



To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Head of Departments of Haryana.
3. All the Divisional Commissioners in Haryana.
4. All the Dy. Commissioners in Haryana.
5. All the Sub Divisional Officers (Civil) in Haryana.
6. Registrar (General), the High Court of Punjab & Haryana.
7. Secretary, Haryana Bureau of Public Enterprises.

Memo No. 1/20/2016-5PR (FD)
Dated, Chandigarh the 22.07.2026

Subject:- Regarding clarification for implementation of Finance Department letter dated 30.06.2026 concerning grant of an additional increment to the Clerks.

Sir/Madam,

I am directed to invite your attention towards Finance Department's circular letter dated 30.06.2026, whereby **it was decided to substitute the earlier provisions contained in FD's letter dated 08.02.2024**, in view of the demand raised by the **Clerical Association Welfare Society (Haryana)**, in the following manner:-

(ii) Three additional increments are granted to all senior Clerks (i.e. prior to 2020 batch), and two additional increments are granted to Clerks of 2020 batch, in their respective existing Pay Level/ACP level. Their pay shall be re-fixed accordingly as per the provisions contained in HCS (Pay) Rules, 2016.

(iii) Deleted.

The additional increment already granted to clerks having 27 years or more service shall be adjusted retrospectively, while extending the benefit of three additional increments admissible under clause (ii) above.

Now, during the course of implementing the Finance Department's circular letter dated 30.06.2026, the Clerical Association Welfare Society (Haryana) has submitted a representation highlighting certain practical difficulties faced across various departments. After careful consideration of the issues raised, the following clarifications are hereby issued on the seven points submitted by the Association:-

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S. No	Points raised by the Clerical Association Welfare Society (Haryana)	Clarification																														
1.	Whether the three/two additional increments granted vide Finance Department letter dated 30.06.2026 shall merge into the Basic Pay and be reckoned for all service benefits, including Dearness Allowance (DA), House Rent Allowance (HRA), Annual Increment, Leave Encashment, Pensionary Benefits, Pay Fixation on Promotion/ACP, and all other benefits admissible on the basis of normal annual increments.	It is clarified that the three/two additional increments (next vertical cells) granted to clerks shall be merged into their basic pay of the existing pay level/ACPL i.e. pre-upgraded level. To illustrate, one example is given here as under:- <table><tr><th>Batch of Clerk</th><th>Pay level in which pay is being drawn on 08.02.2024</th><th>Pay as on 01.07.2023/01.01.2024 in the existing FPL-2</th><th>Additional increment granted in existing ACPL/FPL-2</th><th>Pay to be fixed in Modified Pay level i.e. FPL-3 or ACPL</th><th>Remarks</th></tr><tr><td>2012 Batch 08.02.2024</td><td>ACPL-4</td><td>27100/ (01.07.2023) (27100)</td><td>29600</td><td>29600</td><td>After grant of three additional increment</td></tr><tr><td>01.07.2024 2018 Batch 08.02.2024</td><td>FPL-2</td><td>(27900) (23100 / 1 01.07.2023 (23100)</td><td>25200</td><td>30500 25200</td><td>A.I After grant of three additional increment</td></tr><tr><td>01.07.2024 2020 Batch 08.02.2024</td><td>FPL-2</td><td>(23800) 21700/ (21700)</td><td>23100</td><td>26000 23100</td><td>A.I After grant of two additional increment</td></tr><tr><td>01.07.2024</td><td></td><td>(22400)</td><td></td><td>23800</td><td>A.I</td></tr></table>	Batch of Clerk	Pay level in which pay is being drawn on 08.02.2024	Pay as on 01.07.2023/01.01.2024 in the existing FPL-2	Additional increment granted in existing ACPL/FPL-2	Pay to be fixed in Modified Pay level i.e. FPL-3 or ACPL	Remarks	2012 Batch 08.02.2024	ACPL-4	27100/ (01.07.2023) (27100)	29600	29600	After grant of three additional increment	01.07.2024 2018 Batch 08.02.2024	FPL-2	(27900) (23100 / 1 01.07.2023 (23100)	25200	30500 25200	A.I After grant of three additional increment	01.07.2024 2020 Batch 08.02.2024	FPL-2	(23800) 21700/ (21700)	23100	26000 23100	A.I After grant of two additional increment	01.07.2024		(22400)		23800	A.I
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2.	Whether the grant of three/two additional increments under the said letter shall be treated as a financial upgradation or merely as additional increments. Further, whether the date of the next annual increment shall remain unchanged after the grant of these increments.	No. It is further clarified that, upon grant of these additional increments, the schedule of the next annual increment shall remain unaffected and will continue as originally prescribed.																														
3.	Whether the grant of three/two additional increments shall be admissible with effect from 08.02.2024, as the provisions contained in Finance Department have been substituted by Finance Department letter dated 30.06.2026.	Yes, w.e.f 08.02.2024.																														
4.	A Clerk appointed on 28.01.1994 was granted three additional increments with effect from 08.02.2024 under the Finance	When a Clerk has been granted benefits under the earlier provision contained in FD's letter dated 08.02.2024 i.e. before promotion, he shall also be entitled to these additional increments under the																														

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	Department letter dated 30.06.2026 and was subsequently promoted to the post of Assistant on 12.05.2024. Whether such employee shall also be entitled to promotional increment/pay fixation benefits under the HCS (Pay) Rules, 2016.	substituted provision contained in FD's letter dated 30.06.2026.
5.	Whether stepping up of pay of a senior employee shall be admissible where the junior employee draws higher pay solely on account of the grant of three/two additional increments under the Finance Department letter dated 30.06.2026. If so, the relevant provision of the HCS (Pay) Rules, 2016 may kindly be clarified.	It is not a point of clarification, however, if the situation arise, the case is required to be referred to the Finance Department on the basis of comparative facts of the case including comparative chart of pay together with original service record through Administrative Department.
6.	What shall be the pay fixation of a Peon promoted to the post of Clerk who has not qualified the Departmental Type Test/SETC and is drawing pay under Rule 38 of the HCS (Pay) Rules, 2016?	In cases where a Peon is promoted to the post of Clerk without qualifying the SETC, he is entitled to draw presumptive pay of Peon under Rule 38 of the Haryana Civil Services (Pay) Rules, 2016. Therefore, a Clerk who is drawing presumptive pay of Peon is also entitled to get the benefit of additional increment in the presumptive pay.
7.	Whether a Clerk who had not qualified the Departmental Type Test/SETC as on 08.02.2024 shall be eligible for the grant of three/two additional increments under the Finance Department letter dated 30.06.2026.	Yes, as clarified above.

The clarifications must be adhered to in their entirety and implemented in true spirit, ensuring strict compliance with the intended standards.

Your faithfully

Accounts Officer (PR)

for Additional Chief Secretary to Government Haryana
Finance Department

Government of Haryana
Finance Department



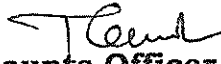
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Endst. No.1/20/2016-5PR (FD)

Dated, Chandigarh the 22 .07.2026

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

1. Incharge Computer Cell to upload on the website of the Finance Department.
2. Smt. Jaya Yadav, President, Clerical Association Welfare Society (Haryana).


Accounts Officer (PR)

for Additional Chief Secretary to Government Haryana
Finance Department