

From

The Additional Chief Secretary to Government Haryana,
Finance Department.

To

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

Dated Chandigarh, the 18th April, 2025

Subject: Grant of interest free advance to Class- IV State Government employees for the purchase of wheat during the financial year 2025-26.

Sir,

I am directed to say that the State Government has decided to grant an interest free advance of Rs.25,000/- (Rupees twenty five thousand only) to all Class-IV State Government employees in the State who wish to buy wheat for their own/their families consumption during the financial year 2025-26. The advance will be recoverable in monthly instalments to be fixed by the Department concerned so as to effect *its full recovery before the close of the financial year 2025-26. Full loan amount should be recovered before 31.03.2026.*

2. The advance will be admissible to permanent/temporary **Class-IV regular State Government employees** only. The advance will be sanctioned by the Drawing & Disbursing Officers concerned. 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 loanee before the close of the financial year 2025-26.

3. The following conditions should be complied with while sanctioning this loan:-

- i) A certificate must be obtained within one month from the date of drawal of the advance from the loanee to the effect that he/she has utilized the amount for the purchase for which it was drawn.
- ii) The officer concerned, before sanctioning the advance, should satisfy himself/herself that the incumbent official will continue in service until full recovery of the total amount of advance is affected.
- iii) These orders will cease to operate after 15th May, 2025.
- iv) The recovery of the first instalment of the advance should preferably be made from the pay for the month of May, 2025 paid in June, 2025.
- v) The advance should not be granted to those employees who are on deputation to other Government/Corporations and Local Bodies etc.
- vi) **The advance will not be admissible to work charged/contingent paid staff/ daily wagers and contractual employees.**
- vii) Where both husband and wife are employed, the wheat advance should be allowed to only one of them. In such cases, an undertaking will be submitted by officials concerned that his/her spouse will not claim the same.
- viii) In case of sanction of wheat advance to ineligible employee, the DDO concerned will be responsible and action will be initiated as per rules.


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 advance should be maintained by the Drawing and Disbursing Officers which should be reconciled with the office of the Accountant General (A&E), Haryana every month.

5. The expenditure incurred on grant of wheat advance may be communicated to the Finance Department (in Ways & Means Branch) by the Head of the Departments by 30.05.2025 positively in the enclosed Proforma.

6. The expenditure may be debited to the Major Head, "7610-Loans to Govt. Servants. etc-800- Other Advances-(99) Advances for purchase of Foodgrains (P-01-07-7610-51-800-99-51). The recoveries made may be credited to the corresponding Receipt Head i.e. "7610-Loans to Govt. Servants. etc-800- Other Advances-(99) Advances for Purchase of Foodgrains {7610-51-800-99-51(Receipt)}.

7. These instructions are also available on the website of Finance Department, Haryana i.e. www.finhry.gov.in.

Yours faithfully,



Under Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department.

Endst. No. 46/1/2011/WM(6)/ 309-310

Dated Chandigarh, the 18th April, 2025

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


1. The expenditure will be debited under Major Head "7610-Loans to Govt. Servants. etc-800- Other Advances-(99) Advances for purchase of Foodgrains (P-01-07-7610-51-800-99-51).
2. Detailed accounts of recoveries will be maintained by the Drawing and Disbursing Officers.


Under Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department.

Endst. No. 46/1/2011/WM(6)/ 311-312

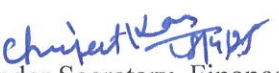
Dated Chandigarh, the 18th April, 2025

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers of Haryana and Chandigarh/Delhi with the request to entertain sanctions upto 15.05.2025. No bills should be passed after that. These instructions may be followed strictly. 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.


Under Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department.

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

1. Additional Chief Secretary & Financial Commissioner to Government Haryana, Revenue & Disaster Management Department.
2. All Additional Chief Secretaries/Principal Secretaries/Administrative Secretaries to Government Haryana.


Under Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department.

To

1. The Additional Chief Secretary & Financial Commissioner to Government Haryana, Revenue & Disaster Management Department.
2. All the Additional Chief Secretaries/Principal Secretaries/Administrative Secretaries to Government Haryana.

U.O. No. 46/1/2011/WM(6)/ 313-314

Dated Chandigarh, the 18th April, 2025

A copy each is forwarded to the Chief Principal Secretary/Principal Secretary/Additional Principal Secretary/Deputy Principal Secretary/Officers on Special Duty/Media Advisor/Political Advisor to Chief Minister, Haryana for information.


18/4/25
Under Secretary, Finance,

for Additional Chief Secretary to Government Haryana,
Finance Department

To

The Chief Principal Secretary/ Principal Secretary/ Additional Principal Secretary/
Deputy Principal Secretary/ Officers on Special Duty/ Media Advisor/
Political Advisor to Chief Minister, Haryana.

U.O. No. 46/1/2011/WM(6)/ 315

Dated Chandigarh, the 18th April, 2025

Endst. No. 46/1/2011/WM(6)/ 316-318

Dated Chandigarh, the 18th April, 2025

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

1. The State Election Commissioner, Haryana.
2. The Secretary to Governor, Haryana.
3. The Secretary, Haryana Vidhan Sabha.


18/4/25
Under Secretary, Finance,

for Additional Chief Secretary to Government Haryana,
Finance Department

Endst. No. 46/1/2011/WM(6)/ 319-320

Dated Chandigarh, the 18th April, 2025

A copy is forwarded to the following for information:-

1. Special Senior Secretary to Chief Minister, Haryana.
2. Special Senior Secretaries/Senior Secretaries/Secretaries/Private Secretaries to Ministers/Ministers of State in Haryana.


18/4/25
Under Secretary, Finance,

for Additional Chief Secretary to Government Haryana,
Finance Department

Endst. No. 46/1/2011/WM(6)/ 321

Dated Chandigarh, the 18th April, 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.


18/4/25
Under Secretary, Finance,

for Additional Chief Secretary to Government Haryana,
Finance Department

Internal Distributions:

1. PS/ACSF.
2. Record Section FD with 20 spare copies.
3. In-Charge, Computer Cell, Finance Department.

PROFORMA

Name of Department	Name of Office	Name of Drawing and Disbursing Officer and Designation	Amount of wheat advance granted to employees (in Rupees)
1	2	3	4

PROFORMA
SCHEDULE OF RECOVERIES

(in Rupees)							
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