

DS IPRL

No. 2/2/2004-3WM/2150

From

The Financial Commissioner & Principal Secretary to Govt.
Haryana, Finance Department.

To

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

Dated, Chandigarh, the 25th September, 2026

Subject: Regarding to issue Sanction Order for Departmental Loan/Advance to State Government Employees.

I am directed to invite your attention on the subject noted above and to inform that Finance Department has observed that the Departments are not following the Rules while issuing sanction order of Departmental Loan to State Govt. Employees and details of Employees are also missing from the Sanction Order which causes difficulties in maintaining the record of Loan of employee concerned at the level of Principal Accountant General (A&E), Haryana.

Therefore, State Government has decided to add the following details in the Sanction Order of each Loan/Advance to State Government Employees:-

Sr. No.	Particulars	Details
1	Name of Loanee Employee	
2	Father's/ Husband's Name	
3	Designation	
4	Payee/Unique Code	
5	GPF Number alongwith series /PRAN Number	
6	Permanent Address	
7	Mobile Number	
8	Date of Joining	
9	Date of Retirement	
10	Basic Pay	
11	Type of Advance (HBA/Vehicle A/Cycle A/Comp. A/Marriage A)	
12	In case of HBA – No. of instalments issued	1/2/3/4
13	Present instalment issued No. (HBA)	1 st /2 nd /3 rd /4 th
14	Advance applied for same type of advance	1 st time / 2 nd time/ 3 rd time
15	Purpose of Advance	
16	Total Amount of Advance	
17	Rate of Interest	
18	Principal recovery period in Months	
19	Monthly Principal recovery amount	
20	Interest recovery period in Months	
21	Monthly Interest Instalment amount	
22	Sanction validity upto	
23	Budget Head	
24	Treasury from which amount is to be drawn	

- Note:
1. Penal interest will be charged as per instructions issued by Finance Department, Haryana for rate of interest to be charged on HBA/VA/CA/CMA and GPF from time to time.
 2. Recovery of interest will be under 0049-04-118- in the respective scheme of advance issued.

4. These instruction may also be brought to the notice of all concerned for strict compliance. Further, in case of non compliance of above instruction, action as per rules will be taken against the signatory.

5. These instructions can be downloaded from the website of Finance Department, Haryana i.e. www.finhry.gov.in.

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

Dated 25.09.2026

Endst. No. 2/2/2004-3WM /

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

1. The Principal Accountant General (A&E), Haryana, Sector-33 B, Chandigarh.
2. The Principal Accountant General (Audit), Haryana, Sector-33 B, Chandigarh.
3. The State Information Officer, NIC Haryana, Sector- 17, Chandigarh.

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