

No. 2/2/2004-WM(3)/54

From

Additional Chief Secretary to Government Haryana,  
Finance Department.

To

All the Head of Departments in the State of Haryana.

Dated, Chandigarh, the 29<sup>th</sup> January, 2025

**Subject: Regarding to provide information with regard to Loan portfolio of State Government with Punjab National Bank.**

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I am directed to invite your attention towards the subject noted above and to inform that Finance Department, Haryana is paying heavy payments to Punjab National Bank on account of interest subvention/overdue default. The matter was discussed and it is decided to send the information to Finance Department, Haryana in the below given proforma with regard to the loan sanctioned to the employees w.e.f. April, 2017 to December, 2024 upto 10.02.2025:-

(i) Category wise information

(HBA, Vehicle Loan, Computer Loan, Marriage Loan etc. – separate sheet for each category)

Sr. No.	Name & designation of the employee	Loan Amount sanctioned	Date of sanction of the loan	Total no. of installment deducted till 31.12.24	Total amount of Principal recovered upto 31.12.24	Total Interest amount recovered upto 31.12.24	Total amount deposited in PNB	Default, other than death case - No. of principal & interest installment, amount thereof	Pending overdue amount	Remarks
1										
2										
3										
Total										

(ii) Category wise information with regard to expired loanee employee

(HBA, Vehicle Loan, Computer Loan, Marriage Loan etc. – separate sheet for each category)

Sr.No	Name & designation of the employee	Sanctioned Loan Amount	Date of sanction of the loan	Date of death	Total no. of installment deducted upto the date of death	Total amount of Principal recovered upto date of death	Total Interest amount recovered upto date of death	Date of sanction accorded for waive off the loan	Date of final payment of loan after waiving off	Reasons for delay in paying off the loan to PNB, if any
1										
2										
3										
Total										

2. Further, it is also directed to send the information to Finance Department, Haryana in the below given proforma with regard to loan sanctioned to the employees on monthly basis upto 10<sup>th</sup> of every month:-

(i) Category wise information

(HBA, Vehicle Loan, Computer Loan, Marriage Loan etc. – separate sheet for each category)

Sr. No.	Name & designation of the employee	Loan Amount sanctioned	Date of sanction of the loan	Total no. of installment deducted till date	Total amount of Principal recovered upto till date	Total Interest amount recovered	Total amount deposited in PNB	Default, other than death case - No. of principal & interest installment, amount thereof	Pending overdue amount	Remarks
1										
2										
3										
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1										
2										
3										
Total										

3. These instructions may strictly be followed.

4. These instructions can be downloaded from the website of Finance Department i.e. [www.finhry.gov.in](http://www.finhry.gov.in).

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Superintendent, Ways & Means,  
for Additional Chief Secretary to Government Haryana,  
Finance Department.

Endst. No. 12/5/2022-3WM/ 53

Dated 29.01.2025

✓ A copy of the above is forwarded to Incharge, Computer Cell, Finance Department, Haryana for uploading the above instructions on the website of Finance Department i.e. [www.finhry.gov.in](http://www.finhry.gov.in).

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Superintendent, Ways & Means,  
for Additional Chief Secretary to Government Haryana,  
Finance Department.