

To be substituted bearing same number and date

From No. 45/05/2022-2WM/ 1270
Additional Chief Secretary to Government Haryana,
Finance Department.

To

1. All Head of Departments in Haryana.
2. All Commissioner of Divisions in Haryana.
3. All Deputy Commissioners & Sub Divisional Officers (Civil) in Haryana.
4. The Registrar, Punjab & Haryana High Court, Chandigarh & All District & Session Judges in Haryana.
5. All DDOs in Haryana.

Dated, Chandigarh, the 19th January, 2023

Subject: Regarding taking action to remove the names of employees from loan defaulter list.

I am directed to invite your attention towards the subject noted above and it has observed that in some departments, large numbers of Government employees are shown in the loan defaulter list of PNB due to any reason (e.g. recovery from deceased Govt. employees or instalments not deducted from salary in time or loan data not corrected etc.). In this regard, Finance Department has already issued instructions from time to time which are available on the website of Finance Department, Haryana i.e. www.finhry.gov.in.

2. Besides this, where the employees have been shown as defaulter after retirement or completion of loan, in all these cases, **DDO will have to get corrected the loan data from PNB, Sector-14, Panchkula by taking the following action:-**

- i) Prepare upto date recovery statement and verify the same.
- ii) Calculate accrued interest upto 30.03.2017 and upto recovery statement of interest amount. He must verify the same.
- iii) Get loan account statement of the employee from concerned branch of PNB.
- iv) Reconcile/cross check the principal amount forwarded by his office through Accountant General (A&E), Haryana to PNB on 30.03.2017.
- v) Request the Accountant General (A&E), Haryana for issue of NDC upto 30.03.2017 for principal and interest amount (if interest was also recovered along with principal) on e-salary portal (in checker).
- vi) If NDC already issued by Accountant General (A&E), Haryana, then request the PNB, Sector-14, Panchkula for correction of data/refund of overdue amount in Government account by forwarding all the documents e.g. (i) NDC issued by Accountant General (A&E), Haryana (ii) Principal and interest amount deduction sheets (iii) interest/panel interest calculation sheets (if applicable) verified by DDO and Accounts Officer/Section Officer copy of sanctions vide which loan was sanctioned to concerned employee and (v) Copy of challan vide which principal/interest amount deposited, if any.

3. **In case of deceased Govt. employees:** Finance Department has already issued instructions Vide No. 3/11/2017-WM(3)FD/936 dated 13.12.2021 regarding payment of outstanding amount of loan in case of deceased Govt. employees belonging to Group C and D. Therefore, **you are requested to deposit/transfer the waived off amount in concerned loan account in Punjab**

National Bank by preparing bills under the respective Expenditure Head of your Department under Minor Head- 792 Object code- 31-Write off loans/losses as per above instructions.


4. **For issuance of NDC:** Finance Department has already issued instructions Vide No. 33/5/2021-3WM/1120-23 dated 12.10.2022 for issuance of NDC. Therefore, **you are requested to correspondence with nearest authorised Branch of Punjab National Bank** with attested copies of following documents duly verified by the DDO and Accounts Officer/Section Officer :-

- i) Copy of Sanctions vide which loan was sanctioned to concerned employee.
- ii) Copy of NDC issued by Accountant General (A&E), Haryana.
- iii) Principal and interest amount deduction sheets and interest/panel interest calculation sheets verified by DDO and Accounts Officer/Section Officer.
- iv) Copy of first page of saving Account Passbook of the Bank of concerned employee in case of refund, if any.
- v) Copy of challan vide which principal/interest amount deposited, if any.
- vi) Additional information may also provide in prescribed format as under :-

1	2	3	4	5	6	7	8	9
Employee Name & Father's Name	Designation	Payee Code	Loan Account Number	Amount of outstanding Principal transferred to bank (as on 30.4.2017)	Correct Outstanding amount of Principal (as on 30.4.2017)	amount of instalment	Balance on 31 December 2017	Remarks (reason for correction)

5. **For closing of loan accounts:** After issuance of NDC of loan, DDOs are requested to take necessary action for closing of loan accounts as per FD instructions issued vide No. 2/2/2004-3WM/800 dated 24.11.2021. Therefore, **you are requested to correspondence with Punjab National Bank, Sector-14, Panchkula** with attested copies of following documents duly attested by DDO for closing of loan accounts :-

- i) Copy of NDC issued by Accountant General (A&E), Haryana.
- ii) Copy of NDC issued by PNB.

Satyg Narain
Superintendent, Ways & Means,
for Additional Chief Secretary to Govt. Haryana,
Finance Department. 

Endst. No. 45/05/2022-2WM/ 1271-72

Dated 19.01.2023

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

- i) Branch Head, Punjab National Bank, Sector-14, Panchkula.
- ii) Technical Director, NIC, 9th Floor, Haryana Civil Secretariat, Chandigarh.

Satyg Narain
Superintendent, Ways & Means,
for Additional Chief Secretary to Govt. Haryana,
Finance Department. 

Endst. No. 45/05/2022-2WM/ 1273

Dated 19.01.2023

A copy of the above is forwarded to Incharge, Computer Cell, Finance Department for uploading on the website of Finance Department, Haryana i.e. www.finhry.gov.in .

Satyg Narain
Superintendent, Ways & Means,
for Additional Chief Secretary to Govt. Haryana,
Finance Department. 