3. It has, therefore, been decided by the Government that in all such cases where car loans have not been sanctioned and the applicant wants to avail of the revised limit of Rs. 90,000/- he may submit his application with revised demand and revised proforma invoices to Finance Department immediately within one month of the issue of this circular letter. Please bring the content to the notice of all the employees/officers of your Department.

Yours faithfully,

Sd/-

(Rattan Singh)

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

A copy is forwarded to :-

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

Sd/-

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

To

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

U.O. No. 16/1/91-WM(5)

Dated, Chandigarh, the 27-5-91.

***These instructions have been Revised vide
No. 5/7/2005-1B&C, Dated 30.10.2007.***

No. 5/6/88-1B&C

From

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

To

All the Financial Commissioners,
Commissioners and Administrative Secretaries to Govt., Haryana,
All Heads of Departments in the State,
All the Chairmen/Managing Directors of the
Corporations/Boards/Govt. Undertaking etc,
Commissioners of Divisions and Dy. Commissioners,
Sub Divisional Officers (Civil) in the State,
Registrar, Punjab and Haryana High Court,
Registrars of all Universities in the State.

Dated : 4th June, 1991

Subject : Economy in Expenditure – Touring.

Sir,

I am directed to invite your attention to Finance Department's instructions issued vide No. 5/6/88-1B&C, dated 11.8.88 on the subject mentioned above.

2. Those cases where an employee undertakes journey beyond 10 days in a month, are received in Finance Department for regularization. It has been felt that complete information is not supplied by the Departments in such cases while referring these in the Finance Department, as a result, we have to resort to back references to get the required information. The process of back reference results in delay in disposal of these cases.

3. A proforma has been devised (given overleaf) which includes all the information that is required in examination of cases in this category. You are, therefore, requested to issue instructions to the Departments under your control that complete information in such cases of excess journey should be provided in the prescribed proforma and the case file should be sent along with the information provided in the prescribed proforma. It would help us in quick disposal of these cases.

Yours faithfully,

Sd/-

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

Prescribed proforma for details of Journeys beyond 10 days.

(1)	Department_____		
(2)	Name(s) of employee(s) and designation.	Name: 1. _____ 2. _____ 3. _____ 4. _____	Designation: _____ _____ _____ _____
(3)	Total Number of days for which Journey performed during the month of _____	1. _____ 2. _____ 3. _____ 4. _____ days (Days in excess of 10) _____	
(4)	Certificate that no T.A. has been claimed for the month for which excess Journey is being claimed. (Please enclose in the file).		Yes/No
(5)	Were the Journeys/tour programmer approved by the Competent Authority (approval be enclosed).		Yes/No
(6)	Reasons for delay in sending the case to Finance Department (If any)		
(7)	Please give a brief not showing reasons for excess Journey: This should include the exceptional circumstances under which it was not possible for the official to remain in the limit of 10 days. _____ _____ _____		
(8)	Recommended or Not:_____		

Signature of Competent Authority

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

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

From

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

To

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

Dated, Chandigarh, the 10th June, 1991

Subject : Delay in settlement of final payment cases.

Sir,

I am directed to refer to the subject noted above and to say that the A.G. (A&E) has intimated that about 40 G.P.Fund final payment cases are lying pending in his office for want of legal documents i.e. guardianship certificate of legal heir succession certificate. The necessity for these two documents arises in the following cases :-

- (i) When there is no nomination or the nomination is in favour of minor child and mother & father of the minor child are not alive, the payment is claimed by some other person on behalf of the minor child.
- (ii) When there is no nomination and no family member of the deceased subscriber as defined in G.P.Fund Rules, is alive to receive the payment and it is claimed by a person other than family members, the payment is payable on the production of legal heir/succession certificate issued by the competent Court.

2. To obtain the documents from the Court, a lot of time is consumed and A.G. (A&E) has to make protracted correspondence with Drawing and Disbursing Officers to supply the same and case remains outstanding for months/years.

3. In view of the above requested to make sure that the final payment cases in respect of category (i) & (ii) stated above, are sent to A.G. (A&E) only after attaching the above noted documents to avoid unnecessary correspondence.

4. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

(Nalini Kumar)

Officer on Special Duty (Planning),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

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

Dated, Chandigarh, the 10th June, 1991

A copy is forwarded to the Accountant General (A&E), Haryana, Chandigarh for information with reference to his letter No. FDs-I/AS-9/91-92/102, dated 13-5-1991.

Sd/-

(Nalini Kumar)
Officer on Special Duty (Planning),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to :-

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

Sd/-

(Nalini Kumar)
Officer on Special Duty (Planning),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

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

Dated, Chandigarh, the 10th June, 1991.

These instructions have become obsolete.

**FINANCE DEPARTMENT
GOVERNMENT OF HARYANA**

No. 5/3/91-1B&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,
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 Undertaking in the State.

Dated, Chandigarh, the 11th July, 1991

Subject : Control over expenditure.

Sir,

I am directed to address you on the subject cited above. In the context of the current financial situation, it has been decided with the approval of the Chief Minister, Haryana that no additional expenditure would be sanctioned on non-plan and plan side for the departments during the current financial year. Accordingly, you are requested to control your expenditure within the budgeted grants. No additionality will be sanctioned over and above the budgeted grants, whatsoever, except on account of Additional Dearness allowance.

The Administrative Secretaries may kindly carry out the review of the non-plan and plan budget provisions for the departments under their control and examine the scope for effecting savings against their sanctioned Budget grants. This may be accorded to priority and Finance Department may kindly be informed about the results of the review exercise at the earliest.

Yours faithfully,

Sd/-

(Y.S.MALIK)

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

No. 5/3/91-1B&C

Dated, Chandigarh, the 11th July, 1991

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

Sd/-

(Y.S.MALIK)

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

A copy is forwarded to :-

- (i) The Chief Secretary to Government, Haryana.
- (ii) All the Financial Commissioners & Administrative Secretaries to Government, Haryana;
for information and necessary action.

Sd/-
(Y.S.MALIK)
Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

- (i) The Chief Secretary to Government, Haryana
(in General Services-I Br.)
- (ii) All the Financial Commissioners & Administrative
Secretaries to Government, Haryana.

U.O. No. 5/3/91-1B&C

Dated, Chandigarh, the 11th July, 1991

No. 5/3/91-1B&C

Dated, Chandigarh, the 11th July, 1991

A copy is forwarded to all Branch officers/Superintendents/Deputy Superintendents in the Finance Department, Haryana for information and necessary action.

Sd/-
(Y.S.MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been superseded vide
Notification No. GSR.31/Const./Art/309/2001,
Dt. 07.12.2001.***

No. 1/2(6)/86-3FR-I

From

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

To

All Head of Departments,
Commissioner of Division,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
Registrar, Punjab and Haryana High Court, Chandigarh

Dated, Chandigarh, the 12th July, 1991

Subject : **Incentive among Haryana Government employees for providing small family norms - Counting of increment towards pension/family pension/gratuity.**

Sir,

I am directed to refer to Haryana Government, Finance Department letter No. 6/1(1)/87-3FR-I, dated the 24th July, 1989 on the subject noted above vide which it was clarified that personal pay in the revised pay scales may be counted as pay as defined in Pb. C.S.R. Vol. I, Part I, rule 2.44 (a) (ii) for all purposes except Dearness Allowance/Addl. Dearness Allowance & Pensionary benefits. After careful consideration Haryana Govt. have now decided that the personal pay in the revised pay scales is also to be counted as pay for all purposes of granting pensionary benefits except Dearness Allowance/Addl. Dearness Allowance.

2. It is requested that these instructions may please be brought to the notice of all the employees working under them.

Yours faithfully,

Sd/-

(Kailash Chand)

Under Secretary Finance (R)

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

Endst. No. 1/2(6)/86-3FR-I

Dated, Chandigarh, the 12.7.1991

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

Sd/-

(Kailash Chand)

Under Secretary Finance (R)

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

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

Sd/-
(Kailash Chand)
Under Secretary Finance (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 1/2(6)/86-3FR-I

Dated, Chandigarh, the 12.7.1991

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

Sd/-
(Kailash Chand)
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.

U.O. No. 1/2(6)/86-3FR-I

Dated, Chandigarh, the 12.7.1991.

***These instructions have been Revised vide
No. 38(110)-89-WM(6), Dated 17.09.1991.***

No. 38(110)-89-WM(6)

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 & Haryana High Court, Chandigarh and
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 22nd July, 1991

Subject : Advances 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 Finance Department letter No. 38(240)-WM(6)-87, dated the 1st December, 1987 on the above subject. The State Government have now decided to revise this limit w.e.f. 15-7-1991 as follows:-

Sr. No.	Purpose	Enhanced Limit
1.	Loan for the marriage of Daughter/Sister and female employees for self-marriage	10 months' pay or Rs. 15,000/- whichever is less
2.	Loan for the marriage of Son	10 months' pay or Rs. 7,500/- whichever is less.

3. The Second advance for the said purposes will also be admissible subject to the condition that the balance of the first advance and the amount sanctioned for the second marriage does not exceed the maximum admissible under each category.

4. All other terms and conditions as laid down by the Finance Department from time to time shall remain unchanged.

5. You are requested to acknowledge the receipt of this letter and bring the contents thereof to the notice of all the employees working in your department.

Yours faithfully,

Sd/-

(Y. S. MALIK)

Joint Secretary Finance,

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

No. 38(110)-89-WM(6)

Dated, Chandigarh, the 22nd July, 1991

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

Sd/-
(Y. S. MALIK)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

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

Sd/-
(Y. S. MALIK)
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. 38(110)-89-WM(6)

Dated, Chandigarh, the 22nd July, 1991

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

Sd/-
(Y. S. MALIK)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 38(110)-89-WM(6)

Dated, Chandigarh, the 22nd July, 1991

No. 38(10)-89-WM(6)

Dated, Chandigarh, the 22nd July, 1991

A copy is forwarded to all Managing Directors/Chief Administrators of all the Public Sector Corporations / Bodies in the State.

Sd/-
(Y. S. MALIK)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt. ,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 5/27/98-1FR-II(Part-I), Dated 29.07.1998.***

No. 5/4/91-1FR-II

From

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

To

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

Dated the 25th July, 1991

Subject : Revised rates of Traveling Allowance, Daily 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 14-3-88 on the subject noted above and to say that Government has issued various clarifications and instructions regarding TA/DA from time to time and now it has been decided to issue consolidated instructions and include all the previous issued clarifications/instructions regarding TA/DA admissible to Haryana Government employees on revised pay scales.

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 pm.
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
I.	Class -I (AC if drawing more than Rs. 3500/- p.m.)	Heads of Departments and the Officers in the pay scale of Rs. 5900-6700 and above.
II.	Class-I (Class-II AC sleeper).	-
III.	Class-II (A C 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 Conditions 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 as 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. 2/- per kilometer and other employees @ Re. 1/- 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/ air port to the place of duty/residence.

While en 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.

The local mileage will be given from the place of stay in the station of duty to the place of duty and back when the officers/officials are on tour outside the State in their own vehicle.

(c) In the case of travel by a Government 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 @ R s. 2.00 per kilo meter and in case the journey is performed by motor cycle/scooter, road mileage would be paid @ Rs. 1/- 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 clay spent away from headquarters including the time taken on journey.

4. The revised basic rates of daily allowance for ordinary places would be 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

- (i) For travel on tour to places outside Haryana, except the special cities of Delhi, Simla, Madras, Bombay and Calcutta, the above rates would be increased by 25 per cent.
- (ii) For stay on duty at Delhi, Simla, Madras, Bombay and Calcutta, where all employees succeeds in securing Government Rest House accommodation or makes his own private arrangement for stay, the daily allowance rates would be enhanced by 50 per cent 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 up to 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 Rs. 4400/-	150/-	75/-
	(c) Rs. 4400/- and above	200/-	100/-

Where an employee while on tour has to stay in a hotel/tourist bungalow, run on commercial line at a place outside Haryana, half daily allowance may allowed where hotel/tourist bungalow expenses are reimbursed as para 5 above.

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. Besides 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 transportation charges of his household goods on the under mentioned scale at rates 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 transported by any other mode of conveyance, the employee would be paid actual or the charges as per his entitlement whichever is less.

- (ii) A Government employee on transfer will be paid packing/unpacking 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 Government employees on transfer would also be admissible to the family of a deceased employee on his death while in service and similarly to a Government employee on his retirement, for journey to his home town.

9. The above rates of T. A. and D. A. would also be applicable to employees governed by U.G.C. grades and those who opt for pre-revised of pay. In their cases dearness allowance and additional dearness allowance up to the Consumer Price Index of 608 point will be treated as part of their pay for purposes of calculating the admissible traveling allowance and daily allowance. Their rates would also be applicable to the members of All India Services who are serving in connection with the affairs of Haryana State.

10. The revised rates of road mileage/local mileage shall take effect from the date of issue of this letter.

Yours faithfully,

Sd/-

(KAILASH CHAND)

Under Secretary Finance,

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

No. 5/4/91-1FR-II

Dated, Chandigarh, 25th July, 1991

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

Sd/-

(KAILASH CHAND)

Under Secretary Finance,

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

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

Sd/-

(KAILASH CHAND)

Under 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. 5/4/91-1FR-II

Dated, Chandigarh, the 25th July, 1991

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

Sd/-
(KAILASH CHAND)
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/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 5/4/91-1FR-II

Dated, Chandigarh, the 25th July, 1991.

No. 34/2/91-WM(3)

From

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

To

All Heads of Departments,
Commissioners Ambala, Gurgaon, Rohtak & 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 25th July, 1991

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 years 1990-91 and 1991-92.

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 1990-91 and 1991-92 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 (Motor Car/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 up to RS. 0.50 lacs	7% p.a.
(b)	Sanctioned advance up to RS. 1.00 lacs	8% p.a.
(c)	Sanctioned advance up to RS. 1.50 lacs	9% p.a.
(d)	Sanctioned advance up to RS. 2.00 lacs	10% p.a.
(e)	Sanctioned advance up to RS. 2.25 lacs	10.50% p.a.
(f)	Sanctioned advance up to 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.

Motor Conveyance Advance.
(Motor car/Motor Cycle/Scooter/Moped etc. 9% p.a.)

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 years 1990-91 and 1991-92, which also be applicable on the accumulations as stood on 31st March, 1990 and 31st March, 1991 and other similar funds rate of interest will remain in force during the financial year 1990-91 and current financial year (from 1st April, 1991 to March, 1992)

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(Y.S. MALIK)

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

No. 34/2/91-WM(3)

Dated, Chandigarh, the 25th July, 1991

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. 34/2/91-WM(3)

Dated, Chandigarh, the 25th July, 1991

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

Sd/-

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

To

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

U.O. No. 34/2/91-WM(3)

Dated, Chandigarh, the 25th July, 1991.

These instructions have become obsolete.

TOP PRIORITY
DATE BOUND
BUDGET INSTRUCTIONS

GOVERNMENT OF HARYANA
FINANCE DEPARTMENT

No. 1/3/91-1B&C

From

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

To

All Heads of Departments,
All Commissioners of Divisions and
All Deputy Commissioner in Haryana,
Registrar, Punjab & Haryana High Court, Chandigarh.

Dated the 25th July, 1991

Subject : Preparation of Budget Estimates 1992-93 - Instructions regarding.

Sir,

I am directed to address you on the subject cited above and to say that although comprehensive instructions on the subject have been issued by the Finance Department from time to time while inviting proposals for the Budget Estimates but it appears that with the passage of time, the departments lose sight thereof, I am, therefore, to re-iterate and also to enumerate the major points that need to be followed meticulously while preparing Budget Estimates for the year 1992-93 and Revised Estimates 1991-92.

1. Estimation

The estimates of annual expenditure and the forecast of receipts should be framed as accurately as possible. Ordinarily, there should be a close approximation between the Budget forecast and actual receipts as also between the budget grants and the actual expenditure, otherwise Finance Department's assessment of resources of development programmes is likely to go wrong. Estimation on the higher side is as much open to objection as estimation on the lower side. Indeed, estimation on the higher side, from one point of view is even more objectionable because it inflates unnecessarily the requirement of resources and in the process might place avoidable burden on the tax-payer. Accordingly, it is necessary to exercise utmost care and fore-sight in framing the forecast of receipts and estimates of annual expenditure of your Department.

2. Receipts Estimates

Guidelines for preparing forecast of receipts are indicated below :-

- (a) The receipt estimates should take into account only such receipts and payments as the Head of Department expects would be actually realised

or made during the financial year.

- (b) The estimates of receipts should be based on consideration of all relevant data e.g.
 - (i) Existing rates of taxes, duties, fees etc.
 - (ii) course of receipts in the previous years and trends of actual in the current year, after allowing for any abnormal features, and extra items, if any, that may actually be realised in the ensuing year etc.
- (c) Officers should strictly observe the rules relating to classification of receipts and exhibition of recoveries taken in reduction of expenditure. Reduction proposed in the estimates on this account should be explained by a foot-note; and
- (d) Recoveries in respect of the services rendered should be included in receipt estimates in consultation with the Administrative Departments. concerned after ensuring that the latter provided for the same in their own estimates of expenditure for the year concerned.
- (e) These estimates are required to be based on 4 months actuals of the last year and 8 months actuals of the current financial year. For this a budget note as required under paragraph 3.5 of the budget manual should contain the concluding paragraph comparing the current year budget with the Revised Estimates, and Revised Estimates with the new budget.

3. Expenditure Estimates

The estimates of expenditure embodied in the budget are furnished by the Departments in different parts as under :-

- (i) Ordinary budget, i.e. the estimates of recurring expenditure;
- (ii) Schedule of new expenditure-Technically New Schemes; and
- (iii) Schedule of New expenditure-new schemes.

While sending the Expenditure Estimates, departments should send the following information alongwith their proposal:-

- (i) Actual expenditure incurred on the scheme during the previous year.
- (ii) Actual expenditure incurred on the scheme for first six months (April to September) of the current year.
- (iii) Justification for the continuance of the scheme for the year 1992-93.
- (iv) The amount likely to be spent during the year 1992-93.
- (v) Number of vehicles (Petrol and Diesel driven) to be indicated separately and number of vehicles likely to be condemned/replaced during the year 1992-93.
- (vi) Budget provisions for Petrol vehicles/Diesel vehicles respectively should be shown separately.
- (vii) Accumulated liability of the Department to be discharged before 31st March, 1991 and reasons for its accumulation.
- (viii) System of monitoring the expenditure devised by the department and for timely compilation of reconciled accounts.
- (ix) Steps taken by the Departments to ascertain the even distribution of

budgeted provisions and also their monthly review. Estimates regarding how the expenditure under a particular scheme will be distributed over each month of the year should also be submitted invariably.

4. Technically New Schemes and New Schemes

The following points need to be borne in mind while working out the Budget Estimates of such schemes :-

- (i) Before the inclusion of Technically New Schemes in the next year's Budget, the assessment of that scheme for the last year should be on the record. Such scheme can be included in the Budget Estimates only when it has proved useful. Such appraisal is essential for every year.
- (ii) Care should be taken to see that provision is made for sanctioned schemes only as a matter of course and not for schemes of new expenditure.
- (iii) Lump-sum provision should not as a rule be proposed to be made in the Budget Estimates.
- (iv) In the case of works in progress, only such amounts as are expected to be spent during the ensuing year should be included in the estimates.
- (v) No provision should as a rule be proposed in the Budget for new works unless and until all preliminaries, e. g. administrative approval, selection of site, etc. have been completed.
- (vi) No schemes of new expenditure should be included in the Budget unless and until it is finally approved by Government and is likely to be actually implemented during the ensuing financial year.
- (vii) Estimates should be proposed keeping in view the actual expenditure for the previous year, flow of expenditure in the current year and programme of activities/targets to be achieved.

Besides above, information as required for expenditure estimates, their attention is also invited to paragraph 5.6 of the budget manual in accordance with which information for the sanctioned Establishment whether permanent or temporary is required to be sent in the B.M. Form 10. In this connection, Finance Department had been requesting you for the last so many years to send the information in the Performa. But despite repeated instructions, some of the departments have not adhered to this part of the instructions. A revised B.M. Form 10 has been prepared as Annexure III. While sending information in this Performa details of provision made for salary component such as (i) Basic Pay (ii) Spl. Pay (iii) House Rent Allowance (iv) City Compensatory Allowance (v) Medical Charges Fixed (vi) Medical Reimbursement Allowance should be sent separately for these items. Similarly, consolidated totals for each of these items should also be indicated below in the Performa.

Similarly, departments are not following instructions especially for sending estimates under standard object of expenditure 'Office Expenses' and it has been observed that the departments. keep on asking for additional funds under the item 'Office Expenses' under the plea that adequate provisions have not been made in the Budget under this Head. Normally, provisions for this purpose are made on the basis of the figures provided for previous year. In order to make realistic provision for this standard object of expenditure within given resource constraints the information in this connection should also be supplied in the Annexure IV so that no back reference is required to be made.

5. Revised Estimates

Revised Estimates of expenditure of the year are based on the statement of Excesses and Surrenders. It is the main source of information on which the Finance Department

relies to determine whether the modified grant will be in excess or in defect of actual expenditure. It is, therefore, the main factor in fixing the closing balance of the current year. Accordingly it is therefore, imperative that the estimates of excesses and surrenders are framed by you with utmost care so that the supplementary grants required and surrenders offered by you approximate to the actual. It may also be inter-alia pointed out that the savings coming to department's notice after the submission of the final statement of Excesses and Surrenders are required to be reported to the Finance Department latest by the 15th January vide paragraph 13.2 Punjab Budget Manual. However, it has been observed that the department show reluctance to surrender the funds not required and keep on with-holding the same till the close of the financial year as they apprehend that surrenders might prejudice their next year's budgetary provisions. In this behalf, it is clarified that under spending in one year would not prejudice the B.E. for the next year. Hence the Department should not hesitate the timely surrender of the savings identified by them. The revised estimates of budget grants placed at your disposal for the year should, therefore, be made with reference to :-

- (a) to-date expenditure figures reconciled with the office of the A.G. and
- (b) liabilities to be discharged upto 31st March, 1992.

It is essential that provision for liabilities is restricted to the absolute minimum.

6. Charged Expenditure

Article 202(3)(e) of the Constitution of India, provides that any sum required to satisfy any judgment, decree or award of any court of arbitral tribunal shall be charged on the Consolidated Fund of the State. Since at present no provision is generally made in the Budget Estimates to meet expenditure on this account, advances are first drawn from the Contingency Fund to discharge the decree/award and then recouped to the Fund by obtaining additional appropriation through Supplementary Estimates during the course of the year. With a view to avoiding the inclusion of a large number of items involving payment of decretal amounts in the Supplementary Estimates, it has been decided that necessary provision based on reasonable Estimates taking into account all the concomitant factors should be made in the Budget Estimates of the ensuing financial year in respect of all such items in dispute in a court of law. The amount so provided can be utilised to meet expenditure if the suits are decreed against Government but surrendered through the statement of excesses and surrenders in case these are decided in favor of Government.

7. Pre-Budget Scrutiny

Although there are comprehensive instructions on the subject wherein guidelines stressing need for Pre-Budget Scrutiny on the budget proposals have been laid down, these have been lost sight of with the lapse of time and scant attention is being paid to this important matter. The annual Budget Estimates should be prepared on the assumption that once these have been cleared by the Finance Department and approved by the Legislature, frequent references to the Finance Department will not be necessary within the frame work of the Budget. Inclusion of schemes in the Budget Estimates on a provisional basis need to be avoided because a detailed scrutiny of the schemes after the Budget had been passed by the Legislature leads to delays in their execution. The delay in the execution of a scheme not only affects the achievements of contemplated targets but also sometimes increases the financial burden on the 'State Exchequer'. The importance of pre budget scrutiny is, therefore, obvious.

Another important aspect which requires your attention is an appraisal and critical review of the on-going schemes and programmes in such a way that out-dated, redundant and low priority schemes and programmes which have outlived their utility are weeded out. By this review process funds should be diverted from low priority and routine schemes to higher priority schemes and programmes. This would also ensure to identify the areas in which economy may be affected without impairing efficiency or adversely affecting growth. As such, it is once again,

requested that due importance may be given to this aspect of pre-budget scrutiny, which is of paramount necessity in the present set-up. For this purpose, the Administrative Department may arrange, on mutually convenient dates, discussions with the concerned officers of the Finance Department for carrying out pre-budget scrutiny and supplying details of such schemes with full justification not only in terms of expenditure but also activity programme and target wise.

8. Having regard to the paramount need of observing strict economy and to contain non-developmental expenditure, it is requested that your proposals for provisions of funds in the Revised Estimates 1991-92 and Budget Estimates 1992-93 should be examined with a view to effecting economy in administration and other costs as far as possible without impairing the implementation of the schemes.

9. Budget Calendar

Budget Calendar for the preparation of Budget Estimates for the financial year 1992-93 is enclosed (Annexure-I). I am to emphasis that the schedule of dates given in this calendar should be strictly adhered to as the Finance Department has to work accordingly for presentation of Budget proposals to the Council of Ministers and later to the Legislature. It may please be noted that the proposal of expenditure plan or non plan received after the specified dates, and, as a result not pre-scrutinised, would not be entertained and in such cases the Budget proposals would be finalised by the Finance Department in its own best judgment.

10. The preceding paragraphs contain in brief the instructions regarding preparation of various documents already available in the Punjab Budget Manuals and set of instructions issued from time to time. In order to ensure that the various documents are made available to the Finance Department in time, it requested that the Administrative Department should issue similar instructions to their subordinate office so as to be in a position to receive the required information in time for onward transmission to the Finance Department.

The receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

(Y.S. Malik)

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

No. 1/3/91-1B&C

Dated, Chandigarh, 25th July, 1991

A copy with a copy of the enclosures is forwarded to the A.G. Haryana for information with the request that :-

- (i) He may kindly advise the Finance Department about the estimates of the Heads of accounts with which he is concerned by the dates indicated in calendar; and
- (ii) He may ensure up to date reconciliation of expenditure with the departments enable the later to frame their revised estimates 1991-92 realistically.

Sd/-

(Y.S. Malik)

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

A copy with a copy of the enclosures is forwarded to all Administrative Secretaries to Government Haryana for information.

2. They may kindly ensure that Heads of Departments under their Administrative control submit the budget returns by the dates prescribed in the schedule at Annexure-I.

Sd/-
(Y.S. Malik)
Joint Secretary Finance (Budget)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 1/3/91-1B&C

Dated, Chandigarh, 25th July, 1991

A copy with a copy of its enclosures is forwarded to all Branch Officers/ Superintendents in the Finance Department for information.

2. It is requested that the dates prescribed in the Schedule should be adhered to cases of default should be brought to the notice of the Administrative Secretary by the Branch Officer concerned.

3. It may be ensured that the revised administrative approval/financial sanctions in respect of the plan schemes, where necessary on the basis of the allocation communication by the Planning Department after discussion with the Planning Commission are issued prior to the inclusion allocation in the budget estimates 1992-93.

Sd/-
(Y.S. Malik)
Joint Secretary Finance (Budget)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Branch Officers/Superintendent in Finance Department.

U.O. No. 1/3/91-1B&C

Dated, Chandigarh, 25th July, 1991.

ANNEXURE - I

SCHEDULE OF DATES FOR THE SUBMISSION OF RETURNS TO THE FINANCE DEPARTMENT IN CONNECTION WITH THE PREPARATION OF THE BUDGET ESTIMATES, 1992-93.

I. Ordinary Budget

(a) Receipts Estimates-

(i)	Other than Land Revenue, Irrigation and Civil works by	15th October, 1991
(ii)	Land Revenue by	25th October, 1991.
(iii)	Irrigation by	15th November, 1991.
(iv)	Civil Works	20th November, 1991.
(v)	Final Receipts Estimates in Respect of Land Revenue, State Excise Duties, Stamps, Interest, Irrigation and Extraordinary Receipts by	1st January, 1992

(b) Expenditure Estimates

From 15th October, 1991 to 1st November, 1991

II. Schedule of New Expenditure

A-NON-PLAN

(a) Technically New Schemes :		
(i)	Proposals to be sent to the Finance Department by	21st August, 1991.
(ii)	Proposals to be returned by the Finance Department after examination for conveying administrative approval/financial sanction by	15th September, 1991.
(iii)	Schedules and Memoranda to be submitted by the Administrative Department to the Finance Department in duplicate by	15th October, 1991.
(b) New Schemes :		
(i)	Proposals to be sent to the Finance Department by	15th October, 1991.
(ii)	Proposals to be returned by the Finance Department after examination for conveying administrative approval/ financial sanction by	30th October, 1991.
(iii)	Schedules and Memoranda to be supplied by the Administrative Department to the Finance Department (Duplicate) by	15th November, 1991.
B- PLAN		
(a) Technically New Schemes :		
(i)	Proposals to be submitted to the Finance Department by	21st August, 1991.
(ii)	Proposals to be returned by the Finance Department after examination for conveying administrative approval/ financial sanction by	15th September, 1991.

(b) New Schemes :	
(i) Proposals to be submitted to the Finance Department by	15th October, 1991.
(ii) Proposals to be returned by the Finance Department to be Administrative Department after examination for conveying administrative approval financial sanction by	30th October, 1991.
(i) Schedules in forms B.M. 2 and Memoranda in respect of Plan Schemes, both Technically New and New Schemes to be supplied to the Finance Department by the Heads of Departments on the basis of discussion with the State Planning Department, in duplicate, a copy being supplied simultaneously to the Planning Department by	15th November, 1991.
(ii) Discussion with the Planning Commission to be arranged by the Planning Department by	1st week of December, 1991.
(iii) Revised Schedules in forms B.M. 2 and Memoranda, where necessary on the basis of the discussion with the Planning Commission to be supplied to the Finance Department within one week from the discussion with the Planning Commission.	

III. Statement of Excesses and Surrenders

Statement of Excesses and Surrenders to be supplied to the Finance Department by the Heads of Department by	20th November, 1991
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IV. List of Non Plan New Schemes not accepted by the Finance Department

Six copies of the list of Non-Plan New Schemes not accepted by the Finance Department to be supplied to the Finance Department by	1st December, 1991
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Note:- Alongwith the Schedules and the Memoranda, both for Plan and Non-Plan Schemes statements showing the revenue accruing from the scheme may be supplied, in duplicate, in the following form:-

1	2	3	4	5	6		
Sr. No.	Major Head	Name of Scheme	Income from the Scheme	Public Contribution	Central Assistant		
					Grant	Loan	Total
					6A	6B	6A+6B

ANNEXURE - II
MEMORANDUM EXPLANATORY OF THE PLAN SCHEMES

Plan Head _____

Code No. of the Scheme _____

Name of the Scheme _____

Major Head wise break up of Expenditure

	Major Head Revenue	Capital	Loans	Total
		Rs.	Rs.	Rs.
(a)	Financing of the Scheme			
(b)	Object and Performance of the Scheme			
(c)	Staff and Manpower requirements			
(d)	Material requirements			
(e)	Benefits from the Scheme			

EXPLANATORY NOTES

- (a) Financing of the Scheme-It may be indicated In this column specifically if the scheme is a continuing scheme or a new scheme and if there are any contributions by Govt. of India, Local Bodies, E.S.I. and NCDC etc.
- (b) Performance of the scheme may be explained with reference to overall targets contemplated for the Seventh Five Year Plan 1985-90 and targets to be achieved and contemplated for the year 1992-93.
- (c) In the case of man-power requirements both direct and indirect information inter alia, may be given in a tabulated form as under to be followed by explanations.

Scheme	Total requirements for 8th Five Year plan 1990-95	1990-91 (actual)	1991-92 (R.E.)	1992-93 (B.E.)

- (d) In the case of scheme where material requirements are nil this item may be excluded.
- (e) Benefits from the scheme should also state if any Income was expected from the scheme and if so, what was its extent.

ANNEXURE - III**Form B.M. 10**

Department Nominal Roll referred to in a paragraph 3.6 (a) 5.6

1	2	3	4	5	6	7
Sr. No.	Post/ designation	Name	Pay Scale	Basic Pay on 1-4-92	Date of increment	Rate of increment

8	9	10	11	12	13	14	15
Spl. Pay if any	CCA	HRA	Medical Allowance Fixed	Medical Reimbursement Allowance	Dearness Allowance	Total Provision for the year	Remarks

- Notes :**
- (1) 'Voted' and 'Charged' item should be separately shown.
 - (2) In case of temporary establishments authority under which they are entertained should be quoted.
 - (3) Numbers and amount should agree with the entries in the estimate form.

Dated :

Signature and designation of the officer

ANNEXURE - IV
PROFORMA

	Standard object of expenditure	Actual Expenditure 1989-90	Actual Expenditure 1990-91	Budget Estimate 1991-92	Proposed Revised Estimates 1991-92	Budge Estimate 1992-93
	1	2	3	4	5	6
	'OFFICE EXPENSES'					
(i)	<u>Telephone Charges</u>					
(ii)	Electricity & Water charges					
(iii)	POL					
(iv)	Purchase & maintenance of staff cars and other vehicles for office use					
(v)	Postage & Telegrams					
(vi)	Furniture					
(vii)	Purchase & maintenance of office machinery and equipments					
(viii)	Stationary					
(ix)	Rent of Buildings					
(x)	Liveries					
(xi)	Printing of Forms etc.					
(xii)	Miscellaneous					
(xiii)	Details of any other items peculiar to Departments					

Wages

(Staff paid from Contingency)

These instructions have further been clarified/revised partly vide No. 6/83/2009-3PR(FD), Dt. 09.08.2010.

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT
No. 6/23/3PR(FD)-88**

From

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

To

All Heads of Departments,
Commissioner, Ambala, Hisar, Rohtak & Gurgaon Divisions,
Deputy Commissioners and
Sub Divisional Officers (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 26th July, 1991

Subject : Revision of Pay Scales of Technical Posts.

Sir,

I am directed to invite your attention to the subject noted above and to say that the pay scales of some technical posts were revised as follows vide entry No. 40 in Annexure 'A' of Govt. Instructions No. 6/23/3PR(FD)-88 dated 23rd August, 1990 :

Sr. No.	Name of the Post	Existing pay scale as on 01.01.1986	Modified scale of pay w.e.f. 1.5.90
40.	General Recommendations regarding technical posts 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).

2. It has now been decided to modify the above entry as under :

Sr. No.	Name of the Post	Existing pay scale as on 01.01.1986	Modified scale of pay w.e.f. 1.5.90
40.	General Recommendations regarding technical posts 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
40 (A)	General Recommendations regarding technical posts in various departments for which minimum educational	750-940 775-1025 800-1150	950-1400

Sr. No.	Name of the Post	Existing pay scale as on 01.01.1986	Modified scale of pay w.e.f. 1.5.90
	Qualification prescribed is only ITI certificate/diploma from Polytechnic without insistence on Matric.	950-1400	

3. The above shall take effect from 01.05.1990.

Yours faithfully,

Sd/-

(Y.S. Malik)

Joint Secretary Finance (Budget)

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

No. 1/2/74/88-2FR-II

From

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

To

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

Dated, Chandigarh, the 30th July, 1991**Subject : Option to retain existing Formula of Pension to Pensioners of 31-3-1985 to 31-12-1985 period.**

Sir,

I am directed to invite a reference to the Finance Department Letter No. 1/2(74)88-2FR-II dated 3rd November, 1988, regarding Liberalisation of Pensionary benefits. The employees who retired in between 31-3-85 and 31-12-85 have made repeated representations to bring them at par with the retirees of pre 31-3-85 period. After careful consideration, the Government have decided that the employees who retired between 31-3-85 and 31-12-85 may be given an option to retain their pre-revised pension as was drawn by them before the issue of the above referred letter. In that case, they will also get the amount of Dearness Relief admissible from time to time which stood @ 92.5% subject to the maximum of Rs. 463 on 1-1-86, i.e. they may opt to get their pension at their pay of 320 point drawn by them earlier than the issue of Government letter dated. 3-11-88.

2. Further they will also be eligible to get additional relief granted to the pensioners of pre 31-3-85 period vide Government letter No. 1/2(74)-88-2FR-II, dated 28th December, 1989 read with letter of even No. dated 16-1-1990 and to get their pension consolidated on 1-1-86 with these 3 elements.

3. The above offer for option will, however, be subject to the condition that they give an undertaking to refund the extra amount of commuted value of portion of pension if any drawn by them in terms of para (D) of the letter dated 3-11-88 referred to above. For instance an employee who retired during this period with an average pay of Rs. 900/- and pension of Rs. 450/- P.M. got Rs. 18,828/- (Rs. 150/- x 10.46 x 12) after losing Rs. 150/- (1/3rd of pension) whereas after the issue of Circular dated 3-11-88, he got Rs. 32007/- (Rs. 13179 more) by losing Rs. 255/- (1/3rd of new pension i.e. Rs. 766/-).

4. Payment of arrears of pension after adjustment of extra amount of commuted value of portion of pension will be made in four six-monthly installments over a period of two years, subject to the decision of the High Court in Contempt Petition No. 398 of 1991.

The above option shall be exercised up to 31-10-91 and the employees who fail to exercise the option within the stipulated period will continue to draw their pension in terms of para 'D' of Government letter dated 3-11-88 and other existing orders.

Yours faithfully,

Sd/-

(Kailash Chand)

Under Secretary, Finance,

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

These instructions have become obsolete.

No. 1/2(74)88-2FR-II

From

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

To

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

Dated, Chandigarh, the 30th July, 1991

Subject : Consolidation of Family Pension of Employed and Re-employed Pensioners on 1-1-86.

Sir,

I am directed to invite a reference to Finance Department letter No. 1/2(74)88-2FR-II, dated 28-12-89 and 16-1-90 and to state that the Govt. have decided that :

The employed/re-employed pensioners/family pensioners are not getting dearness relief on pension at present under the instant orders. In their case the notional dearness relief which would have been admissible to them but for their employment/re-employment will be taken into account for calculating the additional relief granted vide Govt. letter referred to above and their pension will be consolidated on 1-1-86 with reference to the consolidated pension becoming admissible to them. Dearness Relief beyond 1-1-86 will, however, not be admissible to them during the period of employment/re-employment.

Payment of arrears of pension will be made in four six-monthly instalments over a period of two years, if any.

Yours faithfully,

Sd/-

(Kailash Chand)

Under Secretary Finance,

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

No. 1788-2FICW-91

From

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

To

The Managing Directors/Chief Administrators of all
the Corporations/Boards/Federations in Haryana State.

Dated, Chandigarh, the 4th September, 1991

**Subject : Provision of houses to officers on deputation to Corporations/Boards/
Federations - fixation of rate of licence fee for the hiring of private houses.**

Sir,

I am directed to invite your attention to the subject noted above and to say that vide letter No. 1/64/83-1B&R(Works), dated 11-10-84, from the Commissioner and Secretary to Govt., Haryana, Public Works Department, it was decided to allow hiring of private houses by the Corporations/Boards/Federations for the Government officials/ officers on deputation with them subject to the condition that certain percentage of pay as mentioned in Finance Department's letter No. 11/106-2FICW-81, dated 6-7-81, would be charged from them as house rent. The payment of rent or the balance of actual rent whichever is less was to be made by the Corporations/Boards/Federations subject to ceiling of covered area mentioned in the letter under reference

2. It has now been decided that in case of hiring of private houses by Boards/ Corporations/Federations for Government officials/officers on deputation with them, the rate of licence fee (house rent) to be charged from such employees would be 5% of the basic pay in revised scales. This uniform rate will replace the slab structure mentioned in the letter dated 6-7-81 referred to in para 1 above.

3. The limit of covered area and maximum rent permissible per month for various categories of officers will remain the same as before which is reproduced below for ready reference :

Category of Officer	Covered Area	Maximum rent permissible P.M.
Class-I	1800 sq. ft.	Rs. 1500/-
Class-II	1200 sq. ft.	Rs. 1000/-
Class-III	600 sq. ft.	Rs. 500/-
Class-IV	400 sq. ft.	Rs. 400/-

4. It is reiterated that only those officers would be allowed this facility who are on the verge of getting allotment of Government houses from the Union Territory Administration, but have been denied such accommodation only because of being posted out to a Board/Corporation/Federation on deputation. The facility mentioned in this letter would be

available only from the date of issue of certificate to the above effect from Chandigarh Administration.

5. These instructions will take effect from the date of issue of this communication, and the instructions issued from time to time on the subject may be deemed to have been amended to this extent.

Yours faithfully,

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

No. 1788-2FICW-91,

Dated, Chandigarh, the 4th September, 1991

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

Sd/-
(Praveen Kumar)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Copy is forwarded to :-

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

Sd/-
(Praveen Kumar)
Joint Secretary Finance,
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. 1788-2FICW-91,

Dated, Chandigarh, the 4th September, 1991

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

Sd/-
(Hakam Singh)
Superintendent FICW,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/ Officer on Special Duty/Ministers/Ministers of State/
Chief Parliamentary Secy./Parliamentary Secy., Haryana, Chandigarh.

U.O. No. 1788-2FICW-91,

Dated, Chandigarh, the 4th September, 1991.

***These instructions have been Revised vide
No. 38/110/99-WM(5), Dated 08.12.1999.***

No. 38(110)-89-WM(6)

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 & Haryana High Court, Chandigarh,
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 17th September, 1991

Subject : Advance to Government Servants for the celebration of marriages of their Children/Sister & Female employees (for Self Marriage).

Sir,

I am directed to invite your attention to Finance Department letter No. 38(110)-89-WM(6), dated the 22nd July, 1991 on the above subject and to say that the State Government have decided to enhance the admissibility of Marriage Advance to Government employees as under with immediate effect :

Sr. No.	Purpose	Enhanced Admissibility Limit
1	Loan for the marriage of daughter/Sister and female employees for self marriage.	15 months' pay or Rs. 15,000/- whichever is less.
2.	Loan for the marriage of son.	(15 months' pay or Rs. 7,500, whichever is less)

3. The second advance for the said purpose will also be admissible Subject to the condition that the balance of the first advance and the amount sanctioned for the second marriage does not exceed the maximum admissible under each category.

4. All other terms and conditions as laid down by the Finance Department from time to time shall remain unchanged.

5. You are requested to acknowledge the receipt of this letter and bring the contents thereof to the notice of all the employees working in your department.

Yours faithfully,

Sd/-

(Y. S. MALIK)

Joint Secretary, Finance,

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

No. 38(110)-89-WM(6)

Dated, Chandigarh, the 17th September, 1991

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

Sd/-
(Y. S. MALIK)
Joint Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

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

Sd/-
(Y. S. MALIK)
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. 38(110)-89-WM(6)

Dated, Chandigarh, the 17th September, 1991

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

Sd/-
(Y. S. MALIK)
Joint Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 38(110)-89-WM(6)

Dated Chandigarh, the 17th September, 1991

No. 38(110)-89-WM(6)

Dated Chandigarh, the 17th September, 1991

A copy is forwarded to all Managing Directors/Chief Administrators of all the Public Sector Corporations/Bodies in the State.

Sd/-
(Y. S. MALIK)
Joint Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 28/46/91-5B&C

From

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

To

All Heads of Department in State,
All the Deputy Commissioners in the State
All the Financial Commissioners &
Administrative Secretaries
Commissioner of Ambala/Rohtak/Hisar/Gurgaon Divisions.

Dated, Chandigarh, the 26th September, 1991

Subject : Framing of Service Rules by various departments of Haryana Govt. on the basis of Model Service Rule - inclusion of special pay.

Sir,

I am directed to invite your attention to the subject mentioned above and say that it has been observed that some departments, while framing proposals of Model Service Rules of various categories of employees of their departments, tend to show special pay alongwith the pay scale of the post of the employee. You will appreciate that special pay is not a part of the pay scale. Grant of special pay is well defined under Rule 2.52 of CSR Vol. I Part I and as such it cannot be treated as a part of the pay scale.

2. You are, therefore, requested to observe the Rules and exercise due care in the matter. Accordingly special pay should not be shown alongwith the pay scale while preparing draft Model Service Rules.

Yours faithfully,

Sd/-

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

***These instructions have been Revised partly vide
No. 10/28/96-2FICW, Dated 14.11.1996. & vide
Notification No. 2/1(4)-87-4FR, dated 12.3.2006***

No. 10/36/91-2FICW

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,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 1st October, 1991

Subject : Hiring of private buildings and fixing of revised rent for use of Government Offices.

Sir,

I am directed to invite your attention to Haryana Govt. Finance Department's circular letter No. 1285-2FICW-90, dated 10-5-90 and letter No. 1285-2FICW-90, dated 29.8.90 on the above subject and to say that for some time past the State Government have had under their consideration the question of adopting uniform policy, simplifying the procedure to avoid delay and enhancement of financial powers to Administrative Departments/Heads of Departments regarding hiring of private buildings for Government offices and fixing of revised rents of such buildings. After careful consideration, it has now been decided to increase the financial powers delegated under the rule 19.6 Sr. No. 9 of Punjab Financial Rules Volume-I, as under :-

Sr. No.	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4
Rule 19.6 Sr. No. 9	To Sanction the payment of rent for houses or land for other than residential purpose i.e. ordinary office accommodation & Godown etc.	(i) All Departments of Government (Administrative Department)	(ii) Full powers up to an amount of Rs. 5,000/- p.m. in each individual case subject to the conditions mentioned in para 2 of this letter.
		(ii) Heads of Department and Commissioners of Divisions.	(ii) Upto Rs. 3,000/- per mensem for the office accommodation and Rs. 1,000/- per mensem for land and houses other than for office and residential purpose in each individual case subject to conditions mentioned in para 2 of this letter.

2. The financial powers delegated in para 1 above will be subject to the following conditions :-

- (a) That the space to be hired is as per norms in view of total strength of staff with a permissible variation of 10% on either side.
- (b) That the requisite N.A.C. and R.R.C. have been obtained from the competent authority.
- (c) That the rent has been assessed to be reasonable by the P.W.D. [B & R] Haryana.
- (d) That the quotations for the building proposed to be hired have been invited through a proper advertisement or alternatively by exploring all other avenues.
- (e) That an agreement is duly signed with the Landlord with specific condition that the rent will not be revised for a period of 5 years and revision after expiry of such period in any case shall not exceed 25% of the original rent.
- (f) That 2% of the cost of construction of the building as indicated by the assessing authority shall be utilised towards annual repairs/maintenance failing which the rent equal to such amount shall be deducted by office and repairs got done at its own level, if required.

3. The cases falling under the following categories shall be referred to the Finance Department for its concurrence :-

- (i) All cases beyond the financial powers delegated vide this order and in which case the rent is over and above the assessment made by B&R Department or without assessment by that department.
- (ii) All cases where buildings in commercial areas are hired and are not subject to assessment by the B&R Department.
- (iii) All cases involving relaxation in any of the conditions listed above in para 2.
- (iv) Cases where the building is proposed to be hired for which there is no budget provisions and additional funds are required on that account.

B. Revision in Rent

- (i) The Administrative Secretaries/Heads of Departments shall be competent to sanction revised rent as per delegations provided :-
 - (a) The revised rent does not exceed 25% of the original rent.
 - (b) The revision is proposed after a stipulated period of 5 years as per the agreement originally executed.
 - (c) That the N.A.C./R.R.C. has been obtained in respect of revised rent from P.W.D. [B & R].
 - (d) That the rent shall be revised w.e.f. the date, five years period is completed provided there is a specific agreement executed to that effect.
 - (e) That wherever no agreement has been executed, the revision in rent shall be operative from the date of issue of sanction and not w.e.f. retrospective date irrespective of the fact that five years period may have been completed much before.
- (ii) Administrative sanction is required under the rules for continuation of rented building on year to year-basis. Such cases, where the continuation is proposed on the same rent shall not be required to be referred to the Finance Department

and the Administrative Secretary/Head of Department shall be competent for such sanctions.

C. Agreement

The departments hiring the building must make it a point to execute a proper agreement duly vetted by a Law Officer of the Department or the L.R. Provisions of the Rent Control Act must be observed while executing the agreement. All such cases where any relaxation is required, should be referred to the Finance Department, for its approval.

D. Assessment of Rent

For the purpose of assessment of rent, the following shall be observed :-

- (i) The B & R Department shall assess the rent of the building on the request of the Department and not any individual Landlord. The B&R Department's Officers should exercise adequate care in assessing the rentals as per the guidelines and basis approved by the Government and any deviation, if detected, would invite strict disciplinary action.
- (ii) The assessment made by the P.W.D. [B&R] regarding rent of any building is only an upper reasonability limit. It should not form the basis for the rate of rent to be accepted especially when there is scope for getting buildings on rent at rates lower than the assessment made by B&R Department either through negotiations or otherwise.
- (iii) The rules of assessment provide for inclusion of the element of annual repairs and maintenance. As per the rules such element is 2% of the cost of construction of the building [to be assessed by B & R Department]. It is, therefore, necessary that B&R Officer giving the assessment certificate should indicate such amount per annum. The department hiring the building shall ensure that either the landlord spends an amount equal to such 2% component on annual repairs and maintenance and produces receipts of actual expenditure. Alternatively, the department shall adjust so much of the amount against the rent payable to the landlord and get the repairs done at its own level not exceeding so much of the amount, if so required. For this purpose, rent for the last two months of the year shall be paid after ensuring action as above.

E. General

- (i) Various case have come to the notice where departments keep vacating the buildings at their own level without sound reasons and also keep on hiring new buildings at their own level. The buildings should not be vacated by the department in normal course except as provided in the agreement. Wherever an agreement provide for vacation of building after specified period, the procedure for hiring of another building as laid down in para 2 above shall be followed.
- (ii) Cases have also come to the notice of the Finance Department where one office vacates and another office occupies the same building. In all such cases where payment of rent is made from the same Major Head of Account, occupation of the building by another office shall not be treated as fresh hiring of the building and same rent and agreement shall continue to be in operation for another office also.
- (iii) The rentals of buildings in commercial areas are higher. These are still higher for hiring ground floor/first floors. The department should avoid hiring buildings in commercial areas which are expensive and should in any case not consider hiring of ground floor for office purposes.

It is requested that, these guidelines may please be brought to the notice of all concerned and the receipt of this letter may be acknowledged.

Necessary amendment in the relevant rules will be made separately.

Yours faithfully,

Sd/-

(Y. S. MALIK)

Joint Secretary Finance

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

No. 10/36/91-2FICW-91,

Dated, Chandigarh, the 1st October, 1991

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

Sd/-

(Y. S. MALIK)

Joint Secretary Finance

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

Copies are forwarded to :-

All the Financial Commissioners in Haryana, Chandigarh.

All the Administrative Secretaries to Govt., Haryana for information.

Sd/-

(Y. S. MALIK)

Joint Secretary Finance (B)

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. 10/36/91-2FICW-91,

Dated, Chandigarh, the 1st October, 1991

A 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/Parliamentary Secretary for information of the Chief Minister/Officer on Special Duty/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-

(HAKAM SINGH)

Superintendent FICW

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

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Officer on Special Duty/Ministers/Ministers of State/
Chief Parliamentary Secy./Parliamentary Secy., Haryana, Chandigarh.

U.O. No. 10/36/91-2FICW-91,

Dated, Chandigarh, the 1st October, 1991

A copy is forwarded to the Superintendents of all Expenditure Control Branches of Finance Department for keeping in mind the guidelines while deciding such cases.

Sd/-

(HAKAM SINGH)

Superintendent FICW

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

To

All the Superintendents Expenditure Control Branches,
Finance Departments, Haryana, Chandigarh.

U.O. No. 10/36/91-2FICW,

Dated, Chandigarh, the 1st October, 1991.

***These instructions have been revised vide
No. 16/1/93-WM(1), Dated 29.04.1993.***

No. 16/1/91-WM(I)

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 & Haryana High Court, Chandigarh,
All District & Sessions Judges in Haryana,

Dated, Chandigarh, the 10th October, 1991

Subject : Grant of advance for the purchase of Scooter/Motor Cycle and Moped to Government employees.

Sir,

I am directed to invite your attention to Finance Department's circular letter No. 16/1/89-WM(5), dated the 17th March, 1991, on the above subject and to say that the Government has reconsidered the matter regarding grant of loan for the purchase of Motor Cycle/Scooter/Moped to its employees and has revised the limit of pay/advance and recovery of these advances as under :

Sr. No.	Category	Admissibility condition	Limit of advance and installments of recovery
1.	Purchase of Motor cycle / Scooter.	Govt. employees drawing basic pay including special pay of Rs. 1,200/- p.m. and above.	Rs. 12,000/- or 75% of price of vehicle whichever is less recoverable in not more than 65 equal monthly installments.
2.	Purchase of Moped	No pay limit	Rs. 6,000/- or 75% of price of vehicle whichever is less recoverable in not more than 65 equal monthly installments.

2. The decisions contained in this circular letter shall take effect from the date of issue of this letter and cases wherein funds have already been earmarked sanctioned shall not be re-opened.

3. All other conditions governing the grant of these advances shall remain unchanged.

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

Yours faithfully,

Sd/-
(Y. S MALIK)
Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst. No. 16/1/91-WM(1)

Dated, Chandigarh, the 10th October, 1991

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

Sd/-
(Y. S MALIK)
Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

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

Sd/-
(Y. S MALIK)
Joint Secretary Finance (B),
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. 16/1/91-WM(1)

Dated, Chandigarh, the 10th October, 1991

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

Sd/-
(Y. S MALIK)
Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U .O. No. 16/1/91-WM(1)

Dated, Chandigarh, the 10th October, 1991.

Endst. No. 16/1/91-WM(1)

Dated, Chandigarh, the 10th October, 1991

A copy is forwarded to all Managing Directors/Chief Administrators of all the Public Sector Corporations/Bodies in the State.

Sd/-
(Y. S MALIK)
Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 1/2(152)01-2FR-II, Dt. 20.2.2002.***

No. 1/4(34)84-2FR-II

From

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

To

All Heads of Departments,
Commissioner, 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 15th October, 1991

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

Sir,

I am directed to invite a reference to Finance Department's circular letter No. 1/4(34)-84-2FR-II, dated 15.10.84 on the subject noted above and to say that the Government has to pay heavy amount as interest on and of delayed payment of Death-cum-retirement gratuity. It was decided that all cases where interest has to be paid, action should be taken to fix responsibility for the delay and disciplinary action should be taken against the officers/officials responsible for it, in the above referred instructions. After careful consideration, Govt. has decided that the recovery of interest may be made from those responsible for delay in cases where State Government has to pay interest on decretal amount. These instructions may be brought to the notice of all concerned.

2. These instructions will take effect from the date of issue of this letter.
3. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-
(R.P. SUKHIJA)
Deputy Secretary Finance (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/4(34)84-2FR-II

Dated 15-10-1991

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

Sd/-
(R.P. SUKHIJA)
Deputy Secretary Finance (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/4(34)84-2FR-II

Dated 15-10-1991

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

Sd/-
(Kailash Chand)
Under 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 Administrative Secretaries to Govt. Haryana;
for information and necessary.

Sd/-
(Kailash Chand)
Under 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. 1/4(34)84-2FR-II

Dated 15-10-1991

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/-
(Kailash Chand)
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 Secretaries.

U.O. No. 1/4(34)-84-2FR-II

Dated 15-10-1991.

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 18th October, 1991

Subject : Regarding 'Standing Committee' on Public Enterprises.

Sir,

I am directed to invite your attention to this office letter No. 15/48/89/ ARO-II/HBPE, dated 19-11-1990 on the subject noted above and to reiterate that vide Notification No. 15/48/89/ARO-II/HBPE, dated 20-11-1989 and Corrigendum of even number dated 18-9-1990, 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, it is requested to send the relevant proposals in the form of Agenda Notes (15 copies) to this office. It may be noted that proposals in any other form shall not be entertained.
4. It is further requested that the above instructions may be brought to the notice of all concerned working under your control for strict compliance.

Yours faithfully,

Sd/-
Management Consultant,
for Member Secretary, Haryana Bureau of Public
Enterprises, Finance Department.

These instructions have become obsolete.

No. 12/27/PE(FD)91/AI

From

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

To

The Chairman/Chief Administrators/Chief Executives/
Managing Directors of all Public Sector Undertakings/
Co-operative Institutions/HUDA except
Haryana Agricultural Marketing Board and
Haryana State Electricity Board (as per list enclosed).

Dated, Chandigarh, the 21st October, 1991

**Subject : Introduction of the Pension Scheme in place of Contribution Provident Fund/
Employees Provident Fund etc. in various Boards/Corporations/Companies/
Co-operative Institutions/Public Undertakings etc.**

Sir,

I am directed to refer to this department letter No. 12/27/PE (FD)91-AI, dated 10.9.91 on the subject noted above vide which you were required to send the requisite information by 20.9.91. The information has not been received by this department so far and the same may kindly be sent to this department without any further delay.

Yours faithfully,

Sd/-

Accounts Officer (PE)

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

Endst. No. 12/27/PE(FD)91/AI,

Dated, Chandigarh, the 21st October, 1991

A copy is forwarded to all the Heads of Departments in Haryana, for information and necessary action in continuation of this department Endst. No. 12/27/PE (FD)91/AI, dated 10.9.91.

Sd/-

Accounts Officer (PE)

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

A copy is forwarded to all the Financial Commissioners and Administrative Secretaries to Government Haryana in continuation of this department letter No. 12/27/PE (FD)91/AI, dated 10.9.91.

Sd/-

Accounts Officer (PE)

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

To

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

U.O. No. 12/27/PE(FD)91/AI,

Dated, Chandigarh, the 21st October, 1991

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,
Commissioner, 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 24th October, 1991

Subject : Liberalisation of pensionary benefits on the recommendations of the Fourth Pay Commission.

Sir,

In continuation of Finance Department Letter of even number, dated 12th February, 1990 and letter of even No. dated 23.5.90 on the subject noted above. I am directed to state that interest @ 18% per annum may also be allowed on commutation of pension, on the enhanced payment consequent upon addition of special pay in the total emoluments from the date of their retirement to the date of actual payment to them.

Yours faithfully,

Sd/-

(R.P. SUKHIJA)

Deputy Secretary Finance (R)

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

No. 4/84/91-3FR-II/3154

From

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

To

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

Dated, Chandigarh, the 24th October, 1991

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. 4/84/91-3FR-II/897, dated 4th April, 1991 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 payable to Haryana Government employees drawing basic pay upto Rs. 3500/- p.m. shall, with effect from 1st July, 1991 stand modified and increased to 60% of the basic pay, as against 51% p.m. hitherto.

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 1-1-86. 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 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 or 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, 1991 up to the 31st October, 1991 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 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. 1-11-1991 i.e., for the month of November, 1991 paid in December, 1991.

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/-
 (R.P. SUKHIJA)
 Deputy Secretary, Finance (R),
 for Financial Commissioner & Secretary to Govt.,
 Haryana, Finance Department.

These instructions have become obsolete.

No. 5/15/89-1B&C

From

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

To

All Heads of Departments in Haryana,
Commissioner Ambala, Hisar, Rohtak, Gurgaon Divisions,
All Dy. Commissioners in the State,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated : 24th October, 1991

Subject : Economy in consumption of Petrol/diesel in Govt. vehicles including staff cars.

Sir,

I am directed to enclose a copy of G.O.I. letter No. F.3(3)E-II(A)/90 dated 1st Aug., 1991 on the subject cited above. The state Govt. has already issued instructions in this behalf. It is only to reiterate and request you to ensure that the expenditure on POL in case of vehicles under your control does not exceed the actual expenditure incurred during the last year. Any efforts to reduce the expenditure incurred this year in comparison incurred last year actual would be highly appreciated.

Yours faithfully,

Sd/-

(JOGINDER NATH)

Superintendents 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 and necessary action.

Sd/-

(JOGINDER NATH)

Superintendents Budget & committee
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 : 24.10.91

Contd...

Encl.

No. F.3(3)-F.II(A)/90
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
(Department of Expenditure)

New Delhi, the 1st August, 1991.
10th Sravana, 1913 (Saka)

Office Memorandum

Subject : Economy in consumption of petrol/diesel in Govt. vehicles including staff cars.

The undersigned is directed to refer to this Ministry's office Memoranda of even number dated 27.6.90 and 3.4.1991 and also D.O. letter of even number dt. 24.8.90 in which instructions have been issued regarding economy in the use of petrol/diesel.

2. In view of the tight balance of payments position and the need for containing Govt. expenditure, it has been decided, in modification of the above orders, that the total expenditure on the consumption of petrol/diesel during 1991-92 shall be restricted to the amount spent during 1990-91 on the quantity of petrol/diesel calculated after applying a cut of 20% on the actual consumption during 1989-90. In other words, the amount of expenditure on petrol/diesel to be incurred during 1991-92, shall be restricted to the expenditure incurred during 1990-91 on the quantity of petrol/diesel fixed by applying the 20% cut on the consumption of 1989-90. It may further be noted that no requests for provision of additional funds would be entertained by the Ministry of Finance.

3. All the Ministries/Department etc. are accordingly requested to regulate the expenditure on petrol/diesel by judicious deployment of Govt. vehicles including staff cars so as to adhere to the limit on expenditure as stated above. They are also requested to furnish the information each month from the month of July onwards, as in the revised proforma enclosed by 15th every month.

4. Copies of the monthly reports may also please be endorsed to Sh. Vivek Rao, Dy. Secy., Ministry of Petroleum and Chemicals (Department of petroleum & Natural Gas).

5. Hindi version of the O.M. is enclosed.

Sd/-
(D. THYACESWARAN)
Under Secretary to the Govt. of India.

These instructions have become obsolete.

No. 20/1/91-2B&C

From

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

To

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

Dated, Chandigarh, the 25th October, 1991

Subject : Reconciliation of departmental figures with these appearing in the books of Accountant General, Haryana for the year 1991-92.

Sir,

Your attention is invited to the subject cited above. In this context, the Finance Department have been issuing instructions from the time to time so that the work of reconciliation of departmental figures of expenditure up regularly on monthly basis by deputing reconciliation Assistants. It seems that these instructions are not being followed meticulously by some of the departments. Non compliance of FD's instructions is a serious matter and this tendency needs to be curbed vigorously, because the delay in reconciliation work hinders the complication of Accounts on Schedule date.

2. The work of reconciliation within the prescribed time schedule is of vital importance. The primary object of timely reconciliation of departmental and audited figures of expenditure is to ensure that departmental accounts are sufficiently accurate to achieve efficient departmental financial control. It will also help for timely completion of Finance Accounts and Appropriation Accounts of Haryana Govt.

3. The public Accounts Committee of Haryana Vidhan Sabha have also been regularly high-lighting the importance of regularly reconciliation work that the figures of expenditure reconciled regularly with those booked in the Accountant General (A&E)'s office of avoid excess expenditure over the grants/appropriations every year.

4. It has been pointed out by the Accountant General, Haryana, that the reconciliation of expenditure figures from the month of 4/91 onwards has not even been started by some of the departments though the one third current financial year has already lapsed. It is not a healthy practice and the finance department takes a serious view of this lapse. The list of major heads for which the reconciliation is yet to be done, is enclosed herewith.

In view of the above, it is once again, requested that the work of reconciliation may now be carried out immediately and back-log be cleared accordingly under intimation to Finance Department. In future this work should be completed on monthly basis regularly to avoid delay & infructuous correspondence at all levels.

Yours faithfully,

Sd/-

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

No. 20/1/91-2B&C

Dated: 25.10.91

A copy is forwarded to Sh. P.L.Singhal, Deputy Accountant General (Accounts), Haryana for information with reference to his D.O. letter No. TM(C)/Rec./91-92/852, dated 3-10-1991, addressed to Sh. A. Banerjee, IAS, Finance Secretary, Haryana.

Sd/-
Joint Secretary Finance (B)
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 Govt. Haryana, for information and necessary action.

2. They are requested to get the reconciliation work completed on monthly basis regularly. This may kindly be treated 'TOP-PRIORITY'.

Sd/-
Joint 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. 20/1/91-2B&C

Dated: 25.10.91

No. 38(110)-89-WM(6)

From

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

To

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

Dated, Chandigarh, the 28th October, 1991

Subject : Advance to Government Servants for the celebration of marriages of their Children/Sister & Female employees (for Self Marriage).

Sir,

I am directed to invite your attention to Finance Department letter No. 25/11/78-WM(4), dated 27th March, 1978 and No. 38/110-WM(6)-89, dated 7.12.90 on the above subject wherein the facility for the grant 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 permanent Government employees on a non-Judicial stamp paper of the value of Rs. 15/-. The matter has been reconsidered by the State Government and it has been decided to revise the instructions as under with immediate effect :-

"Marriage loan to female employee for self marriage would be admissible to any regular female employee as per entitlement irrespective of the number of years of service subject to the condition that two permanent employees with more than five years service stand surety for such advance".

2. All other terms and conditions as laid down by the Finance Department from time to time shall remain unchanged.
3. You are requested to acknowledge the receipt of this letter and bring the contents thereof to the notice of all the employees working in your department.

Yours faithfully,

Sd/-
(Y.S. MALIK)
Joint Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 38(110)-89-WM(6),

Dated, Chandigarh, the 28th October, 1991

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

Chandigarh for information.

Sd/-
(Y.S. MALIK)
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 Govt., Haryana.

Sd/-
(Y.S. MALIK)
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. 38(110)-89-WM(6)

Dated, the 28th October, 1991

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

Sd/-
(Y.S. MALIK)
Joint Secretary, Finance.
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Additional Secretary/Officer on Special,
Duty Secretaries/Private Secys. to the Chief Minister/Ministers/
State Ministers/Chief Parliamentary Secy./Parliamentary Secretary.

U.O. No. 38(110)-89-WM(6)

Dated, Chandigarh, the 28th October, 1991

No. 38(110)-89-WM(6)

Dated, Chandigarh, the 28th October, 1991

A copy is forwarded to all Managing Directors/Chief Administrators of all the Public Sector Corporations/Bodies in the State.

Sd/-
(Y.S. MALIK)
Joint Secretary, Finance.
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

These instructions have become obsolete.

From

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

To

All Heads of Departments in Haryana.

Memo No. 28/34/84-1B&C

Dated 31st October, 1991

Subject : Financial Stock taking of large engineering projects and major development Schemes (Civil Departments).

I am directed to invite your attention to FD letter No. 28/34/84-1B&C dated 11.4.90 and subsequent reminders of even No. dated 18.6.90, 2.1.91 and 22.3.91 on the subject noted above and to state the Accountant General, Haryana has again brought to the notice of FD that half yearly report on the financial stock taking of large Engineering Projects and Major Development Scheme (Civil Departments.) which is due in his office on 30th April, 31st Oct. every year is not being sent to his office regularly. So I am, therefore, again to request you to furnish the report in the prescribe proforma on due date to him.

Sd/-

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

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

Sd/-

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

To

All Financial Commissioners and
Administrative Secretaries in Haryana.

U.O. No. 28/34/84-1B&C

Dated 31.10.91

No. 28/34/84-1B&C

Dated 31.10.91

A copy is forwarded to Accountant General (Audit) Haryana, Chandigarh w.r.t. his letter No. CASS-I/C/EPA>Returns/90-91/1466-67 & 1892-93 dated 24.10.91 & 28.10.91.

Sd/-

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

No. 39/3/91-WM(1)

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 and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 4th November, 1991

Subject : Booking of recovery of interest and Principle in the Recovery Schedule in respect of Loans and Advances to Government Servants.

Sir,

I am directed to refer to the subject noted above and to say that while reviewing the recovery schedules of Motor Conveyance Advance received from the Heads of Departments/Drawing & Disbursing Officers, the office of Accountant General (Accounts) has pointed out that in the recovery schedules the recovery of interest is generally shown under the head "7610" whereas the same is required to be shown under a separate head of account i.e. "0049-Interest Receipts". In this connection it is pointed out that various types of loans and advances are granted to Govt. Servants under the Major Head "7610-Loans to Government Servants, etc." the recovery of which is to be shown in the same head of account as Receipts and Interest thereon is required to be shown under head "0049-Interest Receipts-800-Other Receipts."

2. You are requested to bring it to the notice of all Officials/Officers and Drawing and Disbursing Officers working under your, control to show the recovery of principal under major head "7610- Loans and Advances to Government- Servants, etc." and of interest under major head "0049-interest Receipt 800-Other Loans" clearly indicating the purpose for which it was granted in the recovery schedules separately so that correct booking could be made accordingly by the Office of A.G. Haryana.

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

Yours faithfully,

Sd/-
(Y. S. MALIK)
Joint Secretary Finance,
for Financial Commissioner Secretary to Govt.,
Haryana, Finance Department.

Endst. No. 39/3/91-WM(1)

Dated, Chandigarh, the 4-11-91

A copy is forwarded to the :-

- (i) Accountant General (Accounts) Haryana with reference to his letter No. TDH-4/Gen- Misc./91-92/1314, dated 13-9-91.
- (ii) Accountant .General (Audit) Haryana, Chandigarh, for information and necessary action.

Sd/-
(Y. S. MALIK)
Joint Secretary Finance,
for Financial Commissioner Secretary to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

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

Sd/-
(Y. S. MALIK)
Joint Secretary Finance,
for Financial Commissioner Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 39/3/91-WM(1)

Dated, Chandigarh, the 4-11-91

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

Sd/-
(Y. S. MALIK)
Joint Secretary Finance,
for Financial Commissioner Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 39/3/91-WM(1)

Dated, Chandigarh, the 4-11-91.

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

No. 5/4/91-1B&C

From

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

To

All the Heads of Departments,
All the Chairman/Managing Directors of
all the Corporations in the State,
All the Administrative Secretaries,
All the Dy. Commissioners in the State,
Registrar, Punjab & Haryana High Court, Chandigarh.

Dated : 6th November, 1991**Subject : Economy in expenditure in the purchase of material and equipments.**

Sir,

Please find enclosed herewith a D.O. letter received from the Cabinet Secy. to Govt. of India to the address of Chief Secy. to Govt. of Haryana. This is to emphasize control in expenditure on purchase of material and equipments. You will appreciate that State Govt. is equally concerned in the matter in view of our financial constraints. The departments are requested to carry out a review exercise and avoid incurring expenditure on these items to the extent possible. Compliance of these orders may kindly be reported to the Finance Department

Yours faithfully,

Sd/-

(JOGINDER NATH)

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

No. 5/4/91-1B&C

Dated : 6.11.91

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

Sd/-

(JOGINDER NATH)

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

Contd...
Encl.

A copy of D.O. **No. 28/1/1/91-CA. IV, dated Oct. 15, 1991** from Cabinet Secy., New Delhi addressed to Chief Secy. to Govt. of Haryana.

This is in continuation of my D.O. letter of even number dated 12.2.91 about efficiency in the utilisation of funds and economy in govt. expenditure.

2. I would like to emphasize again that in order to control budgetary deficits and avoidable expenditure which contributes significantly to the rising inflation we should all avoid incurring of any wasteful expenditure and exercise utmost economy in the purchase of material and equipment. You might like to review again the current year's expenditure plans to ensure that expenditure is made with the utmost efficiency.

3. Govt. of India have now, advised all their Ministries/Public Sector Undertakings to exercise utmost restraint in the purchase of cement and refrain from purchases to the extent possible, consistently with the need for economy and efficiency in expenditure. Efforts are also being made to defer all purchases, to the extent feasible, during the current busy season when demand for cement is at its peak. State Government might also undertake a similar exercise with a view to curtail expenditure and reduce off-take of cement to the extent feasible.

4. I shall be grateful if the receipt of this letter is acknowledged and a copy of the instructions issued is sent to me.

***These instructions have been Modified partly vide
No. 11/16/89-1FR-II, Dated 25.09.1992***

No. 11/16/89-1FR-II

From

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

To

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

Dated, Chandigarh, the 19th November, 1991

Subject : Grant of Maternity Leave.

Sir,

I am directed to invite reference to rule 8.137(A) and 8.127(I) of Civil Service Rules Vol. I, Part I according to which Maternity Leave to female Govt. employees is admissible for a period not exceeding three months. The matter has been further examined and it has now been decided that maternity leave up to two living children will be of six months and for the third (and not beyond) existing facilities of maternity leave of three months will continue.

2. These instructions will take effect from the date of issue of this letter.
3. Necessary amendments in the relevant rule is being made separately.

Sd/-
(M. L. TAYAL)
Joint Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 11/16/89-1FR-II

Dated, Chandigarh, the 19th November, 1991

A Copy along with a spare copy is forwarded to the Accountant General, Haryana for information and necessary action.

Sd/-
(M. L. TAYAL)
Joint Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 11/16/89-1FR-II

Dated, Chandigarh, the 19th November, 1991

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

Sd/-

(M. L. TAYAL)

Joint Secretary, Finance

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 Secretary.

U.O. No. 11/16/89-1FR-II

Dated, Chandigarh, the 19th November, 1991.

No. 11/16/89-1FR-II

From

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

To

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

Dated, Chandigarh, the 19th November, 1991

Subject : Grant of Casual Leave to female Govt. employees.

Sir,

I am directed to invite a reference to rule 8.61 of C.S.R. Vol. I, Part-I (Appendix 17 of C.S.R. Vol. -I, Part-II) and to say that for some time past the question of raising the quantum of casual leave to female Govt. employees in the State has been engaging the attention of Government. After careful consideration it has now been decided that all female employees in service shall be entitled to 20 days casual leave every year irrespective of number of year of service put in by them.

2. The decision contained in this circular letter shall be effective from 1st January, 1992.
3. Necessary amendment in the relevant rule is being made separately.

Sd/-
(M. L. TAYAL)
Joint Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana. Finance Department.

No. 11/16/89-1FR-II

Dated, Chandigarh, the 19th November, 1991

A copy along with a spare copy is forwarded to the Accountant General, Haryana for information and necessary action.

Sd/-
(M. L. TAYAL)
Joint Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana. Finance Department.

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

Sd/-
(M. L. TAYAL)
Joint Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana. Finance Department.

To

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

U.O. No. 11/16/89-1FR-II

Dated, Chandigarh, the 19th November, 1991

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

Sd/-
(M. L. TAYAL)
Joint Secretary, Finance
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 Secretary.

U. O. No. 11/16/89-1FR-II

Dated, Chandigarh, the 19th November, 1991.

***These instructions have been Revised vide
No. 5/6/92-1B&C, Dated 04.12.1995.***

No. 5/5/91-1B&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 Chairmen/Managing Directors of the Corporations,
Undertakings/Boards in the State.

Dated : 20th November, 1991

Subject : Economy in expenditure ban on purchase of new cars/jeeps etc.

Sir,

I am directed to invite your attention to the F.D. instructions No. 5/18/89-1B&C dated 21.12.89 and para-I of the F.D. instructions No. 5/15/89-1B&C dated 19.1.91 on the subject cited above wherein complete ban on the purchase of new cars/jeeps and replacement of vehicles was imposed. A doubt has been expressed by some quarters whether, with the issuance of Chief Secy.'s letter No. 133/1/91-RVA dated 17.5.1991, the imposition on ban is still operative or not. In order to clarify the issue in this regard, it is reiterated that para (i) of the FD instructions dated 19.1.91 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 control.
3. The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-
(Y.S.MALIK)
Joint 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/-
(Y.S.MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 5/5/91-1B&C

Dated : 20-11-91

No. 5/5/91-1B&C

Dated : 20-11-91

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

Sd/-
(Y.S.MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

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

Sd/-
(Y.S.MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Branch Officers/Supdts. in FD.

U.O. No. 5/5/91-1B&C

Dated : 20-11-91.

MOST IMMEDIATE

Subject : Constitution of Audit Committees for the prompt disposal/settlement of audit objections audit paras.

Will all the Financial Commissioners and Administrative Secretaries to Govt. Haryana, Kindly refer to FD U.O. No. 22/1/90-2B&C dt. 1.6.90, 23.10.90, D.O. letter No. 22/1/90-2B&C dt. 6.12.90 and U.O. No. 22/1/90-2B&C, dt. 2.4.91 on the subject noted above ?

2. Despite repeated requests made by the F.D., action regarding constitution of Audit Committees for the prompt settlement of audit objections/paras on the recommendations of A.G. Haryana has not yet been completed by some of the Departments. The list of such departments. for which these Audit Committees have not been constituted is enclosed. It is again requested that the matter may kindly be taken up at personal level by convening meeting of the departments. under their control and the constitution of the Audit Committees be expedited under intimation to the Accountant General, Haryana and the Finance Department. In case of Department where such Audit Committees have been constituted, regular meetings are not being held. This defeats the very purpose of constitution of such Committee. It is, therefore, also requested that regular meetings be held to monitor the progress in this area.

Sd/-

Joint Secy. 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. 22/1/90-2B&C

Dated: 22nd November, 1991

Contd...

Encl.

List of Department who have not constituted Audit Committees so far.

1.	Chief Secy. to Govt. Haryana Secretariat Establishment.
2.	Haryana Public Service Commission.
3.	Subordinate Services Selection Board.
4.	Election
5.	Hospitality
6.	Secy. Governor
7.	Secy. Haryana Vidhan Sabha.
8.	Director State Vigilance Bureau Vigilance
9.	IO Vigilance
10.	Labour Commissioner
11.	Director Institutional Finance & Credit Control
12.	Director General Police, Criminal Investigation Department and Forensic Laboratory Org.
13.	Chief Architecture
14.	Principal Chief Conservator of Forests
15.	Director Medical College Hospital Rohtak
16.	Colonization
17.	Urban Estate
18.	Local Bodies
19.	Director of Election Local Bodies
20.	Supplies & Disposal
21.	Animal Husbandry
22.	Milk Commissioner
23.	Chief Wild Life Preservation
24.	Technical Education.

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

No. 28/61/85-1B&C(BR)

From

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

To

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

Dated, Chandigarh, the 2nd December, 1991

Subject : Exhibition of expenditure under Plan Budget Estimates 1992-93 - Change therein.

Sir,

It has been decided in consultation with the office of Accountant General, Haryana to change the classification of schemes in the Plan Budget while preparing Plan Budget Estimates for the year 1992-93.

2. The details of proposed changes are given in the enclosed note meant for Branch Officers of the Finance Department. You are requested to go through the note and prepare your plan Budget Estimates for the year 1992-93 according to the change classification as indicated in the proformas which are also enclosed in the note.

3. You will appreciate that the time at our disposal in carrying out the necessary changes and getting the revised BM Forms printed is rather too short and the Finance Department will not be in a position to implement these changes without your active cooperation. We would, therefore, request you to kindly supply all estimates according to the changed classification pattern.

Yours faithfully,

Sd/-

(Y.S. Malik)

Joint Secretary Finance (B)

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

Encls : Enclosure

No. 28/61/85-1B&C(BR)

Dated, 2nd December, 1991

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

necessary action with reference to his letter No. Appro./A/Cs./Budget/Misc./CAG/82-83 to 91-92/751-53, dated 3.10.1991

Sd/-
(Y.S. Malik)
Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to :-

PS/FCF for information of FCF.
All Branch Officers in F.D.
All Supdts./Dy. Supdts, in the F.D.
for information and necessary action.

Sd/-
(Y.S. Malik)
Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

PS/FCF for information of FCF.
All Branch Officers in F.D.
All Supdts./Dy. Supdts, in the F.D.

U.O. No. 28/61/85-1B&C(BR)

Dated, 2nd December, 1991.

No. 12/60/PE(FD)AIII

From

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

To

All the Chairman/Chief Executives/MDs/Heads of Corporations/
Companies/Public undertakings/Co-op. Institutions etc.
in the State.

Dated, Chandigarh, the 3rd December, 1991

Subject : Regarding hiring of private buildings on rent and fixing of revised rent of private buildings for use as Government Offices.

Sir,

I am directed to refer you to the subject cited above and to state that the question of extending the scope of Government Instructions contained in their letter No. 1285-2FICW-90, dated 29.8.90 (copy enclosed for ready reference) on the subject cited above to all the Corporations/Companies/Boards/Co-op. Institutions/Public Enterprises/Public Under-takings etc. in Haryana has been under active consideration of the Government for some time past. It has now been decided that in order to observe economy in the expenditure of the Government Public Undertakings etc the instructions contained in Haryana Government Letter No. 1285-2FICW-90, dated 29.8.90 will also be applicable forthwith to all the Corporations/Companies/Boards/Co-op Institutions/Public Undertakings/Public Enterprises etc. It is, therefore, requested that these instructions may please be brought to the notice of all concerned working under your control for strict compliance in letter and spirit.

Yours faithfully,

Sd/-

Accounts Officer (PE),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/2(73)88-2FR-II/3775

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 9th December, 1991

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/961, dated 30th April, 1991 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, 1991, in modification of the rates mentioned in the letter dated 30th April, 1991 :-

Pension/Family Pension Per month	Rate of dearness relief per month
(i) Not exceeding Rs. 1750/-	60% of the Pension/Family Pension.
(ii) Exceeding Rs. 1750/- but not exceeding Rs. 3000/-.	45% of the Pension/Family Pension subject to a minimum of Rs. 1050/-.
(iii) Exceeding Rs. 3000/-	39% of the Pension subject to a minimum of Rs. 1,350/-

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, 1991 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/-

(M. L. TAYAL)

Joint Secretary Finance (R)

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

No. 15/42/91-3B&C

From

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

To

All the Heads of Departments and
Deputy Commissioners in the State,
Commissioners, Hisar/Gurgaon/Rohtak/Ambala Divisions,
All the Managing Directors of the Boards and
Corporations in the State,
Registrar, Punjab and Haryana High Court.

Dated, the 12th December, 1991

Subject : Follow up action on the Audit Reports.

Sir,

I am directed to address you on the subject cited above and to say that the PAC in its meeting held on 17th September, 1991 had made the following recommendations :-

“D.O. letter No. Report/1-3/AGCont./90-91/299, dated 9th July, 1991 received from Shri Raghbir Singh, Accountant General (Audit), Haryana regarding delay in follow-up action on the audit reports, was placed before the Committee. The Committee decided that the Government may be requested to take follow-up action on the Audit Reports as soon as they are presented in the House without waiting for the Committee discussion and to apprise the Vidhan Sabha Secretariat in the action taken thereon within three months”.

2. Similar recommendation has also been made by the Committee on Public Undertakings in the meeting held on 10th October, 1991. Finance Department has been issuing instructions from time to time requesting the departments to take immediate follow-up action on the Audit Reports. The observations made by the Public Accounts Committee and the Committee on Public Undertakings are brought to your notice and invite your attention to the fact that immediate action on the Audit Reports is lacking on part of the departments. The Department should initiate action on the Audit Reports immediately after the presentation of the same to the State Legislature without waiting for the Committee discussions. The departments should also apprise the Vidhan Sabha about the action taken on such reports within a period of three months. I am, therefore, to request you kindly to take careful note of these observations and take action accordingly.

Yours faithfully,

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

No. 15/42/91-3B&C,

Dated, the 12th December, 1991

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

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.

2. They are requested to direct their departments under their control to follow the instructions meticulously.

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. 15/42/91-3B&C,

Dated the 12th December, 1991

No. 15/42/91-3B&C,

Dated the 12th December, 1991

A copy is forwarded to the Secretary, Haryana Vidhan Sabha, for information w.r.t. his letter No. PAC-10/91/18775, dated 6th November, 1991 and No. 13-CPU/1991-92/19004, dated the 11th November, 1991.

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

Contd...
Encl.

Relevant extract from Third Meeting of the PAC-para 52.

The Committee feel that with the rapidly growing activity in most of the departments of the State Government, the expenditure has increased and will be increasing rapidly and the existing machinery to deal with matters relating to accounts, internal audit, settlement of audit objections, inspection reports, etc., is not perhaps sufficient and this is resulting in piling up of the objections. The Committee recommended that in order to achieve good result in this direction, some special measures should be adopted on priority basis. These may include creation of strong Internal Audit Organization particularly in heavy spending departments such as Transport, P.W.D., Education, Agriculture and heavy revenue earning departments like Excise and Taxation. Some departments in which such organizations already exist should strengthen then still further. The most obvious and effective way of preventing of reducing audit objections is to ensure *ab initio* that irregularities do not occur and that rules and regulations are strictly followed. While efforts would be made to clear old outstanding objections, the teal drive should be towards reducing the underlying causes of objections. It is here that the value of strong Internal Audit Organisation lies. These organizations can also conveniently be made responsible for the settlement outstanding audit objections. In the initial stage, the Accountant General bean, if necessary, be requested by Government to spare some staff for manning these organizations.

These instructions have become obsolete.

No. 4/4(21)/91-2FR-I

From

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

To

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

Dated, Chandigarh, the 18th December, 1991

Subject : Regarding submission of nomination forms by the G.P.F. Subscribers.

Sir,

I am directed to refer to the subject noted above and to say that as per provisions of Rules 13.7 of Punjab C.S.R. Vol. II which prescribes that a subscriber at the time of joining the G.P.Fund is required to submit a nomination to the Accountant General, Haryana to confer on one or more persons, the right to receive the amount that may stand at his credit in the G.P.Fund in the event of his death before that amount has become payable or having become payable has not been paid. It has been noticed that in a large number of cases the subscribers have not filed their nominations inspite of repeated requests by the A.G. Haryana. Failure to sent nomination leads to undue hardships to the family of the subscriber in the event of his death and also delays the settlement of final payment cases.

2. You are, therefore, requested that you may kindly issue suitable instructions to all the Drawing and Disbursing Officers under your control to send the nomination forms to A.G. (A&E), Haryana immediately under intimation to Finance Department.

Yours faithfully,

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

No. 4/4(21)91-2FR-I

Dated, 18.12.1991

A copy is forwarded to the Accountant General (A&E), Haryana, Chandigarh for information with reference to his D.O. letter No. Fds-I/Wanting nomination/91-92/734 dated 27.11.91.

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

To

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

U.O. No. 4/4(21)91-2FR-I

Dated, 18.12.1991.

These instructions have become obsolete.

No. 4/11/91-3FR-II

From

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

To

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

Dated, Chandigarh, the 1st January, 1992

Subject : Grant of adhoc bonus to the Haryana Government employees for the year 1990-91.

Sir,

I am directed to invite a reference to Government of Haryana, Finance Department circular letter No. 4/11/90-3FR-II, dated 28-1-1991 on the subject noted above and to say that some time past the State Government had under consideration the question of grant of adhoc to Haryana Government employees not covered by any of the Productivity Linked Bonus Schemes. It has now been decided to grant adhoc bonus equivalent to 29 days emoluments for the year 1990-91 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 1990-91 as mentioned above will be computed on the basis of the actual emoluments upto and including Rs. 2500/- per month as on 31st March, 1991. 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 31-3-1991 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 31-3-91 and have rendered at least six months of continuous service during the year 1990-91 will be eligible for payment under those orders. Pro-rata payment will be admissible to the eligible employees for period 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 31-3-1991. 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 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 three years or more, will be eligible for this adhoc payment. The amount will be paid on a national monthly wage of Rs. 750/- irrespective of actual monthly wages. The amount of adhoc bonus will be

$$\frac{\text{Rs. 750} \times 29}{31}$$

i.e. Rs. 701.61 (rounded off to Rs. 702).

- (iv) The adhoc bonus will be calculated on the following formula :-

$$\frac{\text{Emoluments} \times 29}{31}$$

- (v) All payments under these orders will be paid/credited to G.P.F. accounts 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 1991-92.

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/-

(M.L. TAYAL)

Joint Secretary Finance,

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

No. 4/11/91-3FR-II

Dated, Chandigarh, the 1st January, 1992

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/-
(M.L. TAYAL)
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/-
(M.L. TAYAL)
Joint Secretary Finance,
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. 4/11/91-3FR-II

Dated, Chandigarh, the 1st January, 1992

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

Sd/-
(M.L. TAYAL)
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 of State/Chief Parliamentary Secy.

U.O. No. 4/11/91-3FR-II

Dated, Chandigarh, the 1st January, 1992.

No. 13/83/PE (FD)/91

From

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

To

All the Managing Directors/
Chief Executive of Corporations/
Companies/Boards/Co-operative Institutions,
HUDA in the Haryana State.

Dated, Chandigarh, the 9th January, 1992

Subject : Meetings of Board of Directors of Public Undertakings.

Sir,

I am directed to refer you on the subject cited above and to say that it has been observed that agenda notes of the meetings of Board of Directors are not sent by several organisations to the representatives of Finance Department and Haryana Bureau of Public Enterprises well in time. It makes it difficult for the Finance Department to examine the agenda items to be discussed in the Board meeting. Sometimes the agenda notes are received only a day before or on the day of meeting, or even after meeting and the nominees of Finance Department on Board of Directors are not in a position to express their considered opinion.

In view of above, it is stressed that agenda notes of the Board's meetings should be sent to the nominees of the Finance Department on the Board of Directors and to Haryana Bureau of Public Enterprises at least one week in advance of the Board meeting, failing which Finance Department's nominee will not be in a position to attend the meeting and decisions taken in Board's meeting will not have the consent/approval of the Finance Department.

The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

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

***These instructions have been Revised vide
No. 68/2/92/FD/Pension/SAP, Dt. 28.4.1992.***

No. 68/1/91-FD/Pension/SAP

From

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

To

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

Dated, Chandigarh, the 14th January, 1992.

Subject : Instructions regarding 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 4th January, 1989 and letter No. 68/2/89/FD/Pension/SAP, dated 5.3.1990, on the subject noted above, which interalia include that the departments should observe the time schedule laid down by the Government of Haryana regarding submission and finalization of pension cases. It has been brought to the notice of the Government by the Accountant General, Haryana that 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 this office. Non-observance of instructions regarding preparation of pension cases cause delay in final settlement of pension cases. This has resulted in hardships to the pensioners. I have therefore, been directed to emphasis upon you that the instructions issued by the Finance Department in this behalf should be followed meticulously. Immediate necessary instruction be issued to all concerned authorities to strictly adhere to instructions regarding timely submission of pension cases and pension cases should be given Top-Priority and may not be allowed to remain unattended, so that the retiring Govt. servants may get P.P.O./G.P.O. well in time.

2. Please acknowledge the receipt of this communication.

Yours faithfully,

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

No. 68/1/91-FD/Pension/SAP,

Dated, Chandigarh, the 14.1.1992

A copy is forwarded to Sh. P. Narayana Murty, Accountant General (A&E) Haryana, Chandigarh, with ref. to his D.O. letter No. Pen 1/Gen-91-92/5548-49, dated 15.11.91 for information.

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

Copies are forwarded to :-

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

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

To

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

U.O. No. 68/1/91-FD/Pension/SAP,

Dated, Chandigarh, the 14.1.1992

These instructions have become obsolete.

तत्काल/तिथिबद्ध

प०क्र० 67/6/91-एफ.डी./पेंशन/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, 14.1.1992 (14th January, 1992)

विषय : पैन्शन 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 67/6/88-एफ.डी./पेंशन/एस.ए.पी., दिनांक 26.9.1988 की ओर दिलाऊं जिनके द्वारा आपको निर्धारित प्रोफार्मा I, II तथा III में पैन्शन केसों की मासिक प्रगति रिपोर्ट भेजने के लिए आदेश दिए थे, परन्तु यह देखने में आया है कि इन प्रोफार्मा से पैन्शन 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 दिसम्बर, 1991 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 पैन्शन केसों की मासिक प्रगति रिपोर्ट प्रत्येक मास की 10 तारीख तक नियमित रूप से नहीं भेजते, जिसके कारण पैन्शन केसों की जांच भली प्रकार से नहीं की जा सकती। अतः आपसे अनुरोध है कि भविष्य में पैन्शन केसों की सूची नए निर्धारित प्रोफार्मा I, II, III हर मास की 10 तारीख तक अवश्य भेज दी जाया 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,

हस्ताक्षर—

संयुक्त सचिव (वित्त)

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

पृ०क्र० 67 / 6 / 91-एफ.डी./पैन/एस.ए.पी.

दिनांक 14.1.1992

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 हेतु 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 तथा
सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा. क्र० 67 / 6 / 91-एफ.डी./पैन/एस.ए.पी.

दिनांक 14.1.1992

Contd...
Encl.

STATEMENT - I

Statement showing upto date position of pending pension cases in respect of _____ Department for the month of _____ 199

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, the no. & date of the communication vide which the case was referred to A.G. (A&E) Haryana	Reasons for its being pending
1	2	3	4	5	6

STATEMENT - II

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 _____ 199 .

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 of the communication?	Present position of pension case.	<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

STATEMENT - III

Statement showing the upto date position of Govt. servant who are due to retire after one year and within the period of next 24 months in respect of _____ for the month of _____ 199 .

Sr. No.	Name & Designation	Date of retirement	Whether service book/record has been verified upto date?	Whether steps has been taken to finalise long terms advances/ recoveries/ shortages against the retirees?	Whether steps expedite any enquiry pending against the official/retiree, have been taken, and issued details thereof?
1	2	3	4	5	6

STATEMENT NO. 3

Statement showing the upto date position of Govt. servant who are due to retirement after one year and within the period of next 24 months in respect of Deputy Commissioner, Ambala for the month of :

Sr. No.	Name & Designation	Date of Retirement	Whether services book record has been verified upto date.	Whether steps has been taken terms advance recoveries short against the retirees.	Whether steps expedite any enquiry state nature pending against the employees, taken.
1	2	3	4	5	6

No. 5/7/91-1B&C

From

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

To

All the Financial Commissioners &
Administrative Secys. to Govt., Haryana,
All Heads of Departments,
All the Divisional Commissioners &
The Deputy Commissioners in Haryana,
The Registrar, Punjab & Haryana High Court &
All the Distt. & Session Judges in the State of Haryana,
All the Chairman/Managing Directors of the Corporations,
Undertakings/Boards in the State.

Dated, Chandigarh, the 16th January, 1992

Subject : Use of Government staff Cars for private journey.

Sir,

I am directed to invite your attention to para (iv) of the Chief Secretary to Government, Haryana, instructions No. 133/1/91-RVA, dated 17.9.1991 wherein staff cars have been allowed to be used for non-official journey between Residence and office upto a total distance of 400 K.Ms. on payment of Rs. 200/- per month to Ministers, Administrative Secretaries, Managing Directors of Boards/Corporations, Heads of Departments, Addl. PSCM & OSD to C.M. Haryana.

2. It has been observed that there are a large number of officers both at the Headquarter and in the field offices who do not fall in the above defined categories even though these officers may be enjoying the facility of an attached vehicle with them.

3. The matter has now been considered and it has been decided to extend this facility as envisaged in para (iv) of the instructions referred to above to all such officers in the field and at headquarter where the officer has the facility of earmarked vehicle w.e.f. 16.1.1992. This facility would not be available in case of staff vehicles. However, Divisional Commissioners, D.I.Gs (Range only) Deputy Commissioners and Sr. Superintendent of Police (Distt. only) are exempted from the purview of these instructions in view of the nature of duties performed by them.

4. Other conditions prescribed in the letter bearing No. 133/1/91-RVA, dated 17.9.1991 would be applicable in these cases also.

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

Yours faithfully,

Sd/-

(Y.S.MALIK)

Joint Secretary Finance (B)

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

No. 5/7/91-1B&C

Dated, Chandigarh, the 16th January, 1992

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

Sd/-
(Y.S.MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been modified vide
No. 1/1/99/Asstt/HBPE, dated 05.02.1999.***

No. 13 (1)11-PE (FD)91/A-III

From

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

To

The Chairman/Chief Executives/Managing Directors
and Heads of all the Corporations/Companies/Boards/
Co-operative institutions and other Public Sector
Undertakings in Haryana.

Dated, Chandigarh, the 17th January, 1992

Subject : Writ Petitions/Civil Suits and other Court cases.

Sir,

I am directed to refer you to the subject cited above and to state that it has been observed in several court cases that various statements are made by the Departments/Public Enterprises etc. on behalf of the State Government without prior consultation with or knowledge of the appropriate authorities which puts the State Government in an awkward position and avoidable litigation. In some cases the State Government does not have any knowledge about such assurances/undertakings on behalf of the State Government.

With a view to averting such embarrassing situations in future, it is emphasized that you should not give any assurance/undertaking or make a statement in the court(s) unauthorisedly on behalf of the State Government and without prior approval of the competent authority of the State Government. It would be appropriate that any assurance/undertaking to be given by your organisation on behalf of the State Government is only with the prior approval of the competent authority.

It has also been observed that the notices/directions and other miscellaneous orders passed/issued by the courts wherein State Government is also a respondent, are conveyed by the concerned Public Sector Undertakings to the State Government very late and that too without complete facts, details, information or relevant record. It would be appropriate if simultaneously you also ensure that such matters with full facts/details and record are promptly reported to the competent authority in the State Government.

The above instructions may be brought to the notice of all concerned working under your control for strict compliance. The receipt of these instructions may please be acknowledged.

Yours faithfully,

Sd/-

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

No. 1/9/91-3PR(FD)

From

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

To

All Heads of Departments,
Commissioners, Ambala/Karnal/Hisar/Gurgaon Divisions,
Deputy Commissioners and
Sub-Divisional Office (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,
The Registrars, Maharishi Dayanand University, Rohtak,
Kurukshetra, Haryana Agriculture University, Hisar.

Dated, Chandigarh, the 20th January, 1992

Subject : Revision of pay scales of Haryana Government employees.

Sir,

I am directed to invite your attention on the subject noted above and to say that the Government have further revised the pay scales of some categories of employees w.e.f. 1.10.91, as per the details in Annexure 'A' to this Letter.

2. It is clarified that in case the pay scales of any two categories of employees become equal as a result of this revision of pay scales, the same will not be construed to mean acceptance of any parity in the pay scales of such employees.

3. It is requested that the pay of the employees whose pay scales have been further revised w.e.f. 1.10.91, as detailed in Annexure 'A' to this letter, may be fixed under the applicable rules.

Yours faithfully,

Sd/-

(Y. S. MALIK)

Joint Secretary Finance (B)

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

Endst. No. 1/9/91-3PR(FD)

Dated, Chandigarh, the 20th January, 1992

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

Sd/-

(Y. S. MALIK)

Joint Secretary Finance (B)

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

Endst. No. 1/9/91-3PR(FD)

Dated, Chandigarh, the 20th January, 1992

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

Sd/-

(Y. S. MALIK)

Joint Secretary Finance (B)

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

A copy is forwarded to :-

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

Sd/-
(Y. S. MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

1. All the Financial Commissioners in Haryana; and
2. All the Commissioners & Administrative Secretaries to Government, Haryana.

U.O. No. 1/9/91-3PR(FD)

Dated, Chandigarh, the 20th January, 1992

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

Sd/-
(Y. S. MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 1/9/91-3PR(FD)

Dated, Chandigarh, the 20th January, 1992.

ANNEXURE - A**(Annexure to F.D. letter No. 1/9/91-3PR(FD) dated the 20th January, 1992)**

Sr. No.	Name of the department	Name of the post	Existing pay scale as on 01.01.1986	Revised scale of pay w.e.f. 1.10.91	
1	2	3	4	5	6
1.	Archaeology	Assistant Conservator	1600-2600	1640-2900	
2.	Architecture	Senior Architect	3700-5000	4100-5300	
		Assistant Architect	2000-3500	2200-4000	
3.	Civil Secretariat	(a)(i) Supdt. (Cash)	2000-3500+ Rs. 200/- S.P. + Rs. 100/- S.P. for cash handling	2000-3500+ Rs. 200/- S.P. + Rs. 125/- Special Allowance for cash handling	It has also been decided to make it applicable to the offices of FC(R)/ L.R./ Haryana Vidhan Sabha/ H.P.S.C. provided cash handled by each one of them is over Rs. 5 Lakhs per month.
		(ii) 4 Clerks (Cash)	950-1500+ Rs. 40/- S.P. + Rs. 30/- S.P. for cash handling	950-1500 +Rs. 40/- S.P. + Rs. 100/- Special Allowance for cash handling	
		(iii) 1 Clerk (Cash)	950-1500+ Rs. 40/- S.P. + Rs. 20/- S.P. for disbursement of ex-gratia grant + Rs. 30/- S.P. for Cash handling	950-1500 + Rs. 40/- S.P. + Rs. 20/- S.P. for disbursement of ex-gratia grant + Rs. 100/- Special Allowance for Cash handling	
		(b) Resto rers/ Record Supervisors/ Library Shelf Supervisors/Gest. Operators Book Binder	950-1500	950-1500+ Rs. 30/- Special Pay	It has also been decided to grant the special pay of Rs. 30/- P.M. for the similar posts in the offices of FC(R)/ L.R./HVS/ H.P.S.C.
4.	Development and Panchayat	(i) Additional Director	3000-5000	3700-5000	
		(ii) Deputy Director (Plg)/Deputy Director (Legal)	2000-3500	2200-4000	
		(iii) Director, Women Programme	2000-3500	2200-4000	
		(iv) Artist-cum-Draftsman	1600-2660	1640-2900	
		(v) Lady Circle Supervisor	1640-2900	2000-3200	
		(vi) Instructors	1640-2900	2000-3200	
		(vii) Legal Officers	1640-2900 (TS) 1640-2900+ Rs. 200/- S.P. (S.G.) for 20% posts	2000-3500 + Rs. 200/- S.P.	
5.	Employment	Asstt. Employment Officers	1640-2900	2000-3200	

Sr. No.	Name of the department	Name of the post	Existing pay scale as on 01.01.1986	Revised scale of pay w.e.f. 1.10.91	
6.	Excise and Taxation	1. Taxation Inspector	1400-2600	1640-2900	
		2. Excise & Taxation Officer	2000-3500		
		3. Deputy Excise & Taxation Commissioner	3000-4500	ETOs upwards 2200-4000 (T.S.)	
		4. Joint Excise & Taxation Commissioner	3000-5000	3000-4500	(Senior Scale) (After 7 years of regular satisfactory service)
		5. Additional Excise & Taxation Commissioner	4100-5300	4100-5300	(Selection Grade) (After 14 years of regular satisfactory service) for 20% of the cadre of ETOs upwards)
Note: The pay scale linked with different designations of the department e.g. E.T.O., DETC, Jt. ETC and Addl. ETC become redundant. It will be a running scale for the officers ETO upwards and would replace the earmarked existing pay scales against posts.					
7.	Fisheries	Lab. Assistant	950-1400	950-1500	
8	(A) Health	(i) Transport Officer	2000-3500	(i) 2200-4000	(As a measure personal to the present incumbent)
				(ii) 2200-4000	(If the qualifications are revised to BE/Mechanical Automobile)
		(ii) Govt. Analyst	2000-3500	2200-4000	
	(B) Medical College	1. Director	7300-7600	7300-7600 + Sumptuary Allowance of Rs. 300/- P.M.	
		2. Professors	5100-6150+ N.P.A.	5100-7300+ N.P.A.	
		3. Teachers	3000-5000+ N.P.A.+ Teaching Allowance	3000-5700 + N.P.A.+Teaching Allowance	
		3 (i) Lecturers	3000-100-3400- EB+ N.P.A.+ Teaching Allowance of Rs. 100/- P.M.	3000-100-3400- EB+ N.P.A. + Teaching Allowance of Rs. 100/- P.M.	
		3(ii) Readers	3500-125-4000- EB+N.P.A.+ Teaching Allowance of Rs. 150/- P.M.	3700-125-4200- EB+NPA + Teaching Allowance of Rs. 150/- P.M.	
		3(iii) Associate Professors	4125-125- 5000+NPA+ Teaching Allowance of Rs. 200/- P.M.	4500-150-5700+ NPA + Teaching Allowance of Rs. 200/- P.M.	
9.	Mines & Geology	(i) Assistant Geologist	2000-3500	2200-4000	

Sr. No.	Name of the department	Name of the post	Existing pay scale as on 01.01.1986	Revised scale of pay w.e.f. 1.10.91	
		(ii) Assistant Mining Engineers	2000-3500	2200-4000	
10.	Power	Chief Electrical Inspector	3700-5000	4100-5300	
11.	Public Relations	Art-cum-Lettering Assistant and Artist	1400-2600	1600-2660	(if the qualification prescribed is 5 years diploma from a recognized Institution)
				(ii) 1400-2600	(without above diploma)
12.	Raj Bhawan	Telephone Attendants	800-1150	(i) 1200-2040	(As a measure personal to the present incumbents)
				(ii) 1200-2040	In future the pay scale of Rs. 1200-2040 will be admissible only if the incumbents are Matriculates 1st Divn./ Graduates).
13.	Revenue	(i) Consolidation Officers	1640-2900	2000-3500	
		(ii) Assistant Consolidation Officers	1400-2600	1640-2900	
14.	Science & Technology	(i) Chief Scientific Engineer	3700-5000	4100-5300	
		(ii) Scientific Engineer (B)	2000-3500	2200-4000	
15.	Social Welfare	Statistical Assistant	1400-2600	1600-2660	(It has also been decided to grant the pay scale of Rs. 1600-2660 in all the Govt. departments for this post provided qualifications and designations are the same as those in ESA's organisation)
16.	Transport	Legal Advisers	1640-2900 + Rs. 200/- S.P.	2000-3500 + Rs. 200/- S.P.	
17.	Vidhan Sabha	Telephone Attendants	950-1500	1200-2040	(Personal to the present incumbents. For future, subject to the condition that the qualifications are revised to Matric 1st Divn. / Graduate)
18.	Wild Life	Divisional Wild Life Inspector	1400-2600	1600-2660	

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 Office (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 20th January, 1992

Subject: Incentive for increased deposits in Provident Fund - Matching Contribution Scheme, 1983 (1-7-1983 to 31-3-1990)

Sir,

I am directed to invite a reference to the Finance Department letter No. 4/3(3)/83-2FR-I dated 7-7-83 and even dated 24-4-84 and 16-4-90 copies of which are enclosed for ready reference.

2. In the letter dated 7-7-83, the Govt. had decided to introduce a special Incentive Scheme w.e.f. 1-7-1983 with a view to increase voluntary contributions to the Provident Fund and the habit of thrift among State Govt. employees.
3. Under the aforesaid scheme, an employee was entitled to a Matching Contribution at the end of each financial year to the extent of 2½% of his pay on the basis of subscription made by an employee in his Provident Fund Account in excess of 10% and up to a maximum of 12½%. This scheme stands withdrawn w.e.f. 1-4-1990. But it could not be implemented even for the period from 1-7-83 to 31-3-1990 because the Accountant General, Haryana found its implementation to be impracticable in his office.
4. The Govt., have now decided that the scheme during the period from 1-7-1983 to 31-3-1990 may now be implemented through the Drawing and Disbursing Officers of the State Govt. with the following guidelines :-
 - (i) Year wise Performa for the determination and entitlement of matching contribution and enhanced interest for the period the employee's subscription to P.F. was deducted from the Pay Bills drawn by him from 1. 7.1983 to 31.3.1990 will be prepared in triplicate by each DDO in respect of each eligible subscriber.
 - (ii) The proforma prepared by the DDOs will be duly checked/ verified by the Heads of Departments by deputing parties to DDOs office as is done in the case of pay fixation etc. in the event of revision of scales. The Performa will be

verified from G.P. Fund schedules/pay bills etc. to ensure their correctness and to see that only correct amount is credited to subscriber's accounts.

- (iii) On the basis of the above information the DDOs will afford lump-sum credit to the P.F. account of each individual subscriber by drawing the amount as is done in the case of D.A. arrears and pay fixation arrears etc. which are credited to G.P.Fund accounts of the employees as per instructions of the Govt. In the case of employees who have ceased to hold G.P.F. account or those who are due to retire within 4 months the payment of such amount will be made in cash.
- (iv) G.P.Fund schedules pertaining to the above Bills should clearly indicate on the top "Incentive for increased deposits in Provident Fund Matching Contributing Scheme 1983".
- (v) On receipt of the above G.P.Fund schedules in office of A.G., the amount would be credited to P.F. account of each individual subscriber concerned by the A.G. Haryana.
- (vi) Since the scheme has been withdrawn w.e.f. 1.4.1990, the interest admissible on these deposits may be calculated up to 31st March of the year previous to the year in which the bill for the credit of amount is drawn, from the Treasury.
- (vii) The correctness of calculation of the amount payable will be the responsibility of DDO concerned. A proper record of all such payments will be kept by the DDOs as the payment is subject to audit by the audit parties from the Office of the Accountant General (Audit) Haryana, Chandigarh.
- (viii) Necessary budget provisions under the appropriate heads of accounts may also be made for arranging the above payments.

5. In para 3 of the Scheme the definition of "Pay" provides pay at 320 point price index as revised w.e.f. 1.4.79 for calculations w.e.f. 1.1.86 the reference "Pay" shall mean the pay as defined in the Haryana Civil Services (Revised Pay) Rules, 1987 provided that in case of those employees who opt to retain the pre-revised scales of pay the dearness allowance sanctioned upto 608 point of All India Consumer Price Index would be included as part of pay.

Yours faithfully,

Sd/-

(M. L. TAYAL)

Joint Secretary Finance,

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

No. 4/3(3)/83-2FR-I

Dated, Chandigarh, the 20th January, 1992

A copy is forwarded to the Accountant General (A&E), Haryana w.r.t his D.O. letter No. Fds.I/Misc./91-92/168-69 dated 13-6-91 for information and necessary action.

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

Sd/-

(M. L. TAYAL)

Joint Secretary Finance,

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

Copies are forwarded to :-

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

Sd/-
(M. L. TAYAL)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 4/3(3)/83-2FR-I

Dated, Chandigarh, the 20th January, 1992

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

Sd/-
(M. L. TAYAL)
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 of State/Parliamentary Secretary/
Parliamentary Secretaries.

U.O. No. 4/3(3)/83-2FR-I

Dated, Chandigarh, the 20th January, 1992.

Contd...
Encl.

Proforma for Entitlement of Matching contribution and its credit to G.P.F. Accounts year.

1.	Name of the Subscriber.	
2.	G.P.F. Account No.	
3.	Total Service as on 1st April	
4.	Rates of Pay from 1st of March to the end of Feb. next year as drawn from time to time.	
5.	Amounts of subscriptions	

Sr. No.	Month paid	Pay	Actual contribution	10% Pay	Diff. between col. 4&5	2 ½ of Pay	Entitlement of Matching contributions upto amount resulted as col. 6&7 whichever is less	Remarks
1	2	3	4	5	6	7	8	9
1	April							
2.	May							
3	June							
4	July							
5	August							
6	September							
7	October							
8	November							
9	December							
10	January							
11	February							
12	March							
Total								
6 (A)	Details of non refundable advance drawn during the year under normal rules			Month (i) (ii)		Amount		
6 (B)	Details of non refundable advance drawn during the year under relaxation of rules			Month (i) (ii)		Amount		
7.	The amount of matching contribution which us to be credited to the account of the Subscriber.							

This is certified that the Subscriber has satisfied all the conditions given in F.D.'s letter no. 4/3(3)/83-2FRI dated 7-7-83 and even no. dated 24-1-1984 and is entitled to matching contributions higher rate of interest of Rs.....

Signature of D.D.O.
Office of _____

***These instructions have been modified partly vide
No. 2/12/99-2PR(FD), Dt. 09.08.2002.***

**FINANCE DEPARTMENT
GOVERNMENT OF HARYANA
No. 6/144/4PR(FD)-87**

From

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

To

All Heads of Departments,
All Commissioners Ambala, Hisar, Rohtak & Gurgaon Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrars, Punjab & Haryana High Court, Chandigarh,
The Registrars, Maharishi Dayanand University, Rohtak,
Kurukshetra University, Kurukshetra,
Haryana Agriculture University, Hisar.

Dated, Chandigarh, the 27th January, 1992

Subject : Revision of Pay Scales of Junior Engineers.

Sir,

I am directed to invite your attention to the subject noted above it has been decided to further revise the pay scale of Junior Engineers working in all the Government departments w.e.f. 1.1.92, as under :-

	Existing pay scale	Revised pay scale
(i)	Rs. 1400-2300	Rs. 1640-2900
(ii)	Rs. 1640-2900 (Available to 50% of the cadre as promotional grade)	Rs. 2000-3200 (For those JEs who complete fifteen years regular and satisfactory service and have not been promoted to the next higher post) .

2. It has been decided to grant two advance increments to a J.E. who acquires AMIE or an equivalent degree subject to the condition that he has completed a minimum of 5 years regular and satisfactory service.

3. The pay of the employees may please be fixed under normal Civil Services Rules.

Sd/-
(Y. S. MALIK)
Joint Secretary, Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 6/144/4PR(FD)-87

Dated, Chandigarh, the 27th January, 1992.

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

Sd/-
(Y. S. MALIK)
Joint Secretary, Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to :-

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

Sd/-
(Y. S. MALIK)
Joint Secretary, Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

1. All the Financial Commissioner in Haryana; and
2. All the Commissioner & Administrative Secretaries to Government, Haryana.

Sd/-
(Y. S. MALIK)
Joint Secretary, Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 6/144/4PR(FD)-87

Dated, Chandigarh, the 27th January, 1992

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

Sd/-
(Y. S. MALIK)
Joint Secretary, Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 6/144/4-PR(FD)-87

Dated, Chandigarh, the 27th January, 1992.

No. 1/2(73)88-2FR-II/3775

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 4th February, 1992

Subject : Grant of Dearness Relief to the Pensioners of the Haryana Govt. beyond the Consumer price Index level 608.

Dear Sir/Madam,

With reference to letter No. 1/2(73)88-2FR-II/3775, dated the 9th December, 1991, issued by this Department on the subject noted above, I am directed to say that due to an oversight, there has been a slight misprint in the ready Reckoned referred to in para 1 of the letter under reference. Accordingly, I am to request you to kindly read the figure printed as 683 at page 10 of the letter as 983.

Yours faithfully,

Sd/-

(M.L.TAYAL)

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

No. 13/5(1)/78-5FR-I

From

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

To

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

Dated, Chandigarh, the 27th February, 1992

Subject : Regarding maintaining the accounts pertaining to leave salary and pension contribution of Government servants on deputation out of India.

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department circular letter No. 13/5(1)/78-5FR-I dated the 28th December, 1981 on the subject noted above and to say that it has been noticed that the leave salary and pension contributions are not remitted regularly by the Government servants sent on foreign service out of India or where the contributions are payable by individuals, on due dates. The contributions are generally deposited in treasuries through treasury challans, after returning from deputation/foreign service, in lump sum amount, with the result that Accountant General office is unable to identify and bifurcate the contributions pertaining to two categories, viz within India or out of India. To overcome this accounting problem, it has now been decided that all the employees in whose cases leave salary and pension contributions are watched by Accountant General, Haryana, be directed to remit the amount to the A.G. Haryana, only through the Bank Drafts in favour of A.G. (A&E), Haryana, Chandigarh, payable at Chandigarh, so that the Amounts may be adjusted against the individuals.

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. 13/5(1)/78-5FR-I

Dated, Chandigarh, the 27th February, 1992

A copy is forwarded to the Accountant General (A&E) Haryana, Chandigarh for information and necessary action with reference to his D.O. letter No. Pen. IV/DOI/91-92/Vol. 3/1489 dated 4.12.1991 addressed to Sh. B.S. Ojha, IAS, Chief Secretary, Haryana.

Sd/-

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

U.O. No. 13/5(1)/78-5FR-I

Dated, Chandigarh, the 27th February, 1992

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

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. 13/5(1)/78-5FR-I

Dated, Chandigarh, the 27th February, 1992.

No. 6/38/3PR(FD)-87

From

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

To

All Heads of Department,
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,
The Registrars, Maharishi Dayanand University, Rohtak,
Kurukshetra University, Kurukshetra,
Haryana Agriculture University, Hisar.

Dated, Chandigarh, the 6th March, 1992

Subject : Revision of pay scales/HCMS Doctors/Engineers/Deputy Superintendent of Police - Clarification regarding pay scales of Engineers.

Sir,

I am directed to invite a reference to Haryana Government, Finance Department circular letter No. 6/30/3PR(FD)-87 dated 2.6.89 and No. 6/38/3PR(FD)-87, dated 16th May, 1990 vide which pay scales of Engineers along with the Doctors of Health Department and Dy. Supdt. of Police were further revised. It is clarified that the revised pay scale, so far as Engineers are concerned are applicable to the Engineers of PWD (three wings) only .

Yours faithfully,

Sd/-

(Y.S.Malik)

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

These instructions have become obsolete.

(Copy of F.D. No. 4/11/91-3FR-II, dt. 11th March, 1992)

Subject : Grant of adhoc bonus to the Haryana Government employees for the year 1990-91.

I am directed to invite a reference to Government of Haryana, Finance Department circular letter No. 4/11/90-3FR-II, dated 1st January, 1992 on the subject noted above and to further clarify the contents of para 4 of the said letter as under:-

“Those employees who have already retired before receiving the amount of bonus or those who have died should be paid bonus in cash. Cash payment may be met out of R E provision.”

No. 5/4/92-1B&C

From

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

To

All Administrative Secretaries in Haryana,
Commissioner, Ambala, Hisar, Rohtak & Gurgaon Divisions,
All Heads of Department of Haryana,
All Deputy Commissioners in Haryana.

Dated, Chandigarh, the 13th March, 1992

Subject : Regarding POL Expenditure on requisitioned vehicles.

Sir,

I am directed to invite your attention to the subject mentioned above. There are occasions when vehicles of certain department are temporarily requisitioned for meeting emergent requirement of other departments.

2. The vehicle are requisitioned in the field offices with the order of the District Magistrate on indents placed by the department requiring the same. It has been decided that the POL and R&M expenditure on such requisitioned vehicle would be borne by the department/offices for whom these are requisitioned from out of their own budget and not of the department to which vehicle belongs. The above decision would be enforced for all such cases unless the Govt. has ordered otherwise in specific cases. This has Chief Minister approval.

Yours faithfully,

Sd/-

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

***These instructions have been Revised vide
No. 9/16/94-1PR(FD), Dated 09.04.2001.***

No. 1/11/87-2PR(FD)

From

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

To

All Heads of Departments,
Commissioners Ambala, Hisar, Rohtak & Gurgaon Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrars, Punjab and Haryana High Court, Chandigarh.
The Registrars, Maharishi Dayanand University, Rohtak,
Kurukshetra University, Kurukshetra, Haryana
Agricultural University, Hisar.

Dated, Chandigarh, the 20th March, 1992

Subject : **Revision of rates of NPA, grant of incentives for higher qualifications and revision of pay scales of one category of HCMS.**

Sir,

I am directed to invite your attention to the subject cited above. The Government has taken following decisions for HCMS :-

1. Revision In rates of NPA

It has been decided to revise the rates of Non-Practising Allowance as follows :-

(a)	For basic pay up to Rs. 3000/-	Rs. 600/- P.M.
(b)	For basic pay above Rs. 3000/- and upto Rs. 3700/-	Rs. 800/- P.M.
(c)	For basic pay above Rs. 3700/-	Rs. 900/- P.M.

Note :

- (i) The above revised rates of Non-Practising Allowance would also be admissible to doctors of Medical College and Hospital Rohtak and the cadre of Dental Surgeons in the State Govt. and Medical College & Hospital Rohtak.
- (ii) It has also been decided that NPA would be treated as part of pay for all purposes including the purpose for calculation of Dearness Allowance.

2. Incentives for Higher Qualifications :

It has been decided to grant advance increments at the time of joining of

service as per the details given below :

	Qualifications	Number of increments
(a)	One year House job after MBBS.	One
(b)	One year Post-Graduate Diploma followed by one year House job.	Two
(c)	Post-Graduate Degree after one year House job.	Four

3. Revision of Pay Scales :

The pay scale of the Directors (erstwhile Joint Directors) has been revised as follows :

Post	Existing Scale	Revised Scale
Directors (formerly Jt. Directors)	Rs. 3700-5000	Rs. 4100-5300

It has also been decided to grant a special pay of Rs. 300/- p.m. to the Directors in addition to the revised pay scale.

4. The above decisions would take effect from 1.1.1992.

Yours faithfully,

Sd/-
(Y. S. MALIK)
Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/11/87-2PR(FD)

Dated, Chandigarh, the 20th March, 1992

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

Sd/-
(Y. S. MALIK)
Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/11/87-2PR(FD)

Dated, Chandigarh, the 20th March, 1992

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

Sd/-
(Y. S. MALIK)
Joint Secretary, Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to :-

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

Sd/-
(Y. S. MALIK)
Joint Secretary, Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

Sd/-
(Y. S. MALIK)
Joint Secretary, Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

U.O. No. 1/11/87-2PR(FD)

Dated, Chandigarh, the 20th March, 1992

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

Sd/-
(Y. S. MALIK)
Joint Secretary, Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 1/11/87-2PR(FD)

Dated, Chandigarh, the 20th March, 1992.

These instructions have become obsolete.

No. 16/279/PE (FD)92

From

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

To

The Chairman/Chief Administrators,
Chief Executives/Managing Directors of all the
Corporations/Public Undertakings Boards/
HUDA Co-operative Institutions in the Haryana State.

Dated, Chandigarh, the 30th March, 1992

Subject : Purchase of vehicles — Information regarding.

Sir,

I am directed to refer you on the subject noted above and to say that it has been observed that the proposals relating to purchase of vehicles being received from most of the Public Undertakings are incomplete and lack essential information and consequently much delay is caused in the processing of these cases. It is, therefore, stressed that in future while forwarding any proposal for purchase of vehicles to this department, information in the enclosed Proforma be sent alongwith full facts and justification.

Sd/-

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

Contd...
Encl.

PROFORMA

Details of vehicles proposed to be purchased	Rational of buying the vehicles	Estimates cost of the vehicles proposed to be purchased and the source from which this liability is to be met by the PE concerned	Total No. of vehicles of all types already available in the PE and how those have been deployed	Copy or Board's resolutions along with agenda notes for purchase of vehicles	Whether the organisation cannot meet the demand of proposed vehicles out of existing fleet of vehicles.	Turnover of PE for last three Accounting years	Net Profit of PE for last three Accounting years

Note :- Proposal for purchase of vehicles in replacement of condemned vehicles should be supported by Condemnation Report.

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

From

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

To

All Heads of Department,
Commissioners Ambala/Hisar/Rohtak & Gurgaon Divisions,
Deputy Commissioners,
Sub Divisional Officers (Civil) in Haryana,
The Registrar. Punjab and Haryana High Court, Chandigarh,
The Registrar, Maharishi Dayanand University, Rohtak,
Kurukshetra University, Kurukshetra,
Haryana Agricultural University, Hisar.

Dated, Chandigarh, the 1st April, 1992

Subject : Clarification regarding grant of Special Pay to Car/Jeep Drivers in the office of Heads of Departments and in the other field offices.

Sir,

I am directed to invite your attention to Haryana Govt. Finance Department circular No. 1/42/1PR(FD)-82 dated 4.4.85 vide which Special pay, was sanctioned for Car/Jeep drivers. It has now, been decided that this facility would also be available to the Drivers of Gypsies, Maruti Vans, Matadors, Standard Vans in the Government offices as per the approved rates.

Yours faithfully,

Sd/-

(Y. S. MALIK)

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

No. 16/1/91-WM(2)

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 & Haryana High Court, Chandigarh,
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 1st April, 1992

Subject : Grant of advance for the purchase of Moped to Government employees.

Sir,

I am directed to invite your attention to Finance Department's circular letter No. 16/1/91-WM(1) dated the 10th October, 19 91, on the above subject and to say that on reconsideration, it has been decided that Moped advance would not be admissible to those employees who have taken any advance for any conveyance till the first advance is repaid in full alongwith interest.

2. The decisions contained in this circular letter shall take effect from 1-4-92. Incomplete applications will not be entertained by the Finance Department.
3. All other conditions governing the grant of these advances shall remain unchanged.
4. The receipt of this letter may please be acknowledged.

Yours faithfully.

Sd/-

(SAMMAT SINGH)

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

Endst. No. 16/1/91-WM(1)

Dated, Chandigarh, the 1-4-92

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

Sd/-

(SAMMAT SINGH)

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

Copies are forwarded to :-

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

Sd/-
(SAMMAT SINGH)
Under 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. 16/1/91-WM(1)

Dated, Chandigarh, the 1-4-92.

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

Sd/-
(M. R. JASUJA)
Superintendent Ways & Means,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 16/1/91-WM(1)

Dated, Chandigarh, the 1-4-92

Endst. No. 16/1/91-WM(1)

Dated, Chandigarh, the 1-4-92

A copy is forwarded to all Managing Directors/Chief Administrators of all the Public Sector Corporations/Bodies in the State.

Sd/-
(M. R. JASUJA)
Superintendent Ways & Means,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***This Scheme was replaced vide No. 1/138/92-1PR(FD),
Dated 07.08.1992.***

No. 9/9/91-3PR(FD)

From

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

To

All Heads of Departments,
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,
Deputy Commissioners &
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
The Registrar, Maharishi Dayanand University, Rohtak,
Kurukshetra University, Kurukshetra,
Haryana Agriculture University, Hisar.

Dated, Chandigarh, the 9th April, 1992

Subject : Grant of additional increment at 10th and 20th Year Point in time scale to all Group 'C' and 'D' employees.

Sir,

I am directed to refer to this department letter No. 9/9/91-3PR(FD) dated the 14th May, 1991, on the subject noted above. Some departments have sought clarifications on a few points in respect of the instructions referred to above.

2. I am directed to clarify that the benefit of two additional increments granted to Group 'C' and 'D' employees is limited to a maximum of two additional increments under this scheme during the entire service period. Necessary clarifications on issue raised are enclosed alongwith example their against.

Yours faithfully,

Sd/-

(J.K. GUPTA)

Joint Secretary Finance

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

Endst. No. 9/9/91-3PR(FD)

Dated, Chandigarh, the 9th April, 1992

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

Sd/-

(J.K. GUPTA)

Joint Secretary Finance

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

Endst. No. 9/9/91-3PR(FD)

Dated, Chandigarh, the 9th April, 1992

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

Sd/-
(J.K. GUPTA)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to :-

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

Sd/-
(J.K. GUPTA)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

1. All the Financial Commissioners in Haryana and
2. All the Commissioner and Administrative Secretaries to Government, Haryana.

U.O. No. 9/9/91-3PR(FD)

Dated, Chandigarh, the 9th April, 1992

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

Sd/-
(J.K. GUPTA)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 9/9/91-3PR(FD)

Dated, Chandigarh, the 9th April, 1992

Sr. No.	Points raised	Clarification	Illustrations
1	Whether a Government employee who has already taken benefit of one additional increment on or after 01.01.1991 and thereafter he has been promoted/appointed to a higher post in Group C and D and his pay has been fixed at 11th stage or above, is entitled to the benefit of additional increment.	He is entitled to the benefit of second additional increment at higher post including ex-cadre post in Group 'C' and 'D' the day on which his pay is fixed/reached 11th stage irrespective of the length of his service at that post. But is on promotion after 1.1.91 his pay is fixed at 12th stage or above he will be entitled to the benefit of additional increment but such benefit shall be limited to two such increments throughout his service in the time scales of all posts held by him in group C and D.	A Jr. Scale Stenographer was drawing his pay Rs. 1800/- (19th Stage) in the Pay Scale of Rs. 1200-30-1560-EB-40-2040 w.e.f. 01.04.1990. As he was entitled to the benefit of additional increment on 01.01.1991, his pay was raised to Rs. 1840. On his promotion to the post of Sr. Scale Stenographer on 01.02.1991 his pay was fixed Rs. 1850/- (11th Stage in the pay scale of Rs. 1400-40-1600-50-2300-EB-60-2600. He is entitled to the benefit of additional increment on 01.02.1991 as his pay has been fixed at 11th stage. Therefore, his pay will be raised to Rs. 1900/- without any change in the date of his regular increment. Further, an Assistant was drawing Rs. 2200/- (18th Stage) in the Scale of Rs. 1400-2600 w.e.f. 01.05.1990. He was given benefit of additional increments on 1.1.91 and his pay raised to Rs. 2250/-. On his promotion to the post of Deputy Supdt. w.e.f. 1.2.91 his pay was fixed at Rs. 2300/- (12th stage) in the scale of Rs. 1640-2900. He is entitled to the benefit of another additional increment on 1.2.91 and with the grant of this second additional increment, he shall not be entitled to any further additional increments as the benefit of additional increments throughout his service on all posts held by him in group C & D is limited to two.
2	At which post the benefit of additional increment is admissible to a Government employee who, on 01.01.1991, has been promoted/appointed from lower to a higher post of Group 'C' or 'D' and his pay at both these posts was more than 11th stage.	As he has actually drawn his pay in the pay scale of higher post, therefore, the benefit of additional increment is admissible to him in respect of that post if he is drawing his pay at 11th stage or above, on 01.01.1991. If on that day his pay has not been fixed at 11th stage or above, he is not entitled to the benefit of additional increment until his pay reaches the 11th stage.	An Assistant in the pay scale of Rs. 1400-2600 was drawing Rs. 2240 w.e.f. 01.04.1990. He was promoted to the post of Dy. Superintendent in the pay scale of Rs. 1640-60-2600-EB-75-2900 and his pay was fixed Rs. 2300/- (12th stage) w.e.f. 01.01.1991. As he was drawing his pay in the pay scale of Rs. 1640-2900 above the 11th stage, therefore, he was entitled to the benefit of additional increment on 01.01.1991, and his pay was raised to Rs. 2360, with the date of increment on 01.01.1992, i.e. when he completes one year increment period.
3	Whether the benefit of additional increment is admissible to a Govt. employee who has been promoted/appointed to a higher post in Group 'C' or 'D' before 01.01.1991 with or without any benefit of military service.	The benefit of additional increment is admissible to a Govt. employee who has been working at any post of Group C or D if on 1.1.91 he is drawing his pay at 11th stage or above in the pay scale of post applicable on 01.01.1991 irrespective of the length of service at that post.	An assistant was promoted to the post of Dy. Superintendent on 1.9.90 and his pay was fixed at Rs. 2300 (12th stage) in the pay scale of 1640-60-2600-75-2900. On 01.01.1991 he was drawing his pay above the 11th stage, he is to be granted one additional increment and his pay raised to Rs. 2360.

Sr. No.	Points raised	Clarification	Illustrations
4	What would be the date of next increment of Govt. employee who, on 01.01.1991, was drawing maximum of the time scale of the post for more than a year or had taken on stagnation increment since more than a year.	If, on 01.01.1991, he had completed one year or more incremental period, an increment under the open-ended scale @ increment last drawn is admissible to him on that day, and his date of next increment will be 01.01.1992 i.e. the day on which he completes one year incremental period.	An Assistant in the pay scale of Rs. 1400-40-1600-50-2300-EB-60-2600 was drawing his pay at Rs. 2600/- w.e.f. 1.10.89. On 1.1.91 under open-ended scale, he will be given an increment raising his pay to Rs. 2660 and his date of next increment will be 01.01.1992, when he completes one year incremental period.
5	What would be the date of next increment of Govt. employee, who, on 01.01.1991, was drawing maximum of the pay scale for less than a year.	The date of his next increment equal to the rate of last drawn increment under open-ended scale would be the date on which he completes one year incremental period at the stage of maximum of the pay scale.	An Accountant was drawing Rs. 2600/- in the pay scale of Rs. 1400-2600 w.e.f. 1.5.90. He would be granted an increment under the open-ended scale raising his pay to Rs. 2660 w.e.f. 01.05.1991, as he has completed one year incremental period on that date.
6	What would be the date of next increment of a Govt. employee, whose pay, on or after 01.01.1991, reaches the maximum of the time scale as a regular increment or grant of additional increment.	Under 'Open-ended Scale' the date of next increment will be 01.01.1992 or the day on which he completes one year of incremental period until he is given another pay scale or retired from service.	An Assistant in the pay scale of Rs. 1400-2600 was drawing Rs. 2540 w.e.f. 01.04.1990. He was given the benefit of one additional increment raising his pay to Rs. 2600/- as on 01.01.1991. He will be given next increment under open-ended scale policy on 01.01.1992 i.e. the day on which he completes one year's period.
7	Whether the benefit of additional increment is admissible to a Govt. employee whose presumptive pay of the lower post of Group 'C' or 'D' on or after 01.01.1991 reaches at the 11th or 22nd stage after his promotion to the higher post.	No. The benefit of additional increment under the above said instructions will be admissible only on the post which is being held by a Govt. employee at the time when his pay reaches at 11th or 22nd stage. No benefit of additional increment will be admissible if presumptive pay of the lower post reaches 11th or 22nd stage after promotion to the higher post & the question of refixation of pay on the higher post does not arise.	An assistant who was drawing Rs. 2300/- (21st stage) w.e.f. 01.05.1991 in the scale of Rs. 1400-40-1600-50-2300-EB-60-2600, was promoted to the post of Dy. Superintendent in the pay scale of Rs. 1640-60-2600-75-2900 w.e.f. 1.7.91. He will not be entitled to the benefit of additional increment on lower post (Assistant) on 01.05.1992 when his presumptive pay of the lower post reaches 22nd stage.
8	Whether the pay of a Senior Govt. employee who was drawing more than or equal to the pay of his junior but promoted to higher post before reaching 10th/20th year point in the lower post held by him and his junior is promoted to higher post after having received the benefit of additional increment in the lower post with the result that the pay of the junior in the higher post becomes more than the pay of the senior, should be stepped up to the level of his	Yes, the pay of the Govt. employees of any group be stepped up to the level of his junior in the cadre from the effective date provided the junior was not already drawing higher pay (exclusive of the benefit of additional increment under the above said instructions).	'A' and 'B' were working as Deputy Superintendent in the pay scale of Rs. 1640-60-2600-EB-75-2900 and both were drawing their pay at Rs. 2480 w.e.f. 01.06.1990. 'A' being a senior Govt. employee, was promoted to the post of Superintendent (group B post) in the pay scale of Rs. 2000-3500 and was deprived of the benefit of additional increment on 01.01.1991, but 'B' who was not promoted to the post of group 'B' on 01.01.1991, he got the benefit of additional increment & his pay was raised to Rs. 2540/- w.e.f. that day. On his promotion to the post of Supdt. on 01.03.1991, his pay was fixed at Rs. 2600 in the pay scale of Rs. 2000-3500, whereas 'A' a senior Govt. employee, on that day was drawing less pay i.e. Rs. 2525/-. The pay of 'A' will be

Sr. No.	Points raised	Clarification	Illustrations
	junior?		stepped up to Rs. 2600/- w.e.f. 01.03.1991 i.e. equal to pay of 'B'.
9	Whether two additional increments on the same day under the above said instructions are admissible to a Govt. employee, who was drawing his pay at 21st stage on 01.01.1991 and as a result of benefit of one additional increment his pay reaches 22nd stage?	Yes, two additional increments on the same day under the above said instructions are admissible in such a case provided his pay does not exceed the maximum of the scale, of the post held by him. However, he will not be entitled to and further additional increment on any post under the above said instructions.	An Assistant is drawing Rs. 2360/- (21st stage) in the pay scale of Rs. 1400-40-1600-50-2300-EB-60-2600 w.e.f. 01.04.1990. On 01.01.1991 he gets one additional increment raising his pay to Rs. 2420/- (22nd stage) but this being 22nd stage, the benefit of second additional increment will also be granted to him and his pay will further be raised to Rs. 2480/- on that date.
10	Which pay scale is to be considered for the benefit of additional increment for the post the time scale of which has been revised/ modified before 01.01.1991.	While allowing the benefit of additional increment to a Govt. employee the pay scale applicable to the post held by him on 01.01.1991 will be considered, irrespective of the date of option for the revised or re-revised or modified pay scale, as the case may be.	A photographer was drawing his pay at Rs. 1225/- w.e.f. 01.02.1990 in the pay scale of Rs. 950-1500. His pay scale was modified to Rs. 1200-2040 w.e.f. 01.05.1990 and he opted for the modified pay scale w.e.f. 01.02.1991, his pay was fixed Rs. 1260/- in the pay scale Rs. 1200-2040. He is not entitled to the benefit of additional increment on 01.01.1991 as he was not drawing his pay at the 11th stage or above in the modified pay scale i.e. Rs. 1200-2040.
11	Whether the benefit of additional increment is admissible to a Govt. employee whose regular increment has been withheld with or without cumulative effect as a measure of punishment or due to not qualifying the departmental test or otherwise, but he is drawing his pay on or after 01.01.1991 at the 11th stage or above.	Yes, the benefit of additional increment is admissible to a Govt. employee irrespective of the fact that his future regular increment has been withheld with or without cumulative effect as a measure of punishment or due to not qualifying the departmental test if he was drawing his pay at 11th stage or above on or after 01.01.1991, and further regular increment will be allowed to him only after the completion of the period of punishment or qualifying the departmental test as the case may be.	A clerk was drawing his pay at Rs. 1200/- (13th stage) in the pay scale of Rs. 950-1500/- w.e.f. 01.04.1990. His two increments have been withheld vide order dt. 01.05.1990. On 01.01.1991, he is drawing his pay above 11th stage, he is entitled to the benefit of additional increment under the instructions raising his pay to Rs. 1225. He will get next increment on 01.04.1993 on completion of period of punishment.
12	Whether the benefit of additional increment under Note 2 of the above said instruction is admissible on 01.01.1991 to a Govt. employee who has been appointed (i) by promotion; or (ii) by direct recruitment to the post of Clerk in the year 1980, and his pay been fixed at Rs. 950/- in the pay scale of Rs. 950-1500 w.e.f. date of option for the revised pay scale.	If he has been appointed by promotion, he is not covered under Note 2 of the above said instructions and additional increment is not admissible to him on 01.01.1991 if he has been appointed by direct recruitment and has earned 5 increments before 01.01.1986 his pay in the revised scale cannot be fixed at the minimum i.e. Rs. 950 as he is entitled to the benefit of bunching under the Haryana Civil Service Revised Pay Scale Rules, 1987, and he is also not covered under Note 2 of the said instructions. If in any case, due to not qualifying the departmental test or otherwise after completing 5	No Illustration for this point.

Sr. No.	Points raised	Clarification	Illustrations
		years' service he does not earn five increments in the pre-revised pay scale before 01.01.1986 & his pay in the revised scale is fixed at the minimum, he will be entitled to the benefit of additional increment on 01.01.1991 under Note 2 of the instructions.	
13	Which pay scales fall under Group 'C' and 'D'?	The benefit of additional increment is admissible to the employee of Group 'C' and 'D'. Group 'C' refers to Class-III post and Group 'D' refers to Class-IV post. It is not related to pay scale.	No Illustration for this point.
14	What do the words '21st point' mentioned in Note 1(iii) below para 1 of the above said instructions mean?	The words '21st point' should be read as 21st stage in the pay scale.	No Illustration for this point.

No. 14/488 (a)90/PE (FD)AIII

From

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

To

All the Financial Commissioners, Commissioners and
Secretaries to the Government of Haryana,
All the Heads of Departments in the State,
The Managing Directors/Chief Administrators of all
Government Corporations/Companies/Boards/HUDA and
Co-op. Institutions in the State.

Dated, Chandigarh, the 10th April, 1992

Subject : Grant of Special Pay to the Drivers (Cars and Jeeps only) posted in field offices of Public Undertakings.

Sir,

I am directed to refer you to the Finance Department Letter No. 14/488 (a) 90/PE (FD)/AIII, dated 15/ 18.2.91 and even number dated 14.5.91 on the subject noted above, wherein the policy regarding grant of special pay and its quantum to the employees of Public Sector Undertakings was conveyed to you. In this connection, certain clarifications have been sought by some Public Sector Undertakings in respect of special pay of the drivers posted in field offices of Public Enterprises. After careful consideration in this matter, it has been decided that the drivers (Cars and Jeeps only) posted in field offices of Public Enterprises are entitled to special pay of Rs. 100/- per month. The aforesaid instructions may be treated as modified to this extent. This may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-
Accounts Officer (PE)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been revised vide
No. 38/110/99-WM(5), Dated 21.02.2011.***

No. 38(110)-89/WM(6)-92

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,
All District and Sessions Judges in Haryana State.

Dated, Chandigarh, the 17th April, 1992

**Subject : Advance to Government Servants for the Celebration of Marriage of their
Children and dependent sisters.**

Sir,

I am directed to invite your attention to F.D. circular letter No. 38(110)WM(6)-89, dated 1-1-90, on the above subject vide which it was specified that the applications will be entertained in the Finance Department two months before the marriage date and the advance can be drawn and disbursed within the three months from the date of marriage. But it has been noticed that after the earmarking of funds by the Finance Department for marriage advance, the sanctions are issued very late by the departments, resulting the expiry of the validity date of the drawal of the amount and cases are referred to this department for the extension of the date of validity. This not only increases the work, but also results in hardships to the applicants. In certain cases, the matter for the extension of validity date is referred after the close of the financial year, wherein it becomes difficult for this department to agree to the proposal of the department.

2. You are, therefore, requested to direct the concerned officials/officers working under your control to scrutinise the applications in accordance with the instructions issued from time to time and send the applications complete in all respect to this department well in time and also ensure that the sanctions are issued in time. Further, where a particular employee is deprived of the benefit granted to him due to the fault of a dealing official, the erring official must be taken to task by the Department concerned.

3. Please acknowledge the receipt of this letter and bring the contents hereof to the notice of all the employees working in your department.

Yours faithfully.

Sd/-
(S. K. SAXENA)
Joint Secretary Finance,
for Financial Commissioner & Secretary Govt.,
Haryana, Finance Department.

No. 38(110)89-WM(6)-92

Dated, Chandigarh the 17th April, 1992

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

Sd/-
(S. K. SAXENA)
Joint Secretary Finance,
for Financial Commissioner & Secretary Govt.,
Haryana, Finance Department.

A copy is forwarded to :-

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

Sd/-
(S. K. SAXENA)
Joint Secretary Finance,
for Financial Commissioner & Secretary Govt.,
Haryana, Finance Department.

To

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

U.O. No. 38(110)-89-WM(6)-92

Dated, Chandigarh the 17th April, 1992

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

Sd/-
(S. K. SAXENA)
Joint Secretary Finance,
for Financial Commissioner & Secretary Govt.,
Haryana, Finance Department.

To

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

U.O. No. 38(110)-89-WM(6)-92

Dated, Chandigarh, the 17th April, 1992

No. 38(110)-89-WM(6)-92

Dated, Chandigarh, the 17th April, 1992

A copy is forwarded to all the Managing Directors/Chief Administrators of all the Public Sector Corporations/Boards in the State.

Sd/-
(S. K. SAXENA)
Joint Secretary Finance,
for Financial Commissioner & Secretary Govt.,
Haryana, Finance Department.

These instructions have become obsolete.

No. 1/2/74/88-2FR-II

From

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

To

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

Dated, Chandigarh, the 21st April, 1992

Subject : Option to retain existing Formula of Pension to Pensioners of 31.3.1985 to 31.12.1985 period.

Sir,

I am directed to invite your attention to the Finance Department letter No. 1/2(74)88-2FR-II dt. 30th July, 1991 and to say that representations were received from many retirees who could not exercise their option upto 31.10.91 stating that Government instructions did not come to their knowledge in time. The matter has been considered sympathetically by the Government and it has been decided to extend to the date of option upto 30.6.1992. It is, however, made clear that no further extension will be granted under any circumstances. It is requested that the contents of this letter may please be brought to the notice of all concerned.

Sd/-
(F. C. Khurmi)
Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 36/1/92-WM(3)

From

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

To

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

Dated, Chandigarh, the 23rd April, 1992

Subject : Grant of interest free loan to Government employees for the purchase of wheat during the year 1992-93.

Sir,

I am directed to inform you that the State Government has decided to grant an interest free advance of Rs. 1000/- (Rs. One thousand only) to all Class-IV Govt., employees in the State who wish to buy wheat for their own consumption during the year 1992-93. The loan will be recoverable in monthly instalments to be fixed by the Departments concerned so as to effect its full recovery before the close of the financial year 1992-93 i.e. full loan should be recovered before 31.3.1993.

2. The advance will be admissible to permanent/temporary regular Class-IV employees only. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, in the case of temporary employees, allow advance on the basis of a surety to their satisfaction so that it is fully secured and its recovery is ensured from the loanees before the close of the financial year 1992-93.

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

- (i) A certificate should be obtained from the loanee to the effect that he has utilized the loan for the purchase of wheat. He should give this certificate within one month of the drawal of the loans.
- (ii) The officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of advance is effected.
- (iii) The advance may be released along with the pay for the month of April, payable on the 1st May, 1992. These orders will cease to operate after the 31st May, 1992.
- (iv) The recovery of the first instalment of the advance should preferably be made from the pay for the month of May, 1992.
- (v) The advance should not be granted to those Class-IV employees on deputation to other Govt./Corporations and Local Bodies etc.

- (vi) The advance will not be admissible to work charged and daily wages employees.
- (vii) Where both husband and wife are employed, the wheat advance should be allowed to only one of them.

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

5. The expenditure incurred on the grant of wheat loan may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by 30th June, 1992 positively in the enclosed Performa. It is once again requested that the information regarding expenditure be sent in time.

6. The expenditure may be debited to the Major Head, "7610-Loans to Govt. Servants etc-205- Advances for purchase of Food grains (Expenditure). The recoveries made may be credited to the corresponding receipt head i.e. "7610- Loans to Govt. Servants etc. 205- Advance for Purchase of Foodgrains-Receipt).

Yours faithfully,

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

No. 36/1/92-WM(3)

Dated, Chandigarh, the 23rd April, 1992

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

The expenditure will met through reappropriation from the savings within the grant.

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

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

No. 36/1/92-WM(3)

Dated, Chandigarh, the 23rd April, 1992

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 31st May, 1992. The payment made on the basis of the sanction issued by the Department concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol. I.

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

Copies are forwarded to :-

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

Sd/-

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

To

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

No. 36/1/92-WM(3)

Dated, Chandigarh, the 23rd April, 1992.

No. 2/19/92-WM(1)

From

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

To

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

Dated, Chandigarh, the 24th April, 1992

Subject : Grant of loans and advance to Government employees tenurial appointments.

Sir,

I am directed to invite your attention to the subjects noted above and to say that on reconsideration, it has been decided that the loans and advances would not be admissible to those, who hold tenurial appointments for a limited period. The employees on these posts on deputation from other departments of Government and who are regular Haryana Government employees will, however, not be covered under this decision.

2. The decision contained in this circular letter shall take effect from 1st April, 1992. All other condition governing the grant of these advances shall remain unchanged.
3. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-
(J.N.JULKA)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Ends. No. 2/19/92-WM(1)

Dated Chandigarh, the 24-4-92

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

Sd/-
(J.N.JULKA)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

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

Sd/-
(J.N.JULKA)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 2/19/92-WM(1)

Dated, Chandigarh, the 24-4-92

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 Chief Minister/Minister of State/Chief Parliamentary Secretaries/Parliamentary Secretary

Sd/-
(P.C.MALHOTRA)
Superintendent Ways & Means
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. 2/19/92-WM(1)

Dated, Chandigarh, the 24-4-92

Ends. No. 2/19/92-WM(1)

Dated, Chandigarh, the 24-4-92

A copy is forwarded to all Managing Director/Chief Administrator of all the public sector Corporation/boards in the state.

Sd/-
(P.C.MALHOTRA)
Superintendent Ways & Means
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 68/2/92/FD/Pension/SAP

From

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

To

All Heads of Departments,
All Commissioners of Divisions and
All Deputy Commissioners in Haryana State,
Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 28th April, 1992

Subject : **Instruction regarding expeditious disposal of Pension cases.**

Sir,

I am directed to invite your attention to the instructions issued by Finance Department vide letter No. 68/1/91/FD/Pension/SAP, dated the 14th January, 1992, 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 decisions have been taken :-

(i) Non-supplying of prescribed forms for Pension and allied benefits.

Finance Department's letter No. 68/1/88/FD/Pension/SAP, dated 19-7-1988, stresses that the Pension Forms be made available with the Pension Sanctioning Authority in sufficient number for supply to the retirees/family of the deceased employees. But it has come to the notice of the Government that no pension forms are being supplied by most of the Pension Sanctioning Authorities to the Retirees / families of deceased Government employees. They are asked to purchase the set of forms from private vendors. This causes delay in submission of pension papers by the retirees and also it is harsh to them. Supplying of Pension Forms is the duty of the Government. Hence, it should be ensured by all the Pension Sanctioning Authorities in the State (at Headquarters or at field office levels) that Pension Forms are made available in sufficient quantities and supply the same to the retirees/family of deceased employees.

(ii) Mis-Management of record of Pensioners/retiree.

It has been found that the record of entire correspondence on different matters is not properly maintained in the offices and it is found in scattered manner. Such a confused situation causes inconvenience to the retirees to get their pension cases pursued and also delay in processing the cases for finalisation as well as for grant of Pension/Gratuity in time.

Therefore, it is recommended that "One File" should be introduced particularly for the employees who are due to retire in the next 24 months. This file should contain entire correspondence or a copy thereof on all matters related to the pensioners. This system will be most convenient for the Head of Office to keep a check on the processing of the pension cases for the pensioners/Retirees to know the latest position of all his cases and he has not to go to different sections/branches/dealing hands. "One file" means separate and consolidated file for each retiring Govt. employee.

(iii) Lack of interest by Supervisors in Pension Administration - Need to inculcate interest amongst the supervisors for Pension Administration.

It has been found that in some offices the Section Officers/Superintendents under whose control the Pension subject fall know very little about the Pension Administration and they dependent upon the dealing hands. In the absence of dealing hands they are handicapped are unable to provide any information about Pension Administration. So, it is stressed that Section Officers/Superintendents dealing with Pension cases should take full interest in pursuance of the pension cases of retirees, possess list of retirees who are due to retire in the coming two years, what actions have so far been taken and what steps are left to be taken, guiding the dealing hands, coordinate the disposal of all types of pensionary benefits cases for early disposal and to eliminate delays. It has also been decided that the Pension Liaison work should be assigned to some specified and experienced officer immediately.

(iv) PENSION CASES CHECK REGISTER

The instructions issued by the Finance Department stress the need to maintain the Pension cases Register by every Head of Department offices, which would show position of recovery cases, court cases, enquiry cases of retirees with the latest position and also the latest position about the pending pension cases. But it has been found that in number of departments/Offices pension cases register has not been maintained. Even where these are being maintained, these are prepared in their own way, lacking condensed information about pensionary cases of retiree. Thus in a nut shell it can be said that there is no UNIFORMITY in maintaining the Pension Cases Register.

On the basis of the study a 'Format' of this pension cases Register has been prepared by the Finance Department (a specimen of the Pension cases register is enclosed). Every effort has been made to draw columns in such a way to have condensed information about all types of retirees in the register, and very little need will be left to consult the concerned files).

In this regard, it is suggested :-

1. That Pension Cases Register should be maintained by all the Heads of Department Offices to have uniformity in the system.
2. One page should be meant for one retiree.
3. The Head of Department/Office should check this Pension cases Register once a month to know the latest position of pension cases and put his/her initials as a token of checking, with date.
4. Officers/officials of Pension Party of Finance Department will also check this Pension Cases Register whenever they visit an office/Department.

(v) Role of the Retirees

It has been brought to the notice of Government by the personnel dealing with the pension cases that despite repeated requests (written as well as verbal) some of the retirees do not furnish Pension Papers duly filled and information which is required to be submitted by them. This is also one of the reasons, for delay in pension cases. Cases of such retirees continue to be stated as pending in the monthly progress report being sent to the Finance Department every month by the Head of Departments.

In this regard the following procedure should be adopted by the Head of Departments/Offices :-

1. Pension Sanctioning Authorities should supply Pension Forms and a list of documents/information required to the retiring Government employees in writing as per time schedule prescribed by the Finance Department.
2. Where the Government employees do not furnish the same despite reminders, the Head of Office should write them final letter to furnish the pension forms/ documents/information and fix a particular date otherwise the entire responsibility of delay in the finalisation of his/her pension case will be of the retiree.
3. It is further stated that Administrative Secretary of that Department should also be informed of this position by the Head of Department and thereafter the Pension Sanctioning Authority may be directed to take such cases out from the Pending Cases Return.
4. It is also requested that cases of such retirees be taken up again only when the retirees submit required pension papers/documents/information through the concerned Administrative Secretary to the Pension Sanctioning Authority.

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 implementation.

Please acknowledge the receipt of this letter.

Yours faithfully,

Sd/-

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

No. 68/2/92/FD/Pension/SAP

Dated, Chandigarh, the 28th April, 1992.

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

Sd/-

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

Copies are forwarded to :-

1. The Financial Commissioner, Haryana.
2. The 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.
The Administrative Secretaries to Govt., Haryana.

U.O. No. 68/2/92/FD/Pension/SAP

Dated, Chandigarh, the 28.4.1992

A copy is forwarded to the Financial Commissioner & Secretary to Govt. Haryana Administrative Reforms Department in continuation of this Department U.O. No. 68/2/92/FD/Pension/ SAP dated 5th March, 1992.

Sd/-

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

To

The Financial Commissioner & Secretary to Govt.
Haryana Administrative Reforms Department (in Research Unit)

U.O. No. 68/2/92/FD/Pension/ SAP

Dated, Chandigarh, the 28.4.1992

***These instructions have been Revised partly vide
No. 5/6/92-1B&C, Dt. 05.07.1996.***

No. 5/6/92-1B&C

From

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

To

All the Heads of Departments, Haryana,
All the Deputy Commissioners and
Commissioner, Rohtak, Gurgaon, Hisar and Ambala Divisions,
Managing Directors, Boards and Corporations, Haryana,
Registrar, Punjab and Haryana High Court,
Registrar, Maharishi Dayanand University Rohtak,
Kurukshetra University, Kurukshetra and
Haryana Agriculture University, Hisar.

Dated, Chandigarh, the 1st May, 1992

Subject : Economy Measures.

Sir,

I have been directed to invite your attention to the subject mentioned above and to state that the matter regarding effecting economy in expenditure in the state has been engaging the attention of the Government for quite some time. After careful consideration, the Government have decided to take following measures :-

(A) Posts

- (i) All the vacant posts including those under the 10% cut in the Government Department/Boards/Corporations which have been lying vacant for a period of more than 3 years in the past, and for which no requisition has been sent to HPSC/HSSS Board, stand abolished forth with. Detailed information regarding the number of such posts abolished and the action taken by all concerned in this connection should be communicated to the Finance Department (in B&C Br.) by 31.5.1992.
- (ii) The number of staff employed on daily wages shall be frozen as on 31.12.92. The services of all those daily wages employees who have been engaged after 31.12.91 shall be dispensed forthwith except where there are court orders to the contrary. Any further employment on daily wages basis in future shall be made only after approval from the Finance Department. Detailed information regarding the number of employees engaged in each organization on daily wage basis as on 31.12.91 and the number of employees whose services are dispensed with in accordance with these instructions should be furnished to the respective Administrative Secretaries by the concerned departments and also to the Finance Department (in B & C Br.) latest by 31.5.1992.

This decision, however, will not apply to the Engineering Departments in whose case the matter is under consideration of the Government separately. However, the total number of daily wagers in these departments as on 31.12.91 shall not exceed till the decision is taken by the Government in this matter.

(B) Vehicles & Touring

- (i) The Heads of the departments have been authorized by the Finance Department vide its letter No. 11/6/91-FD-III/226 dated 13-2-91 to dispose of the condemned vehicles at their own level without referring the cases to the Finance Department. However, these powers were delegated upto 31.12.1991. It has now been decided to further extend this delegation upto 31.3.1993.
- (ii) The life of a vehicle, before it is considered fit for condemnation, is 5 years or coverage of 1,20,000 Kms. Whichever is earlier as per the existing instructions. It has now been decided to increase this limit from 1,20,000 kms. to 1,60,000 before a vehicle is considered eligible for condemnation.
- (iii) It has been noted that the departments send proposals for condemnation and disposal of vehicles once it has completed the prescribed time span or covered the prescribed kilometerage without actually going into the question of suitability of the vehicle for running beyond these prescribed limits. This aspect must be kept in mind while preparing proposals in future. It has also been decided that wherever the body of the vehicle is in good condition, the departments should consider replacing only the engine instead of replacing the vehicles itself. Seats and other upholstery of the vehicle could also be redone/replaced, if so necessitated.
- (iv) It has also been decided that all the departments/organizations should review the availability of the vehicles with them and replacement of a vehicle shall not be allowed except in cases of vehicles earmarked for the Heads of the Departments. For others, which are provided as staff vehicles, no replacement shall be provided once such staff vehicles complete their life span normally except in cases where F.D. is fully convinced of the need for such replacement. The Departments/Organisations should constitute a pool of vehicles of other than the earmarked vehicle and should use such pool of vehicles to meet the requirements of other officers. It has also been decided to encourage the uses of personal vehicles for performance of official duties. Accordingly, wherever a Govt. vehicle cannot be provided to the officer from within the pool and he is otherwise eligible to perform journeys by his personal car, the same should be allowed by the Controlling Officer. For this purpose, the rates of mileage would also stand revised from Rs. 2.00 per km. to Rs. 2.50 per km.
- (v) Increase in expenditure on account of POL consumption has been a matter of concern for the state. While increase in the prices of POL is beyond the control of the state, it has been noted that the Controlling Officers of vehicles do not pay adequate attention to the maintenance of vehicles and the levels of consumption of fuel for these vehicles. Poor maintenance of vehicles by drivers not only results in increase in consumption on POL but also have an adverse bearing on maintenance and repair expenditure of vehicles. It has

therefore been decided to limit the expenditure on POL at the level of actual expenditure during the year 1991-92. Finance Department shall not be in a position to accept proposals for additional provisions for POL at the time of revised estimates. The Controlling Officers of vehicles should also pay adequate attention to the maintenance of vehicles and should ensure proper up-keep by the drivers. It has also been decided to constitute a Committee consisting of the Finance Secretary, the Home Secretary and the Commissioner & Secretary, Transport to go into the question of laying down the minimum consumption norms for vehicles and framing guidelines which would be followed in this regard.

- (vi) While ceiling of 10 day's touring in a month would continue, it has been also decided that the actual touring days would be limited not only for the purpose of claiming TA/DA but also for the purpose of use of vehicles except for local journeys at the place of posting. In other words, the vehicle also shall not be taken out on journeys beyond 10 days in a month. Officers should make attempt to curtail the touring to barest minimum.

(C) Telephones

It has been noted that the expenditure on account of Telephone bills has been increasing substantially over the period. While the increase in expenditure is admittedly attributable partly to the hike in telephone charges, part of the increase is also on account of lack of control on the misuse of Telephones by the concerned offices. It is a fact that misuse of telephone facilities is continuing even now. This practice of misuse of telephone facility has to be controlled. Accordingly the departments should make an attempt to restrict the expenditure on use of telephones. It has been decided that wherever the telephone bills exceed the prescribed limits, such bills shall be got approved from the concerned Administrative Secretaries. However, in cases where the telephone bills exceed the prescribed limits by 100% the cases should be shown to the Finance Department for its approval. Instructions regarding installation of STD barring devices in all the Govt. office had been issued earlier. It is requested that the keys of these devices must be kept by the Controlling Officers with them so that the misuse is controlled and increase in expenditure is restricted on this account.

(D) Office Expenses

- (i) It has been seen that the departments keep on incurring expenditure under this object without proper advance planning in view of the budget provision. Resultantly, there are demands for higher provision at the time of Revised Estimates. This issue has been considered in detail and it has now been decided that no additionality would be provided under this object at the time of Revised Estimates. Accordingly, the Departments are advised to plan their expenditure properly so as to restrict the same at the budgeted level in Budget Estimates 1992-93.
- (ii) The propriety of expenditure from the state funds must be kept in mind. Accordingly, the departments/Boards/corporations should desist from incurring expenditure on large scale printing of Greeting Cards on various occasions and diaries etc. These should be at a very limited scale and Greeting Cards/Diaries etc. would be issued only by the Heads of Departments/M.Ds or boards and corporations. Cases have come to notice where expenditure on postage of Greeting cards have also been incurred from the Govt., office. This is not admissible. Similarly, no Greeting cards would be supplied free of charge to officers/employees at the expense of the Govt.

- (iii) It has also been noted that huge expenditure is incurred on large display advertisements for public functions presided over by the Ministers. There is need to restrict expenditure on this account and the expenditure on such display advertisement should be restricted to the minimum. It has also been seen that officers in the field offices send special messengers for distribution of invitation cards to Senior functionaries in Chandigarh for the functions held in the field. It has been decided that this practice should be stopped.

(E) Execution of capital works-time overruns and the resultant cost overruns

It has been noted that there is considerable lack of planning in execution of capital works. Consequently, almost all the capital works suffer from time overruns and the resultant cost overruns. The departments, especially the executing departments, should monitor the progress of Capital Works regularly so as to avoid any time overruns and the consequent revisions in estimates. It has now been decided that all Administrative sanctions of new works as have not yet been started, except the works as committed in 25 Point Programme, would stand cancelled forthwith. Fresh administrative sanctions would not be issued till it is clear that funds are available for new works after meeting the requirements for ongoing works and works included in 25-Point Programme. Priorities should be fixed as per above guidelines but within the overall budgetary allocations.

(F) The Bureau of Public Enterprises would review the working of all Boards and Corporations from time to time and recommend action for improvement in their working. All the Boards and Corporation are advised to supply necessary information required by the Bureau for carrying out its mandate. The Bureau shall also examine the issue of multiplicity of functions with various organisations and would review activities where more than one organisation is involved in implementing similar programmes. The Bureau, in such cases, would recommend merger of such organisation or taking such activities out-side the purview of such organisations.

These instructions will come into force with immediate effect.

The approval of the Chief Minister has been obtained.

Yours faithfully,

Sd/-

(S.K.SAXENA)

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

No. 5/6/92-1B&C

Dated, Chandigarh, the 1st May, 1992

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

Sd/-

(S.K.SAXENA)

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

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

Sd/-
(S.K.SAXENA)
Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 5/6/92-1B&C

Dated, Chandigarh, the 1st May, 1992

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

Sd/-
(S.K.SAXENA)
Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 5/6/92-1B&C,

Dated, Chandigarh, the 1st May, 1992

A copy is forwarded to all the Branch Officers/Supdts./Dy. Supdts. in Finance Department for information & necessary action.

Sd/-
(S.K.SAXENA)
Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Branch Officer/Supdts.
Dy. Supdts. in Finance Department.

U.O. No. 5/6/92-1B&C

Dated, Chandigarh, the 1st May, 1992.

No. 34/3/91-2B&C

From

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

To

All the Heads of Department in the State.
The Managing Directors/Chief Administrator of all
Govt. Corporations/Companies/Boards/HUDA.

Dated, Chandigarh, the 7th May, 1992

Subject : Submission of Quarterly progress report on the recommendations of the Committee on Public Undertaking.

Sir,

I am directed to refer you to the subjected noticed above and to say that on reconsidering, it has not been decided that the work relating to the Quarterly progress report on the recommendations of the Committee on Public Undertaking of Haryana Vidhan Sabha hitherto-for being dealt in with PE (FD) Branches of Finance Department will now onwards be taken up back again by Budget & Committee Branch of the Finance Department. Therefore, it is requested that henceforth all communications on the subject cited above be addressed to the Financial Commissioner & Secretary to Govt. Haryana, Finance Department (in Budget & Committee Branch) accordingly.

Yours faithfully,

Sd/-

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

No. 34/3/91-2B&C

Dated 7th May 1992

A copy is forwarded to the Secretary Haryana Vidhan Sabha Chandigarh for information & necessary action.

Sd/-

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

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

1. All the Financial Commissioner to Govt., Haryana.
2. All the Administrative Secretaries to Govt., Haryana.
3. All the Officers in Finance Department/All the Branch Supdts. in Finance Department.

4. Incharge Circulating branch.

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

To

1. All the Financial Commissioner to Govt., Haryana.
2. All the Administrative Secretaries to Govt., Haryana.
3. All the Officers in Finance Department/All the Branch Supdts.
in Finance Department.
4. Incharge Circular branch.

U.O. No. 34/3/91-2B&C

Dated 7.5.92

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 14th May, 1992**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-3775, dated 9th December, 1991 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, 1992, in modification of the rates mentioned in the letter dated 9th December, 1991 :-

Pension/Family Pension Per month	Rate of dearness relief per month
(i) Not exceeding Rs. 1750/-	71% of the Pension/Family Pension.
(ii) Exceeding Rs. 1750/- but not exceeding Rs. 3000/-.	53% of the Pension/Family Pension subject to a minimum of Rs. 1243/-.
(iii) Exceeding Rs. 3000/-	46% of the Pension/Family Pension subject to a minimum of Rs. 1,590/-

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, 1992 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. K. Gupta)

Joint Secretary Finance (R)

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

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

No. 4/84/91-3FR-II/1517

From

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

To

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

Dated, Chandigarh, the 14th May, 1992.

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. 4/84/91-3FR-II/3154, dated the 24th October, 1991, 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, 1991, and 1-1-1992 at the following rates :

Date from which payable	Pay range	Rate of dearness allowance per mensem
1-7-91 onwards	Basic pay above Rs. 3500 p.m. and upto Rs. 6000 p.m.	45% of pay subject to a minimum of Rs. 2100/-
	Basic pay above Rs. 6000/- p.m.	39% of pay subject to a minimum of Rs. 2700/- p.m.
1-1-92 onwards	Basic pay upto Rs. 3500/- p.m.	71% of pay
	Basic pay above Rs. 3500 p.m. and upto Rs. 6000/- p.m.	53% of pay subject to a minimum of Rs. 2485/- p.m.
	Basic pay above Rs. 6000/- p.m.	46% of pay subject to a minimum of Rs. 3180/- 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 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. In respect of all Government employees drawing pay above Rs. 3500/- the grant of dearness allowance shall not be made in cash, but instead, shall be credited to their respective G.P.F. 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 January, 1992 up to the 31st March, 1992 (5 months) 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. 1-6-1992 i.e., for the month of June, 1992 paid in July, 1992.

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/-

(J. K. Gupta)

Joint Secretary Finance,

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

These instructions were substituted vide same No. and date.

No. 4/84/91-3FR-II/1517

From

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

To

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

Dated, Chandigarh, the 14th May, 1992.

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. 4/84/91-3FR-II/3154, dated the 24th October, 1991 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, 1991 at the following rates :

Date from which payable	Pay range	Rate of dearness allowance per mensem
1-7-91 onwards	Basic pay above Rs. 3500 p.m. and upto Rs. 6000 p.m.	45% of pay subject to a minimum of Rs. 2100/-
	Basic pay above Rs. 6000/- p.m.	39% of pay subject to a minimum of Rs. 2700/- p.m.
1-1-92 onwards	Basic pay upto Rs. 3500/- p.m.	71% of pay
	Basic pay above Rs. 3500 p.m. and upto Rs. 6000/- p.m.	53% of pay subject to a minimum of Rs. 2485/- p.m.
	Basic pay above Rs. 6000/- p.m.	46% of pay subject to a minimum of Rs. 3180/- 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.

3. In respect of all Government employees drawing pay above Rs. 3500/- on or after 1.7.1991, the payment of instalment(s) of dearness allowance from 1.7.1991 and further from 1.1.1992 and Government employees drawing pay upto Rs. 3500/- , the instalment of dearness allowance from 1.1.1992 shall not be made in cash admissible upto 31.5.1992, but instead shall be credited to their respective G.P.F. Accounts like regular subscriptions to these funds. The payment of the aforesaid instalment(s) of D.A. shall be made in cash w.e.f. 1.6.1992 paid in July, 1992.

4. Where Government employees who are not eligible to subscribe to the their General Provident Fund Account, the amount of arrears upto 31.5.1992 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.

5. 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.

6. 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.

7. The general conditions of payment of dearness allowance would continue to be the same as in force at present.

Yours faithfully,

Sd/-

(J. K. Gupta)

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

These instructions have become obsolete.

No. 12/27/PE (FD)91/A-I

From

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

To

The Chairmen/Chief Executives/Managing Directors/
Chief Administrators of all the Public Sector Undertaking/
Co-op. Institutions/HUDA/Haryana State Electricity Board etc.
in the Haryana.

Dated, Chandigarh, the 19th May, 1992

**Subject : Introduction of Pension Scheme in place of contribution Provident Fund/
Employees Provident Fund etc. in various Boards/Corporations/Companies/
Co-op. Institutions/Public Undertakings etc. in Haryana.**

Sir,

I am directed to refer you to Haryana Govt. Finance Department letter Nos. 12/27/PE (FD)91/A-I, dated 11th Feb , 1991 and No. 12/27/PE (FD)91/A-I dated 10th Sep, 1991 on the subject cited above and to the state that in addition to the information asked for vide above quoted letters dated 11.2.91 and 10.9.91, information on the following point on the subject in respect of your organisation is also required :-

- (i) Total accumulation amount of employers contribution plus interest (This should include the loan or refundable advance taken by an employee).
- (ii) Employer's monthly contribution towards employee's share.
- (iii) Information in the closed Proforma (a sample example in Annexure-I also enclosed for your facilities).

You are, therefore, requested to send the information on the above point i.e. from (i) to (iii) immediately so as to reach Shri Kailash Chand, Under Secretary, Finance (PE), SCO 200-201, Sector-17, Chandigarh, by 29th May, 1992 positively.

The information already asked for vide this Department letter dated 11.2.91 and 10.9.91 should also be sent if not already sent.

Yours faithfully,

Sd/-
Accounts Officer (PE)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst. No . 12/27/PE (FD)91/A-I,

Dated, Chandigarh, the 19th May, 1992

A copy is forwarded to all the Heads of Departments in Haryana for information and necessary action in continuation of this Department Endst. No. 12/27/PE (FD)91/A-I, dated 10.9.91.

Sd/-
Accounts Officer (PE)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners and Administrative Secretaries to Govt. Haryana in continuation of this department letter No. 12/27/PE (FD)91/A-I, dated 10.9.91.

Sd/-
Accounts Officer (PE)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 12/27/PE (FD)91/A-I,

Dated, Chandigarh, the 19th May, 1992

Contd...

Encl.

ANNEXURE - I

NAME OF THE CORPORATION/COMPANY/BOARD/CO-OP. INSTITUTE

Year	Operation balance (in lacs)	Credit in year		Debit for the year on account of pension per annum after Commutation (in lacs)		Amount of 1/3rd pension commuted (in lacs)	Total Liabilities	Balance
1	2	3		4		5	6	7
1991	39.00	2.75	(employer's share of the year)	0.28 (2R)		0.82	1.10	6.33
		4.68	(interest on opening balance)	0.28	(cumulative Liabilities)			
1992	45.33	2.75 5.44	-do-	0.27 (2R) 0.55	(liabilities of pension of employees retired during the current year) (Total)	0.79	1.34	7.85
1993	52.18	2.75 6.27	-do-	0.55 0.22 (2R) 0.77	-do-	0.64	1.41	7.61
1994	59.79	2.75 7.17	-do-	0.77 0.26 (2R) 1.03		0.75	1.78	8.14
1995	67.93	2.75 8.15	-do-	1.03 0.26 (2R) 1.29	-do-	0.76	2.05	8.85
1996	76.78	2.75 9.21	-do-	1.29 0.39 (3R) 1.68	-do-	1.05	2.73	9.23
1997	86.01	2.75 10.32	-do-	1.68 0.27 (2R) 1.95	-do-	0.76	2.71	10.36
1998	96.37	2.75 11.56	-do-	1.95 0.14 (1R) 2.09	-do-	0.42	2.51	11.80
1999	108.17	2.75 12.98	-do-	2.09 0.28 (2R) 2.37	-do-	0.80	3.17	12.56
2000	120.73	2.75 14.48	-do-	2.37 0.42 (3R) 2.79	-do-	1.20	3.99	13.24
2001	133.97							

Note :- 'R' means 'retired' during the year.

IMMEDIATE
IMPORTANT

No. 4/84/91-3FR-II/1517

From

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

To

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

Dated, Chandigarh, the 25th May, 1992

Subject : Grant of Dearness Allowance to Haryana Government Employees.

Sir,

I am directed to invite reference to this Department's circular letter No. 4/84/91-3FR-II/1517, dated the 14th May, 1992 on the subject noted above and to say that due to some error/commission in the printed matter, a fresh letter is being issued in substitution of letter under reference. The substituted letter will reach you shortly. Meanwhile, it is intimated that as per Government decision, on Central pattern, the additional instalments of D.A. to employees drawing basic pay above Rs. 3500/- p.m. shall not be paid in cash, but instead shall continue to be credited to their G.P.F. accounts like regular subscription.

2. Please advise Drawing and Disbursing Officers and all concerned accordingly.

Yours faithfully,

Sd/-

(J.K. Gupta)

Joint Secretary Finance,

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

These instructions have become obsolete.

No. 34/4/82-WM(3)

From

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

To

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

Dated, Chandigarh, the 25th May, 1992

Subject : Incentive for increased deposits in the General Provident Fund for the financial year 1986-87 to 1989-90

Sir,

In continuation of Haryana Government letter No. 34/4/82-WM(3), dated the 21st May, 1985, on the above subject. I am directed to say that it has been decided that the rate of interest on the excess subscription made in financial year in the General Provident Fund account over & above 12½% of the pay of an employee will be 13% per annum for the year 1986-87 to 1989-90. Since this scheme has been withdrawn w.e.f. 1.4.90, enhanced rate of interest will not be admissible thereafter.

The receipt of this letter may kindly be acknowledged .

Yours faithfully,

Sd/-

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

No. 34/4/82-WM(3)

Dated, Chandigarh, the 25-5-92

A copy is forwarded to the Accountant General, Haryana (Accounts & Entitlement) and (Audit), Chandigarh for information and necessary action, in continuation of FD Endst. No. 34/4/82-WM(3), dated the 21st May, 1985.

Sd/-

Under Secretary Finance Budget,
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 Govt., Haryana for information in continuation of FD U.O. No. 34/4/82-82-WM(3), dated the 21st May, 1985.

Sd/-

Under Secretary Finance Budget,
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 25-5-92.

These instructions have become obsolete.

No. 1/13/91-WM(1)

From

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

To

All Administrative Secretaries,
All Heads of Departments,
All Commissioners of Divisions,
All Deputy Commissioners in Haryana.

Dated, Chandigarh, the 26th May, 1992

Subject : Misclassification of figures under various loan heads of accounts mentioned by the departments and adverse balance therefore .

Sir,

I am directed to refer to letter No. TDH/III/Adverse/balances/91-92/878-928, dated 10-12-91 to the address of all heads of the department/Administrative Department on the above subject (copy enclosed for ready reference) and to request you to maintain the register in the enclosed proformas in respect of loans given under various loan heads of account under "Demand No. 25-Loans & Advances by State Government" if not already done, and ensure that action is taken by all DDOs/Controlling authorities as per guide line of A.G. Haryana & reconciliation of payments & recoveries is made periodically.

Further, it is requested that full details of the loan sanctioned, recovery made, amount sanctioned and repayment schedule schemewise be sent to this department at an early date.

Please acknowledge receipt.

Yours faithfully,

Sd/-
(S.K.Saxena)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/13/91-WM(1)

Dated, Chandigarh, the 26th May, 1992

A copy is forwarded to the Accountant General, Haryana (A&E) with reference to his letter referred to above for information.

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

Register relating to loan to be maintained by DDOs

Department _____

Sr. No.	Name of Scheme under which loan sanctioned	Major Head of account to which to be debited.	No. & Date of Govt. sanction
1.	2.	2.A	3.

Total loan sanctioned	Amount recovered		Major head of account to which to be credited	Balance	
	Principal	Interest		Principal	Interest
4.	5.		6.	6.A	

(a) _____

(b) _____

(c) _____

(d) _____

Copy of letter No. TDH/III/Adverse/Balances/91-92/878-928, dated 10-12-91 from office of AG (A&E) Haryana, Chandigarh addressed to all the heads of Department/Administrative Department, Haryana, Chandigarh.

Subject : Misclassification of figures under various loan heads of accounts maintained by the department and adverse balances therefore.

Sir,

The loan accounts of some of the department of Haryana Government have been reviewed by this office and observed that the closing balance of some of the loan are shown as adverse balances (credit balances). Normally under loan heads of accounts, the closing balance should always be in debit as the amount repaid by the loanees cannot be more than the amount of loan sanction and disbursed. This is matter of serious concern for this office as well as for Haryana Government.

2. A study of loan account reveals that the following factors have contributed to the adverse balances :-

- (i) Misclassification of receipt/repayment of loan by the department /treasury offices.
- (ii) Non-submission of full bio-data in respect of the loan sanctioned and repayment made by the department to this office.
- (iii) Non- reconciliation of figure of receipts/payment by the department for years TOGETHER.
- (iv) Non-maintenance of complete records by the D.D.Os/Controlling authorities.

3. I would therefore, request you that all the D.D.Os under your control may kindly be directed to follow the below noted guideline and ensure that adverse balance do not appear in future :-

- (i) All the D.D.Os under your control may be advised to record complete and correct classification on challan/treasury schedules viz. major head/minor head/complete scheme as well as the No. & date of the letter with which the loan was sanctioned.
- (ii) A register in prescribed Performa showing total loan sanctioned, amount recovered, balance left, sanction No. and date of the loan in respect of each scheme may be maintained by all the D.D.Os.
- (iii) The amount of loan in respect of principal and interest may be deposited under respective head in separate challan.
- (iv) Either a copy of challan in respect of each amount deposited into treasury or a consolidated monthly statement in respect of all the instalments on account of principal/interest deposited into treasury may be furnished to this office so that the same may be reconciled with the amount booked by this office and misclassification if any, may be rectified in the same month.
- (v) Dealing Assistant of each department may please be deputed every month for the purpose of discrepancies in loan accounts. In the absence of reconciliation work neither the correctness of payment/receipt posted in their books nor booked by this office can be treated as correct and final. Therefore, this item of work may be given top priority.
- (vi) The controlling authority should prepare a consolidated statement of payment

and receipt for each heads of account of all the treasuries and submit it to the Administrative Department/ Finance Department as well as to this office monthly.

4. I am also enclosing a statement showing closing balance as on 31-3-91 appearing as adverse balance of your department for taking concrete steps to liquidate adverse balance.

5. It is also mentioned that if even, at this belated stage, no attention is paid by the department, this office is left with no option by to adjust these item appearing under loan head on account in some other scheme under the same major head under the charge of one controlling authority and necessary information to this effect will be conveyed to the department concerned for further necessary action. On reconciliation of the loan transaction of payment and receipt at a later stage, the correction memos can be submitted by the department for rectification in accounts.

Copy of letter **No. 13/12/92/Asstt/HBPE, dated 29th May, 1992**, from the Member Secretary/HBPE to the Managing Directors/Chief Administrators of all Government Corporations/Companies/Boards/HUDA & Co-operative Institutions in the State.

Subject : Regarding filling up of existing vacant posts and creation/upgradation and filling up of newly created posts - Absorption of surplus and retrenched staff of Public Enterprises.

Sir,

I am directed to invite your attention to the instructions issued vide this Bureau letter no. 13/12/91/ARO-II/HBPE, dated 18.1.91 (copy enclosed for ready reference) on the subject cited above and to state that these instructions may please be strictly adhered to in letter and spirit. It is, however, clarified that in terms of Finance Department letter No. 5/6/92-1B&C, dated 1.5.92 all the vacant posts including those under the 10% cut in the Boards/Corporations which have been lying vacant for a period of more than 3 years in the post and for which no requisition has been sent, stand abolished forthwith. I am also directed to state that in addition to above said instructions dated 18-1-91 of this bureau the following points may also be noted for guidance/compliance :-

- (1) The information, accurate and upto-date, in respect of the surplus employees (in proforma-I) and in respect of the retrenched employees. (in proforma-II) concerning your organisation may please be prepared and sent to HBPE so as to reach here before 20.6.92 positively. The information should be prepared strictly in accordance with the seniority of the employees concerned in your organisation, no column should be left blank, and the certificates prescribed on the proforma should not be altered in any manner. It is also clarified that the information in no other form or not signed by an officer will be entertained. Proforma-I and II are enclosed.
- (2) Name of no other category except surplus/retrenched employees will be enrolled on the surplus pool of the HBPE.
- (3) All the PEs are also bound to notify their vacancies to the HBPE and invariably to obtain NAC from the HBPE before making any appointment against the vacancy.
- (4) The name of surplus and retrenched employees will be sponsored by the HBPE for absorption to other PEs strictly on the basis of seniority and on the principle namely in the surplus category the junior most person and in the case of retrenched category the senior most person will be first sponsored. For this purpose the roster (separately for the surplus and retrenched employees) in proforma-I & II (as the case may be) is required to be maintained in HBPE.

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

Receipt of this letter may please be acknowledged.

Contd...
Encl.

PROFORMA - I

Name of the Organisation _____

Date of Submission of the information in this proforma to the HBPE _____

List of Surplus Employees as on _____.

Sr. No. (In order of Seniority)	Name of the Employees (in order of seniority)	Date from which declared surplus	Brief reasons of declaring the employees surplus	Qualifications (i) Academic (ii) Professional
1	2	3	4	5

Experience: (i) Total (ii) In this organisation. (iii) On the post from which declared surplus & pay scale of that post (State exact dates)	Whether belongs to the category of Scheduled Caste, Scheduled Tribes, Backward Classes, ESM, DESM, Handicapped.	Remarks: Whether adjusted or not if adjusted, name of the PE where adjusted.
6	7	8

CERTIFICATES

- (1) Certified that above named employees have been declared surplus with the approval of the competent authority.
- (2) Certified that names given above are strictly in order of their seniority and also in order of date of declaring them surplus.
- (3) Certified that the names of the above employees have not been included in any earlier list.

Note :- ESM means Ex-Servicemen.
DESM means Dependent of Ex-Servicemen.

Signature of the Head of the Organisation.

PROFORMA - II

Name of the Organisation _____

Date of Submission of the information on this proforma to the HBPE _____

List of Surplus Employees as on _____.

Sr. No. (In order of Seniority)	Name of the Employees (in order of seniority)	Date from which retrenched	Whether retrenched with due compensation duly paid.	Brief reasons of retrenchment of the employees.	Qualifications (i) Academic (ii) Professional
1	2	3	4	5	6

Experience: (i) Total (ii) In this organisation. (iii) On the post from which declared surplus & pay scale of that post (State Exact dates)	Whether belongs to the category of Scheduled Caste, Schedule Tribes, Ex-Servicemen, DESM.	Remarks: Whether adjusted or not if adjusted, name of the PEs where adjusted.
6	7	8

CERTIFICATES

- (1) Certified that above named employees have been retrenched with the approval of the competent authority.
- (2) Certified that names given above are strictly in order of their seniority and also in order of date of their retrenchment.
- (3) Certified that the names of the above employees have not been included in any earlier list.

Signature of the Head of the Organisation.

***These instructions have been Revised vide
No. 5/27/98-1FR-II(Part-I), Dated 29.7.1998.***

No. 5/4/91-1FR-II

From

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

To

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

Dated, Chandigarh, the 1st June, 1992

Subject : Revised rates of Travelling Allowance/Daily Allowance entitlement for travel etc.

Sir,

I am directed to refer to the State Government Finance Department letter No. 5/4/91-1FR-II, dated 25-7-91 on the subject noted above. The State Govt. for some time past have had under their consideration the matter regarding revision of rates of travelling allowance, daily allowance, entitlement for travel etc. After careful consideration, it has now been decided that the following revised rates of T.A./D.A. & entitlement will be applicable to Haryana Government employees.

2. For the purpose of TA/DA. etc. grading of the employees in various pay ranges shall be as under :

GRADE-I (i)	Employees drawing basic pay of Rs. 5000 and above P.M.
GRADE-I (ii)	Employees drawing basic pay of Rs. 3500 but below Rs. 5000 P.M.
GRADE-II	Employees drawing basic pay of Rs. 2200 but below Rs. 3500 P.M.
GRADE- III	Employees drawing basic pay of Rs. 1200 but less than Rs. 2200 p.m.
GRADE IV	Employees drawing basic pay below Rs. 1200 P.M.

3. Entitlement for travelling by Rail/Bus/Own Car/Scooter/ Motorcycle etc. & for Local Journeys :

Sr. No.	Category of Govt. employees	By Rail	By Bus	By Own Car/Scooter etc.	Local Journey
1.	Officers of Grade-I (i) & Heads of Department	(i) AC 1st Class	A C Bus	By Car	By Taxi or Own Car
2.	Officers of Grade-I(ii)	(ii) 1st Class 2nd Class AC Sleeper/ AC Chair	AC Bus	By Car (With permission of HOD for each journey)	By Taxi or Own Car.
3.	Employees of Grade-II	-do-	Deluxe Bus	Scooter/ Motor Cycle.	By Auto Rickshaw

4.	Employees of Grade-III	2nd Class Sleeper	Express/ Semi-Deluxe	No	-do-
5.	Employees of Grade-IV	2nd Class	Ordinary Bus	No	By Auto Rickshaw/ Bus/ Rickshaw

JOURNEY BY AIR :-

Heads of Departments and the Officers in the pay scale of Rs. 5900-6700 and above only, shall be entitled to journey by Air.

Note: 1. The actual cost of reservation and sleeper charges will be reimbursed in full.

Note: 2. In case of journey by Air, AC Rail, AC Bus/Delux Bus, Ticket shall be appended to T.A. Bills. In case of Rail journey by 1st Class/ AC chair Car ticket/ticket No. reservation slip, as the case may be, shall be, produced. In the absence of ticket, wherever required, ordinary rail/bus fare will be given.

4. (a) Rate of road mileage in case of journey by own Car will be @ Rs. 2.50 P.K.M. and in case of journey by scooter/Motor cycle it will be Rs. 1.25 p.k.m.
- (b) For local journey, only actual expenditure subject to a maximum of Rs. 2.00 p.k.m. for Taxi and Rs. 1.00 p.k.m. for auto rickshaw will be reimbursable on the basis of a certificate given by the Government employee about the places visited for duty while on tour.
- (c) Local journeys on tour within outside the State includes journey at headquarters from Office/residence to Bus Stand/ Railway Station/Air Port or vice versa and at duty station from Bus Stand/Railway Station/Airport to place of stay/ place of duty or vice versa. It also includes journey from place of stay to place of duty and one place of duty to another place of duty at duty station.
- (d) While on tour, local journey performed from Panchkula/ Mohali to Chandigarh or vice versa only bus fare will be admissible.

5. In the case of travel by Government vehicle half/full daily allowance will be admissible for a period of absence as mentioned below :

(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 more than 12 hours but less than 24 hours.	Full daily allowance.

6. The revised rate(s) of daily allowance for different places would be as under :

Categories of employees	In Haryana	Outside Haryana (Other than column 4)	Other towns above 10 lacs population.
1	2	3	4
Grade I (i)	60	80	100
Grade I (ii)	50	65	80
Grade II	40	50	65
Grade III	35	45	55
Grade IV	30	40	50

7. Where an employee has to stay in accommodation run on commercial lines at a

place outside Haryana, actual Hotel/Tourist Bungalow expenses shall be reimbursable upto following limits :

Categories of employees	Town with a population of 10 lacs and above (per day)	Other places outside Haryana (per day)
Grade I(i)	350	150
Grade I (ii)	250	100
Grade II	200	75
Grade III	150	65
Grade IV	100	50

- Note : (i) Where an employee while on tour has to stay in a hotel/tourist bungalow run on commercial line at a place outside Haryana half daily allowance may be allowed where hotel tourist bungalow expenses are reimbursed as above.
- (ii) Claims would be admissible on production of actual receipts/bills.
- (iii) As per 1991 Census the following towns are with a population of 10 lacs and above :-

1.	Ahmadabad
2.	Bangalore
3.	Bhopal
4.	Calcutta
5.	Coimbatore
6.	Delhi
7.	Greater Bombay
8.	Hyderabad
9.	Indore
10.	Jaipur
11.	Kanpur
12.	Kochin
13.	Lucknow
14.	Ludhiana
15.	Madras
16.	Madurai
17.	Nagpur
18.	Patna
19.	Pune
20.	Surat
21.	Vododara
22.	Visakhapatnam
23.	Varanasi

8. (a) 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. Besides this he would be paid for each member of his family bus/rail fare as the case may be. In case of journey by own car with or without family he will be entitled to claim road mileage for once only subject to the entitlement. The

definition of family for the purpose of TA/DA includes an employee's dependants also.

- (b) An employee on transfer would be reimbursed the actual cost of transportation charges of his household goods on the under mentioned grades at the rates approved by the Union of Transport Companies/Registered Transporters :

Grade-I (i) & (ii)	2 Trucks
Grade-II	1-1/2 Trucks
Grade-III	1 Truck
Grade-IV	1/2 Truck

- (c) In case the household goods are transported by any other mode of conveyance, the employee would be paid actual or the charges as per his entitlement, whichever is less.
- (d) A Government employee on transfer will be paid packing/unpacking and loading/unloading charges as per grades given below :

Grade-I (i) & (ii)	Rs. 200
Grade-II	Rs. 100
Grade-III	Rs. 50
Grade-IV	Rs. 25

9. TA/DA for the journey to his/her home town would also be admissible to the family of a deceased Government employee on his/her death while in service and similarly to a Government employee on his/her retirement.

10. The above rates of TA/DA would also be applicable to the employees governed by unrevised scales of pay. In their cases, DA, ADA and DP upto the CPI of 608 point will be treated as part of their pay for purposes of calculating the admissible travelling allowance and daily allowance.

These rates would also be applicable to the members of All India Services who are serving in connection with the affairs of Haryana State.

11. The revised rates shall take effect from the date of issue of this letter.

12. Necessary amendment to the relevant existing rules in the Punjab CSR Volume III (TA. Rules) as applicable to Haryana Government employees will be issued in due course.

Yours faithfully,

Sd/-

(J.K.GUPTA)

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

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

Sd/-
(J.K.GUPTA)
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 & necessary action.

Sd/-
(J.K.GUPTA)
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. 5/4/91-1FR-II

Dated, Chandigarh, the 1st June, 1992

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

Sd/-
(J.K.GUPTA)
Joint Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 5/4/91-1FR-II

Dated, Chandigarh, the 1st June, 1992.

**HARYANA GOVERNMENT
FINANCE DEPARTMENT
(REGULATIONS)**

Notification

The 9th June, 1992

No. G.S.R.32/Const./Art.309/92.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Services Rules, Volume II in their application to the State of Haryana, namely :-

1. These rules may be called the Punjab Civil Services Rules, Volume II (Haryana Third Amendment) Rules, 1992.
2. In the Punjab Civil Services Rules, Volume II, to clause (e) of rule 3.17-A, the following explanation shall be inserted namely :-

“Explanation.—The willful refusal to perform duties by a Government employee by any means including pen down strike shall be deemed to be willful absence from duty;”.

J.D. GUPTA,
Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/117/92-2PR-(FD)

From

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

To

All Heads of Departments,
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
The Registrars, Maharishi Dayanand University, Rohtak
Kurukshetra University, Kurukshetra and
Haryana Agricultural University, Hisar.

Dated, Chandigarh, the 17th June, 1992**Subject : Revision of pay scales of Haryana Government employees.**

Sir,

I am directed to invite your attention on the subject noted above and to say that the Government have further revised the pay scales of some categories of employees w.e.f. 1.4.92, as follows :-

Sr. No.	Name of Department	Name of the post	Existing pay scale	Further revised scales of pay w.e.f. 01.04.1992
1.	Animal Husbandry	Veterinary Surgeons	2000-3500	(i) 2200-4000 (T.S.) (ii) Selection Grade 4100-5300 Limited to 20% of the posts of Veterinary Doctors upto the level of Joint Directors (Vet. side) provided they have put in 12 years or more of regular satisfactory service. Veterinary Surgeons, SDOs (AH), Assistants Directors, Deputy Directors and Joint Directors will form one cadre for this purpose. The cadre strength will be determined by the Administrative Department as per relevant rules/instructions.
All the Officers of the rank of S.D.Os (AH)/Assistant Director or equivalent and above have been declared as Class-I Officers w.e.f. 1.4.92.				
2.	Education	Hindi/Punjabi teachers possessing qualification of Prabhakar/ Giani with J.B.T.	1200-2040	1400-2600

2. It is requested that the pay of the employees whose pay scales have been revised as indicated above w.e.f. 1.4.92 may be fixed under the rules.

Yours faithfully,
Sd/-
(J.K. GUPTA),
Joint Secretary Finance,
for Financial Commissioner & Secretary Govt.,
Haryana, Finance Department.

These instructions have become obsolete.

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

From

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

To

All the Heads of Department in Haryana,
Commissioner Ambala, Hisar, Rohtak & Gurgaon Divisions,
All Deputy Commissioner in the State,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 24th June, 1992

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. After the withdrawal of strike by employees at Chandigarh & Panchkula on 11.6.92, it has been decided to review the matter. The exact No. of posts category wise lying vacant at present under 10% cut since the imposition of ban in May, 1983 may be intimated. I am, therefore, to request you the information regarding total No. of post category wise lying un-filled under 10% cut at present may please be supplied in the enclosed Performa within a week of the receipt of this letter positively.

Yours faithfully,

Sd/-

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

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

Dated : 24.6.1992

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.

A copy is forwarded to all Administrative Secretaries to Govt. Haryana for information & necessary action. It is requested that Heads of Department under their Administrative control should be asked to furnish this information by the stipulated date positively.

Sd/-

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

To

All Administrative Secretaries.

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

Dated : 24.6.1992.

PROFORMA

Sr. No.	Category of Posts	Sanctioned strength as on 30.4.83	No. of posts under 10% cut	No. of posts filled up with FD's concurrence including exemption, if any	No. of posts lying vacant at present	(Remarks) Financial implication, reg. vacant post lying under 10% cut.

These instructions have become obsolete.

From

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

To

All Heads of the Departments in Haryana,
All the Dy. Commissioners and Commissioners Rohtak,
Gurgaon, Hisar and Ambala Divisions,
Managing Directors, Boards and Corporations, Haryana,
Registrar, Punjab & Haryana High Court,
Registrar, Maharishi Dayanand University, Rohtak,
Kurukshetra University, Kurukshetra and
Haryana Agriculture University, Hisar

Memo No. 5/6/92-1B&C

Dated 24th June, 1992

Subject : Economy measures.

Sir,

Kindly refer to the office letter No. 5/6/92-1B&C, dated 1st May, 1992 on the subject noted above.

2. You are requested to send the requisite information without any further delay.

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

No. 10/14/91-2PR(FD)

From

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

To

All Heads of Departments,
Commissioners, Ambala, Hisar, Rohtak, Gurgaon Divisions,
Deputy Commissioners &
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
The Registrar, Maharishi Dayanand University, Rohtak,
Kurukshetra University, Kurukshetra,
Haryana Agriculture University, Hisar.

Dated, Chandigarh, the 26th June, 1992

Subject : Open ended pay scale for the Private Secretaries of Haryana Civil Secretariat.

Sir,

I am directed to invite your attention on the subject noted above and to say that after careful consideration the Government have decided to extend the benefit of 'open ended pay scale' for the Private Secretaries of Haryana Civil Secretariat. As such, the Private Secretaries, who reach the maximum of their pay scale, will continue to draw the same rate of increment annually as last drawn increment till they superannuate or are given any other pay scale as per rules, in place of biennial increment as per the existing instruction contained in Haryana Government letter No. 1/9/1PR(FD)-87, dated 29.4.1987 read with letter No. 1/8/3PR (FD)-88, dated 7.3.1988.

2. These instructions shall take effect from the date of issue of this letter.

Yours faithfully,

Sd/-

(J.K. GUPTA)

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

Endst. No. 10/14/91-2PR(FD)

Dated, Chandigarh, the 26th June, 1992

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

Sd/-

(J.K. GUPTA)

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

Endst. No. 10/14/91-2PR(FD)

Dated, Chandigarh, the 26th June, 1992

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

Sd/-
(J.K. GUPTA)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to :-

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

Sd/-
(J.K. GUPTA)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners in Haryana and
All the Commissioner and Administrative Secretaries to
Government, Haryana.

U.O. No. 10/14/91-2PR(FD)

Dated, Chandigarh, the 26th June, 1992

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

Sd/-
(J.K. GUPTA)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

No. 10/14/91-2PR(FD)

Dated, Chandigarh, the 26th June, 1992.

These instructions have become obsolete.

No. 12/27/PE (FD)/91/A-I

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 Haryana State,
The Registrar, Punjab & Haryana High Court, Chandigarh,
The Chairman/Chief Executives/ Managing Directors/
Chief Administrators of all Boards/Corporations in Haryana.

Dated, Chandigarh, the 26th June, 1992

Subject : Introduction of Pension Scheme in lieu of Contributory Provident Fund in Boards and Corporations in Haryana (wholly owned by State Government.

Sir,

I am directed to refer you to the subject cited above and to state that a number of Boards and Corporations have approached the State Government for introduction of Pension Scheme in lieu of Contributory Provident Fund in their organizations. After consideration, it has been decided by the Government that the Boards and Corporations (wholly owned by the State Govt.) in Haryana may introduce Pension Scheme as per Pension Rules of Haryana Government and instructions issued from time to time in lieu of Contributory Provident Fund with effect from 1.6.1992.

2. It has further been decided by the Government that the Boards and Corporations will allow the existing employees to exercise an option within three months whether they would like to receive pension in lieu of Contributory Provident Fund. No employee will be allowed to change his option. In the case of employee opting for pension, the employer's share along with interest thereon in the CPF accumulations shall stand surrendered to the concerned Board/Corporation to be constituted into Pension Fund to be used exclusively for payment of pensionary benefits. This fund shall be invested in such securities/manner as may be directed by the Government in the Finance Department. If any advance, refundable and non-refundable, has been taken by such employees out of employer's contribution to Contributory Provident Fund, the same shall be paid back by them to the concerned Board/Corporation along with interest either in lump sum or in such installments as may be determined by the Board/Corporation. The employees share with interest thereon in the CPF shall be converted into the General Provident Fund to be created, maintained and administered by the respective Boards/Corporations subject to such Govt. instructions as are issued from time to time.

3. The entire financial liability on account of introduction of Pension Scheme in lieu of Contributory Provident Fund shall be met and paid by the respective Boards/Corporations from their own funds.

4. All the Boards and Corporations are advised to obtain necessary approval of their Board of Directors/Administrators etc. and to complete other necessary requirements/

formalities of law/rules for proper implementation of the scheme.

Receipts of this letter may please be acknowledged.

Yours faithfully,

Sd/-

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

***These instructions have been Revised vide
No. 1/35/06-1Pension, Dated 08.12.2006.***

No. 1/2(3)/91-3FR-I

From

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

To

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

Dated, Chandigarh, the 1st July, 1992

Subject : Fixation of Pay of Military Pensioners on re-employment in Civil Department.

Sir,

I am directed to invite a reference to Finance Department circular No. 1/2(5)/78-1FR-I dated 27.5.83 on the subject noted above according to which pension upto Rs. 250/- is being ignored in fixation of the pay on reemployment in Civil Department of Ex-servicemen who retire before attaining the age of 55 years.

2. Consequent on the revision of the pay scales with effect from 1st January, 1986 and the liberalization of the pension rules, the question of raising this limit has been under consideration of the Government. The Governor of Haryana is pleased to decide that in the case of those ex-service men retiring before attaining the age of 55 years, the pension as shown below may be ignored in fixing their pay on re-employment in the Civil Departments:

- (i) in the case of service officers, belonging to the Defense Forces, the first Rs. 500/- of pension.
- (ii) in the case of personnel below Commissioned Officers rank, the entire pension.

Note :- The pension for the purpose of these orders includes pension equivalent of gratuity and other form of retirement benefits.

3. These orders will take effect from the date of issue and the existing limit of military pension to be ignored in fixing pay of re-employed military pensioners will, therefore, cease to be applicable to cases of such pensioners as are re-employed on or after the date of issue of these orders. In the case of those military pensioners who are already on re-employment the pay may be refixed on the basis of these orders with immediate effect provided they opt to come under these orders. If they so opt, their terms would be determined afresh as if they have been re-employed for the first time from the date of these orders. The option should be exercised in writing within a period of four months from the date of issue of these orders. The option once exercised shall be Final.

4. Receipt of this letter my please be acknowledged.

Yours faithfully,

Sd/-
(J.K. GUPTA)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/2(3)/91-3FR-I

Dated, Chandigarh, the 1.7.92

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

Sd/-
(J.K. GUPTA)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

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

Sd/-
(J.K. GUPTA)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Financial Commissioners in Haryana and
All Administrative Secretaries to Govt. Haryana.

U.O. No. 1/2(3)/91-3FR-I

Dated, Chandigarh the 1.7.1992

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

Sd/-
(J.K. GUPTA)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 1/2(3)/91-3FR-I

Dated, Chandigarh the 1.7.1992.

These instructions have become obsolete.

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

From

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

To

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

Dated : 9th July, 1992

Subject : Economy in expenditure (10% cut on the staff strength).

Sir,

Kindly refer to Finance Department letter No. 5/1/83-1B&C, dated 24.6.92 on the subject noted above.

2. The requisite information, which was required to be sent to this Department within a week has not been supplied by your department so far. The only six departments who have sent the information are noted in the margin. It is, therefore, again requested to send the requisite information immediately by 13.7.1992 positively.

Sd/-

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

MARGIN

1. L.R.
2. Sectt. Estt.
3. Inquiry Officer Vigilance
4. Mines & Geology
5. Prosecution
6. Fisheries.

No. 5/8/92-1B&C

From

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

To

All Heads of Departments in the Haryana State.

Dated 9th July, 1992**Subject : Constitution of an Economy Committee regarding review of staff/vehicles etc.**

Sir,

I am directed to invite your attention on the subject noted above and to say that there is an urgent need of effecting economy in Govt. expenditure. In this regard the Govt. have decided to constitute an Economy Committee with immediate effect to achieve the objective. The composition of the Committee will be as under :-

1.	Financial Commissioner Finance	Chairman
2.	Concerned Administrative Secy.	Member
3.	Special Secy. Finance	Member
4.	Concerned Heads of Departments	Member
5.	Under Secy. Finance (Budget)	Member Secy.

2. The terms of references of the Committee will be as under :-

1. Review of Staff strength & requirement;
2. Review of number of vehicles and their requirement;
3. Review of Non Plan Scheme.

3. The Committee may complete the work within a period of six months and come out with reports concerning individual departments from time to time. The concerned department are required to furnish a brief note to the committee giving factual information or all the above terms of reference indicate their view point for the consideration of the committee.

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.

2. In order to implement the decision effectively the A.D. will have close look at Non-Plan Budget of their Department & give concrete suggestion wherever economies can be effected.

Sd/-

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

To

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

U.O. No. 5/8/93-1B&C

Dated : 9.7.92.

These instructions have become obsolete.

(Copy of F.D. Hr No. 1/138/92-1PR(FD), dated 10th July, 1992)

Subject : Collection of data for Committee on pay scales of Haryana Govt. employees.

I am directed to refer to the subject noted above and to say that the State Government constituted a Committee on pay scales of Haryana Govt. employees. In this context a Proforma for collection of essential data is sent herewith. You are requested to furnish information to the Pay Revision Branch, of this department in the prescribed proforma by 20.8.92 positively because the Committee is to submit its recommendations within stipulated period.

2. The information should be in a consolidated form for all posts inclusive of Plan/Non Plan and irrespective of Scheme and should cover each and every category of post whether in the field or at the headquarter. However, the category of posts should be given cadre wise, if there is separate cadre for H.Q. field etc.

3. The time schedule should be strictly adhered to and if at all exact sanctioned strength of each category of posts is not readily available, approximately correct figure may be given. The information regarding average years taken for promotion from feeder post to the stated category of post and from stated category of post to next promotion post may be given on the basis of experience and oral discussion with the dealing establishment officials.

A copy is forwarded to the Financial Commissioner & Secretary to Govt., Haryana Revenue Department with the request that information in respect of the staff of Revenue Department including staff in the offices of Commissioners of Divisions, Deputy Commissioners, Sub-Divisions, Tehsils etc. may be consolidated cadre wise and supplied to this department on the prescribed proforma (enclosed) by 20.8.92.

PROFORMA FOR COLLECTION OF DATA FOR COMMITTEE ON PAY SCALES

NAME OF THE DEPARTMENT _____

Sr. No.	Category of post (cadre-wise)	Sanctioned strength	Pay scale of the post as on 01.01.1986		Latest pay scale of the post with date pay Spl. Scale pay	Prescribed essential qualifications experience	Mode of recruitment with percentages	Particulars of feeder post, Pay scale	Particulars of promotional post.					
			Pay Scale	Spl. Pay					Average no. of years for promotion to the post at Col. No. 2	post	Pay scale	Average No. of years from post at Col. No. 2 to next higher post.		
1	2	3	4	5	6	7	8	9						

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

From

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

To

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

Dated, Chandigarh, the 17th July, 1992

Subject : Eligibility for House Building Advance - Joint Ownership of Plot/ House by a Govt. employees and his/ her wife/husband.

Sir,

I am directed to refer to Finance Department letter No. 2/19/81-WM(I), dated 26.3.1981, on the above subject conveying thereby the decision of the Government that the house building advance may be allowed to both husband and wife on a jointly owned plot, if they are Government employees and are eligible for the same under the rules on the subject.

This matter has been reconsidered by the Govt. and it has now been decided that the house building advance shall be admissible to only one of them for the jointly owned plot/house. However, the house building advance shall be admissible to both husband and wife individually and separately on a separate plot/house as per their admissibility if they are Government employees and are eligible for the same under the rules on the subject.

The other conditions as laid down in the rules/instructions issued by the Finance Department from time to time shall remain unchanged. Further it may be ensured that while forwarding the application of the employees to the Finance Department self explanatory recommendation for the amount as well as specific reference to the above effect, may be made so that both husband and wife are not granted house building advance on a jointly owned plot/house.

This may please be brought to the notice of all dealing official/officers working under your control for strict compliance.

Yours faithfully,

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

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

Dated, Chandigarh, the 17th July, 1992

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

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

A copy is forwarded to :-

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

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. 2/19/81-WM(1)

Dated, Chandigarh, the 17th July, 1992

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

Sd/-
Under Secretary Finance (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. 2/19/81-WM(1)

Dated, Chandigarh, the 17th July, 1992

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

Dated, Chandigarh, the 17th July, 1992.

A copy is forwarded to all Managing Directors/Chief Administrators of all the Public Sector Corporation/Bodies in the State.

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

No. 22/1/85-2B&C

From

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

To

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

Dated, Chandigarh, the 20th July, 1992

Subject : Procedure for dealing with the report of the PAC, CPU, Estimate Committees etc. and submission of replies to Audit Objections/paras/inspection report etc.

Sir,

I am directed to address you on the subject cited above and to say that the State Govt. have been issuing instructions from time to time in the part laying down procedure for dealing with the reports of the PAC/CPU/Estimate Committee of the Haryana Vidhan Sabha and also for the implementations of the various observations/recommendations made by these committees. In addition to this instructions have also been issued for prompt disposal of Audit objection also for the submission of first reply to the inspection report/draft paras for appropriation accounts and the audit reports. 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 departments. In the past these Committees have severely criticised the inordinate delay, apathic behaviour and lapse on the parts of the departments. The need for reiterating and elaborating the procedure and the functions of these Committees have been felt because of the fact that with the passage of time, the instructions on the subject issued by the FD have been lost sight of and scant attention is being paid to this important matter. As you are aware these committees function under the rules laid down by the Haryana Legislature Assembly. Their role in the present set-up in the functioning of Legislative Control with the functioning of the Govt. cannot be ignored. The FD would again like to bring to your notice the various kinds of the reports, rules on the subject and role of the each this body and action required to be taken in the matter.

PUBLIC ACCOUNTS COMMITTEE

The important function of the PAC is to ascertain that the money granted by the legislature has been spent by Govt. within the scope of the demand, that is the money recorded as spent against the sum must not be more than the amount granted. Another implication is that the expenditure brought to any particular grant must be of such a nature as to warrant its record against the grant and against demand. A third implication is that the grant should be spent on purposes which are set out in the detailed demand that cannot be spent on any new service not contemplated in the demand. The functions of the Committee even extend beyond the formality

of expenditure to its wisdom, faithfulness and economy. The part of the budget manual is quite clear in this matter which is re-produced below :-

FUNCTIONS OF PUBLIC ACCOUNTS COMMITTEE

15.14. The functions of the Committee are :-

- (i) to examine the accounts showing the appropriation of the sums granted by the Assembly to meet the expenditure of the Govt. of Haryana and such other accounts laid before the Assembly as the Committee may think fit.
- (ii) to satisfy itself :—
 - (a) that the moneys shown in the accounts as having been disbursed were legally available for and applicable to the service or purpose to which they have been applied or charged.
 - (b) that the expenditure conforms to the authority which governs it; and
 - (c) that every re-appropriation has been made in accordance with provision made in this behalf under the rules framed by competent authority.

Provided that the provisions made in clause (c) above do not apply to any accounts for period prior to the year 1950-51.

- (iii)(a) to examine such trading manufacturing and profit and loss accounts and balance sheet as the Governor may have required to be prepared, and the Comptroller and Auditors General's report thereon.
- (b) to consider the report of the Comptroller and Auditor General in cases where the Governor may have required him to conduct an audit of any receipts to examine the accounts of stores and stocks.

15.15 The Committee is entitled to offer criticism and recommendations upon any matter discussed in the Appropriation Accounts and the Comptroller and Auditor General's comments thereon, whether such matter concerns the accounts of expenditure voted or charged or those of receipts.

The Committee is not an executive body. It has no power, even after the most minute examination and on the clearest evidence, to disallow any item or to issue an order. It can only call attention to an irregularity or failure to deal with it adequately and express its opinion thereon and record its findings and recommendations.

PROCEDURE FOR DEALING WITH THE REPORTS OF THE PUBLIC ACCOUNTS COMMITTEE

- 2. (a) After the report of the PAC is presented to the Haryana Vidhan Sabha, copies of the reports will be forwarded by the Secy., PAC to the FD and not directly to the Administrative Secretaries.
- (b) FD will initiate action on the Report and ask the Heads of Departments. to consider the recommendations of the PAC, a copy of the letter being endorsed to the Administrative Secretaries concerned simultaneously.

General recommendations will be dealt within the FD branches and others issued by them.

- (c) Heads of Departments. shall furnish their comments on the recommendations of the PAC to the Administrative Secy. concerned on receipt of the report of the Committee.
- (d) The A.D. will take orders of the Minister concerned and forwarded their views to the F.D.
- (e) The FD will offer their comments on the various points raised in the recommendations/observations of the PAC keeping in view the recommendations of the AD.
- (f) The AD will then take the case to the CMM incorporating in the Memorandum for the Council the views of the FD. After a decision is taken in the Cabinet draft reply containing final decision should be shown by the AD to the FD before issuing the same to the Secretary PAC and the A.G. Haryana.
- (g) Where the AD propose to accept the recommendations of the PAC involving no financial implications, the case may be shown to the Minister concerned only and need not be referred to the FD or to the CMM. A draft reply containing the final decision taken should, however, be shown by the AD to the FD before issuing the same to the Secretary PAC and the A.G., Haryana.
- (h) Cases involving disciplinary action and financial and other irregularities should be placed before the CMM under the orders of the Minister concerned even through the recommendations of the PAC is proposed to be accepted.
- (i) The Secretary PAC, will prepare a statement showing the action taken on the report of the committee and lay it before the PAC. Further comments of the PAC, if any, will be communicated to the FD for necessary action.
- (j) Any comments which the AG, Haryana may have to make on the action taken will be communicated to the Secretary PAC, a copy being simultaneously endorsed to the FD for their information.
- (k) The FD will maintain a list of outstanding recommendations of the PAC and periodically remind the Department concerned. A quarterly report in the proforma given in Annexure-II (with 25 copies) will be furnished to the FD by the Heads of Departments, Administrative Secretaries about the implementation of the recommendations of PAC and the FD will intimate quarterly to the Committee the action taken or proposed to be taken on the recommendations/observations of the Committee. Every effort should be made to expedite the action on the recommendations of the PAC and this work should be treated, as a general rule on "Top Priority" basis.
- (l) Each report should indicate the progress made in respect of each pending case over the progress reported in the previous quarterly report. Where no progress is achieved, the reasons therefore should be given. It should be

noted that all replies to the observations of the Committee should be incorporated in the quarterly progress report itself except in cases where the Committee has asked for information in a specified time. When such a reply is to be sent by a department the same should be routed through the FD so that the views of the FD are explained by its representative on the spot as and when required by the Committee in its meeting. The progress reports for the quarters ending 31st March, 30th June, 30th September and 30th December, should reach the FD through the A.D. concerned by the 15th April, 15th July, 15th October and 15th January respectively. The PAC takes a serious notice of the cases where the quarterly progress reports are not submitted in time.

COMMITTEE ON PUBLIC UNDERTAKINGS

In pursuance of a motion adopted by Haryana Vidhan Sabha on 28th February, 1978 Committee on Public Undertaking was constituted to examine general working of the Public Undertakings. The functions of the committee are as under :-

- (a) to examine the reports and accounts of the CPU and any such Public Undertakings as may be referred to the committee by the Speaker for examination;
- (b) to examine the reports if any of the CAG of Public Undertakings;
- (c) to examine in context of the autonomy and efficiency of the Public Undertaking whether the affairs of the Public Undertakings are being managed in accordance with the sound business principle and prudent commercial practices; and
- (d) to exercise such other functions vested in the Committee on Public Accounts and the Committee on Estimate in relation to the Public Undertakings and may be allotted to the Committee by the Speaker from time to time.

Provided that the Committee shall not examine and investigate any of the following, namely :-

- (1) Matters of the major Government policy as distinct from business are commercial functions of Public Undertakings.
- (2) Matters of day to day administration.
- (3) Matters for the consideration of which machineries is established by any special statutes under which the particular Public Undertakings is established.

The procedure for dealing with the various reports of the CPU is the same which is being followed in the case of PAC.

COMMITTEE ON ESTIMATES

16.1 The Committee on Estimates is a Committee of the Vidhan Sabha constituted in the manner laid down in rule 252 of the Rules of Procedure and Conduct of Business in the

Haryana Vidhan Sabha for the examination of such of the estimates as may deem fit to the Committee or are specifically referred to it by the Vidhan Sabha.

16.2 The functions of the Committee are:—

- (a) to report that economies, improvements in organisation, efficiency or administrative reform consistent with the policy underlying the estimates, may be effected;
- (b) to suggest alternative policies in order to bring about efficiency and economy in administration;
- (c) to examine whether the money is well laid out within the limits of the policy implied in the estimates; and
- (d) to suggest the form in which the estimates shall be presented to the Vidhan Sabha.

16.3 The Committee may continue its examination of the estimates from time to time throughout the financial year and report to the House as its examination proceeds. It is not incumbent on the Committee to examine the entire estimates of any one year. The demands for grant may be finally voted notwithstanding the fact that the Committee has made not report. The demands for supplementary grants are, however, presented to the Vidhan Sabha only after these have been considered by the Committee.

16.4 The Committee presents its report to the Vidhan Sabha but it may, if it think fit, make available to the Government any completed part of its report before presentation to the Vidhan Sabha. Such reports shall be treated as confidential until presented to the Vidhan Sabha.

PROCEDURE FOR DEALING WITH THE REPORT OF THE ESTIMATE COMMITTEE

16.5 The following procedure shall be followed in dealing with the report of the Estimates Committee on the Budget Estimates:—

- (a) After the Report is presented to the Haryana Vidhan Sabha, copies of the report will be forwarded by the Secretary, Estimates Committee, to the Finance Department.
- (b) Finance Department will initiate action on the Report and ask the Heads of Departments to consider the recommendations of the Estimates Committee; a copy of the communication will be endorsed to the Administrative Secretaries concerned simultaneously, General recommendation will be dealt with the FD branches and orders issued by them.
- (c) Heads of Departments shall furnished their comments on the recommendations of the Estimates Committee to the Administrative Secretaries concerned on receipt of the Report of the Committee.
- (d) The A.D. will take the order of the Minister concerned and forward their views to the Finance Department.

- (e) The FD will offer their comments on the recommendations of the A.D. keeping in view the various points raised in the Estimates Committee.
- (f) The A.D. will take the case to the Council of Ministers incorporating in the memorandum for the Cabinet the views of the FD. After a decision is taken by the Cabinet a suitable reply indicating the final decision will be sent by the AD to the Secretary, Estimates Committee (in duplicate). Four copies of the reply will be endorsed to the FD (Co-ordinating Branch).
- (g) Where the A.D. proposes to accept the recommendations of the Estimate Committee involving no financial implication, the case may be shown only to the Minister concerned and need not be referred to the FD or to the Council of Ministers. A suitable reply containing the final decision will be sent by the AD to the Secretary, Estimates Committee (in duplicate). Its four copies will be endorsed to the Finance Department (in Co-ordinating Branch).
- (h) The FD will maintain a record of the action taken on the recommendations of the Estimates Committee and periodically remind the Department concerned about the pending recommendations on which action has still to be taken. A quarterly report (in six copies) as per proforma given in Annexure (B) to this Chapter, will be furnished by the Heads of Departments through their Administrative Secretaries so as to reach the FD by the 15th April, 15th July, 15th October and 15th January each year. The Finance Department will forward these reports to the Committee within fifteen days of their receipt.
- (i) After the receipt of the quarterly statement, the Committee will consider it and its comments, if any, will be communicated to the Finance Department for further necessary action.
- (j) Every effort should be made to expedite the action on the recommendations of the Estimates Committee and this work should be treated, as a general rules, on "Top Priority" basis.

AUDIT PARAS/AUDIT OBJECTIONS/INSPECTION REPORT/DRAFT PARAS ETC.

As the examination of intricate Government accounts and scrutiny of financial transaction is a specialised task, this job has been assigned by the Constitution to the CAG of India and the department functioning under his leadership. Its primary purpose is to ensure that in the process of expending Government funds all canons of financial propriety have been observed, that the rules and the regulation which govern expenditure are adhered to that the expenditure has been incurred by the authority which is empowered to incur and that it has been incurred for the purpose for which it has been appropriated by the Legislature and as how for the objective for which the expenditure listed in the demands for grants have been realised in a substantial measure. Thus audit is an important instrument in the mechanism as evolved under the Constitution for ensuring accountability of the executive in its financial management to the Legislature. Audit objection, arising from the audit conducted by the officers of the audit or during the local inspection are transmitted to the officers of the departments who are required to furnish a reply within a period of fifteen days as laid down in Para 2.30 of PFR Vol. I. Normally, one would expect the departmental reaction to the audit paras to be instantaneous, the departmental head must initiate immediate action and call for the explanation, if necessary, and all the officers connected with the transaction or transaction reported by the audit. But unfortunately this is rarely done the departmental reaction to the Audit paras generally start after the PAC takes up those paras for examination. This delayed reaction on the part of the

department is open accountability. On the receipt of replies the issues raised in the audit objection are reconsidered and wherever it is considered necessary preliminary draft paras are framed by the audit officers. These are then sent to the Head of Department concerned and also to the Secretary of the Department. At this stage the objections are examined in greater detail and audit is required to be furnished with verification of facts and suitable comments within a period of 6 weeks. After this period is over and if the reply is not received attempts are made to discuss the issues with the Secretary of the Department or the Head of the Department concerned. If the discussion takes place and the matter is satisfactorily explained, the subject matter is not pursued further. In the event of receipt of no reply and the explanation being not satisfactory, matter is considered for inclusion in the audit report. At this stage time is again given to the department to offer comments on the final para to be included in the audit report due for submission of the final reply even at the stage audit objection is reviewed and audit paras is either dropped or suitably modified taking into account the comments of the department.

The failure on the part of the Administrative Departments/Heads of the Department to react to the audit paras in the manner indicated above has been the bane of financial management. It is utmost important that the Department must not only react promptly to the audit paras but must complete their entire investigation in respect of the allegations in the audit paras within the specified period. Similar is the case with the draft paras/Inspection Reports formulated by the audit. Instead of trying to defend every audit observation the department should treat that from the Inspection Reports to the draft audit paras as aided to the administrative and promptly initiate necessary action. If they are satisfied about the validity of the audit point, they can and should complete all corrective action before the matter comes-up for scrutiny by the PAC. In fact, concerned department should keep themselves fully informed of the more important audit objection and issued prompt directions for corrective action. Another problem which the audit has been brining to the notice time and gain relates to the delay for the supply of information to the various paras and Inspection Reports. In many of the cases department reply is awaited consequently resulting the inclusion of the those paras in the audit reports which could otherwise have been supplied with the specified information desired them. Even at the initial stage when the audit paras are being formulated department must place before the audit all the information. Audit observations on financial irregularities and defects in initial accounts, noticed during local audit and not settled on the spot, are communicated to the heads of offices, and to the next higher departmental authorities through the inspection reports. The more important irregularities are also reported to the Heads of Department and Government for initiating immediate corrective action. According to the existing instructions of the Government first reply to an inspection report should be furnished to the Audit office within 4 weeks from date of issue of the report. Similarly draft paras/Audit Paras are prepared by A.G., Haryana for Appropriation Accounts/Audit Report, Receipt Estimates, these are communicated to Administrative Secretaries concerned and FD. A period of six weeks is allowed to the Department to accept or modify terms of the paragraph failing which audit is at liberty to consider the draft as final.

Although there is provisions made in the Rule 2.30 of the PFR Vol. I for dealing with the Audit Objections communicated by the audit but it is necessary that for the prompt and early settlement of audit objection/audit paras, the guidelines may be re-iterated.

Prompt disposal of Audit objections.— (1) The following procedure is laid down for dealing with prompt disposal of audit, objections, for strict observance.

1. Submission of half yearly returns by Audit Office to the Administrative Secretaries and vice versa. The A.G., Haryana will supply (in duplicate), in the form appended, to the Administrative Secretaries with half yearly returns of those objections relating to the Secretariat,

proper and the attached and subordinate office thereunder which have been outstanding for over six months. A copy of this list will also be sent to the Department of Finance for information. It shall be the duty of the A.D. to arrange for prompt action being taken to the settle outstanding objections, if need be in consultation with the Department of Finance. In regard to audit objections relating to various offices under the A.D. under the present procedure, it will not be possible for the A.D. to ensure that every audit objection have been dealt with promptly by the offices concerned as the audit objections sent to the offices concerned and not to the A.D. concerned to see that prompt replies are sent to audit, periodical returns to the A.D. showing the office which have failed to clear the audit objections, the number of such objections and the period for which such objections have been outstanding with each office will be sent by the A.G., Haryana, half-yearly. The A.D. will also intimate to the Audit half yearly the progress of settlement of the Audit Objections as communicated by their Branches and Sections and attached and subordinate offices. The due dates for the submission of the half-yearly returns by Audit and the Administrative Department are laid down below:—

		Audit Objections for the period	
		April to September and not settled by March next.	October to March & not settled by September Next.
(i)	Half-yearly returns due from office to Administrative Department.	15th June, Next	15th December Next
(ii)	Half-yearly returns due from Administrative Department to audit office .	15th September, Next	15th March, Next

The half-yearly return at (i) above will contain all the items placed in the objection books which are 6 months old after closing of the objection books for March and Sept., each year.

Each Administrative Department should as a rule, obtain periodical returns from its own branches and sections and attached and subordinate offices showing the particulars of outstanding objections and the reasons for their non-settlement, so that the A.D. concerned may check up these returns with the returns received half-yearly from the Audit and take such action as may be necessary in the circumstances of each item. The A.D. are to arrange to obtain such returns by about the same date when the half-yearly returns from the Audit authorities are received by them as it will enable them to enact with case the necessary comparisons of the data furnished by their subordinate offices etc. The departments may, however, prescribed the submission of more frequent returns from their subordinate offices etc., if they consider it necessary.

The Administrative Department should intimate to the Audit half-yearly the progress of settlement of the Audit Objections as communicated by their Branches and Sections and attached and subordinate offices. They should, therefore, take effective steps to ensure that the progress of items is communicated to the Audit within three months of the last returns from that office.

Maintenance of Audit Objection Registers by the A.D. and their inspection by officers of the Department of Finance. Govt. attach great importance to the implementation of the above procedure and desire that suitable action should be taken by the A.Ds. and their attached and subordinate office to ensure strict compliance with the above procedure. The A.D. should maintain a register containing items of outstanding objections as reported by the authorities

both in respect of the Sectt. proper and the attached and subordinate offices thereunder and indicating the progress of action taken on each item. The Register will be open to inspection periodically by the officer of the Department of Finance authorised for the purpose.

These registers should mention the substance of the objection raised by the A.G. and also indicate clearly the action taken. Remarks like “the case is under action” or “taken to the next audit” or “the matter has been referred back to the A.G., Haryana” should be avoided. In order to enable the officers of the Department of Finance to scrutinize whether proper action has been taken for the disposal of audit objection is essential that the register should indicate in brief the nature of the objection, the date of its receipt, action taken and the grounds on which a back reference, if any, has been made. While the case is under action, the register should indicate the date on which any reference to the subordinate office was made, the reply received or reminder sent, if any, and further action taken on receipt of a reply.

With a view to ensuring that this register is properly maintained by the A.D. concerned, all officers in the Department of Finance should periodically inspect the registers in respect of the Departments, dealt within the branches under their control. This may be done in April and October every year. For this purpose a suitable register should also be maintained in each branch of the Department of Finance indicating the dates on which registers maintained by the Administrative Departments were inspected by the branch officers with a column showing their own remarks, if any, and the same should be submitted to Finance Secretary to Government on the 1st May and 1st November, each year.

Besides all these, various observations/recommendations made by the PAC in connection with the Audit Objections have been brought to the notice of Department concerned/Administrative Secretaries for speedy implementation of their observations. These observations are often not attended to properly and there is a lack of interest for the disposal of such an important matter. Many times adverse comments have been made by the audit as well as disposal of such an important matter. Many times adverse comments have been made by the audit as well as by PAC. Even the State Govt. has constituted audit committees for every department of the Govt. under the directions of audit for reviewing the progress of the settlement of audit paras and monitor the pace of work in this behalf. Audit Committees are supposed to be constituted by every department and their meeting is to be held quarterly on a regular basis for the prompt disposal of outstanding audit objection/paras in respect of the department. Departments have already been requested that a time-bound schedule for this purpose is to be drawn under intimation to Finance Department.

ROLE OF ACCOUNTANT GENERAL (AUDIT)

The functions of the Comptroller and Auditor General of India are derived in the main from the provisions of Articles 149-151 of the Constitution. Article 149 of the Constitution envisages an Act of Parliament to regulate the duties and powers of the Comptroller and Auditor General and until such a provision is made it lays down that the Comptroller and Auditor General shall perform such duties and exercise such powers in respect of the accounts of the Union and of the States as were conferred or exercisable by the Auditor-General of India immediately before the commencement of the Constitution in relation to the accounts of the Dominion of the India, and of the Provinces respectively, viz. the duties and powers prescribed in the Govt. of India (Audit and Accounts) Order, 1936.

Article 151 of the Constitution lays down that the report of the Comptroller and Auditor General of India relating to the accounts of the State shall be submitted to the Governor who shall cause them to be laid before the Legislature. The accounts submitted to the Legislature with the Audit Reports embrace besides the Appropriation Accounts the whole of the

account of the State including accounts of receipt and of all transaction relating to Debt and Remittance Heads.

Duties of the Accountant General.— Accountant General performs such duties and function as are imposed on or undertaken by Comptroller and Auditor General under the provisions of the Constitution or any law made thereunder or under any executive arrangement subject to any special or general directions given to him from time to time under para 19 of the Audit and Accounts Order, 1936.

FUNCTIONS OF ACCOUNTANT GENERAL (ACCOUNTS AND ENTITLEMENT)

- (a)
- (i) Payment and Accounting functions under the departmentalised accounting set-up in respect of officers and staff of Indian Audit and Accounts Department.
 - (ii) monthly compilation of accounts of expenditure and receipts on the basis of vouchers and schedules received from various Treasuries and Public Works and Forest Divisions of the State Governments.
 - (iii) preparation of monthly Civil Accounts and yearly Appropriation Accounts and Finance Accounts.
 - (iv) maintenance of provident fund accounts of specified categories of employees wherever required.
 - (v) maintenance of accounts of various long term advances of specified categories of employees wherever required.
 - (vi) authorisation of pension and other retirement benefits to employees wherever required.
 - (vii) authorisation of salaries to gazetted employees in some States.

AUDIT

- (i) audit of expenditure and receipts as well as the accounts of the State Governments, and audit of Govt. Companies, Corporations and Autonomous Bodies.
- (ii) audit of expenditure and receipts of departments and offices of the Union Govt. and audit of Central Autonomous bodies located in their jurisdiction as allotted to them.
- (iii) preparation of Annual Audit Reports on the Civil, Commercial and Revenue transactions of the State.
- (iv) sending material for inclusion on the Annual Audit Reports relating to the Union Government.
- (v) assisting the State Public Accounts Committees and Public Undertakings Committees in their examination of the Audit Reports.

Despite all these specific provision of rules/constitutional background there is a delayed reaction by the concerned officers and this results getting away from being made answerable. This tendency has been viewed with great concern by the various observations and comments sent to FD as well as to the department concerned by giving low priority to this

matter consequently results in accumulation avoidable arrears because adequate and timely follow-up action is not taken.

In view of what has been stated above and having regard to urgent need for speedy disposal of all this work as envisaged by the various provision of the financial rules and the constitutional background.

It is requested that these instructions should be carefully studied and their aims and importance be specially brought to the notice of officer under your control for meticulous compliance in letter and spirit. Govt. are fully committed to curb any tendency for the lackadaisical approach by the departments. Copies of instructions issued on the subject from time to time are also being attached as Annexure. The receipt of this communication may please be acknowledged.

Yours faithfully,

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

No. 22/1/85-2B&C

Dated 20th July, 1992

A copy is forwarded to the Accountant General (Audit), Haryana with reference to his letters No. Cent. Co-oral/85-86/1-43/1985-86/919, dated 27th March, 1986 and No. Cent. Co-oral/1-711, dated 11th September, 1986 for information.

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

No. 22/1/85-2B&C

Dated 20th July, 1992

A copy is forwarded to all the Chairmen/Managing Directors of the Boards/Corporations in the Haryana for information and necessary action.

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

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

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

To

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

U.O. No. 22/1/85-2B&C

Dated 20th July, 1992

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

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

To

All the Branch Officers/Superintendents in the
Finance Department.

U.O. No. 22/1/85-2B&C

Dated 20th July, 1992

These instructions have become obsolete.

No. 2/1(2)-90-3FR-II

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,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 20th July, 1992

Subject : Disbursement of Pay and allowance for the months of July, 1992.

Sir,

I am directed to say that in view of the Gazetted holidays falling on the 1st and 2nd August, 1992 the Governor of Haryana is pleased to decide that is relaxation of the provisions of rule 5.1(1) of the Punjab Financial Rules, Vol. I, the pay and allowances for the month of July, 1992 for all gazetted/non-gazetted Haryana Govt. employees and pension for the month of July, 1992 for Haryana Government pensioners as well as other pensioners who are drawing their pension from Haryana Government Treasuries may be drawn and disbursed on the 31st July, 1992.

Yours faithfully,

Sd/-
(J.K. Gupta)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 2/1(2)-90-3FR-II,

Dated, Chandigarh, the 20th July, 1992

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

Sd/-
(J.K. Gupta)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 2/1(2)-90-3FR-II,

Dated, Chandigarh, the 20th July, 1992

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers in

Haryana State for information.

Sd/-
(J.K. Gupta)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to :-

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

Sd/-
(J.K. Gupta)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 2/1(2)-90-3FR-II,

Dated, Chandigarh, the 20th July, 1992

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

Sd/-
(J.K. Gupta)
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 of State/Chief Parliamentary Secy.

No. 2/1(2)-90-3FR-II,

Dated, Chandigarh, the 20th July, 1992

***These instructions have been Revised vide
No. 5/27/98-1FR-II(Part-I), Dated 29.7.1998.***

No. 5/4/91-1FR-II

From

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

To

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

Dated, Chandigarh, the 6th August, 1992

Subject : Revised rates of T.A./D.A., entitlement for travel etc.

Sir,

I am directed to invite a reference to the Haryana Govt. Finance Department circular letter No. 5/4/91-1FR-II, dated 1-6-92 on the subject noted above and to say that after careful consideration the Govt. has decided to modify the existing provisions of para 4(b) & (c) of the communication under reference as under :-

- 4 (b) For local/journeys performed on tour outside the State, Actual expenditure as per entitlement will be reimbursable on the basis of a certificate given by the Government employee mentioning the places of local journey as also Taxi/Auto Rickshaw number(s).
- (c) For local journeys performed on tour within the State, employees, as per entitlement given in para 3, will be paid mileage allowance @ 2.50 per kilometer for taxi/Car and Rs. 1.25 per kilometer for other modes of conveyance for journey between office/residence and bus stand/railway station/Air port at headquarters and also at the duty station between bus stand/railway station/Air port and the place of duty/residence.

(Existing Clause(C) of para 4 stands deleted)

2. These instructions would come into force from the date of issue of this letter.

Yours faithfully,

Sd/-

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

No. 5/4/91-1FR-II

Dated 6.8.1992

A copy alongwith a spare copy, is forwarded to Accountant General, Haryana for

information and necessary action.

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

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

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

To

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

U.O. No. 5/4/91-1FR-II

Dated 6.8.1992

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

Sd/-
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 of State/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 5/4/91-1FR-II

Dated 6.8.1992

These instructions have been clarified vide No. 1/191/92-4PR(FD), Dated 14.06.1994 & scheme replaced vide No. 1/34/93-4PR(FD) dt 08.02.1994.

No. 1/138/92-1PR(FD)

From

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

To

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

Dated, Chandigarh, the 7th August, 1992

Subject : Grant of additional increment(s) to Group 'C' and 'D' employees on completion of 8 and 18 years service.

Sir,

I am directed to invite your attention to Haryana Government letter No. 9/9/91-3PR(FD), dated 14th May, 1991 read with letter No. 9/9/91-3PR(FD), dated the 9th April, 1992 and to say that on persistent demand of employees the matter regarding revision of the scheme cited as subject has been engaging attention of the State Government. After careful consideration, the Government have decided to modify the scheme, as under :-

- (i) Now the benefit of additional increment(s) would be available to Group 'C' and 'D' employees on completion of 8 and 18 years of regular satisfactory service in a particular group. The first additional increment will be granted after 8 years of service and the second after 18 years of service.
- (ii) Grant of such additional increment(s) will take effect from 1st day of the month next following in case the due date falls after 1st day of the month.
- (iii) For the purpose of counting service for group 'C' or 'D', the whole service rendered in a particular group will be reckoned as prescribed length of service. For example, service as clerk, Assistant and Deputy Superintendent etc. will count in group 'C' and service rendered as Peon, Daftri, Jamadar etc. will count in Group 'D'.
- (iv) The employees who have already availed of two additional increments under the old scheme will not be entitled to any increment under the New Scheme. In case, an employee had got only one increment under the old scheme, he will be entitled to the second on completion of 18 years of service in a particular group to be granted with effect from the prescribed date or later date, as the case may be.
- (v) If the additional increment(s) has/have become due before 1.7.92 under the old scheme, the benefit of additional increment(s) will be granted under the old scheme.
- (vi) Cases decided under the old scheme prior to the issue of these instructions will not be re-opened.
- (vii) The existing provision relating to open-ended scale for group 'C' and 'D' employees will remain unchanged.

- (viii) The date of normal annual increment will remain unchanged.
- (ix) New scheme will come into force with effect from 01.07.1992.

Yours faithfully,

Sd/-

(J.K. GUPTA)

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

No. 1/9/91-3PR(FD)

From

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

To

The Chief Secretary to Govt. Haryana (in Establishment-I Branch),
The Financial Commissioner, Revenue, Haryana.
The Legal Remembrance & Secretary to Govt. Haryana,
Law & Legislative Department.
The Secretary, Haryana Vidhan Sabha, Chandigarh.
The Secretary, Public Service Commissioner, Haryana, Chandigarh.

Dated, Chandigarh, the 18th August, 1992**Subject : Revision of pay scales.**

Sir,

I am directed to invite your attention on the subject noted above and to say that the pay scales of the some categories of employees of some department were received by the Finance Department vide circular letter No. 1/9/91-3(FD) dated 20th January, 1992. As per detail given in Annexure 'A' of Sr. No. 3(B) appended to this letter, the special Pay of Rs. 30/- P.M. were revised as under :

Sr. No.	Name of the Department	Name of the post	Existing pay scale as on 1.7.86	Received scale of pay w.e.f. 1.10.91
3.	Civil Secretariat	Restorers/Record Supervisor/Library Shelf Supervision/ Gest. Operators/ Book binder.	950-1500	950-1500 + Rs. 30/- Special Pay. It has also been decided to grant the special pay of Rs. 30/- P.M. for the similar post in the offices of FC(R) LR/HVS/HPSC.

2. It has now been decided to substitute the above scale as mentioned below :

Civil Secretariat Haryana	(i) Restorers/Record Supervisor/Furniture Supervisor/Library Shelf Supervision/ Gest. Operators.		950-1500 + Rs. 30/- Special Pay	It has also been decided to grant the special pay of Rs. 30/- P.M. for the similar post in the offices of FC(R) LR/HVS/HPSC.
	(ii) Book Binder.	950-1400	950-1400 + Rs. 30/- Special Pay	

Yours faithfully,

Sd/-

(S.L.VERMA)

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

Endst. No. 1/52/91-3PR(FD)

Dated, Chandigarh, the 18th August, 1992

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

Sd/-
(S.L.VERMA)
Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 16/7/89-1FA, Dated 22.12.1997.***

No. 16/7/89-1FA

From

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

To

All the Chief Executives/Managing Directors of
Corporations/Boards/Public Undertakings in Haryana.

Dated, Chandigarh, the 19th August, 1992

**Subject : Appointment of Accounts Personnel/Audit Staff in Govt. Departments/
Corporations/Boards/Companies/Co-operative Institutions etc.**

Sir,

I am directed to invite a reference to D.O. No. 15/57/82-1FA, dated 23.2.1983 (copy enclosed) from Sh. T.K. Banerji, IAS Commissioner & Secretary to Govt. Haryana, Finance Department to Managing Director, Haryana State Industrial Corporations Federation, Chandigarh and copy to all the Managing Directors of Haryana State Undertakings on the subject noted above in which it was interalia pointed out that it had become a tendency in certain Corporations/Boards to surrender the Accounts/Audit staff posted with them and sometimes the staff was abruptly relieved with the institutions to report back to the parent department with the plea that no substitute was required. It was further pointed out that in doing so, the motive might be to promote the departmental persons or appoint an outsider and that was not desirable from the point of view of financial propriety and the strength of Accounts cadre established under the Finance Department. It had, therefore, interalia, been decided that in the interest of financial propriety and to watch the interest of the Govt., no autonomous body would be allowed any exemption from having S.A.S. personnel on deputation.

2. Although the Chief Executive/Managing Director were answerable for the contravention or non-compliance of the above decision, yet instance have come to the notice of Govt. where some of the Chief Executives/Managing Directors of the autonomous bodies have surrendered/relieved the Accounts/Audit staff posted with them without any prior approval of Finance Department. Such an action on the part of autonomous bodies results in not only payment of pay of the concerned SAS officials/officers without performing any duties for the period of compulsory waiting but also creates administrative difficulties.

3. I am, therefore, to request you once again that the above decision of Government may please be implemented scrupulously.

The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

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

No. 16/7/89-1FA

Dated, Chandigarh, 19 August, 1992

A copy is forwarded to all Heads of Departments in Haryana State for similar action and strict compliance.

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

No. 16/7/89-1FA

Dated, Chandigarh, 19 August, 1992

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

2. It is requested that it may kindly be ensured that the above decision is implemented scrupulously by the Departments/Corporations/Boards under their control.

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

To

All the Financial Commissioners/Commissioners &
Secretary to Govt., Haryana.

U.O. No. 16/7/89-1FA

Dated, Chandigarh, 19 August, 1992.

Copy of letter **No. 13/12/92-Asstt/HBPE, dated 19th August, 1992** from the Member Secretary/ HBPE to the Managing Director/Chief Executives/Chief Administrators of all Government Corporations/Companies/Boards/HUDA/Co-operative Institutions in the State and others.

Subject : Regarding filling up of vacant posts - sponsoring of names/Grant of Non-availability Certificates by Surplus Staff Cell of HBPE.

Sir,

I am directed to refer to you to the subject noted above and to state that as per State Government Circular No. 23/10/88-2GS-III, dated 16/19.12.88, No. 5/21/84-A-4PE&IC (FD), dated 20.1.1988, No. HBPE/MS/AO-19/15/86, dt. 7.9.89, No. 13/12/ 91/ARO/II/HBPE, dt. 18.6.91 and the directions given by the Chief Minister in a meeting held on 16.11.90 for filling up of any post, all the Public Enterprises are required to send a requisition to the surplus staff cell for sponsoring the names from the surplus staff pool or to grant Non-Availability Certificate. It has been observed that the requisition in this behalf received from various PEs from time to time lack one or the other information on the above points. Consequently back references result in avoidable delays and administrative inconvenience to all concerned. Therefore, it has been decided that henceforth the requisition from the PEs for seeking names from the surplus staff cell should be sent on the enclosed proforma. The PE concerned may also ensure that requisition does obtain complete and accurate information on the under mentioned points :-

- (i) Whether prior approval of the FD or Standing Committee has been obtained for creation/up-gradation of the post included in the requisition ?
- (ii) Whether the vacancies are not more than three years old on the day of the requisition and whether the posts have not been deemed to have been abolished in terms of circular No. HBPE/MS/AO/19/15/86, dated 7.9.89 and FD letter No. 5/6/92-1B&C, dated 1.5.92 ?
- (iii) The qualification are duly prescribed/approved by the Competent Authority.
- (iv) Category i.e. whether belonging to General SC, BC, ESM, DSEM.

Approval of the competent authority in the State Govt. for filling up the posts have been obtained.

It is requested that these instructions may kindly be brought to the notice of all concerned and strictly adhered to. I am further directed to once again emphasize that in the event of requisition not being on the proforma or being incomplete it will delay processing of cases by HBPE which will henceforth return the requisition with incomplete information.

These instructions have become obsolete.

No. 4/139/91-3FR-II

From

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

To

All the Heads of Department,
Commissioner of Division,
All Deputy Commissioner and
Sub Divisional officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court.

Dated, Chandigarh, the 24th August, 1992

Subject : Grant of Adhoc bonus to the Haryana Govt. employees - clarification regarding Work-charged/Daily Wages employees.

Sir,

I am directed to invite a reference to Government Circular letter No. 4/11/91-3FR-II dated 1-1-1992 on the subject noted above and to say that some department have sought clarification about the admissibility of adhoc bonus to the work charged /daily wage employees. After carefully consideration and in consultation with Government of India, it is clarified that the adhoc bonus is admissible to the aforesaid categories of employee for the year 1988-89, 1989-90 and 1990-91 as casual Labour.

2. Since the payment of adhoc bonus to employee has not been paid in cash but has been credited to their general Provident fund account, it is further clarified that if the work-charged employees have provident fund account, the amount of bonus for the above period will be credited to their General Provident fund accounts. In case there is no General Provident Fund Account, the amount of such adhoc bonus will be invested in the Post Offices Saving Certificates to be purchased from Post Offices functioning in Haryana. The National Saving Certificates shall be purchased by the respective Drawing and Disbursing Officer in the name of Govt. employee concerned and shall be handed over to letter. The other conditions set forth in the communication under reference shall remain unchanged.

3. You are requested to ensure necessary action accordingly.

Yours faithfully,

Sd/-

(J. K. Gupta)

Joint Secretary Finance,

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

No. 4/139/91-3FR-II

Dated, Chandigarh, the 24th August, 1992

A copy is forwarded to the :-

1. Accountant General (A&E), and (Audit), Haryana, Chandigarh signed in the 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, Treasuries & Accounts Haryana with 30 copies for information of A.Os./A.A.Os. etc.

Sd/-

Joint Secretary Finance,
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.

Sd/-

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

To

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

U.O. No. 4/139/91-3FR-II

Dated, Chandigarh, the 24th August, 1992

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 Chief Minister/Minister of State/Chief Parliamentary Secretaries/ Parliamentary Secretary.

Sd/-

(M. L. Tayal)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department

To

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

U.O. No. 4/139/91-3FR-II

Dated, Chandigarh, the 24th August, 1992.

Subject : Undertaking to be given by the State Public Enterprises.

Will all the Financial Commissioners/Administrative Secretaries to Govt. Haryana, kindly refer to the subject cited above?

2 The State Public Enterprises depend heavily on the State Govt. for support in various forms e.g. share capital, loans, loan guarantees, grants-in-aid, price preference, etc. However, it has been observed that Govt. instructions issued from time to time for exercising economy in expenditure, creation of posts, mode of filling up of the posts are not being followed in letter and spirit by some of the Public Enterprises. It has, therefore, been decided that any Public Enterprise of the State Govt. which requires any kind of assistance from the State Govt. (i.e. share capital, loan, loan guarantee, grant-in-aid, price preference, declaration of approved source etc.) should give an undertaking duly approved by its Board of Directors stating clearly that it will follow various instructions on economy in expenditure, on constitution of Standing Committee on Public Enterprises on creation and filling up of posts etc. issued by the State Govt. for its Public enterprises from time to time. A format for such undertaking is enclosed herewith. Any Public Enterprise, coming for the assistance from the State Govt. should first be asked to furnish the undertaking in the enclosed format failing which no assistance of any kind would be made available to the Public Enterprise by the State Govt.

It is, therefore, requested that these instructions may please be brought to notice of all the concerned and strict compliance may kindly be ensured while forwarding proposals to the Finance Department. These instructions do not supersede earlier instructions on the subject. Therefore, such Public Enterprises, Boards, Corporations, Authorities etc. which do not approach the Govt. for assistance in any form still continue to be bound by earlier instructions on the subject.

This decision has the approval of Hon'ble C.M.

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

No. 5/21/84-PE (FD)

Dated : 2nd September, 1992.

**Contd...
Encl.**

Undertaking to be given by the State Public Enterprise.

Preamble

The State Public Enterprises depend heavily on the State Govt. for direct resources support in the form of share capital, loans and grants etc. In addition, indirect support available to the State Public Enterprises from the State Govt. includes guarantees for institutional loans, price preference in certain cases, declaration of certain PEs as approved source for supplies to Government Departments etc. The need to ensure effective utilisation of direct as well as indirect financial assistance cannot be over emphasised. The State Government has, therefore, issued instructions from time to time exhorting the State Public Enterprises to exercise economy in expenditure regarding purchase of vehicles absorption of surplus staff, creation. Upgradation of posts, revision of pay scales etc. These policy instructions are formulated after considerable deliberations by the State Government, underlying rationale being maximisation of benefits from scare resources of the State for diverse segments of society. The objective of the policy instructions is thus to afford the State Government (In Finance Department) an opportunity to examine various proposals of State PEs involving financial implications for need based and optimal deployment of scare resources. The State Government expects that these instructions should be followed by the State Public Enterprises in letter and spirit. However, it is the experience of the State Government that various policy instructions issued by it pertaining to the PEs have not been followed by them as expected.

Objective of the Undertaking to be given by P.Es.

This undertaking is aimed at developing a fair and responsible relationship between (name of the PE) and the State Government through commitment by (name of the PE) to fulfill the instructions under this Undertaking as detailed in the subsequent paragraphs.

Obligation of (Name of the PE)

For (name of the PE) to qualify for favorable consideration, subject to merits, for its every proposal pertaining to release of financial assistance in the form of share capital loan, grant-in-aid etc. and seeking any kind of financial commitment, guarantee etc. from the State Government (in Finance Department), (name of the PE) undertakes to fulfill the following obligations :-

- (i) All the instructions issued by the Finance Department from time to time relating to economy in expenditure purchase of vehicles, absorption of surplus staff etc. and any other matter relevant to the State PEs will be followed in letter and spirit.
- (ii) The proposals pertaining to creation/up-gradation of posts, revision of pay scales etc. will be referred to the Standing Committee constituted by the Government for consideration and final approval.
- (iii) All the instructions contained in the 'Standing Order' issued by HBPE (Finance Department) with the approval of Chief Secretary to Govt., Haryana in November, 1990 will be followed in letter and spirit.

Managing Director
(Name of the PE)

No. 1754-2FICW-91

From

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

To

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

Dated, Chandigarh, the 4th September, 1992

Subject : Grant of House Rent Allowance to Government employees.

Sir.

I am directed to invite a reference to Finance Department's letter No. 1755-2FICW-85, dated the 3.10.85 on the subject cited above, wherein it was decided that such Government employees as are entitled to rent free accommodation, but have not been provided with it may be granted house rent allowance with effect from 1.1.80 at the rate 5%, 7½% or 10% of their pay (subject to pay range in the revised pay scales introduced w.e.f. 1.4.79) plus the amount of house rent allowance on slab basis admissible to them according to the pay range and the place of posting or actual rent, whichever is less.

2. In this respect, it is clarified that with the introduction of revised pay scales from 1.1.86, the house rent allowance to such employees will continue to be granted to the extent of the amount they have drawn in the pay of February, 1987 paid in March, 1987 in terms of Finance Department's letter No. 3/1/1PR(FD)-87, dated 29-4-87, considering as if there has been no revision of pay scales, and they will continue to draw the same amount of house rent allowance upto 31-1-88. However, they will not claim more than the actual house rent paid. The admissibility of house rent allowance to such employees from 1-2-88 to 28-2-91 and from 1-3-91 to 31-3-91 shall be the amount of house rent allowance on revised slab system (in the revised pay scales) as sanctioned vide Haryana Government letter No. 52-2FICW-88, dated 12-2-88, and No. 419-2FICW-91, dated 28-2-91, plus 5%, 7½% or 10% of their pay from the month of February, 1987, paid in March, 1987, (in the pre-revised pay scales) or actual rent, whichever is less.

3. The Government have also now decided that house rent allowance to such Government employees may be granted from 1-4-91 at the rate of 5% of their basic pay plus the amount of house rent allowance on the slab basis (in the revised pay scales) as sanctioned vide letter dated 28-2-91 referred to above, or actual rent, whichever is less.

Yours faithfully,

Sd/-

(SAMMAT SINGH)

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

275

No. 1754-2FICW-91,

Dated, Chandigarh, the 4th September, 1992

A copy is forwarded to the Accountant General (A&E/Audit), Haryana, Chandigarh, with 15 spare copies for information.

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

Copy is forwarded to :-

All the Financial Commissioners in Haryana, Chandigarh.
All the Administrative Secretaries to Govt. of Haryana for information.

Sd/-
(R.S. RAWAT)
Under Secretary Finance,
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. 1754-2FICW-91,

Dated, Chandigarh, the 4th September, 1992

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

Sd/-
(R.S. RAWAT)
Superintendent FICW,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Officers on Special Duty/Ministers/Ministers of State/
Chief Parliamentary Secretary/Parliamentary Secretary, Haryana,
Chandigarh.

U.O. No. 1754-2FICW-91,

Dated, Chandigarh, the 4th September, 1992.

**HARYANA GOVERNMENT
FINANCE DEPARTMENT**

Notification

The 18th September, 1992

No. G.S.R.65/Const./Art.283/92.— In exercise of the powers conferred by clauses (2) of article 283 of the Constitution of India and all other powers enabling him in behalf the Governor of Haryana hereby makes the following rules further to amend the Punjab Treasury Rules, Vol. I in their application to the State of Haryana, namely :-

1. These Rules may be called the Punjab Treasury Volume, I (Haryana First Amendment) Rules, 1992.
2. In the Punjab Treasury Rules, Volume I, for the 4.50 the following rule shall be substituted namely :-
 - “**4.50** (a) No endorsement on the contingent bill shall be made by the Drawing and Disbursing Officer in case of payment to the private parties.
 - (b) Bills upto Rs. 1000 shall be drawn and disbursed in case by the Drawing and Disbursing Officer.
 - (c) Bills above Rs. 1000 shall be paid by Drawing and Disbursing Officers by obtaining Reserve Bank of India drafts from the Agency Bank.”

Note: When the drawing and Disbursing Officer is attached to a Non Bank District, Sub-treasury not provided with Currency Chest, Bills for contingent charges above Rs. 1000 shall also be drawn in cash from the District Sub-Treasury and disbursed to the payee in cash or by Order or by Bank Draft at the expense of the payee.

J.D. GUPTA,
Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 11/16/89-1FR-II

From

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

To

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

Dated, Chandigarh, the 25th September, 1992

Subject : Grant of Maternity Leave.

Sir,

I am directed to refer to Finance Department circular No. 11/16/89-1FR-II, dated 19.11.91 wherein it had been decided that Maternity Leave up to two living children is admissible for six months and for the third (and not beyond) the existing facility of maternity leave of three months will continue. The matter has further been considered by Govt. and it has now been decided on the pattern of G.O.I. to restrict the benefit of maternity leave up to two living children only. In other words the female Govt. employees will not be allowed maternity leave on the birth of third living child and in such cases they will be allowed leave of the kind due.

2. These instructions will take effect from the date of issue of this letter.
3. Necessary amendment in the relevant rule is being made separately.

Yours faithfully,

Sd/-
(J.K. GUPTA)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 11/16/89-1FR-II

Dated, Chandigarh, the 25th September, 1992

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

Sd/-
(F.C.Khurmi)
Under 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 Govt. Haryana for information and necessary action.

Sd/-
(F.C.Khurmi)
Under Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Financial Commissioners & all Administrative Secretaries to Government, Haryana.

U.O. No. 11/16/89-1FR-II

Dated, Chandigarh, the 25th September, 1992

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

Sd/-
(F.C.Khurmi)
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/Chief Parliamentary Secretary/Parliamentary Secretary.

U.O. No. 11/16/89-1FR-II

Dated, Chandigarh, the 25th September, 1992.

***These instructions have been Revised vide
No. 68/2/93/FD/Pension/SAP, Dt. 14.10.1993.***

URGENT

No. 68/2/92/FD/Pension/SAP

From

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

To

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

Dated, Chandigarh, the 28th September, 1992

Subject : Instructions regarding delay in submission of Pension cases : Time Table.

Sir,

I am directed to invite a reference to the subject noted above 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 schedule laid down for submission of pension cases to his office. Some-time pension cases are sent by the Departments to the Accountant Generals offices incomplete and after the date of retirement of Government servant, which results in delay in the finalisation of pension cases thereby causing hardship & 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. It is, therefore again emphasized 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 for superannuation cases**

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 Govt. servants are required to be initiated two years before the date of retirement of the employee concerned and sent to the office of 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 the office of A.G., Haryana after removing the objections raised in the Certificate and Report for issue of P.P.O/G.P.O., 15-20 days before the date of retirement of the employee concerned.

(ii) **Time table for death cases**

In case of death of employee, these cases are required to be settled within three months positively from the date of death of the deceased employees.

(iii) **Time table for Voluntary retirement.**

In case of Voluntary retirement of employees, such cases are required to be submitted to the office of Accountant General, (A&E) Haryana, within 3 months from the date such voluntary retirement of the employees concerned positively.

4. You are requested to issue instructions to all concerned officers/officials who deal with pension cases working under your control to prepare pension cases well in time and forward to Accountant General's (A&E) office, according to time schedule laid down by Finance Department for necessary action, so that his office have enough time to check these cases thoroughly and pensionary benefits due to retirees/dependents of the deceased employees may be authorised without any delay.

5. Please acknowledge receipt of this letter.

Yours faithfully,

Sd/-

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

No. 68/2/92/FD/Pension/SAP,

Dated, Chandigarh, the 28th September, 1992

A copy is forwarded to Accountant General (A&E) Haryana, Chandigarh, for information with reference to his letter No. Pen-6/R-833/Misc/6782-84, dated 20.8.92

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.

U.O. No. 68/2/92/FD/Pension/SAP,

Dated, Chandigarh, the 28th September, 1992

No. 36/3/91-WM(3)

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 Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 9th October, 1992

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. 400/- (Rs. Four 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 1992-93.

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 1992-93.

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 1992-93.
- (iii) The advance may be drawn and disbursed before the 24.10.92.
- (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, 1992 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/-

(J.N.JULKA)

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

No. 36/3/91-WM(3)

Dated, Chandigarh, the 9th October, 1992

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, it will demanded through Supplementary Estimates 1992-93.

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

Sd/-

(J.N.JULKA)

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

No. 36/3/91-WM(3)

Dated, Chandigarh, the 9th October, 1992

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 24.10.1992. 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/-

(J.N.JULKA)

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

Copies are forwarded to :-

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

Sd/-
(J.N.JULKA)
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. 36/3/91-WM(3)

Dated, Chandigarh, the 9th October, 1992

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary/Officers on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secy. for the information of Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary.

Sd/-
(J.N.JULKA)
Deputy Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary/
Officers on Special Duty/Secretaries/Private Secretaries to the
Chief Minister/Ministers/State Ministers/Chief Parliamentary Secy./
Parliamentary Secretary.

U.O. No. 36/3/91-WM(3)

Dated, Chandigarh, the 9th October, 1992.

Contd...

Encl.

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

No. 6/23/92-1PR(FD)

From

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

To

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

Dated, Chandigarh, the 13th October, 1992

Subject : Revision of pay scales of Haryana Govt. employees.

Sir,

I am directed to invite your attention on the subject noted above and to say that the Government have decided to revise the pay scales of the following categories of employees as under :

Sr. No.	Department	Posts	Existing Scale	Revised Scale	Effective from
1.	Agriculture/ Horticulture	ADOs, HDOs & (i) Technical Asstts. Both in Agri. & Horticulture Departments.	1400-2600	1640-2900	1-6-92
		(ii) Circle Agriculture Officers & Technical Asstt. (Sr. Scale) both in Agr. & Horticulture Departments.	1600-2660	2000-3200	1-6-92
2.	Excise & Taxation	Excise Inspectors	1400-2600	1640-2900	Pay Scale of Excise Inspector has been brought at par with that of Taxation Inspectors as per Finance Department Circular letter No. 1/9/91- 3PR(FD) dated 20.01.1992.

It is requested that the pay of the employees whose pay scales have been revised as above may be fixed under the applicable rules.

Yours faithfully,

Sd/-

(J.K. Gupta)

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

These instructions have become obsolete.

No. 2/1(2)-90-3FR-II

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,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 20th October, 1992

Subject : Disbursement of Pay and Allowance for the months of Oct., 1992.

Sir,

I am directed to say that in view of the Gazetted holidays falling on the 31st October, and 1st November, 1992 the Governor of Haryana is pleased to decide that is relaxation of the provisions of rule 5.1 (1) of the Punjab Financial Rules, Vol. I, the pay and allowances for the month of Oct, 1992 for all gazetted/non-gazetted Haryana Govt. employees and pension for the month of Oct, 1992 for Haryana Government pensioners as well as other pensioners who are drawing their pension from Haryana Government Treasuries may be drawn and disbursed on the 30th Oct, 1992.

Yours faithfully,

Sd/-
(J.K. Gupta)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 2/1(2)-90-3FR-II,

Dated, Chandigarh, the 20th October, 1992

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

Sd/-
(J.K. Gupta)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 2/1(2)-90-3FR-II,

Dated, Chandigarh, the 20th October, 1992

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers in

Haryana State for information.

Sd/-
(J.K. Gupta)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to :-

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

Sd/-
(J.K. Gupta)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 2/1(2)-90-3FR-II,

Dated, Chandigarh, the 20th October, 1992

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

Sd/-
(J.K. Gupta)
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 of State/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 2/1(2)-90-3FR-II,

Dated, Chandigarh, the 20th October, 1992,

***Annexures have been revised vide No. 38/110/99-WM(5),
Dated 06.05.2005 and even No. Dated 22.11.2010.***

No. 38(110)-89-WM(6)/92

From

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

To

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

Dated, Chandigarh, the 27th October, 1992

Subject : Advance to Government Servants for the celebration of marriage of their sister.

Sir,

I am directed to invite your attention to Finance Department letter No. 38/1/86-WM(6), dated 10-1-1986 and No. 38(110)-WM(6)-89, dated 1-1-90 on the above subject in which following condition have been laid down for the grant of advance to Government employee for the celebration of marriage of their sister :-

- (i) It has been verified that the sister of the employee is really dependent on him and the financial condition 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 sister marriage during the last month.

2. It has been observed that no sample survey is being got conducted by the departments. The matter was taken with the Vigilance Department, who has agreed that if any specific reference is made to the Vigilance Department or Director General, State Vigilance Bureau by the concerned department with full particulars of the loanee, the verification will be done by them.

3. In view of the above, you are requested to refer the case for sample survey where loan has been granted to the employee of your department for the celebration of marriage of his sister with full details to the department or Director General, State Vigilance Bureau for verification and while submitting the further cases to Finance Department a certificate to this effect be recorded thereon as per instruction. It is pointed, that no case for the sister marriage advance will be entertained in the Finance Department after 1-1-1993 wherein the said certificates are not recorded.

4. All the other terms and condition as laid down by the Finance Department from time to time shall remain unchanged.

5. You are requested to acknowledge the receipt of this letter and bring the contents there of to the notice of all the employees in your department.

Yours faithfully,

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

A copy is forwarded to the Chief Secretary to Govt. Haryana, Vigilance Department for information and necessary action with reference to his U.O. No. 9/2/92-1चौ(1), dated 26/8/92.

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

To

The Chief Secretary to Govt., Haryana,
Vigilance Department.

U.O. No. 38(110)-89-WM(6)/92

Dated, Chandigarh, the 27th Oct., 1992

Endst. No. 38(110)-89-WM(6)/92

Dated, Chandigarh, the 27th Oct., 1992

A copy is forwarded to the Director General State, Vigilance Bureau, Haryana Chandigarh for information and necessary action with reference to Vigilance Department Endst. U.O. No. 9/2/92. dated 26/8/92.

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

No. 38(110)-89-WM(6)/92

Dated, Chandigarh, the 27th Oct., 1992

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

Sd/-
Under Secretary Finance(B),
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 Govt., Haryana.

Sd/-
Under Secretary Finance(B),
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. 38(110)-89-WM(6)/92

Dated, Chandigarh, the 27th Oct., 1992

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

Sd/-

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

To

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

U.O. No. 38(110)-89-WM(6)/92

Dated, Chandigarh, the 27th Oct., 1992

No. 38(110)-89-WM(6)/92

Dated, Chandigarh, the 27th Oct., 1992

A copy is forwarded to all Managing Directors/Chief Administrators of all the Public Sector Corporations/Bodies in the state.

Sd/-

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

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 _____ and Shri _____ son of Shri_____ resident of _____ (herein after referred to jointly and severally as the sureties) of one part and the Governor of Haryana (herein after referred to as the Government) of the other part.

Where as loan of Rs. _____ has been granted to Shri_____ son of _____ caste___ and resident of _____ (hereinafter referred to as Borrower) on the terms and condition set out in the agreement dated ____ subject to the Borrower furnishing two permanent Government Officials as sureties to guarantee the due performance and observance by the Borrower of the condition of the agreement dated_____.

And whereas the borrower has complete five year service under the Haryana Government on _____ and is not an adhoc employee.

And Where as Shri _____ and Shri _____ have in fulfilment of the condition of the advance of loan agreed to stand as sureties for the Borrower on the terms and conditions here in after appearing.

Now this deed witness and the parties here to here by agree as follow :-

- (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 where of 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 (1)
designation

(2) Witness

(2) Signature of Surety designation (2)
Designation

Signed by _____

For and on behalf of the Government of Haryana.

Form of agreement to be executed while applying for an advance for the celebration of the marriage in the Family of a Government Servant.

An agreement made this _____ day of _____ One thousand nine hundred and Ninety _____ between _____ of _____ (hereinafter called the borrower, which expression shall include his heir administrators, executors and legal representatives) of the one part and the Governor of the Haryana of the other part.

Where as the borrower has completed five year service under the Haryana Government on _____ and is not on adhoc employee.

Where as the Borrower has under the instruction for the grant of advance to Govt. servant of Haryana Govt. issued vide Finance Department No. 1759-WM(1)-74/9184 dated 12.3.74 (hereinafter referred to as the said rules which expression shall include any amendment thereof addition there to for the time being in force) applied to the Governor of Haryana (hereinafter called the Govt.) for an advance of Rs. _____ (Rupees _____) for the celebration of marriage of his _____ on the term and conditions hereinafter contained and where as the application of the Borrower for the said advance is being considered by the Government.

Now it is hereby agreed between the parties here to that in consideration of the sum of Rs. _____ to be paid by Govt., to the borrower if and when the Govt. sanction the said advance the borrower here by agree :-

- (1) To pay the Govt. the said advance with interest calculated according to these rules and by monthly deduction from his salary as provided here by authorise the Govt. make such deduction.
- (2) To expend, within month from the date of drawal of the advance, the full amount of the said advance in the celebration of the aforesaid marriage or if the actual expenditure incurred on account of the marriage is less than the advance, to repay the difference to the Govt., forth within.
- (3) In the event borrowers reversion from Govt. service before the advance drawn together with interest is fully repaid to repay in one Lump sum the amount outstanding and the interest due before borrower is actually relieved from the Govt. service.
- (4) To refund forthwith the amount of advance together with interest in one lump sum if the aforesaid marriage could not be celebrated or the amount of the advance could not be utilized for the purpose for which it was sanctioned.
- (5) If the borrower within the period already fixed for recovery of the principal and interest there on, becomes insolvent or quit the service of the Govt. or dies the whole amount of the advance and interest accrued thereon shall immediately become due and payable.

It is HEREBY also agreed and DECLARED that if the borrower dies before the advance is repaid to have the balance outstanding together with interest due recovered from the dead-cum-retirement gratuity payable by the Government to the legal heirs of the borrower.

In WITNESS WHERE OF BORROWER AND FOR AND on behalf of the Govt. of Haryana have hereunto got their hands on the date aforementioned.

Signed by the said in the presence of _____ (Signature and Designation of the borrower)

(Signature of the witness)

Signed by (Name & Designation)

for and on behalf of the Governor of Haryana in the presence of

(Signature and Designation of the Officer)

CERTIFICATE FROM THE DEPARTMENT

It is certified that the advance of Rs. _____ (Rupees _____ thousand _____) applied for is admissible according to the instruction and the information given by the applicant is correct.

2- It has been verified that the Daughter/Son of the employee is really dependent upon him and she/ he has not drawn marriage advance earlier for the same.

Signature of Drawing Officer.

Countersigned

Signature of the head of the Department

APPLICATION FORM FOR MARRIAGE ADVANCE

1.	Name of the APPLICANT (In Block letter)	
2.	Father/ Husband's Name	
3.	Name of the department/Office	
4.	Whether Permanent or Temporary (If temporary, surety of two permanent Govt. employees on the Non Judicial stamp paper of Rs. 15/- be attached,)	
5.	Designation with Class (I, II, III & IV)	<u>Class</u>
6.	Emoluments on which the loan is admissible (i) Basic Pay _____ (ii) Special Pay _____	<u>Total Rs.</u>
7.	Purpose of advance	
8.	Amount of Advance required	
9.	Is this 1st or 2nd Advance.	
10.	Recoverable Installments.	No. of Rs. each
11.	Whether for similar purpose the advance was obtained Previously and if so, (i) Amount and date of drawal (ii) Amount of Advance still outstanding (iii) Name & date of birth of the Child/sister for whom previous Marriage advance drawn.	<u>Date</u> <u>Amount</u> <u>Name</u> <u>Date of birth</u>
12.	Date of birth of the Applicant	
13.	Date of entry into Govt. Service	
14.	Date of superannuation	
15.	Date of birth of son/daughter	Date Age
16.	EXACT DATE OF MARRIAGE	
17.	Whether Husband/wife is in Govt. service.	

Date :

Signature of the Applicant with Designation

- (i) Certified that my wife/husband is/is not a Haryana Govt. employee and he/she has not applied/obtained marriage advance for the same purpose.

Date :

Signature and Designation of the applicant.

***These instructions have been Reiterated vide No. 1/12/91-WM(7),
Dated 21.5.1993 & No. 32/3/96-WM(7), Dated 9.8.1996.***

TOP PRIORITY

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

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 the State,
The Registrar, Punjab & Haryana High Court, Chandigarh.
All District & Session Judges, in Haryana.

Dated, Chandigarh, the 30th October, 1992

Subject : Recovery of Government Dues - Arrears of Revenue Receipts and loans.

Sir,

I and directed to address you on the subject cited above and to say that the Finance Department have been stressing the importance of realisation of arrears of loans and revenue receipts from time to time, as also of maximising the revenue realisation at current rates. Despite instructions issued by the Finance Department, it has been observed that accumulation of realizable arrears are mounting from year to year. Whereas on the one side, it adversely reflects on the working of the department, on the other, it greatly affects the much needed resources for the State's development activities. For watching the progress of recovery of the arrears of the revenue receipts and loans, the State Government have laid down procedure and prescribed the forms in the year 1961 (copy enclosed) in which the ledgers of these loanees are to be maintained to keep watch over prompt assessment and recovery of interest and loans sanctioned. A proforma copy enclosed Annexure-I was also prescribed and you were requested to furnish the progress to F.D. by 10th of each month. State Government further separately laid down guide-lines for watching recoveries of Government loans with interest from State Undertaking and prescribed a loan register to be maintained by each Heads of Departments to keep watch on loans disbursed and their timely repayment together with interest and final interest. A reminder register is also to be maintained by the concerned Heads of Departments in which each reminder issued to loanee one month in advance of due dates is to be entered. But with the passage of time, the instructions issued by the Finance Department on the subject have been lost sight of, resulting in a lack of vigilance and interest in dealing with such matters.

2. The Public Accounts Committee of Haryana Vidhan Sabha, has often felt concerned over the accumulation of heavy arrears on account of realisation of revenue and other receipts in the various departments and has emphasised the need of clearing the old arrears as early as possible. CAG in his report for the year 1987-88 (Revenue receipts) has brought to the notice of the Government a general lack of control by the Administrative Department over the

maintenance of the complete record by the field office and the furnishing of requisite returns to prescribed authorities. In respect of loans, where the responsibilities for maintenance of details record of loans devolve on the department, the Administrative Department are required to intimate to the A.G. Haryana by 10th of August every year, the arrears in recovery of principal and interest in the loans. In view of the adverse notice taken by the PAC and comments made in the CAG report mentioned above, the need for reiterating the instructions and procedure have been felt.

3. The Finance Department had earlier also written to the Departments that the departments in whose cases arrears of revenue other than land Revenue exceeded Rs. 20 lakh should submit self contained memorandum to the Secretary to the Council of Ministers by the 25th of the following month. This memorandum should inter-alia contain the following information :-

- I. (a) Arrears more than 4 years old.
- (b) Arrears less than 4 years old.

Total Arrears

- II. Recoveries fallen due during the month.

- III. Total items (I) and (II) above.

- IV. Realisation made during the month.

- (a) Out of arrears more than 4 years old.
- (b) Out of arrears less than 4 years old.

Total realisation made.

- V. Arrears at the close of the month :-

- (a) Arrears more than 4 years old.
- (b) Arrears less than 4 years old.

Total Arrears

The departments in whose cases, the arrears are below Rs. 20 lakh should send their quarterly report for the period ending June, September, December and March by the 25th July, 25th October, 25th January, and 25th April, respectively in the proforma at Annexure-II.

In addition, year-wise breakup of the arrears in the proforma at Annexure-III should be worked out once a year at the end of the financial year. The break up should be shown in the 1st monthly review as in the proforma at Annexure(I) or in the quarterly report as the case may be, of the succeeding year, i.e. in the review for the month of April or in quarterly reports for the period ending 30th June. The monthly review of March on the quarterly report for the period ending March should indicate the demand creating during that year and the recoveries effected out of it, so as to arrive at an overall position of arrears at the close of the financial year.

4. Besides the above, every department is required to maintain Loan Register, the proforma of which is enclosed in Annexure IV. It will be the responsibility of the Heads of Departments to see that the loan register is maintained properly and the various returns as

mentioned in Annexure I to IV are sent regularly to AD/FD. The prescribed register should be kept upto date within one month of the receipt of this letter under intimation to the Finance Department. As you are aware the failure on the part of the Administrative Department/Head of Departments to react to the procedure in the manner mentioned above has been a bane of adverse comments by the PAC. It is, therefore, most important that the departments pay due attention to the procedure this matter in order to avoid any further criticism by the PAC in future. The departmental figures receipts on account of loans and interest thereon should be regularly reconciled with receipts exhibited on the books of the Treasury and the records of A.G. Haryana. I am accordingly to request you to give personal attention to this matter and keep the Finance Department informed the progress of the recovery of arrears as desired in the performa. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

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

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

Dated, Chandigarh, the 30th Oct, 1992

A copy is forwarded to the Secretary, Haryana Vidhan Sabha, (Public Accounts Committee), Chandigarh for information.

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

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

Dated, Chandigarh, the 30th Oct., 1992

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

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

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

They are requested to kindly ensure that the procedure this letter is meticulously observed by the Heads of under their Administrative control. Further, it may be ensured that the requisite Loan Register as in Annexure (IV) is being maintained by each of the department. Efforts should also be made to reduce the number of outstanding recoveries of the revenue receipts/loan receipts in the department.

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

To

All Administrative Secretaries to Govt., Haryana.

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

Dated, Chandigarh, the 30th Oct., 1992

A copy is forwarded to all the Branch Officers and Superintendents in the Finance Department for information and necessary action. They are requested to maintain a loan register in their branches in the enclosed Performa (Annexure-V). Any loan granted on the plan and non plan side should be separately entered, information of which should be sent to the Ways and Means Branch in future for record. These loan registers will be got checked by the branch officers on every 10th the next month.

Sd/-

(Joginder Nath Julka)

Under Secretary, Finance(B)

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

To

All the Officers and Branches of Finance Department.

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

Dated, Chandigarh, the 30th Oct., 1992.

Contd...

Encl.

ANNEXURE - I**PROFORMA**

Statement showing of Recovery of Arrears of Revenue Receipts and Loan for the Month_____

Name of the Department_____

1	2	3	4	5	6	7
Sr. No.	Head of Account (Major Head)	Arrears upto the month under Report	Demand created during the month	Recovery made during the month	Balance outstanding at the end of the month (Col. 3+4 – 5)	Remarks

ANNEXURE - II

Statement showing progress of recovery of arrears of receipts for the quarter ending :-

Head of Account	Arrears at the beginning of the quarter	Recovery during the quarter	Remarks
1	2	3	4

ANNEXURE - III**PROFORMA**

Statement showing arrears of recovery of revenue receipts and loans

Name of the Department_____

Sr. No.	Head of Account	Year since when the arrears have fallen due	Amount of arrears	Amount of recovery made, if any with year of its recovery	Balance of the amount still to be recovered	Amount of arrears more than a year old	Amount of arrears more than 2 years old	Brief Note indicating the steps taken for the liquidation of the arrears	Remarks
1	2	3	4	5	6	7	8	9	10

ANNEXURE - IV**LOAN REGISTER**

Name of the Department	Rate of Interest
G.O. Number, date, Department	Rate of Penal Interest
Amount of Loan	Date of disbursement
Purpose	Due dates of instalments
Number of instalments of repayment	
Major Head of Account	

Opening Balance	Due Date	Demand		Collection		Cheque number and date	Challan Number and date	Closing Balance	Penal Interest			
		Princi-pal	Int.	Princi-pal	Int.				-----Initial of			
1	2	3	4	5	6	7	8	9	10	11	12	13
		Rs.	Rs.	Rs.			Rs.		Rs.	Rs.		

ANNEXURE - V**Major Head of Account**

Loan Register to be maintained in the Expenditure Control Branches of the F.D.

Name of the Department	Amount of loan sanctioned (indicated plan or non plan)	Purpose	Period before which loan is to be utilised and utilisation certificate to be given	No. of instalments of repayment	Rate of interest	Penal Interest	Other conditions, if any	Due date of instalment
1	2	3	4	5	6	7	8	9

No. 1/2(73)88-2FR-II

From

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

To

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

Dated, Chandigarh, the 5th November, 1992**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 14th May, 1992 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, 1992, in modification of the rates mentioned in the letter dated 14th May, 1992 :-

Pension/Family Pension Per month	Rate of dearness relief per month
(i) Not exceeding Rs. 1750/-	83% of the Pension/Family Pension.
(ii) Exceeding Rs. 1750/- but not exceeding Rs. 3000/-.	62% of the Pension/Family Pension subject to a minimum of Rs. 1453/-.
(iii) Exceeding Rs. 3000/-	54% of the Pension/Family Pension subject to a minimum of Rs. 1,860/-

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, 1992 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.K.Gupta)

Joint Secretary Finance (R)

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

No. 4/19/92-1FR-II/2963

From

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

To

All Heads of Departments,
Commissioners, Ambala Division, Gurgaon Division,
Rohtak Division and Hissar Division,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court.

Dated, Chandigarh, the 6th November, 1992**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. 4/84/91-3FR-II/1517, dated the 14th May, 1992, 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 1-7-1992 as under :-

Period for which payable	Pay range	Rate of dearness allowance
1-7-92 onwards	Basic pay upto Rs. 3500/- p.m.	83% of pay.
	Basic pay above Rs. 3501/- p.m. and upto Rs. 6000/- p.m.	62% of pay subject to a minimum of Rs. 2905/- p.m.
	Basic pay above Rs. 6000/- p.m.	54% of pay subject to a minimum of Rs. 3720/- 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 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. In respect of all Government employees drawing pay above Rs. 3500/- the grant of dearness allowance shall not be made in cash, but instead, shall be credited to their respective G.P.F. Accounts like regular subscriptions to these funds.

4. 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, 1992 upto the 31st October, 1992 (4 months) shall be credited to the General Provident Fund Account of the Government Employees. The payment of the aforesaid instalment of dearness allowance in cash shall commence w.e.f. 1-11-1992 i.e., for the month of November, 1992 paid in December, 1992 to employees drawing basic pay upto Rs. 3500/- p.m.
5. 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.
6. 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.
7. 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.
8. The amount credited to G.P.Fund under para 3 & 4 shall remain in G.P.Fund Accounts of the employees for atleast one year from the date of issue of these instructions. In other words this amount shall not be taken into account for atleast one year for the purpose of granting any advance from G.P.F. This will, however, not apply in the case of final payments due to retirement, death, and voluntary retirement etc.
9. These orders are also applicable to work charged employees.
10. 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.
11. The general conditions of payment of dearness allowance would continue to be the same as in force at present.

Yours faithfully,

Sd/-
(J.K.Gupta)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

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

From

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

To

All the Heads of Department, Haryana,
All the Dy. Commissioner in Haryana and
Commissioner Rohtak/Gurgaon/Hisar and Ambala Divisions,
Managing Director/Chairman of all Boards and
Corporations in Haryana.
Registrar, Punjab & Haryana High Court, Chandigarh,
Registrar, Maharishi Dayanand University, Rohtak/
Kurukshetra University, Kurukshetra &
Haryana Agriculture University, Hisar.

Dated : 27th November, 1992

Subject : Economy in expenditure (10% cut on the staff strength).

Sir,

I am directed to invite your attention to the instructions issued by the F.D. vide letter No. 5/1/83-1B&C, dated 26.5.83, on the subject cited above. The 10% cut on the staff strength had been imposed to effect economy on establishment expenditure.

The Govt. has reconsidered the policy decision in this regard and has granted certain exemptions. Consequently the following exemptions on 10% cut on staff strength will apply henceforth :-

- (i) The posts of Doctors, Dispensers, Nurses, Radiographers veterinary Surgeon, School Teachers and Laboratory Attendants shall be excluded from the purview of 10% cut.
- (ii) Vacancies which are filled up by appointment of depended of the Haryana Govt. employees who died in service, i.e. on exgratia basis, shall be excluded from the purview of 10% cut, subject to the condition that the adhoc appointees working in various department will be first replaces by such appointees.
- (iii) In selective cases of ministerial cadre, where 10% cut might be obstructing promotional avenues and thus causing stagnation cases may be referred to the Finance Department for relaxation. However, only such cases where the relaxation is justified by the job requirements need be sent for such relaxation.

Instructions issued originally vide number referred to above are to be strictly complied with as amended hereby.

Yours faithfully,

Sd/-

(V.S. KUNDU)

Deputy Secy. Finance (B),

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

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

Dated : 27.11.92

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

Sd/-
(V.S. KUNDU)
Deputy Secy. 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.

To

All the Financial Commissioners and
Administrative Secys. to Govt., Haryana.

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

Dated : 27.11.92

A copy is forwarded to the Principal Secy./Addl. Principal Secy./O.S.D./Secretaries/
P.S. to C.M./Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary
for information of C.M./Ministers/State Ministers/Chief Parliamentary Secy./Parliamentary Secy.

Sd/-
(V.S. KUNDU)
Deputy Secy. Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The P.S./A.P.S./O.S.D./Secy./P.S. to C.M./Ministers/State Ministers/
Chief Parliamentary Secy./Parliamentary Secy.

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

Dated : 27.11.92

A copy is forwarded to all Branch Officers/Supdts./in FD for information and necessary action.

Sd/-
(V.S. KUNDU)
Deputy Secy. Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Branch Officers/Supdts. in FD.

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

Dated : 27.11.92.

No. 11/96/92-1FR-II

From

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

To

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

Dated, Chandigarh, the 16th December, 1992

Subject : Admissibility of Maternity Leave in case of miscarriage including abortion and abortion induced under the medical Termination of Pregnancy Act.

Sir,

I am directed to refer to Finance Department circular No. 11/16/89-1FR-II, dated the 25th Sept., 1992 wherein the maternity leave to female Govt. employees has been restricted upto two living children. The matter regarding the benefit of maternity leave in case of miscarriage, including abortion and the abortion induced has been considered in the light of above instructions. It has now been decided to restrict such maternity leave for the above purposes up to two living children only. In other words the female Govt. employees having two or more children will not be entitled to avail of this concession.

2. The instruction will take effect from 25th Sept., 1992.
3. Necessary amendment in the relevant rule is being made separately.

Yours faithfully,

Sd/-
(F.C.Khurmi)
Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 11/96/92-1FR-II

Dated, Chandigarh, the 16th, Dec., 1992

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

Sd/-
(F.C.Khurmi)
Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

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

Sd/-
(F.C.Khurmi)
Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 11/16/89-1FR-II

Dated, Chandigarh, the 16th, Dec., 1992

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

Sd/-
(F.C.Khurmi)
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/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 11/96/92-1FR-II

Dated, Chandigarh, the 16th Dec., 1992.

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, Hissar, Rohtak & Gurgaon Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil), Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 23rd December, 1992

Subject: Incentive for increased deposits in Provident Fund - Matching Contribution Scheme, 1983 (1-7-83 to 31-3-90)

Sir,

I am directed to invite a reference to this Department Circular No. 4/3(3)/83-2FR-I dated 20-1-92, laying down the procedure for implementation of the Matching Contribution Scheme, 1983 and to state that it has come to the notice of State Govt. that this scheme is not being implemented by the various Departments. as a result of which the outstanding dues of the pensioners have not been cleared so far. I am, therefore, to request you to direct all DDOs under your control to make the payments of dues to the pensioners immediately but not later than two months.

Sd/-

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

A copy is forwarded to :-

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

Sd/-

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. 4/3(3)/83-2FR-I,

Dated, Chandigarh, the 23.12.1992.

No. 34/2/91-WM(3)

From

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

To

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

Dated, Chandigarh, the 14th January, 1993

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 1992-93.

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 1992-93 has been considered and it has been decided to charge the rate of interest on loans and advance as under :-

1. For Haryana Government employees		
(i)	House Building Advance	9% p.a.
(ii)	Marriage Advance	11% p.a.
(iii)	Motor Conveyances Advance (Motor Car/Motor Cycle/Scooter/ Moped etc.	9% p.a.
(iv)	Other Conveyance Advance (Cycle)	9% p.a.
2. For All India Service 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	10.5% 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 (Motor Car/Motor Cycle/Scooter/Moped etc.)	9% p.a.
------	---	---------

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 1992-93 which will also be applicable on the accumulations as stood on 31st March, 1992. This rate of interest will remain in force during the current financial year 1992-93.

The receipt of this letter may kindly be acknowledged.

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

No. 34/2/91-WM(3)

Dated, Chandigarh, the 14th January, 1993

A copy is forwarded to the Accountant General (A&E/Audit) Haryana, 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 Financial Commissioner, Revenue, Haryana,
All Administrative Secretaries to Govt. Haryana, for information.

To

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

U.O. No. 34/2/91-WM(3)

Dated, Chandigarh, the 14th January, 1993

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 Minister/Chief Parliamentary Secretary and 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/Ministers/State Ministers/Chief Parliamentary Secy./
Parliamentary Secretary.

U.O. No. 34/2/91-WM(3)

Dated, Chandigarh, the 14th January, 1993.

No. 1/2(50)92-2FR-II

From

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

To

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

Dated, Chandigarh, the 15th January, 1993

Subject : Liberalisation of pensionary benefits on the recommendation of Pay Commission - Clarification regarding family pension.

Sir,

I am directed to invite a reference to this department's circular letter No. 1/2(21)81-2FR-II, dated 31st July, 1981 and to say that some doubts have been expressed by some departments about the question as to whether the benefit of family pension is admissible to the widows of the officials who died while in service before the introduction of the Family Pension Scheme, 1964. In this connection, I am to invite your attention to para 4(i) of the "Family Pension Scheme, 1964," which reads as under :-

"The family pension is admissible in case of death while in service or after retirement on or after the 1st July, 1964, if at the time of death, the retired officer was in receipt of a compensation, invalid, retiring or superannuation pension. The family pension will not be admissible in case of death after retirement if the retired employee at the time of death was in receipt of gratuity only. In case of death while in service a Government employee should have completed a minimum period of one year of continuous service without break".

I am also to request you to kindly keep in view the above provision of the said scheme while deciding the family pension.

Yours faithfully,

Sd/-

(R.R. FULIYA)

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

Endst. No. 1/2(50)92-2FR-II

Dated, Chandigarh, the 15th January, 1993

1. Accountant General (A&E) Haryana, Chandigarh, signed in ink, with 1,000 spare copies.
2. All Accountant General in India with 10, spare copies with reference to Comptroller & Auditor General of India's letter No. 21- T.A.II/1984/No. 320- T.A./II. 13.83, dated nil.

3. Chief Accountant, Reserve Bank of India, Department of Government and Bank Accounts, Central Officer, 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 160017.
6. The Commissioner & Secretary. to Government Punjab, Department of Finance (Finance Regulations), Chandigarh.
7. The Commissioner & Secretary to Government, Himachal Pradesh Department of Finance, Shimla.
8. The Finance Secretary, Chandigarh Administration, Chandigarh.
9. All Treasury Officers/Assistant Treasury Officers in Haryana.
10. The Treasury Officer, Tees Hazari, Delhi-B.
11. The Director, Treasury and Accounts, Haryana; Chandigarh with 1,000 spare copies for bringing. to the notice of Sr. A.Os/A.Os/A.A.Os.
12. President Government Pensioners Association (Regd.) Kothi No. 308, Sector 9-D, Chandigarh (ten spare copies attached).
13. President, Haryana Civil Pensioners Welfare Association, 495-R, Model Town, Karnal (Havana), (ten spare copies attached).
14. The Organiser Pensioner Discussion & Recreation Centre. 1178, Sector. 16, Faridabad (Haryana).
15. President/Ambala Pensioners Association, 5447/3. Near Tilla Mandir, Ambala City.
16. President, Pensioners Association, 165, Model Town, Rohtak.
17. Development Manager, State Bank of Patiala, H.O. The Mall, Patiala.
18. President, Haryana Pensioners Association, 1'15/5, Guru Nanak Street. Old Sabji Mandi, Patiala.
19. The Secretary, Rohtak District Pensioners Association, 165, Subhash Nagar, Rohtak 24001.
20. President, Haryana Govt. retired Officers Welfare Association H. No. 322-A, Sector 15, Panchkula.
21. All India Govt. Pensioners Association (Regd.) 14/511, Jain Street, Jind City-126102 (with 10 spare copies).
22. All Haryana Pensioners Welfare Association (Regd.) Jind unit 655/3, Naryan Road Patiala Chowk, Jind- 126002.
23. General Secretary, Haryana Govt. Pensioners Association House No. 19, Sector 16, Faridabad.
24. Secretary Haryana Govt. Pensioners Association H.No. 625, Sector 22-A, Chandigarh.

Sd/-
(F.C. KHURMI)
Under 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 Government, Haryana;
for information.

Sd/-
(F.C. KHURMI)
Under Secretary Finance (R),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 1/2(50)92-2FR-II

Dated, Chandigarh, the 15th January, 1993

A Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries 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/-
(F.C. KHURMI)
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 Secretaries.

***These instructions have been revised vide
No. 2/7/81-WM(1), Dated 03.03.11.2003.***

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 &
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh and
All District & Session Judges in Haryana.

Dated, Chandigarh, the 29th January, 1993

Subject : Grant of Loans and advances to the Hr. Govt. employees.

Sir,

I am directed to refer to this Department's circular letter No. 2/7/81-WM(1) dated the 4th January, 1990 on the above subject and to say that the matter regarding grant of house building advance to the employees who acquire a Flat/Plot from the Co-operative Group Housing Societies has been considered and it has been decided to extend the facility of house building advance for Flats/Houses constructed under the Cooperative Group Housing Schemes on the following conditions :-

- (i) The loanee will get the flat/house mortgaged to Govt. and the claim of the Govt. would be first claim on the property in the event of default in repayment of Govt. loan and the loanee must obtain consent of the Cooperative Housing Society for this purpose;
- (ii) The loanee would also get full comprehensive insurance of the flat/house against damage by fire, flood and lightening extending the policy to include the rights and interests of the Governor of Haryana;
- (iii) The loanee will furnish Surety of two permanent Govt. employees.

2. The other conditions for grant of House building advance as laid down in the rules/instructions issued by the Haryana Govt. Finance Department from time to time remain unchanged.

Please acknowledge receipt.

Yours faithfully,

Sd/-

(V.S. Kundu)

Deputy Secretary Finance (B)

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

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

Dated, Chandigarh, the 29th January, 1993

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

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

A copy is forwarded to :-

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

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

Dated, Chandigarh, the 29th January, 1993

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

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

To

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

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

Dated, Chandigarh, the 29th January, 1993.

No. 11/16/89-1FR-II

From

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

To

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

Dated, Chandigarh, the 5th February, 1993

Subject : Grant of Maternity Leave - Clarification.

Sir,

I am directed to address you on the subject cited above and to say that a question has arisen as to whether a female Govt. employee can avail of the benefit of maternity leave when she has already two living children before joining the Govt. service. The matter has been considered by Govt. and it is accordingly, clarified that a female Govt. employee who has already two living children before her entry into Govt. service, is not entitled to the benefit of maternity leave. In such cases, the departments may consider granting leave of the kind due to the female employees.

2. These instructions may be brought to the notice of all concerned.

Yours faithfully,
Sd/-
(F.C. Khurmi)
Under Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 11/16/89-1FR-II

Dated, Chandigarh, the 5-2-93

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

Sd/-
(F.C. Khurmi)
Under Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

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

Sd/-
(F.C. Khurmi)
Under Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 11/16/89-1FR-II

Dated, Chandigarh, the 5-2-93

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

Sd/-
(F.C. Khurmi)
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/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 11/16/89-1FR-II

Dated, Chandigarh, the 5-2-93

क्रमांक 4/3(3)83-2एफ.आर.(1)

प्रेषक

वित्तायुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष,
आयुक्त अम्बाला, हिसार, रोहतक और गुडगांव डिवीजन तथा
उपायुक्त और उपमण्डल, अधिकारी (सिविल) हरियाणा।
रजिस्ट्रार पंजाब एण्ड हरियाणा हाईकोर्ट, चण्डीगढ़।

दिनांक, चण्डीगढ़ 8.2.93 (8th February, 1993)

विषय : सामान्य निधि खाता के सिद्धान्तों को मध्यनजर रखते हुए सामान्य निधि अग्रदान से संबंधित नियमों/हिदायतों की पालना।

महोदय,

मुझे उक्त विषय पर आपका ध्यान पंजाब सी0एस0आर0 वाल्यूम 11 के चैप्टर 13 में सामान्य भविष्य निधि से संबंधित नियमों तथा इस सम्बन्ध में समय-समय पर वित्त विभाग द्वारा जारी हिदायतों की ओर दिलाते हुए यह कहने का निर्देश हुआ है कि सामान्य भविष्य निधि में राशि जमा करवाने का मुख्य उद्देश्य यही है कि कर्मचारी की सेवा के दौरान मृत्यु हो जाने पर या वृद्धावस्था में सेवा निवृत्ति होने पर उसे व उसके परिवार को वित्तीय असुविधाओं का सामना न करना पड़े, परन्तु यह देखने में आया है कि कर्मचारियों द्वारा सामान्य भविष्य निधि से अधिक मात्रा में अग्रिम प्राप्त किया जा रहा है जिससे सामान्य भविष्य निधि में राशि जमा करवाने का उक्त उद्देश्य ही समाप्त हो जाता है।

अतः आपसे यह अनुरोध है कि कर्मचारियों की इस प्रवृत्ति पर अंकुश लगाने की दृष्टि से भविष्य में सामान्य भविष्य निधि से अग्रिम देने के लिए नियमों/सिद्धान्तों का दृढ़ता से पालन करे। इसके अतिरिक्त नियमों में ढील सम्बन्धी केवल वही मामले वित्त विभाग को भेजे जायें जो वास्तव में आवश्यक प्रकृति के हों। कृपया उक्त हिदायतों को सभी संबंधित के ध्यान में लाएं व इनकी दृढ़ता से पालना कराना सुनिश्चित करें।

भवदीय,

हस्ता:-

अवर सचिव, वित्त

कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार
वित्त विभाग।

एक प्रति निम्न अधिकारियों को सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है:-

1. सभी वित्तायुक्त हरियाणा सरकार
2. सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा0 क्रमांक 4/3(3)83-2एफ0आर0(1)

दिनांक, चण्डीगढ़ 8.2.93.

These instructions have become obsolete.

No. 12/27/PE(FD)/91/A-I

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 Haryana State,
The Registrar, Punjab & Haryana High Court, Chandigarh,
The Chairmen/Chief Executives/Managing Directors/
Chief Administrations of all Boards/Corpn. in Haryana.

Dated, Chandigarh, the 1st March, 1993

Subject : Introduction of Pension Scheme in lieu of Contributory Provident Fund in Boards and Corporations in Haryana (wholly owned by State Government).

Sir,

I am directed to refer to letter No. 12/27/PE (FD)/91/A-I, dated 26th June, 1992 vide which it as decided by Govt. to introduce Pension Scheme in lieu of contributory Fund in Boards and Corporations in Haryana (wholly owned by State Government).

2. You are requested to intimate whether the Pension Scheme has been introduced in your organisation. In case the scheme has been introduced you are requested to intimate whether the permission of the Provident Fund Commissioner for exempting your organisation from Contributory Provident Fund has been obtained and such other statutory requirement have been fulfilled. It may also be intimated as to how the pension is proposed to disburse to the retiring employees namely, whether Pension Fund has been created or some other arrangements have been made.

3. If the Pension Scheme has not yet been introduced, the reasons for the same may kindly be intimated.

4. As the information above is required in connection with the Assembly Business you are requested to give the above information immediately.

Yours faithfully,

Sd/-

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

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

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

To

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

U. O. No. 12/27/PE(FD)91/A-1

Dated, Chandigarh, the 1st March, 1993.

No. 6/10/89-5PR(FD)

From

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

To

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

Dated, Chandigarh, the 5th March, 1993**Subject : Revision of Pay Scales of Haryana Govt. Employees.**

Sir,

I am directed to invite your attention on the subject noted above and to say that the Government have decided to revise the pay scales of the following categories of employees as under :-

Sr. No.	Department	Posts	Existing Scale	Revised Scale	Effective from
1.	Technical Education	(i) Lecturer	2000-3500+ 200 S.P.	2200-4000 and S.G. of Rs. 3000-4500 to 20% posts of Lecturers on completion of minimum 12 years regular satisfactory service.	1.6.92
		(ii) Sr. Lecturer	2200-4000 + 200 S.P.	3000-4500	
		(iii) H.O.D.	3000-4500 + 200 S.P.	3700-5000	
		(iv) Principal	3700-5000 + 200 S.P.	4100-5300 + 200 S.P.	
		(v) Addl. Director	3700-5000 + 300 S.P.	4100-5300 +300 S.P.	
		(vi) Workshop Supdt.	2000+3500 + 200 S.P.	2200-4000 and S.G. of Rs. 3000-4500 to 20% of the post of Workshop Supdt.	
2.	Food & Supplies	Addl. Directors (2 posts of departmental officers)	3000-5000	3700-5000	w.e.f. from the date of issue of this letter.

It is requested that the pay of the employees whose pay scales have been raised as above may be fixed under normal civil services rules.

Yours faithfully,
Sd/-
(J.K.Gupta)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been superseded vide
No. 11/6/91-4FD-III/2001, Dated 10.7.2001.***

No. 11/6/91-4FD-III/92(3451)

From

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

To

All the Heads of Departments,
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,
All the Deputy Commissioner &
Sub Divisional Officers (Civil) in the State,
The Registrar, Punjab & Haryana High Courts &
All District & Session judges in Haryana.

Dated, Chandigarh, the 9th March, 1993

Subject : Amendment in condemnation and Disposal rules and procedures for Store items and vehicles upto 31.12.1993 Special Campaign for disposal.

Sir,

I am directed to invite a reference to F.D.'s instructions issued vide No. 11/6/91-4FD-III/226, dated 13.2.1991 delegating power to all Heads of Departments to dispose off stores items/vehicles upto 31.12.91 and to say that F.D. has considered the matter again and decided to extend the above mentioned delegation from the date of issue upto 31.12.93 including Boards and Corporations.

Yours faithfully,

Sd/-

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

No. 11/6/91-4FD-III/92(3451)

Dated, Chandigarh, the 9th March, 1993

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

Sd/-

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

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

Sd/-

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

To

All the Financial Commissioner & Secys. to
Govt., Haryana.

U.O. No. 11/6/91-4FD-III/92(3451)

Dated, Chandigarh, the 9th March, 1993

No. 11/6/91-4 FD-III/92(3451)

Dated, Chandigarh, the 9th March, 1993

A copy is forwarded to the :-

1. All M.Ds. of Boards & Corporations in Haryana.
2. All G.Ms. Haryana Roadways.
3. Managing Director, Haryana Concast Ltd., for information and necessary action.

Sd/-

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

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

ASSEMBLY BUSINESS
IMMEDIATE
DATE BOUND

No. 12/27/PE (FD)/91/A-I

From

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

To

The Chairmen/Chief Executives/Managing Directors/
Chief Administrators of all Boards/Corporations in Haryana.

Dated, Chandigarh, the 10th March, 1993

***Subject :* Introduction of Pension Scheme in lieu of Contributory Provident Fund in Boards and Corporations in Haryana (wholly owned by State Government).**

Sir,

I am directed to refer to this Department letter No. 12/27/PE (FD)/91/A-I, dated 1.3.93 (copy enclosed) on the subject noted above and to point out that the requisite information has not been received from you so far though it was required immediately in connection with the Assembly business. You are again requested to send the same to the Finance Department (in Public Enterprises) immediately.

Yours faithfully,

Sd/-

Accounts officer (PE),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to the Financial Commissioners and Secretaries to Govt., Haryana for information and necessary action in continuation of this Department letter No. 12/27/PE (FD)/91/A-I, dated 1.3.93.

Sd/-

Accounts officer (PE),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 12/27/PE (FD)/91/A-I,

Dated, Chandigarh, the 10th March, 93

No. 428-2FICW-93

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,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 26th March, 1993

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

Sir,

I am directed to refer to Punjab Government Finance Department's letter No. 5582-FCW(5)/16614, dated 11th Sept. 1965, and Haryana Government Finance Department's letter No. 346-2FICW-89, dated 11th Sept., 1989, on the subject noted above and to say that the doubts have been expressed by some departments about admissibility of House Rent Allowance to Haryana Government employees who are residing within 8 Kms. of Municipal limit/Faridabad Complex Administration, Faridabad limits. In this regard, after careful consideration, the State Government have now decided that the House Rent Allowance shall be admissible on the basis of the place of posting or on the basis of actual rent, whichever is less.

2. It is clarified that the employees claiming House Rent Allowance in terms of earlier instructions will not be required to refund the difference between House Rent claimed in terms of letter No. 5582-FCW(5)/16614, dated 11-9-65, and the one admissible in terms of these instructions.

These orders shall come into force from the date of issue of this letter.

Yours faithfully,

Sd/-

(Sammat Singh)

Under Secretary Finance

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

No. 428-2FICW-93

Dated, Chandigarh, the 26th March, 1993.

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

Sd/-

(Sammat Singh)

Under Secretary Finance

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

A copy is forwarded to :-

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

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

To

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

U.O. No. 428-2FICW-93

Dated, Chandigarh, the 26 March, 1993.

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

Sd/-
(R.S.Rawat)
Superintendent FICW Br.
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 428-2FICW-93

Dated, Chandigarh, the 26th March, 1993.

***These instructions have been Superseded vide
No. 5/27/98-1FR, Dated 31.12.2010.***

No. 5/4/91-1FR-II

From

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

To

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

Dated, Chandigarh, the 30th March, 1993

Subject : Revised rates of TA/DA entitlement for travel etc.

Sir,

I am directed to refer to the State Govt. Finance Department circular letter No. 5/4/91-1FR-II, dated 1-6-1992 on the subject noted above, and to say that some departments have sought to know as to whether the 'Basic Pay' mentioned in para 2 of the above said instructions includes 'Special Pay' or not. It is clarified that the 'Basic Pay' mentioned in the above said para is to be treated as 'Pay' and this 'Pay' also includes 'Special Pay' for the purpose of TA/DA as already clarified by the Finance Department vide circular letter No. 5/26/88-1FR-II, dated 9-5-89.

2. It is requested that this position may kindly be brought to the notice of all the employees working under you.

Yours faithfully,

Sd/-

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

No. 5/4/91-1FR-II,

Dated, Chandigarh, the 30th March, 1993

A copy along with a spare copy, is forwarded to the Accountant General, 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 Financial Commissioners, Haryana and all Administrative Secretaries to Govt., Haryana for information and necessary action.

Sd/-

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

To

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

U.O. No. 5/4/91-1FR-II,

Dated, Chandigarh, the 30th March, 1993.

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

Sd/-

Under Secretary Finance,
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. 5/4/91-1FR-II,

Dated, Chandigarh, the 30th March, 1993.

***These instructions have been Revised vide
No. 5/11/93-1-FR-II, Dated 07.07.2000.***

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

From

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

To

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

Dated, Chandigarh, the 6th April, 1993

Subject : Revision of Rate of conveyance allowance to blind and Orthopaedically Handicapped Haryana Govt. employees.

Sir,

I am directed to refer to Haryana Govt. Finance Department letter No. 5/30/88-1FR-II dated 30th March, 1988 on the subject noted above and to say that the question of enhancing the rate of conveyance allowance to blind and orthopaedically handicapped employees in the State has been engaging the attention of Govt. for sometime past on account of increase in the cost of living index. After careful consideration, it has now been decided to enhance the limit of conveyance allowance from 5% subject to the maximum of Rs. 100/- p.m. to 8% subject to a maximum of Rs. 150/- p.m. This decision will take effect from the date of issue of this letter.

Yours faithfully,

Sd/-

(RAJ RUP FULIYA)

Joint Secretary Finance,

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

No. 5/11/93-1FR-II,

Dated, Chandigarh, the 6th April, 1993

A copy along with a spare copy, is forwarded to the Accountant General, Haryana, for information and necessary action.

Sd/-

(RAJ RUP FULIYA)

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 Govt., Haryana for information and necessary action.

Sd/-

(RAJ RUP FULIYA)

Joint Secretary Finance,

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

To

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

U.O. No. 5/11/93-1FR-II,

Dated, Chandigarh, the 6th April, 1993

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

Sd/-

(RAJ RUP FULIYA)

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 of State/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 5/11/93-1FR-II,

Dated, Chandigarh, the 6th April, 1993.

No. 36/1/92-WM(3)

From

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

To

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

Dated, Chandigarh, the 20th April, 1993

Subject : Grant of interest free loan to Government employees for the purchase of wheat during the year 1993-94.

Sir,

I am directed to inform you that the State Government has decided to grant an interest free advance of Rs. 1000/- (Rs. One thousand only) to all Class-IV Govt. employees in the State who wish to buy wheat for their own consumption during the year 1993-94. The loan will be recoverable in monthly instalments to be fixed by the Departments concerned so as to effect its full recovery before the close of the financial year 1993-94 i.e. full loan should be recovered before 31.3.1994.

2. The advance will be admissible to permanent/temporary regular Class-IV employees only. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, in the case of temporary employees, allow advance on the basis of a surety to their satisfaction so that it is fully secured and its recovery is ensured from the loanees before the close of the financial year 1993-94.

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

- (i) A certificate should be obtained from the loanee to the effect that he has utilized the loan for the purchase of wheat. He should give this certificate within one month of the drawal of the loans.
- (ii) The officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of advance is effected.
- (iii) The advance may be released along with the pay for the month of April, payable on the 1st May, 1993. These orders will cease to operate after the 31st May, 1993.
- (iv) The recovery of the first instalment of the advance should preferably be made from the pay for the month of May, 1993.
- (v) The advance should not be granted to those Class-IV employees on deputation to other Govt./Corporations and Local Bodies etc.

- (vi) The advance will not be admissible to work charged and daily wages employees
- (vii) Where both husband and wife are employed, the wheat advance should be allowed to only one of them.

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

5. The expenditure incurred on the grant of wheat loan may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by 30th June, 1993 positively in the enclosed Performa. It is once again requested that the information regarding expenditure be sent in time.

6. The expenditure may be debited to the Major Head, "7610-Loans to Govt. Servants - 205 - Advance for purchase of Foodgrains (Expenditure)". The recoveries made may be credited to the corresponding receipt head i.e. "7610- Loans to Govt. Servants - 205- Advance for Purchase of Foodgrains(Receipt)".

Yours faithfully,

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

No. 36/1/92-WM(3)

Dated, Chandigarh, the 20.4.1993.

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

The expenditure will be met through reappropriation from the savings within the grant.

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

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

No. 36/1/92-WM(3)

Dated, Chandigarh, the 20.4.1993.

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 31st May, 1993. The payment made on the basis of the sanction issued by the Department concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol. I.

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

Copies are forwarded to :-

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

Sd/-

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

To

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

U.O. No. 36/1/92-WM(3)

Dated, Chandigarh, the 20.4.1993.

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary/Officer on Special Duty/Secretary/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/Parliamentary Secretary.

Sd/-

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

To

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

U.O. No. 36/1/92-WM(3)

Dated, Chandigarh, the 20.4.1993.

No 5/6/92-1B&C

From

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

To

All Heads of Departments in Haryana,
All the Chairmen/Managing Directors of the Corporations/
Boards/Govt. Undertakings etc.
Commissioner of Divisions & Dy. Commissioners and
Sub Divisional Officers (Civil) in the State,
Registrar, Punjab & Haryana High Court,
Registrar, Kurukshetra University Kurukshetra/
Haryana Agriculture University, Hisar/
Maharishi Dayanand University, Rohtak.

Dated, Chandigarh, the 27th April, 1993

Subject : Economy in Expenditure - Ban on printing of letter pads in the personal name on Govt. Expenses.

Sir,

I am directed to address you on the subject cited above and to say that it has been observed that some officers/officials get officer letter pads printed in their personal name at Govt. expenses. This stationery becomes un-useable on the transfer of the officer. In the context of need for economy in expenditure, it has been decided that no officer/official should get the office letter pads printed in his/her name at Govt. expenses. Any violation would be viewed seriously by the Govt. and the expenses may be recovered from the officer concerned.

Yours faithfully,

Sd/-

(V.S. KUNDU)

Deputy Secy. Finance (B),

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

No. 5/6/92-1B&C

Dated : 27.4.93

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

Sd/-

(V.S. KUNDU)

Deputy Secy. 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/-

(V.S. KUNDU)

Deputy Secy. Finance (B),

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

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/6/92-1B&C

Dated : 27.4.93.

***These instructions have been revised vide
No. 16/1/98-WM(4), Dated 05.08.1998.***

No. 16/1/93-WM(1)

From

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

To

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

Dated, Chandigarh, the 29th April, 1993

Subject : Grant of conveyance advance to Haryana Govt. employees.

Sir,

I am directed to invite your attention to Finance Department's instruction issued vide letter of even Number dated 15th March and 10th October, 1991 on the subject noted above and to say that the Government has reconsidered the matter regarding grant of loan for the purchase of Motor Car/Motor Cycle/Scooter/Moped/Bicycle to its employees and has revised the limit of pay/advance and recovery of these advances as under :-

Sr. No.	Category	Admissibility conditions	Limit of advance and instalments of recovery.
1.	Purchase of Motor Car.	Govt. employees drawing Basic pay of Rs. 3,000/- Spl. Pay/ NPA p.m. & above.	Rs. 1,25,000/- or 75% of price of car whichever is less recoverable in not more than 100 equal monthly instalments.
2.	Purchase of Scooter/ Motor Cycle.	Govt. employees drawing Basic pay of Rs. 1,200/- p.m. including Spl. pay and above.	Rs. 15,000/- or 75% of price of vehicle whichever is less recoverable in not more than 100 equal monthly instalments.
3.	Purchase of Moped.	Govt. employees drawing Basic pay of Rs. 900/- p.m. including Spl. pay and above.	Rs. 7,000/- or 75% of price of vehicle whichever is less recoverable in not more than 100 equal monthly instalments.
4.	Purchase of Bicycle.	No pay limit.	Rs. 800/- or the actual price of the Bicycle whichever is less and recoverable in not more than 20 equal monthly Instalments.

2. We have applications pending in Finance Department for the grant of conveyance advance. These applications were received when the maximum admissibility of Car/Scooter/Motor Cycle/Moped/Bicycle was Rupees 90,000/-, Rs. 12,000/-, Rs. 6000/-, Rs. 600/- respectively and the demands/recommendations from the applicants and departments were also made accordingly.

3. It has, therefore, been decided by the Government that in all such cases where conveyance loans have not been sanctioned/earmarked and the applicant want to avail of the revised limits, he/she may submit his/her application with revised demand and revised proforma invoice to Finance Department (through parent Department) immediately within one month of the issue of this circular letter. The case decided/sanctioned thereafter, shall not be re opened.

It has also been decided that the loans for purchase of the above conveyance for similar purpose(s) be restricted to two during the whole of his service carrier. The revised application form for Motor Conveyance Advance is also enclosed.

4. It has been observed that the loans cases are not being examined properly in accordance with the instructions issued by the Finance Department from time to time You are requested to direct the concerned officer/officials working under your control to scrutinise the application in accordance with the instructions. They should ensure that the application complete in all respect are sent to the Finance Department with your specific recommendations. Incomplete cases received in Finance Department will not be entertained at all. In case of misutilisation of funds by the applicant, the responsibility would devolve on the D.D.O. as such they may be directed to examine the case properly and satisfy themselves about the genuineness of the demand of the applicant for the grant of the loans and advance.

5. All other terms and conditions laid down by the Finance Department from time to time shall remain unchanged.

You are requested to acknowledge the receipt of this letter and bring the contents thereof to notice of all the employees in your department for strict compliance.

Yours faithfully,

Sd/-

(V.S. KUNDU)

Deputy Secretary Finance (B)

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

Endst. No. 16/1/93-WM(1)

Dated, Chandigarh, the 29th April, 1993.

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

Sd/-

(V.S. KUNDU)

Deputy Secretary Finance (B)

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

Copies are forwarded to :-

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

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. 16/1/93-WM(1)

Dated, Chandigarh, the 29th April, 1993.

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

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

To

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

U.O. No. 16/1/93-WM(1)

Dated, Chandigarh, the 29th April, 1993.

Endst. No. 16/1/93-WM(1)

Dated, Chandigarh, the 29th April, 1993.

A copy is forwarded to all the Managing Directors/Chief Administrators/Registrars of all the Public Sector Boards/Corporations/Universities in the Haryana State.

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

Application Form for Car/Motor Cycle/Scooter/Moped/Bicycle Advance

1. Name (in block letters) _____
2. Father's/Husband's Name Shri _____
3. Name of the department where working _____
4. Name of the parent department & designation _____
5. Basic Pay _____ Spl. Pay/NPA _____ Total _____
6. Anticipated price of the vehicle _____
7. Amount of advance required _____
8. Date of joining into Haryana Govt. Service _____
Date of Superannuation _____
9. Whether permanent/temporary, if temporary the surety of a permanent Govt. employee on non-judicial stamp paper worth Rs. 15/- may be given.
10. Whether advance for the similar purpose(s) _____ was obtained previously and if so,

	Date	Amount
(i) Date of drawal of the first advance	_____	_____
(ii) Date of drawal of the second advance	_____	_____
(iii) The amount of advance (1st/2nd) or interest there on still outstanding, if any.		
(iv) Sale proceeds of previous vehicle alongwith proof in support thereof.		
11. Whether the intention is to purchase a new vehicle through a person other than a regular/reputed dealer/Agent and whether prior sanction of the competent authority has been obtained for the purchase of second hand vehicle as required under the Employees Conduct Rules.
12.
 - (a) Certified that the information given above is complete and true;
 - (b) Certified that I have not taken delivery of the vehicle on account of which I apply for the advance and that I shall complete negotiations for the purchase of, pay finally and take possession of the vehicle before the expiry of one month/from the date of taking delivery or further that the insurance will be comprehensive;
 - (c) Certified that if I do not mortgage the vehicle to the Governor of Haryana, within one month from the date of drawal of advance, the Government is fully empowered to adjust entire salary (all allowances & pay) towards the advance till it is fully recovered;
 - (d) Certified that I am unable to purchase the vehicle without Government loan.

Signature of the Applicant _____

Designation _____

Department _____

CERTIFICATE

(To be furnished by the Head of the Department/Controlling Officer.)

- (a) Certified that the sale proceeds of the previous vehicle is reasonable keeping in view the condition of the vehicle;
- (b) Certified that the case has been examined in accordance with the Rules/Instructions issued by the Finance Department Haryana, from time to time;
- (c) Certified that the purchase of vehicle will increase the efficiency of the applicant while discharging the official duties and a sum of Rs..... may please be earmarked.

Date :

Signature of Head of Department/
Controlling Authority with designation.

***These instructions have been Revised vide No. 38/110/93-WM(5),
Dated 02.05.2002, No. 38/110-WM(6)-94, Dated 31.03.1994.***

No. 38(110)/93/WM(6)

From

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

To

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

Dated, Chandigarh, the 5th May, 1993

Subject : Advanced to Govt. Servants for the celebration of marriage.

Sir,

I am directed to invite your attention to the Finance Department letter No. 38(110)89-WM(6), dated the 17th Sept., 1991 on the subject noted above and to say that after careful consideration it has now been decided to revise the policy. The advance for celebration of marriages in future may be sanctioned to Government Servants as per terms & conditions given below :-

1. The Marriage Advance will be admissible for daughter/sister of more than 18 years of age and son of more than 21 years of age. The facility will however, be restricted to two i.e. real/legally adopted children and dependent sister during the whole of his service.
2. The advance for the marriage of sister will only be granted if the father of the sister is not alive and the applicant is the only son of his father and the girl is wholly solely dependent upon him.
3. The death certificate of the father issued by the Registrar Births & Deaths be attached and an affidavit on Non-Judicial paper of Rs. 3/- to the effect that he is the only son of his father and the sister for whose marriage advance being obtained is wholly solely dependent on him.
4. The marriage advance will be admissible to only Class III and IV Govt employees.
5. The Head of Department are advised to insist on the application for furnishing of birth certificate of the child sought to be married. In the absence of any reasonable documents; the case may not be forwarded to Finance Department
6. The advance shall be recoverable in not more than 70 (Seventy) monthly instalments. No extension of time for commencement of recovery will be granted. It may also be ensured that the principal and interest accrued

thereon is recovered from the employees before his retirement.

7. No-ex-post-facto sanction will be given in any case.
8. Preference will be given to inter-caste marriage.
9. All the cases lying pending in the Finance Department shall be disposed off in accordance with this new policy.
10. The earlier application form has been amended to some extent and as such the request may be sent in the enclosed revised proforma. The specimen of agreement form and Surety Bond are also enclosed for ready reference.

2. It has been observed that the loan cases are not being examined properly in accordance with instructions issued by the Finance Department from time to time. You are requested to direct the concerned officer/officials working under your control to scrutinise the application in accordance with instructions issued from time to time and they should ensure that the applications complete in all respect are sent to the Finance Department, well in time. Incomplete cases received in Finance Department will not be entertained at all. In case of misutilisation of funds by the applicant, the responsibility would devolve on the DDO as such they may be directed to examine the case properly and satisfy themselves about the genuineness of the demand of the applicant for the grant of marriage advances.

All other terms and conditions as laid down by the Finance Department from time to time shall remain unchanged.

You are requested to acknowledge the receipt of this letter and bring the contents thereof to the notice of all the employees in your department for strict compliance.

Yours faithfully,

Sd/-
(V.S. Kundu)
Deputy Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst. No. 38/110/93-WM(6)

Dated, Chandigarh, the 5th May 1993

A copy is forwarded to the Accountant General (Audit) and (Accounts) 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 :-

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

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

To

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

U.O. No. 38/110/93-WM(6)

Dated, Chandigarh, the 5th May, 1993

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

Sd/-

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

To

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

U.O. No. 38/110/93-WM(6)

Dated, Chandigarh, the 5th May, 1993

No. 38/110/93-WM(6)

Dated, Chandigarh, the 5th May, 1993

A copy is forwarded to all the Managing Directors/Chief Administrators/Registrars of all the Public Sector Corporations/Boards/Universities in the Haryana State.

Sd/-

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

APPLICATION FORM FOR MARRIAGE ADVANCE

1. Name of the Applicant _____
(In Block letters)
2. Father's/Husband's Name _____
3. Name of the department/office _____
4. Whether permanent or Temporary _____
(If temporary, Surety of two permanent Govt., employees on the Non Judicial stamp paper of Rs. 15/- be attached.)
5. Designation with Class (I, II, III & IV) Class _____
6. Emoluments on which the loan is admissible
 - (i) Basic pay _____ Total Rs. _____
 - (ii) Special pay _____
7. Purpose of Advance _____
8. Amount of Advance required _____
9. Is this 1st or 2nd Advance _____
10. Recoverable Instalments No. _____ of Rs. _____ each
11. Whether for similar purpose the advance was obtained previously and if so. _____
 - (i) Amount and date of drawal Date _____ Amount _____
 - (ii) Amount of Advance still outstanding _____
 - (iii) Name & Date of birth of the child/Name _____
Sister for whom previous Marriage Date of birth _____
advance drawn _____
12. Date of Birth of the Applicant _____
13. Date of entry into Govt. Service _____
14. Date of Superannuation _____
15. Date of Birth of Son/daughter/sister Date _____ Age _____
16. EXACT DATE OF MARRIAGE _____
17. Whether Husband/Wife is in Govt. Service _____.

Signature of the Applicant
Designation.

Date :

- (i) Certified that my Wife/Husband/is is not a Haryana Govt. employee and he/she has not applied/obtained Marriage advance for the same purpose.

Signature and Designation
Designation

Date :

CERTIFICATE FROM THE DEPARTMENT

It is certified that the advance of Rs. _____ (Rupees _____ thousand _____) applied for is admissible according to the instructions and the information given by the applicant is correct.

2. It has been verified that the Daughter/Son/Sister of the employee is really dependent upon him and she/he has not drawn marriage advance earlier for the same.

Signature of the Head of the Department.

Countersigned.

Signature of the Head of the department

Form of agreement to be executed while applying for an Advance for the Celebration of the Marriage in the Family of Government Servant.

An Agreement made this day of One thousand nine hundred and Ninety between of (hereinafter called the borrower, which expression shall include his heir administrators, executors and legal representatives) of the one part and the Governor of Haryana of the other part.

Whereas the Borrower has completed five years service under the Haryana Government on _____ and is not an adhoc employee.

Whereas the Borrower has under the instructions for the grant of advance to Govt. servants of Haryana Govt. issued vide Finance Department No. 1759-WM(1)-74/9184 dated 12-3-74 (hereinafter referred to as the said rules which expression shall include any amendment thereof addition there to for the time being in force) applied to the Governor of Haryana (hereinafter called the Govt) for an advance of Rs. _____.

(Rupees _____) for the celebration of the marriage of his _____ on the terms and conditions hereinafter contained and whereas the application of the borrower for the said advance is being considered by the Government.

HOW IT IS HEREBY AGREED between the parties hereto that in consideration of the sum of Rs. _____ to be paid by the Govt. to the borrower if and when the Govt. sanction the said advance the borrower hereby agrees :-

- (1) to pay the Govt the said advance with interest calculation according to these rules and by monthly deductions from his salary as provided hereby authorises the Government to make such deductions.
- (2) to expend within one month from the date of drawl of the advance, the full amount of the said advance in the celebration of the aforesaid marriage or if the actual expenditure incurred on account of the marriage is less than the advance, to repay the difference to the Govt. forthwith.
- (3) in the event of borrowers reversion from Govt. service before the advance drawn together with interest is fully repaid to repay in one Lump sum the amount outstanding and the interest due before borrower is actually relieved from the Govt. service.
- (4) to refund forthwith the amount of advance together with interest in one Lump sum if the aforesaid marriage could not be celebrated or the amount of the advance could not be utilised for the purpose for which it was sanctioned.
- (5) if the borrower within the period already fixed for recovery of the principal and interest thereon, becomes insolvent or quits the service of the Govt. or dies, the whole amount of the advance and interest accrued thereon shall immediately become due and payable.

It is HEREBY also AGREED AND DECLARED that if the borrower dies before the advance is repaid to have the balance outstanding together with interest due, recovered from the death-cum-retirement gratuity payable by the Govt. to the legal heirs of the borrower.

IN WITNESS WHERE OF BORROWER AND FOR AND On behalf of the Government of Haryana have hereunto got their hands on the date aforementioned.

Signed by the said in the presence of

(Signature and designation of the borrower)

(Signature of the witness)

Signed by (Name & designation)

for and on behalf of the Governor of Haryana in the presence of

(Signature and designation of the Officer)

**SURETY BOND
FOR GRANT OF MARRIAGE ADVANCE TO TEMPORARY
GOVERNMENT SERVANTS**

This deed is made on the _____ the day of _____ between _____ Shri _____ son of Shri _____ resident of _____ and 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 two permanent Government Officials 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 fulfilment 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 what so ever 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 where of 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 (1)
designation

(2) Witness

Signature of Surety (2)
designation

Signed by _____
for and on behalf of the Governor of Haryana.

No. 13/5(1)-89-5FR-I

From

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

To

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

Dated, Chandigarh, the 14th May, 1993

Subject : Transfer of Haryana Govt. employees to the other Govts. Companies, Boards, Corporations and Municipal Committees etc. period of deputation.

Sir,

I am directed to refer to Haryana Govt. Finance Department circular letter No. 13/(5)/1-5FR-I dated 6th February, 1989 (copy enclosed) on the subject noted above, wherein it has been laid down that the period of deputation should not ordinarily be exceeded beyond one year at one time and should not normally be extended beyond 3 years and if it is felt necessary in public interest to extend the period of deputation beyond that limit prior approval of Finance Department should be obtained well in time. But it has been observed that the proposals for extension in deputation period beyond 3 years are sent by the departments quite late with the result the officers/officials continue to remain on deputation beyond the prescribed limit without any cogent reasons/justification. Govt. view this tendency on the part of Departments quite seriously.

In order to curb this tendency on the part of departments, Finance Department reiterate its earlier instructions dated 6.2.89 and further make it mandatory for all concerned to kindly ensure that such proposals are sent to the Finance Department well in advance viz 2 months prior to the expiry of deputation period failing which their proposals will not be regularized and action would be taken against the defaulting officials/officers.

2. These instructions may kindly be brought to the notice of all concerned for strict compliance in future.

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

Yours faithfully,

Sd/-
(RAJ RUP FULIYA)
Joint Secretary Finance (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 13/5(1)-89-5FR-I

Dated, Chandigarh, the 14th May, 1993

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

Sd/-
(RAJ RUP FULIYA)
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 Govt., Haryana for information and necessary action.

Sd/-
(F.C. Khurmi)
Under Secretary Finance (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 13/5(1)-89-5FR-I

Dated, Chandigarh, the 14th May, 1993

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

Sd/-
(F.C. Khurmi)
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 Secretaries to the Chief Minister/Deputy Chief Minister/ Minister/Ministers of State/Chief Parliamentary.

U.O. No. 13/5(1)-89-5FR-I

Dated, Chandigarh, the 14th May, 1993.

No. 28/10/93-6B&C

From

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

To

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

Dated, Chandigarh, the 19th May, 1993

Subject : Grant-in-Aid sanctioned by Government to Institutions/Private Bodies - Proper Utilisation thereof.

Sir,

I am directed to address you on the subject cited above and to say that instances have come to the notice of the Government where grant-in-aid sanctioned by State Government during the course of the year is not fully utilized and some unspent balances are left. The departments even utilize this unspent amount in the next financial year without bringing it to the notice of the Finance Department. In many cases, information regarding unspent balances and for the revalidation of grant in aid sanctioned during the year is sent to the Finance Department at a very belated stage. According to the instructions, the unspent balances, if any, are to be surrendered by the Guarantee Institution before the close of the year and information in this respect is to be sent to the authority sanctioning the grant. This procedure of the department utilizing the unspent balances of the grant-in-aid is not proper and is open to audit objection and is an irregularity under the financial rules. The matter has now been considered by the Finance Department and it has been decided that the information regarding the unspent amount of grant-in-aid sanctioned during the year should be sent to the Finance Department in the enclosed proforma every year by 31st July and before the release of the grant-in-aid of the first quarter of the next year, so that the Finance Department is able to take action for the proper utilization of this amount.

Yours faithfully,

Sd/-

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

No. 28/10/93-6B&C

Dated 19th May, 1993

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

Sd/-

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

A copy is forwarded to all the Administrative Secretaries, Haryana, Chandigarh for information.

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. 28/10/93-6B&C

Dated 19th May, 1993

A copy is forwarded to All the Branch Officers/Superintendents in F.D. for information and necessary action. They are requested to ensure follow up action of these instructions by the departments to whom Grant-in-aid is sanctioned by their Expenditure Control Branches.

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

To

All the Branch Officers/Superintendents
In Finance Department.

U.O. No. 28/10/93-6B&C

Dated 19th May, 1993.

Information regarding Grant-in-Aid Given and Utilisation.					
Department					
Name of the Institution to whom Grant-in-aid was given.	Financial year	Grant utilized in the same Financial year.	Unspent on the end of the financial year.	Reasons for not depositing with State Government.	At present unspent amount and latest position.

These instructions have become obsolete.

No. 2/1(2)-90-3FR-II

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,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 20th May, 1993

Subject : Disbursement of Pay and Allowance for the months of May, 1993.

Sir,

I am directed to say that in view of the Gazetted holidays falling on the 1st June, 1993 the Governor of Haryana is pleased to decide that is relaxation of the provisions of Rule 5.1 (1) of the Punjab Financial Rules, Vol. I, the pay and allowances for the month of May, 1993 for all gazetted/non-gazetted Haryana Govt. employees and pension for the month of May, 1993 for Haryana Government pensioners as well as other pensioners who are drawing their pension from Haryana Government Treasuries may be drawn and disbursed on the 31st May, 1993.

Yours faithfully,

Sd/-

(F.C. KHURMI)

Under Secretary Finance

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

No. 2/1(2)-90-3FR-II,

Dated, Chandigarh, the 20th May, 1993

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

Sd/-

(F.C. KHURMI)

Under Secretary Finance

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

No. 2/1(2)-90-3FR-II,

Dated, Chandigarh, the 20th May, 1993

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

Sd/-

(F.C. KHURMI)

Under Secretary Finance

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

A copy is forwarded to :-

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

Sd/-
(F.C. KHURMI)
Under Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 2/1(2)-90-3FR-II,

Dated, Chandigarh, the 20th May, 1993

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

Sd/-
(F.C. KHURMI)
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/Chief Parliamentary Secy.

U.O. No. 2/1(2)-90-3FR-II,

Dated, Chandigarh, the 20th May, 1993.

***These instructions have been Reiterated vide
No. 32/3/96-WM(7), Dated 9.8.1996.***

PAC MATTER
TOP PRIORITY

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

From

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

To

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

Dated, Chandigarh, the 21st May, 1993

Subject : Recovery of Government Dues - Arrears of Revenue Receipts and Loans.

Sir,

I am directed to invite your attention to the Finance Department circular letter of even No. dated 30.10.92 on the subject cited above vide which detailed instructions/procedures have been issued for the recovery of arrears of revenue receipts and loans. The departments were also asked to maintain loan register of arrears of Revenue Receipts/Loans and in addition to this they were to send reports of the recovery of arrears of Revenue Receipts and Loans monthly, quarterly etc. It has now been observed that no such returns are being sent to the Finance Department which shows that the departments have taken this matter lightly and have not maintained the required register. Since accumulation of realizable arrears are mounting from year to year which greatly affects the much needed resources for the State Development Activities. So, this matter should be given Top Priority and information regarding outstanding recovery be sent to F.D. immediately. Even, PAC has often criticized the slow progress in the recovery of arrears of revenue receipts and loans so action as envisaged in the communication under reference may please be expedited in order to avoid adverse comments from PAC. Further, the Drawing and Disbursing Officers should ensure that the registers as required are duly maintained and are periodically checked.

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

Yours faithfully,

Sd/-

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

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

Dated, Chandigarh, the 21.5.93

A copy is forwarded to the Secretary, Haryana Vidhan Sabha, (Public Accounts Committee), Chandigarh for information.

Sd/-

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

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

Dated, Chandigarh, the 21.5.93

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

Sd/-

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

A copy is forwarded to All the Administrative Secretaries to Government, Haryana, Chandigarh for information and guidance.

They are requested to kindly ensure that the procedure laid down in letter dated 30.10.92 is meticulously observed by the Heads of Departments under their Administrative control. Further, it may also kindly be ensured that the requisite Loan Register as prescribed in Annexure (IV) is being maintained by each of the department. Efforts should also be made to reduce the number of outstanding recoveries of the revenue receipts/loan receipts in the departments.

Sd/-

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

To

All Administrative Secretaries to Govt., Haryana.

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

Dated, Chandigarh, the 21.5.93

A copy is forwarded to all the Branch Officers and Superintendents in the Finance Department for information and necessary action. They are requested to maintain a loan register in their branches in the enclosed proforma (Annexure V). Any loan granted on the plan and non-plan side should be separately entered, information of which should be sent to the Ways and Means Branch in future for record. These loan registers will be got checked by the branch officers on every 10th of the next month.

Sd/-

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

To

All the Officers and Branches of Finance
Department, Haryana.

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

Dated, Chandigarh, the 21.5.93.

These instructions have become obsolete.

No. 2/1(2)-90-3FR-II

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,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 28th May, 1993

Subject : Disbursement of Pay and Allowance for the months of May, 1993.

Sir,

I am directed to refer to the subject noted above and to say that vide notification No. 27/5/92-2GSII dated 27th May, 1993 the Haryana Government has notified that 2nd June, 1993 will be observed as a holiday on account of Id-UI-Zuha (Bakrid) instead of 1st June, 1993. in view of this in supersession of its earlier order bearing the same no. dated 20th May, 1993, the Governor of Haryana is pleased to decide that the pay and allowances/Pensions for the month of May, 1993 for all gazetted and non-gazetted Haryana Government Employees/Pensioners for the month of May, 1993 may, accordingly, be disbursed on 1st June, 1993, instead of 31st May, 1993.

Yours faithfully,

Sd/-

(F.C. KHURMI)

Under Secretary Finance

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

No. 2/1(2)-90-3FR-II,

Dated, Chandigarh, the 28th May, 1993

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

Sd/-

(F.C. KHURMI)

Under Secretary Finance

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

No. 2/1(2)-90-3FR-II,

Dated, Chandigarh, the 28th May, 1993

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

Sd/-

(F.C. KHURMI)

Under Secretary Finance

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

A copy is forwarded to :-

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

Sd/-
(F.C. KHURMI)
Under Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 2/1(2)-90-3FR-II,

Dated, Chandigarh, the 28th May, 1993

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

Sd/-
(F.C. KHURMI)
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/Chief Parliamentary Secy.

U.O. No. 2/1(2)-90-3FR-II,

Dated, Chandigarh, the 28th May, 1993.

No. 1/199/92-2PR(FD)

From

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

To

The Director,
Medical College, Rohtak.

Dated, Chandigarh, the 31st May, 1993

Subject : Grant of Selection Grade of Rs. 7300-7600 for the post of Professors in Medical College, Rohtak.

Sir,

I am directed to refer to you to the subject noted above and say that the State Govt. has decided to grant Selection Grade of Rs. 7300-7600 to 10% posts of Professors of Medical College, Rohtak on completion of 12 years of regular satisfactory service as Professor. This decision will take effect from 01.04.1993.

2. Pay of Professors who are granted Selection Grade may be fixed as per provisions of Civil Services Rules.

Sd/-
(J. K. Gupta)
Joint Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/2(73)88-4FR-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 1st June, 1993**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 5th November, 1992 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, 1993, in modification of the rates mentioned in the letter dated 5th November, 1992 :

Pension/Family Pension Per month	Rate of dearness relief per month
(i) Not exceeding Rs. 1750/-	92% of the Pension/Family Pension.
(ii) Exceeding Rs. 1750/- but not exceeding Rs. 3000/-.	69% of the Pension/Family Pension subject to a minimum of Rs. 1610/-.
(iii) Exceeding Rs. 3000/-	59% of the Pension subject to a minimum of Rs. 2,070/-

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, 1993 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/-

(S.S.PRASAD)

Joint Secretary Finance (R)

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

No. 4/5/93-1FR-II/885

From

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

To

All Heads of Departments,
Commissioners, Ambala Division, Gurgaon Division,
Rohtak Division and Hissar Division,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court.

Dated, Chandigarh the 1st June, 1993

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. 4/19/92-1FR-II/2963, dated the 6th November, 1992, 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 1-1-1993 as under :

Period for which payable	Pay range	Rate of dearness allowance
1-1-93 onwards	Basic pay upto Rs. 3500/-	92% of pay.
	Basic pay between 3501 and upto 6000	69% of pay subject to a minimum of Rs. 3220/- p.m.
	Basic pay above Rs. 6000/-	59% of pay subject to a minimum of Rs. 4140/- 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 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 arrears on account of enhancement in Dearness Allowance for five months *i.e.* from 1st January, 1993 upto 31st May, 1993 in respect of all Government employees including

the employees whose basic pay is less than Rs. 3500/- p.m. shall be credited in their General Provident Fund Accounts. However, payment of Dearness Allowance in cash at the rate admissible with effect from 1st January, 1993 shall commence from 1st June, 1993 *i.e.* for the month of June, 1993 paid in July, 1993.

4. 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.

5. 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.

6. 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.

7. The amount credited to G.P.Fund under para 3 shall remain in G.P.Fund Accounts of the employees for atleast one year from the date of issue of these instructions. In other words this amount shall not be taken into account for atleast one year for the purpose of granting any advance from G.P.F. This will, however, not apply in the case of final payments due to retirement, death, and voluntary retirement etc.

8. These orders are also applicable to work charged employees.

9. 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.

10. The general conditions of payment of dearness allowance would continue to be the same as in force at present.

Yours faithfully,

Sd/-

(S.S. PRASAD)

Joint Secretary Finance,

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

From

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

To

All Heads of Departments,
Commissioners, Ambala Division, Gurgaon Division,
Rohtak Division and Hissar Division,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab & Haryana High Court.

Dated, Chandigarh, the 1st June, 1993

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. 4/19/92-1FR-II/2963, dated the 6th November, 1992, 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 1-1-1993 as under :

Period for which payable	Pay range	Rate of dearness allowance
1-1-93 onwards	Basic pay upto Rs. 3500/-	92% of pay.
	Basic pay between 3501 and upto 6000	69% of pay subject to a minimum of Rs. 3220/- p.m.
	Basic pay above Rs. 6000/-	59% of pay subject to a minimum of Rs. 4140/- 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 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 arrears on account of enhancement in Dearness Allowance for five months *i.e.* from 1st January, 1993 upto 31st May, 1993 in respect of all Government employees including the employees whose basic pay is less than Rs. 3500/- p.m. shall be credited in their General Provident Fund Accounts. However, payment of Dearness Allowance in cash at the rate

admissible with effect from 1st January, 1993 shall commence from 1st June, 1993 *i.e.* for the month of June, 1993 paid in July, 1993.

4. 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.

5. 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.

6. 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.

7. The amount credited to G.P.Fund under para 3 shall remain in G.P.Fund Accounts of the employees for atleast one year from the date of issue of these instructions. In other words this amount shall not be taken into account for atleast one year for the purpose of granting any advance from G.P.F. This will, however, not apply in the case of final payments due to retirement, death, and voluntary retirement etc.

8. These orders are also applicable to work charged employees.

9. 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.

10. The general conditions of payment of dearness allowance would continue to be the same as in force at present.

Yours faithfully,

Sd/-

(S.S. PRASAD)

Joint Secretary Finance,

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

***These instructions have been partial modified vide
No. 38/110/93-WM, Dated 02.05.2005.***

No. 38(110)/93/WM(6)

From

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

To

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

Dated, Chandigarh, the 10th June, 1993

Subject : Advance to Govt. Servants for the celebration of marriage.

Sir,

I am directed to invite your attention to the Finance Department circular letter of even No. dated 5th May, 1993, on the subject cited above and to say that it has been found that applications for the marriage advance are being sent to the Finance Department incomplete and that, too, only a week or so before the actual date of marriage. Consequently, the Finance Department is not in a position to examine all the aspects of the requirements for processing the same and so it has been decided that, in future, applications for the grant of marriage advance should be sent complete in all respects to the Finance Department atleast one month before the actual date of marriage, according to the Finance Department's instructions referred above. Further, any application found incomplete and not received before the period of one month as specified above will not be entertained after 30.6.93. These instructions may kindly be brought to the notice of the Drawing and Disbursing Officer under their control for strict compliance.

Yours faithfully,

Sd/-

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

Endst. No. 38(110)/93/WM(6)

Dated 10th June, 1993

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

Sd/-

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

A copy is forwarded to :-

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

U.O. No. 38(110)/93/WM(6)

Dated 10th June, 1993.

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 and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 15th June, 1993

Subject : Incentive for increased deposits in Provident Fond Matching Contribution Scheme, 1983 (1-7-1983 to 31-3-1990).

Sir,

I am directed to invite a reference to the instructions contained in F.D.'s letter No. 4/3(3)83-2FR-I, dated 20-1-92, on the subject noted above and to say that for proper implementation of these instructions, the following points are clarified :

	Points	Clarification
1	Whether the subscription made by a Government employee from his pay of the month of June, 1983 paid in July, 1983 will be included or not while claim calculating of a Government employee under this scheme?	Yes, subscription made from the pay and allowances of June, 1983 paid in July, 1983 will be taken into account while calculating the Annual special subscription from July, 1983 to March, 1984.
2	Whether a Government employee who made subscription at the rate exceeding 10% but less than 12½% of his pay uninterruptedly during a financial year is entitled to matching contribution under this scheme or not?	Yes, If the uninterrupted subscription is made more than 10% of the pay and up to 12½% i.e. at any rate between above 10% and up to 12½%, the subscriber will be entitled to Matching Contribution equal the amount of Annual Special Subscription.
3	Whether a Govt. employee who reduced his subscription during the currency of the financial year but the rate of subscription remained above 10% uniformly throughout the year (although not on a uniform rate) is entitled to matching contribution.	Yes, if the subscription remains above 10% of pay throughout the year, the subscriber is entitled to the benefit of Matching contribution as explained in para 2 above.
4	Whether the amount of Govt. Matching Contribution having been credited to GP Fund Account shall qualify for interest and incentive bonus applicable to GP Fund deposits from time to time during the succeeding years.	Yes, At the time when the amount admissible under Matching Contribution Scheme is credited to GPF Account on 31st March, it becomes part and parcel of the GPF and, thereafter, interest and bonus, if any, will be admissible in the succeeding years under normal rules.
5	Whether enhanced interest is to be given on the amount of subscription or on the amount of entire closing balance of the	No. Under F.D. instructions dated 14.09.1983 issued in continuation of para 5(1) of the matching contribution scheme dated 7.7.1983 and thereafter issued from time to time it has been clarified that

	previous years?	enhanced rate of interest will be admissible only on excess subscription made in a financial year and not on entire closing balance.																		
6	What are the enhanced rates of interest on excess subscription in respect of the years covered by this scheme?	Necessary instructions regarding enhanced rate of interest on excess subscription has been issued by F.D. from time to time, the number of letters and rates of interest mentioned therein are given below :- <table border="1"> <thead> <tr> <th>Year</th> <th>Rate of interest</th> <th>Letter No. & Date</th> </tr> </thead> <tbody> <tr> <td>1983-84</td> <td>10%</td> <td>No. 34/4/82-WM(3) dt. 14-9-83</td> </tr> <tr> <td>1984-85</td> <td>10%</td> <td>-do- dt. 11-6-84</td> </tr> <tr> <td>1985-86</td> <td>10%</td> <td>-do- dt. 21-5-85</td> </tr> <tr> <td>1986-87 to</td> <td></td> <td></td> </tr> <tr> <td>1989-90</td> <td>13%</td> <td>-do- dt. 28-5-92</td> </tr> </tbody> </table>	Year	Rate of interest	Letter No. & Date	1983-84	10%	No. 34/4/82-WM(3) dt. 14-9-83	1984-85	10%	-do- dt. 11-6-84	1985-86	10%	-do- dt. 21-5-85	1986-87 to			1989-90	13%	-do- dt. 28-5-92
Year	Rate of interest	Letter No. & Date																		
1983-84	10%	No. 34/4/82-WM(3) dt. 14-9-83																		
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1985-86	10%	-do- dt. 21-5-85																		
1986-87 to																				
1989-90	13%	-do- dt. 28-5-92																		
7	What rate of interest on the amount admissible under the scheme will be for the Government pensioners to whom, on retirement final payment of the GPF amount has been credited in their GPF Account by that time?	In the case of those officers who have retired, normal rate of interest as fixed by the Government from time to time will be payable on the final withdrawal due under the scheme till the date of actual payment.																		
8	Whether the special pay is to be taken into consideration (i.e. whether to be included in the term 'Pay') for the purpose of calculating Matching Contribution under this Scheme.	No. It has been mentioned in the scheme that the definition of Pay given in Haryana Civil Services Revised Scales of Pay Rules, 1980 would be applicable in this case. In the Haryana Civil Services (Revised Scales of Pay) Rules, 1980 special pay has not been included in the definition of pay.																		
9	By which department/ organisation, the payment of the amount admissible under this scheme is to be made in respect of the Government employees on deputation in the Board/Corporation for financial year(s) covered by this scheme.	The employees who are on deputation to Boards/ Corporations the payment of Matching Contributions will be made to them by their respective parent departments.																		
10	Whether bonus, if any, is to be given on the amount of matching contribution or on amount of enhanced interest under this scheme.	Yes, As the amount of Matching Contribution is credited to GPF, therefore, if the bonus has already been given to a subscriber in any financial year the same will also be given to him in that year on the amount credited to his GPF Account under Matching Contribution Scheme.																		
11	Whether the benefit under matching contribution scheme is admissible on the arrears of pay deposited in GPF account on the revision of pay scale with effect from 1.1.1986.	The subscriber is also entitled to matching contribution on the arrears of revised scales of pay but the amount admissible under this scheme will be calculated on the basis of "pay" only not on the whole amount of arrears of revised scales of pay. In other words Dearness Allowance should be excluded from the arrears. Likewise enhanced rate of interest will be given on the amount above 12½ of pay.																		
12	Whether interest on the amount of matching contribution (State Share) is to be paid while allowing the matching Contribution under this Scheme.	Amount of Matching Contribution is credited to GPF account on 31st March of the financial year. No interest on State share will be paid in the year, in question. But, however, when it will be credited in the GPF it would become part and parcel of GPF, and statutory rate of interest and bonus, if any, in the succeeding years will be paid.																		

The above stated clarifications are subject to the conditions that these will

not be construed to over-ride the spirit of the scheme contained in FD letter No. 4/3(3)/83-2FR-I dated 7.7.1983 read with letter No. 4/3(3)/83-2FR-I. dt. 24.4.84. 16.4.90, 20.1.92 and other instructions issued on the subject from time to time.

Yours faithfully,
Sd/-
(F.C. KHURMI)
Under Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst. No. 4/3(3)83-2FR-I

Date 15-6-93

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

1. Accountant General (A&E). Haryana, Chandigarh copies with 10 spare copies.
2. The Accountant General (Audit) Haryana.
3. Haryana Government Retired Officers Welfare Association House No. 685, Sector 8, Panchkula with 10 spare copies.

Sd/-
(F.C. KHURMI)
Under Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

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

Sd/-
(F.C. KHURMI)
Under Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 4/3(3)/83-2FR-I,

Dated, Chandigarh, the 15th June, 1993

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 Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries.

Sd/-
(F.C. KHURMI)
Under Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 4/3(3)/83-2FR-I

Dated, Chandigarh, the 15th June, 1993.

***These instructions have been Revised vide
No. 5/10/2005-1B&C, Dt. 22.12.2005.***

No. 5/6/92-1B&C

From

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

To

All Heads of Departments. Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All the Commissioners of Divisions and
The Deputy Commissioners in the State,
All Chairman/Managing Directors of Boards/Corporations,
Co-operative Societies and Govt., Undertakings in the State.

Dated, Chandigarh, the 25th June, 1993

Subject : Economy measures.

Sir,

I am directed to invite your attention to the Finance Department letter No. 5/3/88-1B&C dated 1.5.1990 on the subject cited above wherein complete ban was imposed on the purchase of all luxury items especially air conditioners, carpets, costly furnitures and crockery etc. In this context, it has been decided that whenever air conditioners etc. are purchased after getting the relaxation from the Finance Department the purchase of these items may be made at per rate contract and through approved sources only.

2. It is requested that the above position may please be brought to the notice of all concerned for strict compliance 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.

Yours faithfully,

Sd/-

(V.S. KUNDU)

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

No. 5/6/92-1B&C

Dated : 25.6.93

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

Sd/-

(V.S. KUNDU)

Deputy Secy. 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 Commissioner & Administrative Secretaries to Govt., Haryana.

Sd/-
(V.S. KUNDU)
Deputy Secy. Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

- (i) The Chief Secretary to Govt., Haryana.
- (ii) All the Financial Commissioner & Administrative Secretaries to Govt., Haryana, for information and necessary action.

Sd/-
(V.S. KUNDU)
Deputy Secy. Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

U.O. No. 5/6/92-1B&C

Dated : 25.6.93

No. 5/6/92-1B&C

Dated : 25.6.93

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

Sd/-
(V.S. KUNDU)
Deputy Secy. Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

MOST IMMEDIATE**No. 15/1/93-3B&C**

From

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

To

All Heads of Departments,
Commissioner, Ambala, Hisar, Gurgaon and Rohtak,
The Registrar, Punjab & Haryana High Court.

Dated, Chandigarh, the 1st July, 1993**Subject : Excess over voted grants/charged appropriations.**

Sir,

I am directed to say that the PAC in its 35th Report has made the following observations :-

"The main reasons for the excess expenditure over various grants were attributed to payment of arrears due to revision of pay scales of Government employees w.e.f. 1st January, 1986, salaries and wages etc. during the year 1987-88 and to various other reasons.

The Committee note that the Revenue Department on one hand surrendered the grant and on the other hand made the expenditure under grant 4-Revenue as indicated below :-

- (i) an amount of Rs. 70.65 lacs was surrendered without taking into accounts the actual expenditure incurred for hail storm relief;
- (ii) the entire budget provision of Rs. 60.00 lacs placed for assistance for repairs/reconstruction of houses was surrendered whereas Rs. 0.17 lac were incurred in district Rohtak for the purpose;
- (iii) the entire budget provision of Rs. 10.00 lacs placed for supply of medicines was surrendered whereas the department actually incurred an expenditure of Rs. 3.28 lacs for the purpose and
- (iv) out of total budget provision of Rs. 95.00 lacs placed for 'repairs and restoration of damaged irrigation and flood control works' and 'Dewatering Operations' and amount of Rs. 94.00 lacs were surrendered without taking into account the total expenditure of Rs. 57.29 lacs.

The Committee observe that it is gross negligence on the part of the department and desire that the matter be investigated and responsibility of the concerned officers/officials may be fixed and it be informed of the same within three months (Action by Revenue Department).

The Committee further observed that the Finance Department should take necessary steps to check the recurrence of excess expenditure in future and the same may be intimated to the Committee within three months.

2. From the above observation of the PAC, it appears that the departments have failed to follow the rules/instructions on the subject issued from time to time. The latest instructions on the subject issued by the Finance Department vide their letter No. 15/2/90-3B&C, dated 4th May, 1990 are quite clear and relevant in this matter. Para-2 of the said instructions referred to above makes it clear that the Heads of Departments/Drawing and Disbursing Officers have to keep a close watch over the progress of expenditure and should not in any case allow appropriate for any unit subordinate to the unit to be exceeded without the prior approval of the Competent authority. The Drawing and Disbursing Officer/Controlling Officer/Head of Department should exercise tight control to avoid incurring excess expenditure as such incurring of excess expenditure over and above the sanctioned grants is in violation of the constitutional provisions and also amounts to disregard of the decision of Legislature. The main reasons for the excess expenditure appearing every year under various grants are defective budgeting and other budgetary irregularities being committed by the Drawing and Disbursing Officer/Controlling Officer /Heads of Department. The PAC have been making pointed references to these defects in all their previous reports but regrettably these defects still continue to exist. It, therefore, should be ensured that the Finance Department instructions issued in this regard vide their letter No. 28/60/84-1B&C, dated 1.3.85 (Copy enclosed) are followed meticulously in future in order to avoid further criticism by the PAC in this matter. I am, therefore, to request you that the observation of the PAC may please be brought to the notice of all concerned and the instructions on the subject are strictly complied with.

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

Yours faithfully,

Sd/-
(JOGINDER NATH JULKA)
Under Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 15/2/93-3B&C

Dated 1st July, 1993

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

Sd/-
(JOGINDER NATH JULKA)
Under Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 15/2/93-3B&C

Dated 1st July, 1993

A copy is forwarded to the Secretary, Haryana Vidhan Sabha, for information with reference to his letter No. PAC/48/92/7333, dated 19-4-93.

Sd/-
(JOGINDER NATH JULKA)
Under Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 15/2/93-3B&C

Dated 1st July, 1993

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/-
(JOGINDER NATH JULKA)
Under Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department

To

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

U. O. No. 15/2/93-3B&C

Dated 1st July, 1993

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

2. Their attention is invited to the observation 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 Estimates/Revised Estimates should be framed by them in 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 Department 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 Budget Estimates from time to time on the subject are meticulously followed.

Sd/-
(JOGINDER NATH JULKA)
Under Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Branch Officers/Superintendents in Finance Department.

U. O. No. 15/2/93-3B&C

Dated 1st July, 1993.

These instructions have been Modified vide No. 1/2/(5)/95-3FR-I, Dt. 11.12.1995 and Incentive for Small Family Norms was discontinued w.e.f. 01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.

No. 6/1(1)/87-3FR-I

From

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

To

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

Dated, Chandigarh, the 20th July, 1993

Subject : Grant of incentive to Haryana Government employees adopting small family norms.

Sir,

I am directed to refer to Haryana Government Finance Department letter No. 6/1(1)/87-1FR-I dated 20-7-81 on the subject noted above vide which a special increment in the form of personal pay was granted to Haryana Government employees who had undergone sterilisation operation after having two or three surviving children on or after 20-7-81. The employees of the various departments of Haryana Govt. who had undergone sterilisation operation before 20-7-81 had filed the civil writ petition Nos. 10958/89, 7808/89, 7911/89, 13427/89, 3272/90, 11360/90, 4322/91, 14713/90, 8448/91, 11712/90 and 9344/89 in the Hon'ble Punjab & Haryana High Court against above said policy decision agitating therein that they were also entitled for the similar benefit. The Hon'ble High Court had accepted these civil writ petitions.

2. In view of the court's decision it has now been decided that those Govt. employees who had undergone sterilisation operation prior to 20-7-81 will also be given this benefit w.e.f. 20-7-81. However, they will not be given any arrears till the date of issue of these instructions. The petitioners of the above said writ petitions will, however, be entitled for arrears of 38 months prior to the date of filing the civil writ petitions.

3. The other terms and conditions for the grant of a special increment in the form of personal pay will be the same as contained in Haryana Government Finance Department letter No. 6/1(1)/87-1FR-I dated 20-7-81 and the subsequent instructions issued on the subject from time to time.

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

5. Receipt of these instructions may kindly be acknowledged.

Yours faithfully,
Sd/-
(Manju Gupta)
Joint Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst. No. 6/1(1) 87-3FR-I

Dated, Chandigarh, the 20th July, 1993

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

Sd/-
(Manju Gupta)
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 Govt. Haryana for information and necessary action.

Sd/-
(Manju Gupta)
Joint Secretary, Finance
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(1) 87-3FR-I

Dated, Chandigarh, the 20th July, 1993

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

Sd/-
(Manju Gupta)
Joint Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 6/1(1) 87-3FR-I

Dated, Chandigarh, the 20th July, 1993.

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

No. 15/15/93-3B&C

From

The Chief Secretary to Government, Haryana.

To

All the Administrative Secretaries to
Government, Haryana.

Dated, Chandigarh, the 12th August, 1993

**Subject : Oral examination of FCF regarding Para 2.4 of the CAG Report 1988-89
regarding excess expenditure incurred during the year 1988-89.**

Sir,

I am directed to address you on the subject cited above and to inform you that the PAC during the course of oral examination of the Finance Department on 29th June, 1993 regarding excess expenditure incurred during 1988-89 has observed that the Secretaries/Senior Officers of certain departments were not present in the meeting to assist the Finance Department at the time of discussion on the demands of their respective departments. The Committee further observed that in many cases the submission of replies to Committee's questionnaires and quarterly progress reports on the recommendations/observations of the Committee are considerably delayed by the departments. It appears that due importance is not given to this work and instructions issued by the Government on the subject are not being followed meticulously by the Departments. In view of the observations made by the Committee, it is felt that in order to ensure proper scrutiny of the paragraphs of CAG Reports/Appropriation Accounts and Finance Accounts of Haryana Government, concerned Administrative Secretary should personally appear before the Committee for oral examination with relevant records/facts in order to enable the Committee to seek appropriate information regarding the paragraph under examination. They should also personally ensure that the written replies concerning their departments are supplied well in time to Vidhan Sabha Secretariat so that work of the Committee concerning the examination of their department may not suffer on account of non-availability of required replies.

This may please be treated on priority basis.

Yours faithfully,

Sd/-

Deputy Secretary Finance (B)
for Chief Secretary to Govt., Haryana.

No. 15/15/93-3B&C

Dated 12.8.1993

A copy is forwarded to Secretary, Haryana Vidhan Sabha for information with reference to his letter No. PAC-7/93/14805 dated 28.7.1993.

Sd/-

Deputy Secretary Finance (B)
for Chief Secretary to Govt., Haryana.

These instructions have become obsolete.

No. 9/9/90-6B&C

From

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

To

All the Commissioners of Divisional and
Deputy Commissioners in Haryana,
All the Heads of Departments in Haryana,
Registrar, Punjab & Haryana High Court,
Chairmen/Managing Directors of all the Corporations/
Boards in Haryana.

Dated, 20th August, 1993

Subject : 12th Meeting of the Committee on Estimates held on 27th July, 93 information regarding over-staff.

Sir,

I am directed to state that Estimates Committee of the Haryana Vidhan Sabha in its 12th meeting held on 27th July, 93 has observed that the Govt. Departments/Corporations/Boards are overstaffed and has desired that there is a need for reduction in the staff strength in these departments. In order to assess the factual position in this matter, the Estimates Committee has desired that the information regarding excess or surplus staff should be supplied to them immediately. So I am to request you to review the staffing pattern of departments under your control and to assess the extent of overstaffing therein. Relevant information in respect of your departments may please be sent to the Finance Department in (duplicate) immediately for further submission to Estimates Committee. Even if there is no over-staff, a 'nil' information may also be sent.

Yours faithfully,

Sd/-

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/-

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

To

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

U.O. No. 9/9/90-6B&C

Dated 20.8.93.

***These instructions have been Revised vide
No. 36/1/2004-WM(4), Dated 07.06.2004.***

No. 2/1/93-WM(1)

From

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

To

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

Dated, Chandigarh, the 23rd August, 1993

Subject : Grant of Conveyance advance to Government employees.

Sir,

I am directed to invite your attention to the Finance Department letter No. 16/4/83-WM(5) dated 30th November, 1983 on the subject noted above and to say that in order to curb the tendency towards the misutilisation of Loans and Advances granted to the Government employees, it has now been decided that when the amount has been utilized by the Govt. employees other than the purpose for which it is granted, the PENAL INTEREST @10% (Ten percent) per annum over and above the normal rate of interest shall be charged from the date of drawal of the House Building, Conveyance, Marriage advances till the principal amount has been recovered and such an employee shall also be debarred from all kind of loans from the Govt., in future.

These instructions may also be brought to the notice of all the officers/ officials working in your department for strict compliance. The instruction will take effect from the date of issue of the letter but will be applicable to those cases also which have not been decided upto the issue of these instructions.

The receipt of the letter may please be acknowledged.

Yours faithfully,

Sd/-
(V.S. Kundu)
Deputy Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst. No. 2/1/93-WM(1)

Dated, Chandigarh, the 23rd August, 1993

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

Copies are forwarded to :-

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

Sd/-
Deputy 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. 2/1/93-WM(1)

Dated, Chandigarh, the 23rd August, 1993

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

U.O. No. 2/1/93-WM(1)

Dated, Chandigarh, the 23rd August, 1993

Endst. No. 2/1/93-WM(1)

Dated, Chandigarh, the 23rd August, 1993

A copy is forwarded to all the Managing Directors, Chief Administrators, Registrars of all the Public Sector Boards/Corporations/Universities in the Haryana State.

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

No. 23/10/88-Asstt/HBPE

From

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

To

All the Managing Director/Chief Administrator/
Chief Executive Officer of all the Boards/
Corporations/Companies in the State.

Dated, Chandigarh, the 24th August, 1993

Subject : Regarding filling up of existing vacant posts and creation/up-gradation and filling up of newly created posts - Absorption of surplus and retrenched staff of Public Enterprises.

Sir,

I am directed to invite your attention to the instructions issued vide Bureau letter No. 13/12/91-ARO-II, dated 18.1.1991, No. 13/12/92-Asstt/HBPE, dated 29.5.1992 and No. 13/12/92-Asstt./HBPE, dated 19.8.1992 on the subject noted above. It has come to the notice of HBPE that some of the Public Enterprises are not strictly complying these instructions and some of these are not even sending complete information resulting in unavoidable delays and administrative inconvenience.

In order to avoid this situation all the instructions issued by HBPE may be strictly adhered to in letter and spirit. I am also to stress specifically that the following points which have already been included in the above instructions should also be noted for further guidance and strict compliance :-

- (i) The information complete in all respect accurate and up to date regarding surplus employees (in Proforma-I) and regarding retrenched employees (in perform-II) concerning your organisation may be prepared and sent to HBPE without any further delay.
- (ii) A requisition for filling up of the posts from the Surplus Staff Cell must be on the prescribed Proforma complete in all respects already circulated to you vide Bureau's letter dated 19.8.1992.
- (iii) NAC must be obtained from Surplus Staff Cell of HBPE before filling up of the existing/newly created post/before advertising any of the vacant posts in the newspapers.
- (iv) The nomenclature of any post already approved by the Standing Committee should not in any case be changed or converted by any of the Public Enterprises at its own level. While sending a proposal in regard to creating and upgrading any of the post, this should be well thought of so that scope of any change or conversion afterwards need not arise.

- (v) If a post lying vacant for more than 3 years continuously should stand abolished as per FD letter No. 5/6/92-1B&C, dated 1.5.92. If a post is required by the Public Enterprises, a proposal for its revival with all justification should be referred to the Standing Committee.

All these instructions may be brought to the notice of all concerned and receipt of this letter may be acknowledged.

Yours faithfully,

Sd/-

Personnel Advisor,
for Member Secretary, Haryana Bureau of Public
Enterprises, Finance Department.

PROFORMA-I

Name of the Organization.....

Date of submission of the information in this Proforma to the HBPE

List of Surplus Employees as on

Sr. No. (In order of Seniority)	Name of the Employees (In order of seniority).	Date from which declared surplus	Brief reasons for declaring the employees surplus
1	2	3	4

Qualifications (i) Academic (ii) Professional	Experience (i) Total (ii) In this organization (iii) On the post from which declared surplus & pay scale of that post (State exact dates)	Whether belong to the category of Scheduled Caste, Tribes, Backward Classes, ESM, DESM Handicapped,	Remarks Whether adjusted or not If adjusted, name of the PE where adjusted
5	6	7	8

Certificate

- (1) Certified that above named employees have been declared surplus with the approval of the competent authority.
- (2) Certified that names given above are strictly in order of their seniority and also in order of date of declaring them surplus
- (3) Certified that the names of the above Employees have not been included in any earlier list.

Note :- ESM means Ex-Servicemen.
DESM means Dependent of Ex-Servicemen.

Sd/-

Signature of the Head of the
Organization.

PROFORMA - II

Name of the Organization

Date of submission of the information in this proforma to the HBPE

List of Retrenched Employees as on.....

Sr. No. (In order of Seniority)	Name of the Employees (In order of seniority).	Date from which retrenched	Whether retrenched with due compensation duly paid.	Brief reasons for the retrenchment of the employees	Qualifications (i) Academic (ii) Professional
1	2	3	4	5	6

Experience (i) Total (ii) In this organization (iii) On the post from which declared surplus & pay scale of that post (State exact dates)	Whether belong to the Category of Scheduled Caste, Tribes, Backward Classes, ESM, DESM.	Remarks Whether adjusted or not If adjusted, name of the PEs where adjusted
6	7	8

Certificate

1. Certified that above named employees have been retrenched with the approval of the competent authority.
2. Certified that names given above are strictly in order of their seniority and also in order of date of their retrenchment.
3. Certified that the name of the any of the above Employees have not been included in any earlier list.

Signature of the Head of the
Organization.

No. 2/2/93-WM(1)

From

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

To

All Heads of Departments,
All Commissioners of Ambala, Gurgaon,
Hissar and Rohtak Divisions and
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 8th September, 1993

Subject : Eligibility for House Building Advance - Joint ownership of Plot/House by a Govt. employees and his/her spouse.

Sir,

I am directed to refer to the Finance Department's letter No. 2/19/92-WM(1) dated 17th July, 1992 on the subject noted above and to say that the policy in this regard, as formulated in that letter was that in case where both husband and wife are State Govt. employees and are eligible for the grant of House Building Advance under the rules, it would be admissible only to one of them for jointly owned plot/house. However, the House Building Advance would be admissible to both individually and separately, on a separate plot/ house.

This matter has been reconsidered by the Government and it has now been decided that House Building Advance may be allowed separately to both husband and wife on a jointly owned plot/house subject to the condition that they do not own a house/plot earlier, provided they are both State Government employees and are otherwise eligible for the same under the rules.

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

3. This may please be brought to the notice of all the dealing officials/Officers working under your control for strict compliance.

Please acknowledge receipt.

Yours faithfully,

Sd/-

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

No. 9/134/92-2PR(FD)

From

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

To

The Director, Ayurveda, Haryana,
Chandigarh.

Dated, Chandigarh, the 27th September, 1993

Subject : Revision of pay scales of Unani Medical Officers/Chikitsaks, Homoeopathic Medical Officers, Ayurvedic Physicians/Chikitsaks, Ayurvedic Resident Physicians.

Sir,

I am directed to refer the subject cited above and to say that the State Government has decided to revise the pay scales of Unani Medical Officers/Chikitsaks, Homoeopathic Medical Officers, Ayurvedic Physicians/Chikitsaks and Ayurvedic Resident Physicians from Rs. 1640-2900 to 2000-3500. This decision will take effect from 01.09.1993.

Yours faithfully,

Sd/-

(S.L.VERMA)

Under Secretary Finance

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

***These instructions have been Revised & inserted in
GPF Rules, 2006.***

From

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

To

All Heads of Departments,
Commissioner, 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 30th September, 1993

Subject : Excess subscription to G.P.F. by subscribers.

Sir,

I am directed to refer to the subject cited above and to say that it has been provided in rule 13.10 (1) (b) of C.S.R. Vol. II that the amount of subscription shall be fixed by the subscriber himself subject to the condition that it may be any sum, but not less than 8% of the monthly emoluments and not more than the total monthly emoluments of a Government employee. But it has been brought to the notice of the Haryana State Govt. by the Accountant General, Haryana that in some cases the G.P.F. subscribers of Haryana State Govt. are subscribing more than their total monthly emoluments which is violation of the provisions of rules and do not even qualify for interest. It is, therefore, requested that the provisions of rules may be strictly adhered to. These instructions may be brought to the notice of all concerned.

The receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-
Superintendent FR-I,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 4/4(26)-93-2FR-I

Dated, Chandigarh, the 30th September, 1993

A copy is forwarded to the Accountant General (A&E), Haryana, w.r.t. his letter No. E&S-I/AS-Genl/93-94/465, dated 1.9.93 for information.

Sd/-
Superintendent FR-I,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to :-

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

Sd/-
Superintendent FR-I,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 4/4(26)-93-2FR-I

Dated, Chandigarh, the 30th September, 1993.

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

Dated, Chandigarh, the 1st October, 1993

Subject : Grant of incentive to Haryana Govt. employees adopting small family norms.

Sir,

I am directed to refer to Haryana Govt. Finance Department circular letter No. 6/1(1)/87-3FR-I dated 20.7.93 on the subject noted above and to say that the letter referred bearing No. 6/1(1)/87-1FR-I dated 20.7.81 may be read as letter No. 6/1(8)/79-1FR-I, dated 20.7.81.

Yours faithfully,

Sd/-

(S.B. Bhatia)

Under Secretary Finance

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

Endst. No. 6/1(1)/87-3FR-I

Dated, Chandigarh, the 1.10.93

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

Sd/-

(S.B. Bhatia)

Under Secretary Finance

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

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

Sd/-

(S.B. Bhatia)

Under Secretary Finance

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

To

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

U.O. No. 6/1(1)/87-3FR-I

Dated, Chandigarh, the 1.10.93

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

Sd/-
(S.B. Bhatia)
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/Chief Parliamentary
Secy./Parliamentary Secretary.

U.O. No. 6/1(1)/87-3FR-I

Dated, Chandigarh, the 1.10.93.

***These instructions have been Revised vide
No. 68/2/97/Pension/SAP, Dt. 11.04.1997.***

No. 68/2/93/FD/Pension/SAP

From

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

To

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

Dated, Chandigarh, the 14th October, 1993

Subject : Instruction regarding fixation of time schedule for expeditious disposal of Pension/Family Pension cases.

Sir,

I am directed to invite a reference to the instructions issued by the Finance Department vide letter No. 68/2/92/FD/Pension/SAP, dated 28th September, 1992 and to say that the Accountant General, Haryana has once again brought to the notice of Govt., 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 Government servant which results in delay in the finalisation of pension cases thereby causing hardship and inconvenience to the retirees concerned.

2. The Finance Department had issued instructions from time to time for expeditious disposal of pension cases in spite of 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 for the finalisation of Pension cases on Superannuation :

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 employee's concerned and sent to the Accountant General, Haryana complete in all respects one year before the date of retirement for issuing Certificate and Report and again required to be sent to AG., Hr. after removing the objections raised in the Certificate and Report, alongwith documents such as L.P.C /N.D.C. in advance by atleast 15-20 days from the date of retirement of the employee concerned, for issue of P.P.O/G.P.O.

(ii) Time schedule for the finalisation of Family Pension cases :

The pension Cases of the deceased employees should be settled within 3 months positively from the date of death of the deceased employee.

(iii) Issuance of "No Due Certificate" :

Action should be taken strictly according to the procedure for getting "N.D.C." in favor of Government servants according to the instructions issued by the Haryana Govt. in this regard.

(iv) Monthly Meetings with the office of A.G. Haryana :

It has been pointed out by the A G. Haryana that certain departments do not hold monthly meeting with his office in spite of instructions of the Finance Department, for on the spot settlement of pension cases. In future, it should be ensured that the departments should hold monthly meeting with the concerned branch of the A.G. Haryana for finalisation of pension cases on the spot. But the revival of this system should not be taken as a substitute for replying to the objections/quarries raised by the Accountant General Haryana in the certificate and Report.

4. You are requested that the above instructions may please be brought to the notice of all the Officers/Officials working under your control and in your Sub-offices also for strict compliance and for their proper implementation.

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. 68/2/93/FD/Pension/SAP

Dated, Chandigarh, the 14th October, 1993

A copy is forwarded to Sh. H.R. Bihagra, Accountant General (A&E) Haryana, Chandigarh, with reference to this D.O. letter No. Pen I/Genl. 9/93-94/2984-85 dated 13.9.93 for information.

Sd/-

(Kailash Chand)

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

A copy is forwarded to :-

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

Sd/-

(Kailash Chand)

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. 68/2/93/FD/Pension/SAP

Dated, Chandigarh, the 14th October, 1993.

No. 14/209/81-1FA

From

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

To

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

Dated, Chandigarh, the 18th October, 1993**Subject : Revision of syllabus for the State Subordinate Accounts Service, Examination (Part-I) (Ordinary).**

Sir,

I am directed to invite your attention to this department circular No. 14/209/81-1FA, dated 29-9-87, on the subject cited above, and to state that the question of revision of syllabus for the State Subordinate Accounts Service Examination, Haryana (Part- I) (Ordinary) had been under the consideration to the Government for some time past and it has now been decided to revise the syllabus for the State SAS Examination, Haryana (Part-I) (Ordinary), as per annexure.

Yours faithfully,

Sd/-

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

A copy alongwith a copy of enclosure is forwarded to all the Financial Commissioners, Commissioner & Secretaries to Government Haryana for information.

Sd/-

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

To

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

U.O. No. 14/209/81-1FA

Dated, Chandigarh, the 18-10-93

No. 14/209/81-1FA

Dated, Chandigarh, the 18-10-93

A copy alongwith copy of enclosures is forwarded to all the Managing Directors/ Chief Administrators/Secretaries of the Corporations/Public Undertakings/Boards in Haryana for information.

Sd/-

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

ANNEXURE

**Syllabus for Haryana Subordinate Accounts Service Examination
(Part-I) (Ordinary Branch).**

Sr. No.	Subject	Hours	Marks	Topics/Books Prescribed
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 (iii) Knowledge of Administrative terminology
2.	Commercial 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 Ledger (viii) Capital and Revenue Receipts & Payments Account, Income & Expenditure Account (ix) Mfg. & Working A/c. (x) Cost Accounts (xi) Double Account system
3.	Punjab Civil Services Rules (with books)	3	150	(i) Pb. CSR Volume-I Part-I (ii) Pb. CSR Vol. - I Part - II (Appendix 12, 17, 20, 23 & 24 only) (iii) Pb. CSR Vol.-II (Except Chapter XIV) Note:— Atleast 50% questions would be practical.
4	Audit & Accounts Codes (with books)	3	150	(i) An Introduction to Indian Govt. Accounts and Audit (excluding chapter 26, 27, 28 & 29) (ii) Govt. Accounting Rules 1990 (iii) Account Code for Accountant General (Chapter 5 only) (iv) P.F.R. Volume-I Chapter II (excluding Section VI) III (Section I, II & III) V, VI, VII, VIII, X, XIII and XVII. Note:— Candidates will be expected to prepare salary bill to test their upto date knowledge on the admissibility of pay and allowance etc. deductions due on account of income tax and other such compulsory/optional recoveries classifications thereto. Note II.— Atleast 50% questions would be practical.

Sr. No.	Subject	Hours	Marks	Topics/Books Prescribed
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. Chapter 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) (vi) C.S.R. Vol. III (T.A. Rules) Note.— Atleast 50% questions would be practical.
		Total	600	

No. 36/3/91-WM(6)

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 and
All Distt. & Sessions Judges in Haryana.

Dated, Chandigarh, the 18th October, 1993

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. 400/- (Rs. Four 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 1993-94.

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 1993-94.

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 1993-94.
- (iii) The advance may be drawn and disbursed on or before 12.11.93.
- (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 December, 1993 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/-

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

No. 36/3/91-WM(6)

Dated, Chandigarh, the 18th October, 1993

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, it will demanded through Supplementary Estimates 1993-94.

Detailed accounts of the recoveries will be maintained by the Drawing & Disbursing Officers

Sd/-

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

No. 36/3/91-WM(6)

Dated, Chandigarh, the 18th October, 1993

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 12.11.1993. The payment made on the basis of the sanction issued by the Department concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol. I.

Sd/-

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

Copies are forwarded to :-

The Financial Commissioner Revenue, Haryana,

All the 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

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

No. 36/3/91-WM(6)

Dated, Chandigarh, the 18th October, 1993

A copy each is forwarded to the Principal Secretary/Spl. Principal Secretary/Deputy Principal Secretary/Officers on Special Duty/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 Secy./Parliamentary Secretary.

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

To

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

U.O. No. 36/3/91-WM(6)

Dated, Chandigarh, the 18th October, 1993 .

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

***These instructions have been withdrawn vide
No. 5/21/84-PE (FD), dated 11.01.1994.***

No. 5/21/84-PE (FD)93

From

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

To

The Chairman/Managing Directors/Chief Executives/
Chief Administrators of all Corporations/Companies/Boards/
Authority/Co-operative Institutions in the Haryana State.
(List of 49 Public Enterprises under purview of HBPE enclosed).

Dated, Chandigarh, the 2nd November, 1993

Subject : Economy in expenditure - Regulating Bulk purchases in State Public Enterprises.

Sir,

I am directed to refer to the subject noted above and to say that Government has constituted the Haryana Bureau of Public Enterprises (HBPE) with the objective of bringing about clear cut and tangible improvement in the working of State Public Enterprises and in order that Haryana Bureau of Public Enterprises makes the expected contribution, it has been decided by Chairman/Haryana Bureau of Public Enterprises that henceforth Member Secretary, Haryana Bureau of Public Enterprises will be associated by your organization whenever purchase of any item/items involving a sum more than 25 lacs is to be effected and finalised.

The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

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

Endst No. 5/21/84-PE (FD),

Dated, Chandigarh, the 2nd Nov., 1993

A copy is forwarded to all the Financial Commissioners/Commissioners and Secretaries to Govt. Haryana for information and necessary action. They are requested to issue necessary instructions in this regard to the Public Enterprises under their control.

Sd/-

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

**LIST OF 49 CORPORATIONS/COMPANIES/BOARDS/CO-OPERATIVE INSTITUTIONS
WITHIN THE PURVIEW OF HBPE.**

A. CORPORATIONS

1. Haryana Financial Corporation Ltd., Chandigarh.
2. Haryana State Industrial Development Corporations Ltd.
3. Haryana State Small Industries & Export Corporation Ltd., Chandigarh.
4. Haryana Handloom and Handicrafts Corporation Ltd., Chandigarh.
5. Haryana State Electronics Development Corporation Ltd., Chandigarh.
6. Haryana Agro Industries Corporation Ltd., Chandigarh.
7. Haryana Warehousing Corporation, Chandigarh.
8. Haryana Land Reclamation and Development Corporation Ltd., Chandigarh.
9. Haryana Seeds Development Corporation Ltd., Chandigarh.
10. Haryana State Minor Irrigation & Tubewells Corporation Ltd., Chandigarh.
11. Haryana Tourism Corporation Ltd., Chandigarh.
12. Haryana Harijan Kalyan Nigam Ltd., Chandigarh.
13. Haryana Women Development Corporation Ltd., Chandigarh.
14. Haryana Backward Classes Kalyan Nigam Ltd., Chandigarh.
15. Haryana Dairy Development Corporation Chandigarh.
16. Haryana Roadways Engineering Corporation Ltd., Gurgaon.
17. Haryana Police Housing Corporation Ltd., Panchkula.
18. Haryana Forest Development Corporation Ltd., Panchkula.

B. COMPANIES.

1. Haryana Breweries Limited, 49 KM Stone, Murthal (Sonipat).
2. Haryana Minerals Ltd., Nieampur Road, Narnaul.
3. Haryana Concast Ltd., Satrod, Hisar.
4. Haryana Hotels Ltd., Chandigarh.

C. BOARDS

1. Haryana State Electricity Board, Panchkula.
2. Haryana Housing Board, Chandigarh.
3. Haryana Urban Development Authority, Manimajra (UT).
4. Haryana State Agricultural Marketing Board, Panchkula.
5. Haryana Khadi & Village Industries Board, Panchkula.
6. Haryana Rural Development Fund Administration Board, Chandigarh.

D. CO-OPERATIVE INSTITUTIONS

1. Haryana Handloom Weavers, Co-op. Society Ltd., Panipat.
2. Haryana State Co-operative Bank Jind., Chandigarh.
3. Haryana State Federation of Consumers Co-op. Wholesale Stores Ltd., Chandigarh.
4. Haryana State Co-op. Development Federation Ltd., Chandigarh.
5. Haryana Dairy Development Coop. Federation Ltd., Chandigarh.
6. Haryana State Industrial Coop. Federation Ltd., Chandigarh.
7. Haryana State Coop. Labour & Constructions Federation Ltd., Manimajra, U.T., Chandigarh.
8. Haryana State Coop. Housing Federation Ltd., Chandigarh.

9. Haryana State Coop. Land Development Bank Ltd., Chandigarh.
10. Haryana State Coop. Supply & Marketing Federation Ltd., Chandigarh.
11. Haryana State Federation of Coop. Sugar Mills Ltd., Chandigarh.
12. The Rohtak Coop. Sugar Mills Ltd., Rohtak.
13. The Sonipat Coop. Sugar Mills Ltd., Sonipat.
14. The Karnal Coop. Sugar Mills Ltd., Karnal.
15. The Panipat Coop. Sugar Mills Ltd., Panipat.
16. The Palwal Coop. Sugar Mills Ltd., Palwal.
17. The Jind Coop. Sugar Mills Ltd., Jind.
18. The Shahabad Coop. Sugar Mills Ltd., Shahabad.
19. The Bhuna Coop. Sugar Mills Ltd., Bhuna. (Hisar).
20. The Meham Coop. Sugar Mills Ltd., Meham, Rohtak.
21. The Kaithal Coop. Sugar Mills Ltd., Kaithal.

These instructions have become obsolete.

No. 1/2/74/88-2FR-II

From

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

To

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

Dated, Chandigarh, the 5th November, 1993

Subject : Option to retain existing Formula of Pension to Pensioners of 31.3.1985 to 31.12.1985 period.

Sir,

I am directed to invite your attention to the Finance Department letter No. 1/2(74)88-2FR-II, dated 21st April, 1992 and to say that representations have been received from many retirees who could not exercise their option upto 30-6-1992 stating that Govt. instructions did not come to their knowledge in time. The matter has been considered sympathetically by the Government and it has been decided to extend the date of option upto 31-12-1993. It is, however, made clear that no further extension will be granted. It is requested that the contents of this letter may please be brought to the notice of all concerned.

Sd/-

(S.B.Bhatia)

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

No. 1/2(73)88-4FR-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 16th November, 1993**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 1st June, 1993 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, 1993, in modification of the rates mentioned in the letter dated 1st June, 1993 :

Pension/Family Pension Per month	Rate of dearness relief per month
(i) Not exceeding Rs. 1750/-	97% of the Pension/Family Pension.
(ii) Exceeding Rs. 1750/- but not exceeding Rs. 3000/-.	73% of the Pension/Family Pension subject to a minimum of Rs. 1698/-.
(iii) Exceeding Rs. 3000/-	63% of the Pension subject to a minimum of Rs. 2,190/-

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, 1993 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/-

(V.S.Kundu)

Joint Secretary Finance (R)

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

No. 4/5/93-1FR-II/2250

From

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

To

All Heads of Departments,
Commissioners, Ambala Division, Gurgaon Division,
Rohtak Division and Hissar Division,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab & Haryana High Court.

Dated, Chandigarh, the 16th November, 1993

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. 4/5/93-1FR-II/885, dated the 1st June, 1993, 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 1-7-1993 as under :

Period for which payable	Pay range	Rate of dearness allowance
1-7-93 onwards	Basic pay upto Rs. 3500/-	97% of pay.
	Basic pay between 3501 and upto 6000	73% of pay subject to a minimum of Rs. 3395/- p.m.
	Basic pay above Rs. 6000/-	63% of pay subject to a minimum of Rs. 4380/- 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 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 arrears on account of release of the above instalments of dearness allowance w.e.f. 1st July, 1993 upto the 31st October, 1993 in respect of Govt. Employees shall be

credited to the General Provident Fund Account of the Government Employees. However, the additional instalment of D.A. payable under these orders shall be paid in cash from 1st November, 1993 i.e., for the month of November, 1993 paid in December, 1993.

In respect of all Government employees drawing pay above Rs. 3500/- p.m. the additional instalment of D.A. payable from 1.7.1990, 1.1.1991, 1.7.1991, 1.1.1992 & 1.7.1992 shall continue to be credited to their respective provident fund accounts.

4. 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.

5. 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.

6. 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.

7. The amount credited to G.P.Fund under para 3 & 4 shall remain in G.P.Fund Accounts of the employees for atleast one year from the date of issue of these instructions. In other words this amount shall not be taken into account for atleast one year for the purpose of granting any advance from G.P.F. This will, however, not apply in the case of final payments due to retirement, death, and voluntary retirement etc.

8. These orders are also applicable to work charged employees.

9. 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.

10. The general conditions of payment of dearness allowance would continue to be the same as in force at present.

Yours faithfully,

Sd/-

(V.S. Kundu)

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

These instructions have become obsolete.

क्रमांक 4/5/93-1एफ.आर.-II

प्रेषक

वित्तायुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष,
आयुक्त, अम्बाला, गुडगांव, रोहतक एवं हिसार मण्डल,
सभी उपायुक्त तथा सभी उप मण्डल अधिकारी (ना.), हरियाणा,
रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, हरियाणा।

दिनांक, चण्डीगढ़, 23 नवम्बर, 1993 (23rd November, 1993)

विषय : बोनस तथा डी.ए. के ऐरियर की राशि की अदायगी संबंधी अनियमितता।

महोदय,

मुझे निर्देश हुआ है कि मैं आपका ध्यान हरियाणा सरकार द्वारा डी.ए. की किश्तें तथा बोनस बारे समय-समय पर जारी निदेशों की ओर आकर्षित करूं जिसमें यह स्पष्ट प्रावधान किए गए हैं कि बोनस तथा डी.ए. की किश्त के ऐरियर की राशि कर्मचारियों के भविष्य निधि खाते में जमा कराई जाएगी और जहां जी.पी.एफ. नं० अलाट नहीं हुए, उन कर्मचारियों को एन.एस.सी. (National Saving Certificate) खरीद कर दिए जाएंगे। परन्तु अब महालेखाकार, हरियाणा ने सरकार के नोटिस में लाया है कि अनेक विभाग इन हिदायतों में किए गए प्रावधानों का समुचित ढंग से पालन नहीं कर रहे और संबंधित डी.डी.ओ. कर्मचारियों को नकद अदायगी किए जा रहे हैं। सरकार ने इस प्रकार से हिदायतों की अवज्ञा करने को गम्भीरता से लिया है। अतः इस स्थिति को रोकने के लिए उनसे अनुरोध है कि वे ऐसे मामलों की तुरंत जांच कराएं तथा संबंधित डी.डी.ओ. के विरुद्ध नियमों के तहत उचित अनुशासनिक कार्यवाही करें और भविष्य में ऐसी अवहेलना को रोकने के लिए भी ठोस प्रयास करें।

भवदीय,

हस्ता/—

(एस.बी. भाटिया)

अवर सचिव, वित्त,

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

पृ० क्रमांक 4/5/93-1एफआर-II

दिनांक, चण्डीगढ़, 23 नवम्बर, 1993

इसकी एक प्रति महालेखाकार, हरियाणा (लेखा परीक्षा) को उनके पत्र संख्या ओ.ए.डी.-11/ए.एन./Education/93-94/492, दिनांक 2-11-93 के संदर्भ में सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ता/—

(एस.बी. भाटिया)

अवर सचिव, वित्त,

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

इसकी एक प्रति सभी वित्तायुक्त एवं सभी प्रशासकीय सचिवों, हरियाणा सरकार को सूचनाार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ता१०/—

(एस.बी. भाटिया)

अवर सचिव, वित्त,

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

सेवा में

सभी वित्तायुक्त, हरियाणा सरकार।

सभी प्रशासकीय सचिव, हरियाणा सरकार

अशा: क्रमांक 4/5/93-1एफआर-11

दिनांक, चण्डीगढ़, 23 नवम्बर, 1993

एक प्रति मुख्यमंत्री/मंत्रियों/राज्य मंत्रियों/मुख्य संसदीय सचिव/संसदीय सचिव की सूचना के लिए प्रधान सचिव/सचिवों/निजि सचिवों को भेजी जाती है।

हस्ता१०/—

(एस.बी. भाटिया)

अवर सचिव, वित्त,

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

अशा: क्रमांक 4/5/93-1एफआर-11

दिनांक, चण्डीगढ़, 23 नवम्बर, 1993

Subject : Revision of pay scales of Masters of Senior Wing of Moti Lal Nehru Sport School, Rai of Sports Department.

(Copy of F.D. Hr. No. 1/89/92-4PR(FD) dt. 1st December, 1993)

I am directed to refer you on the subject cited above and to say that the State Government in Finance Department has decided to accept the proposal of Administrative Department and to revise the pay scales of Masters of Senior Wing of Moti Lal Nehru Sports School, Rai, who possess the minimum prescribed qualifications of M.A./M.Sc.-IInd Division with B.Ed. from Rs. 1640-2900 to Rs. 2000-3500 with immediate effect.

No. 6/92/90-1PR(FD)

From

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

To

The Director, Technical Education,
Haryana, Chandigarh.

Dated, Chandigarh, the 27th December, 1993

Subject : Revision of pay scale of the PTI-cum-Hostel Superintendent, Govt. Polytechnic for Women, Ambala City.

Sir,

I am directed to refer you on the subject cited above and to say that the State Government has decided to revise the pay scale of PTI-cum-Hostel Superintendent, Govt. Polytechnic for Women, Ambala City from Rs. 1600-2660 to 2000-3500 with immediate effect.

Yours faithfully,

Sd/-

(S.L. Verma)

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

No. 14/603/90-PE (FD)AIII

From

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

To

The Managing Directors/Chief Administrators of
All Corporations/Companies/Boards/Co-op.
Institutions etc. in the State.

Dated, Chandigarh, the 6th January, 1994

**Subject : Need for maintaining uniformity in adopting State Service and financial rules/
regulations/instructions.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department circular No. 1/14/78-SAFD, dated 13.7.1978 and letter No. 1/162/1PR (FD)80, dated 18.4.84 (copies enclosed for ready reference) on the subject noted above and to say that it has come to the notice of Finance Department that some of the Boards/Corporations and other Public Undertakings are not complying with the instructions issued by the Finance Department from time to time and are extending the facilities such as uniform/washing allowance, HRA/TA/DA etc. over and above the admissibility of such facilities to the Government employees and that, too, without prior concurrence of Finance Department. It is, therefore, again reiterated that these instructions may please be followed strictly in letter and spirit and it may be ensured that no facility/allowance beyond Government norm is provided except with the prior express consent of Finance Department. It is also made clear that barring exceptional circumstances, no request for ex-post-facto sanction will be considered by the Finance Department.

Kindly acknowledge receipt of these instructions.

Sd/-
Accounts Officer (PE)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Contd...
Encl.

Copy of letter **No. 1/14/78-SAFD dated 13th July, 1978** from Shri B.S. Ojha, IAS, Commissioner & Secretary to Govt. Haryana, Finance Department to all Managing Directors/Chairman of Government Corporations/Boards/ Undertakings.

Subject : Need for maintaining uniformity in adopting State service and financial rules/regulations/instructions.

Sir,

It is understood that almost all the State Undertakings have by and large adopted State Service and financial rules/regulations/instructions for their officials. It has, however, come to the notice of the State Government that a few undertakings are not strictly observing the Government's subsequent instructions issued on the same subject, apparently because they do not suit their convenience. A case in instance relates to the grant first component of adhoc relief to State Government employees sanctioned vide F.D. letter No. 3608-3FR-72/21099, dated 27/29 June, 1972 which was required to be deposited in G. P. Fund accounts of the employees for one year and this period was subsequently extended on year to year basis, it was last extended up to March, 79 vide F.D. letter No. 2442-3FR-III-76/34435, dated 28.9.1976. Although all the undertakings had followed the first instructions, some of them have ignored the subsequent instructions and allowed its employees to draw the first component of adhoc relief in cash. You will agree that such violations completely distort the administrative frame work of the State. You are, therefore, requested to ensure that your organisation distort from such deviations.

2. In this context it has been decided to impress upon you the necessity of reviewing all such decisions taken by your institution in the past and taking steps to set them right in accordance with the instructions issued by Haryana Government from time to time. Action taken in this regard may be intimated to the Government at an early date.

3. Please acknowledge receipt of this letter.

No. 4/12/93-1FR-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 Hissar Division.
All Deputy Commissioners &
Sub Divisional Officers, (Civil) in Haryana,
The Chairmen/Managing Directors of all
Corporations/Boards in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh the 7th January, 1994

Subject : Grant of Interim Relief to all employees of Haryana Government and its Board, and Corporations.

Sir,

I am directed to address you on the above subject and to say that the Haryana Govt. have considered the question of granting relief to all employees of Haryana Govt. and its Boards and Corporations and have decided to grant the Interim Relief of Rs. 100/- p.m. to them w.e.f. 16.9.93.

2. The amount of interim Relief will be sui generis viz. it will neither be termed as 'pay' nor 'Allowance' nor 'Wage'. Accordingly, this amount will not count for any service benefit *i.e.* Computation of House Rent Allowance, Compensatory Allowance, overtime Allowance, Cash Compensation, Encashment of leave, Pay Fixation, Pension or Gratuity etc.

3. The arrears of Interim Relief from 16.9.93 to 31.12.93 in respect of all employees shall be credited to their G.P.F./C.P.F. Accounts. However, the payment of Interim Relief under these orders shall be made in cash from 1st January, 1994 *i.e.* for the month of January, 1994 paid in February, 1994.

4. Where any Employee during this period is not eligible to subscribe to General Provident Fund/Contributory provident Fund the amount of arrears shall be invested in the National Saving Certificates, purchased from the Post Offices in the State of Haryana. The National Saving Certificates shall be purchased by the Drawing & Disbursing Officers in the name of the employee concerned and shall be handed over to the latter. Employees who have retired or have closed their G.P.F./C.P.F. accounts by the time the arrears are drawn be paid arrears of Interim Relief in cash. The deposits under the Contributory Provident Fund Account will, however, not be eligible for corresponding contribution from Govt.

Yours faithfully,

(V.S. KUNDU)
Joint Secretary Finance,
for Financial Commissioner & Secy. to Govt.,
Haryana, Finance Department.

No. 3026-3FR-II

From

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

To

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

Dated, Chandigarh, the 10th January, 1994**Subject : Withdrawal of money from banks.**

Sir,

I am directed to refer on the subject noted above and to say that some instances have come to the notice of the Govt. that Govt. officials have been robbed of cash while returning from bank after withdrawal of money for monthly disbursal of salaries etc. of their respective offices. In order that such incidents are prevented in future, you are requested to take the following security measures whenever large amounts of cash are to be transported/withdrawn.

- (i) Vehicles should be used for bringing cash from banks etc.
- (ii) Persons detailed to bring cash should be at least two in number.
- (iii) Steps should be initiated to reduce handing of large sums of cash by making payment/receipts through bank drafts/cheques or treasury challans.
- (iv) Govt. Commercial establishments, in which handling of a large amounts of cash is a routine matter should employ ex-servicemen for security as is being done by the banks.

Kindly acknowledge the receipt.

Yours faithfully,

Sd/-

(S.B. Bhatia)

Under Secretary Finance

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

A copy is forwarded to :-

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

Sd/-

(S.B. Bhatia)

Under Secretary Finance

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

To

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

U.O. No. 3026-3FR-II/93

Dated, Chandigarh, the 10th January, 1994

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

Sd/-

(S.B. Bhatia)

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/Chief Parliamentary
Secretary/Parliamentary Secretary, Haryana.

U.O. No. 3026-3FR-II/93

Dated, Chandigarh, the 10th January, 1994.

No. 5/21/84-PE (FD)

From

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

To

The Chairmen/Managing Directors/Chief
Executives/Chief Administrators of all
Corporations/Companies/Boards/Authority/
Co-operative institutions in the Haryana State,
(49 Public Enterprises which are under purview of HBPE)

Dated, Chandigarh, the 11th January, 1994

Subject : Economy in expenditure - Regulating Bulk Purchases in State Public Enterprises.

Sir,

I am directed to invite your attention towards this Department letter No. 5/21/84-PE (FD)/93, dated 2.11.93 on the subject noted above and to say that it has been decided to withdraw these instructions with immediate effect.

Yours faithfully,

Sd/-

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

Endst No. 5/21/84-PE (FD),

Dated, Chandigarh, the 11th January, 1994

A copy is forwarded to all the Financial Commissioners/Commissioners and Secretaries to Govt. Haryana for information with reference to this Department Endst. No. 5/21/84-PE (FD), dated 2.11.93.

Sd/-

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

CC :—

1. Secretary/Chairman, HBPE.
2. PA/Dy. Chairman, HBPE.
3. PS/FCF.
4. PS/Member Secretary/HBPE.
5. Sh. Raj Kumar Gupta, Advocate, Member/
HBPE, Kothi No. 20, Sector-19, Chandigarh.

6. PA/JSF (PE).
7. Personnel Advisor/HBPE.
8. MC/HBPE.
9. Financial Advisor/HBPE.
10. Supdt., FD-I Branch.
11. Supdt., FD-II Branch.
12. Supdt., FD-III Branch.
13. Supdt., FG-I Branch.
14. Supdt., FG-II Branch.
15. Supdt., FICW Branch.
16. Supdt., B&C Branch.

***These instructions have been Revised vide
No. 1046/2004-2FICW, Dated 27.01.2009.***

No. 3183-2FICW-93/

From

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

To

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

Dated, Chandigarh, the 12th January, 1994

Subject : Re-classification of Towns and Cities.

Sir,

I am directed to invite a reference to Haryana Government Finance Department circular letter No. 768-2FICW-83, dated 4.4.83 and No. 10/49/90-2FICW-90, dated 10.12.90, on the subject noted above and to say that for some time past, the State Government have had under their consideration the question of re-classification of some towns/cities for the purpose of grant of house rent allowance on the basis of latest census population figures of 1991. Accordingly, it has been decided to re-classify the following towns/cities as 'A' class and 'B' class respectively :

Sr. No.	Name of City/Town	Existing classification	Proposed re-classification
1	Sirsa	'B' Class City	'A' Class City
2	Faridabad	'A' Class City	'Capital City' (Having a population of more than 4.00 lacs)
3	Hodal	Un-classified	'B' Class City
4	Kalka	Un-classified	'B' Class City

2. The grant of house rent allowance shall, however, be subject to the same conditions as have already been laid down for the purpose in Haryana Government letter No. 419-2FICW-91, dated 28.2.91, and instructions issued in this regard from time to time.

3. House Rent Allowance in the above mentioned cities on the basis of their new status will be allowed to the Government employees with immediate effect.

Yours faithfully,

Sd/-

(Sammat Singh)

Under Secretary Finance

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

No. 3183-2FICW-93/

Dated, Chandigarh, the 12th January, 1994

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

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

A copy is forwarded to :-

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

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

To

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

U.O. No. 3183-2FICW-93/

Dated, Chandigarh, the 12th January, 1994

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

Sd/-
(R.S. Rawat)
Superintendent, FICW Branch,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 3183-2FICW-93/

Dated, Chandigarh, the 12th January, 1994.

***These instructions have been Revised vide
No. 6/2/97-3FR-II, Dated 13.08.1998.***

No. 6/1/82-3FR-II

From

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

To

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

Dated, Chandigarh, the 12th January, 1994

Subject : City Compensatory Allowance.

Sir,

I am directed to invite a reference to Haryana Government Finance Department circular letter No. 6/88/3FR-II¹, dated 1st Feb., 1988 on the subject noted above and to say that after careful consideration, it has been decided by the Govt. that the City Compensatory Allowance for the employees stationed and residing at SIRSA may be granted at the rate of 2½% of their pay subject to the maximum of Rs. 50/- per month with immediate effect. The other conditions for the Grant of City Compensatory Allowance will, however, remain unchanged.

Yours faithfully,

Sd/-

(S.B. Bhatia)

Under Secretary Finance

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

No. 6/1/82-3FR-II

Dated, Chandigarh, the 12th January, 1994

A copy with one spare copy, is forwarded to the Accountant General, Haryana, (i) Accounts and Entitlement (ii) Audit for information and necessary action with reference to Finance Department letter No. 6/1/80-3FR-II dated 21.2.1980.

Sd/-

(S.B. Bhatia)

Under Secretary Finance

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

¹ This may be read as 6/1/88/3FR-II

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

Sd/-
(S.B. Bhatia)
Under Secretary Finance
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. 6/1/82-3FR-II

Dated, Chandigarh, the, 12th January, 1994

A copy is forwarded to the Principal Secretary/Secretary/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 Secy./Parliamentary Secy. Haryana.

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

To

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

U.O. No. 6/1/82-3FR-II

Dated, Chandigarh, the, 12th January, 1994.

These instructions have been modified vide No. 1/34/93-4PR(FD), Dated 21.03.1994, 09.05.1995 and 15.12.1994, No. 9/24/94-4PR(FD), Dt. 20.08.1996, No. 6/16/2001-3PR(FD), Dt. 15.03.2002 & clarified vide No. 10/108/94-4PR(FD), Dated 29.12.1995.

No. 1/34/93-4PR(FD)

From

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

To

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

Dated, Chandigarh, the 8th February, 1994

Subject : Grant of Higher Standard Pay Scales to Group 'C' and 'D' Employees on completion of ten years or more and twenty years or more of regular satisfactory service.

Sir,

I am directed to refer to the subject noted above and to say that in the past the State Government with a view to removing stagnation of its employees of Group 'C' and 'D' categories in the matter of pay has been providing reliefs to them in the shape of making the pay scales open-ended, granting additional increments at tenth and twentieth year point in the pay scale and grant of additional increments after eight and eighteen years service in a Group. Now in furtherance of that policy, the State Government after careful consideration have decided to grant time-bound higher standard pay scales to the Haryana Government employees of group 'C' and 'D' categories in replacement of the earlier scheme of additional increments after eight and eighteen years service, contained in Haryana Government Finance Department letter No. 1/138/92-1PR(FD) dated 07.08.1992.

2. With effect from 1st January, 1994 or thereafter, as the case may be, the grant of higher standard scale will be regulated as under :-

- (i) every employee of group 'C' or 'D' category who has not got any promotion or promotional scale/higher time scale/selection grade in his service career and has completed twenty years or more of regular satisfactory service before 01.01.1994 will be allowed with effect from 01.01.1994 in place of his present pay scale the second higher standard pay scale specified in column 4 of the enclosed Annexure with respect to the pay scale of the post applicable from 01.01.1986. An employee who completes such regular satisfactory service of twenty years after 01.01.1994 and has not got any promotion or promotional scale/higher time scale/selection grade in his service career will be allowed the afore-said second higher standard scale from first day of the month following the month in which he completes such service.
- (ii) every employee of group 'C' or 'D' category who has not got any promotion or promotional scale/higher time scale/selection grade in his service career and has completed ten years or more but less than twenty years of regular satisfactory service before 01.01.1994 will be allowed with effect from 01.01.1994 in place of his present pay scale the first higher standard scale

specified in column 3 of the enclosed Annexure with respect to the pay scale of the post applicable from 01.01.1986. An employee who completes such regular satisfactory service of ten years after 01.01.1994 and has not got any promotion or promotional scale/higher time scale/selection grade in his service career will be allowed the afore-said first higher standard scale from first day of the month following the month in which he completes such service.

- (iii) every employee of group 'C' or 'D' category who has completed twenty years or more of regular satisfactory service before 01.01.1994 but has got only one promotion or promotional scale/higher time scale/selection grade in his service career will be allowed with effect from 01.01.1994 in place of his present pay scale the first higher standard scale specified in column 3 of the enclosed Annexure with respect to the pay scale of the post applicable from First January, 1986 . An employee who completes such regular satisfactory service of twenty years after 01.01.1994 but has got only one promotion or promotional scale/higher time scale/selection grade/higher standard scale in his service career will be allowed the afore-said first higher standard scale with effect from first day of the month following the month in which he completes such service.

3. The highest standard pay scale to be granted under these Instructions will be Rs. 2000-60-2300-75-2900-EB-100-3500.

4. An employee who foregoes promotion or seeks reversion to a lower post at his own request will render himself ineligible for the benefit of higher standard scale under these instructions.

5. In case an employee who has got promotion already but the pay scale of the promotion post is either equal to or lower than the pay scale of the feeder post, the benefit of the higher standard scale will be granted in such cases.

6. Regular Satisfactory Service means actual continuous service under Haryana Government or erstwhile Punjab Government before re-organisation on regular basis in the present cadre to be reckoned with in the same Group and assessed fit for promotion as per procedure prescribed for promotion cases. Inter district transfers on corresponding cadre within the same department, and the service of an employee on different posts in the same cadre carrying the same pay scale will be treated as continuous service in relation to these instructions. Non grant of higher standard pay scale on account of unsatisfactory service record will not be considered as a punishment under the Punishment & Appeal, Rules.

7. These instructions do not cover the employees governed by the UGC pay scales.

8. If an employee ends the existing pay scale beneficial to him, he can retain that pay scale provided he gives an option in writing to do so within a period of two months to his appointing authority through proper channel which will be placed in the service book of the employee after countersignatures of the appointing authority. The option once exercised will be final.

9. In case the time scale and the selection grade of a post have been clubbed together and replaced by one single revised pay scale effective from 01.01.1986, the restriction of selection grade imposed in the fore-going paras for grant of higher standard scale will not apply

10. Pay Fixation : On grant of higher standard scale under these instructions, the PAY of the employee in the higher standard pay scale will be fixed at the stage next above his pay drawn by him in his present pay scale and the date of next increment would be on completion of the normal period. However, if pay is once fixed in the pay scale of Rs. 2000-3500 it will not be fixed again in the same pay scale.

"PAY" means the pay as defined in Rule 2.44(a)(i) of the Punjab Civil Services Rules Volume I Part I (as applicable to Haryana State).

11. Special pay, admissible if any, being drawn by an employee on the present post in the present scale will continue to be drawn as a separate element so long as he holds the post carrying special pay.
12. Since the grant of higher standard pay scale under these instructions is compensation for stagnation and is, therefore, based on length of service without involving higher responsibilities, this will be treated as a fortuitous circumstance and thus no benefit of step-up of pay to a senior just on the basis of seniority in the hierarchy will be admissible.
13. The existing provisions relating to open-ended pay scales for group 'C' and 'D' categories of employees shall continue to be in force.
14. The benefit of additional increments already granted to an employee prior to 01.01.1994 on completion of 8 and 18 years of service or on 10th and 20th year point of pay scale in terms of earlier instructions will not be withdrawn.
15. These instructions take effect from 01.01.1994.
16. The contents of this letter may be brought to the notice of all under your control.
17. The receipt of this letter may please be acknowledged.

Sd/-
(J. K. Gupta)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst. No. 1/34/93-4PR(FD)

Dated, Chandigarh, the 8th February, 1994

A copy is forwarded to the Chairmen/Chief Administrators/Chief Executives/Managing Directors etc. of all the Boards and Corporations of Haryana Govt. for information. The State Govt. have decided that the Boards and Corporations may also extend similar benefits to similar categories of their employees after observing necessary legal and administrative formalities.

Sd/-
(J.K. GUPTA)
Joint Secretary Finance.
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst. 1/34/93-4PR(FD)

Dated, Chandigarh, the 8th February, 1994

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

Sd/-
(J.K. GUPTA)
Joint Secretary Finance.
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst. No. 1/34/93-4PR(FD)

Dated, Chandigarh, the 8th February, 1994

A copy is forwarded to the Home Secretary Chandigarh Administration, Chandigarh,

for information and necessary action.

Sd/-
(J.K. GUPTA)
Joint Secretary Finance.
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to :-

1. All the Financial Commissioners in Haryana and
2. All the Commissioners & Administrative Secretaries to Government Haryana for information and necessary action.

Sd/-
(J.K. GUPTA)
Joint Secretary Finance.
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

1. All the Financial Commissioners in Haryana and
2. All the Commissioners & Administrative Secretaries to Government, Haryana.

U.O. No. 1/34/93-4PR(FD)

Dated, Chandigarh, the 8th February, 1994

Contd...

Encls.

ANNEXURE

(Regarding grant of Higher Standard pay scales to Group 'C' and 'D' categories of employees on completion of ten years or more and twenty years or more of regular satisfactory service contain in Haryana Govt., Finance Department letter No. 1/34/93-4PR(FD) dated 08.02.1994).

Sr. No.	Pay Scale of the post applicable from 01.01.1986	First Higher Standard Pay Scale	Second Higher Standard Pay Scale	Remarks
1	2	3	4	5
1.	750-12-870- EB-14-940	775-12-955-EB-14-1025	800-15-1010-EB-20-1150	
2.	775-12-955-EB-14-1025	800-15-1010-EB-20-1150	950-20-1150-EB-25-1400	
3.	800-15-1010-EB-20-1150	950-20-1150-EB-25-1400	1200-30-1500-EB -40- 2040	
4.	950-20-1150-EB-25-1400	1200-30-1560-EB-40-2040	1400-40-1600-50-2300-EB-60-2600	
5.	950-20-1150-EB-25-1500	1200-30-1560-EB-40-2040	1400-40-1600-50-2300- EB-60-2600	
6.	975-25-1150-EB-30-1540	1200-30-1560-EB-40-2040	1400-40-1600-50-2300- EB-60-2600	
7.	975-25-1150-EB-30-1660	1200-30-1560-EB-40-2040	1400-40-1600-50 -2300- EB-60-2600	
8.	950-25-1200-30-1560-40-1800-(initial 1000/-)	1200-30-1560-EB-40-2040	1400-40-1600-50 - 2300- EB-60-2600	
9.	1150-25-1500	1200-30-1560-EB-40-2040	1400-40-1600-50-2300-EB-60-2600	
10.	1200-30-1500-EB-40-2040	1400-40-1600-50-2300-EB-60-2600	1600-50-2300-EB-60-2660	
11.	1320-30-1560-40-2040	1400-40-1600-50-2300-EB-60-2600	1600-50-2300-EB-60-2660	
12.	1350-30-1440-40-1800- EB-50-2200	1400-40-1600-50-2300-EB-60-2600	1600-50-2300-EB-60-2660	
13.	1400-40-1800- EB- 50-2300	1600-50-2300-EB-60-2660	1640-60-2600-EB-75-2900	
14.	1400-40-1600-50-2300-EB-60-2600	1600-50-2300-EB-60-2660	1640-60-2600-EB-75-2900	
15.	1600-50-2300-EB-60-2660	1640-60-2600-EB-75-2900	2000-60-2300-EB-75-3200	
16.	1640-60-2600-EB-75-2900	2000-60-2300-EB-3200	2000-60-2300-75-2900-EB-100-3500	
17.	2000-60-2300-75- 3200	2000-60-2300-75-2900-EB-100-3500	2000-60-2300-75-2900-EB-100-3500	
18.	2000-60-2300-75-2900-EB-100-3500	No Change	No Change.	

***These instructions have been Revised vide
No. 5/27/98-1FR-II(Part-I), Dated 29.7.1998.***

No. 5/4/91-1FR-II

From

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

To

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

Dated, Chandigarh, the 22nd February, 1994

Subject : Revised rates of T.A./D.A. entitlement for travel etc.

Sir,

I am directed to invite a reference to the Haryana Govt. Finance Department circular letter No. 5/4/91-1FR-II, date d 1-6-92 on the subject noted above and to say that after careful consideration the Govt. has decided to modify the existing provisions of para 3(3) of the communication under reference as under :

Sr. No.	Category of Govt. employees	By Rail	By Bus	By own Car/Scooter etc.	Local journey
3	Employees of Grade-II	1st class 2nd class AC Sleeper/ AC Chair	Deluxe Bus	Scooter/Motorcycle (with permission of H.O.D. for each journey.)	By Auto Rickshaw

2. These instructions would come into force from the date of issue of this letter.

Yours faithfully,

Sd/-

(V. S. KUNDU)

Joint Secretary Finance.

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

No. 5/4/91-1FR-II

Dated, Chandigarh, the 22nd February, 1994

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

1. Accountant General, Haryana, Chandigarh,
2. All Treasury Officers, Assistant Treasury Officers in Haryana.

3. The Director, Treasuries & Accounts, Haryana with the 30 spare copies for information of A.Os., etc.

Sd/-
(V. S. KUNDU)
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/-
(V. S. KUNDU)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

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

U.O. No. 5/4/91-1FR-II

Dated, Chandigarh, the 22nd February, 1994

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/-
(V. S. KUNDU)
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 of State/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 5/4/91-1FR-II

Dated, Chandigarh, the 22nd February, 1994.

No. 1/10/94-1PR(FD)

From

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

To

Director-General, Health Services,
Haryana, Chandigarh,
Director-Principal, Medical College, Rohtak.

Dated, Chandigarh, the 23rd February, 1994

Subject : Revision of pay scales of the Staff Nurses, Principal Tutors Nursing Superintendents and Public Health Nursing Officer.

Sir,

I am directed to refer you on the subject cited above and to the Government has decided to revise the pay scales of staff, as under :

Sr. No.	Name of the Department	Name of the Post	Present scale	Revised w.e.f. 1-10-93
1	Health & Medical College, Rohtak.	Staff Nurses	1400-2600	1400-2600 and selection grade of Rs. 1640-2900 for 20% of cadre posts.
2	Health & Medical College, Rohtak.	Principal Tutors, Nursing Superintendents and Public Health Nursing Officers.	2000-3200	2000-3500

Yours faithfully,

Sd/-

(S.L. Verma)

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

No. 34/2/93-WM(3)

From

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

To

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

Dated, Chandigarh, the 26th February, 1994

Subject : Rate of Interest to be charged on House Building Motor Car/Scooter/Motor Cycle/Moped/Cycle and Marriage Advances granted to the Govt. employees for the financial year 1993-94.

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 1993-94 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	10% p.a.
(ii)	Marriage Advance	11% p.a.
(iii)	Motor Conveyances Advance (Motor Car/Motor Cycle/Scooter/Moped etc.)	10% p.a.
(iv)	Other Conveyance Advance (Cycle)	10% p.a.

2. For All India Services Category (Officers).

(i) House Building Advance.

(a)	Sanctioned advance upto Rs. 0.50 lacs	7½%
(b)	Sanctioned advance upto Rs. 1.00 lacs	9%
(c)	Sanctioned advance upto Rs. 1.50 lacs	10%
(d)	Sanctioned advance upto Rs. 2.00 lacs	11%
(e)	Sanctioned advance upto Rs. 2.25 lacs	11½%
(f)	Sanctioned advance upto Rs. 2.50 lacs	12%

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.)	10% p.a.
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The receipt of this letter may kindly be acknowledged.

Yours faithfully,

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

No. 34/2/93-WM(3)

Dated, Chandigarh, the 26th Feb., 1994

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 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. 34/2/93-WM(3)

Dated, Chandigarh, the 26th Feb., 1994

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

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

To

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

U.O. No. 34/2/93-WM(3)

Dated, Chandigarh, the 26th Feb., 1994.

No. 6/81/87-1PR(FD)

From

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

To

The Director General, Health Services,
Haryana, Chandigarh.

Dated, Chandigarh, the 11th March, 1994

Subject : Revision of pay scale of Multipurpose Health Workers (Male & Female).

Sir,

I am directed to refer you on the subject cited above and to say that the State Government has decided to revise the pay scale of Multipurpose Health Workers (Male & Female) from Rs. 950-1500 to Rs. 1200-1240 w.e.f. 01.01.1994.

Yours faithfully,

Sd/-

(S. L. Verma)

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

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

From

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

To

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

Dated, Chandigarh, the 17th March, 1994

Subject : Quarterly Appraisal Reports regarding deficiencies noticed in the input received from the departments for the purpose of maintaining G.P.Funds Accounts of the subscribers in the office of the Accountant General, Haryana.

Sir,

In continuation of F.D. letter No. 4/4(16)86-2FR-I, dated 18.12.92 on the subject noted above, I am directed to state that to rectify the deficiencies in the inputs i.e. G.P.Fund schedules, Final Payment applications etc., instructions are not being followed in true spirit by a number of D.D.O.'s. The defects in the inputs are still recurring. These are :-

1. Incorrect totaling of schedules.
2. Not preparing separate schedules in respect of subscribers having different departmental prefixes.
3. Not recording the reasons for non-recovery as well as particulars of additions, if any, such as "come on transfer from _____ (name of the office) _____ new subscriber etc." against the concerned item in the Remarks column in the schedule.
4. Sometimes not attaching the schedule with vouchers.
5. Not depicting the correct account number of the subscribers in the schedules and not writing the name of the subscribers legibly or correctly.
6. Not depicting the details of advances/withdrawals and L.F.D. in Final Payment Applications.
7. Sometimes not attaching (i) indemnity bond (ii) succession certification and (iii) guardianship certification with final payment applications.
8. Not countersigning the Final Payment Applications by the Head of Office/Department.

You are, therefore, requested to ensure that the above deficiencies are removed/avoided in future while sending/preparing G.P.Fund Schedules and final payment applications to A.G., Haryana.

Sd/-

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

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

Dated, Chandigarh, the 17.3.94

A copy is forwarded to the AG (A&E), Haryana, Chandigarh for information w.r.t. his letter No. FDs-1/Appraisal Report-93-94/1043-44, dated 18th February, 1994.

Sd/-

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

A copy is forwarded to :-

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

Sd/-

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,

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

Dated, Chandigarh, the 17.3.94.

No. 1/34/93-4PR(FD)

From

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

To

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

Dated, Chandigarh, the 21st March, 1994

Subject : Grant of Higher Standard pay scales to Group 'C' & 'D' employees on completion of ten years or more and twenty years or more of regular satisfactory service.

Sir,

I am directed to refer to the subject noted above and to say that on further consideration, the Government has decided that para 10 of the letter No. 1/34/93-4PR(FD), dated 8th February, 1994 may be substituted as under :-

"Pay Fixation: On grant of higher standard scale under these instructions, the pay of the employee in the higher standard pay scale will be fixed at the stage next above his pay drawn by him in his present pay scale and the date of next increment would be on completion of the normal period. The provision of sub rule (2) of Rule 4.14 of the Punjab Civil Services Rules Volume-I, Part-I shall also be applicable in such cases. However, if pay is once fixed in the pay scale of Rs. 2000-3500, it will not be fixed again in the same pay scale.

"Pay" means the pay as defined in Rule 2.44(a)(i) of the Punjab Civil Services Rules Volume-I, Part-I (as applicable to Haryana State)."

Yours faithfully,

Sd/-

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

No. 34/2/93-WM(3)

From

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

To

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

Dated, Chandigarh, the 22nd March, 1994

Subject : Rate of interest on deposits in the Provident Fund and other similar funds for the financial year 1993-94.

Sir,

In continuation Haryana Government letter of even number dated the 14th January, 1993 on the above subject, I am directed to say that it has been decided to fix the rate of interest 12% (Twelve Percent) per annum on deposits in the General Provident Fund w.e.f. 1st April, 1993 and also on the accumulations as stood on 31st March, 1993. This rate of interest will remain in force during the financial year 1993-94.

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

Yours faithfully,

Sd/-
(V.S. KUNDU)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 34/2/93-WM(3)

Dated, Chandigarh, the 22nd March, 1994

A copy is forwarded to the Accountant General, A&E/Audit, Haryana, Chandigarh for information in continuation of Finance Department Endst. No. 34/2/93-WM(3), dated 14th January, 1993.

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

A copy is forwarded to :-

The Financial Commissioner, Revenue, Haryana.
All Administrative Secretaries to Govt. Haryana, for information in continuation
if Finance Department U.O. No. 34/2/93-WM(3), dated 14th January, 1993.

Sd/-

Under 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. 34/2/93-WM(3)

Dated, Chandigarh, the 22nd March, 1994

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

Sd/-

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

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Minister/State Ministers/Chief Parliamentary Secy.
and Parliamentary Secretary.

U.O. No. 34/2/93-WM(3)

Dated, Chandigarh, the 22nd March, 1994.

These instructions have become obsolete.

No. 5/6/92-1B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments Haryana, Chandigarh,
The Registrar, Punjab & Haryana High Court, Chandigarh,
Managing Directors, Boards & Corporations, Haryana, Chandigarh.

Dated : 24th March, 1994

Subject : Regarding supply of consolidated Instructions on Economy in Expenditure.

Sir,

I am directed to address you on the subject noted above and to say that Finance Department has got printed a booklet entitled Consolidated Instructions on Economy in Expenditure issued from time to time. This booklet will be of great help while examining the cases at your end. I am, therefore, to request you to send an official of your Department to collect the booklet at personal level.

Yours faithfully,

Sd/-
Superintendent Budgets & Committee
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 5/6/92-1B&C

Dated : 24.3.94

A copy along with 5 spare copies is forwarded to the Accountant General, Haryana (Audit & Accounts) for information and necessary action.

Sd/-
Superintendent Budgets & Committee
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners/Administrative Secretaries to Govt. Haryana with the request to send the official of their department to collect the booklet at personal level.

To

All the Financial Commissioners/Administrative
Secretaries to Govt., Haryana.

U.O. No. 5/6/92-1B&C

Dated : 24.3.94

A copy is forwarded to all the Branch Officers/Superintendents in the Finance Department with the request to collect this booklet from the Budget & Committee Branch personally.

Sd/-
Superintendent Budgets & Committee
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To
All the Branch Officers/Superintendents in
Finance Department.

U.O. No. 5/6/92-1B&C

Dated : 24.3.94.

***These instructions have been partial modified vide
No. 38/110/99-WM(5), Dated 06.05.2005.***

No. 38/110-WM(6)-94

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
All Commissioners of Divisions,
All Deputy Commissioners &
Sub Divisional Officers (Civil) in Haryana State,
The Registrar, Punjab & Haryana High Court, Chandigarh &
All District & Session Judges in Haryana State.

Dated, Chandigarh, the 31st March, 1994

Subject : Advance to Government Servants for the celebration of Sister Marriage.

Sir,

I am directed to refer to Finance Department Letter No. 38(110)-93/WM(6) dated 5th May, 1993 on the subject noted above and to say that matter regarding grant of Advance for sister's marriage has been reconsidered and it has been decided that hence-forth loan for the dependent sister will be granted on the following conditions :-

1. The advance for the marriage of sister will only be granted if the applicant is eldest Govt. employee and the girl is wholly solely dependent upon him.
2. The employee shall have to produce an affidavit on non Judicial paper of Rs. 3/- to the effect that he is the eldest Govt. employee in the family and the sister for whose marriage loan is being obtained is wholly solely dependent upon him and financial condition of the Parents is such that they cannot perform marriage by themselves.
3. The applicant will submit the proof of actual date of birth of his sister.

All other terms and conditions as laid down by the Finance Department from time to time shall remain unchanged.

Please acknowledge the receipt and bring the contents thereof to the notice of all the employees in your department for strict compliance.

Yours faithfully,

Sd/-

(V.S. Kundu)

Joint Secretary Finance (B)

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst. No. 38/110/94-WM(6)

Dated, Chandigarh, the 31.3.94

A copy is forwarded to the Accountant General, (Audit) and (Accounts) 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 Financial Commissioners, Revenue, Haryana.
All Administrative Secretaries to Govt., Haryana.

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. 38/110/94-WM(6)

Dated, Chandigarh, the 31.3.94

A copy each is forwarded to the Principal Secretary/Special Principal Secretaries/
Dy. Principal Secretary/Officer on Special Duty/Secretary/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/
Parliamentary Secretary.

Sd/-

Under Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Special Principal Secretaries/
Dy. Principal Secretary/Officer on Special Duty/Secretary/
Private Secretaries to the Chief Minister/Ministers/State Ministers/
Chief Parliamentary Secretary/Parliamentary Secretary.

U.O. No. 38/110/94-WM(6)

Dated, Chandigarh the 31.3.94

No. 38/110/94-WM(6)

Dated, Chandigarh the 31.3.94

A copy is forwarded to all the Managing Directors/Chief Administrative, Registrars of
all the Public Sector Corporations Boards/Universities in the Haryana State.

Sd/-

Under Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/2/94-1PR(FD)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Director General, Health Services,
Haryana, Chandigarh.

Dated, Chandigarh, the 1st April, 1994

Subject : Revision of pay scale of Public Analyst.

Sir,

I am directed to refer you on the subject cited above and to say that the State Government has decided to revise the pay scale of Public Analyst from Rs. 2200-4000 to Rs. 3000-4500 w.e.f. 01.03.1994.

Yours faithfully,

Sd/-

(S. L. Verma)

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/2/92-5B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
Commissioner Ambala, Hisar, Rohtak & Gurgaon Divisions,
Registrar, Punjab & Haryana High Court.

Dated 7th April, 1994

Subject : Criterion for the Classification for works expenditure within the Revenue & Capital Accounts.

Sir,

I am directed to invite your attention on the subject noted above and to say that according to the existing procedure the minimum expenditure on new works, satisfying the definition of capital expenditure is Rs. 20, 000 in the case of individual works and Rs. 1, 00, 000 for works of the same character and forming part of a scheme, having a continuity of time, space and purpose. These limits, keeping in view the present day conditions are on the low side. The question of raising the financial limit for the minor works and the major works has been under consideration of the Finance Department in view the abnormal percentage, increase in the prices of the material equipment, and establishment charges being used for the execution of works, for the last many years. Now after careful consideration, it has now been decided by Govt. that these limits be enhanced from Rs. 20, 000/- in the case of individual works and Rs. 1, 00, 000/- for the works of the same character and forming part of a scheme, having a continuity of time, space and purpose to Rs. 1, 00, 000/- and Rs. 5, 00, 000/- respectively. It is, therefore, requested that these instructions may be kept in view while framing the Budget Estimates for the year 1995-96. It has also been further decided that in the case of new works where cost individually exceeds Rs. 1 lakh or when the individual cost is below this limit but the works forming a part of a scheme having continuity of purpose, time and space and the cost of the scheme as a whole exceeds Rs. 5 lakhs, expenditure is debited to capital, while expenditure on other works is debited to Revenue.

Yours faithfully,

Sd/-

Under Secy., Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/2/92-1B&C

Dated 7.4.94

A copy is forwarded to the Accountant General, (Audit), and (A&E) Haryana for information & necessary action.

Sd/-

Under Secy., Finance
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.

Sd/-
Under Secy., Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To
All the Financial Commissioners and
Administrative Secretaries to Govt., Haryana.

U.O. No. 1/2/92-1B&C

Dated 7.4.94

A copy is forwarded to all the Branch Officers/Superintendents in the Finance Department for information & necessary action. (For FICW Branch). The necessary steps should also be taken for getting amended the relevant rules in the PWD code etc.

Sd/-
Under Secy., Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To
All the Branch Officers/Superintendents in
Finance Department.

U.O. No. 1/2/92-1B&C

Dated 7.4.94.

***These instructions have been superseded vide
No. 11/6/91-4FD-III/2001, Dated 10.7.2001.***

No. 11/6/91-4FD-III/92(1299)/94

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner Ambala, Hisar, Rohtak & Gurgaon Divisions,
All the Deputy Commissioners &
Sub Divisional Officers (Civil) in the State,
The Registrar, Punjab & Haryana High Court &
All District & Session judges in Haryana.

Dated, Chandigarh, the 21st April, 1994

Subject : Amendment in Condemnation and Disposal rules and procedures for store items and vehicles up to 31.12.1995 Special Campaign for disposal.

Sir,

I am directed to invite a reference to F.D.'s Circular issued vide No. 11/6/91-4FD-III/92(3451), dated 9.3.93 delegating power to you to dispose off Unserviceable/Condemned stores items/vehicles up to 31.12.93 and to say that F.D. has considered the matter again and decided to extend the said delegation up to 31.12.95 from the date of issue of this letter on the terms and conditions mentioned in F.D.'s Main Circular Letter No. 11/6/91-4FD-III/226, dated 13.2.1991 to dispose off the Unserviceable/Condemned material/vehicles expeditiously in all Offices of the State including Boards and Corporations.

Yours faithfully,

Sd/-
Under Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 11/6/91-4FD-III/92(1299)/94

Dated 21-4-1994

A copy is forwarded to the Accountant General, Haryana (Accounts/Audit), Chandigarh for information.

Sd/-
Under Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded for information and necessary action to all the Financial

Commissioners and Administrative Secretaries to Govt., Haryana.

Sd/-
Under Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded for information and necessary action to all the Financial Commissioners and Administrative Secretaries to Govt., Haryana.

To

All the Financial Commissioner & Administrative Secretaries to Govt., Haryana.

U.O. No. 11/6/91-4FD-III/92(1299)/94

Dated 21-4-1994

No. 11/6/91-4FD-III/92(1299)/94

Dated 21-4-1994

A copy is forwarded to the :-

All M.Ds. of Boards and Corporations in Haryana.
All G.Ms., Haryana Roadways.
Managing Director, Haryana Comcast Ltd. for information and necessary action.

Sd/-
Under Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 36/1/92-WM(6)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Head of Departments,
Commissioner of Divisions,
All Deputy Commissioners &
Sub Divisional Officers (Civil) in the State of Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All District & Sessions Judges in Haryana State.

Dated, Chandigarh, the 27th April, 1994

Subject : Grant of interest free loan to Government employees for the purchase of wheat during the year 1994-95.

Sir,

I am directed to inform you that the State Government has decided to grant an interest free advance of Rs. 1500/- (Rs. Fifteen thousand only) to all Class-IV Govt., employees in the State who wish to buy wheat for their own consumption during the year 1994-95. The loan will be recoverable in monthly instalments to be fixed by the Departments concerned so as to effect its full recovery before the close of the financial year 1994-95 i.e. full loan should be recovered before 31.3.1995.

2. The advance will be admissible to permanent/temporary regular Class-IV employees only. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, in the case of temporary employees, allow advance on the basis of a surety to their satisfaction so that it is fully secured and its recovery is ensured from the loanees before the close of the financial year 1994-95.

3. The following conditions should be observed in sanctioning this loan :-

- (i) A certificate should be obtained from the loanee to the effect that he has utilized the loan for the purchase of wheat. He should give this certificate within one month of the drawal of the loans.
- (ii) The officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of advance is effected.
- (iii) The advance may be released along with the pay for the month of April, payable on the 1st May, 1994. These orders will cease to operate after the 31st May, 1994.
- (iv) The recovery of the first instalment of the advance should preferably be made from the pay for the month of May, 1994.
- (v) The advance should not be granted to those Class-IV employees on deputation to other Govt./Corporations and Local Bodies etc.

- (vi) The advance will not be admissible to work charged and daily wages employees
- (vii) Where both husband and wife are employed, the wheat advance should be allowed to only one of them.

4. It is requested that the schedule of recoveries should be attached with each pay bill in the proforma enclosed. It is also requested that the detailed accounts of the recoveries of the loan should be maintained by the Drawing and Disbursing Officers which should be reconciled with the office of the Accountant General, Haryana (Accounts) every month.

5. The expenditure incurred on the grant of wheat loan may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by 30.6.1994 positively in the enclosed Performa. It is once again requested that the information regarding expenditure be sent in time.

6. The expenditure may be debited to the Major Head, "7610-Loans to Govt. Servants etc-205- Advances for purchase of Food grains (Expenditure). The recoveries made may be credited to the corresponding receipt head i.e. "7610- Loans to Govt. Servants etc. 205- Advance for Purchase of Foodgrains(Receipt).

Yours faithfully,

Sd/-

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana Finance Department.

No. 36/1/92-WM(6)

Dated, Chandigarh, the 27.4.1994

A copy is forwarded to the Accountant General, Haryana (Accounts and Audit), Haryana, Chandigarh for information and necessary action.

- 2. The expenditure will met through reappropriation from the savings within the grant.
- 3. Detailed accounts of the recoveries will be maintained by the Drawing & Disbursing Officers.

Sd/-

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana Finance Department.

No. 36/1/92-WM(6)

Dated, Chandigarh, the 27.4.1994

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 31.5.1994. 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. 1.

Sd/-

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana Finance Department.

Copies are forwarded to :-

The Financial Commissioner Revenue, Haryana,
All the Administration Secretaries to Govt., Haryana;
for information and necessary action.

Sd/-

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana Finance Department.

To

The Financial Commissioner Revenue, Haryana.
All the Administration Secretaries to Govt., Haryana.

No. 36/1/92-WM(6)

Dated, Chandigarh, the 27.4.1994

A copy each is forwarded to the Principal Secretary/Spl. Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secy./Parliamentary Secretary for the information of Chief Minister/Ministers/State Ministers/Chief Parliamentary Secy./Parliamentary Secretary.

Sd/-

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana Finance Department.

To

The Principal Secretary/Spl. Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

U.O. No. 36/1/92-WM(6)

Dated, Chandigarh, the 27.4.1994.

PROFORMA

Name of Department	Name of Office	Drawing and Disbursing Officer	Amt. of wheat adv. to employees
1	2	3	4

SCHEDULE OF RECOVERIES

S. No.	Name & Designation of employees	Total amount of advance	Recoveries upto last month	Amount of advance recovered in this bill	Total amount recovered upto date	Balance	Remarks
1	2	3	4	5	6	7	8

These instructions have become obsolete.

No. 1728-PE (FD)-92/A-III

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners/
Administrative Secretaries to Government, Haryana,
All the Managing Directors/Chief Administrators/
Chief Executives/Chairmen of Government Corporations/
Boards/Companies/Co-op. Institutions and HUDA.

Dated, Chandigarh, the 28th April, 1994

Subject : Timely filing of written statement in the High Court.

Sir,

I am directed to refer you on the subject noted above and to forward herewith a copy of letter No. 2/4/92-4JJ (I), dated 10.2.1994 from the Commissioner & Secretary to Government Haryana, Administration of Justice Department along with a copy of D.O. No. 106-H/AG, dated 1.1.94 from Advocate General Haryana for necessary action and to ensure strict compliance. It may please be ensured that parawise comments/documents asked for by the Finance Department are sent to Finance Department well in time so that written statement is filed in the High Court well in time. Any delay in submission of parawise comments/documents will be the personal responsibility of Administrative Department/PE concerned and they will also be responsible for the fine imposed by the Hon'ble High Court.

Yours faithfully,

Sd/-
Accounts Officer (PE)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Contd...

Encl.

No. 2/4/92-4JJ (I)

From

The Commissioner & Secretary to Government,
Haryana, Administration of Justice Department.

To

All Heads of Departments,
Commissioners of all Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.
All District and Sessions Judges in Haryana,

Dated, Chandigarh, the 10th February, 1994

Subject : Delayed filling of written statement in High Court.

Sir,

I am directed to refer to the subject cited above and to forward here with a copy of D.O. letter No. 156H/AG, dated 29.1.95 from Advocate General, Haryana to the address of Chief Secretary, Haryana.

2. I am further directed to emphasis upon all concerned that in view of the reasons highlighted by the Advocate General Haryana in the D.O. under reference in prompt action in filling the written statement in the High Court may kindly be ensured.

Yours faithfully,

Sd/-

Under Secretary Jails & Judicial,
for Commissioner & Secretary to Govt., Haryana,
Administration of Justice Department.

Contd...

Encl.

D.O. No. 106H/AG**H. L. Sibal**Advocate General, Haryana,
Chandigarh.**Dated 1.1.1994**

Dear Shri Ojha,

This is to be brought to your notice because of the new Chief Justice has taken over in this Hon'ble Court.

The new Chief Justice has come from Bombay and has impressed on all the Government Advocates whether of Punjab or Haryana that in all writ petitions where notice of motion has been issued, the reply of the State should be given within a week from the date of notice. He also tells the Government Advocates that they should take notice of the order there and then. He has also said in case of delay in filing the written statement or in executing, the order of the Court given at the motion stage costs will be imposed on the State. He has also indicated that the costs will be Rs, 5000/- per case.

He has also observed that in some cases the court may permit to give reply within 3 or 4 weeks depending upon the nature of the case. It appears that this was the practice in Bombay High Court. He quite often says that the Secretariat is close by and there is no question of giving a longer date to the State for giving written statement.

It is, therefore, requested that some arrangements have to be made whereby the written statement of the state should be completed within a week from the date of issue of notice of motion. Since the department prepares the written statement and the same is to be vetted in this office, it is necessary that the written statement is made as soon as possible and the official concerned who comes to this office for the written statement to be vetted should bring records of the case so that the proper written statement is filed after seeing the record. It is, therefore, necessary that proper arrangement be made so that the written statements are filed within time as directed by the Hon'ble Chief Justice.

It is also requested that a copy of this communication be circulated to all the Administrative Secretaries and also the Heads of the Department that in any case the reply would not reach this office costs of Rs. 5000/- would be imposed on the State in each case.

With regards.

Yours sincerely,

Sd/-
(H.L. Sibal)**Shri B.S.Ojha, IAS**
Chief Secretary to Government, Haryana,
Chandigarh.

***These instructions have been Revised vide
No. 6/8/83-3FR-II, Dated 26.09.1994.***

No. 6/8/83-3FR-II

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner Ambala, Gurgaon, Rohtak & Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 3rd May, 1994

Subject : Grant of 'Hill Compensatory Allowance' to the Haryana Govt. employees posted in 'Morni Hills'.

Sir,

I am directed to say that Haryana Government have had under consideration for some time past the question of granting Hill Compensatory Allowance to officers/officials posted in Morni Hills. The matter has been carefully considered and it has been decided to grant Hill Compensatory Allowance to Govt. servants serving in the 'Morni Hills' at the rate of 5% of basic pay subject to a minimum of Rs. 50/- and a maximum of Rs. 100/- per month. The list of the villages forming part of 'Morni Hills' is given in Annexure-I.

2. These orders will take effect from the date of issue.

Yours faithfully,

Sd/-

(V.S. Kundu)

Joint Secretary Finance (B)

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 6/8/83-3FR-II

Dated, Chandigarh, the 3rd May, 1994

A copy is forwarded to the Accountant General (A&E)/Audit, Haryana, Chandigarh for information and necessary action.

Sd/-

(V. S. Kundu)

Joint Secretary Finance (B)

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner, Haryana and All Administrative Secretaries to Govt., Haryana for information and necessary action.

Sd/-
(V. S. Kundu)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioner Haryana.
All Administrative Secretaries to Govt., Haryana.

No. 6/8/83-3FR-II

Dated, Chandigarh, the 3rd May, 1994

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 of State/Chief Parliamentary Secy./Parliamentary Secy.

Sd/-
(V. S. Kundu)
Joint Secretary Finance (B)
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. 6/8/83-3FR-II

Dated, Chandigarh, the 3rd May, 1994.

ANNEXURE - I

1	Bhoje Kudana
2	Bhoje Panwata
3	Bhoje Plasara
4	Bhoje Rajpura
5	Bhoje Matore
6	Bhoje Dhardy
7	Bhoje Nangal
8	Bhoje Niata
9	Bhoje Jabyal
10	Bhoje Tharda
11	Bhoje Jatipura
12	Bhoje Kothi
13	Bhoje Bhagal
14	Bhoje Koti

No. 12/1/8-PE (FD)94/AIII

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Chairman/Chief Administrators/Managing
Directors of Corporations/Boards/Co-op.
Institutions etc. in the State.

Dated, Chandigarh, the 4th May, 1994

Subject : Recovery of rent/Fan rent from the Govt. employees.

Sir,

I am directed to invite a reference to the Finance Department letter No. 2354-2FICW-89, dated 5.2.1990 addressed to all Heads of Departments (copy enclosed) and letter No. 1788-2FICW-91, dated 4.9.91 vide which instructions on the subject cited above were issued to all Managing Directors/Chief Administrators of all the Corporation/Boards/Federations in Haryana State.

2. The Public Accounts Committee while examining the report of CAG for the year 1988-89 (RR) on 16.8.93 has observed as under :-

"The Committee strongly recommend that those officers who have not paid the rent from their salary then rent should be recovered from such defaulting Officials/Officers as arrears of Land Revenue."

"The Committee further recommended that those executing authorities who are executing law are violating the Rules/Laws should be held responsible if they are not enforcing such Laws/Rules on them-selves."

3. Keeping in view the above recommendations of Public Accounts Committee, you are requested to take suitable necessary action in the matter and also ensure that in future recovery of rent is made regularly from the concerned officers & officials who are on deputation with your organization to avoid such observations by PAC in future.

4. Receipt of these instructions may please be acknowledged.

Yours faithfully,

Sd/-

Accounts Officer (PE)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 4/1/94-1FR-II/699

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala Division, Gurgaon Division,
Rohtak Division and Hissar Division.
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab & Haryana High Court.

Dated, Chandigarh, the 17th May, 1994**Subject : Grant of Dearness Allowance to Haryana Govt. Employees.**

Sir,

I am directed to invite a reference to this Department circular letter No. 4/5/93-1FR-II/2250, dated Chandigarh the 16th November, 1993, 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 1-1-1994 as under :-

Date from which payable	Pay range	Rate of dearness allowance per mensem
1-1-94 onwards	Basic pay upto Rs. 3500/-	104% of pay.
	Basic pay above Rs. 3500 and upto Rs. 6000	78% of pay subject to a minimum of Rs. 3640/- p.m.
	Basic pay above Rs. 6000/-	67% of pay subject to a minimum of Rs. 4680/- 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 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 arrears on account of enhancement in Dearness Allowance for four months i.e. from 1st January, 1994 upto 30th April, 1994 in respect of all Government employees shall be credited in their General Provident Fund Accounts. However, the additional instalment of

D.A. payable under these orders shall be paid in cash from 1st May, 1994 *i.e.* for the month of May, 1994 paid in June, 1994.

In respect of Govt. employees drawing pay above Rs. 3500/- p.m. the additional instalment of D.A. payable from 1.7.1990, 1.1.1991, 1.7.1991, 1.1.1992 & 1.7.1992 shall continue to be credited to their respective provident fund accounts.

4. 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.

5. 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.

6. 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.

7. The amount credited to G.P.Fund under para 3 shall remain in G.P.Fund Accounts of the employees for atleast one year from the date of issue of these instructions. In other words this amount shall not be taken into account for atleast one year for the purpose of granting any advance from G.P.F. This will, however, not apply in the case of final payments due to retirement, death, and voluntary retirement etc.

8. These orders are also applicable to work charged employees.

9. 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.

10. The general conditions of payment of dearness allowance would continue to be the same as in force at present.

Yours faithfully,

Sd/-

(V.S.KUNDU)

Joint Secretary, Finance,

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/2(73)88-4FR-II/799

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 19th May, 1994**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 16th November, 1993 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, 1994, in modification of the rates mentioned in the letter dated 16th November, 1993 :-

	Pension/Family Pension Per month	Rate of dearness relief per month
(i)	Not exceeding Rs. 1750/-	104% of the Pension/Family Pension.
(ii)	Exceeding Rs. 1750/- but not exceeding Rs. 3000/-.	78% of the Pension/Family Pension subject to a minimum of Rs. 1820/-.
(iii)	Exceeding Rs. 3000/-	67% of the Pension subject to a minimum of Rs. 2,340/-

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, 1994 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/-

(V.S.Kundu)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

These instructions have become obsolete.

No. 4/11/91-4FR-II/3418-A

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 20th May, 1994

Subject : Grant of Adhoc Bonus to the Haryana Government employees for the year 1991-92.

Sir,

I am directed to invite reference to Government of Haryana, Finance Department circular letter No. 4/11/91-3FR-II dated 1-1-1992 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 equivalent to 29 days emoluments for the year 1991-92 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 1991-92 as mentioned above will be computed on the basis of the actual emoluments upto and including Rs. 2500/- per month as on 31st March, 1992. 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 31-3-1992 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 31-3-92 and have rendered at least six months of continuous service during the year 1991-92 will be eligible for payment under these orders Pro-rata payment will be admissible to the eligible employees for period 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 31-3-92. The terms emoluments, occurring In these orders will be an include basic pay, personal pay, special deputation (duty) allowance and dearness allowance and will also

additional dearness allowance and interim relief in the case of employee 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 casual labour who have worked for atleast 240 days for each years for three years or more will be eligible for this adhoc payment. The amount will be paid on a notional monthly wage of Rs. 750/- irrespective of actual monthly wages. The amount of adhoc bonus will be—

$$\text{Rs. } \frac{750 \times 29}{31} \quad \text{i.e. Rs. 701.61 (rounded to Rs. 702)}$$

- (iv) The adhoc bonus will be calculated on the following formula :-

$$\frac{\text{Emoluments} \times 29}{31}$$

- (v) All payments under these orders will be paid/credited to G.P.F. accounts 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 1994-95.

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 letter.

5. You are requested to ensure the strict compliance of this letter.

Yours faithfully,

Sd/-

(V.S. Kundu)

Joint Secretary, Finance,

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to the :-

1. Accountant General (A&E) and (Audit) Haryana, Chandigarh with 50 spare copies for information and necessary action.
2. The Finance Secretary Chandigarh Administrator, 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/-

(V.S. Kundu)

Joint Secretary, Finance,

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to art the Financial Commissioners, Haryana and all Administrative Secretaries to Govt. Haryana for information and necessary action,

Sd/-
(V.S. Kundu)
Joint Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financier Commissioners, Haryana.
All Administrative Secretaries to Govt., Haryana.

U. O. No. 4/11/91-4FR-II/3418-A

Dated, Chandigarh, the 20th May, 1994

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secy. for information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary Parliamentary Secretary,

Sd/-
(V.S. Kundu)
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 of State/Chief Parliamentary
Secretary/Parliamentary Secretary.

U. O. No. 4/11/91-4FR-II/3418-A

Dated, Chandigarh, the 20th May, 1994.

**These instructions have been Revised vide
No. 16/7/89-1FA, Dated 22.12.1997.**

क्रमांक 16 / 7 / 89-1वि.ले.

प्रेषक

वित्तायुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी विभागध्यक्ष, हरियाणा
प्रबन्धक निदेशक, हरियाणा के सभी बोर्ड/निगम।

दिनांक, चण्डीगढ़, 27-05-1994 (27th May, 1994)

विषय : एस.ए.एस. काडर के अधिकारियों के स्थानान्तरण/भार-मुक्त करने बारे।

महोदय,

उपरोक्त विषय की ओर आपका ध्यान दिलाते हुए मुझे यह कहने का निर्देश हुआ है कि समय-समय पर इस विभाग के ध्यान में यह बात आई है कि जब भी किसी एस.ए.एस. काडर के अधिकारी को सरकार द्वारा स्थानान्तरित किया जाता है तो उसे तुरन्त भार-मुक्त नहीं किया जाता और कई बार विभाग/निगम द्वारा अपने स्तर पर ही बिना सरकार के आदेश के एस.ए.एस. काडर के अधिकारी को भार-मुक्त कर दिया जाता है। इससे न केवल सरकार के सामने प्रशासनिक कठिनाई उत्पन्न होती है बल्कि अधिकारी को कई बार बिना नियुक्ति के भी रहना पड़ता है जिससे अनावश्यक रूप से सरकार के कार्य में विघ्न उत्पन्न होता है। अतः अनुरोध है कि भविष्य में किसी भी एस.ए.एस. काडर के अधिकारी को अपने स्तर पर बिना सरकार की अनुमति के भार-मुक्त न करें और जब सरकार द्वारा किसी एस.ए.एस. काडर के अधिकारी को स्थानान्तरित किया जाता है तो आदेशों की पालना करते हुए अधिकारी को तुरन्त भार-मुक्त कर दिया जाये। इसके अतिरिक्त यह भी अनुरोध है कि आपके अधीन एस.ए.एस. काडर के अधिकारियों के ध्यान में कड़ी-अनुपालना हेतु यह भी ला दिया जाये कि यदि स्थानान्तरण उपरान्त नये नियुक्ति स्थान पर उन्होंने ज्वार्इन नहीं किया तो उनके विरुद्ध कड़ी अनुशासनिक कार्यवाही की जायेगी।

भवदीय,

हस्ता/-

सन्त लाल वर्मा

अवर सचिव, वित्त,

कृते : वित्तायुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

No. 1/191/92-4PR(FD)

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,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 14th June, 1994**Subject : Grant of Additional Increment(s) to Group 'C' and 'D' employees on completion of 8 and 18 years service - Clarification regarding.**

Sir,

I am directed to refer to this department letter No. 1/138/92-1PR(FD) dated the 7th August, 1992 on the subject noted above. Some departments have sought clarifications on a few points in respect of the instructions referred to above. Necessary clarifications on issues raised by various departments are as under :

Point raised		Clarification	
1	Whether in case of those employees who have been given the benefit of military service towards seniority, pay fixation etc. in civil service from the deemed date, the period between such deemed date & the date of actually joining the Govt. service on regular basis is to be counted for the purpose of reckoning 8/18 years regular service for entitlement of additional increment(s) under the scheme.	1	This scheme of additional increment(s) was not mandatory under any provision of rules Government instructions. It was a special scheme with its own provisions according to which regular satisfactory service of 8/18 years in a group is required for benefit of additional increment(s). It is, therefore, clarified that such period of service should be under the State Government. The new scheme operative from 1.7.92 is distinct from the earlier scheme in that the benefit of additional increment(s) is available for service within a group whereas in the old scheme a benefit at 10th/20th stage was available only in a particular grade on or after 1-1-91. Now even this scheme of 8 and 18 years has been replaced w.e.f. 1-1-94 by a scheme for grant of higher standard pay scales after 10 and 20 years of regular satisfactory service.
2	Whether in case of Govt. employees who have been given benefit towards seniority as a result of recommendations/approval of the S.S.S. Board with retrospective effect. The period before the date of actually joining the Govt. service on regular basis so allowed towards seniority is also to be counted for the purpose of reckoning 8/18 years	2	No. The clarification against Point No. 1 above applies mutatis-mutandis in such cases.

Point raised		Clarification	
	service for entitlement of additional increment(s) under the scheme.		
3	Whether the period of service (intermittent or continuous) on adhoc basis of an employee immediately preceding his appointment on regular basis is to be counted for the purpose of working out the length of 8/18 years service for eligibility of entitlement for the grant of additional increment(s).	3	No. The clarification as against 1 above applies mutatis mutandis in such cases. The work "regular satisfactory service appearing in F.D's letter No. 1/138-92-1PR(FD), dated 7-8-92 cannot be construed to include service on adhoc basis of any kind.
4	Whether benefit of stepping up of pay of a senior Government employee at par with the pay of his junior is admissible in cases where the senior employee gets additional increment(s) as clerk (lower post) before promotion but still his pay is fixed at the minimum of the pay scale as Assistant (the higher post) while on the other hand his junior gets promoted before (8/18 years service) accruals of additional increment(s) as clerk (the lower post) and happens to get additional increment(s) as Assistant (the higher post) with the result that the pay of the junior exceeds that of his senior.	4	Since the senior employee has already availed of the benefit of additional increment(s) after 8 and 18 years service prior to promotion any step up of pay will mean re-grant (or in other words grant of same benefit twice) of additional increment(s). The case of junior is a case of fortuitous circumstances under a special scheme which does not provide for any step up of pay. Hence the pay of senior cannot be stepped up in such cases.
5	Whether or not the benefit of additional increments is admissible to those employees who attain maximum of a pay scale before completing 8/18 years of regular satisfactory service in a group inspite of the fact that the pay scales are open ended in the cases of group 'C' and 'D' employees.	5	Restriction on grant of additional increment(s) after 8 and 18 years service to group 'C' and 'D' employees at the maximum of the pay scales was not imposed in Government instructions dated 7-8-92 (effective from 01.07.1992) whereas such restriction was imposed in the earlier scheme dt. 14.05.1991 (effective from 01.01.1991). Hence the benefit of additional increments after 8 and 18 years service which became due prior to 01.01.1994 (the scheme stands replaced w.e.f. 01.01.1994) is admissible.
6	Whether or not the benefit of additional increment(s) under the scheme is admissible to those employees who have not passed the departmental type test and as such have not got any normal/regular increment.	6	Such employees will be entitled to the benefit of additional increment(s) under this scheme if the non-passing of departmental type test is not a bar in promotion to the higher post as per service rules governing the service of the employees concerned.
7	Whether the Govt. employees who	7	Since the scheme of grant of additional

Point raised		Clarification	
	are on deputation on group 'B' or 'A' posts of the Boards, Corporations, Public Sector Undertakings, autonomous bodies etc. but hold a lien in their parent department on group 'C' posts are eligible for the benefit of additional increment(s) under this scheme? and if so, in which group?		increment(s) is applicable to group 'C' and 'D' employees, no benefit is to be given for the period such employees hold group 'B' or 'A' posts on deputation. Their cases should be examined after they return to their parent department.
8	What are the ingredients of the term "satisfactory service" for the purpose of entitlement of additional increment(s) under this scheme (i.e. whether it should be 50% or 70% of the service record of an employee for adjudging his service as 'satisfactory'?	8	For the purpose of grant of additional increment(s) after 8 and 18 years service the criterion for judging satisfactory service should be the same as for crossing efficiency bar because grant of upward scale is not involved.
9	Whether or not the benefit of additional increment(s) is admissible to:-	9	
	(i) an employee whose integrity is doubtful;		(i) The clarification as given against point No. 8 above is applicable.
	or		
	(ii) an employee who is held up at the stage of efficiency bar;		(ii) - Ditto -
	or		
	(iii) an employee who is facing a charge-sheet under rule 7 of Punishment and Appeal rules;		(iii) The clarification against point No. 8 is applicable,
	or		
	(iv) an employee who is facing charge-sheet under rule 8 of Punishment and Appeal Rules.		(iv) - Ditto -
10	Whether or not the period of extra ordinary leave is to be excluded for the purpose of calculating length of 8/18 years service in a group for entitlement of additional increment(s).	10	The period of extra ordinary leave (without pay) which does not count for normal increment(s) will be excluded for the purpose of grant of additional increment(s).
11	Whether the period of regular service rendered in group 'D' by the class IV employees is to be counted as length of service for the purpose of grant of additional increment(s) in group 'C' on/after their promotion in group 'C'.	11	The regular satisfactory service of 8/18 years in a particular group ('C' or 'D' as the case may be) is a pre-requisite for eligibility of additional increment(s) under this scheme.

Point raised		Clarification	
12	Whether or not the benefit of additional increment(s) under 8/18 years length of service scheme is also available to the work charged employees.	12	It is not available. It is a special scheme. The remarks against point No. 1, 2 & 3 above also apply in the case of work charged employees.
13	(a) Whether or not benefit of the additional increment(s) under the scheme is available to those employees who have not switched over to the revised pay scales. (b) Whether or not the benefit of additional increment(s) under the scheme is available to those employees who have not yet switched over to the revised pay scales for the reasons that their cases are subjudice in the court of law.	13	(a) & (b) In such case the employees concerned are entitled to the benefit of additional increment(s) in their own pay scale unless there are any orders of the court to the contrary.
14	Whether or not the benefit of additional increment(s) under the scheme is available to those employees who after having been promoted (on temporary basis or otherwise) from one group to the higher group and are again reverted to the lower group.	14	The reversion from group 'B' to 'C' or from 'C' to 'D' can be either on administrative grounds or at the request of the employee. In the case of the former, the period spent in higher group may be excluded in reckoning the length of service required for grant of additional increment(s) and in the latter case the employee is not entitled to the benefit of additional increment(s).
15	Whether the benefit of additional increment(s) under the scheme is available to those employees who complete 8/18 years service on certain date but their integrity have been doubtful during the years preceding the date of 8/18 years service.	15	This is already covered in the clarification given against serial No. 8 & 9 above

Sd/-
(J.K. GUPTA)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

These instructions have become obsolete.

No. 5/6/92-1B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments, Haryana,
All Commissioner of Divisions/
Deputy Commissioners in Haryana,
All the Chairmen/Managing Directors of all the
Corporations/Boards/Undertakings in Haryana,
The Registrar, Punjab & Haryana High Court.,
Registrar, H.A.U. Hisar, Kurukshetra University,
Kurukshetra, M.D.U. Rohtak.

Dated, Chandigarh, the 28th June, 1994

Subject : Economy in expenditure on T.A., Telephone, Petrol/Diesel etc.

Sir,

I have been directed to invite your attention to the subject mentioned above. Keeping in view an observation of the Committee on Estimates on need for economy in administrative expenditure, it has been decided to apply 10% cut on expenditure on T.A., Telephone & Petrol/Diesel during 1994-95 in all the Govt. Departments/Boards/Corporations except Haryana State Electricity Board, Public Health & Irrigation Departments.

The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 5/6/92-1B&C

Dated 28.6.94

A copy is forwarded to the Accountant General, Haryana (A&E/Audit), Chandigarh for information & necessary action.

Sd/-

Joint 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/-

Under Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioner and
Administrative Secretaries to Govt., Haryana.

U.O. No. 5/6/92-1B&C

Dated 28.6.94

A copy is forwarded to all the Officers/Supdts./Dy. Supdts in Finance Department for information & necessary action.

Sd/-

Under Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Officers/Supdts./Dy. Supdts.
in Finance Department

U.O. No. 5/6/92-1B&C

Dated 28.6.94

No. 5/6/92-1B&C

Dated 28.6.94

A copy is forwarded to the Secretary Haryana Vidhan Sabha Sectt. for information & necessary action w.r.t. his letter No. EC-9/1993-94/5487 dated 17.3.1994.

Sd/-

Under Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

These instructions have become obsolete.

No. 9/9/90-6B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Commissioners of Divisional and
Deputy Commissioners in Haryana,
All the Heads of Departments in Haryana,
Registrar, Punjab & Haryana High Court,
Chairmen/Managing Directors of all the
Corporations/Boards in Haryana.

Dated, 28th June, 1994

Subject : 12th Meeting of the Committee on Estimates held on 27th July, 93 information regarding over-staff.

Sir,

I am directed to invite your attention to the Finance Department Letter No. 9/9/90-6B&C dated 20.8.93 on the subject cited above and to say that the requisite information of your department Board/Corporation has not been received so far (Except the departments/Board/Corporation noted overleaf).

2. You are again requested that the information regarding excess of surplus staff of your department may please be sent to Finance Department (in duplicate) immediately for onward transmission to Haryana Vidhan Sabha.

Encls : List

Sd/-
Superintendent 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/-
Superintendent Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners/Administrative
Secretaries to Govt., Haryana.

U.O. No. 9/9/90-6B&C

Dated 28.6.94

Endst. No. 9/9/90-6B&C

Dated 28.6.94

A copy is forwarded to Secretary, Haryana Vidhan Sabha w.r.t. his letter No. EC-16/1994-95/10584 dated, 7.6.94 for information

Replies from 56 Departments/Boards/Corporations have already been sent. The replies for the remaining Departments/Boards/Corporations will be sent as soon as these are received in the Finance Department.

Sd/-
Superintendent Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Encls.

List of Department/Boards/Corporations from whom the replies has been received.

1.	Haryana State Small Industries & Export Corpn. Ltd.
2.	Rajya Sainik Board Haryana
3.	Backward Class & Economically Weaker Section Kalyan Nigam
4.	Haryana Housing Department.
5.	Institutional Finance & Credit Control Department
6.	Director, Tourism Haryana.
7.	Supplies & Disposals Haryana, Chandigarh.
8.	Panchayati Raj Haryana.
9.	Commissioner, Rohtak.
10.	D.C., Jind.
11.	D.C., Panipat.
12.	Secretary to Governor Haryana
13.	L.R. Haryana.
14.	D.C., Karnal.
15.	Town & Country Planning Department
16.	Sport & Youth Welfare Department
17.	Hr. Seeds Dev. Corpn, Ltd.
18.	Chief Electrical Inspector.
19.	Labour Commissioner Hr., Chd.
20.	Conservator & Forests.
21.	Treasuries & Accounts.
22.	Director, General Home Guard/Civil Defence.
23.	D.C., Sonapat.
24.	D.C., Gurgaon.
25.	Department of Architecture.
26.	Hr. Land Reclamation & Development Corpn. Ltd.
27.	D.C., Sirsa.
28.	Hr. State Khadi & Village Industries Board, Panchkula.
29.	Development & Panchayat Department
30.	Commissioner, Rohtak.
31.	Accountant General, Haryana
32.	Milk Commissioner, Hr.
33.	Director of Fisheries Hr.

34.	Punjab & Haryana High Court, Chandigarh
35.	F.G.I Br. of Finance Department
36.	Transport Commissioner, Hr.
37.	D.C., Ambala.
38.	D.C., Hisar.
39.	Mines & Geology Hr.
40.	D.C., Kurukshetra.
41.	D.C., Yamunanagar.
42.	Director, General of Prisons Hr.
43.	Hr. State Industrial Development Corpn. Ltd.
44.	Director, Cultural Affairs.
45.	Consolidation Haryana.
46.	Forest Department (Wild Lifes)
47.	D.C., Rohtak.
48.	Civil Aviation Hr.
49.	D.C., Ambala City.
50.	The Director of Ayurveda Haryana.
51.	The Secretary, HS.E.B. Panchkula.
52.	Chief Electoral officer.
53.	Food & Supplies Department
54.	Hr. Institute of Public Administration Gurgaon.
55.	Director, Archaeology &
56.	Director, Employment Haryana, Chandigarh.

***These instructions have been modified partly vide
No. 1/138/92-1PR(FD), dated 03.08.1995.***

No. 1/138/92-1PR(FD)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments of Haryana Govt.,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 8th August, 1994

Subject : Revision of pay scales of Haryana Government employees and grant of Special Pay to Personal Assistants of Directorates.

Sir,

I am directed to refer to the subject noted above and to say that on the recommendations of the Committee on pay scales, the State Govt. have revised the pay scales of the following categories of employees w.e.f. 1.5.1994 :

Sr. No.	Department	Post	Existing pay scale	Revised pay scale
1.	Civil Sectt.	(i) Head Gate Keeper (ii) Gate Keeper	1150-1500 800-1150	1200-2040 950-1400
2.	Civil Aviation	Chief Aircraft Engineer	3700-5000	4100-5300
3.	Fisheries	Hatchery Technician	775-1025	950-1500
4.	Health	(i) Assistant Director (ICDS) (ii) Statistical Supervisor /Machine Operator/Field Evaluation Worker (6 Posts) .	2000-3500 1400-2600	2200-4000 1600-2660
5.	Ayurveda (Govt. Ayurvedic College, Kurukshetra.)	(i) Reader (ii) Lecturer (iii) Lecturer in Physical Education	2000-3200 1640-2900 1600-2660	2200-4000 2000-3500 2000-3500

It has further been decided to allow w.e.f. 1.5.94 Special Pay of Rs. 150/- P.M. to those Personal Assistants working with Head of Departments who are in the pay scale of Rs. 1640-2900 and are at present not receiving Special Pay.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/138/92-1PR(FD)

Dated, Chandigarh, the 8.8.1994

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. 1/138/92-1PR(FD)

Dated, Chandigarh, the 8.8.1994

A copy is forwarded to the Home Secretary, Chandigarh Administration, Chandigarh, for information and necessary action.

Sd/-

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to :-

All the Financial Commissioners in Haryana and
All Commissioners & Administrative Secretaries to Govt., Haryana for
information and necessary action.

Sd/-

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioner in Haryana : and
All the Commissioners & Administrative Secretaries to Govt., Haryana.

U.O. No. 1/138/92-1PR(FD)

Dated, Chandigarh, the 8.8.1994

A copy is forwarded to the Principal Secretary to the Chief Minister, Senior Secretaries to Ministers, Secretaries to Ministers and Private Secretaries to the Minister, Ministers of State, Chief Parliamentary Secretary & Parliamentary Secretary, for the information of the Chief Minister, Ministers, Ministers of State, Chief Parliamentary Secretary and Parliamentary Secretary.

Sd/-

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretary to the Chief Minister, Senior Secretaries
to Ministers, Secretaries to Ministers and Private Secretaries to
the Minister, Ministers of State, Chief Parliamentary Secretary
and Parliamentary Secretary.

U.O. No. 1/138/92-1PR(FD)

Dated, Chandigarh, the 8.8.1994.

No. 1/6/94-2PR(FD)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Director, Agriculture, Haryana,
Chandigarh.

Dated, Chandigarh, the 8th August, 1994

Subject : Revision of pay scales of officer of Agriculture Department & Horticulture Department.

Sir,

I am directed to refer to the subject noted above and to say that the State Govt. has decided to revise the pay scale of Class-I officers of the level of Deputy Director in Agriculture & Horticulture Departments for all categories of officers having degree in Agricultural Science or Engineering as a qualification from existing Rs. 2000-3500 to 2200-4000 (Time Scale) with a Selection Grade of Rs. 3000-4500 for 20% of posts on completion of 12 years regular satisfactory service counted both in Class-II & Class-I.

Further it has been decided to grant Selection Grade of Rs. 2200-4000 to 20% of posts of all Class-II officers of Agriculture & Horticulture Departments having degree in Engineering or Agricultural Science as a qualification on completion of 12 years regular satisfactory service in addition to the existing Time Scale of Rs. 2000-3500 with immediate effect.

Sd/-

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/155/92-2PR(FD)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

Milk Commissioner,
Haryana, Chandigarh.

Dated, Chandigarh, the 8th August, 1994

Subject : Revision of pay scale of Milk Commissioner-cum-Director Dairy Development Department, Haryana.

Sir,

I am directed to refer you on the subject cited above and to say that the State Govt. have decided to revise the pay scale of post of Milk Commissioner-cum-Director, Dairy Development Department, Haryana from Rs. 3700-5000 to Rs. 4800-5700 w.e.f. 01.04.1994.

Yours faithfully,

Sd/-

(S. L. Verma)

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been modified partly
vide No. 1/138/92-1PR(FD), dated 03.08.1995.***

No. 1/138/92-1PR(FD)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments of Haryana Govt.,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 8th August, 1994

Subject : Revision of pay scales of Haryana Govt. Employees and grant of Special Pay to Personal Assistants of Directorates.

Sir,

I am directed to refer to the subject noted above and to say that on the recommendations of the Committee on pay scales, the State Govt. have revised the pay scales of the following categories of employees w.e.f. 01.05.1994 :

Sr. No.	Department	Post	Existing pay scale	Revised pay scale
1.	Civil Sectt.	(i) Head Gate Keeper	1150-1500	1200-2040
		(ii) Gate Keeper	800-1150	950-1400
2.	Civil Aviation	Chief Aircraft Engineer	3700-5000	4100-5300
3.	Fisheries	Hatchery Technician	775-1025	950-1500
4.	Health	(i) Assistant Director (ICDS)	2000-3500	2200-4000
		(ii) Statistical Supervisor /Machine Operator /Field Evaluation Worker (6 Posts).	1400-2600	1600-2660
5.	Ayurveda (Govt. Ayurvedic College, Kurukshetra.)	(i) Reader	2000-3200	2200-4000
		(ii) Lecturer	1640-2900	2000-3500
		(iii)Lecturer in Physical Education	1600-2660	2000-3500

It has further been decided to allow w.e.f. 1.5.94 Special Pay of Rs. 150/- P.M. to those Personal Assistants working with Head of Departments who are in the pay scale of Rs. 1640-2900 and are at present not receiving Special Pay.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/175/3PR(FD)-92

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Director, Hospitality,
Haryana, Chandigarh.

Dated, Chandigarh, the 23rd August, 1994

Subject : Revision of pay scale of Supervisors of Hospitality Department.

Sir,

I am directed to refer to you on the subject cited above and to say that the State Govt. has decided to revise the pay scale of Supervisors from Rs. 1400-2600 to Rs. 1600-2660. This decision will take effect from 01.07.1994.

Yours faithfully,

Sd/-

(S. L. Verma)

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 10/14/93-2FICW

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,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 2nd September, 1994**Subject : Grant of House Rent Allowance to Government employees.**

Sir,

I am directed to refer to Haryana Government Finance Department's letter No. 50-2FICW-81 dated 1.3.81 and No. 2565-2FICW-75/8478, dated 23.3.1977 on the subject noted above and to state that clarification has been sought by some departments on the following points :-

- (i) Whether the assessment of the houses owned by the Husband/Wife and claiming the HRA from the Haryana Government department is required to be made again after some period or not?
- (ii) Whether some portion of the rent is required to be paid by the claimants out of their own pocket.

2. The matter has been considered by the Finance Department and it is clarified that the further assessment of the Houses owned by the Husband/Wife will not be necessary, provided they continue to occupy the same house. However, the provision/procedure laid down in Finance Department's instructions issued vide letter No. 50-2FICW-81, dated 1.3.81, will be applicable in each case at the time of initial occupation of the house.

3. In so far as the point mentioned at Sr. No. (2) above is concerned, it is clarified that the admissibility of House Rent Allowance to the Government employees whose Husband/Wife are working in the same Government/Other Governments/Autonomous Bodies will be in the following manner :-

- (a) Total amount of rent paid.
- (b)
 - (i) 10% of the basic pay of employee.
 - (ii) The amount of House Rent Allowance being drawn by the husband/ wife of the employee from the employer.
 - (iii) 10% of basic pay of the husband/wife of Government employee.
- (c) Net amount of House Rent Allowance to the employee (a-b whichever is less).

4. The other instructions issued on the subject from time to time will remain unchanged.

5. It is requested that these instructions may be brought to the notice of all employees working under them.

Yours faithfully,

Sd/-

(Sammat Singh)

Under Secretary Finance

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 10/31/93-2FICW

Dated, Chandigarh, the 2nd September, 1994

A copy is forwarded to the Accountant General (i) A&E, (ii) Audit, Chandigarh for information and necessary action.

Sd/-

(Sammat Singh)

Under Secretary Finance

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to the :-

1. All the Financial Commissioners in Haryana, Chandigarh.
2. All Administrative Secretaries/Secretaries to Government, Haryana, for information and necessary action.

Sd/-

(Sammat Singh)

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

1. All the Financial Commissioners in Haryana, Chandigarh.
2. All Administrative Secretaries/Secretaries to Government, Haryana.

U.O. No. 10/31/93-2FICW

Dated, Chandigarh, the 2nd September, 1994

A copy is forwarded to the Principal Secretary/Special Principal Secretary/Deputy Principal Secretary/Officers on Special duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary for information.

Sd/-

(R.S.RAWAT)

Superintendent, FICW

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Special Principal Secretary/Deputy Principal Secretary/Officers on Special duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secy.

U.O. No. 10/31/93-2FICW

Dated, Chandigarh, the 2nd September, 1994.

These instructions have become obsolete.

No. 2/1(2)-90-3FR-II

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner of Divisions,
All Deputy Commissioners &
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 21st September, 1994

Subject : Disbursement of Pay and Allowances for the month of September, 1994.

Sir,

I am directed to say that in view of the Gazetted holidays falling on the 1st and 2nd October, 1994, the Governor of Haryana is pleased to decide that in relaxation of the provisions of Rule 5.1 (i) of the Punjab Financial Rules Vol. I, the pay and allowances for the months of the September, 1994 for all Gazetted/Non-Gazetted Haryana Govt. employees and pension for the month of September 94 for Haryana Government pensioners as well as others who are drawing their pension from Haryana Government pensioners as well as others who are drawing their pension from Haryana Government Treasuries may be drawn and disbursed on the 30th September, 1994.

Yours faithfully,

Sd/-
(V.S. Kundu)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 2/1(2)-90-3FR-II

Dated, Chandigarh, the 21st September, 1994

A copy is forwarded to the Accountant General (A&E) and (Audit) Haryana, Chandigarh for information.

Sd/-
(V.S. Kundu)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 2/1(2)-90-3FR-II

Dated, Chandigarh, the 21st September, 1994

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers for Haryana State for information.

Sd/-
(V.S. Kundu)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to :-

All Financial Commissioners Haryana and
All Administrative Secretaries to Govt., Haryana for information.

Sd/-
(V.S. Kundu)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Financial Commissioners Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 2/1(2)-90-3FR-II

Dated, Chandigarh, the 21st September, 1994

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries for the information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secy./Parliamentary Secretary, Haryana.

Sd/-
(V.S. Kundu)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries for the
information of the Chief Minister/Ministers/Ministers of State/
Chief Parliamentary Secretary/Parliamentary Secretary, Haryana.

U.O. No. 2/1(2)-90-3FR-II

Dated, Chandigarh, the 21st September, 1994.

Copy of letter **No. 11/6/91-4F.D.III/92(2324)94, dated 21st September, 1994** from the Financial Commissioner & Secretary to Govt. Haryana, Finance Department, Chandigarh to the All Heads of Departments in Haryana, The Registrar, Punjab & Haryana High Court and All District & Session Judges in Haryana.

Subject : Amendment in Condemnation and Disposal rules and Procedures for store items and vehicles upto 31/12/1995 - Special Campaign for disposal.

Sir,

I am directed to invite a reference to the instructions contained in F.D.'s letters No. 11/6/91-4F.D.III/226(91), dated 13/2/91 on the above cited subject, and to say that it has been further decided that para 3 of these instructions be substituted, with immediate effect, as under :-

“Full Powers for administrative approval are delegated to Heads of Departments for stores and vehicles, yet to be condemned. For stores and vehicles already condemned but awaiting administrative approval, the same may be presumed to have been obtained unless Head of Deptt. issues a specific refusal. Heads of Departments will make sure that administrative approval or refusal is granted latest in a month's time for stores and vehicles yet to be condemned in future, failing which the Director, Supplies & Disposals shall be competent to dispose off such condemned stores and vehicles, at his own level”.

Sd/-

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 2/47/98-2PR(FD), dated 07.01.2000.***

From **No. 1/40/94-3PR(FD)**

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Chief Secretary to Govt. Haryana,
(in Estt. II Branch)
The Financial Commissioner & Secretary to Govt.
Haryana, Revenue Department.
Legal Remembrancer & Secretary to Govt. Haryana,
Law Department.
The Secretary, Haryana Vidhan Sabha.
The Secretary, Haryana Public Service Commission.

Dated, Chandigarh, the 22nd September, 1994

Subject : Grant of selection grade to 20% posts of Personal Assistants in Haryana Civil Secretariat/F.C.R's Office/L.R's office/Haryana Vidhan Sabha/HPSC.

Sir,

I am directed refer you to the subject noted above and to say that the State Govt. have decided to grant selection grade of Rs. 2000-60-2300-EB-75-3200 to 20% posts of Personal Assistants of the under mentioned offices on completion of 12 years total regular satisfactory service with immediate effect :-

1. Haryana Civil Secretariat.
2. Financial Commissioner Revenue.
3. Legal Remembrancer-Cum-Secretary, Law Department.
4. Haryana Vidhan Sabha.
5. Haryana Public Service Commission.

Yours faithfully,

Sd/-
Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Revised
Vide No. 4/3/2009-5FR, Dated 16.01.2009***

No. 6/8/83-3FR-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 Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 26th September, 1994

Subject : **Grant of Hill Compensatory Allowance to the Haryana Govt. employees posted in "Morni Hills".**

Sir,

I am directed to invite a reference to Haryana Govt., Finance Department circular letter No. 6/8/83-3FR-II dated 3.5.94 on the subject noted above and to say that the State Govt. after careful consideration has decided to modify the above mentioned instruction to the extent that the "Morni Hills Allowance" will be 5% of the basic pay subject to a minimum of Rs. 100/- and maximum of Rs. 200/- per month.

These orders will take effect from the date of issue.

Yours faithfully,

Sd/-

(V.S. Kundu)

Joint Secretary, Finance,

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 6/8/83-3FR-II

Dated, Chandigarh, the 26th September, 1994

A copy is forwarded to the Accountant General (A&E)/Audit, Haryana, Chandigarh for information and necessary action.

Sd/-

(V.S. Kundu)

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 Govt. Haryana for information and necessary action.

Sd/-

(V.S. Kundu)

Joint Secretary, Finance,

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners in Haryana,
And all Administrative Secretaries/Secretaries to
Government, Haryana.

No. 6/8/83-3FR-II

Dated, Chandigarh, the 26th September, 1994

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Minister of state/Chief Parliamentary Secretary and Parliament Secretary for information of the Chief Minister/Ministers of State/Chief Parliamentary Secretary and Parliamentary Secretary.

Sd/-
(V.S. Kundu)
Joint Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Minister of State/Chief Parliamentary
Secretary and Parliament Secretary.

U.O. No. 6/8/83-3FR-II

Dated, Chandigarh, the 26th Sep 1994.

No. 36/3/91-WM(6)

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 4th October, 1994

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. 400/- (Rs. Four 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 1994-95.

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 1994-95.

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 1994-95.
- (iii) The advance may be drawn and disbursed before the 2.11.1994.
- (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 December, 1994 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/-
Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 36/3/91-WM(6)

Dated, Chandigarh, the 4th October, 1994

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, it will demanded through Supplementary Estimates 1994-95.

Detailed accounts of the recoveries will be maintained by the Drawing & Disbursing Officers.

Sd/-
Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 36/3/91-WM(6)

Dated, Chandigarh, the 4th October, 1994

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 2.11.1994. The payment made on the basis of the sanction issued by the Department concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol. I.

Sd/-
Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner Revenue, Haryana,
All the 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

The Financial Commissioner Revenue, Haryana.
All the Administration Secretaries to Govt., Haryana.

No. 36/3/91-WM(6)

Dated, Chandigarh, the 4th October, 1994

A copy each is forwarded to the Principal Secretary/Spl. Principal Secretary/Deputy Principal Secretary/Officers on Special Duty/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 Secy./Parliamentary Secretary.

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Spl. Principal Secretary/Deputy Principal Secretary/Officers on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

U.O. No. 36/3/91-WM(6)

Dated, Chandigarh, the 4th October, 1994

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

These instructions have become obsolete.

No. 4/14/93-4FR-II/2290

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 17th October, 1994

Subject : Grant of Adhoc Bonus to the Haryana Government employees for the year 1992-93.

Sir,

I am directed to invite reference to Government of Haryana, Finance Department circular letter No. 4/11/91-4FR-II/3418-A dated 20th May, 1994 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 Scheme. It has now been decided to grant adhoc bonus equivalent to 29 days emoluments for the year 1992-93 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 1992-93 as mentioned above will be computed on the basis of the actual emoluments upto and including Rs. 2500/- per month as on 31st March, 1993. 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 31.3.1993 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 31-3-93 and have rendered at least six months of continuous service during the year 1992-93 will be eligible for payment under these orders. Pro-rata payment will be admissible to the eligible employees for period 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 31-3-93. The terms emoluments occurring in these order will be and include basic pay, personal pay, special pay, deputation (duty) allowance 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 allowances, compensatory (city) allowance etc.

- (iii) The work charged/daily wage employees who, have worked for atleast 240 days for each year for three years or more will be eligible for this adhoc payment as casual labour. The amount will be paid on a notional monthly wage of Rs. 750/- irrespective of actual monthly wages. The amount of adhoc bonus will be :

$$\text{Rs. } \frac{750 \times 29}{31} \quad \text{i.e. Rs. 701.61 (rounded off to Rs. 702)}$$

- (iv) The adhoc bonus will be calculated on the following formula :

$$\frac{\text{Emoluments} \times 29}{31}$$

- (v) All payments under these orders will be paid/ credited to G.P.F. accounts 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 1994-95.

4. The payment of adhoc bonus will not be paid in cash but it will be credited in the General Provident Fund accounts. In case of those employee who have no such accounts the amount of such adhoc bonus will be invested in the Post Office Saving Certificates to be purchased from the 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/-

(V.S. Kundu)

Joint Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 4/4/93-4FR-II/2290

Dated, Chandigarh, the 17th October, 1994

A copy is forwarded to the :-

1. Accountant General (A&E) and (Audit) Haryana, Chandigarh 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 A.Os/ A.A.Os. etc.

Sd/-

(V.S. Kundu)

Joint Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to ail the Financial Commissioners, Haryana and all Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-
(V.S. Kundu)
Joint Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioner, Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 4/14/93-4FR-II/2290

Dated, Chandigarh, the 17th October, 1994

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secy. for information of the Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary/Parliamentary Secretary Haryana.

Sd/-
(V.S. Kundu)
Joint Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretaries/Private Secretaries to the Chief Minister/
Officers on Special Duty/Ministers/Ministers of State/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 4/14/93-4FR-II/2290

Dated, Chandigarh, the 17th October, 1994.

These instructions have become obsolete.

No. 2/1(2)-90-3FR-II

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner of Divisions,
All Deputy Commissioners &
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 24th October, 1994

Subject : Disbursement of Pay and Allowances for the month of October, 1994.

Sir,

I am directed to say that in view of the Gazetted holidays falling on the 1st November, 1994 on account of Haryana Day, the Governor of Haryana is pleased to decide that in relaxation of the provisions of Rule 5.1(i) of the Punjab Financial Rules Vol. I, the pay and allowances for the month of the October, 1994 for all Gazetted/Non-Gazetted Haryana Govt. employees and pension for the month of October, 1994 for Haryana Government pensioners as well as others who are drawing their pension from Haryana Government pensioners as well as others who are drawing their pension from Haryana Government Treasuries may be drawn and disbursed on the 31st October, 1994.

Yours faithfully,

Sd/-
(V.S. Kundu)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 2/1(2)-90-3FR-II

Dated, Chandigarh, the 24th October, 1994

A copy is forwarded to the Accountant General (A&E) and (Audit) Haryana, Chandigarh for information.

Sd/-
(V.S. Kundu)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 2/1(2)-90-3FR-II

Dated, Chandigarh, the 24th October, 1994

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers for Haryana State for information.

Sd/-
(V.S. Kundu)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to :-

All Financial Commissioner Haryana and
All Administrative Secretaries to Govt., Haryana for information.

Sd/-
(V.S. Kundu)
Joint Secretary Finance,
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)-90-3FR-II

Dated, Chandigarh, the 24th October, 1994

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Minister/Ministers of State/Chief Parliamentary Secy./Parliamentary Secretary for the information of the Chief Minister/Minister/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary Haryana.

Sd/-
(V.S. Kundu)
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 of State/Chief Parliamentary
Secretary/Parliamentary Secretary Haryana.

U.O. No. 2/1(2)-90-3FR-II

Dated, Chandigarh, the 24th October, 1994.

No. 11/84/83-1FR-II/1968

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,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 28th October, 1994

Subject : Maternity Leave on account of miscarriage/abortion Modification in the period of admissibility.

Sir,

I am directed to refer to Finance Department Circular No. 11/5/79-1FR-II, dated 5th November, 1979 and Circular No. 11/96/92/-1FR-II, dated 16th Dec., 1992 on the subject noted above wherein the various provisions have been laid down for grant of maternity leave on account of miscarriage including abortion and abortion induced under the Medical Termination of Pregnancy Act, 1971. It has now been decided to modify the above mentioned instructions by restricting the total period of admissibility of maternity leave on account of miscarriage/abortion to 45 days during the entire career of a female Govt. servant. In calculating the number of days of Maternity Leave, such maternity leave granted and availed of by a female employee in the past will not be taken into account.

2. In cases requiring longer duration of rest, leave of the kind due and admissible can be availed of to cover the period of absence.
3. These orders will take effect from the date of issue.
4. Necessary amendment in the relevant rule is being made separately.

Yours faithfully,

Sd/-

(V.S. Kundu)

Joint Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 11/84/83-1FR-II/1968

Dated, Chandigarh, the 18th October, 1994

A copy along with a spare copy is forwarded to the Accountant General, Haryana for information and necessary action.

Sd/-

(V.S. Kundu)

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/-
(V.S. Kundu)
Joint Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

1. All the Financial Commissioners, Haryana.
2. All Administrative Secretaries to Government, Haryana.

U.O. No. 11/84/83/1FR-II/1968

Dated, Chandigarh, the 28th October, 1994

A copy it forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secy. for information of the Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-
(V.S. Kundu)
Joint Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Secretariat/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 11/84/83-1FR-II/1968

Dated, Chandigarh, the 28th October, 1994.

These instructions have become obsolete.

P.A.C. MATTER
TOP PRIORITY
DATE BOUND

Subject : Oral Examination of FCF regarding para 2.4, 2.8 & 6.2 of the CAG Report for the Year-1989-90.

Will all the Financial Commissioners & Administrative Secretaries to Govt., Haryana (concerned) kindly refer to the subject noted above?

2. Public Accounts Committee will take Oral Examination of the FCF on 14.11.1994 at 2.45 P.M. and 15.11.94 at 10.15 A.M. in connection with paras 2.4, 2.8 & 6.2, of the CAG Report for the year 1989-90 regarding excess expenditure incurred during 1989-90, utilization certificates and drawal of funds in advance of requirement. They are, therefore, requested to kindly make it convenient to attend the said meetings so as to assist the FCF in furnishing correct replies relating to their departments.

Sd/-

Under Secretary Finance (B)
 for Financial Commissioner & Secretary to Govt.,
 Haryana, Finance Department.

To

All Financial Commissioner Haryana.
 All Administrative Secretaries to Govt., Haryana (concerned).

U.O. No. 15/12/93-3B&C

Dated 8th November, 1994

No. 15/12/93-3B&C

Dated 8th November, 1994

A copy is forwarded to all the officers and Supdts. in the Finance Department, for information and necessary action.

Sd/-

Under Secretary Finance (B)
 for Financial Commissioner & Secretary to Govt.,
 Haryana, Finance Department.

No. 1/2(73)88-4FR-II/3345

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 10th November, 1994

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 May, 1994 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, 1994, in modification of the rates mentioned in the letter dated 19th May, 1994 :

	Pension/Family Pension Per month	Rate of dearness relief per month
(i)	Not exceeding Rs. 1750/-	114% of the Pension/Family Pension.
(ii)	Exceeding Rs. 1750/- but not exceeding Rs. 3000/-.	85% of the Pension/Family Pension subject to a minimum of Rs. 1995/-.
(iii)	Exceeding Rs. 3000/-	74% of the Pension subject to a minimum of Rs. 2,550/-

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, 1994 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/-

(V.S.Kundu)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 4/1/94-1FR-II/3279

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala Division, Gurgaon Division,
Rohtak Division and Hisar Division,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 10th November, 1994

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. 4/1/94-1FR-II/699, dated Chandigarh the 17th May, 1994, 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 1-7-1994 as under :

Date from which payable	Pay range	Rate of dearness allowance per mensem
1-7-94 onwards	Basic pay upto Rs. 3500/- p.m.	114% of pay.
	Basic pay above Rs. 3500 p.m. and upto Rs. 6000 p.m.	85% of pay subject to a minimum of Rs. 3990/- p.m.
	Basic pay above Rs. 6000/-	74% of pay subject to a minimum of Rs. 5100/- 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 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 arrears on account of enhancement in Dearness Allowance for four months *i.e.* from 1st July, 1994 upto 31st October, 1994 in respect of all Government employees shall be

credited in their General Provident Fund Accounts. However, the additional instalment of D.A. payable under these orders shall be paid in cash from 1st November, 1994 *i.e.* for the month of November, 1994 paid in December, 1994.

In respect of Govt. employees drawing pay above Rs. 3500/- p.m. the additional instalment of D.A. payable from 1.7.1990, 1.1.1991, 1.7.1991, 1.1.1992 & 1.7.1992 which were required to be credited to the respective provident fund accounts of the employees, shall also be paid in cash to these employees with effect from 1.10.1994 (w.e.f. Salary for the month of October, 1994).

4. 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.

5. 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.

6. 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.

7. The amount credited to G.P.Fund under para 3 shall remain in G.P.Fund Accounts of the employees for atleast one year from the date of issue of these instructions. In other words this amount shall not be taken into account for atleast one year for the purpose of granting any advance from G.P.F. This will, however, not apply in the case of final payments due to retirement, death, and voluntary retirement etc.

8. These orders are also applicable to work charged employees.

9. 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.

10. The general conditions of payment of dearness allowance would continue to be the same as in force at present.

Yours faithfully,

Sd/-

(V.S. KUNDU)

Joint Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Subject : Revision of pay scale of the post of Management Consultant, HBPE from Rs. 3000-100-3500-125-5000 to Rs. 3700-125-4700-150-5000.

(Copy of F.D. Hr. No. 1/154/92-4PR(FD) dt. 21st November, 1994)

I am directed to refer you on the subject noted above and to say that State Government have decided to revise the pay scale of the post of Management Consultant. HBPE from Rs. 3000-100-3500-125-5000 to Rs. 3700-125-4700-150-5000 w.e.f. 1.8.94. His file No. 96-MCHBPE-90 enclosed herewith.

No. 1/3/93-2PR(FD)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Director of Agriculture, Haryana,
Chandigarh.

Dated, Chandigarh, the 21st November, 1994

Subject : Revision of pay scale of Research Officer (Ground Water Cell) of Agriculture Department, Haryana.

Sir,

I am directed to refer to you on the subject cited above and say that the State Government has decided to revise the pay scale of the post of Research Officer (Ground Water Cell) of Agriculture Department from Rs. 3000-100-3300-125-5000 to Rs. 3700-125-4700-150-5000 with immediate effect.

Sd/-

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/11/94-2PR(FD)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Economic & Statistical Advisor to Govt.,
Haryana, Chandigarh.

Dated, Chandigarh, the 23rd November, 1994

Subject : Revision of pay scale of the posts of Planning Officer/Credit Planning Officer/Economists from Rs. 2000-3500 to 2375-3600.

Sir,

I am directed to refer to you on the subject noted above and to say that State Government have decided to revise the pay scale of the post of Planning Officer/Credit Planning Officer/Economists of ESO department from Rs. 2000-3500 to 2375-3600 w.e.f. 01.04.1994. Subject to the condition that the qualifications and experience laid down for the posts of Research Officer/District Statistical Officers/Planning Officers/Credit Planning Officers/Economists are uniform.

Sd/-

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

**HARYANA GOVERNMENT
FINANCE DEPARTMENT
(REGULATIONS)**

Notification

The 24th November, 1994

No. 2/3/94-3FR-II.—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 their application to the State of Haryana, namely :-

1. These rules may be called the Punjab Financial Volume II (Haryana Second Amendment) Rules, 1994.
2. In the Punjab Financial Rules, Volume II, in Appendix 14 in rule 7, in the explanation, for the figures "250" and "3000" the figures "500" and "5000" respectively shall be substituted.

J.D. GUPTA,
Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 2/3/94-3FR-II

Dated, Chandigarh, the 24th November, 1994

A copy for information is forwarded to :-

All Heads of Department, Commissioners of Divisions,
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court, Chandigarh.

Sd/-
(V.S. KUNDU)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 2/3/94-3FR-II

Dated, Chandigarh, the 24th November, 1994

A copy is forwarded to Accountant General (A&E, Audit) Haryana, Chandigarh for information with reference to their letter No. Central Co-ordn/4-2/PER Vol. II/94-95/345-346 dated 8-7-1994 and TM (T) 17-1/94-95/168-169 dated 22.6.94.

Sd/-
(V.S. KUNDU)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 2/3/94-3FR-II

Dated, Chandigarh, the 24th November, 1994

A copy along with an attested copy is forwarded to the Controller, Printing & Stationery, Haryana for information and necessary action.

He is requested that this notification be got printed in the Haryana Govt. Gazette and 500 spare copies be supplied to Govt. for record.

Sd/-
(V.S. KUNDU)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy for information and necessary action is forwarded to :-

Financial Commissioners, Haryana.
All the Administrative Secretary to Govt., Haryana.

Sd/-
(V.S. KUNDU)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Financial Commissioners, Haryana.
All the Administrative Secretary to Govt., Haryana.

U.O. No. 2/3/94-3FR-II

Dated, Chandigarh, the 24th November, 1994

No. 13/1/19-PE (FD)AIII

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Managing Director,
Haryana State Minor irrigation and Tubewells
Corporation, Chandigarh.

Dated, Chandigarh, the 29th November, 1994

Subject : Amendments in the Service bye-laws of the Corporation.

Sir,

I am directed refer to your letter No. 12485/Admn/3/CWP-15099-93, dated 11.8.94 addressed to Financial Commissioner & Secretary to Govt., Haryana, Irrigation & Power Department vide which it has been intimated that amendments in service bye-laws were got approved from the Board of Directors of Corporations and no approval from Administrative Department was sought as it was not required. In this connection your attention is drawn towards Finance Department Notification No. 15/48/89/AROI/ HBPE, dated 20.11.89 whereby a Standing Committee on Public Enterprises has been constituted by State Government. It is clearly mentioned in the notification that Standing Committee will examine and decide all proposals relating to creation and up gradation of posts, their pay scale, mode of recruitment, terms and conditions of service and cases involving exemption from the existing instructions for effecting economy in expenditure concerning all the State Public Enterprises i.e. Boards, Corporations, Companies and Co-operative Institutions. The amendment in Service bye-laws is, therefore, required to be approved by the Standing Committee of which Administrative Secretary is also a member.

In the light of above, you are requested that in future amendment in service bye-laws be made after approval of Standing Committee on Public Enterprises and all such proposals after approval by Board of Directors be referred to Member Secretary, Haryana Bureau of Public Enterprises in Agenda Form (20 copies) for placing before the Standing Committee for consideration & decision.

Receipt of these instructions may please be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance (PE)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst. No. 13/1/19-PE (FD)AIII,

Dated, Chandigarh, the 29th November, 19 94

A copy is forwarded to all the Managing Directors/Chief Executives/Chief Administrations of all Boards/Corporations/Companies/Co-operative Institutions in Haryana for similar necessary action.

Please acknowledge the receipt of these instructions.

Sd/-
Under Secretary Finance (PE)
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/-
Under Secretary Finance (PE)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Administrative Secretaries to
Govt., Haryana.

U.O. No. 13/1/19-PE (FD)AIII,

Dated, Chandigarh, the 29th November, 1994

Personnel Adviser/HBPE.
Research Officer/HBPE.
A.D.A./HBPE.

No. 34/2/94-WM(3)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner Ambala, Gurgaon, Rohtak & Hisar Divisions,
Deputy Commissioners &
Sub Divisional Officers (Civil) in Haryana,
The Registrar Punjab & Haryana High Court, Chandigarh and
All District & Sessions Judge in Haryana.

Dated, Chandigarh, the 1st December, 1994

Subject : Rate of interest to be charged on house Building Motor Car/Scooter/Motor Cycle/Moped/Cycle and Marriage Advances granted to the Govt. employees for the financial year 1994-95.

Sir,

I am directed to the subject noted above and to say that the matter regarding charging interest on the various loan and advances given to the Government employees including A.I.S. officers during the financial year 1994-95 has been considered and it has been decided to charge the rate of interest on loans and advances as under :

(i)	House Building Advance	10% p.a.
(ii)	Marriage Advance	11% p.a.
(iii)	Motor Conveyances Advance Motor Car/Motor Cycle/ Scooter/Moped etc.)	10% p.a.
(iv)	Other Conveyance Advance (Cycle)	10% p.a.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 34/2/94-WM(3)

Dated, Chandigarh, the 1st Dec., 1994

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 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. 34/2/94-WM(3)

Dated, Chandigarh, the 1st Dec., 1994

A copy is forwarded to the Principal Secretary/Secretary/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secy. for the information of the Chief Minister/Ministers of State/Chief Parliamentary Secy./Parliamentary Secy.

Sd/-

Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Secretary/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 34/2/94-WM(3)

Dated, Chandigarh, the 1st Dec., 1994.

No. 1/34/93-4PR(FD)

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 & Haryana High Court, Chandigarh,

Dated, Chandigarh, the 15th December, 1994

Subject : Modification of standard pay scale of Rs. 775-12-955-EB-14-1025 to Rs. 775-12-871-EB- 14-1025.

Sir,

I am directed to refer you on the subject noted above and to say that the State Government have decided to modify the existing pay scale of Rs. 775-12-955-EB-14-1025 to Rs. 775-12-871-EB-14-1025 w.e.f. 1.1.1994.

Yours faithfully,

Sd/-

(J.K. GUPTA)

Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Subject : Revision of the pay scale of Distt. Ayurveda Officers and Assistant Director, Ayurveda.

(Copy of F.D. Hr. No. 1/31/93- 1PR dt. 15th December, 1994)

I am directed to refer you to the subject noted above and to say that the State Government have carefully considered the representations of-the Haryana District Ayurvedic Officers Association as also the latest recommendation of the Administrative Department and it has been decided to revise the pay scale of the posts of District Ayurveda Officers and Assistant Director, Ayurveda from existing Rs. 2000-3500 to 2200-4000 w.e.f. 1.11.94. These orders may be brought to the notice of all concerned.

These instructions have become obsolete.

No. 2/1(2)-90-3FR-II

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner of Divisions,
All Deputy Commissioners &
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 20th December, 1994

Subject : Disbursement of Pay and Allowances for the month of December, 1994.

Sir,

I am directed to say that in view of the Gazetted holidays falling on the 31st December, 1994 and 1st January, 1995 on account of Saturday and Sunday respectively, the Governor of Haryana is pleased to decide that in relaxation of the provisions of Rule 5.1(i) of the Punjab Financial Rules Vol. I, the pay and allowances for the months of the December, 1994 for all Gazetted/Non-Gazetted Haryana Govt. employees and pension for the month of December 94 for Haryana Government pensioners as well as others who are drawing their pension from Haryana Government pensioners as well as others who are drawing their pension from Haryana Government Treasuries may be drawn and disbursed on the 30th December, 1994.

Yours faithfully,

Sd/-
(V.S. Kundu)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 2/1(2)-90-3FR-II

Dated, Chandigarh, the 20th December, 1994

A copy is forwarded to the Accountant General (A&E) and (Audit) Haryana, Chandigarh for information.

Sd/-
(V.S. Kundu)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 2/1(2)-90-3FR-II

Dated, Chandigarh, the 20th December, 1994

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers for Haryana State for information.

Sd/-
(V.S. Kundu)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to :-

All Financial Commissioner Haryana and
All Administrative Secretaries to Govt., Haryana for information.

Sd/-
(V.S. Kundu)
Joint Secretary Finance,
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)-90-3FR-II

Dated, Chandigarh, the 20th December, 1994

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary Haryana for the information of the Chief Minister/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary Haryana.

Sd/-
(V.S. Kundu)
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 of State/Chief Parliamentary
Secretary/Parliamentary Secretary, Haryana.

U.O. No. 2/1(2)-90-3FR-II

Dated, Chandigarh, the 20th December, 1994.

No. 34/2/93-WM(3)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner Ambala, Gurgaon, Rohtak & Hisar Divisions,
Deputy Commissioners,
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All District & Session Judges in Haryana.

Dated, Chandigarh, the 6th January, 1995

Subject : Rate of interest on deposits in the Provident Fund and other similar funds for the financial year 1994-95.

Sir,

In continuation Haryana Government letter of even number dated 22-3-1994 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, 1994 and also on the accumulations as stood on 31st March, 1994. This rate of interest will remain in force during the financial year 1994-95.

2. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(V.S. Kundu)

Joint Secretary Finance,

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 34/2/93-WM(3)

Dated, Chandigarh, the 6th January, 1995

A copy is forwarded to the Accountant General (A&E)/(Audit), Haryana, Chandigarh, for information, in continuation of Finance Department ends. No. 34/2/93-WM(3), dated the 22-3-94.

Sd/-

(V.S. Kundu)

Joint Secretary Finance,

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 34/2/93-WM(3)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner Ambala, Gurgaon, Rohtak & Hisar Divisions,
Deputy Commissioners,
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All District & Session Judges in Haryana.

Dated, Chandigarh, the 6th January, 1995

Subject : Rate of interest on deposits in the Provident Fund and other similar funds for the financial year 1994-95.

Sir,

In continuation Haryana Government letter of even number dated 22-3-1994 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, 1994 and also on the accumulations as stood on 31st March, 1994. This rate of interest will remain in force during the financial year 1994-95.

2. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-
(V.S. Kundu)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 34/2/93-WM(3)

Dated, Chandigarh, the 6th January, 1995

A copy is forwarded to the Accountant General (A&E)/(Audit), Haryana, Chandigarh, for information, in continuation of Finance Department ends. No. 34/2/93-WM(3), dated the 22-3-94.

Sd/-
(V.S. Kundu)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 10/30/96-2FICW, Dated 30.05.1997.***

No. 10/14/94-2FICW

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 Divisional Officers (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 20th January, 1995

Subject : Grant of House Rent Allowance to Government employees.

Sir,

I am directed to refer to Finance Department letter No. 2648-2FICW-88, dated 4-1-89, and Notification No. GSR.69/Const/Art./309/91-432, dated 18-10-1991, on the subject noted above and to state that the matter regarding extension of the period of retention of the Haryana Govt. residential accommodation by an employee after his retirement/transfer have had an active consideration of the Finance Department. After consideration, it has now been decided that the permissible period for retaining of Govt. accommodation at normal rent for the bonafide use of employees and the members of their families after retirement/transfer will be as under :-

(i)	On retirement	4 months
(ii)	On transfer	2 months in normal circumstances, additional 2 months on medical grounds of self or members of family or on grounds of education of children of the employees subject to the approval of competent authority.
(iii)	After that till the employee vacates the Govt. accommodation	Market rent as assessed by the PWD (B&R) Branch keeping in view the prevailing market rates of such accommodation in that area or 6% of the cost of site and 9% of constg. the residence (including 2% for annual maintenance at current rates whichever is more). Provided that notwithstanding anything contained in sub clauses (i) to (iii) above, eviction proceedings under the Haryana Public Premises and Land (Eviction and Rent Recovery) Act 1972 will be initiated against the employees who does not vacate the Govt. accommodation after due date. In case 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 HRA at the station 'B' where he has been transferred until and unless he vacates the Govt. house at his previous station 'A'.

2. These orders will be effective from the date of issue of this letter and necessary amendments in Rule 5.23 of C.S.R. Vol. I. Part I will be made in due course.

Yours faithfully,

Sd/-

(R. K. Taneja)

Joint Secretary, Finance

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst. No. 10/14/94-2FICW

Dated, Chandigarh, the 20th January, 1995

A Copy is forwarded to the Accountant General, Haryana (i) A & E. (ii) Audit, Chandigarh for information.

Sd/-

(R. K. Taneja)

Joint Secretary, Finance

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to the :-

1. All the Financial Commissioners in Haryana, Chandigarh,
2. All the Administrative Secretaries to Government Haryana, for information and necessary action.

Sd/-

(R. K. Taneja)

Joint Secretary, Finance

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to the :-

1. All the Financial Commissioners in Haryana, Chandigarh.
2. All the Administrative Secretaries to Government Haryana.

U.O. No. 10/14/94-2FICW

Dated, Chandigarh, the 20th January, 1995.

A copy is forwarded to the Principal Secretary/Special Principal Secretaries/Deputy Principal Secretary/Officers on Special Duty/Secretaries/Private Secretaries to the Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary for information.

Sd/-

(R. K. Taneja)

Joint Secretary, Finance

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

Principal Secretary/Special Principal Secretaries/Deputy Principal Secretary/Officers on Special Duty/Secretaries/Private Secretaries to Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary.

U.O. No. 10/14/94-2FICW

Dated, Chandigarh, the 20th January, 1995.

No. 10/109/94-4PR(FD)

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 23rd January, 1995

Subject : Grant of Higher Standard Pay Scales of JEs of all Departments on completion of 10 years or more & 20 years or more of regular satisfactory service.

Sir,

I am directed to refer you on the subject noted above and to say that a clarification has been sought by some of the departments as to whether for the purpose of grant of Higher Standard Pay Scales to the Junior Engineers, the pay scales of Rs. 1400-2300 (TS) and Rs. 1640-2900 (promotional scale), as applicable w.e.f. 01.01.1986 is to be taken into account or the pay scale of Rs. 1640-2900/2000-3200 (revised as such w.e.f. 01.01.1992) is to be taken into account. In this behalf, it is clarified that whereas the said scheme is applicable to the Junior Engineers as good as to the other Group 'C' & 'D' employees but for the purpose of the grant of Higher Standard Pay Scales, the pay scale of Rs. 1400-2300 (TS) and Rs. 1640-2900 (promotional scale) as on 01.01.1986 only is to be taken into account and not the enhanced pay scale of Rs. 1640-2900/2000-3200 (w.e.f. 01.01.1992) is to be taken into account, as provided in para 2 of the circular letter No. 1/34/93-4PR(FD) dated 8th February, 1994.

Yours faithfully,

Sd/-

Under Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

HARYANA GOVERNMENT
FINANCE DEPARTMENT
Notification

The 23rd January, 1995

No. 11/102/86-4FD-III/94(2957).— 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 Vol. II, in its application to the State of Haryana, namely :-

1. These rules may be called Punjab Financial Volume-II (Haryana Second Amendment) Rules, 1994. In the Punjab Financial Rules Volume II, in Appendix Condition 17 for Clause (ii) the following clause shall be substituted namely :-

“(ii) In the event of the Contractor failing duly and properly to fulfil or committing breach of any of the terms and conditions of this contract or repeatedly supplying good liable to rejection hereunder or failing, declining, neglecting or delaying to comply with any demand or requisition or otherwise not executing the same in accordance with the terms of this contract or if the contractor or his agents or servants being guilty of fraud in respect of the contract or any other contract entered into by the Contractor or any of his partners or representatives thereof with Govt. directing, giving, promising, offering any bribes, gratuity, gift, loan, perquisite, reward or advantages pecuniary or otherwise to any person in the employment of Govt. in any way relating to such Officers or person or persons Office or employment or if the Contractor or any of his Partners become insolvent or apply for relief as insolvent debtor or commence any insolvency proceedings or make any composition with his/their creditors or attempts to do so then without prejudice to Government's rights and remedies otherwise the Government shall be entitled to terminate this contract forthwith, forfeit the security and to blacklist the contractor and purchase or procure or arrange from Government's stocks or otherwise at the Contractor's risk and at the absolute discretion of the Director, Supplies and Disposals, Haryana, as regards the manner, place or time of such purchases, such supplies as have not been supplied or have been rejected under this agreement or are required subsequently by Govt. there under and in cases where issues in replacement are made from Govt's stock or supplies, the cost or value of such stocks or supplies together with all incidental charges or expenses, shall be recoverable from the contractor on demand and the Contractor shall not be entitled to benefit from any profit which may thus accrue to Govt. The termination of this contract in whole or part under these conditions shall not be affected by the acceptance, meanwhile or subsequently, of supplies accepted or made at any station whether in ignorance of the termination or otherwise”.

No. 1/190/92-1PR(FD)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner Ambala, Hisar, Rohtak & Gurgaon Divisions,
Deputy Commissioners in Haryana.

Dated, Chandigarh, the 2nd March, 1995

Subject : Revision of pay scale of Naib Tehsildars of Haryana Government.

Sir,

I am directed to invite your attention on the subject cited above and to say that the State Government has decided to revise the pay scale of Naib Tehsildars in all the departments in Haryana from 1640-2900 to Rs. 2000-3200 w.e.f. 1.11.1994.

Yours faithfully,

Sd/-

(Dhan Singh)

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

These instructions have become obsolete.

No. 18/1/95-3B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments, in Haryana.

Dated 16th March, 1995

Subject : Report of the Comptroller & Auditor General of India for the year 1993-94 (Revenue Receipts) No. 1 Govt. of Haryana - supplies of copies thereof.

Sir,

I am directed to refer to the subject noted above and to enclose herewith a set containing two copies (one each in Hindi & English version) of the Report of Comptroller and Auditor General of India for the year ended 31st March, 1994 No. 1 (Revenue Receipts) Govt. of Haryana for information and necessary action.

2. You are requested to kindly initiate action on the said Report immediately and forward 40 copies of the material (in Hindi & English) to your respective Administrative Department about the action taken within a period of three months. Action taken notes should be routed through the Accountant General, Haryana accordingly. In this connection your attention is also pointedly drawn to Finance Department letter No. 15/42/91-3B&C dated 12.12.91.

3. The receipt of the Report may kindly be acknowledged.

Yours faithfully,

Sd/-
Superintendent Budget & Committee
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 18/1/95-3B&C

Dated 16.3.95

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 with copies of the documents is forwarded to :-

All Financial Commissioners to Govt. Haryana.

All Administrative Secretaries to Govt., Haryana.
for information in this matter w.r.t. our U.O. No. 15/42/91-3B&C dated 1.2.94.

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. 18/1/95-3B&C

Dated 16-3-95.

A copy is forwarded to the Branch Officers/Supdts. in the Finance Department for information & necessary action.

2. Please ensure that the 35 copies of the material (each in Hindi & English) alongwith action taken notes are obtained from the concerned department through Accountant General, Haryana and sent to Secy. Haryana Vidhan Sabha by the concerned branch of Finance Department accordingly, They will themselves be held. Responsible for any delay in this regard.

3. Please acknowledge receipt.

Sd/-
Superintendent Budget & Committee
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Branch Officers/Supdts. in FD.

U.O. No. 18/1/95-3B&C

Dated 16-3-95

No. 18/1/95-3B&C

Dated 16-3-95

Copy is forwarded to the Secy., Haryana Vidhan Sabha (in PAC Branch information w.r.t. his letter No. PAC-45/15.

Sd/-
Superintendent Budget & Committee
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 52/1/94-4FICW

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Heads of Departments,
Commissioner, Ambala, Hisar, Rohtak & Gurgaon Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 20th March, 1995**Subject : Disposal of Arbitration cases - Guidelines regarding thereto.**

Sir,

I am directed to address you on the above subject and to state that it has come to the notice of Finance Department that arbitration cases are not being defended timely and properly by the various departments of the State Govt. It has generally been experienced that the State Govt. have to face not only litigation but to bear huge financial burden too on this account. Because of the non-observance of provisions of rules/instructions by the departments, such cases are unnecessarily delayed, resulting in burden of interest liability on the State exchequer. In most of the cases, arbitrators give non-speaking awards without any sound reasons and on flimsy grounds and the State Govt. is left with no alternative but to clear the liability.

2. Therefore, with a view to streamline the procedure regarding disposal of arbitration cases, the matter has been examined by the Finance Department, and the following decisions have been taken which may be kept in view while dealing with such cases :-

(A) Appointment of Arbitrator

- (i) In so far as the Engg. Departments. are concerned, the Engineer-in-Chief/Chief Engineer will make the appointment of Arbitrator at their own level, in the cases, where the cost of the work including interest does not exceed Rs. 5.00 lacs in each individual case. The cases involving more than Rs. 5.00 lacs shall be submitted to the administrative Department for final approval. For such cases (involving more than Rs. 5.00 lacs), the department shall prepare a panel of Arbitrators and submit to the Administrative Department for final approval.
- (ii) In other Govt. departments, the appointment of Arbitrators will be appointed by the Heads of Departments. In cases upto Rs. 5.00 lacs and the cases involving more than Rs. 5.00 lacs will be referred to the Administrative Department concerned for final approval. While doing so, the point regarding appointment of an IAS officer as an Arbitrator shall be kept in view.
- (iii) In order to avoid unjustified benefit to the Contractor/Agency two or three Arbitrators may be appointed for cases involving a financial implication of more than Rs. 5.00 lacs. The possibility of appointment of Arbitrator other than the

officer of department concerned should not be ignored, especially in case of World Bank Project Works. The appointment of outsided Arbitrator in respect of the World Bank Project cases keeping in view the merit and circumstances of the case may also be kept in view.

- (iv) While issuing the appointment orders of the Arbitrator, it will be clearly specified that the Arbitrator will give a speaking award alongwith item wise detail of claim and amount of awarded expenditure and reasons thereof.

(B) Agreement

The agreement which is entered into with the Contractor at the time of allotment of the work should be clear and specific. For claim exceeding Rs. 5 .00 lacs, it should clearly be indicated in the agreement that the State Govt. can appoint one or more arbitrators. The arbitrator may be asked to give a speaking award within the time of four months as per the provisions in the Arbitration Act. A format of such agreement should be prepared by the Department concerned in consultation with the Law Department.

(C) Proper defence of the Arbitration cases

The department will fix the responsibility of the concerned officer or any other officer of the department alongwith the legal wing of the department to defend such cases properly. The replies of the department will be got approved from the Chief Engineers (in case of Engg. Departments.)/Heads of Departments and vetted from the Legal Cell of the department. The concerned Administrative Secretary will also review the periodical progress of the disposal of such cases.

(D) Delay in Arbitration Cases

It has also been noticed that in most of the cases unnecessary delay occurs as a result of which the State Govt. have to pay the interest. The responsibility of the concerned officer/official may be fixed by the department/Administrative Department in each individual case for such lapses.

(E) Payment of amount awarded in arbitration cases

In order to avoid any litigation and interest liability, payment will be made by the Head of Departments out of their existing provisions and if needed proposal for making provisions in the respective Head of account shall be sent to Finance Department at appropriate time and the budgetary procedure will be followed strictly.

3. The above decisions may please be brought to the notice of all concerned and the receipt of this letter may also be acknowledged.

Yours faithfully,

Sd/-

(R.K.TANEJA)

Special Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana Finance Department.

A copy is forwarded to the Accountant General (i) A&E (ii) Audit Chandigarh for information.

Sd/-
(R.K.TANEJA)
Special Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana Finance Department.

A copy is forwarded to the :-

1. All the Financial Commissioner in Haryana, Chandigarh.
2. All the Administrative Secretaries to Govt., Haryana for information and necessary action.

Sd/-
(R.K.TANEJA)
Special Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana Finance Department.

To

All the Financial Commissioners in Haryana, Chandigarh.
All the Administrative Secretaries to Govt., Haryana, Chandigarh.

U.O. No. 52/1/94-4 FICW

Dated, Chandigarh, the 20th March, 1995.

A copy is forwarded to the Principal Secretary/Special Principal Secretaries/Deputy Principal Secretary/Secretaries/Private Secretaries to the Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary for information.

Sd/-
(R.K.TANEJA)
Special Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana Finance Department.

To

The Principal Secretary/Special Principal Secretaries/
Deputy Principal Secretary/Secretaries/Private Secretaries to
Chief Ministers/Ministers/Ministers of State/Chief Parliamentary
Secretary/Parliamentary Secretary for information.

No. 2(42)/94-3FR-I

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioner and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 31st March, 1995

Subject : Delay in issue of posting order and regularisation of compulsory waiting period of Govt. employees.

Sir,

I am directed to invite your attention to Haryana Government Finance Department letter No. 2/43/83-3FR-I dated the 9th April, 1984, No. 2(70)/86-3FR-I dated the 13th March, 1987 and No. 2(15)/89-3FR-I dated the 3rd April, 1991 on the subject noted above and to say that it has been observed that the guidelines regarding regularisation of compulsory waiting period of Govt. employees are not being followed properly and consequently the cases are being referred to Finance Department. I am, therefore, directed to request you once again that the above noted instructions may be followed meticulously to avoid unnecessary burden on the State Exchequer. The cases of only exceptional circumstances should be referred to Finance Department which must be supported by detailed justification. In case it is observed by the State Govt. that occasion of the compulsory waiting has arisen because of non-following of the instructions then the concerned dealing official/officer of the department will be held responsible for such cases and strict disciplinary action will be taken against him. It is further stressed that where required the Department should not hesitate to revert the employees in order to accommodate a waiting senior employee.

2. These orders may be brought to the notice of all concerned for strict compliance in future.

No. 14/209/81-1FA

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
All Commissioners of Divisions,
All Deputy Commissioner and
Sub Divisional Officers (C) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.
All District & Session Judges, in Haryana.

Dated, Chandigarh, the 4th April, 1995

Subject : Revision of regulations for the S.A.S. Examination Haryana.

Sir,

I am directed to invite a reference to this department letter No. 14/209/81-1FA, dated 29-9-87, on the subject noted above and to state that the question of limitation of six chances for the State Subordinate Accounts Services Examination, Haryana had been under the consideration of the Government for some time past and it has now been decided that there will be no limit of chances for appearing in S.A.S. Examination in future.

Yours faithfully,

Sd/-

Superintendent Finance Accounts,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Secretaries to Govt. Haryana for information.

Sd/-

Superintendent Finance Accounts,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners,
Commissioners and Secretaries to Govt., Haryana.

U.O. No. 14/209/81-1FA

Dated 4.4.95

No. 14/209/81-1FA

Dated 4.4.95

A copy is forwarded to all the Managing Directors/Chief Administrators/Secretaries of all the Corporation/Public Undertakings/ Boards in Haryana for information.

Sd/-

Superintendent Finance Accounts,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

These instructions have become obsolete.

(Copy of F.D. Hr notification No. 9/9/95-1PR(FD) dt. 18th April, 1995)

Subject : Constitution of Haryana Pay Commission.

The matter regarding modification in the existing structure of emoluments and allowances of State Government employees has been engaging the attention of the Government of Haryana for some time now. Accordingly, It has been decided to appoint a State Pay Commission comprising the following :

1.	Shri Justice G.C.Mittal (Retired)	Chairman
2.	Shri Pawan Garg son of Late Sh. O.P. Garg	Member
3.	Shri V.S. Kundu, I.A.S., Joint Secretary to Government to Government, Haryana.	Member Secretary

2. Their appointments will be effective from the date they assume the charge as such.
3. The terms of reference of the Commission will be as follows :-
 - (a) To evolve the principles which should govern the structure of emoluments and those conditions of service of State Government employees which have a financial bearing.
 - (b) To examine the present structure of emoluments and conditions of service of all categories of employees to whom the Punjab Civil Services Rules, Volume-I, Part-I, applies except :-
 - (i) Persons not in whole time employment;
 - (ii) Persons paid out of contingencies;
 - (iii) Persons paid otherwise than on a monthly basis including those paid only on a piece rate basis;
 - (iv) Persons employed on contract except where the contract provides otherwise;
 - (v) Persons re-employed in Government service after retirement except ex-military pensioners;
 - (iv) Persons drawing pay under U.G.C. pattern taking into account the total packet of benefits available to them and suggest changes therein which may be desirable and feasible.
 - (c) To examine the existing structure of pensions and other retrial benefits with a view to re-commending desirable and feasible changes therein.
 - (d) To examine the variety of allowances and other benefits in kind payable to state Government employees and suggest a rationalisation thereof.
 - (e) To examine the work environment prevailing in the State Government and to recommend measures for promotion efficiency, reducing redundant procedures and optimising the out-put of Government machinery.

4. The Commission may devise its own procedure with regard to examination of matters included in the terms of reference. It may call for such information and take such evidence as it may consider necessary. The different departments of the Government of Haryana will furnish such information and documents and other assistance, as may be required of them by the Commission. The Government trusts that the various service associations and other concerned, will extend their fully cooperation and assistance to the Commission in its task. The Commission will consider the recommendations contained in the reports of 5th Central Pay Commission, if available, while making its own recommendations.

5. The Commission will submit its recommendations as soon as possible.

6. The State Pay Commission will ordinarily sit at Chandigarh.

***These instructions have further been clarified vide
No. 1/3(18)94-2FR-II, Dt. 17.03.1997.***

No. 1/4(3)93-2FR-II

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All 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 21st April, 1995

Subject : Liberalisation of Pensionary benefits - Raising of minimum Family Pension from Rs. 300/- to Rs. 375/- per month.

Sir,

I am directed to invite a reference to Government of Haryana, Finance Department Circular letter No. 1/2(74)-88-2FR-II Dated 3-11-88 and further clarification issued vide circular No. 1/2(74)-88-2FR-II dated 16-1-90 on the subject noted above and to say that the question of raising the minimum Family Pension which is at present Rs. 300/- P.M. has been under consideration of the State Government for sometime past. After careful consideration the State Government has now decided to raise the rates of minimum family pension from Rs. 300/- to Rs. 375/- P.M. with effect from 1st January, 1995. Rest of the family pension scheme shall remain unchanged.

2. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(V.S. KUNDU)

Joint Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 4/4/95-1FR-II/636

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala Division, Gurgaon Division,
Rohtak Division and Hisar Division.
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court.

Dated, Chandigarh, the 28th April, 1995.

Subject : Grant of Dearness Allowance to Haryana Govt. Employees.

Sir,

I am directed to invite a reference to this Department circular letter No. 4/1/94-1FR-II/3279, dated Chandigarh the 10th November, 1994, 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 1-1-1995 as under :

Period for which payable	Pay range	Rate of dearness allowance per mensem
1-1-95	Basic pay upto Rs. 3500/-	125% of pay.
	Basic pay between 3500 and upto 6000	94% of pay subject to a minimum of Rs. 4375/- p.m.
	Basic pay above Rs. 6000/-	81% of pay subject to a minimum of Rs. 5640/- 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 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 arrears on account of enhancement in Dearness Allowance for four months *i.e.* from 1st January, 1995 upto 30th April, 1995 in respect of all Government employees shall be credited in their General Provident Fund Accounts. However, the additional instalment of D.A. payable under these orders shall be paid in cash from 1st May, 1995 *i.e.* for the month of May, 1995 paid in June, 1995.
4. 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.
5. 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.
6. 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.
7. The amount credited to G.P.Fund under para 3 shall remain in G.P.Fund Accounts of the employees for atleast one year from the date of issue of these instructions. In other words this amount shall not be taken into account for atleast one year for the purpose of granting any advance from G.P.F. This will, however, not apply in the case of final payments due to retirement, death, and voluntary retirement etc.
8. These orders are also applicable to work charged employees.
9. 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.
10. The general conditions of payment of dearness allowance would continue to be the same as in force at present.

Yours faithfully,

Sd/-

(V.S. KUNDU)

Joint Secretary, Finance,

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 36/1/92-WM(6)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Head of Departments,
Commissioner of Divisions,
All Deputy Commissioners &
Sub Divisional Officers (Civil) in the State of Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All District & Sessions Judges in Haryana State.

Dated, Chandigarh, the 1st May, 1995

Subject : Grant of interest free loan to Government employees for the purchase of wheat during the year 1995-96.

Sir,

I am directed to inform you that the State Government has decided to grant an interest free advance of Rs. 2000/- (Rs. Two thousand only) to all Class-IV Govt., employees in the State who wish to buy wheat for their own consumption during the year 1995-96. The loan will be recoverable in monthly instalments to be fixed by the Departments concerned so as to effect its full recovery before the close of the financial year 1995-96 i.e. full loan should be recovered before 31.3.1996.

2. The advance will be admissible to permanent/temporary regular Class-IV employees only. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, in the case of temporary employees, allow advance on the basis of a surety to their satisfaction so that it is fully secured and its recovery is ensured from the loanees before the close of the financial year 1995-96.

3. The following conditions should be observed in sanctioning this loan :-

- (i) A certificate should be obtained from the loanee to the effect that he has utilized the loan for the purchase of wheat. He should give this certificate within one month of the drawal of the loans.
- (ii) The officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of advance is effected.
- (iii) The advance may be released along with the pay for the month of April, payable on the 1st May, 1995. These orders will cease to operate after the 31st May, 1995.
- (iv) The recovery of the first instalment of the advance should preferably be made from the pay for the month of May, 1995.
- (v) The advance should not be granted to those Class-IV employees on deputation to other Govt./Corporations and Local Bodies etc.

- (vi) The advance will not be admissible to work charged and daily wages employees
- (vii) Where both husband and wife are employed, the wheat advance should be allowed to only one of them.

4. It is requested that the schedule of recoveries should be attached with each pay bill in the proforma enclosed. It is also requested that the detailed accounts of the recoveries of the loan should be maintained by the Drawing and Disbursing Officers which should be reconciled with the office of the Accountant General, Haryana (Accounts) every month.

5. The expenditure incurred on the grant of wheat loan may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by 30.6.1995 positively in the enclosed Performa. It is once again requested that the information regarding expenditure be sent in time.

6. The expenditure may be debited to the Major Head, "7610-Loans to Govt. Servants etc-800- other Advances-Advances for purchase of Food grains (Expenditure). The recoveries made may be credited to the corresponding receipt head i.e. "7610- Loans to Govt. Servants etc. 800- other Advances-Advances for Purchase of Foodgrains(Receipt).

Yours faithfully,

Sd/-

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana Finance Department.

No. 36/1/92-WM(6)

Dated, Chandigarh, the 1st May, 1995.

A copy is forwarded to the Accountant General, Haryana (Accounts and Audit), Haryana, Chandigarh for information and necessary action.

- 2. The expenditure is debitible to Head, "7610-Loans to Govt. Servants etc-800- other Advances-Advances for purchase of Food grains.
- 3. Detailed accounts of the recoveries will be maintained by the Drawing & Disbursing Officers.

Sd/-

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana Finance Department.

No. 36/1/92-WM(6)

Dated, Chandigarh, the 1st May, 1995.

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers Haryana with the request that date given in the letter may please be strictly followed and no bill be passed after 31.5.1995. The payment made on the basis of the sanction issued by the Department concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol. I.

Sd/-

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana Finance Department.

Copies are forwarded to :-

The Financial Commissioner Revenue, Haryana,
All the Administration Secretaries to Govt., Haryana;
for information and necessary action.

Sd/-

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana Finance Department.

To

The Financial Commissioner Revenue, Haryana,
All the Administration Secretaries to Govt., Haryana.

No. 36/1/92-WM(6)

Dated, Chandigarh, the 1st May, 1995.

A copy each is forwarded to the Principal Secretary/Spl. Principal Secretary/Deputy Principal Secretary/Officers on Special Duty/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 Secy./Parliamentary Secretary.

Sd/-

Under Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana Finance Department.

To

The Principal Secretary/Spl. Principal Secretary/Deputy Principal Secretary/Officers on Special Duty/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

U.O. No. 36/1/92-WM(6)

Dated, Chandigarh, the 1st May, 1995.

PROFORMA

Name of Department	Name of Office	Drawing and Disbursing Officer	Amt. of wheat adv. to employees
1	2	3	4

SCHEDULE OF RECOVERIES

S. No.	Name & Designation of employees	Total amount of advance	Recoveries upto last month	Amount of advance recovered in this bill	Total amount recovered upto date	Balance	Remarks
1	2	3	4	5	6	7	8

No. 1/2(73)88-4FR-II/829

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 4th May, 1995

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 10th November, 1994 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, 1995, in modification of the rates mentioned in the letter dated 10th November, 1994 :

	Pension/Family Pension Per month	Rate of dearness relief per month
(i)	Not exceeding Rs. 1750/-	125% of the Pension/Family Pension.
(ii)	Exceeding Rs. 1750/- but not exceeding Rs. 3000/-.	94% of the Pension/Family Pension subject to a minimum of Rs. 2188/-.
(iii)	Exceeding Rs. 3000/-	81% of the Pension subject to a minimum of Rs. 2,820/-

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, 1995 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/-

(S.K.Gulati)

Joint Secretary Finance

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/117/92-2PR(FD)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Director,
Animal Husbandry Department,
Haryana, Chandigarh.

Dated, Chandigarh, the 8th/9th May, 1995

Subject : Revision of pay scale of Veterinary Surgeons of Animal Husbandry Department, Haryana.

Sir,

I am directed to invite your attention to the subject cited above and to say that the State Govt. has decided to revise the pay scale of Veterinary Surgeons of Animal Husbandry Department, Haryana as under w.e.f. 1.4.95 :

	Existing Pay Scales	Proposed Pay Scales
(i)	2200-4000 (TS)	2200-4000 (TS)
(ii)	4100-5300 (SG) limited to 20% posts of Vets upto the level of Joint Director (Vety. side) provided they have put in 12 years or more regular satisfactory service. Vets, SDOs (AH) ADs, DDs and JDs will form one cadre for this purpose.	3000-4500 on completion of five years of regular satisfactory service. 4100-5300 (SG) limited to 20% posts of veterinary doctors upto the level of Joint Directors (Vety side) provided they have put in 12 years or more of regular satisfactory service. Vets, SDOs (AH) ADs, DDs and JDs will form one cadre for this purpose.

Yours faithfully,

Sd/-

Deputy Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Subject : Revision of Pay Scale of Economic and Statistical Advisor, Haryana.

(Copy of F.D. Hr. No. 1/23/93-2PR(FD) dt. 9th May, 1995)

I am directed to invite your attention to the subject noted above and to say that the State Government has decided to revise the pay scale of the Economic and Statistical Advisor, Haryana from Rs. 4100-5300 to Rs. 4800-5700 w.e.f. 01.02.1995.

No. 1/34/93-4PR(FD)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Division,
Deputy Commissioners and
Sub Divisional Officers(Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 9th May, 1995**Subject : Modification of Higher Standard Pay scales.**

Sir,

I am directed to invite your attention to the Finance Department circular letter No. 1/34/93-4PR(FD) dated 8.2.94 on the subject noted above and to say that the state Govt. has decided to modify the Annexure attached with the said letter as under with effect from 1.4.1995 :-

Sr. No.	Sr. No. of Annex	Pay Scale	Existing Higher Standard Scale		Modified Higher Standard Scale	
			Ist HSS	IIInd HSS	Ist HSS	IIInd HSS
1.	1	750-940	775-1025	800-1150	800-1150	950-1400
2.	13	1400-2300	1600-2660	1640-2900	1640-2900	2000-3200
3.	14	1400-2600	1600-2660	1640-2900	1640-2900	2000-3200

Yours faithfully,

Sd/-

(M.R.ANAND)

Deputy Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 9/16/94-1PR(FD), Dated 09.04.2001.***

(Copy of F.D. Hr No. A-13/1/92-2PR(FD) dt. 9th May, 1995)

Subject : Grant of NPA to Ayurvedic/Unani/Homoepathic Doctors and Teachers of Sri Krishna Govt. Ayurvedic College, Kurukshetra.

I am directed to invite your attention to the subject cited above and to say that the State Government has decided to grant/revise Non-Practising Allowance to the Ayurvedic/Unani/Homoepathic doctors and teachers of Sri Krishna Govt. Ayurvedic College, Kurukshetra as under w.e.f. 1.12.1995 :

(1)	For basic pay upto Rs. 3000/-	Rs. 600/- P.M.
(2)	For basic pay upto Rs. 3000/- and upto Rs. 3700/-	Rs. 800/- P.M.
(3)	For basic pay above Rs. 3700/-	Rs. 900/- P.M.

No. 14/59/93-1FA

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Head of Department in the State of Haryana.
All Managing directors of Boards/
Corporations in the State of Haryana.

Dated, Chandigarh, the 17th May, 1995

Subject : Filling up the vacancies of Section Officers in S.A.S. Cadre.

Sir,

I am directed to invite a reference on the subject cited above and to say that the Haryana Govt. in relaxation of Rule-5, Appendix-'B' of the Haryana State Subordinate Accounts (Group-C) Service Rules, 1982 has decided to absorb the employees of the Haryana State Boards/Corporation who passed SAS Part-I and II examination of Haryana State for appointment as Section Officers in the pay scale sanctioned by the Haryana Govt. plus usual allowances as admissible from time to time. The eligible employees of such Boards/Corporations would be offered appointment in Finance Department in SAS Cadre on the following terms & conditions :-

1. Such employees of Boards/Corporations will be treated as fresh entrants into Govt service and their service for the purpose of pensionary benefits shall start from the date of their joining service in the State Government.
2. Such employees who opt to join as Section Officers (SAS) under the State Government will be entitled to the minimum of the pay of the pay scale of Section Officer from the date of joining in Govt. office/department. In case such employee of the Boards/Corporations is drawing more than the minimum of the pay scale of Section Officer, then his pay can be protected in consultation with the Finance Department as per rules.
3. Seniority of such employees will be placed below the Government employees who have already joined as Section Officer irrespective of the Year/Session of qualifying the SAS examination.
4. The State Govt. will not own any liability whatsoever for the service rendered under the Boards/Corporations.
5. Such employees will be absorbed in SAS of the State Govt, only if they are found suitable as per their ACRs and that they are not involved in any disciplinary proceedings, in the Boards/Corporations where they were working.

2. The decision of Haryana Government may please be brought to the notice of all concerned who intend to appear in the SAS examination. The request of such employees who are eligible for appearing in the said examination may please be forwarded to the Director, Treasuries and Accounts, Haryana, Chandigarh in the enclosed proforma alongwith their upto date ACRs and Service-Books. A certificate to the effect that the employee is not involved in any disciplinary proceedings etc. may also please be furnished by the Department while

forwarding the application of the candidates. It may also be certified that in case the applicant qualify the SAS (Part-I and Part-II) examination he will be relieved by the Corporation to join the new assignment.

Yours faithfully,

Sd/-
Superintendent Finance Accounts,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

PROFORMA

1.	Name of the applicant (in Block Letters)	
2.	Father's Name	
3.	Date of Birth	
4.	Educational qualification	
5.	Whether passed Hindi upto Matric Standard?	
6.	Whether belong to SC/BC	
7.	Post held in the Corporation/Board with pay scale Date of entry in the Corporation/Board.	
8.	Date of entry in the Corporation/Board.	
9.	Basic pay at present	
10.	Year/Session with Roll Nos. in which SAS Part-I/II qualified.	
11.	Whether Medical Examination from the Civil Surgeon/ Character verification done at the time of entry into the Corporation/Board.	

(Signature of the Applicant)

Attested

No. 34/1(i)/91-WM(3)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners Rohtak, Gurgaon, Hisar & Ambala Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,
All District and Session Judges in Haryana.

Dated, Chandigarh, the 30th May, 1995

Subject : Rate of interest to be charged on Taccavi Loans other than Taccavi loans, Local Bodies/Coop. Societies, investment in Transport State Electricity Board, Food and Supplies Department etc. for the year 1994-95 and 1995-96.

Sir,

I am directed to inform you that it has been decided that during the financial year 1994-95, and 1995-96, the rate of interest at which the Haryana Government will grant loans out of the State Loans and Advances account will, unless otherwise specified in any particular case, be as under :-

		1994-95	1995-96
1.	Taccavi Loans to Agriculturists other than fertilizer loans.	12%	12%
2.	Loans to Agriculturists except loans under fertilizers Taccavi scheme under Act XII of 1884.	12%	12%
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 LIC.	12%	12%
4.	Loans to Haryana State Electricity Board.	12%	12%
5.	Investment in Transport Department.	10%	10%
6.	Investment in Food & Supplies Department.	14%	14%
7.	Punjab State Aid to Industries Act, 1935.		
	(i) Loans up to Rs. 25,000	18%	18%
	(ii) Loans above Rs. 25000/- and up to Rs. 50,000/-	21%	21%
8.	Capital outlay and pensionary charges on Administration on Irrigation Schemes.	5%	5%
9.	Capital outlay on Commercial Departments. & Undertakings.	7%	7%

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(J.L. WADHWA)

Joint Secretary Finance (B),

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/1/93-1PR(FD)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
Deputy Commissioners and
Sub Divisional Officers (C) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 5th June, 1995

Subject : Revision of Pay Scale of Haryana Govt. Employees and re-designation of posts.

Sir,

I am directed to invite your attention to the subject noted above and to say that the State Government has decided to revise the pay scales of Head Clerks/Head Assistants as under w.e.f. 01.04.1995 :

Sr. No.	Name of Departments	Name of the Posts	Existing Pay Scale	Revised Pay Scale
1.	All Hr. Govt. Departments	Head Clerks/Head Assistants (Promoted from the posts of Assistants or equivalent in the pay scale of Rs. 1400-2600).	1600-2660	1640-2900

2. It has further been decided to re-designate the posts as under w.e.f. the date of issue of orders :

Sr. No.		Category	Proposed designation
1.	(i)	Clerk in the 1st Higher Standard pay scale	Senior Clerk, Grade-II.
	(ii)	Clerk in the 2nd Higher Standard pay scale	Senior Clerk, Grade-I.
2.	(i)	Steno- Typist in the 1st Higher Standard Pay Scale	Senior Steno-Typist, Grade-II.
	(ii)	Steno-Typist in the 2nd Higher Standard Pay Scale	Senior Steno- Typist, Grade-I
3.		Head Clerks/Head Asstts. (in the pay scale of 1640-2900)	Deputy superintendent

3. Necessary amendment in the relevant service Rules with regard to re-designation of the above posts may please be carried out at the earliest possible.

Yours faithfully,

Sd/-

(M.R. ANAND)

Deputy Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/4(62)94-2FR-II

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioner and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 6th June, 1995

Subject : **Recovery of D.C.R. Gratuity and pension paid to the Government employees who were prematurely retired and were subsequently reinstated in service.**

Sir,

I am directed to invite a reference to this office letter No. 1/1(21)-78-2FR-II dated 19th October, 1981 on the subject noted above and to say that on account of some doubts, authorities are facing difficulties in implementation of the instructions noted above. The matter has been examined and position about the various points is clarified as below :

Sr. No.	Point raised	Clarification
(i)	In case the period of interruption has been regularised by grating earned leave, half pay leave and extra ordinary leave, whether Govt. servant concerned should be paid pension for the period of extraordinary leave.	Since no leave salary is payable for the period of extraordinary leave, the Government servant concerned will be eligible to retain pension for the period of extraordinary leave will not qualify for pension.
(ii)	If a Government servant opts to retain the amount of DCRG in what manner the interest should be recovered.	The simple interest as prescribed for G.P. Fund in respect of the corresponding period should be recovered every month from the leave salary or pay and allowance of the Government servant concerned.
(iii)	Where a part of DCRG has been recovered from a Government servant before he exercised option to retain the DCRG, whether the option should cover the un-recovered amount of DCRG already recovered should be refunded to the Government servant.	Option will cover only the un-recovered amount of DCRG the portion of DCRG already recovered is not to be refunded.
(iv)	Whether the term 'Leave salary' in para 1 (iii) of letter No. 1/1/(21)78-2FR-II dated 19-10-81 is leave with salary due and admissible?	"Yes", the term 'Leave Salary' in para 1(iii) of letter dated 19-10-81 means leave with salary.
(v)	Whether pension including commuted portion thereof plus pension equivalent of gratuity is to be recovered only in cases where the Government servant has commuted a part of pension or in all cases	In terms of part 1(i) of letter dated 19-10-81, simple interest as prescribed is payable by an Government servant who opts to retain DCRG. Therefore, it is not necessary to recover pension equivalent of DCRG from the leave

Sr. No.	Point raised	Clarification
	irrespective of the fact whether commutation has been made or not?	salary of the pay and allowances of the Government servant. Pension including the amount of pension commuted if any, is required to be adjusted against leave salary or pay and allowances of the Government servant.
(vi)	Whether the term pension occurring in sub-paras (ii), (iii) and (iv) of para 1 of letter dated 19-10-81 includes pension equivalent of gratuity also.	"No"
(vii)	Whether it is permissible to recover both the pension equivalent of gratuity and interest on gratuity retained.	Pension equivalent of gratuity is not to be recovered as interest on the amount of DCRG retained is required to be recovered.
(viii)	Whether two types of reinstatement in service viz.-(i) by orders of the Court; and (ii) in others by the orders of Administrative reviewing authority are to be regulated under the letter dated 19-10-81.	Only cases of re-instatement by the Administrative reviewing authority are regulated by the aforesaid letter.

2. These instructions may please be brought to the notice of all concerned working under your control, for information and necessary action.

3. Receipt of this letter may please be acknowledged.

Yours faithfully,
Sd/-
(S.B. BHATIA)
Under Secretary Finance (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/4(62)/94-2FR-II

Dated, Chandigarh, the 6th June, 1995

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information and necessary action with reference to his office letter No. Pen.1/Gen.3A/94-95/2036 dated 21-9-94.

Sd/-
(S.B. BHATIA)
Under Secretary Finance (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/4(62)/94-2FR-II

Dated, Chandigarh, the 6th June, 1995

A copy is forwarded to the Treasury Officers/Assistant Treasury Officers in Haryana State for information and necessary action.

Sd/-
(S.B. BHATIA)
Under Secretary Finance (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Subject : Revision of pay scale of District Revenue Officers & Tehsildars.

(Copy of FD Hr. No. 1/29/95-1PR(FD) dt. 8th June, 1995)

I am directed to invite your attention to the subject cited above and to say that the State Govt. have decided to revise the pay scales of Haryana Govt. Employees as under w.e.f. the date of issue of orders :

Name of the Department	Name of the Post	Existing Scale	Revised Scale
Revenue Department	Distt. Revenue Officers	2200-4000	3000-4500
In all Govt. Departments.	Tehsildars	2000-3500	2200-4000

These instructions have become obsolete.

No. 4/16/94-4FR-II/3284

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 16th June, 1995

Subject : Grant of Adhoc Bonus to the Haryana Government employees for the year 1993-94.

Sir,

I am directed to invite reference to Government of Haryana, Finance Department circular letter No. 4/14/93-4FR-II/2290 dated 17th October, 1994 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 / Scheme. It has now been decided to grant adhoc bonus equivalent to 29 days emoluments for the year 1993-94 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 1993-94 as mentioned above will be computed on the basis of the actual emoluments upto and including Rs. 2500/- per month as on 31st March, 1994. 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 31-3-1994 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised scales of pay.

3. The benefit will be admissible subject to the following terms and conditions :-

- (i) Only those employees who, were in service on 31-3-94 and have rendered at least six months of continuous service during the year 1993-94 will be eligible for payment under these orders. Pro-rata payments will be admissible to the eligible employees for period of continuous service during the year ranging from six months to a full year, the eligibility period being taken in terms of number or 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 31-3-94. The terms emoluments occurring in these order will be and include basic pay, personal pay special Pay, deputation (duty) allowance 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 allowances, compensatory (city) allowances etc.
- (iii) The work charged/daily wage employees who have worked for atleast 240 days for each year for three years or more will be eligible for this adhoc payment as casual labour. Similarly the work charged employees who are getting regular pay scales but are not working on regular basis will also be treated as casual labour. The amount will be paid on a notional monthly wage of Rs. 750/- irrespective of actual monthly wages. The amount of adhoc bonus will be Rs. $\frac{750 \times 29}{31}$ i.e. Rs. 701.61 (rounded off to Rs. 702).
- (iv) The adhoc employees will not be eligible for the same under these orders.
- (v) The adhoc bonus will be calculated on the following formula :

$$\frac{\text{Emoluments} \times 29}{31}$$

- (vi) All payments under these orders will be rounded up to the next 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 1995-96.

4. The payment of 25% of total adhoc bonus will be paid in cash. The remaining amount will be credited in the General Provident Fund accounts. Similarly, in case of those employees who have no such accounts, their remaining amount after making cash payment of 25% will be invested in the Post Office Saving Certificates to be purchased from the Post Office 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.

6. It is hoped that the employees will reciprocate this gesture of the Govt. and work hard to prove their worth to the Society and the State.

Yours faithfully,
Sd/-
(SUNIL GULATI)
Joint Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 4/16/94-4FR-II/3284

Dated, Chandigarh, the 16th June, 1995

A copy is forwarded to the :-

1. Accountant General (A & E) and (Audit), Haryana, Chandigarh 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/-
(SUNIL GULATI)
Joint Secretary, Finance,
for Financial Commissioner & Secy. 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/-
(SUNIL GULATI)
Joint Secretary, Finance,
for Financial Commissioner & Secy. to Govt.,
Haryana, Finance Department.

To

1. All the Financial Commissioners, Haryana.
2. All Administrative Secretaries to Govt., Haryana.

U.O. No. 4/16/94-4FR-II/3284

Dated, Chandigarh, the 16th June, 1995

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/-
(SUNIL GULATI)
Joint Secretary, Finance,
for Financial Commissioner & Secy. to Govt.
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 4/16/94-4FR-II/3284

Dated, Chandigarh, the 16th June, 1995.

No. 34/2/93-WM(3)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments ,
Commissioner Ambala, Gurgaon, Rohtak & Hisar Divisions,
Deputy Commissioners,
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,
All District & Session Judges in Haryana.

Dated, Chandigarh, the 28th June, 1995

Subject : Rate of interest on deposits in the Provident Fund and other similar funds for the financial year 1995-96.

Sir,

I am directed to refer to the subject noted above and 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, 1995 and also on the accumulations as stood on 31st March, 1995. This rate of interest will remain in force during the financial year 1995-96.

The receipt of this Letter may kindly be acknowledged.

Yours faithfully,

Sd/-
(SUNIL GULATI)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 34/2/93-WM(3)

Dated, Chandigarh, the 28.6.95

A copy is forwarded to the Accountant General A&E/Audit, Haryana, Chandigarh, for information.

Sd/-
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 Govt. Haryana, for Information.

Sd/-
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

U.O. No. 34/2/93-WM(3)

Dated, Chandigarh, the 28.6.95

To

A copy is forwarded to the Principal Secretary/Secretaries/
Private Secretaries to the Chief Minister/Ministers/State Ministers,
Chief Parliamentary Secretary and Parliamentary Secretary for
information of the Chief Minister/Ministers/State Ministers.

Sd/-

Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretaries/Private Secretaries to the Chief Minister/
Officers on Special Duty/Ministers/Ministers of State/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 34/2/93-WM(3)

Dated, Chandigarh, the 28.6.95.

No. 34/2/94-WM(3)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department

To

All Heads of Departments;
Commissioners of Ambala, Gurgaon, Hisar & Rohtak 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 28th June, 1995

Subject : Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle and Marriage Advances granted to the Govt. employees for the Financial Year 1995-96.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging interest on the various loan and advances given to the Govt. employees including A.I.S. officers during the financial year 1995-96 has been considered and it has been decided to charge the rate of interest on Loan and advances as under :

(i)	House Building Advance	10% p.a.
(ii)	Marriage Advance	11% p.a.
(iii)	Motor Conveyance Advance (Motor Car/Motor Cycle/Scooter/ Moped etc.).	10% p.a.
(vi)	Other Conveyance Advance (Cycle)	10% p.a.

2. In the case of misutilisation Penal Interest at the rate of 10%. p.a. will be charged from the applicant over and above the normal rate of interest.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-
(SUNIL GULATI)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana Finance Department.

No. 34/2/94-WM(3)

Dated, Chandigarh, the 28th June, 1995.

A copy is forwarded to the Accountant General (A&E) Audit Haryana Chandigarh for information and necessary action.

Sd/-
(SUNIL GULATI)
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 Govt., Haryana for information.

Sd/-
(SUNIL GULATI)
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. 34/2/94-WM(3)

Dated, Chandigarh, the 28th June 1995.

A copy is forwarded to the Principal Secretary/Secretary/Private Secretaries to the Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary for information of the Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary and Parliamentary Secretary.

Sd/-
(SUNIL GULATI)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana Finance Department.

To

The Principal Secretary/Secretary/Private Secretaries to the
Chief Ministers/Ministers/Ministers of State/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 34/2/94-WM(3)

Dated, Chandigarh, the 28th June 1995.

No. 1/40/94-3PR(FD)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Chief Secretary to Government, Haryana,
(in Estt. I Branch).
The Financial Commissioner & Secretary to
Government, Haryana, Revenue Department.
Legal Remembrancer & Secretary to Govt.,
Haryana, Law Department.
The Secretary, Haryana Vidhan Sabha.
The Secretary, Haryana Public Service Commission.

Dated, Chandigarh, the 14th July, 1995

Subject : Revision of pay scales of Assistants/Senior Scale Stenographers of the offices of Haryana Civil Secretariat, Financial Commissioner Revenue, Legal Remembrancer, Haryana Vidhan Sabha and Haryana Public Service Commission.

Sir,

I am directed to refer you on the subject noted above and to say that the state Government have decided to revise the existing pay scale of Assistants/Senior Scale Stenographers of the following offices from Rs. 1400-2600 + 60 S.P. to Rs. 1600 2660 + 60 S.P. with effect from 01.04.1995 :-

1. Haryana Civil Secretariat.
2. Financial Commissioner, Revenue.
3. Legal Remembrancer-cum-Secretary, Law Department.
4. Haryana Vidhan Sabha.
5. Haryana Public Service Commission.

Yours faithfully,

Sd/-

(Dr. Harbakhsh Singh)
Joint Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 5/7/81-1B&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 the Distt. & Session Judges in Haryana,
All the Chairmen/Managing Directors of Corpns./
Boards/Undertakings in the State.

Dated: 18th July, 1995**Subject : Economy in expenditure on Tours.**

Sir,

I am directed to refer to the Finance Department letter of even number dated 25.5.81 wherein the field touring of officers/officials had been restricted to 10 days in a month and it has again been decided that the following statutory duties are excluded from the 10 days limitations of tours in a month :

(i)	Election Duty:	Within State as well as outside the Haryana State.
(ii)	Compulsory Training:	The training which is considered compulsory for the officials/officers by due orders of the Head of Department/ Government.
(iii)	Attending of Courts:	To attend courts in connection with Government cases.

2. These instructions may kindly be brought to the notice of all concerned.

Yours faithfully,

Sd/-

Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 5/7/81-1B&C

Dated 18.7.95

A copy is forwarded to the Accountant General, (A&E and Audit), Haryana for information.

Sd/-

Joint 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 information.

Sd/-

Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioner and
Administrative Secretaries to Govt., Haryana.

No. 5/7/81-1B&C

Dated 18.7.95

No. 1/138/92-1PR(FD)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments of Haryana Govt.,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 3rd August, 1995

Subject : Revision of pay scales of Haryana Government employees and grant of Special Pay to Personal Assistants of Directorates.

Sir,

I am directed to refer to refer to Haryana Government letter of even number dated the 8th August, 1994 on the subject noted above and to say that in furtherance of the instructions, it has now been decided to grant Special Pay of Rs. 150/- P.M. to all the Personal Assistants working in the offices of Heads of Departments in the pay scale of Rs. 1640-2900 instead of Personal Assistants working with Heads of Departments who are in the pay scale of Rs. 1640-2900.

2. These instructions shall be effective with immediate effect.

Yours faithfully,

Sd/-

(M.R. ANAND)

Deputy Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/138/92-1PR(FD)

Dated, Chandigarh, the 3rd August, 1995.

A copy is forwarded to the Accountant General, (i) Audit and (ii) Accounts, Haryana, Chandigarh for information & necessary action.

Sd/-

Deputy Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been revised vide
No. 2/2/2004-WM(3), Dated 07.01.2007.***

No. 2/7/81-WM(4)

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.
Registrar, Punjab and Haryana, High Court,
Chandigarh and all District and Session Judges in Haryana.

Dated, Chandigarh, the 1st September, 1995

Subject : Grant of loans and advances to Government employees Revision of norms of House Building Advance on the basis of revised scales of pay. Old circular No. 2/7/81-WM(I) dated 4th Jan. 1990.

Sir,

You will be glad to note that it has been decided to increase the eligibility limit of Rs. 2.50 lakhs to Rs. 3.50 lakhs for the grant of House Building Advance to Government employees.

The revised rates/norms of House Building Loan admissible to Government employees for the purpose of construction of House/Purchase of built up House allotted from any Society or any Govt. agency, repair of House, extension of house shall be as follows:

(i) For construction of a House:

80 months basic pay Plus special pay subject to a maximum of Rs. 3.50 lakhs or cost of the built up house whichever is less recoverable in 150 equal monthly installments.

(ii) Repair of House

12 (Twelve) months basic pay plus Spl. pay recoverable in 96 equal monthly installments.

(iii) For Extension of a house

20 (Twenty) months basic pay plus Spl. pay recoverable in 96 equal monthly installments. The maximum of House Building Advance & Repair of house and Extension of house will be limited to Rs. 4.25 lakhs.

(iv) For the purpose of Plots

60% of the total admissibility of House Building Advance.

The revised norms as indicated above will be given effect to and from the 1st September 95 and no benefit will be given to those who have already been drawn even the first installment/part payment of House Building Advance.

4. (i) It has also been decided that in the case of a Katcha House, the Revenue Authority should verify that Katcha House actually needs demolition or has collapsed due to rain and there exists a plot which needs new construction. Where one/two Pacca Rooms has been constructed by the applicant and remaining portion of plot is to be constructed, the applicant will apply for the extension of house not for the construction of house.
- (ii) In the case of the construction of upper floors no loan will be granted for the fresh construction of house. The applicant will be entitled for extension of house only provided the applicant fulfills other conditions laid down in the rules/instructions issued by the Finance Department from time to time.
- (iii) Site Map/Plan verified by the Tehsildar in the case of plots lying in the Lal Dora may kindly be obtained from the applicant to prevent misuse of loan. For Plots in NAC, Municipal Limits, HUDA the approval of Map/Plan by the concerned office is necessary.

5. All other conditions governing the grant of these advances will remain the same as laid down in the rules/instructions issued in the Finance Department from time to time. 10% Penal interest will be imposed in case of misuse of advance is located apart from debarring for further loans. The present rate of interest on loan is 10% but the State Govt. reserves the right to change it from time to time.

6. The above instructions may please be brought to the notice of all officers/officials working under your control.

Kindly acknowledge receipt.

Yours faithfully,
Sd/-
(SUNIL GULATI)
Joint Secretary Finance,
for Financial Commissioner & Secy. to Govt.,
Haryana, Finance Department.

No. 2/7/81-WM(4)

Dated, Chandigarh, the 1st September, 1995

A copy along with a spare copy is forwarded to the Accountant General (A & E) & (Audit), Haryana, Chandigarh for information and necessary action.

Sd/-
(SUNIL GULATI)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the :-

- (i) Financial Commissioners, in Haryana ,

- (ii) All Administrative Secretaries to Govt., Haryana, for information and necessary action.

Sd/-
(SUNIL GULATI)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

- (i) All the Financial Commissioners in Haryana.
(ii) All Administrative Secretaries to Govt., Haryana.

U.O. No. 2/7/81-WM(4)

Dated, Chandigarh, the 1st September, 1995

A copy is forwarded to the Principal Secretary/Special Principal Secretary/Deputy Principal Secretary/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary for information of Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary and Parliamentary Secretary.

Sd/-
(SUNIL GULATI)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Special Principal Secretary/Deputy Principal Secretary/ Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary/ Parliamentary Secretary.

U.O. No. 2/7/81-WM(4)

Dated, Chandigarh, the 1st September, 1995.

No. 4/12/93-1FR-II/1356

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala Division, Gurgaon Division,
Rohtak Division and Hisar Division,
All Deputy Commissioners &
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court Chandigarh.

Dated, Chandigarh, the 11th September, 1995

Subject : Grant of Interim Relief to all employees of Haryana Government.

Sir,

I am directed to address you on the above subject and to say that the Haryana Govt. have considered the question of granting another relief to all employees of Haryana Govt. and have decided to grant a further installment of interim relief @ 10% of their basic pay (Pay as defined under CSR Vol.-I, Part-I, Rule 2.44 (a)(i) subject to a minimum of Rs. 100/- p.m. to them w.e.f. 01-04-1995.

2. The amount of Interim Relief will be *sui generis* viz., it will neither be termed as 'pay' nor 'Allowance' nor 'Wage'. Accordingly, this amount will not count for any service benefit *i.e.* computation of House Rent Allowance, Compensatory Allowance, Overtime Allowance, Cash Compensation, Encashment of leave, Pay Fixation, Pension or Gratuity etc. etc.

3. The arrears of interim Relief from 1-4-95 to 30-9-95 in respect of all employees shall be credited to their G.P.F./C.P.F. Accounts. However, the payment of Interim Relief under these orders shall be made in cash from 1st October, 1995 *i.e.* for the month of October, 1995 paid in November, 1995.

4. Where any Employee during this period is not eligible to subscribe to General Provident Fund/Contributory provident Fund the amount of arrears shall be invested in the National Saving Certificates, purchased from the Post Offices in the State of Haryana. The National Saving Certificates shall be purchased by the Drawing & Disbursing Officers in the name of the employee concerned and shall be handed over to the latter. Employees who have retired or have closed their G.P.F./C.P.F. accounts by the time the arrears are drawn be paid arrears of Interim Relief in cash The deposits under the Contributory Provident Fund Account will, however, not be eligible for Corresponding contribution from Govt.

Yours faithfully,

Sd/-

(SUNIL GULATI)

Joint Secretary Finance,

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 15/15/93-3B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments in Haryana.

Dated 27th September, 1995

Subject : Submission of replies of questionnaires sent by the Haryana Vidhan Sabha.

Sir,

I am directed to invite your attention to the subject noted above and to say that of late it has been observed by the Public Accounts Committee in its one of the meetings held recently that despite repeated instructions issued by the Finance Department from time to time, the departments are still sending the replies of the questionnaires at the eleventh hour which causes undue hardship to the Committee as well as the Finance Department. It is brought to the notice of all concerned that every department is accountable at the last stage to the Public Accounts Committee. It is, therefore, again requested that the replies of each questionnaire must be sent to the Committee (Public Accounts Committee) within the stipulated period without fail under intimation to the Finance Department/Accountant General (Audit), Haryana.

2. Please acknowledge.

Yours faithfully,

Sd/-
Superintendent Budget & Committee
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 15/15/93-3B&C

Dated 27.9.95

A copy is forwarded to the Secy. Haryana Vidhan Sabha for information.

Sd/-
Superintendent Budget & Committee
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & 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 the Financial Commissioner, Haryana.
All the Administrative Secretaries to Govt., Haryana.

U.O. No. 15/15/93-3B&C

Dated 27.9.95

No. 15/15/93-3B&C

Dated 27.9.95

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.

***These instructions have been Revised vide
No. 9/16/94-1PR(FD), Dated 09.04.2001.***

No. 1/50/95-3PR

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Director,
Animal Husbandry Department,
Haryana, Chandigarh.

Dated, Chandigarh, the 6th October, 1995

Subject : Grant of N.P.A. to Veterinary Doctors of Animal Husbandry Department, Haryana.

Sir,

I am directed to invite your attention to the subject cited above and to say that the State Government has decided to grant Non-practicing Allowance to the Veterinarians of Animal Husbandry Department at par with HCMS Doctors as under w.e.f. 1-10-95.

- (1) For Basic Pay up to Rs. 3000/- Rs. 600/- P.M.
- (2) For Basic Pay above Rs. 3000/- Rs. 800/- P.M.
and up to Rs. 3700/-
- (3) For Basic Pay above Rs. 3700/- Rs. 900/- P.M.

It is also clarified that NPA would be treated as part of pay for all purposes including the purpose for calculation of Dearness Allowance.

Yours faithfully,

Sd/-

(Harbaksh Singh)

Joint Secretary Finance

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst. No. 1/50/95-1PR

Dated, Chandigarh, the 6-10-95

A copy is forwarded to the Accountant General, (i) A&E & (ii) Audit, Haryana, Chandigarh for information & necessary action.

Sd/-

Joint Secretary Finance

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

These instructions have become obsolete.

No. 18/2/95-3B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Concerned Heads of Departments in Haryana,
The Registrar, Punjab & Haryana High Court,
Commissioner, Ambala, Hisar, Gurgaon and Rohtak Divisions.

Dated, Chandigarh, the 10th October, 1995

Subject : Report of the Comptroller & Auditor General of India for the year ended 31st March, 1994 - No. 3 (Civil), Appropriation Accounts 1993-94 and Finance Accounts 1993-94 - Govt. of Haryana.

Sir,

I am directed to refer to the subject noted above and to enclose herewith a copy of the Report of the Comptroller and Auditor General of India for the year ended 31st March, 1994-No.3 (Civil)-Govt. of Haryana along with Finance Accounts 1993-94 and Appropriation Accounts 1993-94.

2. You are requested to kindly initiate action on the said Report immediately and forward 20 copies of the reply (in Hindi and English) to your respective Administrative Department about the action taken on the points raised in the report within a period of three months.

3. I would also bring to your notice that as per the Recommendations of the Shakhdar Committee, PAC may conduct Oral Examination on the issue of delay in replies as well. Further no questionnaires will be sent by the PAC and departments are expected to send their replies on their own within 3 months of the reports being presented to Vidhan Sabha.

4. It is also requested that the replies may kindly be sent in the prescribed proforma. The additional information in respect of the following points may also invariably be sent :-

- (a) The date on which the audit para was received in the departments.
- (b) The date on which action taken thereon was initiated by the departments.
- (c) What was the result of inquiry, if any, held to know the background and cause of financial irregularities, defalcation etc.
- (d) Whether action against the defaulters, if any, has been initiated and if so, what is the latest position in regard thereto.

5. It may also be made clear to all concerned that the officers who have to appear before the PAC for oral examination should come fully prepared and well acquainted with background and have full relevant record with them in respect of paras to be examined by the

committee since every word they speak is recorded in the proceeding. Please, therefore, ensure that the action is completed accordingly without waiting for any questionnaires from Secy. Haryana Vidhan Sabha to avoid any criticism by PAC in due course.

6. The receipt of the report may kindly be acknowledged.

Yours faithfully,

Sd/-
Under Secretary Finance (Budget),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 18/2/95-3B&C

Dated 10.10.1995

A copy is forwarded to the Accountant General (Audit), Haryana, Chandigarh for information w.r.t. his letters Nos. Report/1-3/Chap/93-94/60 dated 25.04.95 & Appn. Accounts/1-3/93-94/Har./49 dated 22.05.95.

2. The said documents were laid on the Table of the House of Legislature on 26.09.95.

Sd/-
Under Secretary Finance (Budget),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy with copies of the said documents is forwarded to :-

All the Concerned Financial Commissioners to Govt., Haryana.
All the Concerned Administrative Secretaries to Govt., Haryana.
for information & immediate necessary action in the matter.

2. They are requested to kindly get action completed within the period of 3 months accordingly.

Sd/-
Under Secretary Finance (Budget),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Concerned Financial Commissioners to Govt., Haryana.
All the Concerned Administrative Secretaries to Govt., Haryana

U.O. No. 18/2/95-3B&C

Dated 10.10.1995

A copy is forwarded to all Branch Officers/Supdts. in the Finance Department for information & necessary action.

They are requested that they should liaise with the concerned departments under their control for getting the action completed within the stipulated period of three months.

Sd/-
Under Secretary Finance (Budget),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Branch Officers/Supdts.
In Finance Department

U.O. No. 18/2/95-3B&C

Dated 10.10.1995

No. 18/2/95-3B&C

Dated 10.10.1995

A copy is forwarded to the Secy., Haryana Vidhan Sabha (in PAC Br.) for information w.r.t. his letter No. PAC-49/95/16716 dated 26.9.95.

Sd/-
Under Secretary Finance (Budget),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 36/3/91-WM(5)

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 and
All Distt. & Sessions Judges in Haryana.

Dated, Chandigarh, the, 12th October, 1995

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. 500/- (Rs. Five 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 1995-96.

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 1995-96.

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 1995-96.
- (iii) The advance may be drawn and disbursed before the 20.10.1995.
- (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 December, 1995 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/-

Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 36/3/91-WM(5)

Dated, Chandigarh, the 12th October, 1995

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, it will demanded through Supplementary Estimates 1995-96.

Detailed accounts of the recoveries will be maintained by the Drawing & Disbursing Officers.

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 36/3/91-WM(5)

Dated, Chandigarh, the 12th October, 1995

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 20.10.1995. The payment made on the basis of the sanction issued by the Department concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol. I.

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner Revenue, Haryana,

All the 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

The Financial Commissioner Revenue, Haryana.
All the Administration Secretaries to Govt., Haryana.

No. 36/3/91-WM(5)

Dated, Chandigarh, the 12th October, 1995

A copy each is forwarded to the Principal Secretary/Spl. Principal Secretary/Deputy Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary for the information of 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/Spl. Principal Secretary/Deputy Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

U.O. No. 36/3/91-WM(5)

Dated, Chandigarh, the 12th October, 1995.

No. 4/12/95-4FR-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 in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 25th October, 1995

Subject : Grant of Interim Relief to Haryana Govt. Pensioners/Family Pensioners.

Sir/Madam,

I am directed to address you on the subject noted above and to say that Haryana Government have considered the question of granting Interim Relief to all Haryana Government Pensioners/Family Pensioners and have decided to grant them interim relief @ Rs. 50/- p.m. and in addition, 10% of basic Pension/Family Pension subject to a minimum of Rs. 50/- p.m. w.e.f. 1-4-1995.

2. If a pensioner/family pensioner is re-employed under the State or Central Government or a Corporation/Company/Body/Bank under them in India or abroad including permanent absorption in such Corporation Company/Body/Bank, he/she shall not be eligible to draw Interim Relief on Pension / Family Pension during the period of such re-employment. The pensioner/family pensioner should give a certificate to the effect that he/ she is not employed/ re-employed.

3. Interim Relief may be shown as a separate element. No dearness relief on this element will be admissible. Interim Relief involving a fraction of a rupee may be rounded off to the next higher rupee.

4. In case of persons in receipt of more than one pension, the Interim Relief will be calculated on the total of all pensions taken together.

5. The expenditure Involved will be debitable to the Major Head "2071-Pension and other Retirement Benefits".

6. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(SUNIL GULATI)

Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 4/4/95-1FR-II/1890

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala Division, Gurgaon Division,
Rohtak Division and Hisar Division,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court.

Dated, Chandigarh, the 26th October, 1995

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. 4/4/95-1FR-II/636, dated Chandigarh the 28th April, 1995, 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 1-7-1995 as under :-

Date from which payable	Pay range	Rate of dearness allowance Per mensem
1-7-95 onwards	Basic pay upto Rs. 3500/-	136% of pay.
	Basic pay between 3500 and upto 6000	102% of pay subject to a minimum of Rs. 4760/- p.m.
	Basic pay above Rs. 6000/-	88% of pay subject to a minimum of Rs. 6120/- 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 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 arrears on account of enhancement in Dearness Allowance for four months *i.e.* from 1st July, 1995 upto 31st October, 1995 in respect of all Government employees shall be credited in their General Provident Fund Accounts. However, the additional instalment of D.A. payable under these orders shall be paid in cash from 1st November, 1995 *i.e.* for the month of November, 1995 paid in December, 1995.
4. 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.
5. 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.
6. 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.
7. The amount credited to G.P.Fund under para 3 shall remain in G.P.Fund Accounts of the employees for atleast one year from the date of issue of these instructions. In other words this amount shall not be taken into account for atleast one year for the purpose of granting any advance from G.P.F. This will, however, not apply in the case of final payments due to retirement, death, and voluntary retirement etc.
8. These orders are also applicable to work charged employees.
9. 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.
10. The general conditions of payment of dearness allowance would continue to be the same as in force at present.

Yours faithfully,

Sd/-

(Sunil Gulati)

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 18/2/92-3B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Heads of Departments in Haryana.
The Registrar, Punjab & Haryana High Court,

Dated 27th October, 1995

Subject : Implementation of the recommendation made by the Shakhdar Committee of functioning of pacs.

Sir,

I am directed to invite your attention to the subject noted above and to say that the Public Accounts Committee has decided in its meeting held on 30th May, 1995 to accept and implement the Recommendations of Shakhdar Committee's Report regarding the functioning of the Public Accounts Committee in the State. These recommendations mainly relate to the horizontal examination of the Reports of the Comptroller and Auditor General of India and the follow up action on the recommendations of the Public Accounts Committee.

2. As per the recommendations of the PAC, it has been decided to implement the following procedure with immediate effect :-

- (i) Immediately on the presentation of Comptroller and Auditor General of India's Audit Report, the Administrative Department should furnish annotated replies WITHIN A PERIOD OF THREE MONTHS, interalia, they will also furnish the information on the following points :-
 - (a) the date on which the Audit Para was received in the Departments (which means basically that the Audit paras should have been regularly followed since the time they were first raised).
 - (b) the date on which action thereon was initiated by the Department:
 - (c) what was the result of inquiry, if any, held to know the background and the cause of financial irregularities, Defalcations and
 - (d) whether action against the defaulters, if any, has been initiated and if so, what is the latest position in regard thereto.
- (ii) Upon submission of annotated reply at para ibid, the Administrative Department through Finance Department will send one copy of the action taken notes to the office of the Accountant General (Audit) for examination.
- (iii) On receipt of annotated reply by the PAC :-
 - (a) the Committee may drop the para where the replies of action taken are considered sufficient.

- (b) In some cases on consideration of the reply, the Committee may call for additional information without calling the Head of the Administrative Department for oral examination.
- (c) In cases where oral examination is considered necessary, the Accountant General's office will assist Vidhan Sabha Secretariat in preparing additional questionnaire on selected points for eliciting Department clarification, additional information etc.
- (iv) For conducting oral examination a selective approach may be adopted by the Committee on the pattern of the Central Public Account Committee.
- (v) If annotated replies are not received within the prescribed period, the Committee may call the Administrative Secretaries of the Department for not furnishing the replies well in time. For this, a detailed questionnaire will be sent to the Department for the oral examination of the Administrative Secretaries in order to ensure accountability on this account.
- (vi) In order to liquidate arrears and also to make accountability effective, it was agreed to that the latest audit report be taken along with the earlier audit reports be TAKEN UP BY THE COMMITTEE FROM THIS CURRENT FINANCIAL YEAR.
- (vii) The Committee may take up the paras of all the audit reports horizontally Department wise.

3. A nodal officer of the rank of Under Secretary or above may be appointed in each Department of the Government of Haryana so that accountability may be ensured for sending replies/action taken reports on the Audit Reports as suggested above and to look after effectively the implementation of the recommendations/conservations of the Committee. However, the Administrative Secretaries will be over all responsible for sending the replies to the Committee within a stipulated period as provided in the Government instructions issued by the Finance Department vide Circular letter No. 15/12/91-3B&C dated 12th December, 1991.

4. ACTION TAKEN NOTES on the audit para should be sent within a period of 3 months from the date of receipt of the Report of the Comptroller and Auditor General of India without waiting for any questionnaires as that practice has been dispensed with.

5. All Administrative Secretaries have already been requested to send the replies to the Civil and Revenue Reports of the Comptroller and Auditor General of India for the years 1990-91, 1991-92, 1992-93 & 1993-94 (Revenue) immediately so that the Committee may take up these Reports horizontally Department wise. The Committee also desired that in case any Department fails to send the replies within one month for the above 3 pending Reports (for which time has already elapsed), the concerned Administrative Secretary may be called for oral examination to explain the reasons as to why the replies have not been sent within the prescribed period. The Civil Report of CAG for the year 1993-94 has also been tabled in the house and its reply too is expected within three months of 26.9.95 (Civil) (i.e. by 26.12.95).

6. It has also been decided that the Officers/Officials involved in financial irregularities, defalcation etc. should be awarded deterrent punishment according to existing law. If there is any lacuna in the punishment already awarded, the concerned officer who has awarded the inadequate or wrong punishment will be censured and the Govt. may Review/Modify the punishment accordingly on the recommendation of P.A.C.

7. No questionnaire will now be issued by the Secretary Haryana Vidhan Sabha. The reply of CAG Reports will now be accordingly prepared and sent within 3 months of tabling of the report at the Vidhan Sabha. It may also be noted that only 20 copies of such replies may be prepared now onwards and sent to your Administrative Department. Out of these, 3 copies will be sent to FINANCE DEPARTMENT and 15 copies will be sent to the Secy. Haryana Vidhan Sabha by the CONCERNED ADMINISTRATIVE DEPARTMENT in respect of CAG Report. Further, only 18 copies of the Quarterly progress Reports are to be sent to the Finance Department in respect of the various paras shown in the PAC Reports instead of 35 copies earlier.

8. It is also brought to your notice that the instructions regarding most of the points above have already been issued vide FD's endorsement No. 15/34/95-3B&C dated 6th September, 1995. However it has been noticed that the information regarding nomination of Nodal Officers has only been received from 9-10 Departments only. Similarly the replies of the CAG Reports have also been sent by very few Departments. It is, therefore, again reiterated that the requisite replies may kindly be sent immediately to avoid any further delay in the matter.

Please acknowledge receipt.

Yours faithfully,

Sd/-
Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners and the Administrative Secretaries to govt. Haryana, for information and necessary action.

They are requested that the requisite copies of replies of paras of CAG Reports as stated above may kindly be sent at the earliest as the last date of sending replies except 1993-94 is already over.

Sd/-
Joint 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. 18/2/92-3B&C

Dated 27.10.95

A copy is forwarded to all the Officers/Supdts in the FD for information & necessary action.

Sd/-
Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Officers/Supdts in the FD.

U.O. No. 18/2/92-3B&C

Dated 27.10.95

No. 10/2/92-2B&C

Dated 27.10.95

A copy is forwarded to the Secy., Haryana Vidhan Sabha, Chandigarh for information.

Sd/-

Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 18/2/92-3B&C

Dated 27.10.95

A copy is forwarded to the Accountant General (Audit), Haryana Chandigarh for information.

Sd/-

Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/2(73)88-4FR-II/1955

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, 1995**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/829, dated 4th May, 1995 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, 1995, in modification of the rates mentioned in the letter dated 4th May, 1995 :

	Pension/Family Pension Per month	Rate of dearness relief per month
(i)	Not exceeding Rs. 1750/-	136% of the Pension/Family Pension.
(ii)	Exceeding Rs. 1750/- but not exceeding Rs. 3000/-.	102% of the Pension/Family Pension subject to a minimum of Rs. 2380/-.
(iii)	Exceeding Rs. 3000/-	88% of the Pension subject to a minimum of Rs. 3060/-

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, 1995 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/-
(HARBAKHASH SINGH)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

**HARYANA GOVERNMENT
FINANCE DEPARTMENT
(REGULATION)**

Notification

The 30th November, 1995

No. 3/5/92-3FR-II.— 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, in its application to the State of Haryana, namely :-

1. These rules may be called the Punjab Treasury (Haryana First Amendment) Rules, 1995.
2. In the Punjab Treasury Rules, Volume I for rule 4.109, following rules shall be substituted, namely :-

“4.109. The Assistant Treasury Officer may renew both halves of the Pension Payment Orders himself in respect of the pensioners drawing pensions at the sub-treasury after adopting the procedure laid down in rule 3.34 (b) of the Punjab Financial Rules, Volume I, in toto”.

J.D. GUPTA,
Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 3/5/92-3PR II

Dated, Chandigarh, the 30th November, 1995

A copy for information is forwarded to :-

All Heads of Department, Commissioners of Divisions,
All Deputy Commissioner and sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court, Chandigarh.

Sd/-
(Harbakhsh Singh)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 3/5/92-3PR II

Dated, Chandigarh, the 30th November, 1995

10 copies are forwarded to Accountant General (A&E, Audit) Haryana, Chandigarh for information with reference to their letter No. Central Co-ordn/Amendment/PPO/89-90/1109 dated 17-1-1990 and TM (T) 17-1/PFR/88-89/468-69 dated 14.9.88

Sd/-
(Harbakhsh Singh)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 3/5/92-3PR II

Dated, Chandigarh, the 30th November, 1995

A copy along with an attested copy is forwarded to the Controller, Printing & Stationery, Haryana for information and necessary action.

He is requested that this notification be got printed in the Haryana Govt. Gazette and 500 spare copies be supplied to Govt. for record.

Sd/-
(Harbakhsh Singh)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 3/5/92-3PR II

Dated, Chandigarh, the 30th November, 1995

A copy for information and necessary action is forwarded to :-

Financial Commissioners, Haryana.
All the Administrative Secretary to Govt., Haryana.

Sd/-
(Harbakhsh Singh)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Financial Commissioners, Haryana.
All the Administrative Secretary to Govt., Haryana.

U.O. No. 3/5/92-3PR II

Dated, Chandigarh, the 30th November, 1995

**HARYANA GOVERNMENT
FINANCE DEPARTMENT
(REGULATION)**

Notification

The 30th November, 1995

No. 3/5/92-3FRII.— 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 I, in their application to the State of Haryana, namely :-

1. These rules may be called the Punjab Financial Volume I (Haryana Third Amendment) Rules, 1995.
2. In the Punjab Financial Rules, Volume I, in rule 3.34, for clause (b), the following clause shall be substituted namely :-

“(b) Treasury Officers/Assistant Treasury Officers are authorised to renew Pension Payment Order without reference to the Accountant General, in case, in which, pensioner’s portion is lost, worn or torn, or the entries on the reverse of either the pensioner’s or the disburser’s portion are completely filled up. On the renewal of Pension Payment Order, the portion of the original order containing the facsimile of the pensioner’s signature or thumb impression, as the case may be, and the copy of photograph where it is kept, shall be cut off from the old and pasted on the renewed Pension Payment Order before the latter is signed by the Treasury Officer/Assistant Treasury Officer and the old Pension Payment Order, pensioner’s portion, if available, shall be returned by the Treasury Officer/Assistant Treasury Officer to the concerned pensioner for record after prominently stamping them as “renewed and cancelled” on their first and last pages. A note of the issue of the new Pension Payment Order shall be made in the remarks column of the Register (Form STR 35). On the death of a pensioner the Pension Payment Order should, after payment of the arrears of pension, be returned to the Accountant General, Haryana with a report of the date of death of the pensioner”.

J.D. GUPTA

Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst. No. 3/5/92-3FRII

Dated, Chandigarh, the 30th November, 1995

A copy for information is forwarded to :-

All the Heads of Departments, Commissioners of Divisions, All Deputy Commissioners & Sub Divisional Officers (C) in Haryana State.
The Registrar, Punjab and Haryana High Court, Chandigarh for information.

Sd/-

(Harbakhsh Singh)

Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst. No. 3/5/92-3FRII

Dated, Chandigarh, the 30th November, 1995

10 copies are forwarded to Accountant General (A&E/Audit) Haryana, Chandigarh for information with reference to their letter No. Central Co-ordn/Amendment/PPO/89-90/1109, dated 17.1.90 and TM (T)/17-1/PFR/88-89/468-69, dated 14.9.88.

Sd/-
(Harbakhsh Singh)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst. No. 3/5/92-3FR11

Dated, Chandigarh, the 30th November, 1995

A copy alongwith an attested copy is forwarded to the Controller, Printing & Stationery, Haryana, for information and necessary action.

2. He is requested that this notification be got printed in the Haryana Govt. Gazette and 500 spare copies be supplied to Govt. for record.

Sd/-
(Harbakhsh Singh)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy for information & necessary action is forwarded to :-

Financial Commissioners, Haryana.
All the Administrative Secretaries to Govt., Haryana.

Sd/-
(Harbakhsh Singh)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

Financial Commissioners, Haryana.
All the Administrative Secretaries to Govt., Haryana.

U.O. No. 3/5/92-3FR11

Dated, Chandigarh, the 30th November, 1995.

These instructions have become obsolete.

IMMEDIATE

No. 5/6/92-1B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
The Registrar, Punjab & Haryana High Court,
Commissioner, Ambala, Hisar, Rohtak, and Gurgaon Divisions,
All Dy. Commissioners and District & Session Judges
in Haryana.

Dated, Chandigarh, the 4th December, 1995

Subject : Economy in Expenditure.

Sir,

I am directed to address you on the subject noted above and to inform that the unprecedented floods during the current year have caused huge additional financial burden on the state exchequer. The State Govt. had to re-arrange its priorities to meet the expenditure on relief measures. To keep the financial position of the State in order, it is necessary to enforce the fresh economy measures besides the measures already in operation. It has, therefore, been decided to enforce the following economy measures with immediate effect.

- (i) All the HODs, in consultation with their respective Administrative Secretaries, should review all the plan and non-plan schemes being implemented by the departments. Under their control and examine the scope for effecting possible savings within the sanctioned budget grants. The schemes found to be redundant and not capable of yielding productive results should be scrapped.
- (ii) The new schemes not put into operation so far should not be now taken for implementation during the current year;
- (iii) No Additional expenditure on plan and non-plan schemes be made;
- (iv) No new posts should be created during the year 1995-96. Fresh recruitment on daily wage should also be stopped forthwith;
- (v) No new staff cars/jeeps or other vehicles should be purchased except vehicles required for replacement;
- (vi) A 10% cut on Budget grants provided for TA, telephones, petrol/diesel and items under 'OE' should be applied during the current financial year;

- (vii) No new furniture, air-conditioners, heaters and other luxury items be purchased during the current financial year;
- (viii) Strict economy in the use of stationery items should be observed;
- (ix) Expenditure on hospitality should be reduced to the minimum required level;
- (x) Instructions on economy already issued by the Finance Department From time to time will still remain in force and be deemed to have been a mounded to the above extent.

2. It is only through the continuous exercise of restraint in expenditure that the present financial position of the State can be steered through. I am, therefore, to request you to contain the expenditure under the heads concerning to your department Within the budget estimates of the current year and further to generate maximum possible savings so that the content demands of the state could be met.

3. These instructions will also be applicable to all the Boards/Corporations.

The receipt of this letter may please be acknowledged.

Yours faithfully,
Sd/-
(V.S. KUNDU)
Joint Secy. Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 5/6/92-1B&C

Dated : 4.12.95

A copy is forwarded to the Accountant General, Haryana, (Accounts & Audit) Chandigarh for information & necessary action.

Sd/-
Joint Secy. Finance,
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/-
Joint Secy. Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners & Administrative Secretaries to Govt., Haryana.

U.O. No. 5/6/92-1B&C

Dated : 4.12.95

A copy is forwarded to the Principal Secy./Addl. Principal Secy./Officer on Spl. Duty/Secretaries/P.S. to the Chief Minister/Ministers/State Ministers/Chief parliamentary Secy./Parliamentary Secy. for the information of C.M./Ministers/State Ministers/Chief Parliamentary Secy./Parliamentary Secy.

Sd/-
Joint Secy. Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secy./Addl. Principal Secy./Officer on Spl. Duty/
Secretaries/P.S. to the Chief Minister/Ministers/State Ministers/
Chief parliamentary Secy./Parliamentary Secy.

U.O. No. 5/6/92-1B&C

Dated : 4.12.95

A copy is forwarded to all the Branch Officers/Supdts. Dy. Supdts in FD. They are requested to ensure that the while combining the proposals received from the departments the above guidelines are kept in view for strict compliance.

Sd/-
Joint Secy. Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

These instructions have become obsolete.

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Director, Treasuries & Accounts, Haryana, Chandigarh.
All Treasury Officers/Asstt. Treasury Officers in Haryana.
The Treasury Officer, Tees Hazari, Delhi-6.

Memo No. 1/2(74)/88-2FR-II

Dated, Chandigarh, the 5th December, 1995

Subject : Liberalisation of pensionary benefits on the basis of 4th Pay Commission - Payment of interest @ 18% in those cases where payment has not been made upto 28-2-1990.

Reference Finance Department's letter No. 1/2(74)/88-2FR-II dated 28-12-89 and even No. dated 16-1-90 addressed to all Heads of Departments on the subject noted above.

2. In Finance Department's letter referred to above, it was made clear that arrears of additional relief w.e.f. 1-1-86 onwards to pensioners who retired prior to 31-3-85 may be paid to each individual pensioner by 28-2-90 and if this payment is not made by 28-2-90, it will have to be paid with interest @ 18% per annum. It has, however, come to the notice of the Finance Department that payment of interest in eligible cases has not been made by some of the Banks at certain places or by the Treasuries from where the pensioners are drawing their pensions. The State Government has taken a serious view of the above lapse. It is, therefore, reiterated that payment of interest, if due, as per Govt. letter No. 1/2(74)/88-2FR-II dated 28-12-89 and even number dated 16-1-90 read with procedural letter No. 1/4/21/89-2FR-II, dated 30-8-90 and relevant provisions of S.T.R. may be made at once to each individual whose case is pending/already rejected within one month of issue of this Communication. However, in other such cases, where the interest is admissible must be paid at the earliest after its receipt. Complaints received after the stipulated period will be viewed seriously by the State Govt. A compliance report received from Treasury Officers/ Assistant Treasury Officers may be consolidated by the Director, Treasuries & Accounts Haryana and be furnished to this Department at the earliest.

3. It is also made clear that the payment of interest has to be debited under Major Head 2071-Pension & Other where pension of the concerned pensioner is debited.

4. The receipt of the letter may please be acknowledged.

Sd/-
(Harbakhsh Singh)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been reiterated vide
No. 5/44/95-1FR-II, Dated 16.01.1996.***

No. 5/41/95-4FR-II

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,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 7th December, 1995

Subject : Journey by Air.

Sir,

I am to invite a reference to Haryana Government Finance Department letter No. 5/4/91-1FR-II dated 1st June, 1992 on the subject noted above and to say that Govt. have for some time past been observing that some departments allow their officers, who are otherwise not entitled to travel by air, to perform journeys by air and then refer the matter to the Finance Department for ex-post-facto approval. This tendency is causing the Government great concern. You are, therefore, requested to ensure that no officer who is not entitled to travel by air is allowed to perform such a journey without prior sanction of the Government.

***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.***

IMMEDIATE

No. 1/2(5)/95-3FR-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 11th December, 1995

Subject : Grant of incentive to Haryana Government employees adopting small family norms.

Sir,

I am directed to refer to Haryana Govt. Finance Department circular letter No. 6/1(1)/87-3FR-I dated 20.7.1993 on the subject noted above and to say that in compliance with the orders of Hon'ble Punjab and Haryana High Court passed in civil writ petition No. 18493 of 1994, Duli Chand v/s State of Haryana and others, it has now further been decided to grant the arrears of 38 months of one special increment in the form of personal pay prior to 2.11.1995 (date of Judgement) to all eligible Govt. servants even those who have either did not make any representation to the competent authorities or not approached any court of law or whose representations were already rejected but they fulfill the requisite conditions of Govt. letter dated 20.7.1981. Thus the actual benefit is to be given w.e.f. 1.9.1992 to 19.7.1993 as the employees have already been granted this benefit w.e.f. 20.7.1993. Therefore, it is requested that a list of all eligible Govt., employees may be prepared and examine their claims and grant the above benefit before 31.12.1995 positively to avoid contempt. A compliance report in this regard may also be submitted to Finance Department without further delay.

2. The other terms and conditions for the grant of this benefit will be the same as contained in Haryana Govt. Finance Department letter No. 6/1(8)/79-1FR-I, dated 20.7.1981 and letter No. 6/1(1)/87-3FR-I dated 20.7.1993 and the subsequent instructions issued on the subject from time to time.

3. These instruction may please be brought to the notice of all concerned working under their control for strict compliance.

4. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(Dr. Harbakhsh Singh)

Joint Secretary Finance

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1/2(5)/95-3FR-I

Date, Chandigarh, the 11th December, 1995

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-

(Dr. Harbakhsh Singh)

Joint Secretary Finance

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner, Haryana and all Administrative Secretaries to Government of Haryana for information and necessary action.

Sd/-

(Dr. Harbakhsh Singh)

Joint Secretary Finance

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners, Haryana &
All Administrative Secretaries to Govt. Haryana.

U.O. No. 1/2(5)/95-3FR-I

Date, Chandigarh, the 11th December, 1995

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary for information of the Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary/Parliamentary Secretary.

Sd/-

(Dr. Harbakhsh Singh)

Joint Secretary Finance

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secy./
Parliamentary Secretary.

U.O. No. 1/2(5)/95-3FR-I

Date, Chandigarh, the 11th December, 1995.

No. 2/2/94-3FR-II/4175

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Ambala, Gurgaon, Hisar & Rohtak Divisions,
All Deputy Commissioner and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 22nd December, 1995**Subject : Rounding off of transactions in Government Accounts.**

Sir,

I am directed to invite your kind attention on the subject noted above. The question of simplification of accounting procedure and management of payments and receipts arising out of Government transactions has been considered by the Government. Accordingly, it has been decided that all Government transactions involving fractions of a rupee shall be brought into accounts by rounding off to the nearest rupee (fraction of 50 paise and above to be rounded off to the next higher rupee and the fraction of less than 50 paise to be ignored).

2. Having regard to scope, magnitude and variety of Government transactions, it has been decided as under :-

- (i) Petty cash payments for local purchase are met out of permanent cash imprest available with the Head of Office and recoupment bill duly supported by sub-vouchers (where necessary) is required to be preferred periodically to the Treasury Officer/Assistant Treasury Officer concerned for replenishment of the imprest. As far as possible suppliers should be persuaded to cooperate in rounding off the amount payable to them on each occasion to the nearest rupee. In exceptional cases where payment of paise cannot be avoided, the total of the sub vouchers sought to be recouped would include paise also. Nevertheless, the recoupment bill shall be submitted to the Treasury Officer/Assistant Treasury Officer concerned for the whole rupee portion only. However, for the purpose of balancing the transactions in the main book as well as in the petty cash book, the DDO will (a) indicate the actual amount received in recoupment of the permanent advance; (b) record therein the Un-recouped paise as an item of "rounding of transactions", and (c) carry it over to be claimed through the subsequent recoupment bill by giving particular of the bill in which this amount was short received. Illustrative examples are given in Annexure A&B for guidance.
- (ii) In the case of receipts arising out of sale of waste papers or old newspapers, periodicals, condemned furniture etc, the amounts to be realised should be rounded off to the next rupee and not include paise in the sum total transactions with any party for which a single receipt is given so that the receipts are credited into Government accounts in whole rupees only.

3. Personal claims of Govt. servants and pensioners by way of HRA/DA/TA etc. and all Inner column deductions from salary bill on account of PLI/License fee/Taxes etc. including

transactions shall be rounded off in whole rupees. In case of travelling allowance bills the rounding shall be done only at the last stage and not in receipt of each item e.g. Railway fare, Mileage and Daily Allowance, comprising the claim of an individual. Interest on loans and advance to an employee which is computed as a percentage of base amount and its recovery is affected in installments shall be made in whole rupee.

4. Payment of account of pension/Relief on pension, DCRG/Commuted value of pension shall be rounded off to the next rupee.
5. Money order commissions/telegram charges Electricity/Water charges bills and telephone bills may be paid after rounding off the fractional amount in the bills to the nearest whole rupees.
6. These instruction will come into force with effect from 1st January, 1996.
7. It is also clarified that that the necessary amendment in rule 4.10 of STR Volume-I is being carried out accordingly.
8. The contents of these instructions may kindly be brought to the notice of all concerned under your control, for information and necessary action.
9. Receipt of this letter may be acknowledged.

Yours faithfully,

Sd/-
(V.S. KUNDU)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst No. 2/2/94-3FR-II/4175

Dated, Chandigarh, the 22 December, 1995.

A copy is forwarded to the Accountant General (A&E) Haryana, Chandigarh for information and necessary action.

Sd/-
(V.S. KUNDU)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to the Financial Commissioner Haryana and all Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-
(V.S. KUNDU)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Financial Commissioner Haryana.
All Administrative Secretaries to Govt., Haryana.

U.O. No. 2/2/94-3FR-II/4175

Dated, Chandigarh, the 22nd December 95.

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary for information of the Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary.

Sd/-
(V.S. KUNDU)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries
to the Chief Ministers/Ministers/Ministers of State/
Chief Parliamentary Secretary.

U.O. No. 2/2/94-3FR-II/4175

Dated, Chandigarh, the 22nd December 95.

Encls.

ANNEXURE 'A'

Petty Cash Book

Receipts

Payments

Amount Received	Date	Sub Voucher No. Cheque No.	Particulars	Amount paid	Conveyance	Postage & Stamps	Misc.	Remarks
500	1.4.86	Vr. No. 1	Permanent Cash Imprest					
	2.4.86	Vr. No. 2	Conveyance	15.20	15.20			
	2.4.86	Vr. No. 3	Purchase of Stationery	25.80			25.80	
	2.4.86	Vr. No. 4	Conveyance	20.70	20.70			
			Total	61.70	35.90		25.80	
			Cash in hand	438.30				
			C/O					
500			Total at the end of the day	500.00				
438.30			Balance b/d (Cash in hand)					
61.00	10.4.86	Bill No. 10	Recoupment of permanent Cash imprest					
			Cash in hand c/o	499.30				
499.30			Total at the end of the day	499.30				0.70 unrecouped amount
	15.4.86	Vr. No. 20	Conveyance	16.25	16.25			
	15.4.86	Vr. No. 25	Local purchase of Gum bottles	18.05			18.05	
			Total	34.30	16.25		18.05	
*35.00	15.4.86	Bill No. 26	Recoupment of permanent cash imprest					* Includes Rs. 0.70 on account of Bill No. 10 recouped vide Bill No. 26
			Cash in hand	500.00				
534.30			Total at the end of the day	534.30				

**HARYANA GOVERNMENT
FINANCE DEPARTMENT
(REGULATIONS)**

Notification

Dated, the 27th December, 1995

No. 2/27/92-3FR-II.— In exercise of the powers conferred by clause (2) of article 283 of the Constitution of India and all other powers enabling him to this behalf, the Governor of Haryana hereby makes the following rules further to amend the Punjab Financial Rules, Volume I, in its application to the State of Haryana, namely :-

1. These rules may be called the Punjab Financial Rules Volume I (Haryana 4th Amendment) Rules, 1995.
2. In the Punjab Financial Rules, Volume I, in rule 19.6 against serial number 161 under column 4 against item (ii) for the letters and figures "Rs. 50" and "Rs. 100", the letter and figures "Rs. 300" and "Rs. 600" respectively shall be substituted.

J.D. Gupta,
Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been modified partly vide
No. 2/48/2000-5PR(FD), Dated 23.07.2003.***

No. 10/108/94-4PR(FD)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala, Gurgaon, Hisar & Rohtak Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 29th December, 1995

Subject : Grant of 'Additional Increments' and 'Higher Standard Pay Scales' to Group 'C' and 'D' employees - Clarification regarding.

Sir,

I am directed to invite reference to the Finance Department letter No. 9/9/91-3PR(FD), dated 14.05.1991 read with letters No. 9/9/91-3PR(FD), dated 09.04.1992, No. 1/138/92/1PR(FD), dated 07.08.1992 No. 1/34/93-4PR(FD), dated 08.02.1994 and No. 1/191/92-4PR(FD), dated 14.06.1994, on the subject cited above and to say that it has been brought to the notice of the Finance Department that the words "actual continuous service" and "fortuitous circumstances" as explained in paras 6 and 12 of the letter dated 08.02.1994 had been causing hardship to the employees wherein actual continuous service does not cover military service rendered during the emergency before joining Government service for which such employees are being given benefit towards seniority, increments etc. through separate instructions and this has led to an anomalous situation which resulted in depriving senior employees from grant of additional increments and higher standard pay scales viz-a-viz their junior colleagues in the cadre. Similar situation has arisen in such cases where a senior employee is a promotee to the post held by him whereas his junior colleague in the cadre is a direct recruit to that post. There are cases where promotional post carries lower pay scale than the higher standard pay scale granted to Govt. employee in his lower post and causes real hardship to such employees on promotion to higher post. In such situations para 12 of the letter dated 08.02.1994 has created hurdle for stepping up of the pay scale/pay of the senior to the level of his junior or fixation of pay in promotional posts. Cases of hardship have also arisen where a Govt. employee getting increments under open ended scales as per instructions contained in FD letter dated 14.05.1991 are promoted to higher posts and their pay in the higher post cannot be refixed with reference to the pay which they would have drawn but for their promotion to the higher posts. These matters have been considered further and on reconsideration, the following decisions have been taken:-

- (i) Para 12 of the FD letter No. 1/34/93-4PR(FD) dated 08.02.1994 is deleted.
- (ii) "Regular Satisfactory Service" also includes military service rendered during the emergency for which benefit has been given to an employee for the purpose of seniority, fixation of pay etc. through separate instructions. Para 6 of the FD letter dated 08.02.1994 shall be considered to have been modified to this extent.
- (iii) if pay scale of promotional post is lower than the higher standard pay scale actually given to a Govt. employee on his lower post, he on promotion to

higher post shall be given the pay scale equal to the higher standard pay scale in which he was placed in the lower post and in such cases the pay in the promotional post shall be fixed assuming higher responsibilities attached to such post.

2. Some Departments have sought clarifications on some points in respect of the instructions referred to above. Necessary clarifications on issues raised by them are given as under :

	Points raised		Clarification
1.	Whether a clerk, who was posted as Assistant, Statistical Assistant or Junior Auditor as a stop-gap-arrangement out of his cadre and later on posted back, as a clerk in his own cadre and his pay as clerk was fixed at the stage which he would have drawn but for his posting as Assistant, Statistical Assistant or Junior Auditor etc., is to be considered eligible for grant of Higher Standard Pay Scales or not?	1.	Appointment outside the regular cadre as a stop-gap-arrangement is not to be considered as bar for the grant of Higher Standard Pay Scale. As such, in such like cases Higher Standard Pay Scale are to be granted.
2.	Whether a clerk, who was appointed out of cadre/regular line of promotion as steno typist, then promoted as Junior Scale Stenographer and later on given promotion as assistant in his regular line of promotion, is to be considered eligible for the grant of next higher Standard Pay Scale or not?	2.	It is evident that the official was promoted as Assistant on the basis of his seniority/length of service as clerk. As such his pay as Assistant was to be fixed with reference to his pay which he would have drawn but for his appointment/ promotion as Steno typist or Junior Scale Steno is to be considered as stop-gap-arrangement. Such appointments/ promotions are not to be considered as any bar for the grant of Higher Standard Pay Scales. In such like cases promotion to the post of Assistant is to be considered as first promotion and his earlier appointments/ promotions as Steno-typist or Junior Scale Steno are to be considered as non-existent. So, in such like cases, benefit of Higher Standard Pay Scales is to be granted.
3.	Prior to 01.01.1986 Selection Grade was available for various categories of employees including clerks. Some clerks were given Selection Grade of the post in normal course while others were granted S.G. by adding benefit of their military service towards increments, seniority. Later on such employees were promoted as Assistants either before or after 01.01.1986 whether the grant of benefit of Selection Grade in such cases is to be considered as bar for the grant of Higher Standard Pay Scales?	3	Para 9 of the Finance Department letter No. 1/34/93-PR(FD), dated 8.2.94 provides that in case the time scale and the Selection Grade of a post have been clubbed together and replaced by one single revised pay scale effective from 01.01.1986, the restrictions of Selection Grade imposed for grant of Higher Standard Pay Scales will not apply. In the instant case single Pay Scale of Rs. 950-1500 has been given with effect from 01.01.1986 to the clerks against the pre-revised scale of Rs. 400-660 (TS) and Rs. 480-760 (SG). Selection Grade got as clerk is, therefore, to be considered as non-existent. Promotion as Assistant from the post of clerk is to be treated as first promotion. As such benefit of 1st Higher Standard Pay Scale is to be given to such Assistants after completion of 20 years of service in Group 'C'
4	(i) Whether the benefit of military service, which has been counted towards seniority as well, is to be counted for the grant of Higher Standard Pay Scales or not?	4	(i) Yes, military service rendered before joining Government service counted for granting seniority/ Pay fixation shall also be counted as regular satisfactory service for the purpose of grant of additional increments and Higher Standard Pay Scales as per decision contained in, Para 1 (ii) above.

	Points raised		Clarification
	(ii) Whether in case of Government employees who have been given benefit towards seniority as a result of recommendations/ approval of the SSS Board with retrospective effect, the period before the date of actually joining the Government service on regular basis so allowed towards seniority is also to be counted for the purpose of grant of additional increments and Higher Standard Pay Scales?		(ii) Yes, the clarification against point No. 4(i) above applies mutatis mutandis in such cases.
5.	Whether a Government employee who has been appointed on transfer basis from other department of Haryana Government on a post carrying identical time scale shall count his past service as continuous for the purpose of Higher Standard Pay Scales?	5	Yes, service rendered in the previous department on a post in an identical pay scale shall be considered as good as in the present department. For this purpose appointment of an employee as Steno-typist in the present Department from the post of Clerk in the previous department of the Haryana Government and vice versa will be considered as continuous appointment for the purpose of Higher Standard Pay Scales.
6.	There are employees who were initially appointed as Peon or Daftri. Some were already Matriculates and few others passed Matriculation examination during the service. On the basis of provisions contained in their Service Rules they were promoted as Clerks i.e. from Group 'D' to Group 'C' posts. Such employees have completed more than 10 or 20 years of regular satisfactory service on or after 1.1.94. Whether promotion of such employees from Group 'D' to Group 'C' posts is to be considered as a bar for the grant of Higher standard Pay Scales?	6.	Promotion in such like cases from Group 'D' to Group 'C' is to be considered as non-existent while granting Higher Standard Pay Scales in Group 'C' post. Total service in a particular Group is to be kept in view. Employees who have completed 10 years or more and 20 years or more of regular satisfactory service in Group 'C' are to be granted 1st or 2nd Higher Standard Pay Scales, as the case may be, subject to fulfilment of other conditions.
7.	An employee was appointed as Restorer initially and then promoted as Clerk and thereafter as Assistant. Whether he is entitled for the grant of Higher Standard Pay Scale or not when he completes 20 years service in Group 'C'	7.	In the present case total service rendered by the employee is in the same Group 'C'. Revised Pay Scale of the post of Restorer and that of Clerk w.e.f. 01.01.1986 is the same i.e. Rs. 950-1500. As such promotion from Restorer to Clerk is to be considered as non-existent as provided in para 5 and 9 of instructions dated 8.2.94. Promotion from Clerk to Assistant is to be considered as first promotion in the same group. Concerned employee will, therefore, be entitled for the first Higher Standard Pay Scale as he has completed more than 20 years of service but has got only one promotion.
8.	Whether the benefit of Work charged service is to be given or not for the purpose of grant of Higher Standard Pay Scales?	8.	No, paragraphs 2 and 6 of the instructions dated 8.2.94 are very clear on this issue. No benefit of work-charged service is to be given for the purpose of grant of Higher Standard Pay Scales.
9.	Whether or not the period of adhoc service is to be counted for grant of Higher Standard Pay Scales?	9.	No, no such benefit is permissible as clearly mentioned in paras 2 and 6 of the scheme dated 8.2.94.
10	Where pay/pay scales of a Junior Govt. employee becomes higher than the pay/pay scale of his senior due to grant of additional increments under scheme dated 07.08.1992/higher standard pay scales, whether in such cases the pay/pay scale of senior may be stepped up or not to the	10	The pay/pay scale of the senior Govt. employee shall be stepped up to the level of his junior provided this benefit shall not be admissible to a senior Govt. employee vis-a-vis a junior Govt. employee who has been appointed on transfer basis. In case a senior Govt. employee has got two promotions within his line of promotion and so he becomes ineligible to Higher Standard Pay Scale but his

	Points raised		Clarification
	level of his junior employee within the cadre?		junior who has completed 20 years of service and has got no promotion becomes eligible for 2nd Higher standard Pay Scale. In case the Higher Standard Pay Scale of the lower post happens to be higher than the pay scale of the promotional post, the pay scale of the senior shall be stepped up to the level of pay scale of his junior and his pay will be fixed assuming higher responsibilities for the pay scales so granted.
11.	The pay scales of some categories of employees were revised/modified after 01.01.1986. Whether the benefit of Higher Standard Pay Scales is to be given on the basis of pay scale applicable with effect from 01.01.1986 or subsequent date from which the pay scale(s) of the post have been further modified.	11.	Para 2(i) of the scheme provides that Higher Standard Pay Scales are to be allowed w.e.f. 1.1.94 in place of present pay scale of the post applicable from 01.01.1986. As such for granting Higher Standard Pay Scales, the Pay Scale as applicable w.e.f. 01.01.1986 is to be kept in view (and not the modified pay scale from a subsequent date) for the purpose of column 3 or column 4 of the Annexure to FD's letter dated 8.2.94.
12.	Some employees had completed 8/18 years of service from 1.12.93 to 31.12.93. Under the old scheme such employees were to get additional increment from the 1st day of the following months in which they completed 8/18 years of service and the additional increments were to be given w.e.f. 1.1.94 and incidentally the scheme was replaced w.e.f. 1.1.94. Whether in such cases additional increments are to be allowed or not?	12.	No, no benefit of additional increments is to be given to the employees who had completed 8/18 years of service during the month of December, 1993.
13.	An employee is promoted to a post carrying same pay scale with Special Pay attached to it. For example cases of promotion of Clerk to the post of Stenotypist, Computer to Junior Field Investigator in Economic and Statistical Organisation etc. Whether grant of benefit of Higher Standard Pay Scales is admissible or not in such like cases?	13.	Yes, such like cases are covered under para 5 of the scheme dated 8.2.94 because the pay scales of the promotional post and lower post are the same irrespective of the fact whether the benefit of fixation of pay at next stage of promotion has been given or not.
14.	The pay scales of Draftsman was revised to Rs. 1400-2300 w.e.f. 01.01.1986. The scale was further revised to Rs. 1400-2600 w.e.f. 1.5.90. Similarly the pay scale of Head Draftsman was revised to Rs. 1600-2660 w.e.f. 01.01.1986 and further revised to Rs. 1640-2900 w.e.f. 1.5.90. Whether the benefit of Higher Standard Pay Scales will be admissible in such like cases?	14.	In the instant case Higher Standard Pay Scales are to be granted w.e.f. the pay scale applicable w.e.f. 01.01.1986. Accordingly, taking into account the pay scale of Rs. 1400-2300, as was applicable w.e.f. 01.01.1986, the 1st Higher Standard Pay Scale of Rs. 1600-2660 is higher than the revised pay scale of Rs. 1400-2600 as such benefit of 1st Higher Standard Pay Scale of Rs. 1600-2660 is admissible. In the case of Head draftsman, modified pay scale w.e.f. 1.5.90 remains at par with the Higher Standard Pay Scale admissible on the basis of pay scale of Rs. 1600-2660 as applicable w.e.f. 01.01.1986 as such no benefit of Higher Standard Pay Scale is admissible to Head draftsman. However, they will be entitled for stepping up of their pay scale as clarified in para No. 10 above.
15.	Whether the benefit of refixation of pay under rule 4.14(2) of CSR Volume-I, Part-I is admissible or not to those employees who were/ are promoted on higher post while drawing increments under open-ended scale on the lower post.	15.	Yes, the benefit refixation of pay is admissible in such cases.
16.	An Assistant having more than 20 years of	16	Yes, the pay of the official is to be fixed at Rs. 2250/-

	Points raised		Clarification
	service is drawing a basic pay of Rs. 2200 in the 1st Higher Standard Pay Scale of Rs. 1600-2660 with the date of next increment as 1st of April every year. He is promoted as Head Clerk in the same pay scale of Rs. 1600-2660 w.e.f. 01.08.1994. Is he entitled to get his pay fixed at Rs. 2250 w.e.f. 1.8.94 with date of next increment remaining unchanged?		w.e.f. 01.08.1994 with the date of next increment as 1.4.95.
17.	Before 01.01.1986 the post of Clerk and Sub-divisional clerk were in the same pay scale of Rs. 400-660 with only difference that sub-divisional clerk on promotion as such was allowed a special pay of Rs. 25/-. With effect from 01.01.1986 the clerk was given a replacement scale of Rs. 950-1500 and sub-divisional clerk was given a better pay scale of Rs. 1200-2040 and special pay was abolished with the post of sub divisional clerk. whether benefit of higher standard pay scale is to be given to sub divisional clerk or not?	17.	Since a separate pay scale has been given for the post of sub divisional clerk w.e.f. 01.01.1986 and the post of sub-divisional clerk is a promotional post from clerk, the sub-divisional clerk in such like situation would be considered to have availed of the benefit of 1st promotion. He would, however, be entitled for the 1st Higher Standard Pay Scale on completion of 20 years of service in Group 'C' provided he does not get any further promotion before getting Higher Standard Pay Scale.
18.	Whether the general revision of pay scales w.e.f. 01.02.1969 and 01.04.1979 or further revision in between this period is to be considered as bar for the grant of Higher Standard Pay Scales?	18	No, such revision of pay scales before 01.01.1986 are not to be considered as any bar for the grant of higher standard pay scales but entitlement for the grant of higher standard pay scales is to be reckoned with reference to the [ay scale as are applicable w.e.f. 01.01.986 as clarified against point No. 11 above.
19.	Whether clarification issued on 14.06.1994 is applicable to the scheme dated 7.8.92 and 08.02.1994?	19.	Clarification issued vide letter dated 14-6-94 is not applicable to the scheme dated 8.2.94. However, it is made clear that no benefit of additional increments is to be given after 31.12.1993 under the scheme dated 07.08.1992. As such, undue benefit, if any, given under the scheme dated 7.8.92 w.e.f. the date after 31.12.93 is to be withdrawn.
20	Whether or not the benefit of service rendered in a Board/ Corporation/ autonomous body is to be counted for the grant of higher standard pay scales to an employee who has been appointed / absorbed in a Govt. Department?	20.	No benefit of service rendered in a Board/Corporation etc. is to be given to an employee for the purpose of higher standard pay scale in a Govt. department.
21.	Employees who were not being promoted to the next higher posts due to non qualifying prescribed test or non possession of essential qualifications for promotion to the next post, whether benefit of higher standard pay scales is to be given to such employees or not?	21	Yes, the benefit of higher standard pay scales is to be given in such like cases.
22.	An employee is selected/appointed on the recommendations of S.S.S. Board to a particular post, thereafter he applies for a higher post and is appointed against a higher post in the same department. Whether 1st or 2nd date of appointment is to be considered as relevant date for the grant of Higher Standard Pay Scales?	22	In such like cases subsequent latest appointment is to be considered as 1st appointment and not a promotion. However, the period of service rendered on the lower post would be excluded while counting the eligible length of service for the grant of Higher standard Pay scales.
23	Whether an employee is eligible for Higher Standard Pay Scale who foregoes	23	There is clear provision under para 4 of the instructions dated 8.2.94 that an employee who foregoes promotion or

	Points raised		Clarification
	promotion and if he is not eligible for grant of 1st Higher Standard Pay Scale whether or not he is to be granted 2nd Higher standard Pay Scale after 20 years of Service?		seeks reversion to a lower post at his own request will render himself ineligible for the benefit of higher Standard Pay Scale but in the instant case employee on completion of 20 years of service would be eligible for the 1st Higher Standard Pay Scale.
24.	Some officials while on deputation have got one or more promotion in the borrowing department. They have not been promoted in their parent Department/unit. Whether benefit of Higher Standard Pay Scale is to be granted or not?	24.	Cases of such employees are to be decided on repatriation from foreign service/deputation to the parent department.
25.	An official is already getting the Higher Standard Pay Scale of Rs. 1600-2660. The Pay scale of promotional post is Rs. 1400-2600. In which scale promotion is to be made and whether or not benefit of fixation of pay at next stage is admissible or not?	25.	In the instant case, the employee shall be promoted in the same pay scale of Rs. 1600-2660 and his pay from the date of promotion shall be fixed at a stage immediately next above the pay of the lower post assuming higher responsibilities attached to the Higher post.

3. Clarifications on any point on the subject, if already issued are contrary to the clarifications given above such previous clarifications shall be deemed to have been modified to the above extent.

Endst. No. 10/108/94-4PR(FD)

Dated, Chandigarh, the 29th December, 1995

A copy each is forwarded to :-

- (i) The Accountant General Haryana (i) A&E (ii) (Audit) Haryana Chandigarh for information.

Sd/-
(Harbakhsh Singh)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.
