



No. 11/148/2022-1FR/27294

To

1. The Chief Secretary to Government of Haryana.
2. All the Administrative Secretaries to Government of Haryana
3. The Registrar General, Punjab and Haryana High Court, Chandigarh.
4. All Head of Departments
5. All the Commissioners of Divisions, Ambala, Karnal, Faridabad, Gurguram, Hisar and Rohtak.
6. All Deputy Commissioner and Sub Divisional Officers (Civil) in Haryana.

Dated : 18.01.2023

**Subject: Guidelines for Grant of Honorarium.**

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Sir/Madam,

I have been directed to invite your attention to the Rules 50 to 53 of Haryana Civil Services (Allowances to Government Employees) Rules, 2016 that relate to grant of Honorarium with certain conditions contained therein. Note 1 and 2 below Rule 50 ibid provides for the power of monetary entitlement of grant of Honorarium of Administrative Secretary/Head of Department and Chairman of Public Service Commission respectively that are as following:-

**Note 1-** Administrative Secretary and Head of Department are competent to grant honorarium upto Rs. 10,000/- and Rs. 2,000/- respectively to an individual during a financial year.

**Note 2-** Chairman of the Public Service Commission is competent to grant honorarium up to Rs. 5,000 in each individual case during a financial year in the case of Government employee appointed as Examiner, Supervisor or Invigilator in connection with the examination held by the Haryana Public Service Commission.

2. The aforesaid existing provisions of the Rules shall continue as such for all groups of employees.

3. It has, however, been observed that very often grant of Honorarium (one month's salary) is proposed and matters are referred to the Finance Department seeking relaxation in Rule ibid, which is much beyond the financial ceiling referred to above. Requisite relaxation is being granted by the Finance Department on case to case basis. On the numbers of recipients/ beneficiaries during a financial year, the matter has been examined in detail with a view to streamline it and formulates guidelines thereupon.

4. Therefore, the following guidelines for grant of honorarium **beyond said prescribed limit** are hereby issued in terms of Rule 5 ibid and the same shall have to be strictly observed by the concerned authorities while recommending the cases to the Finance Department (Budget Controlling Branch) for grant of Honorarium in a financial year:-

- i. No honorarium shall be admissible to Group-A Officers of the State Government under any circumstances.



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- ii. Honorarium upto 15 days' salary shall be admiss ble to Group-B Officers and Honorarium upto 30 days' salary shall be admissible to Group C&D employees.
  - iii. Hon'ble Governor and Chief Minister shall have to powers to recommend names of any numbers of Officers/Officials, who are work ng in their personal staff, for grant of honorarium (other than Group-A Officers).
  - iv. Hon'ble Deputy CM and Ministers shall have the powers to recommend names of upto five Officers/Officials for grant of honorarium (other than Group-A Officers).
  - v. CS, CPSCM, PSCM, APSCM, DPSCM and OSD/CM shall have the powers to recommend names of upto five officers/Officials for grant of honorarium, who are working in their personal staff (other than Group-A Officers).
  - vi. The Administrative Secretary shall have power to recommend honorarium upto one official (other than Group-A Officer) only where employee strength in the Department Secretariat (Head Office) and Subordinate Offices is less than 500; upto three officials where employee strength in the Department Secretariat (Head Office) and Subordinate Offices is 500 or above but upto 1000; and upto five officials where the employee strength is above 1000.
  - vii. In case of Finance Department due to exigencies of the budgetary exercise, there shall be no limit for Group 'D' employees but honorarium for Group 'B' and 'C' employees together shall be limited to 30 (thirty).
5. Other provisions as contained in Rules 50 to 53 of HCS (Allowances to Government Employees) Rules, 2016 shall remain unchanged.
6. These guidelines shall be applicable from the date of issuance of this order.
7. Copy of this order may be downloaded from the official website of the Finance Department i.e. [www.finhry.gov.in](http://www.finhry.gov.in).

**Special Secretary Finance**  
for the Additional Chief Secretary to Govt. Haryana  
Finance Department.