



GOVERNMENT OF HARYANA

FINANCE DEPARTMENT

**LOANS & ADVANCES
TO
GOVT. EMPLOYEES**

COMPENDIUM OF INSTRUCTIONS

Volume - X

(UPTO 30-06-2011)



Harmohinder Singh Chattha



D.O. No.....

Finance, Planning, Irrigation &
Renewable Energy Minister,
Haryana, Chandigarh.

Dated : 30th June, 2011...

MESSAGE

I am pleased to know that a team of officers of Finance Department under the guidance of Shri Ajit M. Sharan, IAS, Financial Commissioner & Principal Secretary to Government Haryana, Finance Department, has prepared a unique set of 17 Compendia of the instructions/notifications of Finance Department on various subjects issued from time to time from 1947 onwards.

2. I am sure that these Compendia of instructions/ notifications will be maximum helpful for Government employees of all Departments/ Boards/ Corporations of Haryana Government for proper examination of cases in accordance with the provision in rules/ instructions expeditiously and will also help in reducing the unnecessary litigation and financial burden on the State exchequer.

3. The efforts made by the team to consolidate all the instructions in Compendia and also on website of Finance Department subject-wise and date-wise are indeed praiseworthy.

H.S. Chattha

(H.S. Chattha)

PREFACE

The State Government since its formation in November, 1966 has issued/revised instructions and policy guidelines on various subjects from time to time relating to civil service and financial matters.

The number of such instructions has been large but non-availability of these instructions at one place results in delay in the disposal of work and sometimes decisions are taken in contravention of spirit of instructions resulting in un-necessary correspondence and litigation. It has, therefore, been decided to bring out compendia of Finance Department instructions on various subjects like Pay Fixation, Revision of Pay Scales, Pension, Compensatory Allowances, Dearness Allowance, General Provident Fund, Loans and Advances, Amendments in CSR/PFR etc., Misc. of CSR, Economy in Expenditure, PAC/CAG Matters, Budget Formulation, Financial Regulations etc.

The instructions/notifications/policies issued upto 30.06.2011 including the instructions issued prior to 1st November, 1966 have been compiled in sixteen compendia. Efforts have been made to include all available instructions indicating their status/applicability distinctly in a block at the top of instructions.

Seventeenth Compendium contains only a date-wise list of all the instructions whether printed in these compendia or not. For the facility of readers a list of important subjects alphabetically indicating their number of Compendium has also been given at the back cover of each Volume.

The compendium in hand is Volume-X in series and contains instructions relating to House Building Advance, Motor car/Scooter Advance, Marriage Advance, Computer Advance, Interest Free Advance(s), Rate of interest on loans and advances remained in existence from 1967 to 2011.

The printed copy of Compendia can be purchased from the Printing & Stationery Department, Haryana. One set of compendia is circulated to all Administrative Secretaries and Heads of Departments.

Original copy of circulars/notifications etc. of Finance Department are available with the Archives Department, Haryana. Soft copy of the instructions issued by the Finance Department from 1947 onwards to 30.06.2011 both datewise and subjectwise are available on the websites www.finharyana.gov.in. and www.haryana.gov.in. Interested persons can easily download the same or any part thereof from the website. To search by date-wise any instruction, type the date in the manner e.g. '2nd September, 2009' and not in any other way.

Although we have taken all possible precautions while compiling the Compendia, yet there may be some omission or lapse on our part. We would welcome any feedback or suggestion from users of the Compendia.

I acknowledge the hard work put in by Mrs. Kusum Bansal, IRS, Joint Secretary Finance, Shri Raj Pal Nasa, Private Secretary, [former SO (FD)], specially posted in Finance Department for the compilation of instructions and Shri Ram Saran, Principal, DTC HIPA, Panchkula, for assistance and guidance. I also extend my thanks to Director General, HIPA, Gurgaon for providing infrastructure support at DTC Panchkula for this purpose.

I hope that these compendia would be handy and useful to all concerned.

Dated : Chandigarh,
14th July, 2011

AJIT M. SHARAN
Financial Commissioner & Principal Secretary to
Government Haryana, Finance Department.

INTRODUCTION

The Haryana Government has taken a significant decision to bring all the instructions/ notifications issued by the Finance Department at one place for the facility of officials/officers for proper examination of financial and service matters in accordance with the rules/instructions. Accordingly, Government have decided to compile and computerize all the instructions including the same issued prior to the Re-organisation. The overall aim is to increase the effectiveness, efficiency and expeditious disposal of office work. To accomplish this voluminous and arduous work a team having experience and background of the Finance Department was constituted. After putting strenuous efforts, the team has been able to procure the old and rarely available instructions from the offices of Law Department, Commissioner Ambala Division, Deputy Commissioner Ambala, concerned Branches of Finance Department and retired officers of SAS Cadre.

These instructions have been computerised and compiled date-wise and subject-wise. The salient features of the same are as under :-

- The total number of instructions/notifications issued by the Finance Department during the period between 1947 and April, 2011 are about 3600.
- Out of above about 90% instructions are available in original and copy of about 5% have been collected from the private publications, and the remaining are not traceable.
- The instructions which are at present or were applicable in near past have been compiled subject-wise and printed in the following sixteen compendia:-

| | | |
|----|---|--------------------|
| 1 | Fixation of Pay | Volume-I |
| 2 | Haryana Civil Services Revised Pay Rules, 1998, 1987, 1980, 1969 | Volume-II |
| 3 | Pension of Post-2006 Pensioners and Defined Contributory Pension Scheme. | Volume-III |
| 4 | Pension of Pre-2006 Pensioners and Dearness Relief | Volume-IV |
| 5 | Allowances to Govt. employees | Volume-V |
| 6 | Dearness Allowance to Govt. employees | Volume-VI |
| 7 | Misc. of CSR | Volume-VII |
| 8 | Haryana GPF Rules, 2006 and instructions | Volume-VIII |
| 9 | Amendments in CSR/PFR etc. | Volume-IX |
| 10 | Loans & Advances to Govt. employees. | Volume-X |
| 11 | Economy in Expenditure. | Volume-XI |
| 12 | PAC/CAG Matter | Volume-XII |
| 13 | Budget Formulation – Receipt & Expenditure | Volume-XIII |
| 14 | Financial Regulations | Volume-XIV |
| 15 | Instructions of HBPE | Volume-XV |
| 16 | For Judicial Officers | Volume-XVI |

- Volume XVII contains date-wise consolidated list of all the instructions/notifications alongwith number, subject and also availability in original.

- At the end of each Volume a date-wise list of the instructions pertaining to the subject(s) of that Volume whether the same have been printed or not has also been given for the facility of users.
- Efforts have been made to mention at the top of instructions if the same have been revised, modified, superseded, withdrawn or have become obsolete.
- Soft copy of all the instructions are available at website of Haryana Government www.finharyana.gov.in. and www.haryana.gov.in. and may be downloaded from there. **Illustration:** To search any instructions by date, type the date like '20th May, 1999' or '3rd October, 2006' i.e. there is space after the date, month should be complete and year in four digits. If the actual date of any instruction/notification is not known or there is any doubt the same may be confirmed from the compendium of instructions (Volume-XVII) containing datewise list of all the instructions.
- These compendia are priced publications, one may purchase from Printing and Stationery Department, Haryana.
- Image of original copy of the instructions are also on website of Finance Department and hard copy of the original is available with the Archives Department, Haryana.

The compendium in hand is Volume-X in series and contains instructions relating to House Building Advance, Motor Car/Scooter Advance, Marriage Advance, Computer Advance, Interest Free Advance(s), Rate of interest on loans and advances remained in existence from 1967 to 2011.

I, on behalf of my entire editorial team express my special gratitude to Shri Ajit M Sharan, IAS, Financial Commissioner & Principal Secretary to Government Haryana, Finance Department, for providing valuable guidance and encouragement for accomplishing this arduous work which otherwise would not have been possible without his moral support.

I am thankful to Shri Raj Pal Nasa, Private Secretary, [former SO (FD)] for the hard work put in by him and also Shri Ram Saran, Principal DTC, HIPA, Panchkula for providing assistance and guidance to the team members. I also extend my thanks for Shri Ajit Kumar Saini, Section Officer, Finance Department, Shri Baljit Singh Saini, PTSO, and Shri Dinesh Kumar, PCAT of Printing and Stationery Department, Mrs. Pallavi, DEO, Shri Ramesh Kumar, Clerk, for preparing these compendia.

I am heartily grateful to Director General, HIPA, Gurgaon for providing infrastructure support at DTC Panchkula for this purpose.

Efforts have been made by the team to ensure the authenticity of the compilation, yet there may be some omission or lapse on our part. We would welcome any feedback or suggestion from users of the Compendia.

I hope these compendia would be helpful to all concerned for proper examination of the cases. I think now none has to face any problem for the copy of any instructions of Finance Department issued between 1947 and 2011.

Dated : Chandigarh,
10th July, 2011

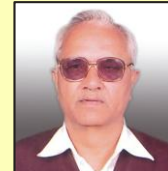
Kusum Bansal, IRS
Joint Secretary to Government Haryana,
Finance Department.

EDITORIAL TEAM

Smt. Kusum Bansal, IRS,
Joint Secretary to Government, Haryana,
Finance Department.



Shri Ram Saran,
Deputy Secretary Finance (Retd.),
Principal, Divisional Training Centre,
HIPA, Panchkula.



Shri Raj Pal Nasa,
Private Secretary,
Haryana Civil Secretariat,
Chandigarh.



Shri Ajit Saini,
Section Officer,
Finance Department, Haryana.



Shri Dinesh Kumar,
PCAT,
Printing & Stationery Department,
Haryana, Chandigarh.



Shri Baljit Singh Saini,
PTSO,
Printing & Stationery Department,
Haryana, Chandigarh.



INDEX
LIST OF SUBJECTS OF VOLUME-X

| <i>Sr. No.</i> | <i>Subject</i> | <i>Page No.</i> |
|----------------|---|-----------------|
| 1. | Grant of House Building Advance | 1-42 |
| 2. | HBA to both husband and wife or in case of joint ownership. | 43-46 |
| 3. | Submission of utilization certificate of H B Advance. | 47-50 |
| 4. | Grant of Motor car/Motor Cycle/Scooter/Bi-cycle advance, check list and application forms. | 51-78 |
| 5. | Grant of Marriage Advance, check list and application forms. | 79-114 |
| 6. | Grant of Computer/Laptop Advance, check list and application forms. | 115-132 |
| 7. | Misc. instructions common for all Loans & Advances | 133-144 |
| 8. | Computerization of loans and advances | 145-158 |
| 9. | Loans & Advances to Govt. employees on deputation/foreign service. | 159-164 |
| 10. | Penal interest on loans & advances:- (i) Penal interest on non-repayment of loans & advances by the Govt. employee. (ii) Penal interest on mis-utilization of loans and advances by the Govt. employee. (iii) Penal interest on incomplete utilization of loans & advances by the Govt. employee. (iv) Penal interest on not utilizing the loans and advances within the prescribed period. | 165-178 |
| 11. | Misc. instructions regarding interest on loans & advances | 179-186 |
| 12. | Rate of Interest on Loans & Advances from 1967-68 to 2010-2011. | 187-246 |
| 13. | Grant of Interest free Wheat Advance | 247-272 |
| 14. | Grant of Interest free Festival Advance | 273-292 |
| 15. | Date-wise List of instructions of subjects relating to Volume-X | 293 |

INDEX
COMPENDIUM OF INSTRUCTIONS (VOLUME-X)
LOANS & ADVANCES TO GOVT. EMPLOYEES
(HBA, Motor Car/Scooter Advance, Computer Loan, Marriage Loan, Rate of Interest on
Loans and advances, Interest free advances)

| Sr. No. | Date | Number | Subject | Page No. |
|---|-------------------|---------------------------|--|-------------|
| 1. Grant of House Building Advance | | | | 1-42 |
| 1. | 22.11.2010 | No. 2/2/2004-WM(3) | Grant of House Building Advance to Haryana Government employees. | 1 |
| 2. | 21.04.2008 | No. 2/2/04-WM(3) | Grant of House Building Advance to Haryana Government Employees - Enhancement in the Eligibility limit. | 5 |
| 3. | 01.08.2005 | No. 2/2/04-WM(3) | Grant of Second House Building Advance to Haryana Government Employees. | 7 |
| 4. | 03.11.2003 | No. 2/7/81-WM(1) | Grant of Loans and Advances to Government Employees for the purchase of constructed house. | 8 |
| 5. | 29.07.1988 | No. 2/7/81-WM(1) | Loans and Advances to Government Employees. | 20 |
| 6. | 11.10.1985 | No. 2/161/85-WM(1) | Regarding N.D.C of HBA/Long Term Advance of Non Gazetted Officers. | 21 |
| 7. | 30.08.1984 | No. 2/16/83-WM(7) | Advance to Government Servants for the purchase of built up houses from Housing Boards | 23 |
| 8. | 27.08.1984 | No. 2/244/83/7WM | Grant of Housing Building Advance - charging of interest. | 179 |
| 9. | 13.08.1984 | No. 2/113/84-WM(I) | Grant of loans and advances to Government employees – Revision of norms on the basis of revised scales of pay. | 24 |
| 10. | 15.12.1983 | No. 2/16/83-7WM | Advance to Government Servants for the purchase of built up houses from Housing Boards | 25 |
| 11. | 18.12.1981 | No. 2/121/81-WM(I) | Grant of House Building Advance to Govt. employees. | 26 |
| 12. | 01.01.1981 | No. 2/80/80-WM(I) | Submission of cases in respect of house building advance to the Finance Department. | 28 |
| 13. | 23.08.1979 | No. 2/67/79-WM-(4) | Instructions regarding grant of House Building advance to Government Servants. | 20 |
| 14. | 14.12.1977 | No. 12669-(1)/WM-77/35145 | Instructions regarding grant of House Building Advances to Government servants. | 31 |
| 15. | 27.02.1974 | No. 7783-WM(1)74/6797 | Loans to Government servants - Earmarking of funds. | 41 |

| Sr. No. | Date | Number | Subject | Page No. |
|--|-------------------|--------------------|--|--------------|
| 2. HBA to both husband and wife or in case of joint ownership. | | | | 43-46 |
| 1. | 08.09.1993 | No. 2/2/93-WM(I) | Eligibility for House Building Advance - Joint ownership of Plot/House by a Govt. employees and his/her spouse. | 43 |
| 2. | 17.07.1992 | No. 2/19/81-WM(1) | Eligibility for House Building Advance – Joint ownership of Plot/House by a Govt. employees and his/her wife/husband. | 44 |
| 3. | 26.03.1981 | No. 2/19/81-WM(I) | Eligibility of for House Building Advance - Joint ownership of plot/house by a Government servant and his/her wife/husband. | 45 |
| 3. Submission of Utilization Certificate of HB Advance. | | | | 47-50 |
| 1. | 23.11.2005 | No. 2/160/04-WM(1) | Grant of House Building Advances to Haryana Government Employees - instructions regarding submission of utilisation certificate. | 47 |
| 2. | 10.09.1984 | No. 2/137/84-WM(7) | Grant of House Building Advances to Government employees - instructions regarding submission of utilisation certificates. | 49 |
| 3. | 27.05.1981 | No. 2/28/81-5WM | Grant of House Building Advance to Govt. employees - Instructions regarding submission of utilisation certificates. | 50 |
| 4. Grant of Motor Car/Motor Cycle/Scooter/Bi-cycle advance, check list application forms. | | | | 51-78 |
| 1. | 19.08.2010 | No. 16/1/10-WM(6) | Grant of advance for the purchase of Motor Car/Motor cycle/ Scooter/ Moped and Bi-cycle to Haryana Government employees. | 51 |
| 2. | 16.07.2010 | No. 16/1/10-WM(6) | Grant of advance for the purchase of Motor Car/Motor/Cycle/Scooter and Bi-Cycle to Haryana Government employees. | 53 |
| 3. | 01.04.2008 | No. 2/2/07-WM(6) | Grant of Advance for the purchase of Motor Car to Haryana Government Employees. | 62 |
| 4. | 14.05.2007 | No. 2/2/07-WM(6) | Grant of Advance for the purchase of Motor Car to Haryana Government Employees | 64 |
| 5. | 16.04.1996 | No. 16/1/96-WM(4) | Grant of Loans and Advances to Government Employees for the purchase of Car. | 66 |
| 6. | 06.04.1984 | No. 16/39/83-WM(5) | Grant of loan for the purchase of all types of vehicles – hypothecation thereof. | 67 |
| 7. | 28.10.1983 | No. 16/43/81-WM(5) | Grant of Advance to Government servants for the purchase of all types of vehicles. | 68 |
| 8. | 19.02.1982 | No. 16/43/81-WM(3) | Grant of loan for the purchase of all types of vehicles - hypothecation thereof. | 69 |
| 9. | 26.10.1981 | No. 16/71/81-WM(3) | Grant of advance to Government servants for the purchase Motor Cars/Scooters/ Motor Cycle/ Moped. | 70 |

| Sr. No. | Date | Number | Subject | Page No. |
|--|-------------------|--------------------------|--|---------------|
| 10. | 30.09.1981 | No. 1/6/81-WM(I) | Maintenance of accounts of Cycle advance given by the Govt. of Haryana to its employees. | 71 |
| 11. | 25.08.1980 | No. 16/120/80-WM(3) | Grant of advance to Govt. Servants or Purchase of Scooter/Motor Cycle. | 73 |
| 12. | 15.11.1977 | No. 9299-3WM-77/34300 | Instructions regarding grant of advance to Govt. servants for purchase of Motor Vehicles | 74 |
| 13. | 12.09.1977 | No. 9479-WM(3)77/23024 | Instructions regarding grant of advances to Government servants for purchase of Motor Vehicles. | 75 |
| 5. Grant of Marriage Advance, check list and application forms. | | | | 79-114 |
| 1. | 10.05.2011 | No. 38/110/99-WM(5) | Delegation of powers regarding Loans to Government employees for the celebration of Marriage and Computer Advance. | 79 |
| 2. | 21.02.2011 | No. 38/110/99-WM(5) | Delegation of powers regarding Loans to Government employees for the celebration of Marriage and Computer Advance. | 82 |
| 3. | 22.11.2010 | No. 38/110/99-WM(5) | Grant of Advance Government servants for the celebration of Marriage. | 85 |
| 4. | 22.02.2010 | No. 38/110/99-WM(5) | Grant of Advance to Government servants for the celebration of self marriage. | 96 |
| 5. | 26.09.2008 | No. 38/110/99-WM(5) | Grant of Advance to Government servants for the celebration of marriage. | 99 |
| 6. | 06.03.2006 | No. 38/110/93-WM(5) | Grant of Loans and Advances to Government Servants for the celebration of marriage. | 101 |
| 7. | 06.05.2005 | No. 38/110/99-WM(5) | Grant of Loans to Government servants for the celebration of marriage | 102 |
| 8. | 27.10.1992 | No. 38(110)-89-WM(6)/92 | Advance to Government Servants for the celebration of Marriage of their Sister. | 105 |
| 9. | 17.04.1992 | No. 38(110)-89/WM(6)-92 | Advance to Government Servants for the celebration of Marriage of their Children and dependent sisters. | 107 |
| 10. | 28.10.1991 | No. 38(110)-89WM(6) | Advance to Government Servants for the celebration of marriages of their Children/Sister & Female Employees (for Self Marriage). | 108 |
| 11. | 20.11.1986 | No. 38/102/86-WM(6) | Advance to Government Servants for the celebration of marriage of their Children and dependent sisters - withdrawal of condition of photo. | 109 |
| 12. | 10.01.1986 | No. 38/1/86-WM(6) | Advance to Government Servants for the celebration of marriage of their Children and dependent sisters. | 110 |
| 13. | 12.09.1977 | No. 1720-WM-(4)-77/27260 | Advance to Government servants for the celebration of marriages. | 111 |

| Sr. No. | Date | Number | Subject | Page No. |
|---|-------------------|-----------------------|--|----------------|
| 6. Grant of Computer/Laptop Advance, check list and application forms. | | | | 115-132 |
| 1. | 10.05.2011 | No. 38/110/99-WM(5) | Delegation of powers regarding Loans to Government employees for the celebration of Marriage and Computer Advance. | 115 |
| 2. | 21.02.2011 | No. 38/110/99-WM(5) | Delegation of powers regarding Loans to Government employees for the celebration of Marriage and Computer Advance. | 118 |
| 3. | 22.11.2010 | No. 2/2/2007-WM(5) | Grant of Advance for the purchase of personal Computer/Lap Top to Government employees. | 121 |
| 4. | 01.04.2008 | No. 2/2/2007-WM(6) | Grant of Advance for the purchase of Personal Computer to Government Employees - Admissibility Condition/Limit of Advance and Instalments of recovery. | 130 |
| 5. | 12.02.2008 | No. 2/2/2007-WM(6) | Grant of Advance for the purchase of Personal Computer to Government employees - Admissibility Condition/Limit of Advance and Instalments of recovery. | 132 |
| 7. Misc. instructions common for all Loans & Advances | | | | 133-144 |
| 1. | 24.03.2011 | No. 30/11/2011-WM(3) | To issue the No Dues Certificate. | 133 |
| 2. | 05.03.2010 | No. 1/83/2008-2PR(FD) | Revision of rates of Non Practising Allowance w.e.f. 01.01.2006. | 136 |
| 3. | 10.11.2009 | No. 14/150/09-5FA | Discrepancies pointed out by AG Haryana regarding loans and advances and sanction/bill. | 138 |
| 4. | 17.02.2009 | No. 2/2/04-WM(3) | Grant of House Building Advance/ Conveyance/ Marriage Advance to Haryana Government Employees. | 139 |
| 5. | 01.10.2004 | No. 2/2/2004-WM(3) | House Building/Motor Car/Scooter/Motor Cycle/ Moped/ Cycle/ Computer and Marriage Advance for the Government employees. | 140 |
| 6. | 12.07.2004 | No. 45/101/2004-WM(6) | Grant of Loans for various purposes (House building/Conveyance/Computer/ Marriages of children/ Sister) by Haryana Government to its employees. | 141 |
| 7. | 04.11.1991 | No. 39/3/91-WM(I) | Booking of Recovery of interest and Principal in Recovery schedule in respect of Loans and advances to Government Servants. | 142 |
| 8. | 28.11.1989 | No. 8009-WM(7)-89 | Write off the irrecoverable amount of HBA/MA etc. | 143 |
| 9. | 01.08.1989 | No. 38/65-WM(6)-89 | Regarding grant of Advances to Government employees. | 144 |
| 10. | 27.08.1984 | No. 2/244/83/7WM | Grant of Housing Building Advance - charging of interest. | 179 |

| Sr. No. | Date | Number | Subject | Page No. |
|--|-------------------|--------------------------|--|----------------|
| 8. Computerization of loans and advances | | | | 145-158 |
| 1. | 09.08.2006 | No. 36/18/2002-WM(5) | Computerisation of Accounts of Long Term Advances like House Building Advance, Motor Car Advance, Scooter Advance, Marriage Advances and Computer Advance etc. | 145 |
| 2. | 16.03.2005 | No. 36/18/2002-WM(5) | Computerisation of Accounts of Long Term Advances like House Building Advance, Motor Car Advance, Scooter Advance, Marriage Advance and Computer Advance etc. | 148 |
| 3. | 03.12.2004 | No. 36/18/2002-WM(5) | Computerisation of Accounts of Long Term Advances like House Building Advance, Motor Car Advance, Scooter Advance, Marriage Advances and Computer Advance etc. | 149 |
| 4. | 09.11.2004 | No. 36/18/2002-WM(5) | Computerisation of Accounts of Long Term Advances like House Building Advance, Motor Car Advance, Scooter Advance, Marriage Advances and Computer Advance etc. | 150 |
| 5. | 20.09.2002 | No. 36/18/2002-5WM | Computerisation of Accounts of Long Term Advances like House Building Advance, Motor Car Advance, Scooter Advance, Marriage Advance and Computer Advance | 153 |
| 6. | 15.05.1991 | No. 1/9/90-WM(I) | Allotment of individual account number to the loanees of House Building Advances. | 156 |
| 9. Loans & Advances to Govt. employees on deputation/foreign service. | | | | 159-164 |
| 1. | 26.09.2001 | No. 36/7/2K-4WM | Grant of Car/Motor cycle Advance to State Govt. employees on deputation. | 159 |
| 2. | 24.04.1992 | No. 2/19/92-WM(1) | Grant of Loans and Advances to Government Employees tenurial appointments. | 160 |
| 3. | 25.07.1977 | No. 3296-WM-(4)-77/21750 | Advance to Government servants for the celebration of marriages. | 161 |
| 4. | 28.03.1977 | No. 26-5FR(I)-77/8011 | Payment of pension/CPF contributions and/or GPF subscription and repayment of loan and advances during the period of foreign service out of India. | 162 |
| 5. | 28.11.1972 | No. 6033-WM(1)72/37128 | Regarding Sanction and recovery of Loans/Advances from Govt. employees on deputation. | 163 |
| 6. | 19.03.1968 | No. 12-WM(I)-68 | Grant of House Building Advance to Government servants on deputation with other Governments. | 164 |

| Sr. No. | Date | Number | Subject | Page No. |
|---|-------------------|-------------------------|--|----------------|
| 10. Penal interest on loans & advances | | | | 165-167 |
| (i). Penal interest on non-repayment of loans & advances | | | | |
| 1. | 15.06.2009 | No. 2/2/2005-4FR | Amendment in Punjab Financial Rules, Volume I in Rule 10.15. | 165 |
| 2. | 20.09.2006 | No. 2/2/2004-WM(3) | Instructions regarding recovery of House Building and Other Advances. | 166 |
| 3. | 07.06.2004 | No. 36/1/2004-WM(4) | Prevention of misuse of Government Funds. | 167 |
| (ii). Penal interest on mis-utilization of loans and advances | | | | 168-171 |
| 1. | 23.08.1993 | No. 2/1/93-WM(1) | Grant of Conveyance advance to Government employees. | 168 |
| 2. | 14.08.1984 | No. 2/113/84-WM(I) | Mis-utilisation of House Building Advance by Govt. employees - Recovery of Penal interest. | 169 |
| 3. | 30.11.1983 | No. 16/49/83-WM(5) | Instructions regarding grant of advance to the Government servants for the purchase of motor vehicles. | 170 |
| 4. | 18.08.1982 | No. 2/80/80-WM(I) | Misutilisation of House Building Advance by Govt., employees -rate of penal interest. | 171 |
| (iii). Penal interest on incomplete utilization of loans & advances | | | | 172-176 |
| 1. | 25.06.1996 | No. 2/1/93-WM(1) | House Building Loan for the houses allotted by Housing Boards, DDA and other Societies etc. | 172 |
| 2. | 04.01.1985 | No. 2/68/83-WM(7) | Grant of Advance to Government Employees for the purchase of built up houses. | 175 |
| 3. | 29.07.1981 | No. 7792-WM(4)-81 | House Building Loan for the houses allotted by Housing Boards, DDA etc. | 176 |
| (iv). Penal interest on not utilizing the loans and advances within the prescribed period. | | | | 177-178 |
| 1. | 20.06.2001 | No. 16/40/2000-4WM | Grant of Computer Advance to Government employees. | 177 |
| 2. | 13.08.1975 | No. 4743-WM(3)-75/27265 | Advances to Government servants for the purchase of Motor cars/Scooters/Motor Cycles - Charging of penal interest. | 178 |
| 11. Misc. instructions regarding interest on loans & advances | | | | 179-186 |
| 1. | 27.08.1984 | No. 2/244/83/7WM | Grant of Housing Building Advance - charging of interest. | 179 |
| 2. | 30.09.1981 | No. 1/6/81-WM(I) | Maintenance of accounts of Cycle advance given by the Govt. of Haryana to its employees. | 180 |
| 3. | 27.11.1980 | No. 34/11/80-6WM | House building Advance - Rate of interest - incentive for Haryana Government employees for promoting small family norm | 182 |

| Sr. No. | Date | Number | Subject | Page No. |
|--|-------------------|-------------------------|--|-----------------|
| 4. | 14.04.1976 | No. 1480-WM(1)-76/13122 | Loans and advances to Government employees - Disincentive scheme towards population control. | 183 |
| 5. | 28.07.1957 | No. 5113-FR-7/67 | Adjustment of outstanding balance of advance from the last claim of the Govt. employee - Levy of interest thereon. | 186 |
| 12. Rate of Interest on Loans and Advances from 1967-68 to 2010-2011. | | | | 187-246 |
| 1. | 31.03.2011 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building/ Motor Car/Scooter/Motor Cycle/ Moped/Cycle and Marriage Advance granted to the Government employees and also fixation of rate of interest on General Provident Fund for the financial year 2010-2011. | 187 |
| 2. | 08.03.2010 | No. 34/2/94-WM(3) | Rate of Interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/ Moped/ Cycle/Computer and Marriage Advance granted to the Government employees and also fixation of rate of interest on General Provident Fund for the financial year 2009-2010. | 190 |
| 3. | 13.01.2009 | No. 34/2/94-WM(3) | Rate of Interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/ Cycle/Computer and Marriage Advance granted to the Government employee and also fixation of rate of interest on General Provident Fund for the financial year 2008-09. | 193 |
| 4. | 15.01.2008 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building/ Motor Car/ Scooter/ Motor Cycle/ Moped/ Cycle/ Computer and Marriage Advance granted to the Govt. employees and also fixation of rate of interest on General Provident Fund for the financial year 2007-2008. | 194 |
| 5. | 28.11.2006 | No. 34/2/94-WM(3) | Rate of Interest to be charged on HBL/Motor Car/ Scooter/Motor Cycle/ Moped/ Cycle/ Computer & Marriage Advance granted to the Govt. Employees & also fixation of rate of interest on GPF for 2006-07 | 195 |
| 6. | 10.02.2006 | No. 34/2/94-WM(3) | Rate of Interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/ Moped/ Cycle/Computer and Marriage Advance granted to the Government employee for the financial year 2005-06. | 196 |
| 7. | 03.09.2004 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/ Cycle/Computer and Marriage Advance granted to the Government employee for the financial year 2004-2005. | 197 |
| 8. | 19.05.2003 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building/ Motor Car/Scooter/Motor Cycle/ Moped/ Cycle/ Computer and Marriage advance granted to the Govt. employees for the financial year 2003-2004. | 198 |

| Sr. No. | Date | Number | Subject | Page No. |
|----------------|-------------------|-------------------|--|-----------------|
| 9. | 31.05.2002 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/ Moped/ Cycle/Computer and Marriage advance granted to the Government employees for the financial year 2002-2003. | 199 |
| 10. | 19.10.2001 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/ Moped/ Cycle/Computer and Marriage advance granted to the Government employees for the financial year 2001-2002. | 200 |
| 11. | 01.12.2000 | No. 34/2/94-WM(3) | Rate of Interest to be charged on House Building/ Motor Car/Scooter/Motor Cycle/ Moped/Cycle/ Computer and marriage advance granted to the Government employees for the financial year 2000-01. | 201 |
| 12. | 10.04.2000 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building Advance/Motor Car/Scooter/Motor Cycle/Moped/ Cycle and Marriage Advance granted to the Govt. Employees for the financial year 1999-2000. | 202 |
| 13. | 10.08.1998 | No. 34/2/93-WM(3) | Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/ Moped/ Cycle and Marriage Advance granted to the Government employees for the financial year 1998-99. | 203 |
| 14. | 23.07.1997 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/ Moped/ Cycle and Marriage Advance granted to the Government employees for the financial year 1997-98 | 204 |
| 15. | 18.06.1996 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/ Moped/ Cycle and Marriage Advance granted to the Government employees for the financial year 1996-97. | 205 |
| 16. | 28.06.1995 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building Advance/Motor Car/Scooter/Motor Cycle/Moped/ Cycle and Marriage Advance granted to the Govt. Employees for the financial year 1995-1996. | 206 |
| 17. | 01.12.1994 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building Motor Car/Scooter/Motor Cycle/ Moped/Cycle and Marriage Advance granted to the Government employees for the Financial year 1994-95. | 207 |
| 18. | 26.02.1994 | No. 34/2/93-WM(3) | Rate of interest to be charged on House Building Motor Car/Scooter/Motor Cycle/ Moped/Cycle and Marriage Advances granted to the Government employees for the financial year 1993-94. | 208 |

| Sr. No. | Date | Number | Subject | Page No. |
|----------------|-------------------|---------------------------|---|-----------------|
| 19. | 14.01.1993 | No. 34/2/91-WM(3) | Rate of interest to be charged on House Building Motor Car/Scooter/Motor Cycle/ Moped/Cycle and Marriage Advances granted to the Government employees and Rate of interest on deposit in the General Provident Fund and other similar funds for the financial year 1992-93. | 210 |
| 20. | 25.07.1991 | No. 34/2/91-WM(3) | Rate of Interest to be charged on House Building/ Motor Car/Scooter/Motor Cycle/ Moped/Cycle and Marriage Advances granted to the Government employees and Rate of Interest on deposits in the General Provident Fund and other similar funds for the financial year 1990-91 and 1991-92. | 212 |
| 21. | 30.11.1989 | No. 34/2/88-WM(3) | Rate of interest to be charged on House Building/Motor/Car/ Scooter/Motor Cycle/ Moped/ Cycle and Marriage Advance granted to the Government employees and Rate of interest on deposits in the General Provident Fund and other similar funds for the financial year 1989-90. | 214 |
| 22. | 13.10.1988 | No. 34/2/88-WM(3) | Rate of Interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/ Moped/Cycle and Marriage Advances granted to the Government employees and Rate of Interest on deposits in the General Provident Fund and other similar funds for the financial year 1988-89. | 216 |
| 23. | 21.07.1987 | No. 34/1/83-WM(3) | Rate of Interest to be charged on Housing Building, Motor Car/Scooter and other advances granted to Government servants during the Financial year 1987-88. | 218 |
| 24. | 21.07.1987 | No. 34/1/83-WM(3) | Rate of Interest to be charged on marriage advance granted to Govt., servants during the Financial year, 1987-88. | 219 |
| 25. | 02.04.1987 | No. 34/1/83-WM(3) | Rate of interest to be charged on marriage advance granted to Govt., servants during the Financial Year, 1986-87. | 220 |
| 26. | 01.07.1986 | No. 34/1/83-WM(3) | Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government servants during the year 1986-87. | 221 |
| 27. | 06.06.1985 | No. 34/1/83-3WM(Marriage) | Rate of interest to be charged on marriage advance granted to Government servants during the financial year 1985-86. | 222 |
| 28. | 04.05.1985 | No. 34/1/83-WM(3) | Rate of interest to be charged on House Building, Motor car/Scooter and other advances granted to Govt. servants during year 1985-86. | 223 |
| 29. | 30.07.1984 | No. 34/1/83-3WM(Marriage) | Rate of interest to be charged on marriage advance granted to Government servants during the financial year 1984-85. | 224 |

| Sr. No. | Date | Number | Subject | Page No. |
|----------------|-------------------|-----------------------------|---|-----------------|
| 30. | 06.07.1984 | No. 34/1/83-WM(3) | Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Govt. servants during the year 1984-85. | 225 |
| 31. | 30.11.1983 | No. 34/1/83-3WM(Marriage) | Rate of interest to be charged on marriage advance granted to Government servants during the financial year 1983-84. | 226 |
| 32. | 26.08.1983 | No. 34/1/83-WM(3) | Rate of interest to be charged on House Buildings, Motor Car/Scooter and other advances granted to Govt. servants during the year 1983-84. | 227 |
| 33. | 27.09.1982 | No. 34/1/82-WM(3) | Rate of interest to be charged on marriage advance granted to Govt. servants during the Financial year 1982-83. | 228 |
| 34. | 05.05.1982 | No. 34/1/82-WM(3) | Rate of interest to be charged on House Buildings, Motor Car/Scooter and other advances granted to Govt. servants during the year 1982-83. | 229 |
| 35. | 21.08.1981 | No. 34/11/80-6WM(Marriage) | Rate of interest to be charged on marriage advance granted to Govt. servants during the financial year 1981-82. | 230 |
| 36. | 04.06.1981 | No. 34/11/80-6WM | Rate of interest to be charged on House Buildings, Motor Car/Scooter and other advances granted to Government Servants during the year 1981-82. | 231 |
| 37. | 11.07.1980 | No. 34/11/80-6WM(Marriages) | Rate of interest to be charged on marriage advance granted to Govt. servants during the financial year 1980-81. | 232 |
| 38. | 09.06.1980 | No. 34/11/80-6WM | Rate of interest to be charged on House Buildings Motor Car/Scooter and other advances granted to Govt. Servants during the year 1980-81. | 233 |
| 39. | 21.08.1979 | No. 34/3/79-6WM(Marriages) | Rate of interest to be charged on marriage advance granted to Govt. servants during the financial year 1979-80. | 234 |
| 40. | 19.07.1979 | No. 34/3/79-6WM(HBA) | Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government Servants during the year 1979-80. | 235 |
| 41. | 28.06.1978 | No. 34/1/78-6WM(HBA) | Rate of interest to be charged on House Building Scooter and Other advances granted to Government servants during the year 1978-79. | 236 |
| 42. | 24.03.1978 | No. 34/1/78-6WM | Rate of interest to be charged on Motor Car advances granted to Government servants. | 237 |
| 43. | 29.04.1977 | No. 2289-6WM-77/12523 | Rate of interest to be charged on House Building, Motor car/Scooter and other advances granted to Government servants during the year 1977-78. | 238 |

| Sr. No. | Date | Number | Subject | Page No. |
|---|-------------------|-----------------------|--|-----------------|
| 44. | 27.05.1976 | No. 4186-3WM-76/17575 | Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government servants during the year 1976-77. | 239 |
| 45. | 04.07.1975 | No. 2520-3WM-75/20825 | Rate of interest to be charged on House Building, Motor car/Scooter and other advances granted to Government servants during year 1975-76. | 240 |
| 46. | 12.06.1974 | No. 4219-3WM-74/20531 | Rate of interest to be charged on House Building Motor Car/Scooter and other advances granted to Government servants during the year 1974-75. | 241 |
| 47. | 29.11.1972 | No. 7027-3WM-72/37581 | Rate of interest to be charged on House Building, motor car/scooter and other advances granted to Government servants during the year 1972-73. | 242 |
| 48. | 26.05.1971 | No. 2658-3WM-71/13643 | Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government servants during the year 1971-72. | 243 |
| 49. | 21.05.1970 | No. 2791-3WM-70/13772 | Rate of interest to be charged on House Building, Motor Car and other advances granted to Government servants during the year 1970-71. | 244 |
| 50. | 08.09.1967 | No. 4016-3WM-67/20701 | Rate of interest to be charged on House Building Motor Car and other advances granted to Government servants during the year 1967-68. | 245 |
| 13. Grant of Interest free Wheat Advance | | | | 247-272 |
| 1. | 02.05.2011 | No. 46/1/2011-WM(6) | Grant of interest free advance to Government employees for the purchase of wheat during the year 2011-2012. | 247 |
| 2. | 07.04.2010 | No. 46/1/2007-WM(6) | Grant of interest free advance to Government employees for the purchase of wheat during the year 2010-2011. | 250 |
| 3. | 30.04.2009 | No. 46/1/2007-WM(6) | Grant of interest free advance to Government employees for the purchase of wheat during the year 2009-2010. | 254 |
| 4. | 04.04.2008 | No. 46/1/2007-WM(6) | Grant of interest free advance to Government employees for the purchase of wheat during the year 2008-09. | 258 |
| 5. | 09.04.2007 | No. 46/1/2007/WM(6) | Grant of Interest free advance to Government employees for the purchase of wheat during the year 2007-2008. | 262 |
| 6. | 17.04.2006 | No. 46/1/2006-WM(6) | Grant of interest free advance to Government employees for the purchase of wheat during the year 2006-2007. | 264 |
| 7. | 07.04.2005 | No. 46/1/2005-WM(6) | Grant of interest free advance to Government employees for the purchase of wheat during the year 2005-2006. | 268 |

| Sr. No. | Date | Number | Subject | Page No. |
|---|-------------------|---------------------|---|-----------------|
| 14. Grant of Interest free Festival Advance | | | | 273-292 |
| 1. | 09.10.2009 | No. 36/2/2007-WM(6) | Grant of interest free Festival Advance to Class IV Government employees during the year 2009-2010. | 273 |
| 2. | 22.10.2008 | No. 36/2/2007-WM(6) | Grant of interest free Festival Advance to Class IV Government employees during the year 2008-2009 | 277 |
| 3. | 30.10.2007 | No. 36/2/2007-WM(6) | Grant of interest free Festival Advance to Class-IV Government employees during the year 2007-08. | 281 |
| 4. | 09.10.2006 | No. 36/2/2006-WM(6) | Grant of interest free Festival Advance to Class IV Government employees during the year 2006-2007. | 285 |
| 5. | 14.10.2005 | No. 36/2/2k5-WM(6) | Grant of interest free festival Advance to class IV Government employees during the year 2005-06. | 289 |
| 15. Date-wise List of Instructions of subjects relating to this Volume | | | | 293 |

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

From

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

To

All Heads of Departments in Haryana,
The Registrar, Punjab and Haryana High Court &
All District & Session Judges in Haryana State.
All Commissioners of Divisions,
Deputy Commissioners & S.D.Os. (Civil) in Haryana.

Dated, Chandigarh, the 22nd November, 2010

Subject : Grant of House Building Advance to Haryana Government employees.

Sir,

I am directed to refer to Finance Departments circular letter No. 2/2/2004-WM(3), dated 21st April, 2008 on the subject noted above and to say that due to revision of pay scales of State Govt. employees, the question of enhancing the present eligibility limit of pay and admissibility for the purpose of grant of House Building Advance to the State Govt. employees has been considered and it has been decided to increase the present eligibility limit for the grant of House Building Advance(s) to Government employees from ` 12.50 lacs to ` 15.00 lacs.

2. The revised rates and norms of admissibility advances to Government employees for the purpose of construction of house/purchase of built-up house allotted by the Govt. agencies or any other registered societies or through private source, extension of house, repair of house and for the purchase of plot shall be as under with immediate effect.

(a) For Construction of House

40 months revised pay in any pay band (including Revised pay and grade pay) subject to a maximum of ` 15.00 lacs for construction of house/purchase of built-up house allotted by the Govt. agencies or any other registered societies or through private source whichever is less which is recoverable alongwith the interest in 150 equal monthly installments.

(b) For Extension of house

- (i) 12 months' pay in any pay band (Revised pay and grade pay) subject to a ceiling of ` 3.50 lacs which is recoverable alongwith the interest in 96 equal monthly installments.
- (ii) Advance for the extension of house, who have not obtained any House Building Advance from Govt. earlier may be allowed after the expiry of three years to the date of purchase of house or taking possession thereof, whichever is later. In the case of employees, who had taken a House Building Advance earlier from the Government may be allowed after five years of the start of the draws of the earlier advance.

(c) For Repair of House

- (i) 10 months' pay in any, pay band (Revised pay and grade Pay) subject to a ceiling of ` 3.00 lacs which is recoverable alongwith the interest in 96 equal monthly installments.
- (ii) Advance, for the repair of house, who, have not obtained any House Building Advance from Govt. earlier, may be allowed after the expiry of five years to the date of purchase of house or possession thereof, whichever is later. In the case of employees, who had taken a House Building Advance earlier from the Govt. may be allowed after seven years of the start of the drawls of the earlier advance. The maximum of House Building Advance including extension of House and repair of house will be limited to 21.00 lacs.

(d) For the Purchase of Plot

60% of the total admissibility of House Building Advance.

3. All other terms and condition for the House Building Advance, as laid down by the Finance Department from time to time, shall be applicable mutatis and mutandis.
4. No benefit will be given to those employees who have been already earmarked/ drawn even the first installment/part payment of House Building Advance.
5. The House Building Advance Rules for All India Services will be applicable to the members of All India Services.
6. It has been observed that the advance cases are not being examined properly in accordance with the instructions issued by the Finance Department from time to time. You are, therefore, requested to direct the concerned officers/officials working under your control, to scrutinize the application in accordance with the instructions. They should ensure that the application complete in all respects are sent to the Finance Department with your specific recommendations. Incomplete cases received in Finance Department will not be entertained at all. In case of misutilisation of funds by the applicant, the responsibility would devolve on the D.D.O. As such they may be directed to examine the case properly and satisfy themselves about the genuineness of the demand of the applicant for the grant of the advances.
7. The above instructions may please be brought to the notice of all officers/officials working under your control.

Sd/-
(Dharam Pal)
Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 2/2/04-WM(3)

Dated, Chandigarh, the 22nd November, 2010

A copy is forwarded to Accountant General (Audit & A&E), Haryana Chandigarh with 20 spare copies for information and necessary action.

Sd/-
(Dharam Pal)
Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

1. The Financial Commissioner & Principal Secretary to Govt. Haryana Revenue and Disaster Management Department.
2. All the Financial Commissioner & Principal Secretaries/Administrative for information and necessary action.

Sd/-
(Dharam Pal)
Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Financial Commissioner & Principal Secretary to Govt.,
Haryana Revenue and Disaster Management Department.
All the Financial Commissioner & Principal Secretaries/Administrative.

U.O. No. 2/2/04-WM(3)

Dated, Chandigarh, the 22nd November, 2010

No. 2/2/04-WM(3)

Dated, Chandigarh, the 22nd November, 2010

To

1. The Secretary to Governor Haryana.
2. The State Election Commissioner, Haryana
3. The Resident Commissioner, Government of Haryana, Haryana Bhawan, New Delhi.
4. The Secretary, Haryana Vidhan Sabha.
5. The Directors of Medical Colleges in Haryana State.
6. The Member Secretary, Haryana Bureau of Public Enterprises.

Sd/-
(Dharam Pal)
Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I & II/ Deputy Principal Secretary/Officers on Special Duty I, II, & III/ Media Advisor/Political Advisor/ Political Advisor/Special Senior Secretaries/Senior Secretaries/Secretaries/Senior Secretaries/ Secretaries/Private Secretaries to the Chief Minister/Ministers of State/Chief Parliament Secretary for the information of Chief Minister/Ministers/Ministers of State/Chief Parliament Secretary.

Sd/-
Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I & II/
Deputy Principal Secretary/Officers on Special Duty I, II, & III/
Media Advisor/Political Advisor/Political Advisor/Special Senior
Secretaries/Senior Secretaries/Secretaries/Senior Secretaries/
Secretaries/Private Secretaries to the Chief Minister/Ministers of
State/Chief Parliament Secretary Haryana.

U.O. No. 2/2/04-WM(3)

Dated, Chandigarh, the 22nd November, 2010

INTERNAL DISTRIBUTION

PS/FM
PS/FCF
PS/SSF(HK)
PA/JSF(B)
PA/JSF(KB)
In Charge, Computer Cell
Record 20 Copies.

Copy of this is also available on the website which can be down loaded from the site
www.finhry.gov.in

***These instructions have been revised vide
No. 2/2/004-WM(3), Dated 22.11.2010.***

No. 2/2/04-WM(3)

Form

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

To

All Head of Departments,
Commissioner of Divisions,
Deputy Commissioner and
Sub Divisional Officer (Civil) in Haryana.
The Registrar, Punjab & Haryana High Court &
All District & Session Judges in Haryana State.

Dated, Chandigarh, the 21st April, 2008

Subject: Grant of House Building Advance to Haryana Government Employees - enhancement in the eligibility limit.

Sir,

I am directed to refer to Finance Department's circular letter No. 2/2/04-WM(3) dated the 25th June, 2004 on the subject noted above and to say that the State Government has reviewed the policy regarding grant of House Building Advance to the State Government employees and it has been decided to increase the present eligibility limit for the grant of House Building Advance(s) to Government employees from Rs. 7.50 lacs to Rs. 12.50 lacs.

2. The revised rates and norms of admissibility advance(s) to Government employees for the purpose of construction of house/purchase of built up house allotted by the Government agencies or any other registered societies or through private source, repair of house, extension of house and for the purchase of plot shall be as under:

(i) For Construction of a House

50 months Basic Pay plus Dearness Pay plus Special Pay plus NPA subject to a maximum of Rs. 12.50 lacs for construction of house/purchase of built up house allotted by the Government agencies or any other registered societies or through private source, whichever is less. Recoverable in 150 monthly installments

(ii) For Repair of House

10 months Basic Pay plus Dearness Pay plus Special Pay Plus NPA subject to a maximum of Rs. 2.00 lacs recoverable in 96 monthly installments.

(iii) For Extension of a House

12 months Basic Pay plus Dearness Pay plus Special Pay Plus NPA subject to a maximum of Rs. 2.50 lacs recoverable in 96 monthly installments.

The maximum of House Building Advance including repair of house and extension of house will be limited to Rs. 15.00 lacs.

(iv) For the purchase of Plot

60% of the total admissibility of House Building Advance.

3. The revised norms as indicated above will be given effect to and from the date of issue of this letter except in case where an applicant has already obtained House Building Advance in the financial year 2006-07 & 2007-08 for construction of house or purchase of flat, as the case may be, and the house or flat is incomplete. All other conditions governing the grant of these advances will remain the same as laid down in the rules/instructions issued by the Finance Department from time to time.

4. No benefit will be given to those employees who have been already completed their House/Flat.

5. The House Building Advance Rules for All India Services will be applicable to the members of All India Services.

6. The above instructions may please be brought to the notice of all officers/officials working under your control.

Kindly acknowledge receipt.

Yours faithfully,

Sd/-

(Surinder Mohan)

Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

No. 2/2/04-WM(3)

From

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

To

All Heads of Departments in Haryana,
All Commissioners of Divisions in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All Deputy Commissioner and
Sub Divisional Officers (Civil) in Haryana.
All District & Sessions Judges in Haryana State.

Dated, Chandigarh, the 1st August, 2005**Subject : Grant of Second House Building Advance to Haryana Government Employees.**

Sir,

I am directed to refer to Finance Department's circular letter No. 2/2/04-WM(3) dated the 25th June, 2004 on the above subject and to say that on re-consideration, it has been decided to revise the terms and conditions for the grant of second House Building Advance for construction of house/purchase of built up house allotted by the Government agencies or other registered societies or through private source and for the purchase of plot as under:-

1. The second House Building Advance will be granted only if the first House Building Advance was taken 10 years back by the applicant.
 2. No portion of previous loan and interest accrued thereon is outstanding against him and NDC to this effect has been issued by the competent authority.
 3. The sale proceeds of the House built/acquired through first House Building Loan taken from State Government will not be taken into consideration.
 4. The second loan will be granted equal to employees present admissibility (34 months Basic Pay+ DP+NPA+SP, subject to a maximum of Rs.7.50 lakh or cost of house whichever is less) minus(-) amount of first HBL taken by him.
2. These instructions will be given effect to and from the date of issue of this letter. All other conditions governing the grant of these advances will remain the same as laid down in the rules/instructions issued by the Finance Department from time to time.
3. The above instructions may be brought to the notice of all officers/officials working under your control.

Kindly acknowledge receipt.

Yours faithfully,

Sd/-

(V.P. Goel)

Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 2/7/81-WM(1)

From

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

To

All Heads of Department in Haryana,
All Commissioners of Divisions in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State of Haryana.
All District & Sessions Judges in Haryana State.

Dated, Chandigarh, the 3rd November, 2003

Subject: Grant of Loans and Advances to Government Employees for the purchase of constructed house.

Sir,

I am directed to refer to this Department's circular letter No. 2/7/81-WM(1) dated the 30.5.2002 on the subject noted above and to inform that some discrepancies have been noted in the check lists attached with the above referred circular dated 30.5.2002 which have been rectified and are enclosed herewith for taking action/guidance.

Sd/-
Superintendent Ways & Means,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Contd..
Encl.

CHECK LIST OF HOUSE BUILDING ADVANCE**Check list for New Construction :-**

1. Application Form and Agreement Form (Annexure III) in prescribed Performa duly signed and recommended by the Sanctioning Authority/ Head of Department.
2. Detail of loan taken earlier, if drawn, intimate basic pay and financial year.
3. Previous amount drawn with copy of sanction letter
 - (a) Purpose of previous advance.
 - (b) Mortgage of previous advance.
4. Allotment letter, possession letter and map duly passed by HUDA in case of HUDA Plot.
 - (a) Clear title of plot duly verified by Tehsildar/Revenue Authority in case of plots situated within Lal Dora in rural area.
 - (b) Registry of plot in general cases.
 - (c) Map duly passed by MC if the plot is in Urban Area.
5. Surety of one confirmed employee in the case of regular employee on the judicial paper worth Rs. 15 duly attested by DDO.
6. Col. 1 to 13 must be verified by DDO.
7. Affidavit on judicial paper worth Rs. 3/- that applicant has no other house in his/her name or in the name of his/her family members anywhere in India.
8. Annexure VI regarding recovery of outstanding loan from DCRG may be obtained.
9. In case of joint ownership, Annexure V regarding No Objection Certificate from wife/husband for mortgaging the property in the name of Governor of Haryana may be obtained.

Check list for Under Construction :-

1. In case of less than 40% of loan, utilisation certificate of purchase of material for construction, duly verified by DDO, be submitted.
2. First Installment of 40% of loan, utilisation certificate upto plinth level, duly verified by DDO, be submitted.
3. For 2nd installment of 30% of loan, utilisation certificate of roof laid, duly verified by DDO, be submitted.
4. After 3rd installment of loan utilization certificate of completed House, duly verified by DDO, be submitted.

Check list for Repair/Extension cases :-

1. Clear title of owner ship.
2. Detail of previous loan taken by officer/official be clearly mentioned in column No. 10 (in application Form)
3. Agreement Bond Annexure IV/V/VI.

4. In case of regular employee one surety from confirmed employee in prescribed proforma, on stamp paper worth Rs. 15/-
5. Recommendation under signature of the Sanctioning Authority.
6. Undertaking regarding no objection to mortgage the property against loan from husband/wife in case of joint ownership.
7. Map duly verified/counter signed by Revenue Authority, in case if house is in Lal Dora, in rural area.
8. Completion certificate in case if house falls in urban area by the Competent Authority.
9. All columns must be verified by the DDO
10. Repair/extension loan is granted after ten year from the release of the first instalment of House Building Advance.
11. Loan is granted for repair/extension after 5 years of possession in case applicant has not obtained any loan for construction of house from the Government.

Check list for Purchase of plot :-

1. Application Form and Agreement Form (Annexure III) in prescribed proforma duly signed and recommended by the Sanctioning Authority/ Head of Department.
2. Details of loan taken earlier, if drawn, intimate basic pay and financial year.
3. Previous amount drawn with sanction letter No. _____ dated _____.
(a) Purpose of Previous advance.
(b) Mortgage of previous advance.
4. Surety of one confirmed employee in case of regular employees on the Judicial paper worth Rs. 15 duly attested by DDO.
5. Col. 1 to 13 must be verified by DDO.
6. Affidavit on stamp paper worth Rs. 3/- that applicant has no other house in his/her name or in the name of his/her family members anywhere in India.
7. Annexure VI regarding recovery of outstanding loan/interest from DCRG.
8. Annexure V from applicant on the Stamp Paper worth R.3/-
9. Agreement for purchase of plot.
10. Departmental permission for purchase of plot under Employees Conduct Rules, 1966.

Check list for Housing Board/Society:-

Housing Board:-

1. Allotment letter of Board/DDA and any other Government Agency.
2. One surety of confirmed employee is required for regular employee.
3. Surety of two confirmed employees on stamp paper worth Rs. 15/- is required from regular employees in lieu of mortgage.
4. Annexure III, IV, V, VI should be attached.

Society :-

1. Proof of membership of society.
2. Full comprehensive insurance of the flat /house against damage by fire flood and lightening extending the policy Governor of Haryana.
3. Surety of one permanent employee in case of regular employee.
4. The loanee will furnish surety of two permanent Govt. employees in lieu of mortgage.
5. The loanee will get the flat/house mortgaged to Govt. and the charge of the Govt., would be the first claim on the property in the event of default in repayment of Govt. loan and the loanee must obtain prior consent of the Cooperative Housing Society for this purpose.

APPLICATION FOR HOUSE BUILDING ADVANCE**(Rule 10, 16, 10.17, 10.18, 10.19 of the P.F.R. Vol. I)**

| | |
|-----|---|
| 1. | Name of the Applicant (in block letters) _____ |
| 2. | Designation (Gazetted/Non Gazetted) |
| 3. | Father's/Husband's Name |
| 4. | Name of Department/Branch _____ |
| 5. | Emolument on which the loan is admissible |
| 6. | (i) Basic Pay _____ (ii) Special Pay _____ (iii) Total _____ |
| 7. | Head of Account |
| 8. | Amount of advance applied for _____ Recoverable in _____ instalments of Rs. _____ |
| 9. | Purpose of advance now: applied for |
| 10. | Whether any advance has been drawn previously for house building/repairs/Extension of house under any rules/scheme if so: (i) Date of drawal of the advance _____ (ii) Purpose for which the advance was drawn. _____ (iii) Amount of advance drawn _____ (iv) Pay on which such advance was calculated: Basic Pay _____ S.P. _____ Total _____ (v) Rules/scheme under which the advance was drawn. _____ |
| 11. | Whether the house built with an advance has been sold if so, indicate sale proceeds; _____ |
| 12. | Whether the house/plot purchased/constructed with the advance has been mortgaged to Govt. as prescribed under the rules; _____ |
| 13. | (a) Date of birth of the applicant _____ (b) Date of entry into Government service. _____ (c) Date of superannuation _____ |
| 14. | Whether husband/wife is a Government servant, if so, whether he/she has obtained any house building advance from Government. _____ |
| 15. | Whether permanent or temporary Government servant, if temporary adequate surety of permanent Government servant to be furnished in addition to mortgaging the house to Govt. in the prescribed form on non-judicial paper worth Rs. 15/-. |
| 16. | PURCHASE OF PLOT (i) (Whether advance is required for the purchase of plot, if so, the details of the source of the plot purchased, the approx. cost and a documentary proof with regard to the clear title of the seller of the plot may be attached (see rule 10.16 (vii) of P.F.R. Vol. I) _____ |

| | | |
|-----|--|---|
| | <p>(it) Whether the sanction of Govt. for the purchase of plot, if negotiated from a source other than regular or reputed dealer has been obtained as required under Govt. Employee's Conduct Rules, 1966 if so, a copy of the sanction be attached.</p> <p>(iii) A certificate to the effect that the advance is required for the construction of house at place for personal residence may be attached</p> | <p>_____</p> <p>_____</p> |
| 17. | <p>CONSTRUCTION OF HOUSE :</p> <p>(a) whether advance is required for the construction of house on plot already purchased with own resources or from Government money if so, an attested copy of the conveyance deed executed may be attached.</p> <p>(b) A certificate to the effect that the sum will be utilized for construction of house only and if there are any surplus funds after the house has been completed, that will be refunded at once may be attached. [Rule 10.16(ix)].</p> <p>(c) Documentary proof that the plans etc. have been approved by the HUDA/MC/Tehsildar concerned.</p> | <p>_____</p> <p>_____</p> |
| 18. | <p>REPAIR OF HOUSE :</p> <p>In case the advance is required for repair, a certificate to the following effect be added :-</p> <p>(i) The repairs are required to make house habitable</p> <p>(ii) These are not in the nature of ordinary repairs.</p> <p>(iii) These involve an outlay larger in comparison with the value of the house and that no such advance for the repair has previously been drawn in respect of the same house and that ten years have elapsed since the drawal of the advance in case of any advance from the Government (Rule 10.19 of P.F.R. Vol. I).</p> | <p>_____</p> <p>_____</p> |
| 19. | <p>EXTENSION OF HOUSE :</p> <p>Whether the house proposed to be extended was constructed with the financial assistance from the State Government if so, the details of the loan obtained may be specified as under:-</p> <p>(i) Total loan obtained</p> <p>(ii) Pay at the time the loan was obtained Basic Pay Rs. _____</p> <p>(iii) If the loan was obtained under any other scheme the total amount of loan may be indicated</p> <p>(iv) Documentary proof that plan for extension has been approved by the local body or the Estate Officer/Tehsildar.</p> <p>(v) If any advance was drawn for repairs of the house earlier full details thereof may be indicated.</p> | <p>_____</p> <p>Total Rs. _____</p> <p>_____</p> <p>_____</p> |
| 20. | <p>BUILT UP HOUSE:</p> <p>In case the advance is required for the purpose of built up house the following certificate may be attached</p> | <p>_____</p> |

| | | |
|-----|---|----------------------------------|
| | (i) Documentary proof to show that the bargain for the purchase of house has been finalized. (ii) The place and the full particulars of the house for which the advance is required (iii) Location of the dwelling unit in an approved colony. (iv) Valuation from B&R/MC/Teh. (v) Clear title of House duly verified by HUDA/MC/Teh. | _____ _____ _____ _____ |
| 21. | A certificate to the effect that the advance is required for the bonafide personal residence. | _____ |
| 22. | A certificate to the effect that the applicant has an undisputed title to the house/plot in the case of purchase of a built up house a certificate may be furnished that the house is free from all encumbrances. | _____ |
| 23. | Whether any funds earmarked for you either by the Department Or the FD was surrendered during the last financial year and so, full particulars thereof together with reasons for surrendering the amount may be given. | _____ |
| 24. | An affidavit on non-judicial paper worth Rs. 3/- that the applicant has no other house/plot in India. | _____ |

It is certified that the information given above is complete and true to the best of my knowledge and nothing has been concealed therein.

Dated :

(Signature of the Applicant)

Designation : _____

Branch : _____

It is certified that the above information supplied by the applicant is correct according to the official record maintained in this office. It is also certified that the advance of Rs. _____ applied for is admissible and all formalities required to be complied with have been completed.

Place :

Signature of Sanctioning Authority

Dated :

SURETY BOND

This deed is made on the _____ day of the _____, Two thousand _____
 Between Sh. _____ and caste _____ and resident of H. No. _____
 working as _____ in the office of _____ (hereinafter referred to
 as the surety) of the one part and the Governor of Haryana (hereinafter referred to as the
 Government) of the other part.

Whereas the loan of Rs. _____ (Rupees _____) has been granted to
 Sh. _____ resident of _____ working as _____ in Office of
 _____ (hereinafter referred to as the borrower) of the terms and conditions in the
 agreement dated _____ and subject to the borrower furnishing a permanent Government
 Servant as surety to guarantee the due performance and observation by him of the conditions of
 the agreement dated _____ and/or of the mortgage deed, dated _____.

And whereas Shri _____ has fulfillment of the conditions of the advance
 of loan agreed to stand as surety for the Borrower on the terms and conditions hereinafter
 appearing.

Now this deed witnesses and the parties hereto agree as follows :-

- (1) In pursuance of the said agreement and in consideration of sum of Rs. _____ advance by the Government to the Borrower as loan, the surety hereby agrees that the borrower shall duly, faithfully, and punctually perform all the conditions set out in the agreement dated _____ and to be performed and observed by him and that in the event of the failure of the borrower to perform any of the said conditions and of the borrower dying or ceasing to be in service for any cause that what so ever before the amount due to the Government from the borrower is fully paid off, the surety shall immediately pay the entire amount due to the Government on account of the principal and interest under the said agreement and/or the mortgage deed.
- (2) For the consideration aforesaid and in further pursuance of the agreement it is hereby agreed that the liability of surety shall not be affected by the Government granting time or any other indulgence to the borrower.
- (3) The Government shall be entitled to deduct from the pay, Travelling Allowance or any other sum which may be or become payable by the Government to the surety the amount due to it from the surety under this deed. Witness where of the parties have signed, this deed on the dates respectively mentioned against their Signature in the 52 years of the Republic of India.

Signature of the surety.

Witness :

Signed by for and on behalf of the
 Governor of Haryana.

(1)

(2)

ANNEXURE-III**Agreement Deed**

An agreement to be executed by Government servant at the time of or before drawing advance for the purchase of land and/or construction of house for adjustment of the balance of advance outstanding at the time of retirement against the death-cum-retirement gratuity.

An agreement made on _____ day of _____ Two thousand _____ between _____ of _____ (hereinafter called the borrower which expression shall include his legal representative and assigns) of the one part and the Governor of Haryana (hereinafter called 'The Governor' which expression shall include his successors and assigns) on the other part.

Whereas the Borrower has agreed to purchase/has purchased for the purpose of erecting a house thereon the piece of land situated in _____ in the registration district of _____ sub-district _____ thana _____ containing _____ more or less and bounded on the north by _____ south by _____ east by _____ and on the west by _____ Rs. _____ (hereinafter referred to the said land) for the sum of Rs. _____. And whereas the borrowers has under the provision of the Haryana Government letter No. 2118-WM(I)-67/20006, dated the 5th September, 1967 applied to the Governor for a loan of Rs. _____.

And whereas it is permissible under the provision of the aforementioned letter hereinafter referred to as the said order which expression shall include any amendment thereof for the time being in force that the last installment of loans together with the interest accrued thereon will be recovered from the D.C.R.G. payable at the time of retirement; provided the Government servant concerned executes an agreement to the effect and cancels any nomination made by him under rule-4 (6) (b) of the New pension rules contained in Appendix-2 of the Punjab Civil Services Rules, Volume-II, so as to leave Government free to appropriate the sum found payable to him after retirement in adjustment of balance of the advance.

Now it is hereby agreed between the parties hereto that in consideration of the said orders the borrowers, having cancelled the nomination made by him under rule-4(6)(b) of the aforesaid New Pension Rules, hereby authorised the Governor to extinguish the last installment of loan together with the interest accrued thereon from the D.C.R.G. payable to the borrower.

In witness thereof the borrower has hereunto set his hand the day and year first before witness.

Signed by the said borrower

In the presence of

1. Witness :
- 2.

Signature of DDO

AFFIDAVIT**Rs. 3/-**

I, _____ S/o, W/o, D/o _____ working as _____ in the _____ office of _____ do hereby solemnly declare and affirm that I have not drawn/drawn any house building advance (under any scheme sponsored by the Government) for the construction of house/repair of house/extension of house and purchase of plot so far as per details given below:-

| Sr. No. | Amount drawn | Date of drawal | Purpose |
|---------|--------------|----------------|---------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

I also solemnly declare that I am the sole owner of the plot/house _____. It is further certified that the Plot/House in question is free from all encumbrances. I also declare that I have no other house either in my name or in the name of my family to live in India and I want to construct a house/repair of house/to extend my house for my own bonafide residential use on the above plot. Certified that the balance if any, left after the use of the advance for the purpose it is taken will at once be refunded to Government. Certified that I have more than five years service period of retirement. I am not likely to retire within five years from the date of the application.

Place :

DEPONENT

Date :

Verification :

The above information is true to the best of my knowledge and belief and nothing has been concealed therein.

DEPONENT

ANNEXURE-V**AFFIDAVIT****Rs. 3/-**

I, _____ S/o W/o D/o _____ employed as _____ under the Government of Haryana do hereby solemnly declare and affirm that my wife/husband _____ is not a Government employee, and has not applied for or obtained as advance under these rules during the period of my past service.

I also declare that the plot/house _____ is not/is jointly owned by me with my wife/husband.

The above information is true and nothing has been concealed therein.

DEPONENT

Place :

Dated :

Verification :

The facts given above affidavit are true to the best of my knowledge and belief and nothing has been concealed therein.

DEPONENT

Annexure-VI

I, _____ authorise the Accountant General, Haryana to recover from the death-cum-retirement gratuity, which would become due to me on the date of my superannuation retirement, the balance of outstanding house building advance with interest, in terms of the penultimate paragraph of the agreement dated _____ .

Dated:

Signature _____

Designation of the Government servant

Certified that I hereby cancel the nomination made by me in respect of the death-cum-retirement gratuity payable to me at the time of retirement.

Dated:

Signature _____

Designation of the Government servant

Copy of letter **No. 2/7/81-WM(1), Dated, Chandigarh, the 29th July, 1988** from the Financial Commissioner & Secretary to Govt., Haryana, Finance Department, addressed to All Heads of Departments etc. etc.

Subject : Loans and Advances to Government employees.

I am directed to address you on the above subject and to say that it is observed that the cases of the loans and advances of Haryana Government employees which are forwarded to the Finance Department for earmarking of the funds are not thoroughly examined according to Rules and Instruction issued by the Finance Department from time to time.

2. It is, therefore, re-emphasised and reiterated that :-

- (1) The cases of loans and advance should be examined carefully in accordance with the Rules and Instructions issued by the Finance Department from time to time and only complete cases in all respects should be forwarded to Finance Department to avoid inconvenience and wastage of time in correspondence.
- (2) The loans and advance cases of employees on deputation with Boards/Corporation or with other departments should be forwarded by the parent department and not by the department where the employee is actually working. If the applications are got forwarded through the borrowing department, the disciplinary action may be taken against the official concerned. It may be ensured that the applications are forwarded by the parent department only.
- (3) Generally the Utilisation Certificates are not forwarded to the Finance Department by the respective department, which results delay in releasing of subsequent installment(s). The Utilisation Certificate under the signature of the loanee should be forwarded to the Finance Department. It should also be ensured that the Utilisation certificates are in accordance with the rules/instructions issued by the Finance Department from time to time.
- (4) The individual ledger accounts of loanees should also be opened by the Drawing and Disbursing Officers.
- (5) The employees should be asked not to correspond directly with the Finance Department. This should be done through the Heads of the Department.
- (6) These Instruction may please be brought to the notice of Officers/Officials working under your control.

Kindly acknowledge receipt.

No. 2/161/85-WM(I)

From

The Financial Commissioner and Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments of Haryana;
Commissioners of Divisions,
All Deputy Commissioners in Haryana;
The Registrar Punjab & Haryana High Court, Chandigarh;
All District & Session Judges in Haryana.

Dated, Chandigarh, the 11th October, 1985

Subject : Regarding N.D.C. of HBA/Long Term Advance of Non-Gazetted Officers.

Sir,

I am directed to enclose a copy of Accountant General's letter No. TDH-II/Genl.-ITA/85-86/1268, dated the 16th September, 1985, on the above subject and to request you to send the requisite information direct to Accountant General Haryana so that the accounts of the State employees, who have availed of the facility of long term advance could be squared up by him without any delay and NDCs thereof issued accordingly.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 2/161/85-WM(I)

Dated, Chandigarh, the 11th October, 1985

A copy is forwarded to Accountant General, (Account) Haryana, Chandigarh for information with reference to his letter referred to above.

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

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

Financial Commissioners Revenue Haryana and
All Administration Secretaries to Govt. Haryana

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Financial Commissioners, Revenue, Haryana.
All Administrative Secretaries to Govt. Haryana.

U.O. No. 2/161/85-WM(I)

Dated, Chandigarh, the 11th October, 1985

Contd.

Encl.

A copy of letter **No. TDH II/Genl.-ITA/85-86/1268, dated the 16th September, 1985** from Accounts Officer, Office of the Accountant General Haryana, Chandigarh addressed to the Financial Commissioner & Secretary to Govt. Haryana, Finance Department, Chandigarh.

Subject : Regarding NDC of HBA/Long Term Advance of Non-gazetted officials.

It has been observed that finalization of the outstanding cases of HBA (N.G.O.) and issue of NDC by this office is being delayed in a number of cases because of delay on the part of department in submitting the cases along with detailed statements of recovery of principal and interest to this office.

It is, therefore, requested that all Heads of the Department of Haryana Government may please be directed to review the position in this respect and expedite the submission of all these cases individually whose recoveries of principal and interest should have been completed upto 31.3.84. This is in the interest of the State employees who have availed of the facility of long term advance from time to time. We are anxious that their account may be squared up without any further delay.

No. 2/16/83-WM(7)

From

The Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State.
The Registrar Punjab & Haryana High Court, Chandigarh,
and all District & Sessions Judges in Haryana.

Dated, Chandigarh, the 30th August, 1984

Subject: Advance to Government servants for the purchase of built up houses from Housing Boards.

Sir,

I am directed to refer to Finance Department's circular letter No. 2/16/83-WM(7), dated the 15th December, 1983, on the subject noted above and to say that the matter has been reconsidered and it has been decided that the applications for the grant of house building advances for the purchase of built up houses from the Housing Boards will also be accepted in the Finance Department where the Housing Boards have committed that the houses are ready for allotment and the turn of the applicant for the allotment of house has come and the Boards have asked the applicants to deposit some amounts before allotment.

2. This may be brought to the notice of all the officers/officials working in your department.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Commissioner and Secretary to Govt., Haryana,
Finance Department.

No. 2/113/84-WM(I)

From

The Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department in Haryana.

Dated, Chandigarh, the 13th August, 1984**Subject : Grant of loans and advances to Government employee - Revision of norms on the basis of revised scales of pay.**

Sir,

I am directed to refer to Finance Department letter No. 2/7/81-WM(I), dated the 5th February, 1981, on the above noted subject and to say that as you are aware, the Finance Department grant house building advance strictly on the basis of 'First come, First serve' and the applications of the employees for this purpose are pending in the Finance Department for quite a long time due to paucity of funds. As and when the funds are earmarked in favour of Government employees on their turn, the applicants request for further loan due to increase in their pay by way of fixation of pay or annual increments etc. Since the loan amount is earmarked/released in more than one instalment, the matter regarding laying down the date for working out the admissibility of loan on the basis of the pay of the employee has been considered and it has been decided that the admissibility for the grant of house building advance will be determined only once i.e. when the first instalment of the loan is sanctioned to the concerned employee and thereafter no benefit will be given on subsequent increase in pay. As such you are requested to recommend the cases accordingly.

2. These instructions may please be brought to the notice of all officers/officials working in your department.
3. All other conditions governing the grant of House Building Advance will remain same.

Yours faithfully,

Sd/-

Under Secretary Finance
for Commissioner & Secy. to Govt., Haryana,
Finance Department.

***These instructions have been modified partly vide
No. 2/16/83WM(7), Dated 30.08.1984.***

No. 2/16/83-7WM

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners &
Sub Divisional Officers (Civil) in the State.
The Registrar, Punjab & Haryana High Court, and
All District & Session Judges in Haryana.

Dated, Chandigarh, the 15th December, 1983

Subject: Advance to Government Servants for the purchase of built up houses from Housing Boards.

Sir,

I am directed to address you on the subject noted above and to say that in the case of houses allotted by the Housing Boards, it is the policy of Finance Department to earmark funds equal to monthly instalments to be paid upto 31st March of a year to those Govt. employees who have been allotted houses and who apply for loan. The funds are earmarked priority wise on the basis of 'first come, first served', subject to the availability of funds. For sometimes past, applications of such employees are being received in the Finance Department as have not been allotted houses by the Boards but have only deposited earnest money with the Boards and got themselves registered. Applications in which the houses have not been allotted are not entertained in the Finance Department. You are, therefore, requested to kindly ensure that in future only such applications are forwarded to the Finance Department in which the houses have actually been allotted. All other instructions issued on the subject from time to time remain unchanged.

Yours faithfully,

Sd/-

Joint Secretary Finance (Development),
for Commissioner & Secretary to Government, Haryana,
Finance Department.

***These instructions have been revised partly
vide No. 2/2/04-WM(3), Dated 1.8.2005***

No. 2/121/81-WM(I)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions,
All Deputy Commissioners in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All Distt. & Session Judges in Haryana.

Dated, Chandigarh, the 18th December, 1981

Subject : Grant of House Building Advance to Govt. employees.

Sir,

I am directed to refer to the subject cited above to say that on the examination of applications received from various Government employees for the grant of house building advance certain points emerged which have been considered and the decisions taken are intimated as under for your information and guidance :-

Grant of second house building advance.

2. Rules 10.16 (iv) of Punjab Financial Rules Volume I read with the note 1 thereunder briefly lays down that application for the grant of second house building advance can be considered only after the house built with the first advance has been disposed of and the outstanding amount of previous advance with interest accrued thereon has been paid back and further the amount of fresh advance together with the sale proceeds of the house should not exceed the amount of loan admissible at the time of submission of fresh application for second advance. In some cases Government employees who have previously obtained loan from Government for the purchase of plot came forward with a request for the grant of house building advance for the construction of house not on the plot purchased with Govt. loan but on a plot purchased by them from their own sources or for the acquisition of a built up house/plot either at the same station or at another station. This matter has been considered and after careful consideration it has been decided that second loan will be granted only when the plot purchased with Government loan has first been disposed of and the outstanding liability on the first loan together with interest thereon has been first settled by repayment to Government in lumpsum where after the net remaining proceeds and upto the maximum eligible amount of fresh loan will be sanctioned for the construction of house on alternative plot/acquisition of a house. The maximum eligible amount of second loan will be determined in such a way that the net remaining proceeds plus the fresh loan together do not exceed Rs. 2 lakhs and where necessary the amount of second loan shall be reduced correspondingly to remain within this limit. In cases where the proceeds of the sale of the first plot are less than that of the outstanding liability on the first loan at the time of its disposal, the first loan will be repaid to the extent of the said proceeds and the balance amount will be carried over to the second plot

subject to its prior mortgage in favour of Government and its acquisition cost being in excess of the balance amount thus carried forward. In such cases fresh loan upto the admissible limit minus the carried forward amount will be granted.

Grant of loan for the purchase of plot

3. Instances have come to notice where Govt. employees apply for the grant of loan for the purchase of plot to the extent of total admissible amount of house building advance to them. This matter has also been considered and it has been decided that only 40% of the total admissible loan or the price of the plot whichever is less will be granted as loan for the purchase of a plot.

Time lapse between drawal of first instalment of loan and request for subsequent instalments.

4. In some cases requests for the grant of second or third instalments of house building loan have been received in the Finance Department after considerable time has lapsed between the drawal of the first instalment and request for the subsequent instalments. In such cases the departments are requested to scrutinize very carefully interruption beyond 9 months in drawals of subsequent instalments beyond 9 months since there might be an instalment of the loan already granted. The requests for subsequent instalments of loan should, therefore, be carefully scrutinized by the departments before these are forwarded to the Finance Department. The departments should satisfy itself that there were cogent reasons for the delay in the utilization of the earlier instalment(s) and the bonfide utilization of the amount drawn earlier should be established by the department and it should record a certificate that there has been no mis-utilisation of the amount earlier drawn by the loanee.

5. It is requested that while forwarding applications of Government employees for earmarking of funds to the Finance Department the above decisions may kindly be kept in view. Other conditions as laid down in the rules and instructions issued by the Finance Department from the time to time shall remain unchanged.

6. Please acknowledge the receipt of this letter.

Sd/-
Under Secretary Finance (B),
for Commissioner & Secretary to Govt., Haryana,
Finance Department.

No. 2/80/80-WM(I)

From

The Secretary to Government, Haryana,
Finance Department.

To

All Head of Departments,
Commissioners, Ambala and Hisar Divisions, and
All Deputy Commissioners in Haryana.
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 1st January, 1981**Subject: Submission of cases in respect of House Building Advance to the Finance Department.**

Sir,

I am directed to invite your attention to Haryana Government letter No. 7057-WM(I)-77/20438, dated 26.7.1977 and No. 1122-WM(I)-78, dated 30.3.78, on the above subject and to say that on reconsideration, the Government have decided that henceforth the application in respect of House Building Advance will be entertained by the Finance Department throughout the year.

2. It has been observed that contrary to the instructions that applications for House Building Advance should be sent to the Finance Department complete in all respects, large number of applications received in the Finance Department are still round incomplete which not only results in hardship to the applicant but also increases unnecessary work at all levels. It is once again re-iterated that departments while forwarding applications for House Building Advance should ensure that applications are forwarded to the Finance Department complete in all respects. In case in-complete applications are received in the Finance Department, the responsibility for any delay would be that of the department concerned. For facility of the departments, a list of deficiencies which are generally found in application are given in an Annexure. It is requested that in future while forwarding the Applications, the departments should ensure that only such applications are forwarded to the Finance Department which are complete in all respects and conform to the requirements of rules/instructions issued by the Finance Department from time to time. The applications should also be supported with necessary documents as prescribed in the applications form. The specimen of the application form is also enclosed. In future all applications should be forwarded in the form now sent with this communication. It may be stated that only such applications which are sent in the new application form appended with this letter will be entertained in the Finance Department and applications sent in old form will be returned instantly.

3. It has also been observed that in a number of cases the House Building Advance is not utilised for the purpose for which it is sanctioned and later on requested are received for its regularisation Government have, therefore, taken a serious view of this irregularity and have decided that in such case the defaulters should be heavily penalized to curb their tendency to misutilise the advance. The advances are sanctioned for the construction of house, purchase of built up house, purchase of plot and repair/extension of house as demanded by the applicant. To utilise the advance for purpose other than the one for which it is granted tentamounts to mis-utilisation. It may therefore, be ensured that advance is utilised by the employee for the purpose for which it is sanctioned.

4. These instructions may kindly be brought to the notice of all employees working under you for strict compliance in future.

Yours faithfully,

Sd/-

(C.L.Bhaskar)

Under Secretary Finance (B)
for Secretary to Government, Haryana,
Finance Department.

No. 2/67/79-WM(4)

From

The Secretary to Government, Haryana,
Finance Department.

To

All the Heads of Departments in Haryana,
The Registrar, Punjab & Haryana High Court,
and the Commissioners, Ambala and Hissar Divisions,

Dated, Chandigarh, the 23rd August, 1979**Subject: Instructions regarding grant of house building advance to Government servants.**

Sir,

I am directed to invite your attention to the Finance Department circular letter No. 12669-WM-(I)-77/35145, dated the 14th December, 1977, on the above subject. It has come to the notice of the Government that Government employees enter into agreement with the dealers/vendors of property and make advance payments to them in the hope that they will be getting loans for the purchase of built-up houses/plots from the State Government on applying for the same. Such applicants subsequently write to the Government that since they have made advance payments, in case loans are not sanctioned to them they will be put to financial losses and their cases should be considered on priority. It is made clear that in such cases it is not obligatory on State Finance Department to earmark funds. Earmarking of funds will be made accordingly as applications are received subject to availability of funds.

2. You are requested to kindly ensure that in future such applications for earmarking of funds for the purposes of built-up houses/plots are forwarded to the Finance Department only when exceptional circumstances which are assessed by you as being genuine and beyond the control of the employee concerned.

3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Secretary to Government, Haryana,
Finance Department.

***These instructions have been revised partly
from time to time.***

No. 12669-(I)WM-77/35145

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Head of Departments,
The Registrar, Punjab and Haryana High Court and the
Commissioner, Ambala and Hisar Divisions in Haryana.

Dated, Chandigarh, the 14th December, 1977

Subject: Instruction regarding grant of house building advance to Government Servants

Sir,

I am directed to say that instructions have been issued from time to time in the past through Finance Department communication listed Annexure I, laying down the procedure for granting house building advance. The following fresh instruction are issued consolidating and un-dating the existing instructions on the subject :-

Earmarking of Funds

- (i) The earmarking of funds for house building loans will be done in the Finance Department (in Ways and Means Branch).
- (ii) The applications for this purpose should be sent to the Finance Department through the concerned Head of Department in the proforma enclosed (Annexure II) to this letter who would, on the basis of the information furnished by the Department, earmark the funds and convey the information thereof to the Head of Department. It is made very clear that in case information supplied is incomplete in any way or is considered to be ambiguous/doubtful, the request for earmarking of funds will not be entertained. The Department should, therefore, ensure that a self-contained reference giving all the requisite information is sent to the Finance Department for earmarking of funds to avoid delay in such cases.

Issue of Sanction

- (iii) When the fund have been earmarked by the Finance Department the Head of the Department would issue sanction for drawal of amount from the Treasuries under the powers delegated to him vide Rule 19.10 of Punjab Financial Rules, Volume I. In the sanction order, the following should be specifically mentioned:-
 - (a) Rules under which the advance has been granted and the serial No. of Rule 19.10 of Punjab Financial Rule Volume I under which the power

- to sanction the advance has been delegated to the sanctioning authority.
- (b) The period of the recovery of the advance in terms of the number of instalments and the value of each instalment.
 - (c) The period after which 1st instalment towards the recovery of advance would be deducted from the day of the employee concerned.
 - (d) The rate of interest applicable to the advance.
 - (e) A certificate by the sanctioning authority that all the formalities required to be completed under rules/instructions have been complied with and the advance properly secured;
 - (f) A reference to the effect that the funds have been earmarked in favour of the Government employee concerned by the Finance Department. The Sanction accorded by the Head of Department would be treated as authority for the payment of amount to the concerned employee.

Eligibilities for the purchase of plot/construction/readymade house.

- (iv) House Building Advance will be allowed to the Haryana Government employee as under :-
 - (i) Government servants drawing pay below Rs. 500/- per month may be allowed/advance equal to 110 months' pay recoverable in not more 180 monthly instalments.
 - (ii) Government servants drawing pay Rs. 500/- per month as above may be allowed advance equal to 80 months' pay or Rs. 55,000/- which is greater subject to a maximum of Rs. 90,000/-. This would be recoverable in 150 monthly instalments. These limits are in force from 9.7.1976.

Advance for repairs of houses.

- (v) Employee may be allowed advances equal to 10 months' pay for the repair of their houses recoverable in 96 monthly instalments. These advances will be governed by the provision of Rule 10.19 of Punjab Financial Rules Volume I which provided inter alia that advances may be given if a period of at least 10 years has elapsed since the previous advance for the construction of the house was drawn.

A fresh mortgage deed would be required to be executed by the Government servant concerned for this purpose.

Extension of houses

In the case of those servant employees who have drawn house building advance against 24 months/18 months may in accordance with earlier instructions, may be allowed an additional advance equivalent to their 12 months' pay for the extension of single house. The advance granted for extension of the house will be recovered in 96 instalments.

A fresh mortgage deed would be required to be executed by the Government servant concerned for this purpose.

Grant of Additional advances

The additional advance should be allowed on the basis of the existing pay of Government servant and not on the basis of the pay which he was getting at the time of the grant of first advance subject to the condition that for allowing this benefit (of additional advance) the entire amount of additional advance will not be determined on the basis of existing pay but only the difference of relevant monthly pays will be reckoned for this purpose.

Special Pay and Dearness Pay

The special pay and dearness pay of a Government employee will be determined as part of pay for the purpose of determining the grant of advance for the construction purchase/repairs etc. of house.

Government servants not entitled for advance

Government employees who are granted advance under the above instruction will not be entitled to get advance under any other scheme sponsored by the State Government. Similarly the Government employee who get advance under any other Housing Scheme, will not allowed advance under these orders.

Title to the property allotted by Urban Estate Authority.

In Note No. 2 below rules 10.16 (vii) of the Punjab Financial Rules, Volume I, It has interalia been laid down that it should be seen that in the case of a house building advance, the Government servant has undisputed title to the land on which the house is proposed to be built and that in the case of an advance for the purchase of a house, he will obtain such title as soon as the purchase price is paid and that there will be no legal obstacle in either case to property being mortgaged to Government and also that the Government will have the right of foreclosing on the condition mentioned in the mortgage bond.

In the interest of development of Urban Estates, where the cost of plot is to be paid in instalments, the house building advance may also be sanctioned to such Government servants who after the initial payment towards the cost of plot, have been put in its possession and the Estate Officer concerned has permitted them to mortgage the plot of Government. To this extent, the condition of unencumbered title of owner as laid down in Note 2 ibid will not be insisted upon in such cases.

The form of mortgage for house building advance as set out in P.F.R. 15 shall be slightly amended in such cases and the following shall be substituted for the existing paragraph 2 of said form:-

Whereas the mortgagor is absolutely seized and possessed of or otherwise will entitled to the land hereditament and premises hereinafter described and expressed to be hereby conveyed, transferred and assured subject to the conditions laid down in the allotment letter (No. and date).

Second house building advance for Faridabad.

The State Government have decided in relaxation of note 1 below clause (iv) of Rule 10.16 of Punjab Financial Rules, Volume I to grant a second house building loan for

the purchase of land and/or construction etc. of a house at Faridabad, to those employees who had already constructed a house at Chandigarh prior to 1.11.1966 with the aid of loan taken from the State Government, subject to the following stipulations :-

- (i) The balance of the previous advance plus interest thereon, shall be adjusted from the second admissible amount;
- (ii) The previous house be disposed of within six years from the date of the drawal of the second advance;
- (iii) The State Government shall be informed about the sale proceeds of the house built with the help of previous advance; and
- (iv) 50% amount of these sale proceeds or the outstanding principal and interest accrued on the amount, whichever is less, shall be paid to Government in the discharge of the second loan.
- (v) Agreement form in respect of this second loan is contained in Haryana Government notification No. 691-WM(I)-76/5347, dated the 5th February, 1976.

House Building Advance for joint ownership

Under the rules to regulate the grant of advance to Government servants for the building etc. of houses, an advance is admissible if the applicant himself possess a clear and marketable title to the land/house. House Building Advance may also be granted that a Government Servant/with his/her wife/husband, if otherwise admissible who owns the land/house jointly provided both the husband and wife are willing to mortgage the land/house in favour of the Governor of Haryana as security for repayment of the advance.

The application for the grant of house building advance, in such cases, should be accompanied by a letter from the wife or husband (as the case may be) that if the loan applied for is sanctioned, the wife/husband will mortgage her/his share of land/property jointly with her husband/his wife as security for payment of the advance.

In case both the husband and wife are Government employees and are eligible for the grant of a house building advance under the rules on the subject, it shall be admissible to only one of them provided both husband and wife are willing to mortgage (in P.F.R. Form 17-A and 17-B) the land/house jointly owned by them to the Governor of Haryana. To ensure this you are advised to get an affidavit in the attached form (Annexure V) from the concerned employee alongwith his application for house building loan.

Surety

A permanent Government employee standing surety for a temporary Government employee should execute a bond in the attached Annexure IV on a non-judicial stamp paper of the value of Rs. 15/- when the amount secured exceeds Rs. 1,000/- and to the stamp duty as prescribed in articles 57 of the Schedule 1-A of the Indian Stamp Act, read with article 15 ibid when the amount secured is less than Rs. 1,000/-.

Estimation of expenditure

It should be ensured that the construction of house is taken up by the Government employees after properly estimating the expenditure involved.

Since the limit of house building loans has been prescribed by the State Government and the rules/instructions on the subject do not contemplate the grant of any adhoc loans is proposals for such adhoc loans shall not be sent to the Finance Department. It is made clear that in case, the house building expenditure exceeds the resources of the applicant, the responsibility for meeting the excess will be his own entirely for which the Government is not bound to come to his help.

Drawal of advance

Rule 10.16 (iv) of Punjab Financial Rules, Volume I provides inter-alia that the advance for the construction of the house should be drawn in instalments, the amount of each instalment being such as is likely to be required for expenditure in the next three months. In view of this, the advance for the construction of houses may be allowed as under :-

- (i) First instalment equal to 20% of the advance admissible for starting the construction.
- (ii) Second instalment equal to 20% of the advance admissible after the house has been brought to the plinth level;
- (iii) Third instalment equal to 30% of the advance admissible when the house has been completed upto the roof level.
- (iv) Fourth instalment equal to 30% viz. balance after the roofs has been completed.

The authority competent to sanction the advance may, however, allow first two instalments at a time keeping in view the circumstances of each case.

Recovery of Advance

The recovery of the total admissible loan granted for the construction of a house shall start from the 13th issue of the employees pay from the drawal of the first instalment of loan by him from the treasury or the completion of the house whichever is earlier. Recovery of the following types of loans will, however, commence from the 4th issue of the pay calculated from the drawal of the loan from the Treasury by the employee concerned :-

- (i) Purchase of plot.
- (ii) Purchase of built-up house, and
- (iii) Repair/extension of a house.

These instructions were in force from 1st April, 1977.

Amount to be recovered where the service of a Govt. servant falls short of the period of instalments.

In case of Government employee whose service falls short of the period of instalments, the last instalment may be recovered from the gratuity payable to him at

the time of his retirement provided he executes an agreement in the enclosed Annexure III and cancels the nomination in Annexure V made him under rule 4(6)(b) of the New Pension Rules as contained in Appendix 2 of the Civil Service Rules, Volume II, so that the last instalment of advance may be adjusted against the gratuity payable to him after his retirement from service. For the purpose of calculating the amount of gratuity, the emoluments which the Government employee is in receipt of at the time of the sanctioning of the advance may be taken into account and in cases where the amount of gratuity falls shorts of the final instalment for recovery of the advance together with interest the monthly instalments will be so increased as to liquidate the entire amount of advance before the retirement of the Government employee.

(i) Government servants sent on deputation to other Government.

- (a) Communication of Sanction: The sanction to the payment of advance to such Government servants shall be communicated by the Head of the parent Department to the borrowing Government and to the Accountant General, Haryana/Finance Department.
- (b) Payment of Advance: The payment shall be made by the Drawing and Disbursing Officer of the parent department to the employee concerned under intimation to (i) Accountant General, Haryana (ii) Borrowing administration/department with which the employee concerned is on deputation; and (iii) the Audit Officer of the borrowing administration/department.
- (c) Recovery of Advance: The credit for the recoveries effected from the Government servant concerned shall be passed on by the Audit/Accounts Officer of the borrowing Govt. to the Accountant General, Haryana, for necessary adjustment.

In the event of reversion of the Government servant to his parent department, the recovery of the outstanding balance of advance and interest thereon, if any, will be effected by the parent department.

(ii) Government Servants sent on foreign service in India

- (a) Communication of sanction: In the case of Govt. servants sent on foreign services, the sanctioning authority should communicate to the sanction of the advance to the Accountant General, Haryana and to the institution or authority concerned.
- (b) Payment of Advance: The payment shall be made by the Drawing and Disbursing Officer of the parent department to the employee concerned under the intimation to (i) Accountant General, Haryana (ii) Borrowing administration/department with which the employee concerned is on foreign service, and (iii) the Audit Officer of borrowing administration/department.
- (c) Recovery of Advance: The Foreign employer shall recover the advance and interest thereon regularly at the prescribed rates and remit the recoveries to the Accountant General, Haryana, every month, preferably by demand drafts or failing that the cheques alongwith remittances on account of leave salary and pension contribution etc. If the Government servant reverts to his parent department before the full amount of advance with interest is recovered, the

parent Department/Treasury Officer shall be responsible for making recoveries of the balance accordingly as Government servant is non gazetted or gazetted.

Mis-utilisation

In the case of mis-utilisation of the house building loan, following procedure shall be adopted :-

- (i) The Government employees concerned shall be called upon to refund the entire amount of loan alongwith the interest thereon in lump-sum.
- (ii) In case the Head of the Department after inquiring into the matter is satisfied that the employee concerned is not in a position to refund the entire amount of loan along with interest in lump-sum and that the amount of loan was not utilised in speculation, business etc., the recovery shall be made at 50% of the gross emoluments of the concerned employee.
- (iii) Penal interest at 2½% over and above the normal rate of interest shall be recovered from the employee mis-utilising house build loan from the date of its drawal from Treasury till entire principal has been recovered from him; and
- (iv) No second loan shall be sanctioned to such an employee for either purchasing a plot or for other purchase. In the case of a request for loan being received from such an employee, the matter may be referred to the Finance Department for consideration explaining in detail the circumstances in which Head of Department considered it appropriate to make this recommendation. In any case such request shall not be entertained before the expiry of two years from the date of full recovery of the loan and the interest agreed thereon.

Mis-utilisation of the house building loan is a serious matter. It is, therefore, incumbent on the Heads of Departments to investigate thoroughly the case of mis-utilisation of the House Building loans brought to their notice. All of such cases alongwith the action taken by you in the matter, should be reported to the Accountant General, Haryana and the Finance Department.

Deputation/transfer to other Departments of the Haryana State.

In the case of Government employees who are on the deputation/transfer to other Department, the Head of the parent Department will be sanctioning authority for the purpose of rule 19.10 of Punjab Financial Rules, Volume I.

The recovery of the loan, however, shall be made by the department in which the Government employee is on deputation till he reverts to his parent department.

Repayment of advances in case of Govt. employee dying or leaving before liquidation of the amount.

Rule 10.16 (iv) of the Punjab Financial Rule, Volume II, lays down that in order to secure Government from loss consequent a Government servant dying or leaving Government service before complete repayment of the advance alongwith the interest accrued thereon, the

house so built together with the land it stands upon must be mortgaged the Government releasing the mortgage only on liquidation of the full amount due. Accordingly as per provision of Note 4 below rule 10.16, the sanctioning authority should carefully examine and satisfy itself in regard to the title of the employee concerned before releasing the loan.

A report in regard to the loan sanctioned by the Heads of Department should be furnished quarterly to the Finance Department and the Accountant General, Haryana by 30th June, 30th September, 31st December and 31st March in the following proforma:-

| Name of the officer/ official | Amount of loan earmarked | Amount of loan released | The purpose for which loan has been given i.e. purchase of plot construction of house, extension/ repairs of a house or for purchase of building house. | Whether or not a provision of rule was satisfied before releasing the amount. |
|-------------------------------|--------------------------|-------------------------|---|---|
| 1 | 2 | 3 | 4 | 5 |

Completion of houses

The maximum limit of time for completing construction of the house in respect of the advance drawn in instalment will be 3 months of the drawal of the instalment.

A Government servant for whom funds have been earmarked fails to utilise the amount earmarked to him without sufficient justification, should not be granted an advance to the same purpose in the succeeding financial year.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary, Finance (BR)
for Commissioner & Secretary to Govt., Haryana,
Finance Department.

No. 12669-WM(1)-77/35146

Dated, Chandigarh 14-12-1977

A copy, along with two spare copies of the enclosures, is forwarded to the Accountant General, Haryana, Chandigarh, for information.

Sd/-

Under Secretary, Finance (BR)
for Commissioner & Secretary to Govt., Haryana,
Finance Department.

Copies are forwarded to the:-

Financial Commissioner, Revenue; and
All the Administrative Secretaries to Govt. Haryana,
for information.

Sd/-

Under Secretary, Finance (BR)
for Commissioner & Secretary to Govt., Haryana,
Finance Department.

To

Financial Commissioner, Revenue, Haryana, and
All the administrative Secretaries to Govt.
Haryana.

U.O. No. 12669-WM(1)-77/35146

Dated, Chandigarh 14-12-1977

Contd.

Encl.

Annexure-I**Enclosure of 14.12.1977**

| | | |
|----|---------------|-------------------------|
| 1 | 05.09.1967 | No. 2118-WM(I)-67/20006 |
| 2 | 08.01.1968 | No. 4567-WM(I)-67/657 |
| 3 | 19.03.1968 | No. 12-WM(I)-68 |
| 4 | 22/23.04.1968 | No. 1248-WM(I)-68/9930 |
| 5 | 04.05.1968 | No. 2056-WM(I)-68/10451 |
| 6 | 04.06.1968 | No. 2474-WM(I)-68/12960 |
| 7 | 16.10.1968 | No. 5170-WM(I)-68/24410 |
| 8 | 25.11.1968 | No. 5504-WM(I)-68/26947 |
| 9 | 03.12.1968 | No. 6005-WM(I)-68/32222 |
| 10 | 09.05.1969 | No. 2473-WM(I)-69/11827 |
| 11 | 26.05.1969 | No. 2266-WM(1)-69/13313 |
| 12 | 18.06.1970 | No. 3352-WM(1)-70/15855 |
| 13 | 24.09.1970 | No. 5620-WM(1)-70/26520 |
| 14 | 16.03.1971 | No. 1236-WM(1)-71/5736 |
| 15 | 23.09.1971 | No. 4289-WM(1)-71/26739 |
| 16 | 22.10.1971 | No. 5593-WM(1)-71/30971 |
| 17 | 18.05.1972 | No. 713-WM(I)-72/16226 |
| 18 | 11/14.11.1972 | No. 5963-WM(1)-72/35899 |
| 19 | 27.08.1973 | No. 4264-WM(1)-73/33307 |
| 20 | 19.02.1974 | No. 1128-WM-(1)74/5861 |
| 21 | 12.03.1974 | No. 1755-WM(1)-74/9186 |
| 22 | 29.03.1974 | No. 1726-WM-74/10958 |
| 23 | 23.04.1974 | No. 2203-WM(1)-74/14583 |
| 24 | 27.02.1974 | No. 7783-WM(1)74/6797 |
| 25 | 07.10.1974 | No. 7832-WM(I)-74/35450 |
| 26 | 22.04.1975 | No. 2891-WM(I)-75/12681 |
| 27 | 09.07.1976 | No. 5609-WM(I)-76/24528 |
| 28 | 31.01.1977 | No. 629-WM(I)-77/2593 |

***These instructions were superseded vide
No. 12669-(1)/WM-77/35145, Dated
14.12.1977. (Annexures not printed)***

No. 7783-WM(I)-74/6797

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
The Commissioners Ambala/Hisar Divisions,
All Deputy Commissioners, District and Judges and
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court,
All District and Session Judges in Haryana State.

Dated, Chandigarh, the 27th February, 1974

Subject : Loans to Government servants – Earmarking of Funds.

Sir,

I am directed to invite a reference to Finance Department letter No. 713-WM(I)-72/16226, dated the 18th May, 1972, on the subject and to say that on further consideration the following additional modifications have been made in connection with the earmarking of funds for the grant of loans to Government employees.

House Building Advance

According to the existing procedure funds for house building loans in respect of All India Services officers are placed at the disposal of Accountant General Haryana, for earmarking of fund to the intending officers. It has now been decided that in future the funds for the grant of house building advances will not be placed at the disposal of Accountant General and will henceforth be earmarked by the Finance Department. Consequently, the applications for the grant of loans of All India Services officers should, in future, be sent to the Finance Department through the Administrative Department for earmarking of funds for them. After the fund have been earmarked by the Finance Department necessary sanction for the drawal of amount may be issued by the concerned Heads of Departments under the powers delegated to them vide rule 19.10 of Punjab Financial Rules Volume I in accordance with relevant rules and instructions on the subject. House building loans to Government employees other than All India Service Officers would continue to be regulated as per present instructions.

Motor Conveyances and other Conveyances

It has also been decided that funds in respect of above categories of loans shall henceforth be earmarked by the Finance Department instead of the Accountant General, Haryana. In future all applications for the grant of advances for the purchase of motor conveyances/other conveyances should be sent by the concerned Heads of Departments to the

Finance Department for earmarking of funds. After the earmarking of funds necessary sanction as per rule and instructions may be issued by the Heads of Departments under the powers delegated to them vide rule 19.10 of Punjab Financial Rules, Volume I.

In view of the funds being earmarked by the Finance Department in respect of house building advanced to All India Services Officers and advances for the purchase of motor conveyances/other conveyances, the sanction accorded by the concerned Heads of Departments would be treated as payment authority in relaxation of the provision of rule 4.13 of S.T.R. Volume I.

The application for the grant of above categories loans may be submitted to the Finance Department in the proforma informing annexure I & II to this letter.

Information to the Finance Department about the drawal of the amount from Treasury be furnished month-wise by the 10th of the month succeeding/the month in which amount was drawn.

Kindly acknowledge the receipt of this letter.

Yours faithfully,

Sd/-

Deputy Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 2/2/93-WM(1)

From

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

To

All Heads of Departments,
All Commissioners of Ambala, Gurgaon,
Hissar and Rohtak Divisions and
All Deputy Commissioners and
Sub Divisional Officers (C) in Haryana.
The Registrar, Punjab & Haryana High Court, Chandigarh.
All District & Session Judges, in Haryana.

Dated, Chandigarh, the 8th September, 1993**Subject : Eligibility for House Building Advance – Joint ownership of Plot/House by a Govt. employees and his/her spouse.**

Sir,

I am directed to refer to the Finance Department's letter No. 2/19/92-WM (1) dated 17th July, 1992 on the subject noted above and to say that the policy in this regard, as formulated in that letter was that in case where both husband and wife are State Govt. employees and are eligible for the grant of House Building Advance under the rules, it would be admissible only to one of them for jointly owned plot/house. However, the House Building Advance would be admissible to both individually and separately, on a separate plot/ house.

This matter has been reconsidered by the Government and it has now been decided that House Building Advance may be allowed separately to both husband and wife on a jointly owned plot/house subject to the condition that they do not own a house/plot earlier, provided they are both State Government employees and are otherwise eligible for the same under the rules.

2. The other conditions as laid down in the rules/instructions issued by the Finance Department from time to time remain unchanged.

3. This may please be brought to the notice of all the dealing officials/Officers working under your control for strict compliance.

Please acknowledge receipt.

Yours faithfully,

Sd/-

Deputy Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been modified partly
vide No. 2/2/93-WM(I), Dated 08.09.1993.***

No. 2/19/81-WM(I)

From

The Financial Commissioner and Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Ambala, Gurgaon, Hisar and Rohtak Divisions,
All Deputy Commissioners, and
Sub Divisional Officers (C) in Haryana.
The Registrar, Punjab & Haryana High Court, Chandigarh.
All the District & Sessions Judges, in Haryana.

Dated, Chandigarh, the 17th July, 1992

Subject : Eligibility for House Building Advance - Joint Ownership of Plot/ House by a Govt. employees and his/ her wife/husband.

Sir,

I am directed to refer to Finance Department letter No. 2/19/81-WM(I), dated 26.3.1981, on the above subject conveying thereby the decision of the Government that the house building advance may be allowed to both husband and wife on a jointly owned plot, if they are Government employees and are eligible for the same under the rules on the subject.

This matter has been reconsidered by the Govt. and it has now been decided that the house building advance shall be admissible to only one of them for the jointly owned plot/house. However, the house building advance shall be admissible to both husband and wife individually and separately on a separate plot/house as per their admissibility if they are Government employees and are eligible for the same under the rules on the subject.

The other conditions as laid down in the rules/instructions issued by the Finance Department from time to time shall remain unchanged. Further it may be ensured that while forwarding the application of the employees to the Finance Department self explanatory recommendation for the amount as well as specific reference to the above effect, may be made so that both husband and wife are not granted house building advance on a jointly owned plot/house.

This may please be brought to the notice of all dealing official/officers working under your control for strict compliance.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Revised Vide
No. 2/19/81-WM(1), Dated 17.7.1992 &
No. 2/2/93-WM(I), Dated 08.09.1993.***

No. 2/19/81-WM(1)

From

The Secretary to Government, Haryana,
Finance Department.

To

All Heads of Departments,
Commissioners of Ambala & Hisar Divisions,
All Deputy Commissioners &
Sub Divisional Officers(s) in Haryana.
The Registrar, Punjab & Haryana High Court, Chandigarh,
All District & Session Judges in Haryana

Dated, Chandigarh, the 26th March, 1981

Subject: Eligibility for House Building Advance – Joint ownership of plot/house by a Government servant and his/her wife/husband.

Sir,

I am directed to refer to Finance Department Letter No. 1726-WM(1)-74/10958, dated the 29th March, 1974, on the above subject communicating the decision of the Government that in case both the husband and wife are Government employees and are eligible for the grant of house building advance under the rules on the subject, it shall be admissible to only one of them for the jointly owned plot/house.

2. The matter has been reconsidered by the Government, and it has been decided that the house building advance may be allowed to both husband and wife, if they are Government employees and are eligible for the same under the rules on the subject individually and severally on a jointly owned plot/house or separate plot/house, as per their admissibility. In that event it has to be ensured that the amount has been spent and the plot and the structure thereon have been jointly or individually mortgaged by the Government employees.

3. The other conditions as laid down in the rules/instructions issued by the Finance Department from time to time remain unchanged.

Sd/-
Under Secretary Finance (B),
for Secretary to Government, Haryana,
Finance Department.

No. 2/160/04-WM(1)

From

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

To

All Heads of Departments in Haryana,
All Commissioners of Divisions in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
All District & Sessions Judges in Haryana State.

Dated, Chandigarh, the 23rd November, 2005

Subject: Grant of House Building Advances to Haryana Government Employees - instructions regarding submission of utilisation certificate.

Sir,

I am directed to refer to the Finance Department letter No. 2/137/84-WM(7) dated 10-9-84 on the subject noted above and to say that it has been observed that where the 20% of the total admissible amount is earmarked by FD, the departments send stereotype utilisation certificates i.e. the house has been completed upto plinth level or when the balance of 40% is earmarked, then the departments send the same type of utilisation certificates of plinth level or intimate that the amount has been fully utilised for the purpose for which it was drawn, which is not proper i.e. false utilization certificates are submitted to the Finance Department by the Administrative Departments which not only cause hardship to the applicants, but it also increases the work of the Finance Department and concerned departments. To avoid unnecessary hardship to employees, it is made clear that where funds are earmarked in four instalments, utilisation certificates may be sent to the FD in future in the following manner:-

- (i) After obtaining the amount of 20% (less than 40%), utilisation certificate indicating that the material has been purchased for the construction of house, should be submitted.
- (ii) After obtaining the amount of next 20% (Balance of 40%), utilisation certificate indicating that the house has been completed upto plinth level, should be submitted.
- (iii) After the 2nd instalment of 30% has been obtained, utilisation certificate indicating that the roofs have been laid, should be submitted.
- (iv) After obtaining the 3rd instalment, utilisation certificate to the effect that the house has been completed, should be submitted.

2. Other conditions for grant of House Building Advance as laid down in the rules/ instructions issued by the Haryana Government, Finance Department from time to time remain unchanged.

3. The above instructions may please be brought to the notice of all officers/officials working under your control.
4. Kindly acknowledge the receipt of this letter.

Yours faithfully,

Sd/-
(V.P. Goel)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

***These instructions have been revised vide
No. 2/160/04-WM(1), Dated 23.11.2005***

No. 2/137/84-WM(7)

From

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

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub-Division Officers(Civil) in Haryana.
The Registrar, Punjab and Haryana High Court Chandigarh and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 10th September, 1984

Subject: Grant of House Building Advance to Government employees – Instructions regarding submission of utilization certificate.

Sir,

I am directed to say that it has come to the notice of the Finance Department that the norms fixed vide Finance Department letter No. 2/28/81-5WM, dated 27.5.1981 regarding submitting the utilization certificates of earlier instalments of house building advances are not followed strictly and incorrect utilization certificates are submitted to the Finance Department by the departments which not only cause a great hardship to the applicants, but also increase the work of the Finance Department and concerned departments. It was made clear that funds for the construction of a house are earmarked in three instalments instead of four due to rise in the cost of construction material. Accordingly, the employees obtaining loan are required to complete the construction upto plinth level with the first instalment and to lay down the roof with the second instalment. In spite of clear instructions, the utilization certificates are not being properly submitted to the Finance Department. To avoid unnecessary hardship to employees, it is again made clear that the utilization certificates may be sent to the Finance Department in future in the following manner :—

- (i) After the first instalment of 40% loan has been obtained, utilization certificate stating that construction has been completed upto plinth level, should be submitted.
- (ii) After the 2nd instalment of 30% has been obtained, utilization certificate stating that the roofs have been laid, should be submitted.
- (iii) After obtaining 3rd instalment, a utilization certificate to the effect that the house has been completed, should be submitted.

2. Kindly acknowledge the receipt of this letter.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been revised vide
No. 2/137/84-WM(7), Dated 10.09.1984.***

No. 2/28/81-5WM

From

Secretary to Government, Haryana,
Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
Deputy Commissioners &
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 27th May, 1981

Subject : Grant of House Building Advance to Govt. employees - Instructions regarding submission of utilization certificates.

Sir,

In continuation of Haryana Government, Finance Department letter No. 2/11/81-5WM, dated the 23rd February, 1981, on the subject noted above, I am directed to say that in view of further rise in the prices of construction material, it has been decided that the advance for the construction of a house may be allowed as under :-

- (i) First two instalments equal to 40% of the advance admissible for starting the construction work.
- (ii) Third instalment equal to 30% of the advance admissible when the house has been completed upto plinth level.
- (iii) Fourth instalment equal to 30% viz. balance after the roofs have been laid.

2. It is, therefore, requested that the norms fixed above should be followed strictly while submitting the utilization certificates to the Finance Department of the earlier instalments of advance sanctioned to the employees for releasing the next instalments.

Please acknowledge receipt.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Secretary to Government, Haryana,
Finance Department.

No. 16/1/10-WM(6)

From

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

To

All Heads of the Departments in Haryana,
The Registrar, Punjab & Haryana High Court, &
All District & Sessions Judges in Haryana State
All Commissioners of Divisions
Deputy Commissioners & S.D.Os. (Civil) in Haryana.

Dated, Chandigarh, the 19th August, 2010

Subject : Grant of advance for the purchase of Motor Car/Motor Cycle/Scooter/Moped and Bi-Cycle to Haryana Government employees.

Sir,

In continuation of this office letter No. 16/1/2010-WM(6) dated 16th July, 2010 on the subject noted above and to say that Para-2(i) of the said letter may be read as under:

“The advance for the purchase of Motor Car shall be restricted to 85% of the cost of the vehicle and in all such cases at least 15% of the contribution towards the cost of car must come as equity on part of the employee concerned.”

The above instructions may please be brought to the notice of all officers/officials working under your control.

Yours faithfully,

Sd/-
(Satish Seth)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 16/1/10-WM(6)

Dated, Chandigarh, the 19th August, 2010

A copy is forwarded to all Accountant General (A&E) and Audit, Haryana Chandigarh with 20 spare copies for information and necessary action.

Sd/-
(Satish Seth)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner and Principal Secretary to Government, Haryana, Revenue & Disaster Management Department.
All the Financial Commissioners and Principal Secretaries/Administrative Secretaries to Government, Haryana,
for information and necessary action.

Sd/-
(Satish Seth)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Financial Commissioner and Principal Secretary to Govt.,
Haryana, Revenue & Disaster Management Department.
All the Financial Commissioners and Principal Secretaries/
Administrative Secretaries to Government, Haryana.

No. 16/1/10-WM(6)

Dated, Chandigarh, the 19th August, 2010

A copy is forwarded to the Principal Secretary/Additional Principal Secretary I, II and III/Deputy Principal Secretary/OSD-I, II and III/Media Advisor/Political Advisor/Special Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretaries for the information of Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretaries, Haryana.

Sd/-
(Satish Seth)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I, II and III/
Deputy Principal Secretary/OSD-I, II and III/Media Advisor/Political
Advisor/Spl. Senior Secretaries/Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary
Secretaries, Haryana.

U.O. No. 16/1/10-WM(6)

Dated, Chandigarh, the 19th August, 2010

***These instructions have been partly revised vide
No. 16/1/10-WM(6), Dated 19.08.2010.***

No. 16/1/10-WM(6)

From

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

To

All Heads of Departments in Haryana,
The Registrar, Punjab and Haryana High Court &
All District & Session Judges in Haryana State.
All Commissioners of Divisions,
Deputy Commissioners and S.D.Os. (Civil) in Haryana.

Dated, Chandigarh, the 16th July, 2010

Subject: Grant of advance for the purchase of Motor Car/Motor Cycle/Scooter/Moped and Bi-Cycle to Haryana Government employees.

Sir,

I am directed to refer to Finance Department's circular letters No. 2/2/05-WM(6) dated 3rd August, 2005 and No. 2/2/07-WM(6) dated 1st April, 2008 on the subject noted above and to say that due to revision of pay scales of State Govt. employees, the question of enhancing the present eligibility limit of pay and admissibility for the purpose of grant of Motor Car advance and admissibility limit for the purpose of grant of Motor Cycle/Scooter/Moped and Bi-cycle advance to the state Government employees has been considered and it has been decided to revise the admissibility condition and admissibility limit of advance for the purchase of Motor Car/Motor Cycle/Scooter/ Moped and Bi-Cycle, with immediate effect as under :-

| Sr. No. | Category | Admissibility Conditions | Limit of Advance and Instalments of Recovery |
|----------------|---|--|---|
| 1. | Purchase of Motor Car | Government employees drawing revised pay of Rs. 18000/- & above in any pay band (Revised pay & grade pay) shall be eligible for this advance | 20 Months pay subject to a ceiling of Rs. 6.50 lacs or the actual price of the Motor Car whichever is less which is recoverable alongwith the interest in 100 equal monthly instalments. |
| 2. | Purchase of Motor Cycle/ Scooter | Government employees drawing Pay in any pay band shall be eligible for this advance | (i) This advance can be applied only for purchasing a new Motor Cycle/Scooter. (ii) Rs. 45000/- for Motor Cycle and Rs. 35000/- for Scooter or actual price of the vehicle whichever is less, recoverable alongwith the interest in 100 equal monthly instalments. |

| | | | |
|----|-----------------------------|---|---|
| 3. | Purchase of Moped | Government employees drawing Pay in any pay band shall be eligible for this advance | (i) This advance can be applied only for purchasing a new Moped. (ii) Rs. 25000/- or actual price of the vehicle whichever is less, recoverable alongwith the interest in 100 equal monthly instalments. |
| 4. | Purchase of Bi-cycle | Government employees drawing Pay in any pay band shall be eligible for this advance | (i) This advance can be applied only for purchasing a new Bi-cycle. (ii) Rs. 2500/- or actual price of Bi-cycle whichever is less, recoverable in 20 equal monthly instalments. |

2. It has also been decided that the advance shall be admissible up to maximum of three times during the whole of his/her service career of any eligible employee for purchase of the above vehicles for similar purpose(s) subject to the following conditions:-

- (i) The advance for the purchase of Motor Car shall be restricted to 85% of the admissibility of the applicant and in all such cases at least 15% of the contribution towards the admissibility of the applicant must come as equity on part of the employee concerned.
- (ii) The prescribed rates of interest for the second and third advance shall be 1% and 2% respectively above the normal rate of interest on "Conveyance advance" prevailing at the point in time for disbursement.
- (iii) The Second/third conveyance advance will be granted only if the first/second advance was taken 8 years back (in case of Bi-Cycle once every 3 years) by the applicant.
- (iv) Any subsequent advance on this account can be applied for only after clearing fully and finally the recovery/repayment liability of the preceding account and NDC to this effect should be issued by the competent authority.

3. The case in which the amount of advance has already been earmarked/drawn shall not be reopened for earmarking of funds as a result of this revision.

4. All other terms and conditions for the Motor Vehicles Advance, as laid down by the Finance Department from time to time, shall be applicable mutatis and mutandis.

5. It has been observed that the advance cases are not being examined properly in accordance with the instruction issued by the Finance Department from time to time. You are, therefore, requested to direct the concerned officers/officials working under your control to scrutinize the application in accordance with the instruction. They should ensure that the application complete in all respects are sent to the Finance Department with your specific recommendations. Incomplete cases received in Finance Department will not be entertained at all. In case misutilisation of funds by the applicant, the responsibility would devolve on the D.D.O. As such they may be directed to examine the case properly and satisfy themselves about the genuineness of the demand of the applicant for the grant of the advances.

6. The Application Form, Agreement Deed, Surety Bond Form, Annexure-IV Form (Death-cum-Retirement Gratuity) and a check list is enclosed for the guidance/Convenience of applicants/departments.

7. The above instructions may please be brought to the notice of all officers/officials working under your control.

Yours faithfully,

Sd/-
(Satish Seth)
Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Application Form for _____ Advance

| | | |
|---------|--|----------------------------------|
| 1. | Name (in Block Letters) | : _____ |
| 2. | Father's/Husband's Name | : _____ |
| 3. | Name of the Parent Department & Designation | : _____ |
| 4. | Name of the Department where working | : _____ |
| 5. | Pay: _____ + Grade Pay _____ | Total _____ |
| 6. | G.P.F. A/C No. | : _____ |
| 7. | Anticipated price of | : _____ |
| 8. | Amount of Advance required | : _____ |
| 9. | No. of installments in which the advance, is to be recovered. | : No. ___ Each of Rs. _____ P.M. |
| 10 | Date of joining in Haryana Govt., Service | : _____ |
| 11. | Date of Birth | : _____ |
| 12. | Date of Superannuation | : _____ |
| 13. | Whether permanent/ temporary, (if temporary the surety of a permanent Government employee of non-judicial stamp paper worth Rs. 15/- may be given | : _____ |
| 14 | Whether advance for the same purpose was obtained previously, if so; | |
| | | Date _____ Amount _____ |
| (i) | Date of drawal of the first advance | _____ Rs. _____ |
| (ii) | Date of drawal of the second advance | _____ Rs. _____ |
| (iii) | The amount of 1 st & 2 nd advance or interest thereon still outstanding if any | : _____ |
| (iv) | Sale proceeds of previous vehicle alongwith proof in support thereof | : _____ |
| 15(i) | Whether the intention is to purchase a new _____ through a person other than a regular dealer/Agent (ii) whether prior sanction of the competent authority has been obtained for the purchase of second hand _____ as required under the employees conduct Rules. | |
| 16. (a) | Certified that the information given is complete and true. | |
| (b) | Certified that I have not taken delivery of the _____ on account of which I apply for the advance and that I shall complete negotiations for the purchase and pay finally and take possession of the _____ before the expiry of one month from the date of drawal of the loan and further that the insurance of the _____ will be comprehensive. | |

| | |
|-----|---|
| (c) | Certified that if I do not purchase the _____ within one months from the date of drawal of advance, the Government is fully empowered to adjust my entire salary (Pay and Allowances) towards the advance till it is fully recovered. |
| (d) | Certified that I am unable to purchase the _____ without Government loan. |
| (e) | Certified that the purchase of _____ will increase my efficiency in discharge of official duties. |

Dated : _____

Signature of the Applicant _____

Designation _____

Department _____

Certificate

(To be furnished by the Head of the Department Controlling Officer)

- (a) Certified that the case has been examined in accordance with the rules/instructions issued by the Finance Department Haryana from time to time.
- (b) Above entries from Col. 1 to 14 have been checked and found correct.
- (c) Certified that the purchase of vehicle will increase the efficiency of the applicant while discharging the official duties.
- (d) A sum of Rs. _____ may please be earmarked for the purchase of _____.

Dated : _____

Controlling Authority with Designation

FORM OF AGREEMENT TO BE EXECUTED WHILE APPLYING FOR AN ADVANCE FOR THE PURCHASE OF

An agreement made on _____ day of _____ two thousand _____ between Sh. _____ office of _____ (hereinafter called 'the Borrower' with expression shall include his heirs administrators, executors, and legal representatives) of the one part and the Governor of Haryana (hereinafter called 'the Governor' which expression shall include his successors and assignees) of the other part. Whereas the Borrower has under the provisions of the Punjab Financial Rules hereinafter referred to as 'the said rules' which expression shall include any amendments thereof for the time being in force applied to the Governor for a loan of Rs. _____ (Rupees _____ for the purchase of a _____ and whereas the Governor has agreed to lend the said amount to the Borrower on the terms and conditions' hereinafter contained.

Now it is hereby agreed between the parties hereto that in consideration of the sum of Rs. _____ to be paid by the Governor to the Borrower, the Borrower hereby agrees with the Governor (1) to pay the Governor the said amount with interest calculated according to the said rules by monthly deductions from his salary as provided in the said rules and here by authorizes the Governor to make such deductions and (2) in case any portion of the loan together with the interest accrued on the amount of loan remain unpaid at the time of retirement /resignation/death of Borrower, hereby agrees to authorize the Governor in consideration of the said amount to recover the 'balance of loan with interest accrued on the amount of loan out of the Death-cum-Retirement Gratuity payable to the borrower in accordance with the rules. The borrower further agrees to cancel the nomination made by him under rule 4(6) of the New Pension Rules contained in Appendix 2 of the Punjab Civil Services Rules, volume II, so as to leave the Governor free to appropriate the sum found payable to him after retirement in adjustment of the balance of the loan with interest accrued on the amount of loan and (3) within one month from the date of payment of the said sum to expend the full amount of the said loan in purchase of a _____ or if the actual price paid is less than the loan to repay the difference to the Governor forthwith, and (4) to execute a document hypothecating the said _____ to the Governor of Haryana as security for the, amount to be lent to the Borrower as aforesaid and interest in the form provided by the said rules and **It is hereby lastly agreed and Declared that if the _____ has not been purchased and hypothecated as aforesaid within one month from the date of payment of the said sum or if the Borrower within that period becomes insolvent or quits the service of the Government or dies, the whole amount of the loan and interest accrued thereon shall immediately become due and payable.**

In Witness whereof the borrower and _____ for and on behalf of the Governor have hereunto set their hands the day and year first before written.

Dated :

(Signature and Designation of the Borrower)

(Signature of Witnesses)

for and on behalf of the Governor of Haryana

(Signature and Designation of the Officer)

ANNEXURE- IV

I, _____ do-hereby authorize the Accountant General, Haryana to recover from the Death-cum-retirement gratuity, the amount which would become due to him on the date of superannuation/retirement the balance of outstanding _____ advance, with interest in terms of the penultimate paragraph of the agreements dated the _____

Dated :

Signature _____

Designation _____

Certified that I hereby cancel the nomination made by me in respect of Death-cum-retirement gratuity to me at the time of retirement

Signature _____

Designation _____

Dated :

SURETY BOND

This deed is made on the _____ day of _____, Two thousand and _____ between Sh. _____ S/o Shri _____ and working as _____ in _____ department (hereinafter referred to as the surety) of the one part and the Governor of Haryana (hereinafter referred to as the Government) of the other part.

Whereas the loan of Rs. _____ (Rupees _____) has been granted to Shri _____ S/o Shri _____ hereinafter referred to as borrower) of the terms and conditions contained in the agreement dated _____ and subject to the borrower furnishing a permanent Government Servant as surety to guarantee the due performance and observation by him of the conditions of the agreement dated _____.

And whereas Shri _____ S/o Shri _____ has fulfillment of the conditions of the Advance of _____ loan agreed to stand as surety for the Borrower on the terms and conditions hereinafter appearing.

Now this deed witnesses and the parties hereto agree as follows :

1. In pursuance of the said agreement and in consideration of sum of Rs. _____ advance by the Government to the Borrower as loan, the surety hereby agrees that the borrower shall duly, faithfully, and punctually perform all the conditions set out in the agreement dated _____ and to be performed and observed by him and that in the event of the failure of the borrower to perform any of the said conditions and of the borrower dying or ceasing to be in service for any cause that what so ever before the amount due to the Government from the borrower is fully paid off, the surety shall immediately pay the entire amount due to the Government on account of the principal and interest under the said agreement.
2. For the consideration aforesaid and in further pursuance of the agreement it is hereby agreed that the liability of surety shall not be affected by the Government granting time or any other indulgence to the borrower.
3. The Government shall be entitled to deduct from the pay, Travelling Allowance or any other sum which may be or become payable by the Government to the surety the amount due to it from the surety under this deed.

In Witness where of the parties have signed, this deed on the date respectively mentioned against their Signature in the _____ year of the Republic of India.

Witness:

Signature of Surety & Designation
Department

Witness:

Signed by _____

for and on behalf of the Governor of Haryana.

CHECK LIST OF MOTOR CONVEYANCE ADVANCE

Documents to be attached with the proposals for conveyance Advance

1. Application form duly filled up, signed by the applicant and also signed by competent authority of the concerned Department.
2. Agreement deed (Form PFR-21)
3. Annexure-IV (Death-cum-retirement gratuity)
4. Invoice of vehicle from Authorized dealer or agreement of purchase.
5. Proof of permanent Haryana Government Employee
6. In case of regular employee Surety of one permanent Haryana Government employee on non judicial stamp paper worth Rs. 15.

For 2nd/3rd Advance

7. Sale proceeds of previous vehicle purchased with Govt. loan.
8. N.D.C of first advance.
9. **All columns should be filled in. The mode of the vehicle should also be clearly mentioned in the invoice.**
10. For second hand vehicle permission of Head of the department.

***These instructions have been revised vide
No. 16/1/10-WM(6), Dated 16.07.2010***

No. 2/2/07-WM(6)

From

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

To

All Head of Departments,
Commissioner of Divisions,
All Deputy Commissioners &
S.D.O.s (C) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 1st April, 2008

Subject: Grant of Advance for the purchase of Motor Car to Haryana Government Employees.

Sir,

I am directed to refer to Finance Department's circular letter even No. dated the 14th May, 2007 on the subject noted above and to say that the State Government has reviewed the policy regarding grant of advance for the purchase of Motor Car to the State Government employees and taking the hike in prices of Motor Vehicles into consideration, it has been decided to amend the admissibility limit for Motor car advance, with immediate effect as under:-

| Sr. No. | Category | Admissibility | Admissibility Limit of Advance and installments of Recovery |
|----------------|--|--|---|
| 1 | Advance for the purchase of Motor Car | Government Employees drawing Basic Pay of Rs. 12000/- including D. Pay/Special Pay/NPA & above | 25 Basic Pay including D. Pay/Spl. Pay/Personal Pay/NPA or Rs. 6.00 lakhs, or actual price of vehicle whichever is less, recoverable in 100 monthly installments. |

2. The cases in which the amount of advance has already been earmarked/drawn shall not be reopened for earmarking of funds as a result of this revision.

3. All other terms and conditions for the Motor Car Advance, as laid down by the Finance Department from time to time, shall be applicable mutatis and mutandis.

4. These instructions may be brought to the notice of all officers/officials working under your control.

5. Copy of this Instruction is also available on the website which can be down loaded from the site, www.finhry.gov.in.

6. Kindly acknowledge receipt.

Yours faithfully,

Sd/-
(Surinder Mohan)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

***These instructions have been revised vide
No. 2/2/07-WM(6), Dated 01.04.2008.***

No. 2/2/07-WM(6)

From

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

To

All Head of Departments,
Commissioner of Divisions,
All Deputy Commissioners &
S.D.Os. (C) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 14th May, 2007

Subject: Grant of Advance for the purchase of Motor Car to Haryana Government Employees.

Sir,

With reference to subject noted above, I am directed to refer to Finance Department's circular letter No. 2/2/04-WM(3) dated the 6th May, 2005 and to say that the State Government has reviewed the policy regarding grant of loan for the purchase of Motor Car to the State Government employees and taking the hike in prices of Motor Vehicles, into consideration, it has been decided to revise the admissibility limit for Motor car advance, with immediate effect as under:-

| Sr. No | Category | Admissibility Conditions | Admissibility Limit of Advance and Instalments of Recovery. |
|---------------|---------------------------------------|---|--|
| 1 | Advance for the purchase of Motor Car | Government Employees drawing Basic Pay of Rs. 12000/- including D. Pay/ Special Pay/NPA & above | 25 Basic Pay including D. Pay Spl. Pay/Personal Pay/NPA or Rs. 5.00 lakh, or actual price of vehicle whichever is less, recoverable in 100 monthly instalments |

2. The cases in which the amount of advance has already been earmarked/drawn shall not be reopened for earmarking of funds as a result of this revision.

3. All other terms and conditions for the Motor Car Advance, as laid down by the Finance Department from time to time, shall be applicable mutatis and mutandis.

4. These instructions may be brought to the notice of all officers/officials working under your control.

5. Copy of this Instruction is also available on the website which can be down loaded from the site, www.finhry.gov.in.

6. Kindly acknowledge receipt.

Yours faithfully,

Sd/-
(Surinder Mohan)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 16/1/96-WM(4)

From

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

To

All Heads of the Departments,
Commissioner of Divisions,
Deputy Commissioners and
Sub Divisional officers (Civil) in Haryana.
The registrar, Punjab & Haryana High Court, Chandigarh,
All Districts and Session Judges in Haryana.

Dated, Chandigarh, the 16th April, 1996**Subject : Grant of Loans and Advances to Government Employees for the purchase of Car.**

Sir,

I am directed to invite your attention to PFR, Volume-I, Part-I, rule 10.21 Para (3) where the possession of a conveyance cannot be taken by a Government employee concerned until after he has received an intimation that an advance has been sanctioned and Finance Department letter No. 2/1/93WM(1) dated the 23rd August, 1993 where penal interest is charged @ 10% over and above the normal rate of interest. After careful consideration now it has been decided by the Government of Haryana that an advance may also be given for repaying a private loan taken by a Government Employee from a proper Financial Institution, Bank or Car Finance Agency for the purchase of car only as in the case of House Building Advance provided :-

- (i) That all other usual conditions governing the grant of Car Advance will remain the same as laid down in the rules instructions issued by the Finance Department from time to time.
- (ii) That the original loan for the purchase of car was taken not more than eighteen months before the receipt of the application for an advance to discharge the private loan as in the House Building Advance.

2. The above instructions may please be brought to the notice of all Officers/officials working under your control.

3. Kindly acknowledge the receipt of this letter.

Yours faithfully,

Sd/-

Superintendent Budget & Committee,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No.16/39/83-WM(5)

From

The Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions and
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court, Chandigarh,
and all District & Session Judges in Haryana.

Dated, Chandigarh, the 6th April, 1984**Subject: Grant of loan for the purchases of all types of vehicles – hypothecation thereof.**

Sir,

I am directed to invite your attention to Finance Department circular letter No. 16/43/81-WM(3), dated 19.2.1982, on the subject noted above and to say that instances have come to the notice of Government where the Government servants are not following the instructions mentioned therein. These instructions were issued for the security of Government loans. I am, therefore, again to request you to ensure that the instructions contained therein are followed by you strictly.

Please acknowledge the receipt of this letter.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 16/43/81-WM(5)

From

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

To

All Heads of Departments,
Commissioners, Ambala & Hisar Divisions and
All Deputy Commissioners and
Sub-Division Officers (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court, Chandigarh and
All Distt. and Sessions Judges in Haryana.

Dated, Chandigarh, the 28th October, 1983**Subject : Grant of advance to Govt. servants for the purchase of all types of vehicles.**

Sir,

In continuation of Finance Department letter No. 16/43/81-WM(3), dated 19.2.82, instances have come to the notice of Finance Department in which Govt. servants who had purchased vehicles with the loan obtained from Govt. did not in contravention of instruction contained in F.D. letter No. 16/43/81-WM(3), dated 19-2-82 get the comprehensively insured during the period the loan or interest therein was being recovered. Again in contravention of instructions contained in F.D. letter No. 9479-WM(3)-77/23024, dated the 12th September, 1977, the vehicles were not being purchased within the stipulated period of one month from the date, the loan was drawn. This only shows that Departments are not maintaining proper record for keeping close watch for the strict compliance of terms and conditions attached to loans with the result that the rules framed in the matter of such loans are broken with impunity. I am therefore, directed to request you that strict compliance of these instructions may please be ensured in future. Any violation of these instructions should entail in future strict disciplinary action against the defaulting employees, viz-recovery of loan in one instalment, imposition or penal interest, debarring the Govt. servant from receiving such loan, etc. the contents of this letter may please be brought to the notice of all the member of staff working under you for strict compliance.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 16/43/81-WM(3)

From

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

To

All Heads of Departments,
Commissioners Ambala & Hisar Division and
All Deputy Commissioners and
Sub-Division Officers (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court, Chandigarh and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 19th February, 1982

Subject : Grant of loan for the purchase of all types of vehicles - hypothecation thereof.

Sir,

Instances have come to the notice of Government where the Government servants who had purchased vehicles with the loan obtained from Government sold the same without obtaining prior permission of their department, although the vehicle stood mortgaged with the Government. This amounts to gross misuse of facility given by the Government. In order to guard against the misuse of Government funds and also to ensure the security of Government loan advanced to the employees, it has been decided that the provision of section 31-A of the Motor Vehicle Act, 1939 should be invoked. The section provides that any vehicle which is purchased with loan obtained from any agency or is held under hire-purchase agreement the Registering Authority shall make an entry in the 'Certificate of Registration' regarding the existence of such an agreement and no entry regarding transfer of ownership of any motor-vehicle which has been purchased with the loan obtained from any agency shall be made in the 'Certificate of Registration' except with the written consent of the person with whom registered owner has entered into hire-purchase agreement. Accordingly for vehicles which are purchased with the loan advanced by the State Government, an entry in the Certificate of Registration regarding purchase of vehicle with the loan advanced by the State Govt. and its hypothecation in name of the Governor of Haryana should be made in the registration documents so that the vehicle could not be transferred in the name of any other person except with the written consent of the Government. In addition, it should also be ensured that every vehicle purchased with the loan should have comprehensive insurance and the Policy issued by the insurance company should be examined once every year till the repayment of loan together with interest due thereon. These instructions will apply in case of all such vehicles for which the loan is still outstanding.

Please acknowledge the receipt of this communication

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 16/71/81-WM(3)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana State.
The Registrar, Punjab and Haryana High Court, Chandigarh,
All the District and Sessions Judges in Haryana State.

Dated, Chandigarh, the 26th October, 1981**Subject : Grant of advance to Govt. servants for the purchase Motor Cars/Scooters/
Motor Cycles/Moped.**

Sir,

I am directed to address you on the subject noted above and to say that funds earmarked by the Finance Department in favour of Govt. employees for the purchase of vehicles and according to rules a validity period of three months from the date of issue of earmarking letter is given for the drawal of amount from the treasury. After the earmarking of funds, the sanctions are issued by the Heads of Departments. It is felt that a period of three months is quite sufficient for the issue of a sanction for the drawal of amount from the treasury. However, it has been observed that sanctions are issued by the Heads of Department very late, with the result that the amount cannot be drawn by the drawing and disbursing officers from the treasury within the prescribed period of three months. Consequently references to extend the validity period are made by the Heads of Departments in the Finance Department. It not only increases unnecessary work in the Finance Department but also causes hardship to the concerned Govt. employees. In view of the circumstances, it has now been decided that in cases where sanctions are unnecessarily delayed by the sanctioning authority, the validity period will be extended only if the Head of Department after making enquires in the case confirms that the delay in the issue of sanctions was due to bonafide reasons and was due to unavoidable circumstances.

2. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1/6/81-WM(I)

From

The Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Ambala and Hisar Divisions, and
All Deputy Commissioners in the State.
The Registrar, Punjab & Haryana High Court and
All District and Sessions Judges in Haryana.
All Sub Divisional Officers (Civil) in the State.

Dated, Chandigarh, the 30th September, 1981

Subject : Maintenance of accounts of Cycle advance given by the Govt. of Haryana to its employees.

Sir,

I am directed to invite your attention to the subject noted above and to say that the question of maintenance of accounts of cycle advance, given by the State Government to its employees, by the respective Drawing and Disbursing officers instead of by the Accountant General, Haryana, has been under the consideration of the State Government. It has been decided in consultation with the Accountant General, Haryana that the work of maintenance of accounts of Cycle advance will be transferred to the Drawing and Disbursing Officer w.e.f. 1.10.1981. The Accountant General Haryana will furnish to the respective Drawing and Disbursing Officer, the balance due against each loanee as it stood on 30.9.1981 by 3rd December, 1981. In the meanwhile the Drawing and Disbursing will continue to deduct the advance due for payment from the concerned employees and would maintain the accounts there.

2. As regards guidelines for the maintenance of accounts and recovery thereof, the same are given in Annexure I to this letter. The register of watching recovery of cycle advance, schedule of recovery of cycle advance and the formula for the calculation of interest are given in Annexure II, III & IV. I am to request you to instruct all the Drawing and Disbursing Officers under your control to take immediate necessary action in the matter and also request the Accountant General Haryana to furnish the balances in respect of the employees.

3. Please acknowledge the receipt of this letters.

Yours faithfully,

Sd/-

Encls : Annexure-IV

Under Secretary Finance (B)
for Commissioner & Secretary to Govt., Haryana,
Finance Department.

**Contd.
Encl.**

ANNEXURE – IV

Suppose an advance of Rs. 300/- was granted to Mr. 'X'. The amount was drawn in January, 79. The amount was recovered in 20 instalments @ Rs. 15/- P.M. The first recovery was made from the salary bill of January, 79 paid in Feb. 79. The interest will be calculated as under:-

| | Rs. |
|-------------|------|
| January, 79 | 300 |
| 2/79 | 285 |
| 3/79 | 270 |
| 4/79 | 255 |
| 5/79 | 240 |
| 6/79 | 225 |
| 7/79 | 210 |
| 8/79 | 195 |
| 9/79 | 180 |
| 10/79 | 165 |
| 11/79 | 150 |
| 12/79 | 135 |
| 1/80 | 120 |
| 2/80 | 105 |
| 3/80 | 90 |
| 4/80 | 75 |
| 5/80 | 60 |
| 6/80 | 45 |
| 7/80 | 30 |
| 8/80 | 15 |
| 9/80 | - |
| | 3150 |

Total x Rate of interest
100 x 12

No. 16/120/80-WM(3)

From

The Secretary to Government, Haryana,
Finance Department.

To

All Head of Departments,
Commissioners, of Divisions,
All Deputy Commissioners &
Sub Divisional Officers (Civil) in Haryana State.
The Registrar, Punjab and Haryana High Court, Chandigarh and
All District & Session Judges in Haryana State.

Dated, Chandigarh, the 25th August, 1980**Subject : Grant of advance to Government servants for the purchase of Scooters/Motor Cycles.**

Sir,

I am directed to address you on the subject noted above and to say that instances have come to notice where Government servants after having purchased Scooters/Motor Cycles after obtaining loan from Government have gifted away their vehicles to their family members and have applied for the grant of second advance for the purchase of Scooter/Motor Cycles. It is needless to point-out that the loan for the purchase of Scooter or any other vehicle is sanctioned to a Government employee in public interest to increase his efficiency in work and not to finance the purchase of vehicles for any of his relations or other members of his family. Government therefore, considers this as a serious irregularity on the part of Government employee.

2. It is, therefore, made clear that in cases where the loan is outstanding, prior approval of the Finance Department to gift the vehicle in any form would be necessary as the title of a vehicle which is mortgaged/hypothecated in favour of the Government cannot be transferred without the permission of the mortgagee even under law. In cases where loan is outstanding, the outstanding amount of loan together with interest thereon should be first refund to the Government in one instalment before the vehicle is gifted away.

3. After giving careful consideration to the matter it has also been decided that such Government employees who have purchased Scooters/Motor cycles or any other vehicle with the loan obtained from Government and have gifted their vehicles to any of their family member or any other person are debarred from receiving second advance. These instructions may kindly be brought to the notice of all employees working under you.

4. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Secretary to Government, Haryana,
Finance Department.

No. 9299-3WM-77/34300

From

The Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
The Registrar, Punjab and Haryana High Court &
The Commissioners, Ambala & Hisar Divisions.

Dated, Chandigarh, the 15th November, 1977

Subject: Instructions regarding grant of advance to Govt. servants for purchase of Motor vehicles.

Sir,

I am directed to invite a reference to Haryana Government circular letter No. 708-FD-WM-67/16118 dated the 26th July, 1967 and subsequent circulars issued from time to time on the subject laying down the procedure and instructions in the matter of grant of advances to the Government servants for the purchase of motor Vehicles. According to the existing practice necessary fund for the purchase of Scooters/cars are earmarked in favor of Government servants on the basis of first come first served. It has, however, come to the notice of Government that in order to claim priority over others some Government employees while submitting their applications for grant of advances for the purchase of Motor Vehicles emphasize that they have already made advance payments to dealers/vendors and in case the funds for the purchase are not provided within the specified period, advance money paid by them to the dealers/ vendors would be forfeited putting them to financial loss.

2. The matter has been considered in detail and it has been decided that in case a Government employee enters into such an agreement with the dealer/vendor without getting the funds earmarked for the purpose by Government, he does so at his own risk and no priority will be given to him on this account over others in the matter of earmarking funds by the Finance Department. Accordingly these instructions may be brought to the notice of all Government servants for guidance and compliance.

3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have partly been revised
from time to time.***

No. 9479-WM(3)-77/23024

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments of Haryana,
The Registrar, Punjab and Haryana and High Court
and the Commissioners &
Sub Divisional Officers (Civil) in Haryana State.

Dated, Chandigarh, the 12th September, 1977

Subject : Instructions regarding grant of advances to Government servants for purchase of Motor Vehicles.

Sir,

I am directed to say that instructions have been issued from to time in the past by the Finance Department vide communications listed in Annexure 'I' laying down the procedure regarding the grant of advances for the purchase of Motor Vehicles. The following instructions are issued consolidating and updating the existing Instructions on the subject:-

Earmarking of Funds

The earmarking of funds for the grant of advances to Government servants for the purchase of Motor Conveyances will be done by the Finance Department (in Ways & Means Branch).

The applications for this purpose should, therefore, be sent to the Finance Department through the concerned Heads of Department in the prescribed proforma appended to this letter at Annexure (II). On the basis of information duly verified by the Department concerned, Finance Department would earmark the funds and convey the same to the Heads of Department. It is made clear that in case information given is found incomplete or is considered to be ambiguous/doubtful, the request for earmarking of funds will not be entertained. The Departments should, therefore, ensure that self-contained references giving all the Government Servant or anticipated of the Car, whichever is less, may be allowed purchase or the Motor Car. The loan advanced will be recoverable in not more than 100 installments.

- (ii) The Scooter/Motor Cycle advance will be admissible to those Government employees whose pay including Dearness Pay and Special Pay (if any) is not less than Rs. 410/- per mensem. It has further been decided in partial amendment of Rule 10.22 of P.F.R Vol. I that the advance for the purchase of Motor Cycle/ Scooter shall be admissible to all Government employees whose pay including dearness pay and special pay if any) is Rs. 410/- or more. A sum of Rs. 4500 or 12 months' pay of the Government servant or the anticipated price of the motor cycle/ Scooter, whichever is less may be allowed to the Government servant for the purchase of Motor cycle/Scooter

etc. The loan advance will be recoverable in not more than 65 monthly installments.

- (iii) The Sub Inspectors/inspector, who are entrusted with the duties of investigation and control of the crime in the State may be allowed an advance upto Rs. 6,000/- for the purchase of 3.5 horse power motor cycle. The amount of the advance should, however, be restricted to the price of the vehicle which will not include charges on account of Registration, Insurance etc. incurred by the loanee. The loan advanced will be recovered in 75 monthly installments of Rs. 80/- each.
- (iv) The quantum of the advance to be granted to the Government servants on the second or subsequent occasions for the purchase of Motor Car/ Scooter/Motor Cycle shall be equal to the difference between the price of vehicle to be purchased and the sale proceeds left over with the Government servant after the repayment of the earlier outstanding advance, including interest if any. In relaxation of rule 10.21 (i) of Punjab Financial Rules, Volume I, loans for the purchase of Motor Conveyance to its employees who are on deputation to Union Territory Administration, Chandigarh, will be granted by the Haryana Government. Attention is also invited to Rule 10.21(3) P.F.R. requisite information are sent to the Finance Department to avoid back references and delay in such cases.

Issue of sanction

After earmarking of funds by the Finance Department, the Head of Department would issue sanction for the drawal of amount from the Treasury under the powers delegated to him vide Rule 19.10 of Punjab Financial Rules, Volume I in the sanction following would be specifically mentioned.

- (a) Rules under which the advance has been granted and the Serial No. of rule 19.10 of P.F.R. Volume I under which the power to sanction the advance has been delegated to the sanctioning authority.
- (b) The period of the recovery of the advance in terms of installments the value of the instalment.
- (c) The period after which 1st instalment towards the recovery or advance would be deducted from the pay of the employee concerned.
- (d) The rate of interest applicable to the advance.
- (c) A certificate by the sanctioning authority that all the formalities as required to be completed under rules/instructions have been completed and the advance secured.
- (f) The funds will be provided to the Government employee concerned by the Finance Department and would be available for a period of 3 months from the date of earmarking of funds. A reference to this effect should be made in the sanction letter. The sanction so accorded by the Head of Department would be treated as authority for the payment of amount to the concerned employee

Eligibilities for the purchase of Cars/Scooters etc.

The advance for the purchase of Motor conveyance will be allowed to the Haryana Government employees as under :-

- (i) A sum of Rs. 26,000/- or 20 months' pay of the Volume I according to which it is incumbent on the Government employee to purchase or take possession of

a conveyance only after it has been intimated to him by the authority concerned that an advance for the same has been sanctioned.

In case the vehicle is purchased or taken possession of before such an intimation, the sanction of the advance according to the provision of the Rule *ibid* ceases to be operative.

It is made clear that taking possession of a conveyance by raising loans by the Government Employees from their relatives/friends on the plea that allocation having been made from State Priority quota; delivery had to be taken by him by a certain stipulated date, will not be considered as unusual circumstances for the purchase of the conveyance without loan since the date of delivery can be got extended by the employee concerned by applying to the State Transport Controller. Accordingly, therefore, it is made clear the reference for fresh sanction of the advance where an employee has purchased/taken possession of a conveyance before the intimation of the sanction of the advance to him, be recommended only when the circumstances are unusual. In cases where stipulated date of delivery can be got extended, fresh sanction of advance would not be accorded until and unless the circumstances which this was not possible were proved to be unusual.

Special Pay & dearness pay

The special pay and dearness pay of a Government employee will be determined as a part of pay for the purpose of determining the grant of advance for the purchase of Cars/Scooters/Motor cycles.

Surety

A permanent Government employee standing surety for a temporary Govt. employee should execute a bond in the attached Annexure III on non- judicial stamp paper of the value of Rs. 15/- when the amount secured exceeds Rs. 1000/- and to the stamp duty as prescribed in article 57 of the Schedule-I-A of the Indian Stamp Act, read with article 15 *ibid* when the amount secured is less than Rs. 1,000/-.

Amount to be received where the service of the Government servant falls short of the period of instalment.

In case of a Government employee whose service falls short of the period of installments, the last instalment may be recovered from the gratuity payable to him at the time of his retirement provided the existence of an agreement in Annexure IV and cancels the nomination made by him under rule 4(6)(b) of the New Pension Rules as contained in Appendix 2 of the Civil-Services Rule Volume II so that the last installment of advance may be adjusted against the gratuity payable to him after his retirement from service. For the purpose of calculating the amount of gratuity the emolument which the Government employee is in receipt of at the time of the sanctioning the advance, may be taken into account and in cases where amount of gratuity falls short of the final instalment for recovery of the advance together with interest, the monthly Installments will be so increased as to liquidate the entire amount of advance before the retirement of the Government employee.

Misutilisation of advance

Attention is invited to note 3 below rule 10.21 read with rule 10.22 of the Punjab Financial Rules Vol. I which *inter alia* enjoins that a Government servant who draws an advance for the purchase of a motor conveyance should purchase the conveyance within a period of one month of the withdrawal of advance. Instances have, however, come to the notice of the Finance Department in which the State Government employees who were sanctioned loan for

the purchase of conveyance did not comply with the provisions of the above mentioned rules. To discourage this tendency, Government have decided that in such cases the full amount of the advance drawn should be got refunded immediately with penal interest of 2½% over and above the normal rate of interest fixed by the Government from time to time for these loans. All such cases, in future, should be letter to the Finance Department.

Permission for extension in limit

Note 3 below rule 10.21 read with rule 10.22 of the Punjab Financial Rules, Vol. I, enjoins that a Government servant who drawn an advance for the purchase of motor conveyance should purchase the conveyance within a period of one month and that in the event of any delay in supply despite the written assurance of the dealer, the officers concerned should apply for extension of the time limit within the permissible period of one month and seek permission for retaining advance for a further period which should be specified.

In regard to the question as to which authority is competent to allow the extension in the time limit of one month, it is clarified that the power to allow extension in time limit of one month can be exercised by the authority competent to sanction the advance subject to the conditions prescribed by the rules.

Deputation/Transfer to other Department of the Haryana Government

Loans to Government employees for various purposes are sanctioned by the heads of Department/Administrative Department under the powers delegated to them vide Sr. No. 1-3 of Rule 19.10 of Punjab Financial Rules Volume I. However, in the case of Government employees who are on deputation/transfer to other Departments, the concerned Head of the parent Department/Parent Administrative Department will be the sanctioning authorities for the purpose of rule 19.10 of P. F.R. Volume I.

The recovery of the loan, however, shall be made by the Department in which the Government employee is on deputation till he reverts to his parent Department.

Repayment of Advance in case of Govt. employees dying or leaving service before liquidation of the amount.

Rule 10.16(iv) of the P.F.R. Volume I lays down that in order to secure Government from loss consequent on a Government servant dying or leaving Government service before complete repayment of the advance alongwith the interest accrued thereon, the motor vehicle so purchased must be mortgage to Government by whom the Mortgage will be released on liquidation of the full amount due.

In case a Government servant for whom funds have been earmarked fails to utilise the amount without sufficient justification, he will not be granted an advance for the same purpose in the same or succeeding financial year.

I am to request that the above instructions may be brought to the notice of the all concerned for strict compliance.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance (BR)
for Commissioner & Secretary to Govt., Haryana,
Finance Department.

No. 38/110/99-WM(5)

From

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

To

All Heads of Departments in Haryana,
The Registrar, Punjab & Haryana High Court, and
All District and Session Judges in Haryana State.
All Commissioners of Divisions,
Deputy Commissioners and
Sub Divisional officers (Civil) in Haryana.

Dated, Chandigarh, the 10th May, 2011**Subject: Delegation of powers regarding Loans to Government Employees for the celebration of Marriage and Computer Advance.**

Sir,

I am directed to refer to Finance Department's circular letter No. 38/110/99-WM(5), dated 21.02.2011 on the subject noted above. It has now been decided to delegate power for sanctioning Marriage Advance for the celebration of marriage of either themselves or their sons/daughters or legally adopted children and dependent sisters to concerned Head of Department. Similarly, it has also been decided to delegate the powers of sanctioning of Computer Advance for government employee to concerned Head of Department.

2. The Computer Advance shall be sanctioned strictly on the principle of 'first come first serve' basis and relevant date shall be the date of application of employee. However, the marriage advance shall be sanctioned to those employees first whose or whose dependent's date of marriage comes earlier.

3. All other terms and conditions as laid down by the Finance Department from time to time shall remain unchanged.

4. The amount will be debited to N-51-45-7610-51-800-97-51-50-Advances for the Celebration of Marriage and N-51-45-7610-51-204-99-51-50-Advances for Computer Advance.

Yours faithfully,

Sd/-

(Pushpinder Kaur)

Under Secretary Finance

for Financial Commissioner and Principal Secy. to Govt.,
Haryana, Finance Department.

No. 38/110/99-WM(5)

Dated, Chandigarh, the 10th May, 2011

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

Sd/-
Under Secretary Finance
for Financial Commissioner and Principal Secy. to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner & Principal Secy. to Govt., Haryana, Revenue & Disaster Management Department.
All Financial Commissioner & Principal Secretaries/Administrative Secretaries to Government Haryana,
for information and necessary action.

Sd/-
Under Secretary Finance
for Financial Commissioner and Principal Secy. to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 38/110/99-WM(5)

Dated, Chandigarh, the 10th May, 2011

No. 38/110/99-WM(5)

Dated, Chandigarh, the 10th May, 2011

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

The State Election Commissioner, Haryana.
The Resident Commissioner, Government of Haryana,
Haryana Bhawan, New Delhi.
The Secretary to Governor Haryana.
The Secretary, Haryana Vidhan Sabha.
Director of Medical Colleges in Haryana State
Member Secretary, Haryana Bureau of Public Enterprises.

Sd/-
Under Secretary Finance
for Financial Commissioner and Principal Secy. to Govt.,
Haryana, Finance Department.

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I & II/Deputy Principal Secretary/Principal OSD/OSD/OSD(R)/Pol. Adv./Media Advisor/ Media Advisor (Delhi)/Addl. Media Advisor I & II/Spl. Sr.Secys./Sr. Secys./Secretaries/Private

Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary for the information of Chief Minister/Minister/Ministers of State/Chief Parliamentary Secretary, Haryana.

Sd/-
(Pushpinder Kaur)
Under Secretary Finance
for Financial Commissioner and Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I & II/
Dy. Principal Secretary/ Principal OSD/OSD/OSD(R)/Pol. Adv./
Media Advisor/Media Advisor (Delhi)/Addl. Media Advisor I & II/
Spl. Sr. Secys./Sr. Secys./Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary
Secretary in Haryana.

U.O. No. 38/110/99-WM(5)

Dated, Chandigarh, the 10th May, 2011

INTERNAL DISTRUBUTION

PS/FM
PS/FCF
PS/SSF (B)
In-charge, Computer Cell
Record 20 Copies

Copy of this is also available on the website which can be down loaded from the site, www.finhry.gov.in.

***These instructions have been clarified vide
No. 38/110/99-WM(5), Dated 10.05.2011***

No. 38/110/99-WM(5)

From

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

To

All Heads of Departments in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh and
All District and Session Judges in Haryana State.
All Commissioners of Divisions,
Deputy Commissioners and
Sub Divisional officers (Civil) in Haryana.

Dated, Chandigarh, the 21st February, 2011

Subject: Delegation of powers regarding Loans to Government Employees for the celebration of Marriage and Computer Advance.

Sir,

I am directed to refer to Finance Department's circular letter No. 38/110/99-WM(5), dated 22-11-2010 on the subject noted above and to say that to improve efficiency and speedy disposal of cases of advance to Govt. employees, it has now been decided to delegate the powers for sanctioning Marriage Advance for the celebration of marriage of their sons/daughters or legally adopted children and dependent Sisters and Self and Computer Advance to the appointing authority. Therefore, in view of this decision of Government the cases for grant of above advances should not be sent to Finance Department in future. The Government has decided that following policy/Guidelines should be followed while sanctioning the advance to Government Employees :-

1. Finance Department would provide funds at the disposal of all the Heads of Department for issuing necessary sanctions.
2. Quarterly report of above mentioned advances sanctioned by Departments to Government employees may be furnish to Finance Department (Ways & Means Branch) within 15 days.
3. All cases of these advances to Government employees may be sanctioned on the basis of first come first serve policy.
4. The cases of loan and advances must be examined carefully and concerned officers/officials working under your control must scrutinize the loan applications in accordance with the Rules and Instructions.
5. The funds will be utilized for the purpose for which these are being released and funds may not be diverted to any other purpose.
6. These instructions will effect from 1st April, 2011.

In case of misutilisation of funds by the applicant, the responsibility would rest with concerned officers/officials or DDO. They may be directed to examine the case properly and satisfy themselves about the genuineness of the applicants for the grant of the advances to Government employees.

All other terms and conditions for the Computer/Marriage Advance as laid down by the Finance Department from time to time shall remain unchanged. These instructions are also available on the website, which can be downloaded from the site www.finhry.gov.in.

The above instructions may please be brought to the notice of all officers/officials working under your control.

Kindly acknowledge receipt.

Yours faithfully,

Sd/-
(Pushpinder Kaur)
Under Secretary Finance
for Financial Commissioner and Principal Secy. to Govt.,
Haryana, Finance Department.

No. 38/110/99-WM(5)

Dated, Chandigarh, the 21st February, 2011

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

Sd/-
Under Secretary Finance
for Financial Commissioner and Principal Secy. to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner & Principal Secretary to Govt., Haryana, Revenue & Disaster Management Department.
All Financial Commissioner & Principal Secretaries/Administrative Secretaries to Government Haryana.
for information and necessary action.

Sd/-
Under Secretary Finance
for Financial Commissioner and Principal Secy. to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 38/110/99-WM(5)

Dated, Chandigarh, the 21st February, 2011

No. 38/110/99-WM(5)

Dated, Chandigarh, the 21st February, 2011

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

The State Election Commissioner, Haryana.
The Resident Commissioner, Government of Haryana,
Haryana Bhawan, New Delhi.
The Secretary to Governor Haryana.
The Secretary, Haryana Vidhan Sabha.
Director of Medical Colleges in Haryana State
Member Secretary, Haryana Bureau of Public Enterprises.

Sd/-
Under Secretary Finance
for Financial Commissioner and Principal Secy. to Govt.,
Haryana, Finance Department.

***These instructions have partly been revised partly
vide No. 38/110/99-WM(5), Dated 21.02.2011***

No. 38/110/99-WM(5)

From

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

To

All Heads of Departments in Haryana,
The Registrar, Punjab & Haryana High Court &
All Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (C) in Haryana.

Dated, Chandigarh, the 22nd November, 2010

Subject : Grant of Advance to Government servants for the celebration of Marriage.

Sir,

I am directed to refer to Finance Department's circular letter No. 38/110/1999-WM(5) dated the 26th September, 2008 on the above subject and to say that due to revision of pay scales of State Government employees, the question of enhancing the admissibility, limit for the purpose of grant of advance for the celebration of marriage of their sons/daughters/dependent sister(s) and self marriage or legally adopted children has been considered and it has been decided to revise the admissibility limit of marriage advance with immediate effect as under:-

| Sr. No. | Category | Admissibility Conditions | Limit of Advance and Instalments of Recovery |
|---------|-------------------------|---|--|
| 1. | Marriage Advance | Government Employees drawing revised pay in pay band shall be eligible. | ₹ 1.25 lacs or 10 months' pay in any pay Band (including revised pay & grade pay) of the employee whichever is less for the marriage of their Sons/daughters/dependent sister(s) and self marriage totaling upto three times and not more than that. |

2. It has been decided that the marriage advance shall be admissible to Government employees subject to the following conditions :-

- (i) The advance shall be recoverable, alongwith the interest accruing on it on prescribed rate of interest in 100 equal installments.
- (ii) The prescribed rates of interest for the second and third advance shall be 1% & 2% respectively above the normal rate of interest on "Marriage Advance" prevailing at the point in time for disbursement.

3. The cases in which the amount of advance has already been earmarked/ drawn shall not be reopened for earmarking of funds as a result of this revision.

4. All other terms and conditions for the marriage advance, as laid down by the Finance Department from time to time, shall be applicable mutatis and mutandis.

5. It has been observed that the advance cases are not being examined properly in accordance with the instructions issued by the Finance Department from time to time. You are, therefore, requested to direct the concerned officers/officials working under your control to scrutinize the applications in accordance with the instructions. They should ensure that the application is complete in all respects, are sent to the Finance Department with your specific recommendations. Incomplete cases received in Finance Department will not be entertained at all. In case of misutilisation of funds by the applicant, the responsibility would devolve on DDO. As such they may be directed to examine the cases properly and satisfy themselves about the genuineness of the demand of the applicant for the grant of the advance.

6. The Application Form, Agreement Deed, Surety Bond Form, Annexure-IV Form (Death-cum-Retirement Gratuity) and a check list is enclosed for the guidance/ convenience of applicants/departments.

7. The above instructions may please be brought to the notice of all officers/ officials working under your control.

Kindly acknowledge receipt.

Sd/-
Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

No. 38/110/99-WM(5)

Dated, Chandigarh, the 22nd November, 2010

A copy is forwarded to the Accountant General (A&E) and Audit, Haryana, Chandigarh with 20 spare copies for information and necessary action.

Sd/-
Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

Copies are forwarded to :-

The Financial Commissioner & Principal Secretary to Govt., Haryana Revenue and Disaster Management Department.

All the Financial Commissioner & Principal Secretaries/Administrative for information and necessary action.

Sd/-
Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

To

The Financial Commissioner & Principal Secretary to Govt.,
Haryana Revenue and Disaster Management Department.
All the Financial Commissioner & Principal Secretaries/
Administrative Secretaries to Government Haryana.

U.O. No. 38/110/99-WM(5)

Dated, Chandigarh, the 22nd November, 2010

No. 38/110/99-WM(5)

Dated, Chandigarh, the 22nd November, 2010

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

1. The Secretary to Governor Haryana.
2. The State Election Commissioner, Haryana
3. The Resident Commissioner, Government of Haryana, Haryana Bhawan, New Delhi.
4. The Secretary, Haryana Vidhan Sabha.
5. The Directors of Medical Colleges in Haryana State.
6. The Member Secretary, Haryana Bureau of Public Enterprises.

Sd/-

Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I & II/ Deputy Principal Secretary/Officers on Special Duty I, II, & III/ Media Advisor/Political Advisor/ Political Advisor/Special Senior Secretaries/Senior Secretaries/Secretaries/Senior Secretaries/ Secretaries/Private Secretaries to the Chief Minister/Ministers of State/Chief Parliament Secretary for the information of Chief Minister/Ministers/Ministers of State/Chief Parliament Secretary.

Sd/-

Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

To

The Principal Secretary/Additional Principal Secretary I & II/
Dy. Principal Secretary/Officers on Special Duty I, II, & III/
Media Advisor/Political Advisor/ Political Advisor/ Spl. Senior
Secretaries/Senior Secretaries/Secretaries/Senior Secretaries/
Secretaries/Private Secys. to the Chief Minister/Ministers of State/
Chief Parliament Secretary Haryana.

U.O. No. 38/110/99-WM(5)

Dated, Chandigarh, the 22nd November, 2010

INTERNAL DISTRIBUTION

PS/FM
PS/FCF
PS/SSF(HK)
PA/JSF(B)
PA/JSF(KB)
In Charge, Computer Cell
Record 20 Copies.

Copy of this is also available on the website which can be down loaded from the site
www.finhry.gov.in.

CHECK LIST OF MARRIAGE ADVANCE

1. Application Form, Agreement Form and Annexure-IV.
2. In case of regular employees, surety of two permanent employees on Stamp Paper of ` 15 may be obtained.
3. Recommendation and signature of the Sanctioning Authority.
4. All columns verified by the DDO.
5. The advance shall be recovered alongwith the interest accruing on it on prescribed rate
6. in 100 equal installment.
7. Application form duly filled in by the applicant.
8. Date of Birth certificate issued by one of the following authority:-
 - (a) Registrar, Birth and Death, Health Department.
 - (b) School leaving certificate.
 - (c) Civil Surgeon.
9. Confirmation order of the applicant.
10. For sister's marriage the employee shall have to produce an affidavit on non Judicial paper of Rs. 3/- to the effect that he is the eldest Govt. employee in the family and the sister for whose marriage loan is being obtained is wholly solely dependent upon him and financial condition of the parents is such that they cannot perform marriage by themselves.

Application Form for Marriage Advance

| | | | |
|-----|---|-----------------------------------|-----------|
| 1. | Name (in Block Letters) _____ | | |
| 2. | Father's/Husband's Name _____ | | |
| 3. | Name of the Parent Department & Designation _____ | | |
| 4. | Name of the Department where working _____ | | |
| 5. | Emoluments on which the loan is admissible: | | |
| | Salary Head _____ Pay : _____ . G. Pay : _____ . Spl. Pay : _____ Total _____ (G.P.F. Account No. _____) | | |
| 6. | Whether permanent or Temporary _____ (if temporary, surety of one permanent Govt. employees on the Non Judicial stamp paper of ₹ 15/- be attached.) | | |
| 7. | No. of installments _____ Recoverable in _____ | | |
| 8. | Purpose of Advance | | |
| 9. | Amount of advance required | | |
| 10. | Date of joining in Haryana Govt. Service | | |
| 11. | Date of Birth | | |
| 12. | Date of Superannuation | | |
| 13. | Date of Birth of Son/Daughter/Sister/Self | | |
| 14. | Exact date of marriage | | |
| 15. | Whether advance for the same purpose was obtained previously, if so; | | |
| | | Date | Amount |
| | (i) Date of drawal of the first advance | _____ | Rs. _____ |
| | (ii) Date of drawal of the second advance | _____ | Rs. _____ |
| | (iii) The amount of advance 1 st /2 nd or interest thereon still outstanding if any | _____ | |
| | (iv) Name & Date of Birth of the Child/Sister for whom previous Marriage Advance was drawn | Name _____ Date of Birth _____ | |
| 16. | Whether Husband/wife is in Govt. service _____ | | |
| 17. | Bank Account No. _____ | | |

Dated :

Signature of the Applicant _____
Designation _____
Department _____

Certified that my wife/husband is/is not a Haryana Government employee and he/she has not applied/obtained Marriage Advance for the same purpose.

Dated : _____

Signature of the Applicant with Designation.

CERTIFICATE FROM THE DEPARTMENT

It is certified that the advance of ₹ _____ (Rupees _____) applied for is admissible according to the instructions and the information given by the applicant is correct.

2. It has been verified that the Daughter/Sons/Sister of the employee is really dependent upon him and she/he had not drawn marriage advance earlier for the same.

Signature of Drawing & Disbursing Officer

Form of agreement to be executed while applying for an Advance for the celebration of the Marriage in the Family of a Government Servant.

An agreement made this _____ day of _____ Two thousand _____ between Shri _____ s/o Shri _____ (hereinbefore called the borrower, which expression shall include his heir administrators executors and legal representatives) of the one part and the Governor of Haryana of the other part.

Whereas the Borrower is not an adhoc employee.

Whereas the Borrower has under the instructions for the grant of advance to Haryana Govt. Servants of Haryana Govt. issued vide Finance Department No. 1759-WM(I)-74/9184 dated 12th March, 1974 (hereinafter referred to as the said rules which expression shall include any amendment thereof addition thereto for the time being in force) applied to the Governor of Haryana (hereinafter called the Govt.) for an advance of Rs. _____ (Rupees _____) for the celebration of the marriage of his _____ on the terms and conditions hereinafter contained and where as the application of the borrower for the said advance is being considered by the Government.

Now it is hereby agreed between the parties thereto that in consideration of the sum of ₹ _____ to be paid by the Govt. to the borrower if as and when the said advance is sanctioned the borrower hereby agrees.

1. to pay the Govt. the said advance with interest calculated according to the rules and by monthly deductions from his salary as provided, hereby authorises the Government to make such deduction.
2. to expend, within one month from the date of drawl of the advance, the full amount of the said advance in the celebration of the aforesaid marriage or if the actual expenditure incurred on account of the marriage is less than the advance to repay the difference to the Govt. forthwith.
3. in the event of borrowers reversion from Govt. service before the advance drawn together with interest is fully repaid to repay in one lump sum the amount outstanding and the interest due before borrower is actually relieved from the Govt. Service.
4. to refund forthwith the amount of advance together with interest in one lump sum if the aforesaid marriage could not be celebrated of the amount of the advance could not be utilised for the purpose for which it was sanctioned.
5. if the borrower within the period already fixed for recovery of the principal and interest thereon becomes insolvent or quits the service of the Govt. or dies, the whole amount of the advance and interest" accrued thereon shall immediately become due and payable.

It is hereby also agreed and declared that if the borrower dies before the advance is repaid to have the balance outstanding together with interest due, recovered from the death-cum-retirement gratuity payable by the Govt. to the legal heirs of the borrower.

In witness where of borrower and for and on behalf of the Government of Haryana have here-unto get their hands on the date aforementioned.

Signed by the said in the presence of _____ (Signature and Designation of the borrower)

(Signature of the witness)

Singed by (Name & Designation) _____ for and on behalf of the Governor of Haryana in the presence of

(Signature and Designation of the Officer)

Annexure – IV

I, _____ do hereby authorize the Accountant General, Haryana to recover from the Death-cum-retirement gratuity, the amount which would become due to me on the date of superannuation/retirement the balance of outstanding marriage advance with interest in terms of the penultimate paragraph of the agreement dated the_____.

Dated:

Signature : _____

Designation : _____

Certified that I hereby cancel the nomination made by me in respect of Death-cum-retirement gratuity payable to me at the time of retirement.

Signature : _____

Designation : _____

SURETY BOND**FOR GRANT OF MARRIAGE ADVANCE TO TEMPORARY GOVERNMENT SERVANTS**

This deed is made on the _____ day of _____, Two thousand and _____ between Shri. _____ working as _____ in the department _____ (hereinafter referred to as the surety) of the one part and the Governor of Haryana (hereinafter referred to as the Government) of the other part.

Whereas the loan of Rs. _____ (Rupees _____) has been granted to Shri _____ working as _____ in the department _____ (hereinafter referred to as borrower) on the terms and conditions laid down in the agreement dated _____ subject to the borrower furnishing a permanent Government Servant as surety to guarantee the due performance and observation by him of the conditions of the agreement dated _____

And whereas the borrower is not an adhoc employee.

And Whereas Shri _____ has in fulfillment of the conditions of the Marriage advance agreed to stand as surety for the Borrower on the terms and conditions hereinafter appearing.

Now this deed witnesses and the parties hereto agree as follows :-

1. In pursuance of the said agreement and in consideration of a sum of R _____ advance by the Government to the Borrower as loan, the surety hereby agrees that the borrower shall duly, faithfully, and punctually perform all the conditions set out in the agreement dated _____ and to be performed and observed by him and that in the event of the failure of the borrower to perform any of the said conditions and of the borrower dying or ceasing to be in service for any cause that what so ever, before the amount due to the Government from the borrower is fully paid off, the surety shall immediately pay the entire amount due to the Government on account of the principle and interest under the said agreement.
2. For the consideration aforesaid and in further pursuance of the agreement it is hereby agreed that the Government granting time or any other indulgence to the borrower shall not affect the liability of surety.
3. The Government shall be entitled to deduct from the pay, Traveling Allowance or any other sum which may be or become payable by the Government to the surety amount due to it from the surety under this deed.

In Witness where of the parties have signed, this deed on the dates respectively mentioned against their signature in the _____ year of the Republic of India.

Witness :

Signature _____

Address _____

Date _____

Signature of Surety

Full Name _____

Designation _____

Department _____

Witness :

Signature _____

Address _____

Date _____

Signed by _____

for and on behalf of the Governor of Haryana.

AFFIDAVIT

I, _____ S/o _____ resident
of _____ presently working in the office of _____
_____ as _____ do hereby solemnly affirm and declare as under :—

1. That my sister Km. _____ D/o _____ wholly & solely is dependent upon me.
2. That my sister date of birth is _____
3. That the marriage of my sister has been fixed on _____
4. That I am the eldest son of my family and the sister for whose marriage loan is being obtained is wholly and solely dependent upon me and financial condition of my parents is not sound to perform marriage themselves.

Place :

DEPONENT

Dated :

Verification

It is verified that above statement of mine is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Place :

DEPONENT

Dated :

No. 38/110/99-WM(5)

From

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

To

All the Heads of Department,
Commissioner of Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court &
All District & Session Judges in Haryana State.

Dated, Chandigarh, the 22nd February, 2010**Subject : Grant of Advance to Government servants for the celebration of Self Marriage.**

Sir,

I am directed to address you on the subject noted above and to say that in supersession of the Finance Department's circular letter No. 38/110/99-WM(5) dated the 26th September, 2008 on the above subject and to say that policy regarding grant of advance to Government servants for celebration of marriage of their sons/daughters or legally adopted children and dependent sisters has been reviewed and it has been decided to extend this facility of marriage advance to self marriage of Government employees also as under with immediate effect :-

| Sr. No. | Purpose | Admissibility/limit |
|---------|--|---|
| 1. | Self Marriage (Male/Female) | (i) The advance is limited to Rs. One Lacs or 15 months pre-revised basic pay (Including DP/Spl. pay and NPA) of the employees whichever is less. |

2. These instructions will come into force with effect from the issuance of this letter. All other terms and conditions for the marriage advance, as laid down by the Finance Department from time to time, shall be applicable mutatis and mutandis.

3. It has been observed that the advance cases are not being examined properly by the departments in accordance with instructions of the Finance Department. It is requested that all the concerned officer/official working under your control may be directed to scrutinize the applications in accordance with instructions and ensure that the applications complete in all respect are sent to the Finance Department, two months before the date of marriage. Incomplete cases received in Finance Department will not be entertained.

4. The above instructions may please be brought to the notice of all officers/officials working under your control.

5. Kindly acknowledge receipt.

Sd/-
(Satish Seth)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 38/110/99-WM(5)

Dated, Chandigarh, the 22nd February, 2010

A copy with 10 spare copies is forwarded to the Accountant General (Audit & A&E), Haryana, Chandigarh for information and necessary action.

Sd/-
(Satish Seth)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries/ Administrative Secretaries to Government Haryana for information and necessary action.

Sd/-
(Satish Seth)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries/
Administrative Secretaries to Government Haryana.

U.O. No. 38/110/99-WM(5)

Dated, Chandigarh, the 22nd February, 2010

No. 38/110/99-WM(5)

Dated, Chandigarh, the 22nd February, 2010

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

The State Election Commissioner, Haryana.
The Resident Commissioner, Government of Haryana,
Haryana Bhawan, New Delhi.
The Secretary to Governor Haryana
The Secretary, Haryana Vidhan Sabha.
Director of Medical Colleges in Haryana State
Member Secretary, Haryana Bureau of Public Enterprises.

Sd/-
(Satish Seth)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy is forwarded to the Principal Secretary/Additional Principal Secretary I, II & III/Deputy Principal Secretary/Officer on Special Duty I, II & III/Media Advisor/Advisor/Political Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers/ Ministers of State/Chief Parliament Secretaries for the information of Chief Minister/Ministers/ Minister of State/Chief Parliament Secretaries, Haryana.

Sd/-
(Satish Seth)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Addl. Principal Secretary-I, II & III/
Dy. Principal Secretary/ Officer on Special Duty-I, II & III/Media
Advisor/Advisor/Political Advisor/Senior Secretaries/Secretaries/
Private Secretaries to the Chief Minister/Ministers/Ministers of State/
Chief Parliament Secretaries, Haryana.

U.O. No. 38/110/99-WM(5)

Dated, Chandigarh, the 22nd February, 2010

INTERNAL DISTRUBUTION

PS/FM
PS/FCF
PS/SSF (B)
In-charge, Computer Cell
Record 50 Copies.

Copy of this is also available on the website which can be down loaded from the site,
www.finhry.gov.in.

***These instructions have been Revised vide
No. 38/110/99-WM(5), Dated 22.11.2010 and even
No. Dated 21.02.2011 & 10.05.2011.***

No. 38/110/99-WM(5)

From

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

To

All the Heads of Departments in Haryana,
All the Commissioners of Divisions,
All Deputy Commissioners and
All Sub Divisional Officers (Civil) in Haryana,
Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 26th September, 2008

Subject : Grant of Advance to Government servants for the celebration of marriage.

Sir,

I am directed to address you on the subject noted above and to say that in supersession of the Finance Department's circular letter No. 38/110/99-WM(5) dated the 6th May, 2005 on the above subject and to say that policy regarding grant of advance to Government servants for the celebration of marriage of their Sons/Daughters or legally adopted children and dependent sisters has been now reviewed and it has been decided to extend the facility of marriage advance to Government employees as under with immediate effect:

- (i) The advance is limited to Rs. 1,00,000/- or 15 months' basic pay (including D.P./Spl. Pay and N.P.A) of the employee whichever is less for the marriage of three children/dependent sister(s) totaling upto three times and not more than that.
- (ii) The advance will be recovered in 100 monthly installments and recovery will commence with effect from the 2nd issue of pay after the advance is drawn.
- (iii) The second/third marriage advance will be granted to Government employee according to his admissibility under each category separately.
- (iv) The Marriage advance will be admissible to regular Class-I, II, III and IV State Government employees/officers.
- (v) The marriage advance will also be admissible to any brother or sister on same terms & conditions.
- (vi) In the case of dependent sister's marriage advance the employee will furnish an affidavit on non-judicial stamp paper of Rs. 10/- to the effect that the sister for whose marriage advance is being obtained is wholly solely dependent

upon him/her and financial condition of the parents is such that they cannot perform marriage by themselves. The names of all other brothers and sisters of the Government employee alongwith their respective departments should also be mentioned in affidavit and they will not claim marriage advance from their departments for the marriage of their sister.

2. These instructions will come into force with effect from the issuance of this letter and no benefit will be given to those employees to whom the marriage advance has already been earmarked by the Finance Department. All other terms and conditions for the marriage advance, as laid down by the Finance Department from time to time, shall be applicable mutates and mutandis.
3. It has been observed that the advance cases are not being examined properly by the departments in accordance with instructions of the Finance Department. It is requested that all the concerned officer/official working under your control may be directed to scrutinize the applications in accordance with instructions and ensure that the applications complete in all respect are sent to the Finance Department, two months before the date of marriage, incomplete cases received in Finance Department will not be entertained.
4. The above instructions may please be brought to the notice of all officers/officials working under your control.
5. Kindly acknowledge receipt.

Yours faithfully,

Sd/-

(K.K.Grover)

Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 38/110/93-WM(5)

From

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

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar Punjab & Haryana High Court, Chandigarh,
All District & Session Judges in Haryana State.

Dated, Chandigarh, the 6th March, 2006**Subject : Grant of Loans and Advances to Government Servants for the celebration of marriage.**

Sir,

I am directed to invite your attention to the Finance Department's circular letter of Even No. dated the 6th May, 2005 on the subject noted above vide which instructions were issued that the applications for the grant of marriage advance be sent, complete in all respect, to the Finance Department (Ways & Means Branch) at least two months before the actual date of marriage but applications are being received just before marriage or even after the marriage. It has also been noticed that while submitting applications some of the employees do not mention the date of submission of applications. This has resulted into avoidable hardship not only to the employee concerned but also to the Finance Department. It is, therefore, reiterated that the applications for the grant of marriage advance should be expeditiously examined and sent to the Finance Department within the stipulated period in which it should be ensured that the employee concerned has submitted application complete in all respect, including the date of submission of application.

A photo-copy of forwarding letter/recommendation of the Head of Office/District Officer (in respect of field staff) should also invariable be sent by the Head of the Department to the Finance Department.

2. These instructions may kindly be brought to the notice of All Drawing and Disbursing Officers under your control for strict compliance.
3. Receipt of these instructions may be acknowledged.

Yours faithfully,

Sd/-
(Surinder Mohan),
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 38/110/99-WM(5), Dated 26.09.2008.
(Annexures not printed)***

No. 38/110/99-WM(5)

From

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

To

All Heads of Departments in Haryana,
All Commissioners of Divisions in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
All District & Sessions Judges in Haryana State.

Dated, Chandigarh, the 6th May, 2005

Subject : Grant of Loans to Government servants for the celebration of marriage.

Sir,

I am directed to address you on the subject noted above and to say that in supersession of the Finance Departments circular letter No. 38/110/93-WM(5) dated the 2nd May, 2002 and all other instructions issued in this regard from time to time, the policy regarding grant of loan to Government servants for the celebration of marriage of their Sons/ Daughters or legally adopted children and dependent sisters has been reviewed and it has been decided to revise the policy, with immediate effect, as under :-

- (i) The advance is limited to Rs. 1,00,000/- or 15 months' basic pay (including D.P./Spl. Pay and N.P.A) of the employee whichever is less in case of daughter/sisters marriage and Rs. 60,000/- or 10 months' basic pay (including D.P./Spl. Pay and N.P.A) of the employee whichever is less for the marriage of son.
- (ii) The advance will be recovered in 100 monthly instalments and recovery will commence with effect from the 1st issue of pay after the advance is drawn.
- (iii) The Marriage Advance will be admissible to employees for such daughters/sisters who have attained the age of 18 years and sons after attaining the age of 21 years.
- (iv) For the proof of the age of the children/sister, one of the following documents only will be accepted for the purpose and may invariably be submitted alongwith the Application Form :
 - (a) Attested copy of certificate issued by University/Board or School Leaving Certificate (in case of certificate from a private school, the certificate should be countersigned by BEO/SDEO/DEO concerned).

- (b) Birth Certificate from Registrar Birth and Deaths.
- (c) Age certificate issued by the Civil Surgeon on the basis of physical appearance,
- (v) The marriage advance will be admissible to regular Class-II, III and IV State Government employees.
- (vi) The number of advances to a Government servant during the whole service will be restricted to two only.
- (vii) The second marriage advance will be granted subject to the condition that the balance of the first advance and the advance sanctioned for the second child's marriage does not exceed the maximum admissible amount of advance under each category separately.
- (viii) The advance shall be granted to temporary regular Government employee on furnishing surety of only one permanent employee on a non-judicial stamp paper of the value of Rs. 15/- instead of two permanent employees.
- (ix) The marriage advance applications will be entertained in the Finance Department two months before the date of marriage.
- (x) No ex-post-facto sanction will be given by the Finance Department in any case.
- (xi) In the case of dependent sister's marriage loan the employee will furnish an affidavit on a non-judicial paper of the value of Rs. 3/- to the effect:-

"That my parents are not alive. I am the eldest living son and the sister, loan for whose marriage is being obtained, is wholly dependent upon me."

OR

"That I am the eldest son of my family and the sister for whose marriage loan is being obtained is wholly and solely dependent upon me and financial condition of the parents is such that they cannot perform marriage by themselves."

2. These instructions will come into force with effect from the issuance of this letter and no benefit will be given to those employees to whom the marriage advance has already been earmarked by the Finance Department.

3. The Application Form, Agreement Form, Surety Bond Form, Annexure-IV Form (Death-cum-Gratuity Form) and the Affidavit Form for dependent sister is enclosed.

4. It has been observed that the loan cases are not being examined properly by the departments in accordance with instructions of the Finance Department. It is requested that all the concerned officer/official working under your control may be directed to scrutinize the applications in accordance with instructions and ensure that the applications complete in all respect are sent to the Finance Department, two months before the date of marriage, Incomplete cases received in Finance Department will not be entertained.

The above instructions may please be brought to the notice of all officers/officials working under your control.

Kindly acknowledge receipt.

Copy of this Letter is available on the website which can be down loaded from the site, www.haryana.nic.in.

Sd/-
(S.R. Maurya)
Deputy Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

***Annexures have been revised vide No. 38/110/99-WM(5),
Dated 06.05.2005 and even No. Dated 22.11.2010.
(Annexures not printed)***

No. 38(110)-89-WM(6)/92

From

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

To

All the Heads of Department, Commissioner of Divisions,
All Deputy Commissioners and
Sub Divisional officer (Civil) in Haryana State.
The Registrar, Punjab and Haryana High Court, Chandigarh,
All District and Session Judges in Haryana State.

Dated, Chandigarh, the 27th October, 1992

Subject: Advance to Government Servants for the celebration of marriage of their sister.

Sir,

I am directed to invite your attention to Finance Department letter No. 38/1/86-WM(6), dated 10-1-1986 and No. 38(110)-WM(6)-89, dated 1-1-90 on the above subject in which following condition have been laid down for the grant of advance to Government employee for the celebration of marriage of their sister:-

- (i) It has been verified that the sister of the employee is really dependent on him and the financial condition of the employee is such that they cannot perform marriage.
- (ii) That a sample survey has been got conducted through Vigilance, CID, of those applicants who have been granted advance for sister marriage during the last month.

2. It has been observed that no sample survey is being got conducted by the departments. The matter was taken with the Vigilance Department, who has agreed that if any specific reference is made to the Vigilance Department or Director General, State Vigilance Bureau by the concerned department with full particulars of the loanee, the verification will be done by them.

3. In view of the above, you are requested to refer the case for sample survey where loan has been granted to the employee of your department for the celebration of marriage of his sister with full details to the department or Director General, State Vigilance Bureau for verification and while submitting the further cases to Finance Department a certificate to this effect be recorded thereon as per instruction. It is pointed, that no case for the sister marriage advance will be entertained in the Finance Department after 1-1-1993 wherein the said certificates are not recorded.

4. All the other terms and condition as laid down by the Finance Department from time to time shall remain unchanged.
5. You are requested to acknowledge the receipt of this letter and bring the contents there of to the notice of all the employees in your department.

Yours faithfully,

Sd/-
Under Secretary Finance(B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been revised vide
No. 38/110/99-WM(5), Dated 21.02.2011.***

No. 38(110)-89/WM(6)-92

From

The Financial Commissioner and Secy. to Govt.,
Haryana, Finance Department.

To

All Heads of Departments, All Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court, Chandigarh,
All District and Sessions Judges in Haryana State.

Dated, Chandigarh, the 17th April, 1992

**Subject: Advance to Government Servants for the Celebration of Marriage of their
Children and dependent sisters.**

Sir.

I am directed to invite your attention to F.D. circular letter No. 38(110) WM(6)-89, dated 1-1-90, on the above subject vide which it was specified that the applications will be entertained in the Finance Department two months before the marriage date and the advance can be drawn and disbursed within the three months from the date of marriage. But it has been noticed that after the earmarking of funds by the Finance Department for marriage advance, the sanctions are issued very late by the departments, resulting the expiry of the validity date of the drawal of the amount and cases are referred to this department for the extension of the date of validity. This not only increases the work, but also results in hardships to the applicants. In certain cases, the matter for the extension of validity date is referred after the close of the financial year, wherein it becomes difficult for this department to agree to the proposal of the department.

2. You are, therefore, requested to direct the concerned officials/officers working under your control to scrutinise the applications in accordance with the instructions issued from time to time and send the applications complete in all respect to this department well in time and also ensure that the sanctions are issued in time. Further, where a particular employee is deprived of the benefit granted to him due to the fault of a dealing official, the erring official must be taken to task by the Department concerned.

3. Please acknowledge the receipt of this letter and bring the contents hereof to the notice of all the employees working in your department.

Yours faithfully.

Sd/-

(S. K. SAXENA)

Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 38(110)-89WM(6)

From

The Financial Commissioner and Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments, and
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab & Haryana High Court, Chandigarh, and
All District and Sessions Judges in Haryana

Dated, Chandigarh, the 28th October, 1991**Subject: Advance to Government Servants for the celebration of marriages of their Children/Sister & Female Employees (for Self Marriage).**

Sir,

I am directed to invite your attention to Finance Department letter No. 25/11/78-WM(4), dated 27th March 1978 and No. 38/110-WM(6)-89, dated 7.12.90 on the above subject wherein the facility for the grant of Marriage Advance was extended to temporary Government employees (who are not working on adhoc basis) provided they have completed five years of regular service and furnish surety of two permanent Government employees on a non-Judicial stamp paper of the value of Rs. 15/-. The matter has been reconsidered by the State Government and it has been decided to revise the instructions as under with immediate effect :-

"Marriage loan to female employee for self marriage would be admissible to any regular female employee as per entitlement irrespective of the number of years of service subject to the condition that two permanent employees with more than five years service stand surety for such advance".

2. All other terms and conditions as laid down by the Finance Department from time to time shall remain unchanged.
3. You are requested to acknowledge the receipt of this letter and bring the contents thereof to the notice of all the employees working in your department.

Yours faithfully,

Sd/-

(Y.S. MALIK)

Joint Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 38/102/86-WM(6)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All the Deputy Commissioners and
Sub Divisional Officers, (Civil) in the State.
The Registrar, Punjab and Haryana High Court, Chandigarh,
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 20th November, 1986**Subject: Advance to Government servants for the celebrations of marriage of their children and dependent sisters – Withdrawal of condition of photo.**

Sir,

I am directed to refer to Haryana Government, Finance Department letter No. 38/(1)86-WM(6), dated the 10th January, 1986 on the subject noted above, and to say that on reconsideration the Govt. has decided to with-draw the conditions of furnishing photographs as laid down in (i) and (ii) of the letter referred to above. This may be brought to the notice of all the offices under your control.

Yours faithfully,

Sd/-

Deputy Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 38/102/86-WM(6), Dated 20.11.1986 and
No. 38/110/99-WM(5), Dated 21.02.2011.***

No. 38/1/86-WM(6)

From

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

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers, (Civil) in the State,
The Registrar, Punjab and Haryana High Court, Chandigarh,
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 10th January, 1986

Subject: Advance to Government servants for the celebrations of marriage of their children and dependent sisters.

Sir,

I am directed to refer to Haryana Government, Finance Department letter No. 38/110/84-WM(6), dated the 30th April, 1985 on the subject noted above, and to state that the matter regarding grant of loan to Government servants for the celebration of marriages of their daughters/sisters has been reconsidered and it has been decided that hence-forth loan for the marriage of daughter and dependent sister will be granted on the following conditions:

- (i) that an attested photograph copy of daughter/sister will be sent to the Finance Department along with the application form;
- (ii) that a photograph of the couple along with their complete postal and/ permanent address will be submitted after the marriage has been solemnised within a month otherwise a full recovery will be effected.
- (iii) that a sample survey will be got conducted through Vigilance, C.I.D., of those applicants who have been granted advance for sisters marriage during the last four months.

2. It has also been observed that the departments do not send the applications after a thorough scrutiny at their level itself because of which a large number of application pile up in Finance Department. It is, therefore, requested that applications to complete in all respects keeping in view the latest instructions of the Finance Department should only be sent.

3. You are requested to ensure compliance of these instructions by all the officers under your control.

4. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been partly revised vide
No. 38/110/99-WM(5), Dated 22.11.2010 and 21.02.2011.***

No. 1720-WM-(4)-77/27260

From

The Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All Heads of the Departments,
Commissioners Ambala/Hisar Divisions,
Deputy Commissioners &
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court and
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 12th September, 1977

Subject : Advance to Government servants for the celebration of Marriages.

Sir,

I am directed to say that instructions have been issued from time to time in the past by the Finance Department vide communications listed in Annexure I regarding the grant of advance to Government Servants for celebration of marriage of their children or legally adopted children. The following instructions are issued consolidating and updating the existing instructions on the subject.

- (i) **Amount of Advance Admissible** :- The advance will be limited to ten months' pay of the Government servant or Rs. 1500/- whichever is more subject to ceiling of Rs. 3000/-. In case a Government Servant as a measure of economy intends celebrating the marriage of his two children at a time he will be entitled to a loan equal to his 17 months' pay or Rs. 2500/- whichever is more subject to a ceiling of Rs. 5000/-
- (ii) **Eligibility** :- All permanent Government servants (except class I officers) will be eligible for the advance. No second or subsequent advance till previous advance together with interest accrued thereon, has been fully recovered from him. The number of advances to be allowed to a Government servant during the whole of his service shall be restricted to two. No second advance will be admissible to employee who takes advance for the marriage of two children at a time. If both husband and wife are Government servants, advance will be admissible to one of them only.
- (iii) **Age Groups for grant of Advance** :- Since this loan is an unsecured loan and its purpose is to provide financial help to employees who would be really in need of it, it should be admissible in cases of those employees only where the age of the boy/girl to be married is not less than 24/21 years. Age of son/daughter as given in the school leaving certificate shall be acceptable. A copy of the same duly attested by a Gazetted Officer should invariably be attached with the application from Government Servant who are unable to produce the requisite school leaving as their sons/daughters has not received any schooling birth Certificate on the basis of birth and death registers maintained in the offices of Chief Medical Officers/Municipal Committees/Notified Area Committees/Panchayats (Chowkidars) shall also be acceptable. The sanction issued by the Head of the Department should inter alia give the certificate. The Department is satisfied about the bonafides of the loan sanctioned and a certificate about its bonafide utilization would be obtained from the loanee and placed in the concerned loan file for scrutiny of audit as and when required by the later.

(iv) **Employees on Deputation/Foreign Service with other State Government/ Autonomous Bodies** :- The Haryana Government employees on deputation/foreign service with autonomous bodies and other administrations are also entitled to this facility.

(v) **Submission of Application** :- An application for an advance shall be in the prescribed form as at annexure II & III to the Finance Department through proper channel. No application for an advance be entertained before three months of the anticipated date of the marriage. No application shall be entertained from a Government servant under suspension and no advance shall be sanctioned or disbursed to a Government servant under suspension or against whom serious charges are pending which are likely to result in his removal, dismissal or compulsory retirement from Government service.

(vi) **Interest** :- The advance shall bear interest at the rate charged on advance taken from General Provident Fund from time to time.

(vii) **Procedure for Drawal of advance** :- After the earmarking of funds by the Finance Department, sanction to the drawal of advance will be issued by the Head of department concerned. Exact date of marriage should invariably be mentioned in every such sanction. Sanctions issued without giving this information will not be accepted by audit. The advance will thereafter be drawn from the Treasury in the normal manner. For this purpose the provisions of rule 4.113 of S.T.R. Vol. I may be deemed to be hereby relaxed.

The advance shall not be earlier than two months of the anticipated date of celebration of the marriage for which it is sanctioned. It may be drawn and disbursed even after the date of celebration of the marriage for which the advance has been applied for, if it could not be drawn or disbursed before the marriage due to means beyond the control of the applicant. Cases may arise where the Government servant may apply for grant of this advance after the marriage of their son/daughter has been solemnized. This is against the spirit of the instructions on the subject. Accordingly, to place the point beyond any doubt, it is made clear that :-

- (a) application for the grant of a marriage loan should be sent to the Finance Department and the funds got before the actual date of the marriage and
- (b) the loan may be drawn and disbursed on the basis of the advice of the Finance Department within one month of the date of marriage.

No application which is recommended by the department for the grant of marriage loan after the marriage had been solemnized will be entertained for earmarking of funds by the Finance Department and in case the department is unable to draw and disburse the loan (earmarked before the date of the marriage by the Finance Department) within one month of the due date of the marriage, the funds will be considered to have been surrendered. It will be the administrative responsibility of the department concerned to inform the Finance Department about such cases immediately.

(viii) **Recovery** :- The principal of the loan shall be recoverable in 50 monthly instalments in case of Class II officers and in 75 monthly instalments in case of Class III & IV Government servants. The recovery shall be regulated in such a manner that the advance, together with interest thereon, is fully recovered from the pay of the Government servant before his retirement. The recoveries shall be affected from the pay or leave salary bill of the Government servant by compulsory deduction, irrespective of the fact whether the Government servant is on duty or on leave. The recovery shall be effected from the third month after the advance is sanctioned or one month after the marriage is celebrated whichever is earlier. No extension of time for commencement of recovery will be granted.

In the case of a Government servant who has drawn advance, dies before the repayment is completed, the outstanding balance and the interest due shall be the first charge on the Death-cum-Retirement Gratuity payable to the legal heir of the borrower as stipulated in the Agreement.

(ix) **Utilization Certificate** :- The Government servant receiving the advance shall submit to the sanctioning authority certificate of utilization (as at Annexure IV) within one month from the date of celebration of the marriage, if the advance received is not utilised for the purpose for which it has been sanctioned within three months from the date of sanction, it shall be refunded to Government in lump sum together with the interest due thereon. No extension of time for utilisation of the advance will be granted.

(x) The amount shall be debited to the major head, "766-Loans to Government servants-E-Other Advances-advances for celebration of marriage.

2. I am to request that the above instructions may be brought to the notice of all concerned for strict compliance.

3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary, Finance (BR),
for Commissioner and Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the :-

1. The Financial Commissioner, Revenue, Haryana.
2. All Administrative Secretaries to Government, Haryana for information.
3. Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers for information of the Chief Minister/Ministers/Ministers of State.

Sd/-

Under Secretary, Finance (BR),
for Commissioner and Secretary to Government,
Haryana, Finance Department.

To

1. The Financial Commissioner, Revenue, Haryana.
2. All Administrative Secretaries to Government, Haryana.
3. Secretaries/Private Secretaries to the Chief Minister/
Ministers/Ministers of State.

U.O. No. 1720-WM-(4)-77

Dated, Chandigarh, the 12th September, 1977.

Annexure I

1. No. 1759-WM-(I)-74/9184 dated 12.3.74
2. No. 4670-WM-(I)-74/21827 dated 19.6.74
3. No. 5503-WM-(I)-74/26914 dated 5.8.74
4. No. 6470-WM-(4)-74/3537 dated 6.2.75
5. No. 4641-WM-(5)-75/18292 dated 4.6.75
6. No. 3518-WM-(5)-75/20396 dated 23.6.75
7. No. 6055-WM-(5)-75/26569 dated 5.8.75
8. No. 986-WM-(4)-77/5436 dated 3.3.77
9. No. 8161-WM-(4)-77/19796 dated 7.7.77
10. No. 3296-WM-(4)-77/21758 dated 25.7.77

No. 38/110/99-WM(5)

From

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

To

All Heads of Departments in Haryana,
The Registrar, Punjab & Haryana High Court, and
All District and Session Judges in Haryana State.
All Commissioners of Divisions,
Deputy Commissioners and
Sub Divisional officers (Civil) in Haryana.

Dated, Chandigarh, the 10th May, 2011**Subject: Delegation of powers regarding Loans to Government Employees for the celebration of Marriage and Computer Advance.**

Sir,

I am directed to refer to Finance Department's circular letter No. 38/110/99-WM(5), dated 21.02.2011 on the subject noted above. It has now been decided to delegate power for sanctioning Marriage Advance for the celebration of marriage of either themselves or their sons/daughters or legally adopted children and dependent sisters to concerned Head of Department. Similarly, it has also been decided to delegate the powers of sanctioning of Computer Advance for government employee to concerned Head of Department.

2. The Computer Advance shall be sanctioned strictly on the principle of 'first come first serve' basis and relevant date shall be the date of application of employee. However, the marriage advance shall be sanctioned to those employees first whose or whose dependent's date of marriage comes earlier.

3. All other terms and conditions as laid down by the Finance Department from time to time shall remain unchanged.

4. The amount will be debited to N-51-45-7610-51-800-97-51-50-Advances for the Celebration of Marriage and N-51-45-7610-51-204-99-51-50-Advances for Computer Advance.

Yours faithfully,

Sd/-

(Pushpinder Kaur)

Under Secretary Finance

for Financial Commissioner and Principal Secy. to Govt.,
Haryana, Finance Department.

No. 38/110/99-WM(5)

Dated, Chandigarh, the 10th May, 2011

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

Sd/-

Under Secretary Finance

for Financial Commissioner and Principal Secy. to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner & Principal Secretary to Govt., Haryana, Revenue & Disaster Management Department.
All Financial Commissioner & Principal Secretaries/
Administrative Secretaries to Government Haryana.
for information and necessary action.

Sd/-
Under Secretary Finance
for Financial Commissioner and Principal Secy. to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 38/110/99-WM(5)

Dated, Chandigarh, the 10th May, 2011

No. 38/110/99-WM(5)

Dated, Chandigarh, the 10th May, 2011

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

The State Election Commissioner, Haryana,
The Resident Commissioner, Government of Haryana,
Haryana Bhawan, New Delhi.
The Secretary to Governor Haryana.
The Secretary, Haryana Vidhan Sabha.
Director of Medical Colleges in Haryana State
Member Secretary, Haryana Bureau of Public Enterprises.

Sd/-
Under Secretary Finance
for Financial Commissioner and Principal Secy. to Govt.,
Haryana, Finance Department.

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I & II/Deputy Principal Secretary/Principal OSD/OSD(OSD(R))/Pol. Adv./Media Advisor/Media Advisor (Delhi)/Addl. Media Advisor I & II/Spl. Sr. Secretaries/Sr. Secys./Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary for the information of Chief Minister/Minister/Ministers of State/Chief Parliamentary Secretary, Haryana.

Sd/-
(Pushpinder Kaur)
Under Secretary Finance
for Financial Commissioner and Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I & II/
Dy. Principal Secretary/ Principal OSD/OSD(OSD(R)/Pol. Adv./
Media Advisor/Media Advisor (Delhi)/Addl. Media Advisor I & II/
Spl. Sr. Secys./Sr. Secys./Secretaries/Private Secretaries to the
Chief Minister/Ministers/Ministers of State/Chief Parliamentary
Secretary in Haryana.

U.O. No. 38/110/99-WM(5)

Dated, Chandigarh, the 10th May, 2011

INTERNAL DISTRUBUTION

PS/FM
PS/FCF
PS/SSF (B)
In-charge, Computer Cell
Record 20 Copies.

Copy of this is also available on the website which can be down loaded from the
site, www.finhry.gov.in.

***These instructions have been clarified vide
No. 38/110/99-WM(5), Dated 10.05.2011.***

No. 38/110/99-WM(5)

From

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

To

All Heads of Departments in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh and
All District and Session Judges in Haryana State.
All Commissioners of Divisions,
Deputy Commissioners and
Sub Divisional officers (Civil) in Haryana.

Dated, Chandigarh, the 21st February, 2011

Subject: Delegation of powers regarding Loans to Government Employees for the celebration of Marriage and Computer Advance.

Sir,

I am directed to refer to Finance Department's circular letter No. 38/110/99-WM(5), dated 22-11-2010 on the subject noted above and to say that to improve efficiency and speedy disposal of cases of advance to Govt. employees, it has now been decided to delegate the powers for sanctioning Marriage Advance for the celebration of marriage of their sons/daughters or legally adopted children and dependent Sisters and Self and Computer Advance to the appointing authority. Therefore, in view of this decision of Government the cases for grant of above advances should not be sent to Finance Department in future. The Government has decided that following policy/Guidelines should be followed while sanctioning the advance to Government Employees :-

1. Finance Department would provide funds at the disposal of all the Heads of Department for issuing necessary sanctions.
2. Quarterly report of above mentioned advances sanctioned by Departments to Government employees may be furnish to Finance Department (Ways & Means Branch) within 15 days.
3. All cases of these advances to Government employees may be sanctioned on the basis of first come first serve policy.
4. The cases of loan and advances must be examined carefully and Concerned officers/officials working under your control must scrutinize the loan applications in accordance with the Rules and Instructions.
5. The funds will be utilized for the purpose for which these are being released and funds may not be diverted to any other purpose.
6. These instructions will effect from 1st April, 2011.

In case of misutilisation of funds by the applicant, the responsibility would rest with concerned officers/officials or DDO. They may be directed to examine the case properly and satisfy themselves about the genuineness of the applicants for the grant of the advances to Government employees.

All other terms and conditions for the Computer/Marriage Advance as laid down by the Finance Department from time to time shall remain unchanged. These instructions are also available on the website, which can be downloaded from the site www.finhry.gov.in.

The above instructions may please be brought to the notice of all officers/officials working under your control.

Kindly acknowledge receipt.

Yours faithfully,

Sd/-
(Pushpinder Kaur)
Under Secretary Finance
for Financial Commissioner and Principal Secy. to Govt.,
Haryana, Finance Department.

No. 38/110/99-WM(5)

Dated, Chandigarh, the 21st February, 2011

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

Sd/-
Under Secretary Finance
for Financial Commissioner and Principal Secy. to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner & Principal Secretary to Govt., Haryana, Revenue & Disaster Management Department.
All Financial Commissioner & Principal Secretaries/
Administrative Secretaries to Government Haryana.
for information and necessary action.

Sd/-
Under Secretary Finance
for Financial Commissioner and Principal Secy. to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 38/110/99-WM(5)

Dated, Chandigarh, the 21st February, 2011

No. 38/110/99-WM(5)

Dated, Chandigarh, the 21st February, 2011

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

The State Election Commissioner, Haryana.
The Resident Commissioner, Government of Haryana,
Haryana Bhawan, New Delhi.
The Secretary to Governor Haryana.
The Secretary, Haryana Vidhan Sabha.
Director of Medical Colleges in Haryana State
Member Secretary, Haryana Bureau of Public Enterprises.

Sd/-
Under Secretary Finance
for Financial Commissioner and Principal Secy. to Govt.,
Haryana, Finance Department.

***These instructions have been partly revised vide
No. 38/110/99-WM(5), Dated 21.02.2011 and 10.05.2011.***

No. 2/2/2007-WM(5)

From

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

To

All Heads of Departments in Haryana,
The Registrar, Punjab & Haryana High Court &
All District & Session Judges in Haryana State.
All Commissioners of Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.

Dated, Chandigarh, the 22nd November, 2010

Subject: Grant of Advance for the purchase of Personal Computer/ Lap Top to Government employees.

Sir,

I am directed to refer to Finance Department's circular letter No. 2/2/2007-WM(5) dated the 1st April, 2008 on the above subject and to say that due to revision of pay scales of State Government employees, the question of enhancing the admissibility limit for the purpose of grant of Computer / Lap Top advance to the State Government employees has been considered and it has been decided to revise the limit of advance for the purchase of Personal Computer/Lap Top with immediate effect as under :-

| Sr. No. | Category | Admissibility Conditions | Limit of Advance and Instalments of Recovery |
|---------|--------------------------|--|--|
| 1. | Personal Computer Laptop | Government Employees drawing revised pay in any pay band shall be eligible | Rs. 35000/- or actual Price of Computer/Laptop whichever is less which is recoverable alongwith the interest in 75 equal monthly installments. |

2. It has been decided that the Computer/ Lap Top Advance shall be admissible once every 10 years during the service of the employees subject to the following conditions :-

- (i) The prescribed rates of interest for the second and third advance shall be 1% & 2% respectively above the normal rate of interest on "Personal Computer/Lap Top Advance" prevailing at the point in time for disbursement.
- (ii) Any subsequent advance on this account can be applied for only after clearing fully and finally the recovery/ repayment liability of the proceeding account and NDC to this effect should be issued by the competent authority.

3. The cases in which the amount of advance has already been earmarked/drawn shall not be reopened for earmarking of funds as a result of this revision.

4. All other terms and conditions for the personal computer/ Lap Top advance, as laid down by the Finance Department from time to time, shall be applicable mutatis and mutandis.

5. It has been observed that the advance cases are not being examined properly in accordance with the instructions issued by the Finance Department from time to time. You are, therefore, requested to direct the concerned officers/officials working under your control to scrutinize the application in accordance with the instructions. They should ensure that the application is complete in all respects are sent to the Finance Department with your specific recommendations. Incomplete cases received in Finance Department will not be entertained at all. In case of misutilisation of funds by the applicant; the responsibility would devolve on DDO. As such they may be directed to examine the cases properly and satisfy themselves about the genuineness of the demand of the applicant for the grant of the advance.

6. The Application Form, Agreement Deed, Surety Bond Form, Annexure-IV Form (Death-cum-Retirement Gratuity) and a check list is enclosed for the guidance/convenience of applicants/departments.

7. The above instructions may please be brought to the notice of all officers/officials working under your control.

Kindly acknowledge receipt.

Sd/-
Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

A copy is forwarded to the Accountant General (A&E) and Audit, Haryana, Chandigarh with 20 spare copies for information and necessary action.

Sd/-
Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

Copies are forwarded to :-

1. The Financial Commissioner & Principal Secretary to Govt. Haryana Revenue and Disaster Management Department.
2. All the Financial Commissioner & Principal Secretaries/Administrative for information and necessary action.

Sd/-
Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

To

The Financial Commissioner & Principal Secretary to Govt.,
Haryana, Revenue and Disaster Management Department.

All the Financial Commissioner & Principal Secretaries/
Administrative Secretaries to Government Haryana.

U.O. No. 2/2/2007-WM(5)
No. 2/2/2007-WM(5)

Dated, Chandigarh, the 22nd November, 2010
Dated, Chandigarh, the 22nd November, 2010

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

1. The Secretary to Governor Haryana.
2. The State Election Commissioner, Haryana
3. The Resident Commissioner, Government of Haryana, Haryana Bhawan, New Delhi.
4. The Secretary, Haryana Vidhan Sabha.
5. The Directors of Medical Colleges in Haryana State.
6. The Member Secretary, Haryana Bureau of Public Enterprises.

Sd/-

Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I & II/ Deputy Principal Secretary/Officers on Special Duty I, II, & III/ Media Advisor/Political Advisor/ Political Advisor/Special Senior Secretaries/Senior Secretaries/Secretaries/Senior Secretaries/ Secretaries/Private Secretaries to the Chief Minister/Ministers of State/Chief Parliament Secretary for the information of Chief Minister/Ministers/Ministers of State/Chief Parliament Secretary.

Sd/-

Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

To

The Principal Secretary/Additional Principal Secretary I & II/
Dy. Principal Secretary/ Officers on Special Duty I, II, & III/Media
Advisor/Political Advisor/Political Advisor/ Spl. Sr. Secretaries/
Senior Secretaries/Secretaries/Senior Secretaries/Secretaries/
Private Secys. to the Chief Minister/Ministers of State/Chief
Parliamentary Secretary Haryana.

U.O. No. 38/110/99-WM(5)

Dated, Chandigarh, the 22nd November, 2010

INTERNAL DISTRIBUTION

PS/FM
PS/FCF
PS/SSF(HK)
PA/JSF(B)
PA/JSF(KB)
In Charge, Computer Cell
Record 20 Copies.

Copy of this is also available on the website which can be down loaded from the sit
www.finhry.gov.in

Contd.
Encl.

CHECK LIST OF COMPUTER ADVANCE

1. Application form /Agreement deed in (Form PFR- 21)/ Surety Bond and Annexure-IV in proper Performa.
2. All columns should be filled in.
3. The Proof of permanent Haryana Government employee.
4. Proof of sale proceeds of previous computer.
5. Verification of recovery of principal and interest by DDO.
6. In case of regular employee surety from one permanent Haryana Government employee on non-Judicial stamp paper worth ₹ 15 is required.
7. Invoice from Authorized Dealer.
8. Second advance application should be forwarded after ten years from the grant of first advance.

Application Form for Computer Advance

| | | |
|----------------|---|-----------------|
| 1. | Name (in Block Letters) | : _____ |
| 2. | Father's/Husband's Name | : _____ |
| 3. | Name of the Parent Department & Designation | : _____ |
| 4. | Name of the Department where working : | : _____ |
| 5. | Salary Head: _____ Pay: _____ Grade Pay: _____ Total : _____ | |
| 6. | Anticipated price of _____ | : _____ |
| 7. | Amount of Advance required | : _____ |
| 8. | Date of joining in Haryana Govt. Service | : _____ |
| 9. | Date of Birth | : _____ |
| 10. | Date of Superannuation | : _____ |
| 11. | SBI A/C No. | |
| 12. | GP.F. No. | |
| 13. | No. of instalment _____ Recoverable in _____ | |
| 14. | Whether permanent or temporary (if temporary the surety of a permanent Government employee on non-judicial stamp, paper worth ` 15/- may be given: _____ | |
| 15. | Whether advance for the same purpose was obtained previously, if so; | |
| | | Date |
| | | Amount |
| (i) | Date of drawal of the first advance Date of | _____ Rs. _____ |
| (ii) | Date of drawal of the second advance : | _____ Rs. _____ |
| (iii) | The amount of advance 1st & 2nd or interest thereon still outstanding if any | |
| (iv) | Sale proceeds of previous _____ alongwith proof in support thereof | : _____ |
| 16. (i) | Whether the intension is to purchase a new through a person other than a regular dealer/Agent (ii) whether prior sanction of the competent authority has been obtained for the purchase of second hand as required under the employees conduct Rules | |
| 17.(a) | Certified that the information given is complete and true. | |
| (b) | Certified that I have not taken delivery of the _____ on account of which I apply for the advance and that I shall complete negotiations for the purchase and pay finally and take possession of the _____ before the expiry of one/two months from the date of drawal of the loan and further that the insurance of the _____ will be comprehensive. | |

| | |
|-----|---|
| (c) | Certified that if I do not purchase the within two months from the date of drawal of advance, the Government is fully empowered to adjust my entire salary (Pay and Allowances) towards the advance till it is fully recovered. |
| (d) | Certified that I am unable to purchase the Personal Computer/ Lap Top without Government loan. |
| (e) | Certified that the purchase of will increase my efficiency in discharge of official duties. |

Dated : _____

Signature of the Applicant _____

Designation _____

Department _____

Certificate**(To be furnished by the Head of the Department/Controlling Officer)**

- (a) Certified that the sale proceeds of the previous _____ is reasonable keeping in view of the condition of the _____.
- (b) Certified that the case has been examined in accordance with the rules/instructions issued by the Finance Department Haryana from time to time.
- (c) Above enteries from Col. 1 to 17 have been checked and found correct.
- (d) Certified that the purchase of _____ will increase the efficiency of the applicant while discharging the official duties.
- (d) A sum of ₹ _____ may please be earmarked for the purchase of _____.

Dated :

Signature of the Head of the Department/
Controlling Authority with Designation

SURETY BOND

This deed is made on the _____ day of _____ Two thousand and _____ between Sh. _____ S/o Shri _____ and working as _____ in _____ department (hereinafter referred to as the surety) of the one part and the Governor of Haryana (hereinafter referred to as the Government) of the other part.

Whereas the loan of ₹ _____ (Rupees _____) has been granted to Shri _____ S/o Shri _____ (hereinafter referred to as borrower) of the terms and conditions contained in the agreement dated _____ and subject to the borrower furnishing a permanent Government Servant as surety to guarantee the due performance and observation by him of the conditions of the agreement dated _____.

And whereas Shri _____ S/o Shri _____ has fulfillment of the conditions of the Advance of _____ loan agreed to stand as surety for the Borrower on the terms and conditions hereinafter appearing.

Now this deed witnesses and the parties hereto agree as follows:-

1. In pursuance of the said agreement and in consideration of sum of ₹ _____ advance by the Government to the Borrower as loan, the surety hereby agrees that the borrower shall duly, faithfully, and punctually perform all the conditions set out in the agreement dated _____ and to be performed and observed by him and that in the event of the failure of the borrower to perform any of the said conditions and of the borrower dying or ceasing to be in service for any cause that what so ever before the amount due to the Government from the borrower is' fully paid off, the surety shall immediately pay the entire amount due to the Government on account of the principle and interest under the said agreement.
2. For the consideration aforesaid and in further pursuance of the agreement it is hereby agreed that the liability of surety shall not be affected by the Government granting time or any other indulgence to the borrower.
3. The. Government shall be entitled to deduct from the pay, Travelling Allowance or any other sum which may be or become payable by the Government to the surety the amount due to it from the surety under this deed.

In Witness where of the parties have signed, this deed on the date respectively mentioned against their Signature in the _____ year of the Republic of India.

Witness :

Signature of Surety & Designation
Department _____

Witness :

Signed by _____

for and on behalf of the Governor of Haryana.

**FORM OF AGREEMENT TO BE EXECUTED WHILE APPLYING FOR AN
ADVANCE FOR THE PURCHASE OF COMPUTER**

An agreement made on _____ day of _____ two thousand _____ between Sh. _____ office of _____ (hereinafter called 'the Borrower' which expression shall include his heirs administrators, executors, and legal representatives) of the one part and the Governor of Haryana (hereinafter called 'the Governor' which expression shall include his successors and assignees) of the other part. Whereas the Borrower has under the provisions of the Punjab Financial Rules hereinafter referred to as 'the said rules' which expression shall include any amendments thereof for the time being in force applied to the Governor for a loan of ₹ _____ (Rupees) _____) for the purchase of a _____ and whereas the Governor has agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained.

Now it is hereby agreed between the parties hereto that in consideration of the sum of ₹ _____ to be paid by the Governor to the Borrower, the Borrower hereby agrees with the Governor (1) to pay the Governor the said amount with interest calculated according to the said rules by monthly deductions from his salary as provided in the said rules and here by authorizes the Governor to make such deductions and (2) in case any portion of the loan together with the interest accrued on the amount of loan remain unpaid at the time of retirement/resignation/ death of the Borrower, hereby agrees to authorize the Governor in consideration of the said amount to recover the balance of loan with interest accrued on the amount of loan out of the Death-cum-Retirement Gratuity payable to the borrower in accordance with the rules. The borrower further agrees to cancel the nomination made by him under rule 4(6) of the New Pension Rules contained in Appendix 2 of the Punjab Civil Services Rules, Volume II, so as to leave the Governor free to appropriate the sum found payable to him after retirement in adjustment of the balance of the loan with interest accrued on the amount of loan and (3) within one month from the date of payment of the said sum to expend the full amount of the said loan in purchase of a _____ or if the actual price paid is less than the loan to repay the difference to the Governor forthwith, and (4) to execute a document hypothecating the said _____ the Governor-of Haryana as security for the amount to be lent to the Borrower as aforesaid and interest in the form provided by the said rules and **it is hereby lastly agreed and Declared that if the _____** has not been purchased and hypothecated as aforesaid within one month from the date of payment of the said sum or if the Borrower within that period becomes insolvent or quits the service of the Government or dies, the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

In Witness whereof the borrower and _____ for and on behalf of the Governor have hereunto set their hands the day and year first before written:

Dated :

(Signature and Designation of the Borrower)

(Signature of Witnesses)

for and on-behalf of the Governor of Haryana

(Signature and Designation of the Officer)

ANNEXURE-IV

I, _____ do hereby authorize the Accountant General, Haryana to recover from the Death-cum-retirement gratuity, the amount which would become due to him on the date of superannuation/retirement the balance of outstanding advance, with interest in terms of the penultimate paragraph of the agreements dated the _____.

Dated :

Signature: _____

Designation: _____

Certified that I hereby cancel the nomination made by me in respect of Death-cum-retirement gratuity to me at the time of retirement.

Dated :

Signature: _____

Designation: _____

Certified that I am not in a position to purchase computer without Government loan and that the rest of the amount I shall bear out of my personal saving.

Dated :

Signature: _____

Designation: _____

Certified that the purchase of computer by _____ will increase his efficiency in the discharge of his official duties.

Dated :

Controlling Authority/Head of Department

***These instructions have been Revised vide
No. 2/2/2007-WM(5), Dated 22.11.2010.***

No. 2/2/2007-WM(6)

From

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

To

All Head of Departments,
Commissioner of Divisions,
Deputy Commissioners & S.D.Os. (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court &
All District & Session Judges in Haryana State.

Dated, Chandigarh, the 1st April, 2008

Subject: Grant of Advance for the purchase of Personal Computer to Government employees - Admissibility Condition/Limit of Advance and Installments of recovery.

Sir,

I am directed to refer to Finance Department's circular letter even No. dated 12th February, 2008 on the subject noted above and to say that the matter of further liberalizing the admissibility condition for computer advance have been under the consideration of Government. It has now been decided to further amend the admissibility condition for grant of personal computer advance to Haryana Government employees as under :-

| Sr. No. | Admissibility condition | Limit of advance and installments Recovery. |
|---------|-------------------------|--|
| 1. | No pay limit | Rs. 30,000 or the actual price of the Computer, whichever is less, recoverable in not more than 75 equal monthly installments. |

2. All other conditions shall continue to be applicable as heretofore.

3. The decision contained in this circular letter shall take effect from the date of its issue. The revised limit of the advance shall be admissible to those employees also whose applications for this advance may be pending for sanction on the date of issue of this circular letter. But the cases already decided/sanctioned shall not be re-opened.

4. These instructions may be brought to the notice of all officers/officials working under your control.

5. Copy of this instruction is also available on the website which can be down loaded from the site www.finhry.gov.in.

6. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-
(Surinder Mohan)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 2/2/2007-WM(6), Dated 01.04.2008.***

No. 2/2/2007-WM(6)

From

Secretary to Government, Haryana,
Finance Department.

To

All Head of Departments,
Commissioner of Divisions,
Deputy Commissioners & S.D.Os. (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court &
All District & Session Judges in Haryana State.

Dated, Chandigarh, the 12th February, 2008

Subject: Grant of Advance for the purchase of Personal Computer to Government employees - Admissibility Condition/Limit of Advance and Installments of recovery.

Sir,

With reference to the subject noted above, I am directed to refer to Finance Department's circular letter even No. dated 25th June, 2004 and to say that the matter of further liberalising the admissibility condition for Computer advance have been under the consideration of Government from some time past. It has now been decided to further revise the admissibility condition and the limit of the personal computer advance to Haryana Government employees as under :-

| Sr.No. | Admissibility | Limit of advance and installments Recovery |
|--------|--|--|
| 1. | Government employees drawing pay of Rs. 4,500/- p.m. and above (including D. Pay/ Spl. Pay/NPA). | Rs. 30,000/- or the actual price of the Computer, whichever is less, recoverable in not more than 75 equal monthly installments. |

2. All other conditions shall continue to be applicable as heretofore. The liberalisation of admissibility condition have to be backed with stronger internal control mechanism by ensuring that the Computer advances are not used other than purchase of Computer/Lap-top.

3. The decision contained in this circular letter shall take effect from the date of its issue. The revised limit of the advance shall be applicable to those employees also whose applications for this advance may be pending for sanction on the date of issue of this circular letter. But the case already decided/sanctioned shall not be re-opened.

4. These instructions may be brought to the notice of all officers/ officials working under your control.

5. Copy of this instruction is also available on the website which can be down loaded from the site www.finhry.gov.in.

6. The receipt of this letter may kindly be acknowledged.,

Yours faithfully,
Sd/-

(Surinder Mohan)

Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 30/11/2011-WM(3)

From

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

To

All Head of Departments in Haryana,
The Registrar, Punjab and Haryana High Court &
All District & Session Judges in Haryana State.
All Commissioners of Divisions,
Deputy Commissioners & S.D.Os. (Civil) in Haryana.

Dated, Chandigarh, the 24th March, 2011**Subject : To Issue the No dues Certificate.**

Sir,

I am directed to refer to the subject noted above and to say that all the Drawing and Disbursing Officers are requested that at the time of obtaining the No Dues Certificate from the office of the official, the full detail of the recovery of interest on the Treasury Voucher No. as Date, Month and Major Head may be sent to the Accountant General, Haryana, so that the counting of interest could be certified with the concerned Accounts Officer and if the penal rate of interest is to be changed from the applicant on the Loans and Advances, the detail of it may also be sent to the Accountant General Haryana. Similarly G.P.F. Account Number and rate of interest should be depicted on the sanction of Loans and Advances. The G.P.F. Account Number of loanee may also be shown on debit voucher and credit schedule.

Sd/-

(Pushpinder Kaur)

Under Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 30/11/2011-WM(3)

Dated, Chandigarh, the 24th March, 2011

A copy is forwarded to the Accountant General (Audit & A&E), Haryana, Chandigarh with 20 spare copies for information and necessary action.

Sd/-

(Pushpinder Kaur)

Under Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioners & Principal Secretary to Govt. Haryana, Revenue and Disaster Management Department.

All the Financial Commissioners & Principal Secretaries/Administrative Secretaries to Government of Haryana,
for information and necessary action.

Sd/-
(Pushpinder Kaur)
Under Secretary Finance
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Financial Commissioners & Principal Secretary to Govt.,
Haryana, Revenue and Disaster Management Department.
All the Financial Commissioners & Principal Secretaries/
Administrative Secretaries to Government of Haryana.

No. 30/11/2011-WM(3) Dated, Chandigarh, the 24th March, 2011

No. 30/11/2011-WM(3) Dated, Chandigarh, the 24th March, 2011

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

The Secretary to Governor, Haryana.
The State Election Commissioner, Haryana.
The Resident Commissioner, Government of Haryana,
Haryana Bhawan, New Delhi.
The Secretary, Haryana Vidhan Sabha.
The Directors of Medical Colleges in Haryana State.
The Member Secretary, Haryana Bureau of Public Enterprises.

Sd/-
(Pushpinder Kaur)
Under Secretary Finance
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy each is forwarded to the Principal Secretary/Addl. Principal Secretary I & II/
Deputy Principal Secretary/Officers on Special Duty I, II & III/Media Advisor/Political Advisor/
Special Senior Secretaries/Senior Secretaries/Secretaries/Private Secretaries to the Chief
Minister/Ministers/Ministers of State/Chief Parliamentary Secretaries for the information of Chief
Minister/Ministers/Ministers of State/Chief Parliamentary Secretary, Haryana.

Sd/-
(Pushpinder Kaur)
Under Secretary Finance
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I & II/
Dy. Principal Secretary/Officers on Special Duty I, II & III/Media
Advisor/Political Advisor/Special Senior Secretaries/Senior
Secretaries/Secretaries/Private Secretaries to the Chief Minister/
Ministers/Ministers of State/Chief Parliamentary Secretaries, Haryana.

No. 30/11/2011-WM(3) Dated, Chandigarh, the 24th March, 2011

INTERNAL DISTRIBUTION :

PS/FM
PSIFCF
PS/SSF(HK)
PA/JSF(B)
PA/JSF(KB)
Incharge, Computer Cell
Record 20 Copies.

Copy of this is also available on the website which can be down loaded from the site,
www.finhry.gov.in

No. 1/83/2008-2PR(FD)

From

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

To

All Heads of Department in Haryana,
Commissioner, Ambala, Hisar, Rohtak & Gurgaon Divisions,
All Deputy Commissioners &
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 5th March, 2010**Subject : Revision of rates of Non-Practising Allowance w.e.f. 01.01.2006.**

Sir,

I am directed to invite your attention to the Finance Department notification No. 1/125/2008-1PR(FD) dated 14.01.2009 and 1/19/2009-1PR(FD) dated 20.02.2009, on the subject noted above.

2. After careful consideration the Govt. has decided as under :-

NPA @ 25% of Basic Pay is now extended to those posts of Ayush Department which were drawing NPA before 01.01.2006 subject to the condition that the Basic Pay + NPA does not exceed Rs. 85000/- pm.

3. The NPA shall be treated as part of pay for the purpose of DA, entitlement of loans and advances and TA/DA only.

Yours faithfully,

Sd/-
Superintendent (Pay Revision)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Endst. No. 1/83/2008-2PR(FD)

Dated, Chandigarh, the 5th March, 2010

A copy is forwarded to the Accountant General, Haryana (i) (A&E) (ii) Audit, Chandigarh for information.

Sd/-
Superintendent (Pay Revision)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Endst. No. 1/83/2008-2PR(FD)

Dated, Chandigarh, the 5th March, 2010

A copy is forwarded to the Home Secretary, Chandigarh Administration, Chandigarh for information and necessary action.

Sd/-
Superintendent (Pay Revision)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries/
Administrative Secretaries to Government Haryana.
Registrar (General), the high Court of Punjab & Haryana.
All the Heads of the Department, Haryana.
All the Divisional Commissioners in Haryana.
All the Sub Divisional Officers (Civil) in Haryana.

Sd/-
Superintendent (Pay Revision)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Endst. No. 1/83/2008-2PR(FD)

Dated, Chandigarh, the 5th March, 2010

A copy is forwarded to Accountant General (A&E/Audit), Haryana for information and necessary action at their end.

Sd/-
Superintendent (Pay Revision)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 14/150/09-5FA

From

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

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
Registrar, Punjab & Haryana High Court, Chandigarh and
All the District and Session Judge in Haryana.

Dated, Chandigarh, the 10th November, 2009**Subject : Discrepancies pointed out by AG, Haryana regarding loans and advances and sanction/bill.**

Sir/Madam,

Please refer to the subject mentioned above. In this regard, I am directed to state as under :-

1. In case of employees recruited after 1.1.2006, the respective HOD/DDO should provide a list of employees to the AG, Haryana for allotting them distinct/unique No. so as to maintain proper identity of the employees before sanctioning/passing the loans and advances bills. As regards such list of employees recruited upto 30.9.2009, the list should be sent to AG office by 15.11.2009. For persons recruited on or after 1.10.2009, such list should be sent on quarterly basis. Starting w.e.f. quarter ending Dec. 2009, the list to be sent by 15/1/2010. The list should contain SR. No. Name of employee (First Name, Middle Name, Last Name), Father's name (First Name, Middle Name, Last Name), Date of birth (dd/mm/yyyy) form, date of joining the service and date of retirement. The unique number so allotted should be mentioned in the sanction letter, debit voucher and in the credit vouchers.
2. In case of employee recruited before 1.1.2006, whom the GPF No. has been allotted, the correct allotted GPF No. should be mentioned in the sanction letter as well as in the bill in debit voucher and credit vouchers.
3. Complete head of account regarding minor head depicting the nature of loan/advance, should be mentioned in the sanction/bill so as to avoid misclassification of the amount of the loan/advance.
4. The recovery schedules/challans should be filled properly specially giving the GPF A/c No. and also in the proper format which has already been prescribed by the Accountant General, Haryana

The information should be sent to AG Office under intimation to this office.

Yours faithfully,

Sd/-

Joint Advisor, Finance

for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 2/2/2007-WM(3), Dated 22.11.2010.***

No. 2/2/04-WM(3)

From

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

To

All Head of Departments,
Commissioner of Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab & Haryana High Court &
All District & Session Judges in Haryana State.

Dated, Chandigarh, the 17th February, 2009

Subject: Grant of House Building Advance/Conveyance/Marriage Advance to Haryana Government Employees.

Sir,

I am directed to refer on the subject noted above and to say that the State Government is ceased with the revision of these and related advances in the light of Sixth Pay Commission Report. Accordingly for the time being it has been decided that all advances (HBA/Conveyance Advance/Marriage Advance) where the admissibility and entitlement is defined as multiples of pay (Basic Pay, DP, NPA, Spl. Pay etc.) may continue to be regulated in terms of pre-revised structure of pay related to the individual employees till further orders.

2. The above instructions may please be brought to the notice of all officers/officials working under your control.

Kindly acknowledge receipt.

Yours faithfully,

Sd/-

(K. K. Grover)

Under Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

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

From

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

To

All Heads of Departments in Haryana,
All Commissioners of Divisions in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
All District & Sessions Judges in Haryana State.

Dated, Chandigarh, the 1st October, 2004**Subject : House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage Advance for the Government employees.**

Sir,

I am directed to invite your attention towards Finance Department's instructions issued vide letter No. 34/2/94-WM(3) dated 25th June, 2004 on the subject noted above and to say that most of the departments/applicants are not mentioning the Basic Pay and the Dearness Pay separately in the application forms of House Building Advance and other advances. As such, the Finance Department cannot work out the admissibility/entitlement of the loan at the revised rates in such cases.

2. It has also been observed that loan cases are not being examined by the departments properly in accordance with the instructions issued by the Finance Department from time to time. Most of the columns of the application forms are left unfilled. Complete documents are not enclosed with the proposal. It is, therefore, requested that all the concerned officers/officials working under your control may be directed to scrutinize the loan applications in accordance with the instructions and ensure that the loan applications are complete in all respect, before sending it to the Finance Department. Incomplete cases received in Finance Department will not be entertained at all.

3. These instructions may be brought to the notice of all the officers/officials working in your department for strict compliance.

4. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(S. R. Maurya)

Deputy Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 45/101/2004-WM(6)

From

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

To

All Heads of Departments in Haryana,
The Commissioners of Divisions in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.

Dated, Chandigarh, the 12th July, 2004**Subject : Grant of Loans for various purposes (House building/Conveyance/Computer/Marriages of children/Sister) by Haryana Government to its employees.**

Sir,

Reference the subject noted above.

2. The Finance Department has been observing that while sanctioning the Loans for various purposes (House building/Conveyance/Computer/Marriages of children/Sister) to Haryana Government employees the sanctioning authority do not follow the rules/instructions contained in the earmarking letters issued by Finance Department properly. Departments use printed and cyclostyled Proforma for sanctioning various loans and as such it is not clearly mentioned that for what purpose the loan is being granted. For example while sanctioning the loan for Motor Cycle it is not clearly reflected in the sanction rather it depicts that loan is being sanctioned for Motor Cycle/ Scooter/Moped/Computer. Similarly it is not clarified in the marriage advance sanctions that the marriage advance is being sanctioned for the marriage of employees Son or Daughter or Sister.

3. It is also observed that the Head of Accounts are not reflected in the sanctions in accordance with the Head of Accounts mentioned in the Finance Department's earmarking letters.

4. All these wrong entries create problems for Accountant General Haryana and Finance Department as to where withdrawal of various loans are to be accounted for. In the circumstance given above it is reiterated that Administrative Departments and Head of the Departments while issuing sanctions for the drawl of various loans to its employees, one and only one purpose of the loan should be clearly mentioned in the sanction letter and the same Head of Expenditure should be mentioned in it, which is written by the Finance Department in earmarking loan letter. It is requested that contents of these instructions may kindly be strictly adhered to by all concerned.

Yours faithfully,

Sd/-

(S.R. Maurya)

Deputy Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

No. 39/3/91-WM(1)

From

The Financial Commissioner and Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab & Haryana High Court, Chandigarh and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 4th November, 1991

Subject: Booking of recovery of interest and principal in the Recovery Schedule in respect of Loans and Advances to Government Servants.

Sir,

I am directed to refer to the subject noted above and to say that while reviewing the recovery schedules of Motor Conveyance Advance received from the Heads of Departments/Drawing & Disbursing Officers, the office of Accountant General (Accounts) has pointed out that in the recovery schedules the recovery of interest is generally shown under the head "7610" whereas the same is required to be shown under a separate head of account i.e. "0049-Interest Receipts". In this connection it is pointed out that various types of loans and advances are granted to Govt. Servants under the Major Head "7610-Loans to Government Servants, etc." the recovery of which is to be shown in the same head of account as Receipts and Interest thereon is required to be shown under head "0049-Interest Receipts-800-Other Receipts."

2. You are requested to bring it to the notice of all Officials/Officers and Drawing and Disbursing Officers working under your, control to show the recovery of principal under major head "7610- Loans and Advances to Government- Servants, etc." and of interest under major head "0049-interest Receipt 800-Other Loans" clearly indicating the purpose for which it was granted in the recovery schedules separately so that correct booking could be made accordingly by the Office of A.G Haryana.

3. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(Y. S. MALIK)

Joint Secretary Finance,

for Financial Commissioner Secretary to Govt.,
Haryana, Finance Department.

Copy of letter **No. TDHII/HR/Misc./Gen. Order/89-90/2860, dated 4.10.89** from Deputy Accountant General (A/C), Haryana Chandigarh addressed to the Commissioner & Secretary to Govt., Haryana, Finance Department, Chandigarh.

Subject : Write off the irrecoverable amount of HBA/MA etc.

I am to invite your kind attention on the above noted subject and to state that as per instructions of the Headquarters office, the irrecoverable amounts which have been waived off by the Department/Govt. are to be debitible to salary head of A/c of the loanee. During the course of issuing the NDCs it has been observed that the various departments, while forwarding the sanctions to waive off, do not indicate the major/sub major Head of A/cs to which the amounts waived off are to be debited. As a result thereof amounts remain outstanding in the books of this office.

It would be appreciated if necessary instructions are issued to all the departments of the Haryana Govt. on the following lines.

- (i) A provision may be made in the budget in respect of irrecoverable amounts to be waived off during each financial year, under the major head of account concerned.
- (ii) Correct Head of A/c with complete detail i.e. major/sub major Head/minor Head to which the waived off amount are to be debited, may be indicated, while issuing sanctions to the waiving off of the irrecoverable amounts.

An early action in the matter is requested.

**HARYANA GOVERNMENT
FINANCE DEPARTMENT**

No. 8009-WM(7)-89

Dated, Chandigarh, the 28th November, 1989

A copy is forwarded to all Heads of Departments, Commissioners of Divisions, Registrar, Punjab and Haryana High Court for information and necessary action.

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 38/65-WM(6)-89

From

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

To

All Heads of Departments, Haryana,
The Registrar, Punjab and Haryana High Court,
The Commissioners and
Sub Divisional Officers (Civil) in Haryana State.

Dated, Chandigarh, the 1st August, 1989**Subject : Regarding grant of Advances to Government Employees.**

Sir,

I am directed to refer to the subject noted above and to say that it has come to the notice of the Finance Department that some departments while submitting the loans/advances bills in the Treasuries do not attach the copy of the earmarking letter issued by the Finance Department. It is requested to instruct the Drawing and Disbursing Officers of the department to attach a attested copy of the earmarking letter (issued by the FD) along with the bills when the same are submitted to the Treasury Officer.

Kindly acknowledge the receipt.

Yours faithfully,

Sd/-

Under Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 36/18/2002-WM(5)

From

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

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 9th August, 2006**Subject : Computerization of Accounts of Long Term Advances like House Building Advance, Motor Car Advance, Scooter Advance, Marriage Advances and Computer Advance etc.**

Sir,

I am directed to refer to this office letter of even number dated 9th November, 2004, on the subject noted above vide which all Head of Departments were desired to supply complete details of sanctions, debit vouchers, recovery schedules etc. of House Building Advances, Motor Car Advances, Computer Advances, Marriage Advances, interest etc. to Accountant General (A&E) Haryana on the prescribed proforma. Now Accountant General (A&E), Haryana has again pointed out that required information, on the prescribed proforma, is not being made available by some of the departments i.e. complete details of sanctions, debit vouchers and recovery schedules etc. which is causing hindrance in implementation of this particular programme of computerization of record of long term advance accounts.

2. It is, therefore, again requested that the following information may be supplied to Accountant General (A&E), Haryana regularly:

- (i) Complete information as prescribed in Annexure-I in respect of fresh sanctions.
- (ii) Complete information as in Annexure-II in the recovery Schedules of HBA, MCA, Marriage Advances and Computer Advances etc. attached with pay bills.
- (iii) In all NDC cases, debit vouchers and correspondence relating to long term advances GPF Account number be mentioned invariably

3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 36/18/2002-WM(5)

Dated, Chandigarh, the 9th August, 2006

A copy is forwarded to the Accountant General (A&E). Haryana, Chandigarh w.r.t. his D.O. letter No. TM(T)/Comp. of Loans/1034 dated 29-9-04 for information.

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries/
Administrative Secretaries to Government of Haryana for information and necessary action.

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Financial Commissioner & Principal Secretaries/
Administrative Secretaries to Government, Haryana.

U.O. No. 36/18/2002-WM(5)

Dated, Chandigarh, the 9th August, 2006

No. 36/18/2002-WM(5)

Dated, Chandigarh, the 9th August, 2006

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

State Election Commissioner, Haryana.
Secretary to Governor, Haryana.
Resident Commissioner, Government of Haryana, Haryana Bhawan, New Delhi.
Secretary, Haryana Vidhan Sabha.

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Internal Distribution

PS/FM
PS/FCF
In-charge, Computer Cell

ANNEXURE - I

Sanction must incorporate the following information.

| | |
|-----|--|
| 1. | Name of the Sanctioning Authority |
| 2. | Sanction No. and Date |
| 3. | Name & Designation of loanee |
| 4. | GPF Account No. alongwith series |
| 5. | Nature of loan i.e., HBA, MCA, MA, Computer, Interest etc. |
| 6. | Head of Account |
| 7. | Amount of loan sanctioned |
| 8. | No. & rate of installments |
| 9. | Month from which recovery is to commence |
| 10. | Rate of interest |
| 11. | Rate of Penal interest |
| 12. | Name of DDO |

Note : It must be mentioned clearly in the condition of sanction itself that the recovery of interest will be commenced immediately after the recovery of principal is completed.

Annexure-II

Schedule of Recovery of _____ Advance.

**Head of Accounts: Major Head:
Minor Head:**

| Sr. No. | Employee Name & Designation | GPF Account No. alongwith Series | Total amount drawn | Amount recovered upto pervious month | Installment No/Total number of installments | Amount recovered in this bill | Balance Amount |
|---------|-----------------------------|----------------------------------|--------------------|--------------------------------------|---|-------------------------------|----------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

Signature of the DDO

***These instructions have been Revised vide
No. 36/18/2002-WM(5), Dated 09.08.2006.***

No. 36/18/2002-WM(5)

From

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

To

All Heads of Departments in Haryana,
All Commissioners of Divisions in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
All District & Sessions Judges in Haryana State.

Dated, Chandigarh, the 16th March, 2005

Subject : Computerisation of Accounts of Long Term Advances like House Building Advance, Motor Car Advance, Scooter Advance, Marriage Advances and Computer Advance etc.

Sir,

I am directed to refer to Finance Department letter No. 36/18/2002-WM(5) dated 20-9-2002 and No. 36/18/2002-WM(5) dated 9-11-2004, on the subject noted above vide which all Heads of Departments were requested to ensure that GPF A/C Nos. are invariably recorded in all sanctions (House Building Advance, Motor Car Advance, Computer Advance, Marriage Advance) debit vouchers, recovery schedules and correspondence relating to Loans and Advances of Government employees. Accountant General Office has pointed out that all the Drawing and Disbursing Officers are not furnishing the required detailed information. As a result the Accountant General office is facing difficulty while doing credit/debit posting of various loans.

It is, therefore, again requested that all the Drawing and Disbursing Officers working under their control be directed to ensure for strict compliance of above instructions.

Yours faithfully,

Sd/-

(V.P. Goel)

Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 36/18/2002-WM(5), Dated 09.08.2006.***

No. 36/18/2002-WM(5)

From

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

To

All Heads of Departments in Haryana,
All Commissioners of Divisions in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
All District & Sessions Judges in Haryana State.

Dated, Chandigarh, the 3rd December, 2004

Subject: Computerization of Accounts of Long Term Advances like House Building Advance, Motor Car Advance, Scooter Advance, Marriage Advances and Computer Advance etc.

Sir,

I am directed to refer to this office letter No. 36/18/2002-WM(5) dated 9- 11-2004, on the subject noted above and to say that the AG (A&E), Haryana has reported that all the DDOs are not furnishing the information complete in all respects. Particularly, GPF A/c Nos. are not being mentioned in the sanctions, debit vouchers and recovery schedules of HBA/MCA/ Computer Advances/Marriages Advance/Interest etc. GPF Account Nos. and amount of advance drawn are mandatory factor while computerizing the data. In the absence of the required information, his office is facing difficulty while doing credit/debit posting of these loans.

2. It is, therefore, again requested that the requisite information on the prescribed proforma may kindly be supplied to AG(A&E), Haryana properly and regularly so that Accountant General Office may work smoothly.

Yours faithfully,

Sd/-

(S.R. Maurya),
Deputy Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 36/18/2002-WM(5), Dated 09.08.2006.***

No. 36/18/2002-WM(5)

From

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

To

All Heads of Departments in Haryana,
All Commissioners of Divisions in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All Deputy Commissioners and Sub Divisional Officers (Civil) &
All District & Sessions Judges in Haryana State.

Dated, Chandigarh, the 9th November, 2004

Subject : Computerisation of Accounts of Long Term Advances like House Building Advance, Motor Car Advance, Scooter Advance, Marriage Advances and Computer Advance etc.

Sir,

I am directed to refer to this office letter No. 36/18/2002-WM(5) dated 20-9-2002, on the subject noted above vide which all Heads of Departments were desired to supply complete details of sanctions, debit vouchers, recovery schedules etc of House Building Advance, Motor Car Advance, Computer Advance, Marriage Advance, interest etc. to AG(A&E), Haryana, on the prescribed proformae. Now the AG (A&E), Haryana has pointed out that the required information, on the prescribed proformae, is not being made available by the departments to AG office, Haryana which is causing hindrance in the computerization of record of Long Term Advance accounts.

2. It is, therefore, again requested that the following information may kindly be supplied to AG (A&E) Haryana regularly :-

- (i) Complete information as prescribed in Annexure-I in respect of fresh sanctions.
- (ii) Complete information as in Annexure-II in the recovery schedules of HBA, MCA, Marriage Advances, Computer Advances etc. attached with pay bills.
- (iii) In all NDC cases debit vouchers and correspondence relating to long term advances, GPF Account number be mentioned invariably.

3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(S.R. Maurya)

Deputy Secretary Finance (B),
Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 36/18/2002-WM (5)

Dated, Chandigarh, the 9th November, 2004

A copy is forwarded to the Accountant General (A&E), Haryana, Chandigarh w.r.t. his D.O. letter No. TM(T)/Comp. of Loans/1034 dated 29-9-04 for information.

Sd/-
(S. R. Maurya)
Deputy Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners & Principal Secretaries/Administrative Secretaries to. Government of Haryana for information and necessary action.

Sd/-
(S. R. Maurya)
Deputy Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Financial Commissioners & Principal Secretaries/
Administrative Secretaries to Government, Haryana.

U.O. No. 36/18/2002-WM(5)

Dated, Chandigarh, the 9th November, 2004

No. 36/18/2002-WM(5)

Dated, Chandigarh, the 9th November, 2004

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

Secretary to Governor, Haryana.
State Election Commissioner, Haryana.
Resident Commissioner, Government of Haryana, Haryana Bhawan,
New Delhi.
Secretary, Haryana Vidhan Sabha.

Sd/-
(S. R. Maurya)
Deputy Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Annexure I

Sanction must incorporate the following information :

1. Name of sanctioning authority
2. Sanction No. and Date
3. Name & Designation of loanee
4. GPF Account No. alongwith series
5. Nature of loan i.e. HBA, MCA, Marriage, Computer, Interest etc.
6. Head of Account
7. Amt. of loan sanctioned
8. No. and rate of instalments.
9. Month from which recovery is to commence
10. Rate of interest
11. Rate of Penal interest
12. Name of DDO

Note : It must be mentioned clearly in the condition of sanction itself that the recovery of interest will be commenced immediately after the recovery of principal is completed.

ANNEXURE II

Schedule of Recovery of _____ Advance

Head of Accounts :

Major Head :

Minor Head :

| S.No. | Employee Name & Designation | GPF Account No. Alongwith Series | Total amount drawn | Amount recovered upto previous month | installment No/Total number of installments | Amount recovered in this bill | Balance Amount |
|-------|-----------------------------|----------------------------------|--------------------|--------------------------------------|---|-------------------------------|----------------|
| 1 | 2 | 3 | 4 | 8 | 6 | 7 | 8 |
| | | | | | | | |

Signature of the DDO

| Sr. No. | Nature of loan i.e. HBA/ MBA/MA/ Computer/Intt. | Head of Account | Name of Sanctioning Authority | Sanction No. date | Name and designation of loanee | GPF A/C No. | Amt. of loan Sanctioned | Vr. No. and date of amount drawn |
|---------|---|-----------------|-------------------------------|-------------------|--------------------------------|-------------|-------------------------|----------------------------------|
| | | | | | | | | |

| No. of Installments & rate of Installment | Month of 1st recovery | Amt. Recovered upto previous month | Amt. Recovery in this month | Balance Amount | Rate of Intt. | Rate of Penal Intt. | Name of DDO |
|---|-----------------------|------------------------------------|-----------------------------|----------------|---------------|---------------------|-------------|
| | | | | | | | |

***These instructions have been Revised vide
No. 36/18/2002-WM(5), Dated 09.11.2004.***

**Most Immediate
Date Bound**

No. 36/18/2002-5WM

From

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

To

All Heads of Departments,
All Commissioners of Divisions,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State of Haryana,
All District & Sessions Judges in Haryana State.

Dated, Chandigarh, the 20th September, 2002

Subject: Computerisation of Accounts of Long Term Advances like House Building Advance, Motor Car Advance, Scooter Advance, Marriage Advance and Computer Advance.

Sir,

I am directed to address you on the above subject and to say that AG office has decided to computerise the accounts of long term advances i.e. House Building Advance, Motor Car Advance, Scooter Advance, Marriage Advance and Computer Advance shortly for rendering computerised and reliable data to State Government. To ensure complete accuracy, it is essential that the sanctions of loans should include the information as per enclosed Annexure I. The recovery schedules of these loans/advances should be attached with the pay bill from October, 2002 as per Annexure-II. Meanwhile to start the job, the information as specified in Annexure-III is required separately for all the loanees of HBA, MCA, Computer and Marriage Advance latest by 15.10.02 positively.

It is therefore, requested that complete information in the enclosed annexures in respect of above loans and advances be supplied alongwith Pay Bill from the salary month of October, 2002, positively and additional information in Annexure-III be sent to AG office by 15th October, 2002. The above instructions may please be brought to the notice of all officers/officials working under your control.

Kindly acknowledge the receipt of this letter.

Yours faithfully,

Sd/-

(G.S.Sorot),

Joint Secretary Finance (B).

for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 36/18/2002-5WM

Dated, Chandigarh, the 20th September, 2002

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

Sd/-
(S.R.Maurya),
Deputy Secretary Finance (B).
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 36/18/2002-5WM

Dated, Chandigarh, the 20th September, 2002

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

1. Secretary to Governor, Haryana.
2. All the Financial Commissioner & Administrative Secretaries, to Government Haryana.
3. State Election Commissioner, Haryana.
4. Resident Commissioner, Government of Haryana, Haryana Bhawan, New Delhi.
5. Hon'ble Speaker, Haryana Vidhan Sabha.
6. MDs. of Various Boards/Corpns. in Haryana (1AS Officers only).
7. Vice Chancellors of Universities and Directors of Medical Colleges in Haryana State.

Sd/-
(S.R.Maurya),
Deputy Secretary Finance (B).
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy each is forwarded to the Principal Secretary/Addl. Principal Secretary/Deputy Principal Secretary/Officers on Special Duty/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Deputy Chairman, Planning Board, Haryana, for the information to Chief Minister/Ministers/State Ministers/Deputy Chairman, Planning Board, Haryana.

Sd/-
(S.R.Maurya),
Deputy Secretary Finance (B).
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Addl. Principal Secretary/Deputy Principal Secretary/Officers on Special Duty/Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Deputy Chairman Planning Board.

U.O. No. 36/18/2002-5WM

Dated, Chandigarh, the 20th September, 2002.

ANNEXURE I

Sanction must incorporate the following information :

1. Name of sanctioning authority
2. Sanction No. and Date
3. Name & Designation of loanee
4. GPF Account No. alongwith series
5. Nature of loan i.e. HBA, MCA, Marriage, Computer, Interest etc.
6. Head of Account
7. Amt. of loan sanctioned
8. No. and rate of instalments.
9. Month from which recovery is to commence
10. Rate of interest
11. Rate of Penal interest
12. Name of DDO

Note : It must be mentioned clearly in the condition of sanction itself that the recovery of interest will be commenced immediately after the recovery of principal is completed.

Annexure II

Schedule of Recovery of _____ Advance

Head of Accounts :

Major Head :

Minor Head :

| S.No. | Employee Name & Designation | GPF Account No. Alongwith Series | Total amount drawn | Amount recovered upto previous month | installment No/Total number of installments | Amount recovered in this bill | Balance Amount |
|-------|-----------------------------|----------------------------------|--------------------|--------------------------------------|---|-------------------------------|----------------|
| 1 | 2 | 3 | 4 | 8 | 6 | 7 | 8 |
| | | | | | | | |

Signature of the DDO

Annexure III

| S. No. | Nature of loan i.e. HBA/ MBA/MA/ Computer/Intt. | Head of Account | Name of Sanctioning Authority | Sanction No. date | Name and designation of loanee | GPF A/C no. | Amt. of loan Sanctioned | Vr. No. and date of amount drawn |
|--------|---|-----------------|-------------------------------|-------------------|--------------------------------|-------------|-------------------------|----------------------------------|
| | | | | | | | | |

| No. of Installments & rate of Installment | Month of 1st recovery | Amt. Recovered upto previous month | Amt. Recovery in this month | Balance Amount | Rate of Intt. | Rate of Penal Intt. | Name of DDO |
|---|-----------------------|------------------------------------|-----------------------------|----------------|---------------|---------------------|-------------|
| | | | | | | | |

No. 1/9/90-WM(1)

From

The Financial Commissioner and Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in State.
Registrar, Punjab and Haryana High Court, Chandigarh and
All District & Session Judges in Haryana.
Secretary, Haryana Vidhan Sabha, Chandigarh.

Dated, Chandigarh, the 15th May, 1991**Subject: Allotment of individual account number to the loanees of House Building Advances.**

Sir,

I am directed to refer to the above subject and to say that with the liberalization of policy of granting of House Building Advance to the employees of the State Government. The number of loanees have increased manifold. Consequently the Accountant General, Haryana has been facing difficulties in identification of the loanees for maintenance of their accounts, issue of N.D.C. etc. especially in the cases where the loanees happen to bear the same name. As such, the State Government in consultation with the A.G. Haryana, has decided to introduce the system of allotment of identification number to the loanees of House Building Advance.

2. For the implementation of this system, you are requested to issue instructions to all the Drawing & Disbursing Officers of your Department to send a requisition to the Accountant General (A&E) Haryana, Chandigarh for supplying identification number in individual cases by giving the following particulars:

- (a) Full name of loanee.
- (b) Major head of account to which the salary of the loanee is debited at the time of drawal of the loan.
- (c) Treasury voucher number with amount drawn and name of treasury.
- (d) Copy of the sanction order; and
- (e) Full postal address of the Drawing & Disbursing Officer.

On receipt of the above information, the A.G. Haryana will intimate the identification number, which will continue till the full recovery/settlement of the advance and will not change due to transfer, deputation or foreign service of the employee. The identification number should be quoted in all future recovery schedules/correspondence by the D.D.O s while preparing the recovery schedule/making correspondence along with full name of loanee. In case of transfer of the loanee the same number be indicated in the L.P.C.

3. Further, the Drawing & Disbursing Officer may obtain identification numbers in respect of old loanees of House Building Advance, whose recoveries continue after the introduction of the proposed system, in due course from the A.G.'s office giving full details of the installments sanctioned/drawn against one loan. The recovery, however, of advance already sanctioned or interest there on should not be stopped on the ground that identification number is awaited from the office of A.G. Haryana.

4. In cases, where the loanees have already been granted two/three or more installments like the cases of plot/house allotted by the Govt. agencies, in which amount equal to one yearly installment is sanctioned, the Drawing and Disbursing Officer shall be required to get the identification number allotted from A.G.'s office immediately and quote the same in the application form for provision of funds for another installment by the Finance Department.

5. For any further clarification on the subject, the matter may please be referred to the A.G. (A&E) Haryana direct.

6. It is once again reiterated that the above decision may please be brought to the notice of all D.D.Os of your department for compliance.

Please acknowledge receipt.

Yours faithfully,

Sd/-

Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 36/7/2K-4WM

From

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

To

All the Heads of Departments in Haryana,
All the Commissioners of Divisions,
All Deputy Commissioners and
All Sub Divisional Officers (Civil) in Haryana.
Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 26th September, 2001

Subject : Grant of Car/Motor cycle Advance to State Govt. employees on deputation.

Sir,

In continuance of F.D. letter No. 16/1/96-WM(4) dated the 16th April, 1996, on the subject noted above, I am directed to say that on occasions some officers on deputation with Govt. of India or U.T. Administration obtain loan from Govt. of India/ Chandigarh Administration and subsequently request the State Govt. for grant of loan to repay the loan obtained from Govt. of India/Chandigarh Administration. After careful consideration, it has been decided that any officer of Haryana cadre will have the option to avail loans either from the Central/U.T. Govt. or from the Haryana Govt. Accordingly, loans will be granted to them. Henceforth no officer will be sanctioned any advance from the State Govt. if he/she has exercised the option to draw a particular loan from Govt. of India/Chandigarh Administration i.e. no advance will be granted by the State Govt. for vacating loan taken from Govt. of India/Chandigarh Administration.

These instruction may be brought to the notice of all concerned officers.

Yours faithfully,

Sd/-

(P.K. Das)

Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 2/19/92-WM(1)

From

The Financial Commissioner and Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
All Commissioner of Division,
All Deputy Commissioners and
Sub-Division Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh and
All District and Session Judges in Haryana.

Dated, Chandigarh, the 24th April, 1992**Subject : Grant of loans and advance to Government Employees tenurial appointments.**

Sir,

I am directed to invite your attention to the subjects noted above and to say that on reconsideration, it has been decided that the loans and advances would not be admissible to those, who hold tenurial appointments for a limited period. The employees on these posts on deputation from other departments of Government and who are regular Haryana Government employees will, however, not be covered under this decision.

2. The decision contained in this circular letter shall take effect from 1st April, 1992. All other condition governing the grant of these advances shall remain unchanged.
3. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-
(J.N.JULKA)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 3296-WM(4)-77/21750

From

The Secretary to Government, Haryana,
Finance Department.

To

All Heads of the Departments,
Commissioners of Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court and
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 25th July, 1977

Subject : Advance to Government servants for the celebration of Marriages.

Sir,

I am directed to invite your attention to the Finance Department instructions on the subject vide its circular letter No. 6470-WM(4)-77/3537, dated the 6th February, 1975, and to say that in supersession of these instructions the State Government has now decided to extend this facility to its employees on deputation/foreign service with autonomous bodies and other administrations.

Yours faithfully,

Sd/-

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

No. 26-5FR(I)-77/8011

From

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

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab & Haryana High Court, and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 28th March, 1977

Subject : Payment of Pension/CPF Contributions and/or GPF subscription and re-payment of Loan and Advances during the period of Foreign Service out of India.

Sir,

I am directed to invite your attention to rule 10.9 of C.S.R. Vol. I Part I and to say that according to the provision of this rule Contributions towards the cost of pension are required to be paid to Government in respect of a Government servant while on foreign service out of India. Similarly, in the case of an employee governed by the Contributory Provident Fund rules, employee share of State Provident Fund Contributions is required to be paid during the period of foreign service. Such contributions have to be paid by the Government servant himself, unless the foreign employer consents to pay them on his behalf. In addition to the above contributions, a Government servant deputed on foreign service is invariably required to subscribe to the Provident Fund to which he was subscribing at the time of proceeding on foreign service in accordance with the rules of such fund. Government servants deputed on foreign service have also to repay the balance towards any loan and advances e.g. House Building Advance, Scooter/ Motors Car Advance, etc. which may be outstanding against them at the time of proceeding on foreign service.

2. It has come to notice that, at present, there is no uniform procedure in regard to the currency in which the above contributions/repayments are to be made by the Government servants on foreign service out of India. While in certain cases, the contributions are paid in Rupees, in other cases these are paid in foreign currency.

3. The matter has been examined in detail by the Government and it has been decided that, in future, all pensions/CPF and G. P. Fund contributions and repayment of outstanding loan and advances in respect of Government servants on foreign service out of India should be made in the foreign currency in which salary is paid.

- 4 (a) The exchange rate applicable will be the official accounting rates.
(b) For purposes of remittance of money, the normal banking channels should be adopted in places where there are no restrictions on remittances. In countries where such remittance facilities through normal banking channels are not permissible, the contributions should be deposited with the concerned India Mission.

The receipt of this letter may please be acknowledged.

Yours faithfully,
Sd/-

(PARTAP SINGH)

Deputy Secretary Finance (Budget),
for Commissioner and Secretary to Government,
Haryana, Finance Department.

Haryana Government letter No. 6033-WM(I)-72/37128 dated 28th November, 1972.—

I am directed to refer to the subject cited above and to say that according to the existing instruction loans to Government employees for various purposes are sanctioned by the Heads of Department/Department of Government under the power delegated to them vide serial No. 1-3 of Rule 19.10 of Punjab Financial Rules Volume I. However, in case of Government employees who are on deputation/transfer to other Departments under Haryana Government, it has not been specified in the rules whether advances are to be sanctioned to them by the Heads of Departments under whom they are working or by the competent authority in their parent department. The Accountant General, Haryana has been consulted in this matter. He has advised as under which may be adhered to in future in such cases:-

"In the case of Government employees who are on deputation/transfer to other Department, the Head of Departments/ Department of Government of the parent department will be the sanctioning authorities for the purposes of rule 19.10 of P.F.R. Volume I".

This advice of the Accountant General, Haryana is brought to your notice for compliance.

The recovery of the loan, however, shall be made by the Department in which the Government employee is on deputation till he reverts to his parent Department.

***These instructions have been revised vide
No. 2056-WM(1)-68/10451, dated 04.05.1968.***

No. 12-WM(I)-68/

Form

Shri B.S. Manchanda, I.A.S,
Commissioner for Planning & Finance and Secy. to Govt.,
Haryana, Planning & Finance Departments.

To

All Heads of Departments,
The Commissioner, Ambala Division and
All the Deputy Commissioner and
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court,
All the District and Session Judges in Haryana.

Dated: 19th March, 1968

Subject : Grant of House building advance to Government servants on deputation with other Governments.

Sir,

I am directed to say that certain departments have enquired from the Finance Department :-

- (i) Whether house building advance can be sanctioned to the employees to whom it is admissible under the rules contained in Chapter X of the Punjab Financial Rules, Volume I and the other instructions on the subject but who are on deputation to other Governments or any statutory bodies in India; and
- (ii) If so, whether it can be sanctioned by virtue of the power delegated under rule 19.10 of the Punjab Financial Rules, Volume I.

It is clarified that :-

- (i) the fact of a Government employee being on deputation does not debar him from the facility of drawing house building advance; and
- (ii) the powers delegated under serial No. 1 of the table below Rule 19.10 of the Punjab Financial Rules, Volume I to sanction house building advances can be exercised in cases where a Government employee is on deputation with other Government or any statutory body in India, but the sanctioning authorities should make suitable arrangements with the employer in consultation with the Accountant General to ensure that the recovery of the advances in prescribed installments is made punctually and credited to State account during the period of deputation of the Government employee.

Yours faithfully,

Sd/-

Deputy Secretary Finance,
for Commissioner for Planning & Finance and Secy. to Govt.,
Haryana, Planning & Finance Departments.

HARYANA GOVERNMENT
FINANCE DEPARTMENT
(REGULATION)
NOTIFICATION
The 15th June, 2009

No. 2/2/2005-4FR.— In exercise of the powers conferred by clause (2) of article 283 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Punjab Financial Rules, Volume I, in their application to the State of Haryana, namely :-

1. These rules may be called the Punjab Financial Volume I (Haryana Second Amendment) Rules, 2009.
2. In the Punjab Financial Rules, Volume I, in rule 10.15 after Note 2, the following Note shall be added at the end namely:-

“Note 3:- “In cases where the competent authority finds that the loanee has misutilized the loan or has overdue installments of interest and principal, penal interest at the rate not less than 8% per annum or at such rate as the Government may decide from time to time, shall be imposed on the loanee”.

AJIT M. SHARAN,
Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

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

From

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

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
The Registrar Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 20th September, 2006

Subject : Instructions regarding recovery of House Building and Other Advances.

Sir,

I am directed to refer to this department's instructions issued vide letter No. 12669-WM(1)-77/35145, dated 14th December, 1977 regarding the subject cited above and to state that it has been observed that some departments are making recovery of 2nd and 3rd instalments of the House Building Advance (HBA) for construction of house from 13th issue of the pay from the date of the drawal of 2nd/3rd instalment which is not correct. It is, therefore, clarified that the repayment (recovery) of the instalment(s) taken for the construction of house shall commence from the 13th issue of the pay after the 1st instalment is taken. However, in case 2nd/3rd instalment is also taken within the said 13th issue of pay, then the repayment of all these instalments too will commence from the 13th issue of the pay from the date of drawal of the 1st instalment. If, however, 2nd/3rd instalment is taken after the 13th issue of pay from the date of drawal of the 1st instalment, then the repayment will commence immediately after the drawal of the said 2nd/3rd instalment, as the case may be. The position is further clarified in the following example:

Mr. "A" had taken 1st instalment of HBL for construction of house on 24.8.2006. His recovery will commence from the 13th issue of pay i.e. pay of August, 2007 payable on 1.9.2007. He took the 2nd instalment on 20.07.2007 and 3rd instalment on 9.11.2007. His recovery of 2nd instalment will commence from 1.9.2007 and the 3rd instalment from 1.12.2007.

2. It has also been observed that some departments are making recovery of principal as well as interest after a considerable gap of period or even at the time of issuance of NDC. Accountant General, Haryana has pointed out to recover penal interest upon all such overdue instalments of principal and interest, as the case may be, @ 8% per annum and accordingly the recovery of penal interest has to be made in such an eventuality.

3. The recovery of interest should commence from the month following that in which the repayment of the principal had been completed in case of HBA and other advance cases also.

4. It is also clarified that if the Government employee concerned so desires in writing to commence the recovery of his loan earlier than the due date, then recovery may be allowed to be started earlier also but this option once exercised will be considered as final.

5. Copy of this instruction is also available on the website which can be down loaded from the site, www.haryana.nic.in.

6. The receipt of this letter may kindly be acknowledged.

Yours faithfully,
Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 36/1/2004-WM(4)

From

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

To

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

Dated, Chandigarh, the 7th June, 2004**Subject : Prevention of misuse of Government Funds.**

Sir,

I am directed to invite your attention towards the Finance Department letter No. 2/1/93-WM dated 23rd August, 1993 on the subject noted above and to say that provision under Rule 10.7(b) of PFR provides as under :-

“The authority which sanctions a loan may in so far as the law allows enforce a penal rate of compound interest upon all over due installments of interest or principal and interest. If a penal rate is enforced it should not be less than 8% per annum.”

3. Finance Department has observed that the tendency of making irregular repayment of Principal amount as well as interest there upon is increasing day by day. To curb this tendency, it has been decided that action U/R 10.7 (b) of PFR may be taken against those defaulting employees who do not make regular repayment of principal of loan amount and interest thereon and in future, specific mention of this rule may be made in sanctions of various loans issued by the competent authority.

4. These instruction may also be brought to the notice of all the officers DDO's and officials working in your department for strict compliance.

Yours faithfully,

Sd/-

Deputy Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 36/1/2004-WM(4), Dated 07.06.2004.***

No. 2/1/93-WM(1)

From

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

To

All Heads of Departments,
All Commissioners of Ambala, Gurgaon,
Hisar and Rohtak Divisions,
All Deputy Commissioners and
Sub Divisional Officers (C) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.
All District & Session Judges, in Haryana.

Dated, Chandigarh, the 23rd August, 1993

Subject : Grant of Conveyance advance to Government employees.

Sir,

I am directed to invite your attention to the Finance Department letter No.16/4/83-WM(5) dated 30th November, 1983 on the subject noted above and to say that in order to curb the tendency towards the misutilisation of Loans and Advances granted to the Government employees, it has now been decided that when the amount has been utilized by the Govt. employees other than the purpose for which it is granted, the PENAL INTEREST @10% (Ten percent) per annum over and above the normal rate of interest shall be charged from the date of drawal of the House Building, Conveyance, Marriage advances till the principal amount has been recovered and such an employee shall also be debarred from all kind of loans from the Govt., in future.

These instructions may also be brought to the notice of all the officers/ officials working in your department for strict compliance. The instruction will take effect from the date of issue of the letter but will be applicable to those cases also which have not been decided upto the issue of these instructions.

The receipt of the letter may please be acknowledged.

Yours faithfully,

Sd/-
(V.S. Kundu)
Deputy Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 2/113/84-WM(I)

From

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

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub-Division Officers(Civil) in Haryana
The Registrar, Punjab and Haryana High Court, Chandigarh and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 14th August, 1984

Subject : Misutilisation of House Building Advance by Govt. employees - Recovery of penal interest.

Sir,

I am directed to refer to Finance Department circular letter No. 2/80/80-WM(I), dated the 18th August, 1982, on the subject noted above and to say that certain departments had sought clarification about the recovery of penal interest imposed in case of misutilisation of loan amount by the employees. The matter has been considered and it has been decided that the amount of penal interest imposed due to misutilisation of loan amount should be recovered immediately alongwith the instalments of the Principal after issuing formal sanction.

2. These instructions may please be brought to the notice of all Officers/Officials working your department for strict compliance.

Yours faithfully,

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 16/49/83-WM(5)

From

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

To

All Heads of Departments,
Commissioners Ambala and Hisar Division,
All Deputy Commissioners
And Sub-Division Officers(Civil) in Haryana.
The Registrar, Punjab and Haryana High Court Chandigarh and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 30th November, 1983**Subject : Instructions regarding grant of advance to the Government servants for the purchase of motor vehicles.**

Sir,

I am directed to refer to Finance Department circular letter No. 9479-WM(3)-77/23024, dated the 12th September, 1977, on the subject noted above and to say that in order to curb the tendency towards misutilization of loans sanctioned for the purchase of motor vehicles, it has been decided that when the loan has been utilized for a purpose other than the purpose for which it is granted the penal interest at the rate of 4 per cent per annum over and above normal rate of interest be charged from the date of drawal of the loan for the purchase of motor vehicle till the principal has been recovered and such an employee shall be debarred from all kinds of loans from Government in future.

2. These instructions may please be brought to the notice of all officers/officials working in your department.
3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 2/1/93-WM(1), Dated 23.08.1993.***

No. 2/80/80-WM(I)

From

The Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All Head of Departments,
Commissioners, Ambala and Hisar Divisions,
All Deputy Commissioners in Haryana
The Registrar, Punjab and Haryana High Court, Chandigarh and
All Distt. & Session Judges in Haryana.

Dated, Chandigarh, the 18th August, 1982

Subject : Misutilisation of House Building Advance by Govt. employees – rate of penal interest.

Sir,

I am directed to refer to para 3 of Finance Department circular No. 2/80/80-WM(I), dated the 1st January, 1981, on the above subject and to say that in order to curb tendency of misutilisation of House Building Advance, it has been decided that where the loan has been utilized for a purpose other than the purpose for which it is granted, the penal interest at the rate of 4 per cent per annum over and above normal rate of interest be charged from the date of drawal of the loan till the principal has been recovered and such an employee shall be debarred from all kinds of loans from Government in future. The instructions issued vide Finance Department letter No. 4262-WM(I)-73/33307, dated 27th August, 1973 as mentioned in para 49(ii) of the consolidated instructions regarding House Building Advance issued by the Finance Department after the formation of Haryana state, will stand modified.

2. These instructions may please be brought to the notice of all officers/officials working in your department.
3. Kindly acknowledge the receipt.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Govt., Haryana,
Finance Department.

No. 2/1/93-WM(1)

From

The Financial Commissioner and Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner of All Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in State.
The Registrar, Punjab and Haryana High Court, Chandigarh,
All District and Session Judges in Haryana.

Dated, Chandigarh, the 25th June, 1996**Subject: House Building Loan for the houses allotted by Housing Boards, DDA and other Societies etc.**

Sir,

I am directed to refer Finance Department letter No. 7792-WM(4)-81, dated the 29th July, 1981, on the subject noted above and to say that Govt. employees who are allotted houses by the Housing Boards, Delhi Development Authority, Group Housing Societies and any other Govt. Agencies etc. on hire purchase basis are granted loan as per their admissibility during the financial year. According to the instructions, Govt. employees are required to deposit the loan amount with Housing Board, DDA and Group Housing Societies and other Government Agencies in lump-sum. However, it has been observed, in number of cases that employees, instead of depositing the amount of loan given to them in lump-sum keep the amount with them and deposit only in instalments or instalment which is demanded by the DDA or Societies etc. This is highly objectionable and contrary to the instructions. Moreover, it is misappropriation of Govt. money.

2. The matter has been considered and it has been decided that all cases relating to advances for Housing Board, DDA and Societies etc. sanctioned w.e.f. 1.4.91 may be examined and scrutinised thoroughly and those employees who have not deposit the amount in lump-sum with Housing Board, DDA and Societies etc. should pay penal interest @10% over and above the normal rate of interest. An action taken report in this regard should be sent to the Finance Department by 30.9.96 positively in the enclosed performa.

3. They should also be informed that for such irregularities in future, disciplinary action will be taken against them and in addition, they will be debarred from all types of loans in future, These instructions may kindly be brought to the notice of all employees working under your control.

Yours faithfully,

Sd/-

Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 2/1/93-WM(1)

Dated, Chandigarh, the 25.6.96

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

Sd/-
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the :

Financial Commissioners in Haryana ;
All Administrative Secretaries to Govt. Haryana
for information and necessary action.

Sd/-
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners in Haryana.
All Administrative Secretaries to Govt. Haryana.

U.O. No. 2/1/93-WM(1)

Dated, Chandigarh, the 25.6.96

A copy is forwarded to the Principal Secretary/Deputy Principal Secretary/OSD to CM/OSD/Secretaries/Private Secretaries to Chief Minister/Ministers/Chief Parliamentary Secy. for information of Chief Minister/Minister/Chief Parliamentary Secy.

Sd/-
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Deputy Principal Secretary/OSD to CM/
OSD/Secretaries/ Private Secretaries to Chief Minister/Ministers/
Chief Parliamentary Secretary.

U.O. No. 2/1/93-WM(1)

Dated, Chandigarh, the 25.6.96.

Information regarding recovery of Penal Interest

| Reference FD letter No. & Date | Name of Department | Name of DDO responsible for recovery |
|--------------------------------|--------------------|--------------------------------------|
| | | |

| Name of employee | Loan Amount | Date of withdrawal of amount | Date of Deposit with society/DDA/GDA Housing Board etc. | Amount Deposited | Whether excess amount was kept by the employee (Yes/No) | Penal interest chargeable | Date of recovery of penal interest and deposit in Treasury |
|------------------|-------------|------------------------------|---|------------------|---|---------------------------|--|
| | | | | | | | |

No. 2/68/83-WM(7)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala & Hisar Divisions,
All Deputy Commissioners &
Sub Divisional Officers (Civil) in Haryana;
The Registrar, Punjab & Haryana High Court, Chandigarh and
All District & Session Judges in Haryana.

Dated, Chandigarh, the 4th January, 1985**Subject: Grant of advance to Government employees for the purchase of built up houses.**

Sir,

As you are aware that in some cases advance less than the admissibility of the Government servant or actual prices of the house has been earmarked by the Finance Department for the purchase of a built up house from private sources other than Government agencies. In such cases, Finance Department asked the concerned departments in individual cases, where part advance had been sanctioned, to furnish the irrevocable agreement for the purchase of a house which should be for an indefinite period, otherwise penal interest at the rate of 4% would be charged from the loanee in addition to normal rate of interest. It has now been decided that following action be taken in the cases where partial amount for the purchase of the house has been sanctioned :-

- (i) The irrevocable agreement for the purchase of a house from the owner for indefinite period should be obtained from concerned employee. If the employee fails to do so, the sanctioned amount should be recovered in lump sum alongwith 4% penal interest in addition to normal rate of interest.
 - (ii) Where the irrevocable agreement has been received and the amount has not been utilized by the employee, the amount may also be recovered in lump sum alongwith simple interest and where the amount has been utilized, the sanctioned loan may not be recovered, but the utilization certificate be obtained.
2. The action taken in the matter may please be intimated to the Finance Department.
 3. The above instruction may be brought to the notice of all concerned working under your control.
 4. Please acknowledge the receipt of this letter.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been revised vide
No. 2/1/93-WM(1), dated 25.06.1996.***

No. 7792-WM-(4)-81

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions and
All Deputy Commissioners in Haryana.
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 29th July, 1981

Subject : House Building Loan for the houses allotted by Housing Boards, D.D.A. etc.

Sir,

I am directed to address you on the subject noted above and to say that Government employees who are allotted houses by the Housing Board on hire purchase basis are granted loan equal to the instalment payable by them in financial year. According to the instructions laid down in the earmarking letter deposit by the Finance Department, employees are required to deposit the amount of loan sanctioned to them in lump sum with the Housing Board. However, it has been observed in a number of cases that the employees, instead of depositing the amount of loan given to them in lump sum, keep the amount with them and deposit only monthly instalment with the Housing Board. This is objectionable and contrary to the instructions and it amounts to misappropriation of Government money.

2. The matter has been considered and it has been decided that all such employees who have been depositing the amount with the Housing Board in monthly instalments instead of depositing the same in lump sum should be warned to be careful in future. They should also be informed that for such irregularities in future, disciplinary action against them will be taken and penal interest @ 2½% will be charged from them. These instructions may kindly be brought to the notice of all employees working under your control.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

(Copy of letter No. 16/40/2000-4WM, dated 20th June, 2001)

Subject : Grant of Computer Advance to Government Employees.

I am directed to invite a reference to the Finance Department letter No. 16/40/2k-4WM, dated 02.11.2000 on the subject noted above vide which Government Employees drawing pay of Rs. 8000/- p.m. and above (including SP & NPA) are entitled to an advance admissible upto Rs. 60,000/- for the purchase of personal computer, recoverable in not more the 100 equal monthly instalments and to say that in certain cases the advance was found misutilised. It has, therefore, been decided by the State Government that the concerned Heads of the Departments/DDOs will, henceforth, obtain receipt/cash memo and comprehensive insurance certificate of the computer purchased by the loanee within a period of two months from the date of drawal of advance and submit a report to this effect to the Finance Department (Ways & Means Branch). In case of misuse of advance, a penal interest @ 10% over and above the normal rate of interest will be charged from the date of drawal till the principal amount is recovered and such defaulting employees shall also be debarred from all kind of Government loans for future.

2. If the loan is utilised beyond the period of two months, a penal interest @ 10% PA over and above the normal rate of interest will also be charged from the date of drawal of loan from Treasury to the date of its utilisation.
3. These instructions will come into force with immediate effect and will be applicable to those cases also which have not been decided upto the date of issue of these instructions.
4. These instructions may be brought to the notice of all the officers/officials working in your department for strict compliance.

***These instructions have been Revised vide
No. 9479-WM(3)-77/23024, Dated 12.09.1977.***

No. 4743-WM-(3)-75/27265

From

Shri S.N. Bhanot, I.A.S.,
Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
The Commissioners Ambala and Hisar Divisions and
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State.
The Registrar, Punjab & Haryana High Court and
All District & Session Judges in Haryana.

Dated, Chandigarh, the 13th August, 1975

***Subject: Advances to the Government servants for the purchase of motor cars/
Scooter/motor cycles - charging of penal interest.***

Sir,

I am directed to invite your attention to note 3 below rule 10.21 read with rules 10.22 of the Punjab Financial Rules Vol. I which inter-alia enjoins that a Government servant who draws an advance for the purchase of a motor conveyance should purchase the conveyance within a period of one month of the drawal of advance. Instances have, however, come to the notice of the Finance Department in which the state Government employees who were sanctioned loan for the purchase of conveyances did not comply with the provisions of the above mentioned rules. To discourage this tendency, Government have decided that in such cases the full amount of the advance drawn should be got refunded immediately with a penal interest of 2½% over and above the normal rate of interest fixed by the Government from time to time for these loans. All such cases, in future, should be referred to the Finance Department.

2. The receipt of this letter may please be acknowledged.

Sd/-
Under Secretary Finance (BR),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 2/244/83-7WM

From

The Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
The Registrar Punjab & Haryana High Court, Chandigarh and
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 27th August, 1984**Subject : Grant of House Building Advance - Charging of interest.**

Sir,

I am directed to refer to the subject noted above and to say that certain departments have sought clarifications regarding charging of rate of interest on house building advances granted to Govt. Servants in more than one instalment i.e. whether it should be charged as per provisions made in rule 10.15 of P.F.R. Vol. I or it is to be charged on the basis of instructions issued by the Finance Department from year to year for fixing the rate of interest. The matter has been considered and it is clarified that interest is to be charged according to the provisions made under rule 10.15 of P.F.R., Volume-I, i.e. if an advance is drawn in more than one instalment, the rate of interest on the whole advance should be determined with reference to the date on which the first instalment was drawn. (For Director, Technical Education, Haryana, This also disposes of his memo. No. E-8(19)-74/998, dated 3.2.1984)

2. These instructions may kindly be brought to the notice of all officials/officers in your department.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Commissioner and Secretary to Govt., Haryana,
Finance Department.

No. 1/6/81-WM(I)

From

The Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Ambala and Hisar Divisions, and
All Deputy Commissioners in the State.
The Registrar, Punjab & Haryana High Court and
All District and Sessions Judges in Haryana.
All Sub Divisional Officers (Civil) in the State.

Dated, Chandigarh, the 30th September, 1981**Subject : Maintenance of accounts of Cycle advance given by the Govt. of Haryana to its employees.**

Sir,

I am directed to invite your attention to the subject noted above and to say that the question of maintenance of accounts of cycle advance, given by the State Government to its employees, by the respective Drawing and Disbursing officers instead of by the Accountant General, Haryana, has been under the consideration of the State Government. It has been decided in consultation with the Accountant General, Haryana that the work of maintenance of accounts of Cycle advance will be transferred to the Drawing and Disbursing Officer w.e.f. 1.10.1981. The Accountant General Haryana will furnish to the respective Drawing and Disbursing Officer, the balance due against each loanee as it stood on 30.9.1981 by 3rd December, 1981. In the meanwhile the Drawing and Disbursing will continue to deduct the advance due for payment from the concerned employees and would maintain the accounts there.

2. As regards guidelines for the maintenance of accounts and recovery thereof, the same are given in Annexure I to this letter. The register of watching recovery of cycle advance, schedule of recovery of cycle advance and the formula for the calculation of interest are given in Annexure II, III & IV. I am to request you to instruct all the Drawing and Disbursing Officers under your control to take immediate necessary action in the matter and also request the Accountant General Haryana to furnish the balances in respect of the employees.

3. Please acknowledge the receipt of this letters.

Yours faithfully,

Sd/-

Encls : Annexure-IV

Under Secretary Finance (B)
for Commissioner & Secretary to Govt., Haryana,
Finance Department.

ANNEXURE – IV

Suppose an advance of Rs. 300/- was granted to Mr. 'X'. The amount was drawn in January, 79. The amount was recovered in 20 instalments @ Rs. 15/- P.M. The first recovery was made from the salary bill of January, 79 paid in Feb. 79. The interest will be calculated as under:-

| | Rs. |
|-------------|------|
| January, 79 | 300 |
| 2/79 | 285 |
| 3/79 | 270 |
| 4/79 | 255 |
| 5/79 | 240 |
| 6/79 | 225 |
| 7/79 | 210 |
| 8/79 | 195 |
| 9/79 | 180 |
| 10/79 | 165 |
| 11/79 | 150 |
| 12/79 | 135 |
| 1/80 | 120 |
| 2/80 | 105 |
| 3/80 | 90 |
| 4/80 | 75 |
| 5/80 | 60 |
| 6/80 | 45 |
| 7/80 | 30 |
| 8/80 | 15 |
| 9/80 | - |
| | 3150 |

Total x Rate of interest
100 x 12

No. 34/11/80-6WM

From

The Secretary to Government, Haryana,
Finance Department.

To

All Heads of Departments.
The Commissions Ambala and Hisar Division and
All Deputy Commissioner and
Sub Divisional Officers(Civil) in the State.
The Registrar, Punjab and Haryana High Court and
All District and Session Judges in Haryana.

Dated, Chandigarh, the 27th November, 1980**Subject : House Building Advance - Rate of interest - Incentive for Haryana Government employees for promoting small family norm.**

Sir,

I am directed to say that the Haryana Govt. has been considered for some time past to provide for further incentive to promote the small family norm among the Government servants. In order to achieve this, it has been decided that the rate of interest on House Building Advances to such Government servants who volunteer for sterilisation will be half percent less than the normal rate of interest. The concession will be subject to the following conditions:-

- (i) The Government employees must be within the reproductive age group. In the case of a male Government employee, this would mean that he should not be over 50 years and his wife should be between 20 to 45 years of age. In the case of female Government employee she must not be above 45 years and her husband must not be over 50 years age.
- (ii) The Government employees should have two or three living children.
- (iii) The sterilization operation must be conducted and the sterilization certificate must be issued by a Government hospital. Where this is not possible the sterilisation operation must be conducted and the sterilisation certificate issued by an institution recognized by State/Central Government for this purpose.
- (iv) The sterilisation operation can be undergone either by the Government employees or his/her spouse provided the conditions at Sr. No.(i) to (iii) above are fulfilled.
- (v) The concession will be admissible only to the Government employees who undergo the sterilisation operation on or after the date of issue of the orders.

Yours faithfully,

Sd/-

Under Secretary Finance (B)
for Secretary to Government, Haryana,
Finance Department.

***These instructions have been revised vide
No. 34/11/80-6WM, dated 27.11.1980.***

No. 1480-WM-(I)-76/13122

From

The Commissioner and Secretary to Government,
Haryana, Finance Department.

To

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

Dated, Chandigarh, the 14th April, 1976

Subject : Loans and advances to Government employees - Disincentive scheme toward population control.

Sir,

I am directed to address you on the subject noted above and to inform you that in order to control population, the State Government has decided to introduce certain disincentive scheme for Government employees. One of these schemes envisages that loans/ advances would be granted only to those Government servants who adopt the small family norm. This disincentive scheme will come into force on 1.4.1977. The decisions of the Government in this respect are as follows :-

- (a) Government employees having more than two children and falling in the category of "eligible couples" as defined by the Health Department in their circular letter No. 3597-3HBI-76/10996, dated the 31st March, 1976 shall not be granted Loans/advances of any kind unless they get themselves sterilized (or their spouses get themselves sterilized) by 31.3.1977.
- (b) Applications for the grant of loans/advances forwarded after 1.4.1977 shall be considered only if they are accompanied by an affidavit in the enclosed proforma duly attested by a Magistrate or an Oath Commissioner.

2. These instructions may kindly be brought to the notice of all concerned.

Yours faithfully,

Sd/-

Under Secretary, Finance (BR),
for Commissioner and Secretary to Government,
Haryana, Finance Department.

No. 1480-WM-(I)-76/13123

Dated, Chandigarh, the 14th April, 1976

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information. Necessary action amendment in the relevant rules is being considered and will be submitted for audit security in due course of time.

Sd/-

Under Secretary, Finance (BR),
for Commissioner and Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the :-

1. The Financial Commissioner, Revenue, Haryana.
2. All Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

Under Secretary, Finance (BR),
for Commissioner and Secretary to Government,
Haryana, Finance Department.

To

1. The Financial Commissioner, Revenue, Haryana.
2. All Administrative Secretaries to Government, Haryana.

U.O. No. 1480-WM-(I)-76/

Dated, Chandigarh, the 14th April, 1976.

Contd.
Encl.

AFFIDAVIT

I, _____ S/o Shri _____ resident of _____ age _____ years hereby solemnly declare that I have got

- (a) Only two or less than two children.
- (b) More than two children but I have got myself/my spouse sterilized on _____ vide attached copy of sterilization certificate.

Dated :

Deponent _____

Name _____

Designation _____

Name of Department _____

I, _____, solemnly declare that the above information is true to the best of my knowledge and behalf and nothing has been concealed therein.

Deponent

* Strike out (a) or (b) whichever is not applicable.

** Sterilization certificate should be in the form prescribed by the State Health Department in its instructions on the subject.

Adjustment of outstanding balance of advance from the last claims of the Government Employee - Levy of interest thereon.—Clause (4) below rule 10.20 of the Punjab Financial Rules, Volume I, lays down that in a case of those Government employees who are nearing retirement the amount of the instalment of advance payable monthly may be so fixed as to ensure the recovery of the entire advance where on account of premature death of a Government Employee it becomes necessary to recover a part of the advance sanctioned to the Government Employee under the provision of Chapter X of the Punjab Financial Rules Volume I, or interest on the amount of such advance by adjustment either against death-cum-retirement gratuity or leave salary, etc. actually drawn after the date of the death of the Government Employee. It has been decided that no interest should be charged in respect of the period beyond the date of death of the Government Employee on the amount of advance thus adjusted against death-cum-retirement gratuity/leave salary etc., if any .

(No. 5113-FR(7)-67, dated the 28th July, 1957).

No. 34/2/94-WM(3)

From

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

To

All the Heads of Departments in Haryana,
The Registrar, Punjab & Haryana High Court &
All District & Session Judges in Haryana State.
All the Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.

Dated, Chandigarh, the 31st March, 2011

Subject: Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the Government employee and also fixation of rate of interest on General Provident Fund for the financial year 2010-2011.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging of interest on various loans and advances given to the Government employees including AIS Officers has been considered and it has been decided to charge interest on various loans and advances granted/sanctioned during the financial year 2010-2011 at the rates given below :-

| Sr. No. | Purpose | Rate of Interest for 1st Advance 2010-2011 per annum | Rate of Interest for 2nd Advance for 2010-2011 per annum |
|---------|---|--|--|
| 1. | House Building Advance | 8% | 9% |
| 2. | Motor Car/Motor Cycle/ Scooter/ Moped Advance | 8% | 9% |
| 3. | Marriage Advance | 8% | 9% |
| 4. | Computer Advance | 8% | 9% |
| 5. | Cycle Advance | 7% | 8% |

2. In case of mis-utilization of any loan, penal interest @ 10% per annum will be charged from the applicant over and above normal rate of interest.

3. It has also been decided to fix the rate of interest at 8% (Eight Percent) per annum on deposits in the General Provident Fund w.e.f. 1st April 2010 and also on accumulations as stood on 31st March 2010. This rate of interest will remain in force during the financial year 2010-2011.

4. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-
(Pushpinder Kaur)
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 34/2/94-WM(3)

Dated, Chandigarh, the 31.03.2011

A copy is forwarded to the Accountant General (A&E) Audit, Haryana, Chandigarh with 50 spare copies for information and necessary action.

Sd/-
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries/Administrative Secretaries to Government of Haryana for information and necessary action.

Sd/-
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Financial Commissioner & Principal Secretaries/
Administrative Secretaries to Government, Haryana,

U.O. No. 34/2/94-WM(3)

Dated, Chandigarh, the 31.03.2011

No. 34/2/94-WM(3)

Dated, Chandigarh, the 31.03.2011

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

The State Election Commissioner, Haryana.
The Resident Commissioner, Government of Haryana, Haryana Bhawan, New Delhi.
The Secretary to Governor, Haryana.
The Secretary, Haryana Vidhan Sabha.
Directors of Medical Colleges in Haryana State.
Member Secretary, Haryana Bureau of Public Enterprises.

Sd/-
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I & II/Deputy Principal Secretary/Officers on Special Duty I & II/Media Advisor/Political Advisor/Special Senior Secretaries/ Senior Secretaries/ Secretaries/Private Secretaries to the

Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretaries for the information of Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretaries, Haryana.

Sd/-
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I & II/
Dy. Principal Secretary/ Officers on Spl. Duty I & II/Media Advisor/
Political Advisor/Spl. Senior Secretaries/ Senior Secretaries/
Secretaries/Private Secretaries to the Chief Minister/Ministers/
Ministers of State/Chief Parliamentary Secretaries, Haryana.

U.O. No. 34/2/94-WM(3)

Dated, Chandigarh, the 31.03.2011

INTERNAL DISTRIBUTION

Sr. Secy./PS/FM
PS/FCF
PS/JSF
Incharge, Computer Cell
Record 20 Copies.

Copy of this is also available on the website which can be down loaded from the site, www.finhry.gov.in.

No. 34/2/94-WM(3)

From

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

To

All Head of Departments in Haryana,
The Registrar, Punjab and Haryana High Court &
All District & Session Judges in Haryana State,
All Commissioners of Divisions,
Deputy Commissioners & S.D.Os. (Civil) in Haryana.

Dated, Chandigarh, the 8th March, 2010

Subject : Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the Government employees and also fixation of rate of interest on General Provident Fund for the financial year 2009-2010.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging of interest on various loans and advances given to the Government employees including AIS Officers has been considered and it has been decided to charge interest on various loans and advances granted/sanctioned during the financial year 2009-2010 at the rates given below :-

| Sr. No. | Purpose | Rate of Interest for 1st Advance 2009-2010 per annum. | Rate of Interest for 2nd Advance for 2009-2010 per annum |
|---------|--|---|--|
| 1. | House Building Advance | 8% | 9% |
| 2. | Motor Car/Motor Cycle/Scooter/Moped Advance. | 8% | 9% |
| 3. | Marriage Advance | 8% | 9% |
| 4. | Computer Advance | 8% | 9% |
| 5. | Cycle Advance | 7% | 8% |

2. In case of mis-utilization of any loan, penal interest @ 10% per annum will be charged from the applicant over and above normal rate of interest

3. It has also been decided to fix the rate of interest at 8% (Eight Percent) per annum on deposits in the General Provident Fund well 1st April 2009 and also on accumulations as Stood on 31st March 2009. This rate of interest will remain in force during the financial year 2009-2010.

4. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(Satish Seth)

Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 34/2/94-WM(3)

Dated, Chandigarh, the 8th March, 2010

A copy is forwarded to the Accountant General (A&E) Audit, Haryana Chandigarh with 50 spare copies for information and necessary action.

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries/ Administrative Secretaries to Government of Haryana for information and necessary action.

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Financial Commissioner & Principal Secretaries/
Administrative Secretaries to Government, Haryana.

U.O. No. 34/2/94-WM(3)

Dated, Chandigarh, the 8th March, 2010

No. 34/2/94-WM(3)

Dated, Chandigarh, the 8th March, 2010

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

The State Election Commissioner, Haryana.
The Resident Commissioner, Government of Haryana, Haryana Bhawan, New Delhi.
The Secretary to Governor, Haryana.
The Secretary, Haryana Vidhan Sabha.
Directors of Medical Colleges in Haryana State.
Member Secretary, Haryana Bureau of Public Enterprises.

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I, II & III/Deputy Principal Secretary/Officers on Special Duty I, II & III/Media Advisor/Political Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/ Ministers/ Ministers of State/Chief Parliamentary Secretaries for the information of Chief Minister/ Ministers/Ministers of State/Chief Parliamentary Secretaries, Haryana.

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Addl. Principal Secretary I, II & III/
Dy. Principal Secretary/Officers on Special Duty I, II & III/Media
Advisor/Political Advisor/Sr. Secys./Secretaries/Private Secretaries
to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary
Secretaries, Haryana.

U.O. No. 34/2/94-WM(3)

Dated, Chandigarh, the 8th March, 2010

INTERNAL DISTRIBUTION

PS/FM
PS/FCF
PS/JSF(B)
Incharge, Computer Cell
Record 20 Copies.

Copy of this is also available on the website which can be down loaded from the site,
www.finhry.gov.in

No. 34/2/94-WM(3)

From

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

To

All the Heads of Departments in Haryana,
All the Commissioners of Divisions,
All Deputy Commissioners and
All Sub Divisional Officers (Civil) in Haryana,
Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 13th January, 2009

Subject: Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the Government employee and also fixation of rate of interest on General Provident Fund for the financial year 2008-2009.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging of interest on various loans and advances given to the Government employees including AIS Officers has been considered and it has been decided to charge interest on various loans and advances granted/sanctioned during the financial year 2008-2009 at the rates given below :-

| Sr. No. | Purpose | Rate of Interest for 1st Advance 2008-2009 per annum | Rate of Interest for 2nd Advance for 2008-2009 per annum |
|----------------|---|---|---|
| 1. | House Building Advance | 8% | 9% |
| 2. | Motor Car/Motor Cycle/Scooter/ Moped Advance | 8% | 9% |
| 3. | Marriage Advance | 8% | 9% |
| 4. | Computer Advance | 8% | 9% |
| 5. | Cycle Advance | 7% | 8% |

2. In case of mis-utilization of any loan, penal interest @ 10% per annum will be charged from the applicant over and above normal rate of interest.

3. It has also been decided to fix the rate of interest at 8% (Eight Percent) per annum on deposits in the General Provident Fund w.e.f. 1st April 2008 and also on accumulations as stood on 31st March 2008. This rate of interest will remain in force during the financial year 2008-2009.

4. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(K. K. Grover)

Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 34/2/94-WM(3)

From

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

To

All Head of Departments, Commissioner of Divisions,
Deputy Commissioners & S.D.Os. (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court &
All District & Session Judges in Haryana State.

Dated, Chandigarh, the 15th January, 2008

**Subject: Rate of interest to be charged on House Building/Motor Car/Scooter/
Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the
Government employees and also fixation of rate of interest on General
Provident Fund for the financial year 2007-2008.**

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging of interest on various loans and advances given to the Government employees including AIS Officers has been considered and it has been decided to charge interest on various loans and advances granted/sanctioned during the financial year 2007-2008 at the rates given below :-

| Sr. No. | Purpose | Rate of Interest for 1st Advance 2007-2008 per annum. | Rate of Interest for 2nd Advance for 2007-2008 per annum |
|----------------|--|--|---|
| 1. | House Building Advance | 8% | 9% |
| 2. | Motor Car/Motor Cycle/ Scooter/Moped Advance. | 8% | 9% |
| 3. | Marriage Advance | 8% | 9% |
| 4. | Computer Advance | 8% | 9% |
| 5. | Cycle Advance | 7% | 8% |

2. In case of mis-utilization of any loan, penal interest @ 10% per annum will be charged from the applicant over and above normal rate of interest

3. It has also been decided to fix the rate of interest at 8% (Eight Percent) per annum on deposits in the General. Provident Fund well 1st April 2007 and also on accumulations as Stood on 31st March 2007 This rate of interest will remain in force during the financial year 2007-2008

4. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(Surinder Mohan)

Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 34/2/94-WM(3)

From

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

To

All Head of Departments Commissioner of Divisions,
Deputy Commissioners & S.D.O.s (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court &
All District & Session Judges in Haryana State.

Dated, Chandigarh, the 28th November, 2006

Subject: Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the Government employee and also fixation of rate of interest on General Provident Fund for the financial year 2006-2007.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging of interest on various loans and advances given to the Government employees including AIS Officers has been considered and it has been decided to charge interest on various loans and advances granted/sanctioned during the financial year 2006-2007 at the rates given below :-

| Sr. No. | Purpose | Rate of interest for 1st Advance 2006-2007 per annum. | Rate of interest for 2nd Advance 2006-2007 per annum. |
|---------|--|---|---|
| 1. | House Building Advance | 8% | 9% |
| 2. | Motor Car/Motor Cycle/Scooter/Moped Advance. | 8% | 9% |
| 3. | Marriage Advance | 8% | 9% |
| 4. | Computer Advance | 8% | 9% |
| 5. | Cycle Advance | 7% | 8% |

2. In case of mis-utilization of any loan, penal interest @ 10% per annum will be charged from the applicant over and above normal rate of interest.

3. It has also been decided to fix the rate of interest at 8% (Eight Percent) per annum on deposits in the General Provident Fund w.e.f. 1st April 2006 and also on accumulations as stood on 31st March 2006. This rate of interest will remain in force during the financial year 2006-2007.

4. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(Surinder Mohan)

Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 34/2/94-WM (3)

From

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

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
The Registrar Punjab & Haryana High Court, Chandigarh,
All District & Session Judges in Haryana State

Dated, Chandigarh, the 10th February, 2006

Subject : Rate of interest to be charged on House Building/Motor Car/Scooter/ Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the Govt. employee for the financial year 2005-2006.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging of interest on various loans and advances given to the Government employees including AIS Officers has been considered and it has been decided to charge interest on various loans and advances granted/sanctioned during the financial year 2005-2006 at the rates given below :-

| | | |
|----|---|--------------|
| 1 | Cycle Advance | 7% Per annum |
| 2. | Motor Car/Motor Cycle/Scooter/Moped Advance | 8% Per annum |
| 3. | House Building Advance | 8% Per annum |
| 4. | Marriage Advance | 8% Per annum |
| 5. | Computer Advance | 8% Per annum |

2. Further, it has also been decided that wherever loans have been/are sanctioned/granted for the second time in respect of House Building Advance/Motor Car/Motor Cycle/Scooter/Moped/Marriage and Computer, the rate of interest shall be @ 9% per annum in all such cases.

3. In case of mis-utilisation of any loan, penal interest @ 10% per annum will be charged from the applicant over and above normal rate of interest.

4. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(Surinder Mohan),

Under Secretary Finance (B),

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

No. 34/2/94-WM(3)

From

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

To

All Heads of Departments in Haryana,
All Commissioners of Divisions in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
All District & Sessions Judges in Haryana State.

Dated, Chandigarh, the 3rd September, 2004

Subject : Rate of interest to be charged on House Building/Motor Car/ Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the Govt. employee for the financial year 2004-2005.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging of interest on various loans and advances given to the Government employees including AIS Officers has been considered and it has been decided to charge interest on various loans and advances granted/sanctioned during the financial year 2004-2005 at the rates given below:-

| | | |
|---|---|--------------|
| 1 | Cycle Advance | 7% Per annum |
| 2 | Motor Car/Motor Cycle/Scooter/Moped Advance | 8% Per annum |
| 3 | House Building Advance | 8% Per annum |
| 4 | Marriage Advance | 8% Per annum |
| 5 | Computer Advance. | 8% Per annum |

2. Further, it has also been decided that wherever loans have been/are sanctioned/ granted for the second time in respect of House Building Advance/Motor Car/Motor Cycle/Scooter/Moped/Marriage and Computer, the rate of interest shall be @ 9% per annum in all such cases.

3. In case of mis-utilisation of any loan, penal interest @ 10% per annum will be charged from the applicant over and above normal rate of interest.

4. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(S.R. Maurya)

Deputy Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Departments.

No. 34/2/94-WM(3)

From

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

To

All Heads of Departments,
All Commissioners of Divisions,
The Registrar, Punjab & Haryana High Court, Chandigarh.
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State of Haryana.
All District & Sessions Judges in Haryana State.

Dated, Chandigarh, the 19th May, 2003

Subject : Rate of interest to be charged on House Building/Motor Carl Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the Govt. employee for the financial year 2003-2004.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging of interest on various loans and advances given to the Government employees including AIS Officers has been considered and it has been decided to charge interest on various loans and advances granted/sanctioned during the financial year 2003-2004 at the rates given below :-

| | | |
|----|--|----|
| 1. | Cycle Advance | 7% |
| 2. | Motor Car/Motor Cycle/ Scooter/Moped Advance | 8% |
| 3. | House Building Advance | 8% |
| 4. | Marriage Advance | 8% |
| 5. | Computer Advance | 8% |

2. Further, it has also been decided that wherever loans have been/are sanctioned/ granted for the second time in respect of House Building Advance/Motor Car/Motor cycle/ Scooter/Moped/Marriage and Computer, the rate of interest shall be @ 9% in all such cases.

3. In case of mis-utilisation of any loan, penal interest @ 10% per annum will be charged from the applicant over and above normal rate of interest. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(A.L. Narang),

Under Secretary Finance (B).

for Financial Commissioner & Principal Secy. to Govt.,
Haryana. Finance Department.

No. 34/2/94-WM(3)

From

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

To

All Heads of Departments,
All Commissioners of Divisions,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State of Haryana.
All District & Sessions Judges in Haryana State.

Dated, Chandigarh, the 31st May, 2002

Subject : Rate of interest to be charged on House Building/Motor Car/ Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the Govt. employee for the financial year 2002-2003.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging of interest on various loans and advances given to the Government employees including AIS Officers has been considered and it has been decided to charge interest on various loans and advances granted/sanctioned during the financial year 2002-2003 at the rates given below:-

| | | |
|----|--|----|
| 1. | Cycle Advance | 8% |
| 2 | Motor Car/Motor Cycle/ Scooter/Moped Advance | 9% |
| 3. | House Building Advance | 9% |
| 4. | Marriage Advance | 9% |
| 5. | Computer Advance | 9% |

2. Further, it has also been decided that wherever loans have been/are sanctioned/granted for the second time in respect of House Building/Motor Car/Motor cycle/Scooter/Moped/Marriage and Computer, the rate of interest shall be @ 10% in all such cases.

3. In case of mis-utilisation of any loan, penal interest @ 10% per annum will be charged from the applicant over and above normal rate of interest. The receipt of this letter may kindly be acknowledged.

Yours faithfully.

Sd/-

(S.R. Maurya)

Deputy Secretary Finance (B)

for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

No. 34/2/94-WM(3)

From

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

To

All Heads of Departments,
All Commissioners of Divisions,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State of Haryana.
All District & Sessions Judges in Haryana State.

Dated, Chandigarh, the 19th October, 2001

Subject : Rate of interest to be charged on House Building/Motor Car/ Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the Govt. employees for the financial year 2001-2002.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging of interest on various loans and advances given to the Government employees including AIS Officers has been considered and it has been decided to charge interest on various loans and advances granted/sanctioned during the financial year 2001-2002 at the rates given below :-

| | | |
|----|--|------|
| 1. | Cycle Advance | 8.5% |
| 2. | Motor Car/Motor Cycle/ Scooter/Moped Advance | 9.5% |
| 3. | House Building Advance | 9.5% |
| 4. | Marriage Advance | 9.5% |
| 5. | Computer Advance | 9.5% |

2. Further, it has also been decided that wherever loans have been/are sanctioned/ granted for the second time in respect of House Building Advance/Motor Car/Motor cycle/ Scooter/Moped/Marriage and Computer, the rate of interest shall be @ 10.5% in all such cases.

3. In case of mis-utilisation of any loan, penal interest @ 10% per annum will be charged from the applicant over and above normal rate of interest. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(S. R. MAURYA)

Deputy Secretary Finance (B).

for Financial Commissioner & Principal Secy. to Govt.,
Haryana. Finance Department.

No. 34/2/94-WM(3)

From

Financial Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department.
All Commissioners of Divisions.
The Registrar, Punjab & Haryana High Court, Chandigarh.
All Deputy Commissioners &
Sub Divisional Officers (Civil) in State of Haryana.
All District & Sessions Judges in Haryana State**Dated, Chandigarh, the 1st December, 2000****Subject : Rate of Interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle/Computer and marriage advance granted to the Govt. employees for the Financial year 2000-01.**

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging of interest on various loans and advances given to the Government employees including AIS officers has been considered and it has been decided to charge interest on various loans and advances granted/sanctioned during the financial year 2000-01 at the rates given below:

| | | |
|-------|--|-----|
| (i) | Cycle Advance : | 10% |
| (ii) | Motor Car/Motor Cycle/ Scooter/ Moped Loans: | 11% |
| (iii) | House Building Advance: | 11% |
| (iv) | Marriage Advance: | 11% |
| (v) | Computer Advance | 11% |

2. Further, it has also been decided that wherever loan have been/are sanctioned granted for the second time in respect House Building, Motor Car, Motor Cycle, Scooter, Moped end Computers, the rate of interest shall be @ 12% in all such cases.

3. In case of mis-utilisation of any loan, penal interest @ 10% per annum will be charged from the applicant over and above normal of interest. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(P. K. Das)

Joint Secretary Finance

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 34/2/94-WM(3)

From

The Financial Commissioner and Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
All Commissioners of Division,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All Deputy Commissioners and
Sub Divisional Officers (Civil),
All District & Session Judges.

Dated, Chandigarh, the 10th April, 2000

**Subject: Rate of interest to be charged on House Building Advance/Motor Car/
Scooter/Motor Cycle/Moped/Cycle and Marriage Advance granted to the Govt.
Employees for the financial year 1999-2000.**

Sir,

I am directed to refer on the subject noted above and to say that the matter regarding charging interest on the various loans and advances given to the Govt. Employees including AIS Officers during the financial year 1999-2000 has been considered and it has been decided to charge the rate of interest on loans and advances as under:

| | | |
|-------|---|----------|
| (i) | House Building Advance | 10% p.a. |
| (ii) | Marriage Advance | 11% p.a. |
| (iii) | Motor conveyance advance (motor car/motor cycle/ scooter/moped etc.) | 10% p.a. |
| (iv) | Other conveyance advance(cycle) | 10% p.a. |

2. In the case of misutilisation penal interest at the rate of 10% p.a. will be charged from the applicant over and above the normal rate of interest.

3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-
(ANURAG RASTOGI),
Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 34/2/94-WM(3)

From

The Financial Commissioner and Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of the Departments,
Commissioners, Ambala, Rohtak, Gurgaon and Hisar Divisions,
Deputy Commissioners,
Sub Divisional Officers (Civil) in Haryana;
The Registrar, Punjab & Haryana High Court, Chandigarh
All District & Session Judges in Haryana.

Dated, Chandigarh, the 10th August, 1998

Subject: Rate of interest to be charged on House Building Advance/Motor Car/ Scooter/Motor-cycle/Moped/Cycle and Marriage Advance granted to the Govt. employees for the financial year 1998-99.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging interest on the various loans and advances given to the Government employees including A.I.S. Officers during the financial year 1998-99 has been considered and it has been decided to charge the rate of interest on loans and advances as under :—

| | | |
|-------|--|----------|
| (i) | House Building Advance | 10% p.a. |
| (ii) | Marriage Advance | 11% p.a. |
| (iii) | Motor conveyance advance (motor car/motor cycle/ scooter/moped etc.) | 10% p.a. |
| (iv) | Other Conveyance advances (cycle) | 10% p.a. |

2. In the case of misutilisation penal interest at the rate of 10% p.a. will be charged from the applicant over and above the normal rate of interest.

3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-
(Ram Niwas),
Joint Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 34/2/94-WM(3)

From

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

To

All Heads of Departments,
All Commissioners of Ambala, Gurgaon, Hisar and Rohtak Divisions,
All Deputy Commissioners and
Sub Divisional Officers (C) in Haryana.
The Registrar, Punjab & Haryana High Court, Chandigarh,
All District & Session Judges, in Haryana.

Dated, Chandigarh, the 23rd July, 1997

Subject : Rate of Interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle and Marriage Advances granted to the Govt. Employees for the financial year 1997-98.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging interest on the various loans and advances given to the Government Employees including AIS Officers during the financial year 1997-98 has been considered and it has been decided to charge the rate of interest on loans and advances as under :-

| | | |
|-------|---|----------|
| (i) | House Building Advance | 10% p.a. |
| (ii) | Marriage Advance | 11% p.a. |
| (iii) | Motor Conveyance Advance (Motor Car/Motor Cycle/Scooter/Moped etc.) | 10% p.a. |
| (iv) | Other Conveyance Advance (Cycle) | 10% p.a. |

2. In the case of misutilisation penal interest at the rate of 10% p.a. will be charged from the applicant over and above the normal rate of interest.

2. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(RAM NIWAS)

Joint Secretary, Finance

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 34/2/94-WM(3)

From

The Financial Commissioner and Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner Ambala, Gurgaon, Rohtak, and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab & Haryana High Court, Chandigarh.
All District & Session Judges, in Haryana.

Dated, Chandigarh, the 18th June, 1996

**Subject : Rate of interest to be charged on House Building/Motor/Scooter/Motor Cycle/
Moped/Cycle and Marriage Advance granted to the Government employees for
the financial year 1996-97.**

Sir,

I am directed to refer to the subject noted above to say that the matter regarding charging interest on the various loans and advances given to the Government employees including Officers during the financial year 1996-97 has been considered and it has been decided to charge the rate interest on loan and advances as under:-

| | | |
|-------|---|----------|
| (i) | House Building Advance | 10%p.a |
| (ii) | Marriage Advance | 11%p.a |
| (iii) | Motor Conveyance Advance (Motor Car/ Motor Cycle/ Scooter/ Moped etc.) | 10% p.a. |
| (iv) | Other Conveyance Advance (Cycle) | 10% p.a. |

In the case of misutilisation penal interest at the rate of 10% p.a. will be charged from the applicant over above the normal rate of interest.

The receipt of this letter may kindly be acknowledge.

Yours faithfully,

Sd/-
(SUDHA SHARMA)
Special Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 34/2/94-WM(3)

From

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

To

All Heads of Departments,
Commissioners of Ambala, Gurgaon, Hisar and Rohtak Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab & Haryana High Court, Chandigarh and
All District & Session, Judges in Haryana.

Dated, Chandigarh, the 28th June, 1995

Subject : Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle and Marriage Advances granted to the Govt. employees for the financial year 1995-96.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging interest on the various loan and advances given to the Govt. employees including A.I.S. officers during the financial year 1995-96 has been considered and it has been decided to charge the rate of interest on Loan and advances as under :-

| | | |
|-------|---|----------|
| (i) | House Building Advance | 10% p.a. |
| (ii) | Marriage Advance | 11% p.a. |
| (iii) | Motor Conveyance Advance (Motor Car/Motor Cycle/Scooter/ Moped etc.). | 10% p.a. |
| (vi) | Other Conveyance Advance (Cycle) | 10% p.a. |

2. In the case of misutilisation Penal Interest at the rate of 10%. p.a. will be charged from the applicant over and above the normal rate of interest.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-
(SUNIL GULATI)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana Finance Department.

No. 34/2/94-WM(3)

From

The Financial Commissioner and Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner Ambala, Gurgaon, Rohtak and Hisar Divisions,
Deputy Commissioners &
Sub Divisional Officers (Civil) in Haryana.
The Registrar Punjab & Haryana High Court, Chandigarh and
All District & Sessions Judge in Haryana.

Dated, Chandigarh, the 1st December, 1994

Subject : Rate of interest to be charged on house Building Motor Car/Scooter/Motor Cycle/Moped/Cycle and Marriage Advances granted to the Govt. employees for the financial year 1994-95.

Sir,

I am directed to the subject noted above and to say that the matter regarding charging interest on the various loan and advances given to the Government employees including A.I.S. officers during the financial year 1994-95 has been considered and it has been decided to charge the rate of interest on loans and advances as under :-

| | | |
|-------|--|----------|
| (i) | House Building Advance | 10% p.a. |
| (ii) | Marriage Advance | 11% p.a. |
| (iii) | Motor Conveyances Advance Motor Car/Motor Cycle/ Scooter/Moped etc.) | 10% p.a. |
| (iv) | Other Conveyance Advance (Cycle) | 10% p.a. |

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 34/2/93-WM(3)

From

The Financial Commissioner and Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner Ambala, Gurgaon, Rohtak and Hisar Divisions,
Deputy Commissioners,
Sub Divisional Officers (Civil) in the Haryana.
The Registrar, Punjab & Haryana High Court, Chandigarh
All District & Session Judge in Haryana.

Dated, Chandigarh, the 26th February, 1994

Subject : Rate of Interest to be charged on House Building Motor Car/Scooter/Motor Cycle/Moped/Cycle and Marriage Advances granted to the Govt. employees for the financial year 1993-94.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging interest on the various loans and advances given to the Government employees during the financial year 1993-94 has been considered and it has been decided to charge the rate of interest on loans and advances as under:

1. For Haryana Government Employees.

| | | |
|-------|---|----------|
| (i) | House Building Advance | 10% p.a. |
| (ii) | Marriage Advance | 11% p.a. |
| (iii) | Motor Conveyances Advance (Motor Car/Motor Cycle/Scooter/Moped etc.) | 10% p.a. |
| (iv) | Other Conveyance Advance (Cycle) | 10% p.a. |

2. For All India Services Category (Officers).**(i) House Building Advance.**

| | | |
|-----|---------------------------------------|------|
| (a) | Sanctioned advance upto Rs. 0.50 lacs | 7½% |
| (b) | Sanctioned advance upto Rs. 1.00 lacs | 9% |
| (c) | Sanctioned advance upto Rs. 1.50 lacs | 10% |
| (d) | Sanctioned advance upto Rs. 2.00 lacs | 11% |
| (e) | Sanctioned advance upto Rs. 2.25 lacs | 11½% |
| (f) | Sanctioned advance upto Rs. 2.50 lacs | 12% |

it is also clarified that the interest be calculated on the basis of total admissibility of the officer.

| | | |
|------|---|----------|
| (ii) | Motor Conveyance Advance (Motor Car/Motor Cycle/ Scooter/Moped etc.) | 10% p.a. |
|------|---|----------|

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 34/2/91-WM(3)

From

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

To

All Heads of Departments;
Commissioners Ambala, Gurgaon, Rohtak and Hisar Divisions,
Deputy Commissioners,
Sub Divisional Officers(Civil) in Haryana,
Registrar, Punjab & Haryana High Court, Chandigarh and
All District & Session Judge in Haryana

Dated, Chandigarh, the 14th January, 1993

Subject: Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle and Marriage Advances granted to the Government employees and Rate of Interest on deposits in the General Provident Fund and other similar funds for the financial year 1992-93.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging interest on the various loans and advances given to the Government employees during the financial year 1992-93 has been considered and it has been decided to charge the rate of interest on loans and advance as under :-

| | | |
|--|---|------------|
| 1. For Haryana Government Employees | | |
| (i) | House Building Advance | 9% p.a. |
| (ii) | Marriage Advance | 11% p.a. |
| (iii) | Motor Conveyances Advance (Motor Car/Motor Cycle/Scooter/Moped etc. | 9% p.a. |
| (iv) | Other Conveyance Advance (Cycle) | 9% p.a. |
| 2. For All India Service Category (Officers). | | |
| (i) | House Building Advance:- | |
| | (a) Sanctioned advance upto Rs. 0.50 lacs | 7% p.a. |
| | (b) Sanctioned advance upto Rs. 1.00 lacs | 8% p.a. |
| | (c) Sanctioned advance upto Rs. 1.50 lacs | 9% p.a. |
| | (d) Sanctioned advance upto Rs. 2.00 lacs | 10% p.a. |
| | (e) Sanctioned advance upto Rs. 2.25 lacs | 10.5% p.a. |
| | (f) Sanctioned advance upto Rs. 2.50 lacs | 11% p. a. |

It is also clarified that the interest be calculated on the basis of total admissibility of the officer.

| | | |
|------|---|---------|
| (ii) | Motor Conveyance (Motor Car/Motor Cycle/Scooter/Moped etc.) | 9% p.a. |
|------|---|---------|

It has further been decided to allow the rate of interest on General Provident Fund at the rate of 12% (Twelve) per annum during the financial year 1992-93 which will also be applicable on the accumulations as stood on 31st March, 1992. This rate of interest will remain in force during the current financial year 1992-93.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Deputy Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 34/2/91-WM(3)

From

The Financial Commissioner and Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners Ambala, Gurgaon, Rohtak and Hisar Divisions,
Deputy Commissioners,
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab and Haryana High Court, Chandigarh
All District & Sessions Judge in Haryana.

Dated, Chandigarh, the 25th July, 1991

Subject : Rate of Interest to be charged on House Building/ Motor Car/Scooter/Motor Cycle/Moped/Cycle and Marriage Advances granted to the Government employees and Rate of Interest on deposits in the General Provident Fund and other similar funds for the financial years 1990-91 and 1991-92.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging interest on the various loans and advances given to the Government employees during the financial year 1990-91 and 1991-92 has been considered and it has been decided to charge the rate of interest on loans and advances as under :

1. For Haryana Government Employees.

| | | |
|-------|--|----------|
| (i) | House Building Advance | 9% p.a. |
| (ii) | Marriage Advance | 11% p.a. |
| (iii) | Motor Conveyances Advance (Motor Car/Motor Cycle/ Scooter/ Moped etc.) | 9% p.a. |
| (iv) | Other Conveyance Advance (Cycle) | 9% p.a. |

2. For All India Services Category (Officers)**(i) House Building Advance :-**

| | | |
|-----|--|-------------|
| (a) | Sanctioned advance up to RS. 0.50 lacs | 7% p.a. |
| (b) | Sanctioned advance up to RS. 1.00 lacs | 8% p.a. |
| (c) | Sanctioned advance up to RS. 1.50 lacs | 9% p.a. |
| (d) | Sanctioned advance up to RS. 2.00 lacs | 10% p.a. |
| (e) | Sanctioned advance up to RS. 2.25 lacs | 10.50% p.a. |
| (f) | Sanctioned advance up to RS. 2.50 lacs | 11% p.a. |

It is also clarified that the interest be calculated on the basis of total admissibility of the officer.

| | | |
|------|---|---------|
| (ii) | Motor Conveyance Advance (Motor Car/Motor Cycle/ Scooter/Moped etc.) | 9% p.a. |
|------|---|---------|

It has further been decided to allow the rate of interest on General Provident Fund at the rate of 12% (Twelve) per annum during the financial years 1989-90 and 1990-91, which also be applicable on the accumulations as stood on 31st March, 1989 and 31st March, 1990 and other similar funds rate of interest will remain in force during the financial year 1990-91 and current financial year (from 1st April, 1991 to March, 1992)

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(Y.S. MALIK)

Joint Secretary Finance,

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 34/2/88-WM(3)

From

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

To

All Heads of Departments,
Commissioners Ambala and Hisar Divisions/
Deputy Commissioners, and
Sub Divisional Officers (Civil) in the Haryana;
The Registrar, Punjab and Haryana High Court,
Chandigarh and All District & Sessions Judge in Haryana.

Dated, Chandigarh, the 30th November, 1989

Subject: Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle and Marriage Advance granted to the Government employees and Rate of interest on deposits in the General Provident Fund and other similar funds for the financial year 1989-90.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging interest on the various loans and advances given to the Government employees during the financial year 1989-90 has been considered and it has been decided to charge the rate of interest for loans and advances as under:

1. For Haryana Government Employees :

| | | |
|-------|--|----------|
| (i) | House Building Advance | 9% p.a. |
| (ii) | Marriage Advance | 11% p.a. |
| (iii) | Motor Conveyances Advance (Motorcar/Motor Cycle/ Scooter Moped etc.) | 9%p.a. |
| (iv) | Other Conveyance advance (Cycle) | 9% p.a. |

2. For All India Services Category (Officers).

| | | |
|-----|---------------------------------------|-------------|
| (i) | House Building Advance | |
| (a) | Sanctioned advance upto Rs.0.50 lacs | 7% p.a. |
| (b) | Sanctioned advance upto Rs. 1.00 lacs | 8% p.a. |
| (c) | Sanctioned advance upto Rs. 1.50 lacs | 9% p.a. |
| (d) | Sanctioned advance upto Rs. 2.00 lacs | 10% p.a. |
| (e) | Sanctioned advance upto Rs. 2.25 lacs | 10.50% p.a. |
| (f) | Sanctioned advance upto Rs. 2.50 lacs | 11% p.a. |

It is also clarified that the interest be calculated on the basis of total admissibility of the officer.

| | | |
|------|--|---------|
| (ii) | Motor Conveyance Advance (Motor car/Motor Cycle/ Scooter/Moped etc.) | 9% p.a. |
|------|--|---------|

It has further been decided to allow the rate of interest on General Provident Fund at the rate of 12% (Twelve) per annum. During the financial year 1989-90 which will also be applicable on the accumulations as stood on 31st March, 1989 and other similar funds. The rate of interest will remain in force during the current financial year i.e. from 1st April, 1989 to 31st March, 1990.

The receipt of this letter may Kindly be acknowledged.

Yours faithfully,

Sd/-

(P.K. Gupta)

Joint Secretary Finance

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 34/2/88-WM(3)

From

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

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions,
Deputy Commissioners,
Sub Divisional Officers (Civil) in the Haryana.
The Registrar, Punjab and Haryana High Court, Chandigarh and
All District & Sessions Judge in Haryana.

Dated, Chandigarh, the 13th October, 1988

Subject : Rate of Interest to be charged on House Building/Motor Car/ Scooter/Motor Cycle/Moped/Cycle and Marriage Advances granted to the Government employees and Rate of Interest on deposits in the General Provident Fund and other similar funds for the financial year 1988-89.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging interest on the various loans and advances given to the Government employees during the financial year 1988-89 has been considered and it has been decided to charge the rate of interest on loans and advances as under:

1. For Haryana Government Employees :

| | | |
|-------|---|----------|
| (i) | House Building Advance | 9% p.a. |
| (ii) | Marriage Advance | 11% p.a. |
| (iii) | Motor Conveyances Advance Motorcar/Motor Cycle/Scooter Moped etc. | 9%p.a. |
| (iv) | Other Conveyance advance (Cycle) | 9% p.a. |

2. For All India Services Category (Officers).

| | | |
|-----|---------------------------------------|-------------|
| (i) | House Building Advance | |
| (a) | Sanctioned advance upto Rs.0.50 lacs | 7% p.a. |
| (b) | Sanctioned advance upto Rs. 1.00 lacs | 8% p.a. |
| (c) | Sanctioned advance upto Rs. 1.50 lacs | 9% p.a. |
| (d) | Sanctioned advance upto Rs. 2.00 lacs | 10% p.a. |
| (e) | Sanctioned advance upto Rs. 2.25 lacs | 10.50% p.a. |
| (f) | Sanctioned advance upto Rs. 2.50 lacs | 11% p.a. |

It is also clarified that the interest be calculated on the basis of total admissibility of the officer.

| | | |
|------|---|---------|
| (ii) | Motor Conveyance Advance (Motor car/Motor Cycle/ Scooter/Moped etc.) | 9% p.a. |
|------|---|---------|

It has further been decided to allow the rate of interest on General Provident Fund at the rate of 12% (Twelve) per annum. During the financial year 1988-89 which will also be applicable on the accumulations as stood on 31st March, 1988 and other similar funds. The rate of interest will remain in force during the current financial year i.e. from 1st April, 1988 to 1st March, 1989.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(S.K. SAXENA)

Joint Secretary Finance,

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 34/1/83-WM(3)

From

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

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State.
The Registrar, Punjab and Haryana High Court, and
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 21st July, 1987**Subject : Rate of Interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government servants during the year 1987-88.**

Sir,

In continuation Haryana Government letter of even number dated 1st July, 1986 on the above subject, I am directed to inform you that the rate of interest to be charged on House Building, Motor Car/Scooter/Motor Cycle/Moped and Cycle advances granted to Government servants during the year 1987-88 will be 9% (Nine Percent) per annum with effect from 1st April, 1987.

2. It may be ensured that all the sanctions issued in this behalf during the year 1987-88 are revised accordingly.
3. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

(J.P.NARANG)

Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 34/1/83-WM(3)

From

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

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State.
The Registrar, Punjab and Haryana High Court and
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 21st July, 1987**Subject : Rate of Interest to be charged on marriage advance granted to Government servants during the financial year 1987-88.**

Sir,

In continuation Haryana Government letter No. 34-1-83-WM(3), dated 2nd April, 1987 on the above subject, I am directed to inform you that the rate of interest to be charged on marriage advance granted to Government servants during the year 1987-88 will be 11% (Eleven Percent) per annum with effect from 1.4.1987.

2. It may be ensured that all the sanctions issued in this behalf during the year 1987-88 are revised accordingly.
3. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-
(J.P.NARANG)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 34/1/83-WM(3)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State.
The Registrar, Punjab and Haryana High Court and
All District & Session Judges in Haryana.

Dated, Chandigarh, the 2nd April, 1987**Subject : Rate of interest to be charged on marriage advance granted to Govt., servants during the financial year 1986-87.**

Sir,

In continuation of Haryana Government letter No. 34/1/83-WM(3), dated 4th May, 1985 on the above subject, I am directed to inform you that the rate of interest to be charged on marriage advances granted to Government servants during the year 1986-87 will be 11% (Eleven Percent) per annum.

2. It may be ensured that all the sanctions issued in this behalf during the year 1986-87 are revised accordingly.
3. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-
Deputy Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/1/83-WM(3)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
The Commissioners Ambala & Hisar Divisions and
All the Deputy Commissioners and
Sub Divisional Officers, (Civil) in the State.
The Registrar, Punjab and Haryana High Court, and
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 1st July, 1986

Subject : Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government servants during the year 1986-87.

Sir,

I am directed to inform that it has been decided that the rate of interest to be charged on House Building, Motor Car/Scooter/Motor Cycle/Moped and Cycle advances granted to Govt. servants during the year 1986-87 will be 9% (Nine percent) per annum with effect from 1st April, 1986.

Yours faithfully,

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/1/83-3WM(Marriage)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner, Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State.
The Registrar, Punjab and Haryana High Court, and
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 6th June, 1985**Subject : Rate of Interest to be charged on marriage advance granted to Government servant during the financial year 1985-86.**

Sir,

In continuation of Haryana Government letter No. 34/1/83-3 WM(Marriage), dated 30.7.1984, on the above subject, I am directed to inform you that the rate of interest to be charged on marriage advances granted to Government servants during the year 1985-86 will be 9% (Nine per cent) per annum.

2. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/1/83-WM(3)

From

The Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department,
Commissioners, Ambala and Hisar Divisions and
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State,
The Registrar, Punjab and Haryana High Court, and
All Districts and Session Judges in Haryana.

Dated, Chandigarh, the 4th May, 1985

Subject : Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Govt. Servants during the year 1985-86.

Sir,

I am directed to inform that it has been decided that the rate of interest to be charged on House Building, Motor Car/Scooter/Motor Cycle/Moped and Cycle advances granted to Servants during the year 1985-86 will be 9% (Nine percent) per annum with effect from 1st April, 1985.

Yours faithfully,

Sd/-

Deputy Secretary Finance,
for Commissioner & Secretary to Govt., Haryana,
Finance Department.

No. 34/1/83-3WM (Marriage)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions and
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State,
The Registrar, Punjab and Haryana High Court and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 30th July, 1984**Subject : Rate of interest to be charged on Marriage advance granted to Govt. servants during the financial year 1984-85.**

Sir,

In continuation of Haryana Govt. letter No. 34/1/83-WM(3)(Marriage), dated 30.11.1983 on the above subject, I am directed to inform you that the rate of interest to be charged on marriage advances granted to Govt. Servants during the year 1984-85 will be 9% (Nine percent) per annum.

2. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

Under Secretary Finance
for Commissioner & Secretary to Govt., Haryana,
Finance Department.

No. 34/1/83-WM(3)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions and
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State,
The Registrar, Punjab and Haryana High Court and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 6th July, 1984

Subject : Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Govt. servants during the year 1984-85.

Sir,

I am directed to inform that it has been decided that the rate of interest to be charged on House Building/Motor car/Scooter/Motor cycle/Moped and Cycle advances granted to Govt. servants during the year 1984-85 will be 8% (Eight percent) per annum with effect from 1st April, 1984.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/1/83-3WM(Marriage)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
The Commissioner Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in State.
The Registrar, Punjab and Haryana High Court, and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 30th November, 1983**Subject: Rate of interest to be charged on marriage advance granted to Govt. servants during the financial year 1983-84.**

Sir,

In continuation of Haryana Government letter No. 34/1/82-WM(3), dated 27.9.1982, on the above subject, I am directed to inform you that the rate of interest to be charged on marriage advances granted to Govt. servants during the year 1983-84 will be 9% (Nine per cent) per annum.

2. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

(S.S. Sharma)

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/1/83-WM(3)

From

The Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala and Hisar Divisions, and
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State.
The Registrar, Punjab and Haryana High Court and
All District and Session Judges in Haryana.

Dated, Chandigarh, the 26th August, 1983

Subject: Rate of interest to be charged on House Buildings, Motor Car/Scooter and other advances granted to Govt. servants during the year 1983-84.

Sir,

I am directed to inform that it has been decided that the rate of interest to be charged on House Buildings, Motor car/Scooter/Motor Cycle/Moped and Cycle advances granted to Govt. servant during the year 1983-84 will be 8% (Eight percent) per annum with effect from 1st April, 1983.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/1/82-WM(3)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
The Commissioners, Ambala and Hisar Divisions and
All Deputy Commissioners and
Sub Divisional Officers (Civil), in the Haryana State.
The Registrar, Punjab & Haryana High Court and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 27th September, 1982**Subject : Rate of interest to be charged on marriage advance granted to Govt. servants during the financial year 1982-83.**

Sir,

In continuation of Haryana Govt. letter No. 34/11/80-6WM(Marriage), dated the 21st August, 1981, on the above subject, I am directed to inform you that the rate of interest to be charged on marriage advances granted to Govt. servants during the year 1982-83 will be 9% (Nine percent) per annum.

2. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

(C. L. Bhaskar)

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/1/82-WM(3)

From

The Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioner Ambala and Hisar Divisions and
All Deputy Commissioners and
Sub Divisional Officers (Civil) in State.
The Registrar, Punjab & Haryana High Court and
All District and Session Judges in Haryana.

Dated, Chandigarh, the 5th May, 1982

Subject: Rate of interest to be charged on House Buildings, Motor Car/Scooter and other advances granted to Govt. servants during the year 1982-83.

Sir,

I am directed to inform that it has been decided that the rate of interest to be charged on House Buildings, Motor Car/Scooter/Motor Cycle/Moped and Cycle advance granted to Govt. servants during the year 1982-83 will be 8% (Eight percent) per annum with effect from 1st April, 1982.

Yours faithfully,

Sd/-

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

No. 34/11/80-6WM(Marriage)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
The Commissioners Ambala and Hisar Divisions, and
All Deputy Commissioners and
Sub Divisional Officers (Civil) in State.
The Registrar, Punjab and Haryana High Court and
All District and Session Judges in Haryana.

Dated, Chandigarh, the 21st August, 1981**Subject : Rate of interest to be charged on marriage advance granted to Govt. servants during the financial year 1981-82.**

Sir,

In continuation of Haryana Government letter No. 34/11/80-6WM(Marriages) dated the 11th July, 1980, on the above subject, I am directed to inform you that the rate of interest to be charged on marriage advance granted to Government Servants during the year 1981-82 will be 8½% (Eight and half percent) per annum.

Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

(C.L. Bhaskar)

Under Secretary Finance (B),
for Commissioner & Secretary to Govt., Haryana,
Finance Department.

No. 34/11/80-6WM

From

The Secretary to Government, Haryana,
Finance Department.

To

All Heads of Departments.
The Commissioners Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in State.
The Registrar, Punjab & Haryana High Court, and
All District and Session Judges in Haryana.

Dated, Chandigarh, the 4th June, 1981

Subject : Rate of interest to be charged on house Buildings Motor Car/Scooter and other advances granted to Government Servants during the year 1981-82.

Sir,

In continuation of Haryana Government letter no. 34/11/80-6WM, dated the 9th June, 1980, on the above subject, I am directed to say that it has been decided that the rate of interest to be charged on House Buildings, Motor-Car/Scooter/Motor Cycle and Cycle advances granted to Government Servants during the year 1981-82 will be 8% (Eight percent) per annum with effect from 1st April, 1981

Yours faithfully,

Sd/-

(C. L. Bhaskar)

Under Secretary Finance (B),
for Secretary to Government, Haryana,
Finance Department.

No. 34/11/80-6WM (Marriages)

From

The Secretary to Government, Haryana,
Finance Department.

To

All the Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in State.
The Registrar, Punjab and Haryana High Court, and
All District and Session Judges in Haryana.

Dated, Chandigarh, the 11th July, 1980**Subject : Rate of interest to be charged on marriage Advance granted to Govt. Servants during the financial year 1980-81.**

Sir,

In continuation of Haryana Govt. letter No. 34/3/79-6WM(Marriages) dated the 21-8-1979, on the above subject, I am directed to inform you that the rate of interest to be charged on Marriage advance granted to Government servants during the year 1980-81 will be 8% (eight percent) per annum.

Yours faithfully,

Sd/-

(C.L. Bhaskar)

Under Secretary Finance, (B)
for Secretary to Government, Haryana,
Finance Department.

No. 34/11/80-6WM

From

The Secretary to Government, Haryana,
Finance Department.

To

All the Heads of Departments,
Commissioners of Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officer (Civil) in the State.
The Registrar, Punjab & Haryana High Court, and
All Districts and Session Judges in Haryana.

Dated, Chandigarh, the 9th June, 1980

Subject: Rate of interest to be charged on House Buildings, Motor-Car/Scooter and other advances granted to Govt. Servants during the year 1980-81.

Sir,

In continuation of Haryana Government letter No. 34/3/79-6WM(HBA), dated the 19th July, 1979, on the above subject, I am directed to say that it has been decided that the rate of interest to be charged on House Building, Motor Car/Scooter/Motor Cycle and Cycle advances granted to Government Servants during the year 1980-81 will be 8% (Eight percent) per annum. It has also been decided that rate of interest on the balances of similar loans sanctioned during the financial year 1979-80 will be 8% p.a. with effect from 1st April, 1980 onwards.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Secretary to Government, Haryana,
Finance Department.

No. 34/3/79-6WM (Marriage)

From

The Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All the Heads of Departments,
Commissioners Ambala/Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil).
The Registrar, Punjab and Haryana High Court and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 21st August, 1979**Subject : Rate of interest to be charged on Marriage Advance granted to Govt. Servants during the financial year 1979-80**

Sir,

I am directed to inform you that it has now been decided that interest to be charged on Marriage Advances should be linked with the interest given to Govt. Servants on their General Provident Fund subscriptions. Since the present rate of interest on General Provident Funds subscription is 8% (eight percent) per annum, therefore, similar rate of interest i.e. 8% (eight percent) will be chargeable on Marriage Advance granted to Govt. Servants for the celebration of marriages of their children. This rate of interest will remain in force during the financial year beginning from the 1st April, 1979

2. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(Som Raj)

Under Secretary Finance (B)
for Commissioner and Secretary to Government,
Haryana, Finance Department.

No. 34/3/79-6WM(HBA)

From

The Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All the Heads of Departments,
The Commissioners of Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officer (Civil).
The Registrar, Punjab & Haryana High Court, and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 19th July, 1979**Subject : Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government Servants during the year 1979-80.**

Sir,

In continuation of Haryana Government letters No. 34/1/78-6WM, dated the 24th March, 1978 and No. 34/1/78-6WM(HBA), dated the 28th June, 1978, on the above subject, I am directed to inform you that the rate of interest to be charged on House Building, Motor Car/Scooter/Motor Cycle and Cycle advances, granted to Government servants during the year 1979-80 will be 9% (Nine percent) per annum.

Yours faithfully,

Sd/-

(Som Raj)

Under Secretary Finance (B),
for Commissioner and Secretary to Government,
Haryana, Finance Department.

No. 34/1/78-6WM(HBA)

From

Shri B. S. Ojha, IAS,
Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All Head of Departments,
Commissioners, Ambala and Hisar Divisions,
All Deputy Commissioners &
Sub Divisional Officers (Civil).
The Registrar, Punjab and Haryana High Court, Chandigarh and
All District & Session Judges in Haryana.

Dated, Chandigarh, the 28th June, 1978**Subject : Rate of interest to be charged on House Building, Scooter and other advances granted to Government servants during the year 1978-79.**

Sir,

In continuation of Haryana Government letter No. 2289-6WM-77/12523 dated the 29th April, 1977, on the above subject, I am directed to inform you that the rate of interest to be charged on house building, scooter and other advances except advance for the celebration of marriages and Motor car granted to Government servants during the year 1978-79 will be 7 percent per annum.

Sd/-
(O.P. Dubey)
Under Secretary Finance (BR)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 34/1/78-6WM

From

The Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All the Heads of Departments,
The Commissioners, Ambala and Hisar Divisions and
All Deputy Commissioners and
Sub Divisional Officer (Civil).
The Registrar, Punjab & Haryana High Court, Chandigarh and
All District & Session Judges in Haryana.

Dated, Chandigarh, the 24th March, 1978

Subject : Rate of interest to be charged on Motor Car advances granted to Government servants, (1978-79).

Sir,

In partial modification of Haryana Government letter No. 2289-6WM-77/12523, dated the 29th April, 1977, on the above subject, I am directed to inform you that it has now been decided that interest at the rate of 8% (eight percent) per annum shall be charged on advances granted to Government servants for the purchase of motor cars only. This rate of interest shall be charged from the date of issue of this letter and shall also be operative during the financial year 1978-79.

Yours faithfully,

Sd/-

(O. P. Dubey)

Under Secretary Finance (BR),
for Commissioner and Secretary to Government,
Haryana, Finance Department.

No. 2289-6WM-77/12523

From

Shri A. Banerjee, IAS,
Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All the Heads of Departments,
The Commissioners, Ambala and Hisar Divisions and
All Deputy Commissioners and
Sub Divisional Officer (Civil).
The Registrar, Punjab & Haryana High Court and
All District & Session Judges in Haryana.

Dated, Chandigarh, the 29th April, 1977

Subject : Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government Servants, during the year 1977-78.

Sir,

In continuation of Haryana Government letter No. 4186-3WM-76/17575, dated the 27th May, 1976, on the above subject, I am directed to inform you that the rate of interest to be charged on house building, motor car/scooter and other advances granted to Government servants during the year 1977-78 will be 7 per cent per annum.

Yours faithfully,

Sd/-

Under Secretary Finance (BR),
for Commissioner and Secretary to Government,
Haryana, Finance Department.

No. 4186-3WM-76/17575

From

Shri A. Banerjee, IAS,
Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All the Heads of Departments,
The Commissioners, Ambala and Hisar Divisions and
All Deputy Commissioners and
Sub Divisional Officers (Civil).
The Registrar, Punjab & Haryana High Court and
All District and Session Judges in Haryana.

Dated, Chandigarh, the 27th May, 1976

Subject : Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government Servants during the year 1976-77.

Sir,

In continuation of Haryana Government letter No. 2520-3WM-75/20825, dated the 4th July, 1975, on the above subject, I am directed to inform you that the rate of interest to be charged on house building, motor car/scooter and other advances granted to Government servants during the year 1976-77 will be 7 per cent per annum.

Yours faithfully,

Sd/-

(Som Raj),

Under Secretary Finance (BR),
for Commissioner and Secretary to Government,
Haryana, Finance Department.

Copy of letter **No. 2520-3WM-75/20825 dated 4th July, 1975**, from Commissioner & Secy. to Govt. Haryana, Finance Department to all Heads of Departments, Haryana.

Subject: Rate of interest to be charged on House Building, motor Car/Scooter other advance granted to Government servants during the year 1975-76.

In continuation of Haryana Government letter No. 4219-3WM-74/20531 dated 12th June, 1974 on the above subject, I am directed to information you to the rate of interest to be charged on house building, motor car/Motor/Scooter and other advances granted to Government Servants during the year 1975-76 will be 7 percent per annum.

No. 4219-3WM-74/20531

From

Shri S.N. Bhanot, I.A.S.,
Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Heads of Departments,
Commissioners, Ambala and Hisar Divisions, and
All Deputy Commissioners and
Sub Divisional Officers (Civil).
The Registrar, Punjab & Haryana High Court, and
All District and Session Judges in Haryana.

Dated, Chandigarh, the 12th June, 1974

Subject : Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government servants during the year 1974-75.

Sir,

In continuation of Haryana Government letter No. 3351-3WM-73/39090, dated the 8th October, 1973, on the above subject, I am directed to inform you that the rate of interest to be charged on house-building, motor car/scooter and other advances granted to Government servants during the year 1974-75 will be 7 per cent per annum.

Yours faithfully,

Sd/-

(Som Raj)

Under Secretary Finance (B),
for Commissioner and Secretary to Government,
Haryana, Finance Department.

No. 7027-3WM-72/37581

From

Shri N. N. Kashyap, I.C.S.,
Financial Commissioner, Revenue and Secretary to Govt.,
Haryana, Planning and Finance Department.

To

All Heads of Departments,
Commissioner Ambala Division,
All Deputy Commissioners and
Sub Divisional Officers (Civil).
The Registrar, Punjab & Haryana High Court and
All District and Session Judges in Haryana.

Dated, Chandigarh, the 29th November, 1972

Subject : Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government servants during the year 1972-73.

Sir,

In continuation of Haryana Government letter No. 2658-3WM-71/13643, dated the 26th May, 1971, on the above subject, I am directed to inform you that the rate of interest to be charged on house-building, motor car/scooter and other advances granted to Government servants during the year 1972-73 will be 6½ per cent per annum.

Yours faithfully,

Sd/-

(Som Raj)

Under Secretary Finance (C),
for Financial Commissioner, Revenue and Secretary to Govt.,
Haryana, Planning and Finance Department.

No. 2658-3WM-71/13643

From

Shri G.V. Gupta, I.A.S.,
Secretary to Government, Haryana,
Planning and Finance Department.

To

All the Heads of Departments,
Commissioner Ambala Division, and
All Deputy Commissioners and
Sub Divisional Officers (Civil).
The Registrar, Punjab & Haryana High Court and
All District and Session Judges in Haryana.

Dated, Chandigarh, 26th May, 1971

Subject : Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government servants during the year 1971-72.

Sir,

In continuation of Haryana Government letter No. 2791-3WM-70/13772, dated the 21st May, 1970, on the above subject, I am directed to inform you that the rate of interest to be charged on house-building, motor car/scooter and other advances granted to Government servants during the year 1971-72 will be 6½ per cent per annum.

Yours faithfully,

Sd/-

(H.L. Dham)

Under Secretary Finance,
for Secretary to Government, Haryana,
Planning and Finance Department.

No. 2791-3WM-70/13772

From

Shri Ishwar Chandra, I.A.S.,
The Commissioner for Planning & Finance and Secy. to
Govt., Haryana, Planning and Finance Department.

To

All Heads of Departments,
The Registrar, Punjab & Haryana High Court,
Commissioner, Ambala Division, Ambala,
All District and Session Judges,
All the Deputy Commissioners and
All Sub Divisional Officers (Civil) in Haryana State.

Dated, Chandigarh, the 21st May, 1970

Subject: Rate of interest to be charged on House Building, Motor Car and other advances granted to Government Servants, during the year 1970-71.

Sir,

In continuation of Haryana Government letter No. 3066-3WM-69/16474, dated the 20th June, 1969, on the above subject, I am directed to inform you that the rate of interest to be charged on house-building, motor car and other advances granted to Government servants during the year 1970-71 will be 6.5 per cent per annum.

Yours faithfully,

Sd/-

(H.L. Dham)

Assistant Secretary Finance,
for Commissioner for Planning & Finance and Secy. to Govt.,
Haryana, Planning and Finance Department.

No. 4016-3WM-67/20701

From

The Commissioner for Planning & Finance and Secy. to Govt., Haryana, Finance Department.

To

All Heads of Departments,
Registrar, Punjab & Haryana High Court,
Commissioner, Ambala Division, Ambala,
District and Session Judges and
Deputy Commissioners in Haryana.
(with 20 spare copies for distribution amongst
Sub Divisional Officers Civil).

Dated, Chandigarh, the 8th September, 1967

Subject: Rate of interest to be charged on House building, Motor Car and other advances granted to Government servants during the year 1967-68.

Sir,

I am directed to inform you that the rate of Interest to be charged on house-building, motor car and other advances granted to Government servants during the year 1967-68 will be 6½ percent per annum.

Yours faithfully,

Sd/-

Assistant Secretary Finance,
for Commissioner for Planning & Finance and Secy. to Govt.,
Haryana, Finance Department.

No. 46/1/2011-WM(6)

From

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

To

All Head of Departments in Haryana,
The Registrar, Punjab & Haryana High Court &
All District & Session Judges in Haryana State.
All Commissioners of Divisions,
Deputy Commissioners & S.D.Os. (Civil) in Haryana.

Dated, Chandigarh, the 2nd May, 2011**Subject : Grant of interest free advance to Government employees for the purchase of wheat during the year 2011-12.**

Sir,

With reference to subject noted above, I am directed to say that the State Government has decided to grant an interest free advance of ` 8000/- (Eight thousand only) to Haryana Government employees in the State who wish to purchase wheat for their own/their families consumption during the year 2011-12 is as under :-

| Sr. No. | Category | Admissibility Conditions | Admissibility limit of Advance and Installments of Recovery. |
|---------|---------------|--|--|
| 1. | Wheat Advance | All Group "D" employees & Group "C" employees getting Basic Pay + DP upto Rs. 7000/- | ₹ 8,000/- recoverable in not more than 10 Installments. |

2. The advance will be admissible to permanent/temporary regular employees only. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, 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 2011-12.

3. The following conditions should be observed in sanctioning this loan:

- (i) A certificate may be obtained within one month of the drawal of the advance from the loanee to the effect that he has **utilized the loan for the purchase of wheat.**
- (ii) The officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of advance is effected.
- (iii) These orders will cease to operate after the 31st May, 2011.
- (iv) The recovery of the first installment of the advance should preferably be made from the pay for the month of May, 2011.
- (v) The advance should not be granted to those employees who are on deputation to other Govt./Corporations and Local Bodies etc.
- (vi) The advance will not be admissible to work charged, contractual and daily wages employees.
- (vii) Where both husband and wife are employed, the wheat advance should be allowed to only one of them.

4. It is requested that the schedule of recoveries should be attached with each pay bill in the performa 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, Haryana (A&E) every month.

5. The expenditure incurred on the grant of wheat advance may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by 30.06.2011 positively in the enclosed Performa.

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-50-Advances (Non-Plan). The recoveries made may be credited to the corresponding receipt head i.e. “7610-Loans to Govt. Servants etc. 800-Other Advances-(99) Advance for Purchase of Foodgrains-50-Advances (Receipt).**

Yours faithfully,

Sd/-

(Pushpinder Kaur)

Under Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

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

Dated, Chandigarh, the 2nd May, 2011

A copy is forwarded to the Accountant General (A&E) and Audit Haryana, Chandigarh with 20 spare copies for information and necessary action.

The expenditure will be debited against grant No. 45 under Major head “7610-Loans to Govt.Servants-etc.800-Other advances-(99) Advances for purchases of Foodgrains-50 Advances (Non-Plan)”.

Detailed accounts of recoveries will be maintained by the Drawing and Disbursing Officers.

Sd/-

(Pushpinder Kaur)

Under Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

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

Dated, Chandigarh, the 2nd May, 2011

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers, of Haryana at Chandigarh/Delhi and in Haryana with the request to entertain sanctions up to the date given in the letter i.e. 31.5.2010 may please be strictly followed and no bill be passed after 31.5.2011. The payment made on the basis of the sanction issued by the departments concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol.1.

Sd/-

(Pushpinder Kaur)

Under Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

Copies are forwarded to :-

The Financial Commissioner and Principal Secretary to Govt. Haryana, Revenue Department.

All the Financial Commissioner and Principal Secretaries/Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-
(Pushpinder Kaur)
Under Secretary Finance
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

To

The Financial Commissioner & Principal Secretary to Govt.,
Haryana, Revenue Department.
All the Financial Commissioner and Principal Secretaries/
Administrative Secretaries to Govt. Haryana.

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

Dated, Chandigarh, the 2nd May, 2011

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

Dated, Chandigarh, the 2nd May, 2011

A Copy is forwarded to the following for information :-

Managing Directors of all Boards/Corporations in Haryana.
Vice Chancellors of all the Universities/Director Medical College in Haryana.
Computer-in-Charge, Computer Cell, Finance Department Haryana.
Record Section, Finance Department with 50 spare copies.

Sd/-
(Pushpinder Kaur)
Under Secretary Finance
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

PROFORMA

| Name of Department | Name of Office | Drawing and Disbursing Officer | Amt. of wheat adv. to employees |
|--------------------|----------------|--------------------------------|---------------------------------|
| 1 | 2 | 3 | 4 |

SCHEDULE OF RECOVERIES

| Sr. 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 |

No. 46/1/2007-WM(6)

From

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

To

All Head of Departments in Haryana,
The Registrar, Punjab & Haryana High Court, &
All District & Session Judges in Haryana State.
All Commissioners of Divisions,
Deputy Commissioners & S.D.Os (Civil) in Haryana.

Dated, Chandigarh, the 7th April, 2010**Subject : Grant of interest free advance to Government employees for the purchase of wheat during the year 2010-11**

Sir,

With reference to subject noted above, I am directed to say that the State Government has decided to grant an interest free advance of Rs. 7000/- (Rs. Seven thousand only) to Haryana Government employees in the State who wish to purchase wheat for their own/their families consumption during the year 2010-11 is as under:

| Sr. No. | Category | Admissibility Conditions | Admissibility limit of Advance and Installments of Recovery. |
|----------------|-----------------|--|---|
| 1. | Wheat Advance | All Group "D" employees & Group "C" employees getting Basic Pay + DP upto Rs. 7000/- | Rs. 7,000/- recoverable in not more than 10 Installments. |

2. The advance will be admissible to permanent/temporary regular employees only. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, 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 2010-11.

3. The following conditions should be observed in sanctioning this loan:

- (i) A certificate may be obtained within one month of the drawal of the advance from the loanee to the effect that he has utilized the loan for the purchase of wheat.
- (ii) The officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of advance is effected.
- (iii) These orders will cease to operate after the 31st May, 2010.
- (iv) The recovery of the first installment of the advance should preferably be made from the pay for the month of May, 2010.

- (v) The advance should not be granted to those employees who are on deputation to other Govt./Corporations and Local Bodies etc.
- (vi) The advance will not be admissible to work charged, contractual and daily wages employees.
- (vii) Where both husband and wife are employed, the wheat advance should be allowed to only one of them.

4. It is requested that the schedule of recoveries should be attached with each pay bill in the performa 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, Haryana (A&E) every month.

5. The expenditure incurred on the grant of wheat advance may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by 30.06.2010 positively in the enclosed Performa.

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-50-Advances (Non-Plan). The recoveries made may be credited to the corresponding receipt head i.e. "7610-Loans to Govt. Servants etc. 800-Other Advances-(99) Advance for Purchase of Foodgrains-50-Advances (Receipt).

Yours faithfully,

Sd/-
(Satish Seth)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

No. 46/1/2007/WM(6)

Dated, Chandigarh, the 7th April, 2010

A copy is forwarded to the Accountant General (A&E) and Audit Haryana, Chandigarh with 20 spare copies for information and necessary action.

The expenditure will be debited against grant No. 25 under Major head "7610-Loans to Govt.Servants-etc.800-Other advances-(99) Advances for purchases of Foodgrains-50 Advances (Non-Plan)".

Detailed accounts of recoveries will be maintained by the Drawing and Disbursing Officers.

Sd/-
(Satish Seth)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

No. 46/1/2007/WM(6)

Dated, Chandigarh, the 7th April, 2010

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers, of Haryana at Chandigarh/Delhi and in Haryana with the request to entertain sanctions up to the date given

in the letter i.e. 31.5.2010 may please be strictly followed and no bill be passed after 31.5.2010. The payment made on the basis of the sanction issued by the departments concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol.1.

Sd/-
(Satish Seth)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

Copies are forwarded to:

The Financial Commissioner and Principal Secretary to Govt. Haryana, Revenue Department.

All the Financial Commissioner and Principal Secretaries/Administrative Secretaries to Govt. Haryana
for information and necessary action.

Sd/-
(Satish Seth)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

To

The Financial Commissioner & Principal Secretary to Govt.,
Haryana, Revenue Department.
All the Financial Commissioner and Principal Secretaries/
Administrative Secretaries to Govt. Haryana.

No. 46/1/2007/WM(6)

Dated, Chandigarh, the 7th April, 2010

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I, II & III/Deputy Principal Secretary/Officer on Special Duty I, II & III/Media Advisor/Political Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary for the information of Chief Minister/Minister/State Ministers/Chief Parliamentary Secretary, Haryana.

Sd/-
(Satish Seth)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

To

The Principal Secretary/Additional Principal Secretary I, II & III/ Deputy Principal Secretary/Officer on Special Duty I, II & III/Media Advisor/ Political Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary, Haryana.

U.O.No.46/1/2007/WM(6)

Dated, Chandigarh, the 7th April, 2010

No. 46/1/2007/WM(6)

Dated, Chandigarh, the 7th April, 2010

A Copy is forwarded to the following for information :-

Managing Directors of all Boards/Corporations in Haryana.
 Vice Chancellors of all the Universities/Director Medical College in Haryana.
 Computer-in-Charge, Computer Cell, Finance Department Haryana.
 Record Section, Finance Department with 50 spare copies.

Sd/-
 (Satish Seth)
 Under Secretary Finance (B),
 for Financial Commissioner & Principal Secy. to Govt.,
 Haryana Finance Department.

PROFORMA

| Name of Department | Name of Office | Drawing and Disbursing Officer | Amt. of wheat adv. to employees |
|--------------------|----------------|--------------------------------|---------------------------------|
| 1 | 2 | 3 | 4 |

SCHEDULE OF RECOVERIES

| 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 |

No. 46/1/2007-WM(6)

From

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

To

All Head of Departments,
Commissioner of divisions,
All Deputy Commissioners & S.D.Os. (C) in Haryana.
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 30th April, 2009**Subject : Grant of interest free advance to Government employees for the purchase of wheat during the year 2009-2010.**

Sir,

With reference to subject noted above, I am directed to say that the State decided to grant an interest free advance of Rs. 7000/- (Rs. Seven thousand only) to Haryana Government employees in the State who wish to purchase wheat for their own/their families consumption during the year 2009-2010 is as under :-

| Sr. No. | Category | Admissibility Conditions | Admissibility limit of Advance and Installments of Recovery. |
|----------------|-----------------|--|---|
| 1. | Wheat Advance | All Group "D" employees & Group "C" employees getting Basic Pay + DP upto Rs. 7000/- in pre-revised scale. | Rs. 7,000/-, recoverable in not more than 10 Installments. |

2. The advance will be admissible to permanent/temporary regular employees only. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, 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 2009-10.

3. The following conditions should be observed in sanctioning this loan:-

- (i) A certificate may be obtained within one month of the drawal of the advance from the loanee to the effect that he has utilized the loan for the purchase of wheat.
- (ii) The officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of advance is effected.
- (iii) These orders will cease to operate after the 31st May, 2009.
- (iv) The recovery of the first installment of the advance should preferably be made from the pay for the month of May, 2009.

- (v) The advance should not be granted to those employees who are on deputation to other Govt./Corporations and Local Bodies etc.
- (vi) The advance will not be admissible to work charged, contractual and daily wages employees.
- (vii) Where both husband and wife are employed, the wheat advance should be allowed to only one of them.

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, Haryana (A&E) every month.

5. The expenditure incurred on the grant of wheat advance may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by 30.06.2009 positively in the enclosed Performa.

6. The expenditure may be debited to the Major Head, "7610-Loan to Govt. Servants. etc - 800 - Other Advances (99) Advances for purchase of Foodgrains - 50 - Advances (Non - Plan). The recoveries made may be credited to the corresponding receipt head i.e." 7610 - Loans to Govt. Servants etc. 800 - Other Advances - (99) Advance for Purchase of Foodgrains - 50 - Advances (Receipt).

Yours faithfully,

Sd/-

(K. K. Grover)

Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 46/1/2007/WM(6)

Dated, Chandigarh, the 30th April, 2009

A copy is forwarded to the Accountant General (A&E) and Audit, Haryana, Chandigarh with 20 spare copies for information and necessary action.

2. The expenditure will be debited against grant No. 25 under Major Head "7610 - Loans of Govt. Servants - etc. 800 - Other Advances - (99) Advances for purchases of Foodgrains - 50 Advances (Non - Plan)".

3. Detailed accounts of recoveries will be maintained by the Drawing and Disbursing Officers.

No. 46/1/2007/WM(6)

Dated, Chandigarh, the 30th April, 2009

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers, of Haryana at Chandigarh/Delhi and in Haryana with the request to entertain sanctions upto the date given in the letter i.e. 31.5.2009 may please be strictly followed and no bill be passed after 31.5.2009. The payment made on the basis of the sanction issued by the departments concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol. I.

Sd/-

(K. K. Grover)

Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner and Principal Secretary to Govt. Haryana, Revenue Department.

All the Financial Commissioner and Principal Secretaries/Administrative Secretaries to Govt. Haryana.

for information and necessary action.

Sd/-

(K. K. Grover)

Under Secretary Finance,

for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

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

All the Financial Commissioner and Principal Secretaries/
Administrative Secretaries to Govt. Haryana.

No.46/1/2007/WM(6)

Dated, Chandigarh, the 30th April, 2009

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I, II & III/Officer on Special Duty I, II & III/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman, Planning Board for the information of Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries/ Deputy Chairman, Planning Board, Haryana.

Sd/-

(K. K. Grover)

Under Secretary Finance,

for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I, II & III/
Officer on Spl. Duty I, II & III/Senior Secretaries/Secretaries/Private
Secretaries to the Chief Minister/ Ministers/State Ministers/Chief
Parliamentary Secretary/Parliamentary Secretaries/ Deputy Chairman,
Planning Board, Haryana.

U.O. No. 46/1/2007/WM(6)

Dated, Chandigarh, the 30th April, 2009

No. 46/1/2007/WM(6)

Dated, Chandigarh, the 30th April, 2009

A copy is forwarded to the following for information :-

Managing Director of all Boards/Corporations in Haryana.

Vice Chancellors of all the Universities/Director Medical College in Haryana

Computer-in-Charge, Computer Cell, Finance Department, Haryana.

Record Section, Finance Department with 50 spare copies.

Sd/-

(K. K. Grover)

Under Secretary Finance,

for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

PROFORMA

| Name of Department | Name of Office | Drawing and Disbursing Officer | Amt. of wheat adv. to employees |
|--------------------|----------------|--------------------------------|---------------------------------|
| 1 | 2 | 3 | 4 |

SCHEDULE OF RECOVERIES

| Sr. 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 |

No. 46/1/2007-WM(6)

From

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

To

All Heads of Departments,
Commissioner of Divisions,
All Deputy Commissioners &
S.D.Os. (Civil) in Haryana.
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 4th April, 2008

Subject : Grant of interest free advance to Government employees for the purchase of wheat during the year 2008-2009.

Sir,

With reference to subject noted above, I am directed to say that the State Government has decided to grant an interest free advance of Rs. 7000/- (Rs. Seven thousand only) to Haryana Government employees in the State who wish to purchase wheat for their own/their families consumption during the year 2008-2009 is as under:

| Sr. No. | Category | Admissibility Conditions | Admissibility limit of Advance and Installments of Recovery. |
|----------------|-----------------|--|---|
| 1. | Wheat Advance | All Group "D" employees & Group "C" employees getting Basic Pay + DP upto Rs. 7000/- | Rs. 7,000/- recoverable in not more than 10 Installments. |

2. The advance will be admissible to permanent/temporary regular employees only. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, 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 2008-09.

3. The following conditions should be observed in sanctioning this loan:

- (i) A certificate may be obtained within one month of the drawal of the advance from the loanee to the effect that he has utilized the loan for the purchase of wheat.
- (ii) The officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of advance is effected.
- (iii) These orders will cease to operate after the 31st May, 2008.
- (iv) The recovery of the first installment of the advance should preferably be made from the pay for the month of May, 2008.

- (v) The advance should not be granted to those employees who are on deputation to other Govt./Corporations and Local Bodies etc.
- (vi) The advance will not be admissible to work charged, contractual and daily wages employees.
- (vii) Where both husband and wife are employed, the wheat advance should be allowed to only one of them.

4. It is requested that the schedule of recoveries should be attached with each pay bill in the Performa 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, Haryana (A&E) every month.

5. The expenditure incurred on the grant of wheat advance may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by 30.06.2008 positively in the enclosed Performa.

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-50-Advances (Non-Plan). The recoveries made may be credited to the corresponding receipt head i.e." 7610-Loans to Govt. Servants etc. 800-Other Advances-(99) Advance for Purchase of Foodgrains-613 Advances (Receipt).

Yours faithfully,

Sd/-
(Surinder Mohan)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

No. 46/1/2007/WM(6)

Dated, Chandigarh, the 4th April, 2008

A copy is forwarded to the Accountant General (A&E) and Audit Haryana, Chandigarh with 20 spare copies for information and necessary action.

The expenditure will be debited against grant No. 25 under Major Head "7610-Loans to Govt.Servants-etc.800-Other advances-(99) Advances for purchases of Foodgrains-50 Advances (Non-Plan)".

Detailed accounts of recoveries will be maintained by the Drawing and Disbursing Officers.

Sd/-
(Surinder Mohan)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

No. 46/1/2007/WM(6)

Dated, Chandigarh, the 4th April, 2008

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers, of Haryana at Chandigarh/Delhi and in Haryana with the request to entertain sanctions up to the date given

in the letter i.e. 31.5.2008 may please be strictly followed and no bill be passed after 31.5.2008. The payment made on the basis of the sanction issued by the departments concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol. I.

Sd/-
(Surinder Mohan)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

Copies are forwarded to :-

The Financial Commissioner and Principal Secretary to Govt. Haryana, Revenue Department.

All the Financial Commissioner and Principal Secretaries/Administrative Secretaries to Govt. Haryana
for information and necessary action.

Sd/-
(Surinder Mohan)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

To

The Financial Commissioner & Principal Secretary to Govt. Haryana, Revenue Department.
All the Financial Commissioner and Principal Secretaries/Administrative Secretaries to Govt. Haryana.

No. 46/1/2007/WM(6)

Dated, Chandigarh, the 4th April, 2008

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I, II & III/Officer on Special Duty I, II & III/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman, Planning Board for the information of Chief Minister/Deputy Chief Minister/ Minister/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman, Planning Board, Haryana.

Sd/-
(Surinder Mohan)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

To

The Principal Secretary/Additional Principal Secretary I, II & III/
Officer on Spl. Duty I, II & III/Media Advisor/Advisor/Senior Secretaries/
Secretaries/Private Secys. to the Chief Minister/Deputy Chief Minister/
Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary
Secretaries/Deputy Chairman, Planning Board, Haryana.

U.O. No. 46/1/2007/WM(6)

Dated, Chandigarh, the 4th April, 2008

No. 46/1/2007/WM(6)

Dated, Chandigarh, the 4th April, 2008

A Copy is forwarded to the following for information :-

Managing Directors of all Boards/Corporations in Haryana.
 Vice Chancellors of all the Universities/Director Medical College in Haryana.
 Computer-in-Charge, Computer Cell, Finance Department Haryana.
 Record Section, Finance Department with 50 spare copies.

Sd/-

(Surinder Mohan)

Under Secretary Finance (B),

for Financial Commissioner & Principal Secy. to Govt.,
 Haryana Finance Department.

PROFORMA

| Name of Department | Name of Office | Drawing and Disbursing Officer | Amt. of wheat adv. to employees |
|--------------------|----------------|--------------------------------|---------------------------------|
| 1 | 2 | 3 | 4 |

SCHEDULE OF RECOVERIES

| 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 |

No. 46/1/2007-WM(6)

From

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

To

All the Heads of Departments,
Commissioner of Divisions,
All Deputy Commissioners &
S.D.Os. (C) in Haryana.
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 9th April, 2007**Subject: Grant of interest free advance to Government employees for purchase of wheat during the year 2007-2008.**

Sir,

With reference to subject noted above, I am directed to say that the State Government has decided to grant an interest free advance of Rs. 6000/- (Rs. Six thousand only) to all Class-IV Govt. employees in the State who wish to buy wheat for their own/their families consumption during the year 2007-2008. The advance will be recoverable in monthly installments to be fixed by the Departments concerned so as to effect its full recovery before the close of the financial year 2007-2008 i.e. full loan should be recovered before 31.3.2008.

2. The advance will be admissible to permanent/temporary regular Class-IV employees only. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, 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 2007-08.

3. The following conditions should be observed in sanctioning this loan :-

- (i) A certificate may be obtained within one month of the drawal of the advance from the loanee to the effect that he has utilized the loan for the purchase of wheat.
- (ii) The officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service unit full recovery of the total amount of advance is effected.
- (iii) These orders will cease to operate after the 31st May, 2007.
- (iv) The recovery of the first installment of the advance should preferably be made from the pay for the month of May, 2007.
- (v) The advance should not be granted to those Class-IV employees who are on deputation to other Govt./Corporations and Local Bodies etc.
- (vi) The advance will not be admissible to work charged, contractual and daily wages employees.

(vii) Where both husband and wife are employed, the wheat advance should be allowed to only one of them.

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 Officer which should be reconciled with the office of the Accountant General, Haryana (A&E) every month.

5. The expenditure incurred on the grant of wheat advance may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by 30.06.2007 positively in the enclosed Performa.

6. The expenditure may be debited to the Major Head, "7610-Loan to Government Servants etc. 800-Other Advances-(99) Advances for purchase of Foodgrains-50-Advance (Non-Plan)". The recoveries made may be credited to the corresponding receipt head i.e. "7610-Loans to Govt. Servants etc. 800-Other Advances-(99) Advance for Purchase of Foodgrains-50-Advances (Receipt)".

Yours faithfully,

Sd/-

(Surinder Mohan)

Under Secretary Finance (B),

for Financial Commissioner and Principal Secretary to Govt.,
Haryana, Finance Department.

No. 46/1/2006-WM(6)

From

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

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.
The Registrar Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 17th April, 2006**Subject : Grant of interest free advance to Government employees for the purchase of wheat during the year 2006-2007.**

Sir,

With reference to subject noted above, I am directed to say that the State Government has decided to grant an interest free advance of Rs. 5000/- (Rs. Five thousand only) to all Class-IV Govt., employees in the State who wish to buy wheat for their own/their families consumption during the year 2006-2007. The advance will be recoverable in monthly instalments to be fixed by the Departments concerned so as to effect its full recovery before the close of the financial year 2006-2007 i.e. full loan should be recovered before 31.3.2007.

2. The advance will be admissible to permanent/temporary regular Class-IV employees only. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, 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 2006-07.

3. The following conditions should be observed in sanctioning this loan :-

- (i) A certificate may be obtained within one month of the drawal of the advance from the loanee to the effect that he has utilized the loan for the purchase of wheat.
- (ii) The officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of advance is effected.
- (iii) These orders will cease to operate after the 31st May, 2006.
- (iv) The recovery of the first instalment of the advance should preferably be made from the pay for the month of May, 2006.
- (v) The advance should not be granted to those Class-IV employees who are on deputation to other Govt./Corporations and Local Bodies etc.
- (vi) The advance will not be admissible to work charged, contractual and daily wages employees.
- (vii) Where both husband and wife are employed, the wheat advance should be allowed to only one of them.

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, Haryana (A&E) every month.

5. The expenditure incurred on the grant of wheat advance may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by 30.06.2006 positively in the enclosed Performa.

6. The expenditure may be debited to the Major Head, "7610-Loans to Govt. Servants etc-800-Other Advances (99)-Advances for purchase of Food grains 50-Advances (Non-Plan). The recoveries made may be credited to the corresponding receipt head i.e. "7610- Loans to Govt. Servants etc. 800-Other Advances-(99)-Advance for Purchase of Foodgrains-50-Advances (Receipt).

Yours faithfully,

Sd/-
(Surinder Mohan)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

No. 46/1/2006/WM(6)

Dated, Chandigarh, the 17th April, 2006

A copy is forwarded to the Accountant General (A&E) and Audit, Haryana, Chandigarh with 20 spare copies for information and necessary action.

2. The expenditure will be debited against grant No. 25 under Major Head "7610- Loans to Govt. Servants-etc.800-Other advances-(99)-Advances for purchases of Foodgrains-50 Advances (Non-Plan)".

3. Detailed accounts of recoveries will be maintained by the Drawing and Disbursing Officers.

Sd/-
(Surinder Mohan)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

No. 46/1/2006/WM(6)

Dated, Chandigarh, the 17th April, 2006

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers of Haryana at Chandigarh/Delhi and in Haryana with the request to entertain sanctions up to the date given in the letter i.e. 31.5.2006 may please be strictly followed and no bill be passed after 31.5.2006. The payment made on the basis of the sanction issued by the departments concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol. 1.

Sd/-
(Surinder Mohan)
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

Copies are forwarded to :-

The Financial Commissioner and Principal Secretary to Govt. Haryana, Revenue Department.

All the Financial Commissioner and Principal Secretaries/Administration Secretaries to Govt. Haryana,
for information and necessary action.

Sd/-

(Surinder Mohan)

Under Secretary Finance (B),

for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

To

The Financial Commissioner and Principal Secretary to Govt.,
Haryana, Revenue Department.

All the Financial Commissioner and Principal Secretaries/
Administrative Secretaries to Govt. Haryana.

No. 46/1/2006/WM(6)

Dated, Chandigarh, the 17th April, 2006

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I&II/Officer on Special Duty I&II/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secys. to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries/for the information of Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman, Planning Board, Haryana.

Sd/-

(Surinder Mohan)

Under Secretary Finance (B),

for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

To

The Principal Secretary/Additional Principal Secretary I&II/
Officer on Special Duty I&II/Media Advisor/Advisor/Senior Secretaries/
Secretaries/Private Secretaries to the Chief Minister/ Deputy Chief Minister/
Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary
Secretaries/Deputy Chairman, Planning Board, Haryana.

U.O. No. 46/1/2006/WM(6)

Dated, Chandigarh, the 17th April, 2006

No. 46/1/2006/WM(6)

Dated, Chandigarh, the 17th April, 2006

A Copy is forwarded to the following for information & action, where necessary to
the :-

Managing Directors of all Boards/Corporation in Haryana.

Vice Chancellors of all the Universities/Director Medical College in Haryana.

Computer-in-Charge, Computer Cell, Finance Department Haryana.

Record Section, Finance Department with 50 spare Copies.

Sd/-

(Surinder Mohan)

Under Secretary Finance (B),

for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

PROFORMA

| Name of Department | Name of Office | Drawing and Disbursing Officer | Amt. of wheat adv. to employees |
|--------------------|----------------|--------------------------------|---------------------------------|
| 1 | 2 | 3 | 4 |

SCHEDULE OF RECOVERIES

| 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 |

No. 46/1/2005-WM(6)

From

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

To

All Head of Departments in Haryana,
Commissioner of Divisions in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.

Dated, Chandigarh, the 7th April, 2005**Subject : Grant of interest free advance to Government employees for the purchase of wheat during the year 2005-2006.**

Sir,

I am directed to inform you that the State Government has decided to grant an interest free advance of Rs. 5000/- (Rs. Five thousand only) to all Class-IV Govt., employees in the State who wish to buy wheat for their own consumption during the year 2005-2006. The advance will be recoverable in monthly instalments to be fixed by the Departments concerned so as to effect its full recovery before the close of the financial year 2005-2006 i.e. full loan should be recovered before 31.3.2006.

2. The advance will be admissible to permanent/temporary regular Class-IV employees only. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, 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 loanees before the close of the financial year 2005-2006.

3. The following conditions should be observed in sanctioning this loan :-

- (i) A certificate should be obtained from the loanee to the effect that he has utilized the loan for the purchase of wheat, within one month of the drawal of the advance.
- (ii) The officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of advance is effected.
- (iii) These orders will cease to operate after the 31st May, 2005.
- (iv) The recovery of the first instalment of the advance should preferably be made from the pay for the month of May, 2005.
- (v) The advance should not be granted to those Class-IV employees on deputation to other Govt./Corporations and Local Bodies etc.
- (vi) The advance will not be admissible to work charged and daily wages employees
- (vii) Where both husband and wife are employed, the wheat advance should be allowed to only one of them.

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

5. The expenditure incurred on the grant of wheat loan may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by 30.6.2005 positively in the enclosed Performa.

6. The expenditure may be debited to the Major Head, "7610-Loans to Govt. Servants etc-800- other Advances-(99) Advances for purchase of Food grains 50-advances (non-plan). The recoveries made may be credited to the corresponding receipt head i.e. "7610- Loans to Govt. Servants etc. 800- other Advances-(99)Advance for Purchase of Foodgrains-50-Advances(Receipt).

Yours faithfully,

Sd/-
(S.R.Maurya)
Deputy Secretary Finance(B),
for Financial Commissioner & Principal Secretary to Govt.,
Haryana Finance Department.

No. 46/1/2005-WM(6)

Dated, Chandigarh, the 7th April, 2005

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

2. The expenditure will be debited against grant No. 25 under Major Head, "7610-Loans to Govt. Servants etc-800- other Advances-(99)-Advances for purchase of Food grains-50 Advances (Non Plan).

3. Detailed accounts of the recoveries will be maintained by the Drawing & Disbursing Officers.

Sd/-
(S.R.Maurya)
Deputy Secretary Finance(B),
for Financial Commissioner & Principal Secretary to Govt.,
Haryana Finance Department.

No. 46/1/2005-WM(6)

Dated, Chandigarh, the 7th April, 2005

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers Haryana with the request that date given in the letter may please be strictly followed and no bill be passed after 31.5.2005. 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. I.

Sd/-
(S.R.Maurya)
Deputy Secretary Finance(B),
for Financial Commissioner & Principal Secretary to Govt.,
Haryana Finance Department.

Copies are forwarded to :-

The Financial Commissioner & Principal Secretaries to Govt. Haryana, Revenue, Department.

All the Financial Commissioner & Principal Secretaries/Administration Secretaries to Govt. Haryana
for information and necessary action.

Sd/-

(S.R.Maurya)

Deputy Secretary Finance(B),

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

To

The Financial Commissioner & Principal Secretaries to Govt.,
Haryana, Revenue, Department.

All the Financial Commissioner & Principal Secretaries/
Administration Secretaries to Govt. Haryana.

U.O. No. 46/1/2005-WM(6)

Dated, Chandigarh, the 7th April, 2005

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary/ Officer on Special Duty /Media Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers for the information of Chief Minister/Deputy Chief Minister/Ministers.

Sd/-

(S.R.Maurya)

Deputy Secretary Finance(B),

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

To

The Principal Secretary/Additional Principal Secretary/Officer on
Special Duty/Media Advisor/Senior Secretaries/Secretaries/Private
Secretaries to the Chief Minister/ Deputy Chief Minister/Ministers.

U.O. No. 46/1/2005-WM(6)

Dated, Chandigarh, the 7th April, 2005

No. 46/1/2005-WM(6)

Dated, Chandigarh, the 7th April, 2005

Copy of MD's of all Boards/Corporations etc. in the Haryana.

Sd/-

(S.R.Maurya)

Deputy Secretary Finance(B),

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

PROFORMA

| Name of Department | Name of Office | Drawing and Disbursing Officer | Amt. of wheat adv. to employees |
|--------------------|----------------|--------------------------------|---------------------------------|
| 1 | 2 | 3 | 4 |

SCHEDULE OF RECOVERIES

| 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 |

No. 36/2/2007-WM(6)

From

The Financial Commissioner and Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Head of the Departments,
Commissioners of Divisions,
All Deputy Commissioners,
Sub Divisional Officers (Civil) in Haryana.
The Registrar, Punjab & Haryana High Court, Chandigarh.
All District & Session Judges in Haryana.

Dated, Chandigarh, the 9th October, 2009**Subject : Grant of interest free Festival Advance to Class-IV Government employees during the year 2009-2010.**

Sir,

With reference to subject noted above, I am directed to say that the State Government has decided to grant an interest free festival advance of Rs. 2000/- (Rs. two thousand only) to all Class-IV Government employees in the State who apply for it.

2. The advance will be admissible to permanent/temporary Class-IV employees and to those adhoc employees who are continuing in service for the last one year and will likely to continue for another four months, on furnishing surety of a permanent Government employee. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, in the case of temporary employees, allow advance on the basis of a surety to their satisfaction so that it will be fully secured and its recovery will be ensured from the loanee before the close of the financial year 2009-2010.

3. The following conditions should also be observed in sanctioning this advance :-

- (i) The Drawing & Disbursing officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of the advance is effected.
- (ii) The advance will be recovered in four equal monthly installments and the entire advance should be recovered from the pay of the employees before the close of the financial year 2009-2010.
- (iii) The advance may be drawn and disbursed on or before 17.10.2009.
- (iv) The advance will not be admissible to work charged & contingent paid staff and daily wagers.
- (v) The advance should not be granted by parent Departments to those Class-IV employees who are on deputation to other Government/Corporations and Local Bodies etc.
- (vi) If both husband and wife are employed, the advance should be allowed to only one of them.

4. It is requested that the Schedule of Recoveries should be attached with each bill in the enclosed Performa-I. 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, Haryana (A&E) Chandigarh every month.

5. The expenditure incurred on the grant of festival advance may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by the end of December, 2009 positively in the enclosed Performa-II.

6. The expenditure will be debited to the Major Head, "7610-Loans to Government Servants etc-800-Other Advances (98) Festival Advances 50-Advances (Non-Plan). The recoveries made will be credited to the corresponding, receipt head i.e. "7610-Loans to Government Servants etc. 800-Other Advances-(98) Festival Advances (Receipt).

Copy of this letter can be down loaded from the site www.finhry.gov.in.

Yours faithfully,

Sd/-
(Satish Seth),
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 36/2/2007-WM(6)

Dated, Chandigarh, the 9th October, 2009

A copy is forwarded to the Accountant General (A&E and Audit) Haryana, Chandigarh with 20 spare copies for information and necessary action.

2. The expenditure will be debited against Grant No. 25 under Major head "7610-Loans to Govt. Servants-etc. 800-Other advances-(98) Festival Advances (50)-Advances (Non-Plan)".

3. The detailed accounts of recoveries will be maintained by the Drawing and Disbursing Officers.

Sd/-
(Satish Seth),
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 36/2/2007-WM(6)

Dated, Chandigarh, the 9th October, 2009

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers, of Haryana at Chandigarh/Delhi and in Haryana with the request that the stipulated date may please be strictly followed and no bill be passed after 17.10.2009. The payment made on the basis of the sanction issued by the departments concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol. I.

Sd/-
(Satish Seth),
Under Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner and Principal Secretary to Government Haryana,
Revenue Department.

All the Financial Commissioner and Principal Secretaries/Administrative Secretaries
to Government Haryana.

for information and necessary action.

Sd/-

(Satish Seth),

Under Secretary Finance (B),

for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Financial Commissioner and Principal Secretary to Govt.,
Haryana, Revenue Department.

All the Financial Commissioner and Principal Secretaries/
Administrative Secretaries to Government Haryana.

U.O. No. 36/2/2007-WM(6)

Dated, Chandigarh, the 9th October, 2009

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I & II/Deputy Principal Secretary/Officer on Special Duty I&II/Senior Secretaries/ Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/ Deputy Chairman Planning Board for the information of Chief Minister/Ministers/State Ministers/Deputy Chairman Planning Board, Haryana.

Sd/-

(Satish Seth),

Under Secretary Finance (B),

for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I & II/Deputy
Principal Secretary/Officer on Special Duty I&II/Senior Secretaries/
Secretaries/Private Secretaries to the Chief Minister/Ministers/
State Ministers/Deputy Chairman Planning Board, Haryana.

U.O. No. 36/2/2007-WM(6)

Dated, Chandigarh, the 9th October, 2009

No. 36/2/2007-WM(6)

Dated, Chandigarh, the 9th October, 2009

A Copy is forwarded to the following for information & necessary action if any :-

The State Election Commissioner, Haryana.

The Secretary to Governor, Haryana

The Secretary, Haryana Vidhan Sabha..

Chairman/Chief Administrator/Managing Director of all Boards/
Corporations in Haryana.

Vice Chancellor of all the Universities.

Director Pt. B.D. Sharma, PGIMS, Rohtak.

Sd/-

(Satish Seth),

Under Secretary Finance (B),

for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

INTERNAL DISTRIBUTION

PS/FM
 PS/FCF
 Record Section FD with 20 spare copies.
 In-Charge, Computer Cell.

PROFORMA-I**SCHEDULE OF RECOVERIES**

| Sr. No. | Name & Designation of employee(s) | Total amount of advance Rs. | Recoveries upto last month of Financial Year 2009-2010 Rs. |
|---------|-----------------------------------|--------------------------------|--|
| 1 | 2 | 3 | 4 |

| Amount of advance recovered in this bill Rs. | Total amount of recovered upto date Rs. | Balance Rs. | Remarks |
|--|--|----------------|---------|
| 5 | 6 | 7 | 8 |

PROFORMA-II

| Name of Department | Name of Office | Drawing & Disbursing Officer | Amount of Festival advance granted to the employees Rs. |
|--------------------|----------------|---------------------------------|---|
| 1 | 2 | 3 | 4 |

No. 36/2/2007-WM(6)

From

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

To

All the Heads of Departments in Haryana,
All the Commissioners of Divisions,
All Deputy Commissioners and
All Sub Divisional Officers (Civil) in Haryana
Registrar, Punjab & Haryana High Court, Chandigarh

Dated, Chandigarh, the 22nd October, 2008

Subject : Grant of interest free Festival Advance to Class IV Government employees during the year 2008-2009.

Sir,

With reference to subject noted above, I am to say that the State Government has decided to grant an interest free festival advance of Rs. 2000/- (Rupees two thousand only) to all Class IV Govt. employees in the State who apply for it.

2 The advance will be admissible to permanent/temporary Class IV employees and to adhoc employees who are continuing in service for the last one year and will likely to continue for another four months, on furnishing surety of a permanent Government employee. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, in the case of temporary employees, allow advance on the basis of a surety to their satisfaction so that it will be fully secured and its recovery will be ensured from the loanee before the close of the financial year 2008-2009.

3. The following conditions should also be observed in sanctioning this advance:-

- (i) The Drawing & Disbursing officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of the advance is effected.
- (ii) The advance will be recovered in four equal monthly instalments and the entire advance should be recovered from the pay of the employees before the close of the financial year 2008-2009.
- (iii) The advance may be drawn and disbursed on or before 28.10.2008.
- (iv) The advance will not be admissible to work charged & contingent paid staff and daily wagers.
- (v) The advance should not be granted by parent Departments to those Class IV employees who are on deputation to other Governments/ Corporations and Local Bodies etc.

- (vi) If both husband & wife are employed, the advance should be allowed to only one of them.

4. It is requested that the schedule of recoveries should be attached with each bill in the enclosed Performa-I. It is also requested that the detailed accounts of the recoveries of the advance should be maintained by the Drawing and Disbursing Officer which should be reconciled with the office of the Accountant General, Haryana (A&E) Chandigarh every month.

5. The expenditure incurred on the grant of festival advance may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by the end of December, 2008 positively in the enclosed Performa-II.

6. The expenditure will be debited to the Major Head "7610-Loans-to Government Servants etc. 800-Other Advances (98) Festival Advance (50) Advances (Non-Plan). The recoveries made will be credited to the corresponding receipt head i.e. "7610-Loans to Governments Servants etc. 800-Other Advances (98) Festival Advances (Receipt).

Copy of this letter can be down loaded from the [site www.finhry.gov.in](http://www.finhry.gov.in).

Yours faithfully,

Sd/-

(K.K. Grover)

Under Secretary Finance, (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

No. 36/2/2007-WM(6)

Dated, Chandigarh, the 22nd October, 2008

A copy is forwarded to the Accountant General, (A&E and Audit) Haryana Chandigarh with 20 copies for information and necessary action.

The expenditure will be debited against grant No. 25 under Major Head "7610-Loans to Government Servants etc.800-Other Advances-(98) Festival Advance (50)-Advances (Non-Plan)".

The detailed account of recoveries will be maintained by the Drawing and Disbursing Officers.

Sd/-

(K.K. Grover)

Under Secretary Finance, (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

No. 36/2/2007-WM(6)

Dated, Chandigarh, the 22nd October, 2008

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers of Haryana at Chandigarh/Delhi and in Haryana with the request that the stipulated date way please be strictly followed and no bill be passed after 28.10.2008. 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. I.

Sd/-

(K.K. Grover)

Under Secretary Finance, (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

Copies are forwarded to :-

The Financial Commissioners and Principal Secretary to Govt., Haryana,
Revenue Department.

All the Financial Commissioner and Principal Secretaries/ Administrative
Secretaries to Govt. Haryana
for information and necessary action.

Sd/-

(K.K. Grover)

Under Secretary Finance, (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

To

The Financial Commissioners and Principal Secretary to Govt.,
Haryana, Revenue Department.

All the Financial Commissioner and Principal Secretaries/
Administrative Secretaries to Govt. Haryana.

U.O. No. 36/2/2007-WM(6)

Dated, Chandigarh, the 22nd October, 2008

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I, II & III/Officer on Special Duty I, II & III/Media Advisor/Political Advisor/Senior Secretaries/ Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Deputy Chairman Planning Board/Chief Parliamentary Secretary/Parliamentary Secretaries for the information of Chief Minister/Deputy Chief Minister/Ministers/State Ministers/ Deputy Chairman Planning Board/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana.

Sd/-

(K.K. Grover)

Under Secretary Finance, (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

To

The Principal Secretary/Additional Principal Secretary I, II & III/
Officer on Special Duty I, II & III/Media Advisor/Political Advisor/Senior
Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy
Chief Minister/Ministers/State Ministers/ Deputy Chairman Planning Board/
Chief Parliamentary Secretary/Parliamentary Secretaries.

U.O. No. 36/2/2007-WM(6)

Dated, Chandigarh, the 22nd October, 2008

No. 36/2/2007-WM(6)

Dated, Chandigarh, the 22nd October, 2008

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

The State Election Commissioner, Haryana

The Secretary to Governor, Haryana.

The Secretary, Haryana Vidhan Sabha.

Chairman/Chief Administrator/Managing Director of all Boards/
Corporations in Haryana.
Vice Chancellor of all the Universities
Director Pt. B.D. Sharma, PGIMS, Rohtak.

Sd/-
(K.K. Grover)
Under Secretary Finance, (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

INTERNAL DISTRIBUTION

PS/FM
PS/FCF
Record Section FD with 20 spare copies.
In-Charge, Computer Cell.

PROFORMA-I

SCHEDULE OF RECOVERIES

| Sr. No. | Name & Designation of employee(s) | Total amount of advance Rs. | Recoveries upto last month of Financial Year 2008-2009 Rs. |
|---------|-----------------------------------|--------------------------------|--|
| 1 | 2 | 3 | 4 |

| Amount of advance recovered in this bill Rs. | Total amount of recovered upto date Rs. | Balance Rs. | Remarks |
|--|--|----------------|---------|
| 5 | 6 | 7 | 8 |

PROFORMA-II

| Name of Department | Name of Office | Drawing & Disbursing Officer | Amount of Festival advance granted to the employees Rs. |
|--------------------|----------------|---------------------------------|---|
| 1 | 2 | 3 | 4 |

No. 36/2/2007-WM(6)

From

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

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners &
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All District & Sessions Judges in Haryana.

Dated, Chandigarh, the 30th October, 2007

Subject : Grant of interest free Festival Advance to Class IV Government employees during the year 2007-2008.

Sir,

With reference to subject noted above, I am to say that the State Government has decided to grant an interest free festival advance of Rs. 1500/- (Rupees One thousand and five hundred only) to all Class IV Govt. employees in the State who apply for it.

2 The advance will be admissible to permanent/temporary Class IV employees and to adhoc employees who are continuing in service for the last one year and will likely to continue for another four months, on furnishing surety of a permanent Government employee. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, in the case of temporary employees, allow advance on the basis of a surety to their satisfaction so that it will be fully secured and its recovery will be ensured from the loanee before the close of the financial year 2007-08.

3. The following conditions should also be observed in sanctioning this advance :-

- (i) The Drawing & Disbursing officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of the advance is effected.
- (ii) The advance will be recovered in four equal monthly instalments and the entire advance should be recovered from the pay of the employees before the close of the financial year 2007-2008.
- (iii) The advance may be drawn and disbursed on or before 9.11.2007.
- (iv) The advance will not be admissible to work charged & contingent paid staff and daily wagers.
- (v) The advance should not be granted by parent Departments to those Class IV employees who are on deputation to other Governments/ Corporations and Local Bodies etc.

- (vi) If both husband & wife are employed, the advance should be allowed to only one of them.

4. It is requested that the schedule of recoveries should be attached with each bill in the enclosed Performa-I. It is also requested that the detailed accounts of the recoveries of the advance should be maintained by the Drawing and Disbursing Officer which should be reconciled with the office of the Accountant General, Haryana (A&E) Chandigarh every month.

5. The expenditure incurred on the grant of festival advance may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by the end of December, 2007 positively in the enclosed Performa-II.

6. The expenditure will be debited to the Major Head "7610-Loans-to Government Servants etc. 800-Other Advances (98) Festival Advance (50) Advances (Non-Plan). The recoveries made will be credited to the corresponding receipt head i.e. "7610-Loans to Governments Servants etc. 800-Other Advances (98) Festival Advances (Receipt).

Copy of this letter can be down loaded from the site www.finhry.gov.in.

Yours faithfully,

Sd/-
Under Secretary Finance, (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

No. 36/2/2007-WM(6)

Dated, Chandigarh, the 30th October, 2007

A copy is forwarded to the Accountant General, (A&E and Audit) Haryana Chandigarh with 20 copies for information and necessary action.

The expenditure will be debited against grant No. 25 under Major Head "7610-Loans to Government Servants etc.800-Other Advances-(98) Festival Advance (50)-Advances (Non-Plan)".

The detailed account of recoveries will be maintained by the Drawing and Disbursing Officers.

Sd/-
Under Secretary Finance, (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

No. 36/2/2007-WM(6)

Dated, Chandigarh, the 30th October, 2007

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers of Haryana at Chandigarh/Delhi and in Haryana with the request that the stipulated date way please be strictly followed and no bill be passed after 9.11.2007. 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. I.

Sd/-
Under Secretary Finance, (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

Copies are forwarded to :-

The Financial Commissioners and Principal Secretary to Govt. Haryana,
Revenue Department.
All the Financial Commissioner and Principal Secretaries/ Administrative
Secretaries to Govt. Haryana
for information and necessary action.

Sd/-

Under Secretary Finance, (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

To

The Financial Commissioners and Principal Secretary to Govt.,
Haryana, Revenue Department.
All the Financial Commissioner and Principal Secretaries/
Administrative Secretaries to Govt. Haryana.

U.O. No. 36/2/2007-WM(6)

Dated, Chandigarh, the 30th October, 2007

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I, II & III/Officer on Special Duty I, II & III/Media Advisor/Political Advisor/Senior Secretaries/ Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Deputy Chairman Planning Board/Chief Parliamentary Secretary/Parliamentary Secretaries for the information of Chief Minister/Deputy Chief Minister/Ministers/State Ministers/ Deputy Chairman Planning Board/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana.

Sd/-

Under Secretary Finance, (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

To

The Principal Secretary/Additional Principal Secretary I, II & III/
Officer on Special Duty I, II & III/Media Advisor/Political Advisor/Senior
Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy
Chief Minister/Ministers/State Ministers/ Deputy Chairman Planning Board/
Chief Parliamentary Secretary/Parliamentary Secretaries.

U.O. No. 36/2/2007-WM(6)

Dated, Chandigarh, the 30th October, 2007

No. 36/2/2007-WM(6)

Dated, Chandigarh, the 30th October, 2007

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

The State Election Commissioner, Haryana.
The Secretary to Governor, Haryana.
The Secretary, Haryana Vidhan Sabha.
Chairman/Chief Administrator/Managing Director of all Boards/
Corporations in Haryana.

Vice Chancellor of all the Universities.
Director Pt. B.D. Sharma, PGIMS, Rohtak.

Sd/-
Under Secretary Finance, (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana Finance Department.

INTERNAL DISTRIBUTION

PS/FM
PS/FCF
Record Section FD with 20 spare copies.
In-Charge, Computer Cell.

PROFORMA-I

SCHEDULE OF RECOVERIES

| Sr. No. | Name & Designation of employee(s) | Total amount of advance Rs. | Recoveries upto last month of Financial Year 2007-2008 Rs. |
|---------|-----------------------------------|--------------------------------|--|
| 1 | 2 | 3 | 4 |

| Amount of advance recovered in this bill Rs. | Total amount of recovered upto date Rs. | Balance Rs. | Remarks |
|--|--|----------------|---------|
| 5 | 6 | 7 | 8 |

PROFORMA-II

| Name of Department | Name of Office | Drawing & Disbursing Officer | Amount of Festival advance granted to the employees Rs. |
|--------------------|----------------|---------------------------------|---|
| 1 | 2 | 3 | 4 |

No. 36/2/2006-WM(6)

From

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

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana
The Registrar Punjab & Haryana High Court, Chandigarh

Dated, Chandigarh, the 9th October, 2006**Subject : Grant of interest free Festival Advance to Class IV Government employees during the year 2006-2007.**

Sir,

With reference to subject noted above, I am directed to say that the State Government has decided to grant an interest free festival advance of Rs. 1,500/- (Rupees One thousand and five hundred only) to all class IV Govt. employees in the State who apply for it.

2. The advance will be admissible to permanent/temporary Class IV employees and to adhoc employees who are continuing in service for the last one year and are likely to continue for another four months, on furnishing surety of a permanent Government employee. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would 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 2006.2007.

3. The billowing conditions should also he observed in sanctioning this advance :-

- (i) The Drawing & Disbursing officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of the advance is effected.
- (ii) The advance will be recovered in four equal monthly instalments and the entire advance should be recovered from the pay of the employees before the close of the financial year 2006-2007.
- (iii) The advance may be drawn and disbursed on or before 21/10/2006.
- (iv) The advance will not be admissible to work charged & contingent paid staff and daily wagers.
- (v) The advance should not be granted by parent Departments to those Class IV employees who are on deputation to other Governments/Corporations and Local Bodies etc.
- (vi) If both husband & wife are employed, the advance should be allowed to only one of them.

4. It is requested that the schedule of recoveries should be attached with each bill in the enclosed Performa I. It is also requested that the detailed accounts of the recoveries of the advance should be maintained by the Drawing and Disbursing Officer which should be reconciled with the office of the Accountant General, Haryana (A&E) Chandigarh, every month.

5. The expenditure incurred on the grant of festival advance may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by the end of November, 2006 in the enclosed Performa -II.

6. The expenditure will be debited to the Major Head "7610-Loans- to Government Servants etc. 800-other Advances (98) Festival Advance (50) Advances (Non-Plan). The recoveries made will be credited to the corresponding receipt head i.e. 7610-Loans to Governments Servants etc. 800-Other Advances (98) Festival Advances (Receipt).

Copy of this is also available on the website which can be down loaded from the site, [www. Haryana.nic.in.](http://www.Haryana.nic.in)

Yours faithfully,

Sd/-
(Ram Dhari)
Deputy Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 36/2/2006-WM(6)

Dated, Chandigarh, the 9th October, 2006

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

1. The expenditure will be debited against Grant No. 25 under Major Head "7610-Loans to Government Servants etc.800 other Advances-(98) Festival Advance 50) Advances (Non Plan).
2. The detailed account of recoveries will be maintained by the Drawing & Disbursing Officers.

Sd/-
(Ram Dhari)
Deputy Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 36/2/2006-WM(6)

Dated, Chandigarh, the 9th October, 2006

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers, of Haryana at Chandigarh/Delhi and in Haryana with the request that the stipulated date may please be strictly followed and no bill be passed after 21.10.2006. The payment made on the basis of the sanction issued by the Departments concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol. I.

Sd/-
(Ram Dhari)
Deputy Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner and Principal Secretary to Govt. Haryana Revenue Department.

All the Financial Commissioner and Principal Secretaries/Administration Secretaries to Govt. Haryana
for information and necessary action.

Sd/-

(Ram Dhari)

Deputy Secretary Finance,

for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Financial Commissioner and Principal Secretary to Govt.,
Haryana, Revenue Department.

All the Financial Commissioner and Principal Secretaries/
Administrative Secretaries to Govt. Haryana.

No. 36/2/2006/WM(6)

Dated, Chandigarh, the 9th October, 2006

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I & II/Officer on Special Duty I&II/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries/for the information of Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secy./Parliamentary Secretaries/Deputy Chairman, Planning Board, Haryana.

Sd/-

(Ram Dhari)

Deputy Secretary Finance,

for Financial Commissioner & Principal Secy. to Govt.,,
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I & II/
Officers on Special Duty I & II/Media Advisor/Advisor/Senior Secretaries/
Secretaries/Private Secretaries to Chief Minister/Deputy Chief Minister/
Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary
Secretaries/Deputy Chairman Planning Board, Haryana.

U.O. No. 36/2/2006/WM(6)

Dated, Chandigarh, the 9th October, 2006

No. 36/2/2006/WM(6)

Dated, Chandigarh, the 9th October, 2006

A Copy is tom/aided to the following for information & action, where necessary to
the :-

Chairmen/Commissioners/Managing Directors of all Boards/Commissions /
Corporations in Haryana.

Vice Chancellors of all the Universities/Director Medical Colleges Haryana.

Computer-In-Charge, Computer Cell, Finance Department Haryana.

Record Section, Finance Department with 50 spare copies.

Sd/-

(Ram Dhari)

Deputy Secretary Finance,

for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

PROFORMA-I**SCHEDULE OF RECOVERIES**

| S. No. | Name & Designation of employee(s) | Total amount of advance | Recoveries upto last month |
|--------|-----------------------------------|-------------------------|----------------------------|
| 1 | 2 | 3 | 4 |

| Amount of advance recovered in this bill | Total amount of recovered upto date | Balance | Remarks |
|--|-------------------------------------|---------|---------|
| 5 | 6 | 7 | 8 |

PROFORMA-II

| Name of Department | Name of Office | Drawing & Disbursing Officer | Amount of Festival advance granted drawn and disbursed to the employees |
|--------------------|----------------|------------------------------|---|
| 1 | 2 | 3 | 4 |

No. 36/2/2k5-WM(6)

From

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

To

All Heads of Departments in Haryana,
All Commissioners of Divisions in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State of Haryana.
All District & Sessions Judges in Haryana State.

Dated, Chandigarh, the 14th October, 2005

Subject: Grant of interest free Festival Advance to Class IV Government employees during the year 2005-2006.

Sir,

I am directed to address you on the subject noted above and to say that the State Government has decided to grant an interest free festival advance @ Rs. 1500/- (Rupees One thousand and five hundred only) to all Class IV Govt. employees in the State who apply for it.

2. The advance will be admissible to permanent/temporary Class IV employees and to adhoc employees who are continuing in service for the last one year and are likely to continue for another four months, on furnishing surety of a permanent Government employee. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, 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 2005-2006.

3. The following conditions should also be observed in sanctioning this advance :-

- (i) The Drawing & Disbursing officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of the advance is effected.
- (ii) The advance will be recovered in four equal monthly instalments and the entire advance should be recovered from the pay of the employees before the close of the financial year 2005-2006.
- (iii) The advance may be drawn and disbursed on or before 01/11/2005.
- (iv) The advance will not be admissible to work charged & contingent paid staff and daily wagers.
- (v) The advance should not be granted by parent Departments to those Class IV employees who are on deputation to other Governments/Corporations and Local Bodies etc.
- (vi) If both husband & wife are employed, the advance should be allowed to only one of them.

4. It is requested that the schedule of recoveries should be attached with each bill in the enclosed Performa-I. It is also requested that the detailed accounts of the recoveries of the advance should be maintained by the Drawing and Disbursing Officer which should be reconciled with the office of the Accountant General, Haryana (A&E) Chandigarh every month.

5. The expenditure incurred on the grant of festival advance may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by the end of December, 2005 in the enclosed Performa-II.

6. The expenditure will be debited to the Major Head '7610-Loans- to Government Servants etc. 800-Other Advances (98) Festival Advance (50) Advances Non Plan). The recoveries made will be credited to the corresponding receipt head i.e. 7610-Loans to Governments Servants etc. 800-Other Advances (98) Festival Advances (Receipt).

Yours faithfully,

Sd/-
(D.R. Lamba)
Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 36/2/2k5-WM(6)

Dated, Chandigarh, the 14th October, 2005

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

The expenditure will be debited against Grant No. 25 under Major Head "7610-Loans to Government Servants etc.800 other Advances-(98) Festival Advance 50) Advances.

The detailed account of recoveries will be maintained by the Drawing & Disbursing Officers.

Sd/-
(D.R. Lamba)
Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 36/2/2k5-WM(6)

Dated, Chandigarh, the 14th October, 2005

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers, in Haryana with the request that the stipulated date may please be strictly followed and no bill be passed after 01.11.2005. 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. I.

Sd/-
(D.R. Lamba)
Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A Copy is forwarded to all Financial Commissioners & Principal Secretaries/ Administrative Secretaries to Government Haryana for information and necessary action.

Sd/-
(D.R. Lamba)
Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Financial Commissioners & Principal Secretaries/Administrative Secretaries to Government Haryana.

U.O. No. 36/2/2k5-WM(6)

Dated, Chandigarh, the 14th October, 2005

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I & II/Officers on Special Duty I & II/Media Advisor/Pol. Secretary/Senior Secretaries/Secretaries/ Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers for the information to Chief Minister/Deputy Chief Minister/ Ministers, Haryana.

Sd/-
(D.R. Lamba)
Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I & II/
Officers on Special Duty I & II/Media Advisor/Pol. Secy./Senior
Secretaries/Secretaries/Private Secretaries to Chief Minister/
Deputy Chief Ministers/Ministers.

U.O. No. 36/2/2k5-WM(6)

Dated, Chandigarh, the 14th October, 2005

No. 36/2/2k5-WM(6)

Dated, Chandigarh, the 14th October, 2005

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

Secretary to Governor, Haryana.
Hon'ble Speaker, Haryana Vidhan Sabha.
State Election Commissioner, Haryana.
Resident Commissioner, Government of Haryana, Haryana
Bhawan, New Delhi.
Managing Directors of Various Boards/Corporations in Haryana.
Vice Chancellors of Universities and Directors of Medical Colleges
in Haryana State.

Sd/-
(D.R. Lamba)
Under Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

PROFORMA-I**SCHEDULE OF RECOVERIES**

| S. No. | Name & Designation of employee(s) | Total amount of advance | Recoveries upto last month |
|--------|-----------------------------------|-------------------------|----------------------------|
| 1 | 2 | 3 | 4 |

| Amount of advance recovered in this bill | Total amount of recovered upto date | Balance | Remarks |
|--|-------------------------------------|---------|---------|
| 5 | 6 | 7 | 8 |

PROFORMA-II

| Name of Department | Name of Office | Drawing & Disbursing Officer | Amount of Festival advance granted drawn and disbursed to the employees |
|--------------------|----------------|------------------------------|---|
| 1 | 2 | 3 | 4 |

DATEWISE LIST OF INSTRUCTIONS OF SUBJECTS VOLUME X
HBA, MOTOR CAR ADVANCE, COMPUTER ADVANCE, MARRIAGE ADVANCE,
INTEREST FREE ADVANCE, RATE OF INTEREST ON LOANS AND ADVANCES

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|----------------|-------------|----------------------|---|--|-----------------|
| 1. | 10.05.2011 | No. 38/110/99-WM(5) | Delegation of powers regarding Loans to Government employees for the celebration of Marriage and Computer Advance. | | 79 |
| 2. | 10.05.2011 | No. 38/110/99-WM(5) | Delegation of powers regarding Loans to Government employees for the celebration of Marriage and Computer Advance. | | 115 |
| 3. | 02.05.2011 | No. 46/1/2011-WM(6) | Grant of interest free advance to Govt. employees for the purchase of wheat during the year 2011-2012. | | 247 |
| 4. | 31.03.2011 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle and Marriage Advance granted to the Government employees and also fixation of rate of interest on General Provident Fund for the financial year 2010-2011. | | 187 |
| 5. | 24.03.2011 | No. 30/11/2011-WM(3) | To issue the No Dues Certificate. | | 133 |
| 6. | 21.02.2011 | No. 38/110/99-WM(5) | Delegation of powers regarding Loans to Government employees for the celebration of Marriage and Computer Advance. | Clarified vide dated 10.05.2011. | 82 |
| 7. | 21.02.2011 | No. 38/110/99-WM(5) | Delegation of powers regarding Loans to Govt. employees for the celebration of Marriage and Computer Advance. | Clarified vide dated 10.05.2011. | 118 |
| 8. | 22.11.2010 | No. 2/2/2004-WM(3) | Grant of House Building Advance to Haryana Government employees. | | 1 |
| 9. | 22.11.2010 | No. 38/110/99-WM(5) | Grant of Advance Government servants for the celebration of Marriage. | Revised partly vide dt. 21.02.11. | 85 |
| 10. | 22.11.2010 | No. 2/2/2007-WM(5) | Grant of Advance for the purchase of personal Computer/Lap Top to Government employees. | Revised partly vide dt. 21.02.11 & 10.05.11. | 121 |
| 11. | 19.08.2010 | No. 16/1/10-WM(6) | Grant of advance for the purchase of Motor Car/Motor cycle/Scooter/Moped and Bi-cycle to Haryana Government employees. | | 51 |
| 12. | 16.07.2010 | No. 16/1/10-WM(6) | Grant of advance for the purchase of Motor Car/Motor/Cycle/Scooter and Bi-Cycle to Haryana Govt. employees. | Modified partly vide dt. 19.08.10. | 53 |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|------------|------------------------|---|---|----------|
| 13. | 07.04.2010 | No. 46/1/2007-WM(6) | Grant of interest free advance to Government employees for the purchase of wheat during the year 2010-2011. | | 250 |
| 14. | 08.03.2010 | No. 34/2/94-WM(3) | Rate of Interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the Govt. employees and also fixation of rate of interest on General Provident Fund for the financial year 2009-2010. | | 190 |
| 15. | 05.03.2010 | No. 1/83/2008-2PR (FD) | Revision of rates of Non Practising Allowance w.e.f. 01.01.2006. | | 136 |
| 16. | 22.02.2010 | No. 38/110/99-WM(5) | Grant of Advance to Government servants for the celebration of self marriage. | | 96 |
| 17. | 10.11.2009 | No. 14/150/09-5FA | Discrepancies pointed out by AG Haryana regarding loans and advances and sanction/bill. | | 138 |
| 18. | 09.10.2009 | No. 36/2/2007-WM(6) | Grant of interest free Festival Advance to Class IV Government employees during the year 2009-2010. | | 273 |
| 19. | 15.06.2009 | No. 2/2/2005-4FR | Amendment in Punjab Financial Rules, Volume I in Rule 10.15. | | 165 |
| 20. | 30.04.2009 | No. 46/1/2007-WM(6) | Grant of interest free advance to Govt. employees for the purchase of wheat during the year 2009-2010. | | 254 |
| 21. | 17.02.2009 | No. 2/2/04-WM(3) | Grant of House Building Advance/Conveyance/Marriage Advance to Haryana Government Employees. | Revised vide dated 22.11.2010. | 139 |
| 22. | 13.01.2009 | No. 34/2/94-WM(3) | Rate of Interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the Govt. employee and also fixation of rate of interest on General Provident Fund for the financial year 2008-09. | | 193 |
| 23. | 22.10.2008 | No. 36/2/2007-WM(6) | Grant of interest free Festival Advance to Class IV Government employees during the year 2008-2009 | | 277 |
| 24. | 26.09.2008 | No. 38/110/99-WM(5) | Grant of Advance to Government servants for the celebration of marriage. | Revised vide dt. 22.11.10, 21.02.2011 & 10.05.11. | 99 |
| 25. | 21.04.2008 | No. 2/2/04-WM(3) | Grant of House Building Advance to Haryana Government Employees - Enhancement in the Eligibility limit. | Revised vide dated 22.11.2010. | 5 |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|-------------------|----------------------|---|--------------------------------|------------|
| 26. | 04.04.2008 | No. 46/1/2007-WM(6) | Grant of interest free advance to Govt. employees for the purchase of wheat during the year 2008-09. | | 258 |
| 27. | 01.04.2008 | No. 2/2/07-WM(6) | Grant of Advance for the purchase of Motor Car to Haryana Government Employees. | Revised vide dated 16.07.2010. | 62 |
| 28. | 01.04.2008 | No. 2/2/2007-WM(6) | Grant of Advance for the purchase of Personal Computer to Government Employees-Admissibility Condition/Limit of Advance and Instalments of recovery. | Revised vide dated 22.11.2010. | 130 |
| 29. | 12.02.2008 | No. 2/2/2007-WM(6) | Grant of Advance for the purchase of Personal Computer to Government employees - Admissibility Condition/Limit of Advance and Instalments of recovery. | Revised vide dated 01.04.2008. | 132 |
| 30. | 15.01.2008 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the Govt. employees and also fixation of rate of interest on General Provident Fund for the financial year 2007-2008. | | 194 |
| 31. | 30.10.2007 | No. 36/2/2007-WM(6) | Grant of interest free Festival Advance to Class-IV Government employees during the year 2007-08. | | 281 |
| 32. | 14.05.2007 | No. 2/2/07-WM(6) | Grant of Advance for the purchase of Motor Car to Haryana Government Employees. | Revised vide dated 01.04.2008. | 64 |
| 33. | 09.04.2007 | No. 46/1/2007/WM(6) | Grant of Interest free advance to Govt. employees for the purchase of wheat during the year 2007-2008. | | 262 |
| 34. | 28.11.2006 | No. 34/2/94-WM(3) | Rate of Interest to be charged on HBL/Motor Car/Scooter/Motor Cycle/Moped/Cycle/Computer & Marriage Advance granted to the Government Employees & also fixation of rate of interest on GPF for 2006-07. | | 195 |
| 35. | 09.10.2006 | No. 36/2/2006-WM(6) | Grant of interest free Festival Advance to Class IV Government employees during the year 2006-2007. | | 285 |
| 36. | 20.09.2006 | No. 2/2/2004-WM(3) | Instructions regarding recovery of House Building and Other Advances. | | 166 |
| 37. | 09.08.2006 | No. 36/18/2002-WM(5) | Computerisation of Accounts of Long Term Advances like House Building Advance, Motor Car Advance, Scooter Advance, Marriage Advances and Computer Advance etc. | | 145 |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|------------|----------------------|---|--------------------------------|-------------|
| 38. | 17.04.2006 | No. 46/1/2006-WM(6) | Grant of interest free advance to Government employees for the purchase of wheat during the year 2006-2007. | | 264 |
| 39. | 06.03.2006 | No. 38/110/93-WM(5) | Grant of Loans and Advances to Government Servants for the celebration of marriage. | | 101 |
| 40. | 10.02.2006 | No. 34/2/94-WM(3) | Rate of Interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the Government employee for the financial year 2005-06. | | 196 |
| 41. | 23.11.2005 | No. 2/160/04-WM(1) | Grant of House Building Advances to Haryana Government Employees - instructions regarding submission of utilisation certificate. | | 47 |
| 42. | 14.10.2005 | No. 36/2/2k5-WM(6) | Grant of interest free festival Advance to class IV Government employees during the year 2005-06. | | 289 |
| 43. | 22.09.2005 | No. 2/2/05-WM(6) | Grant of Advance for the purchase of Motor Cycle/Scooter/Moped and Bi-Cycle to Haryana Government Employees. | Revised vide dated 16.07.2010. | Not Printed |
| 44. | 03.08.2005 | No. 2/2/05-WM(6) | Grant of Advance for the purchase of Motor Cycle/Scooter/Moped and Bi-Cycle to Haryana Govt. Employees. | Revised vide dated 16.07.2010. | Not Printed |
| 45. | 01.08.2005 | No. 2/2/04-WM(3) | Grant of Second House Building Advance to Haryana Govt. Employees. | | 7 |
| 46. | 06.05.2005 | No. 2/2/04-WM(3) | Grant of Advance for the purchase of Motor Car to Haryana Government Employees. | Revised vide dated 14.05.2007. | Not Printed |
| 47. | 06.05.2005 | No. 38/110/99-WM(5) | Grant of Loans to Government servants for the celebration of marriage | Revised vide dt. 26.09.08. | 102 |
| 48. | 07.04.2005 | No. 46/1/2005-WM(6) | Grant of interest free advance to Govt. employees for the purchase of wheat during the year 2005-2006. | | 268 |
| 49. | 16.03.2005 | No. 36/18/2002-WM(5) | Computerisation of Accounts of Long Term Advances like House Building Advance, Motor Car Advance, Scooter Advance, Marriage Advance and Computer Advance etc. | Revised vide dt. 09.08.2006. | 148 |
| 50. | 03.12.2004 | No. 36/18/2002-WM(5) | Computerisation of Accounts of Long Term Advances like House Building Advance, Motor Car Advance, Scooter Advance, Marriage Advances and Computer Advance etc. | Revised vide dated 09.08.2006. | 149 |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|------------|------------------------|--|---|-------------|
| 51. | 09.11.2004 | No. 36/18/2002-WM(5) | Computerisation of Accounts of Long Term Advances like House Building Advance, Motor Car Advance, Scooter Advance, Marriage Advances and Computer Advance etc. | Revised vide dt. 09.08.2006. | 150 |
| 52. | 27.10.2004 | No. 36/2/2k4-WM(6) | Grant of interest free Festival Advance to Class IV Government employees during the year 2004-2005. | | Not Printed |
| 53. | 01.10.2004 | No. 2/2/2004-WM(3) | House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle/ Computer and Marriage Advance for the Government employees. | | 140 |
| 54. | 03.09.2004 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the Government employee for the financial year 2004-2005. | | 197 |
| 55. | 12.07.2004 | No. 45/101/2004-WM (6) | Grant of Loans for various purposes (House bldg./Conveyance/Computer/Marriages of children/Sister) by Haryana Government to its employees. | | 141 |
| 56. | 25.06.2004 | No. 2/2/04-WM(3) | Grant of Loans and Advances to Government Employees - Revision of eligibility limit of House Building advance on the basis of merger of 50% Dearness Allowance as Dearness Pay with Basic Pay. | Modified partly vide dt. 21.04.08. | Not Printed |
| 57. | 25.06.2004 | No. 2/2/04-WM(3) | Grant of Conveyance/Computer Advance to Haryana Government Employees. | Modified partly vide dt. 06.05.05 & 03.08.05. | Not Printed |
| 58. | 25.06.2004 | No. 2/2/04-WM(3) | Grant of Conveyance/Computer Advance to Haryana Government Employees. | Modified partly vide dt. 12.02.08. | Not Printed |
| 59. | 07.06.2004 | No. 36/1/2004-WM(4) | Prevention of misuse of Government Funds. | | 167 |
| 60. | 07.04.2004 | No. 46/1/2003-WM(6) | Grant of interest free advance to Government employees for the purchase of wheat during the year 2004-2005. | | Not Printed |
| 61. | 03.11.2003 | No. 2/7/81-WM(1) | Grant of Loans and Advances to Government Employees for the purchase of constructed house. | | 8 |
| 62. | 03.10.2003 | No. 36/2/2k3-WM(6) | Grant of interest free Festival Advance to Government employees during the year 2003-2004. | | Not Printed |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|------------|----------------------|--|------------------------------------|-------------|
| 63. | 19.05.2003 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage advance granted to the Government employees for the financial year 2003-2004. | | 198 |
| 64. | 10.04.2003 | No. 46/1/2003-WM(6) | Grant of interest free advance to Government employees for the purchase of wheat during the year 2003-2004. | | Not Printed |
| 65. | 20.12.2002 | No. 16/40/2000-4WM | Grant of Advance for the purchase of Personal Computer to Government employees - Admissibility Condition/Limit of Advance and Instalments of Recovery. | Revised vide dt. 25.06.04. | Not Printed |
| 66. | 21.11.2002 | No. 2/157-WM(1)-2002 | Supply of information regarding house building advance to Government Employees. | Obsolete. | Not Printed |
| 67. | 10.10.2002 | No. 36/2/2k2-WM(6) | Grant of interest free Festival Advance to Government employees during the year 2002-2003. | | Not Printed |
| 68. | 20.09.2002 | No. 36/18/2002-5WM | Computerisation of Accounts of Long Term Advances like House Building Advance, Motor Car Advance, Scooter Advance, Marriage Advance and Computer Advance. | Revised vide dt. 09.11.04. | 153 |
| 69. | 19.09.2002 | No. 16/40/2000-4WM | Grant of Advance for the purchase of Personal Computer to Government employees - Admissibility Condition/Limit of Advance and Instalments of Recovery. | Revised vide dt. 20.12.2002. | Not Printed |
| 70. | 31.05.2002 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage advance granted to the Government employees for the financial year 2002-2003. | | 199 |
| 71. | 30.05.2002 | No. 2/7/81-MW(1) | Grant of Loans and Advances to Government Employees for the purchase of constructed house. | Revised vide dt. 03.11.03. | Not Printed |
| 72. | 02.05.2002 | No. 38/110/93-WM(5) | Grant of Loans and Advances to Government Servants for the celebration of marriage. | Modified partly vide dt. 06.05.05. | Not Printed |
| 73. | 22.04.2002 | No. 46/1/2002-WM(6) | Grant of interest free advance to Government employees for the purchase of wheat during the year 2002-2003. | | Not Printed |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|------------|---------------------|--|------------------------------|-------------|
| 74. | 19.10.2001 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage advance granted to the Government employees for the financial year 2001-2002. | | 200 |
| 75. | 18.10.2001 | No. 36/2/2k1-WM(6) | Grant of interest free Festival Advance to Government employees for Diwali festival during the year 2001-2002. | | Not Printed |
| 76. | 26.09.2001 | No. 36/7/2K-4WM | Grant of Car/Motor cycle Advance to State Govt. employees on deputation. | | 159 |
| 77. | 20.06.2001 | No. 16/40/2000-4WM | Grant of Computer Advance to Government employees. | | 177 |
| 78. | 19.04.2001 | No. 46/1/2001-WM(6) | Grant of interest free advance Govt. employees for the purchase of wheat during the year 2001-2002. | | Not Printed |
| 79. | 01.12.2000 | No. 34/2/94-WM(3) | Rate of Interest to be charged on House Building/ Motor Car/Scooter/Motor Cycle/Moped/Cycle/Computer and marriage advance granted to the Government employees for the financial year 2000-01. | | 201 |
| 80. | 02.11.2000 | No. 16/40/2k-4WM | Grant of Advance for the purchase of Personal Computer to Government employees - Admissibility Condition/ Limit of Advance and Instalments of Recovery. | Revised vide dt. 19.09.2002. | Not Printed |
| 81. | 16.10.2000 | No. 36/2/2k-WM(6) | Grant of interest free Festival Advance to Government employees for Diwali festival during the year 2000-2001. | | Not Printed |
| 82. | 20.04.2000 | No. 36/1/92-WM(6) | Grant of interest free advance to Govt. employees for the purchase of wheat during the year 2000-2001. | | Not Printed |
| 83. | 10.04.2000 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building Advance/Motor Car/Scooter/Motor Cycle/Moped/ Cycle and Marriage Advance granted to the Govt. Employees for the financial year 1999-2000. | | 202 |
| 84. | 08.12.1999 | No. 38/110/99-WM(5) | Advance to Government servants for the celebration of marriages. | Revised vide dt. 06.05.05. | Not Printed |
| 85. | 11.10.1999 | No. 36/3/91-WM(6) | Grant of interest free advance to Government employees for Diwali Festival during the year 1999-2000. | | Not Printed |
| 86. | 06.04.1999 | No. 36/1/92-WM(6) | Grant of interest free advance to Govt. employees for the purchase of wheat during the year 1999-2000. | | Not Printed |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|-------------------|--------------------|---|------------------------------------|-------------|
| 87. | 30.09.1998 | No. 36/3/91-WM(6) | Grant of interest free advance to Government employees for Diwali Festival during the year 1998-99. | | Not Printed |
| 88. | 10.08.1998 | No. 34/2/93-WM(3) | Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle and Marriage Advance granted to the Government employees for the financial year 1998-99. | | 203 |
| 89. | 05.08.1998 | No. 2/1/98-WM(4) | Grant of Loans & Advances to Government Employees - Revision of norms of House Building Advance on the basis of Revised Scales of Pay | Revised vide dt. 25.06.04 | Not Printed |
| 90. | 05.08.1998 | No. 16/1/98-WM (4) | Grant of Conveyance/Computer Advance to Haryana Government Employees. | Revised partly vide dt. 25.06.04. | Not Printed |
| 91. | 05.08.1998 | No. 16/1/98-WM (4) | Grant of Conveyance/Computer Advance to Haryana Government Employees. | Modified partly vide dt. 02.11.2k. | Not Printed |
| 92. | 29.04.1998 | No. 3/1/92-WM(6) | Grant of interest free advance to Government employees for the purchase of wheat during the year 1998-99. | | Not Printed |
| 93. | 26.09.1997 | No. 36/3/91-WM(6) | Grant of interest free advance to Government employees for Diwali Festival during the year 1997-98. | | Not Printed |
| 94. | 23.07.1997 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle and Marriage Advance granted to the Government employees for the financial year 1997-98. | | 204 |
| 95. | 23.04.1997 | No. 36/1/92-WM(5) | Grant of interest free loan to Government employees for the purchase of wheat during the year 1997-98. | | Not Printed |
| 96. | 28.10.1996 | No. 36/3/91-WM(5) | Grant of interest free loan to Government employees for Diwali Festival. | | Not Printed |
| 97. | 25.06.1996 | No. 2/1/93-WM(1) | House Building Loan for the houses allotted by Housing Boards, DDA and other Societies etc. | | 172 |
| 98. | 18.06.1996 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle and Marriage Advance granted to the Government employees for the financial year 1996-97. | | 205 |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|------------|---------------------|---|------------------------------|-------------|
| 99. | 14.05.1996 | No. 36/1/92-WM(5) | Grant of interest free Loan to Government employees for the purchase of wheat during the year 1996-97. | | Not Printed |
| 100. | 16.04.1996 | No. 16/1/96-WM(4) | Grant of Loans and Advances to Government Employees for the purchase of Car. | | 66 |
| 101. | 12.10.1995 | No. 36/3/91-WM(5) | Grant of interest free loan to Government employees for Diwali Festival. | | Not Printed |
| 102. | 01.09.1995 | No. 2/7/81-WM(4) | Grant of Loans and advance to Government Employees Revision of norms of House Building Advance on the basis of revised scales of pay Old circular No. 2/7/81-WM(1) dated 4th Jan., 1990. | Revised vide dt. 05.08.1998. | Not Printed |
| 103. | 28.06.1995 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building Advance/Motor Car/Scooter/Motor Cycle/Moped/ Cycle and Marriage Advance granted to the Govt. Employees for the financial year 1995-1996. | | 206 |
| 104. | 01.05.1995 | No. 36/1/92-WM(6) | Grant of interest free loan to Government employees for the purchase of wheat during the year 1995-96. | | Not Printed |
| 105. | 01.12.1994 | No. 34/2/94-WM(3) | Rate of interest to be charged on House Building Motor Car/Scooter/ Motor Cycle/Moped/Cycle and Marriage Advance granted to the Government employees for the Financial year 1994-95. | | 207 |
| 106. | 04.10.1994 | No. 36/3/91-WM(6) | Grant of interest free loan to Government employees for Diwali Festival. | | Not Printed |
| 107. | 27.04.1994 | No. 36/1/92-WM(6) | Grant of interest free loan to Govt. employees for the purchase of wheat during the year 1994-95. | | Not Printed |
| 108. | 31.03.1994 | No. 38/110-WM(6)-94 | Advance to Government Servants for the celebration of sister Marriage. | Revised vide dt. 06.05.05. | Not Printed |
| 109. | 26.02.1994 | No. 34/2/93-WM(3) | Rate of interest to be charged on House Building Motor Car/Scooter/ Motor Cycle/Moped/Cycle and Marriage Advances granted to the Government employees for the financial year 1993-94. | | 208 |
| 110. | 18.10.1993 | No. 36/3/91-WM(6) | Grant of interest free loan to Govt. employees for Diwali Festival. | | Not Printed |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|-------------------|-------------------------|--|--|-------------|
| 111. | 08.09.1993 | No. 2/2/93-WM(I) | Eligibility for House Building Advance - Joint ownership of Plot/House by a Govt. employee and his/her spouse. | | 43 |
| 112. | 23.08.1993 | No. 2/1/93-WM(1) | Grant of Conveyance advance to Government employees. | Revised vide dt. 07.06.04. | 168 |
| 113. | 10.06.1993 | No. 38(110)/93/WM(6) | Advance to Government servants for the celebration of marriages. | Revised vide dt. 02.05.02. | Not Printed |
| 114. | 05.05.1993 | No. 38(110)/93/WM(6) | Advance to Government servants for the celebration of marriages. | Revised vide dt. 31.03.94 & 02.05.02. | Not Printed |
| 115. | 29.04.1993 | No. 16/1/93-WM(1) | Grant of conveyance advance to Haryana Government employees. | Revised vide dt. 05.08.98. | Not Printed |
| 116. | 20.04.1993 | No. 36/1/92-WM(3) | Grant of interest free loan to Govt. employees for the purchase of wheat during the year 1993-94. | | Not Printed |
| 117. | 29.01.1993 | No. 2/7/81-WM(1) | Grant of Loans and Advances to Govt. Employees | Revised vide dt. 30.05.02. | Not Printed |
| 118. | 14.01.1993 | No. 34/2/91-WM(3) | Rate of interest to be charged on House Building Motor Car/Scooter/Motor Cycle/Moped/Cycle and Marriage Advances granted to the Government employees and Rate of interest on deposit in the General Provident Fund and other similar funds for the financial year 1992-93. | | 210 |
| 119. | 27.10.1992 | No. 38(110)-89-WM(6)/92 | Advance to Government Servants for the celebration of Marriage of their Sister. | Annexures revised vide dt. 06.05.05 & 22.11.10 (Annexures not Printed) | 105 |
| 120. | 09.10.1992 | No. 36/3/91-WM(3) | Grant of interest free loan to Govt. employees for Diwali Festival. | | Not Printed |
| 121. | 17.07.1992 | No. 2/19/81-WM(1) | Eligibility for House Building Advance – Joint ownership of Plot/House by a Govt. employee and his/her wife/husband. | Modified partly vide dt. 08.09.93. | 44 |
| 122. | 24.04.1992 | No. 2/19/92-WM(1) | Grant of Loans and Advances to Government Employees tenurial appointments. | | 160 |
| 123. | 23.04.1992 | No. 26/1/92-WM(3) | Grant of interest free loan to Govt. employees for the purchase of wheat during the year 1992-93. | | Not Printed |
| 124. | 17.04.1992 | No. 38(110)-89/WM(6)-92 | Advance to Government Servants for the celebration of Marriage of their Children and dependent sisters. | Revised vide dt. 21.02.11. | 107 |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|-------------------|----------------------|---|----------------------------|-------------|
| 125. | 01.04.1992 | No. 16/1/91-WM(2) | Grant of advance for the purchase of Moped to Government Employees. | Revised vide dt. 16.07.10. | Not Printed |
| 126. | 04.11.1991 | No. 39/3/91-WM(I) | Booking of Recovery of interest and Principal in Recovery schedule in respect of Loans and advances to Government Servants. | | 142 |
| 127. | 28.10.1991 | No. 38(110)-89WM(6) | Advance to Government Servants for the celebration of marriages of their Children/Sister & Female Employees (for Self Marriage). | | 108 |
| 128. | 10.10.1991 | No. 16/1/91-WM(1) | Grant of advance for the purchase of Scooter/Motor Cycle and Moped to Government Employees | Revised vide dt. 29.04.93. | Not Printed |
| 129. | 17.09.1991 | No. 38(110)-89WM(6) | Advance to Government Servants for the celebration of marriages of their Children/Sister & Female Employees (for self Marriage) | Revised vide dt. 08.12.99. | Not Printed |
| 130. | 25.07.1991 | No. 34/2/91-WM(3) | Rate of Interest to be charged on House Building/ Motor Car/Scooter/ Motor Cycle/Moped/Cycle and Marriage Advances granted to the Government employees and Rate of Interest on deposits in the General Provident Fund and other similar funds for the financial year 1990-91 and 1991-92. | | 212 |
| 131. | 22.07.1991 | No. 38(110)-89-WM(6) | Advance to Government servants for the Celebration of marriages of their Children/Sister & female employee (for self marriage) | Revised vide dt. 17.09.91. | Not Printed |
| 132. | 27.05.1991 | No. 16/1/91-WM(5) | Grant of Car advance. | Obsolete. | Not Printed |
| 133. | 15.05.1991 | No. 1/9/90-WM(I) | Allotment of individual account number to the loanees of House Building Advances. | | 156 |
| 134. | 15.03.1991 | No. 16/1/91-WM(5) | Grant of Advance for the purchase of Motor-Cars to Government employees - Admissibility Condition - Limit of Advance and Instalments of Recovery. | Revised vide dt. 29.04.93. | Not Printed |
| 135. | 07.12.1990 | No. 38(110)-WM(6)-89 | Advance to Government Servants for the Celebration of Marriages. | Revised vide dt. 02.05.02. | Not Printed |
| 136. | 08.10.1990 | No. 36/4/90-WM(7) | Grant of interest free loan to Government employees for Diwali Festival. | | Not Printed |
| 137. | 04.01.1990 | No. 2/7/81 -WM(1) | Grant of loans and advances to Government Employees - Revision of norms of House Building Advance on the basis of revised scales of pay. | Revised vide dt. 29.01.93. | Not Printed |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|------------|----------------------|--|---------------------------------------|-------------|
| 138. | 01.01.1990 | No. 38(110)-WM(6)-89 | Advance to Government Employees for the celebration of marriage of their children/Sister & Female employees (for self marriage). | Revised vide dt. 05.05.93 & 02.05.02. | Not Printed |
| 139. | 30.11.1989 | No. 34/2/88-WM(3) | Rate of interest to be charged on House Building/Motor/Car/ Scooter/ Motor Cycle/Moped/Cycle and Marriage Advance granted to the Government employees and Rate of interest on deposits in the General Provident Fund and other similar funds for the financial year 1989-90. | | 214 |
| 140. | 28.11.1989 | No. 8009-WM(7)-89 | Write off the irrecoverable amount of HBA/MA etc. | | 143 |
| 141. | 01.08.1989 | No. 38/65-WM(6)-89 | Regarding grant of Advances to Government employees. | | 144 |
| 142. | 17.03.1989 | No. 16/1/89-WM(5) | Grant of advance for the purchase of Scooter/Motor-cycles and Moped to Govt., employees. | Revised vide dt. 10.10.91. | Not Printed |
| 143. | 31.10.1988 | No. 36/10/88-WM(7) | Grant of interest free loan to Government employees for Diwali Festival. | | Not Printed |
| 144. | 13.10.1988 | No. 34/2/88-WM(3) | Rate of Interest to be charged on House Building/Motor Car/Scooter/ Motor Cycle/Moped/Cycle and Marriage Advances granted to the Government employees and Rate of Interest on deposits in the General Provident Fund and other similar funds for the financial year 1988-89. | | 216 |
| 145. | 29.07.1988 | No. 2/7/81-WM(1) | Loans and Advances to Government Employees. | | 20 |
| 146. | 08.06.1988 | No. 2/7/81-WM(1) | Grant of loans and advances to Govt. employees (AIS) – Revision of norms of House Building Advance. | | Not Printed |
| 147. | 03.05.1988 | No. 8(1)-84-WM(6) | Grant of Cycle Advance – Increase in the limit of Cycle Advance from Rs. 400/- to Rs. 600/-. | Revised vide dt. 05.08.98. | Not Printed |
| 148. | 08.03.1988 | No. 2/7/81-WM(1) | Grant of loans and advances to Govt. employees Revision of norms of House Building Advance. | Revised vide dt. 04.01.90. | Not Printed |
| 149. | 01.12.1987 | No. 38(240)-WM(6)-87 | Advance to Government servants for the celebration of marriages of their children/sister & female employee (for self marriage). | Revised vide dt. 22.07.91. | Not Printed |
| 150. | 12.10.1987 | No. 36/10/83-WM(7) | Grant of interest free loan to Govt. employees for Diwali Festival. | | Not Printed |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|------------|---------------------|--|---|-------------|
| 151. | 28.07.1987 | No. 16/34/87-WM(5) | Grant of advance for the purchase of Cars/Scooter/Motor Cycles and Mopeds to Govt. employees. | Revised vide dt. 05.08.1998. | Not Printed |
| 152. | 21.07.1987 | No. 34/1/83-WM(3) | Rate of Interest to be charged on Housing Building, Motor Car/Scooter and other advances granted to Government servants during the Financial year 1987-88. | | 218 |
| 153. | 21.07.1987 | No. 34/1/83-WM(3) | Rate of Interest to be charged on marriage advance granted to Govt., servants during the Financial year, 1987-88. | | 219 |
| 154. | 09.04.1987 | No. 16/21/86-WM(5) | Grant of Advance for the purchase of Motor Cars to Govt. employees - Revision of norms. | Revised vide dt. 28.07.87 & 15.03.91. | Not Printed |
| 155. | 02.04.1987 | No. 34/1/83-WM(3) | Rate of interest to be charged on marriage advance granted to Govt., servants during the Financial Year, 1986-87. | | 220 |
| 156. | 04.12.1986 | No. 16/100/80-5WM | Grant of Advance for the purchase of Motor Cars/Scooters/Motor cycles/Moped to the Government employees-Revision of norms. | Revised vide dt. 17.03.89. | Not Printed |
| 157. | 20.11.1986 | No. 38/102/86-WM(6) | Advance to Government Servants for the celebration of marriage of their Children and dependent sisters - withdrawal of condition of photo. | | 109 |
| 158. | 01.07.1986 | No. 1/2/86-WM(I) | Misclassification of Loan recovery. | Obsolete. | Not Printed |
| 159. | 01.07.1986 | No. 34/1/83-WM(3) | Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government servants during the year 1986-87. | | 221 |
| 160. | 16.05.1986 | No. 16/21/86-WM | Grant of advance for the purchase of Motor Car, scooters and Mopeds to the Govt. employees-clarification thereof. | Obsolete. | Not Printed |
| 161. | 09.05.1986 | No. 16/21/86-5WM | Grant of advance for the purchase of Motor Car/scooters and Mopeds to the Govt. employees-Revision of Norms. | Modified partly vide dt. 04.12.86 & 09.04.87. | Not Printed |
| 162. | 27.01.1986 | No. 2/184/85-WM(1) | Grant of Loan for the extension of a house to Govt. Employees. | | Not Printed |
| 163. | 20.01.1986 | No. 2/7/81-WM(1) | Grant of Loans and Advances to Govt. employees-Revision of norms on the basis of revised scale of pay - Repair of house. | | Not Printed |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|------------|----------------------------|--|---|-------------|
| 164. | 10.01.1986 | No. 38/1/86-WM(6) | Advance to Government Servants for the celebration of marriage of their Children and dependent sisters. | Modified partly vide dt. 20.11.86 & 21.02.11. | 110 |
| 165. | 29.11.1985 | No. 16/100/80-WM(5) | Grant of advance for the purchased of Moped to Government employees - Revision of norms. | Revised vide dt. 09.05.86. | Not Printed |
| 166. | 11.10.1985 | No. 2/161/85-WM(1) | Regarding N.D.C of HBA/Long Term Advance of Non Gazetted Officers. | | 21 |
| 167. | 10.07.1985 | No. 1/9/85-WM(I) | Promotion of non-gazetted officers to Gazetted rank – information regarding loans. | Obsolete. | Not Printed |
| 168. | 06.06.1985 | No. 34/1/83-3WM (Marriage) | Rate of interest to be charged on marriage advance granted to Government servants during the financial year 1985-86. | | 222 |
| 169. | 15.05.1985 | No. 25/16/81-WM(6) | Advance to Government servants for the celebration of marriages of their daughters. | Revised vide dt. 01.01.90. | Not Printed |
| 170. | 04.05.1985 | No. 34/1/83-WM(3) | Rate of interest to be charged on House Building, Motor car/Scooter and other advances granted to Govt. servants during year 1985-86 | | 223 |
| 171. | 30.04.1985 | No. 38/110/84-WM(6) | Advance to Government Servants for the celebration of marriage of their Children and dependent sisters. | | Not Printed |
| 172. | 16.04.1985 | No. 38(2)83-WM(6) | Advance to Government Servants for the celebration of sister's marriage. | Revised vide dt. 01.01.90. | Not Printed |
| 173. | 04.01.1985 | No. 2/68/83-WM(7) | Grant of Advance to Government Employees for the purchase of built up houses. | | 175 |
| 174. | 20.12.1984 | No. 8(4)84-2WM(6) | Grant of Cycle Advance to Government employees. | Obsolete. | Not Printed |
| 175. | 07.11.1984 | No. 38(2)83-WM(6) | Advance to Government Servants for the celebration of sister's marriage. | Revised vide dt. 01.01.90. | Not Printed |
| 176. | 07.11.1984 | No. 38(2)83-WM(6) | Advance to Government Servants for the celebration of marriages of their children and dependent sisters. | Revised vide dt. 01.12.87. | Not Printed |
| 177. | 14.09.1984 | No. 2/7/81-WM(1) | Grant of loans and advances to Govt. employees - Revision of norms of House Building Advance. | Revised vide dt. 08.03.88. | Not Printed |
| 178. | 10.09.1984 | No. 2/137/84-WM(7) | Grant of House Building Advances to Government employees - instructions regarding submission of utilisation certificates. | Revised vide dt. 23.11.05. | 49 |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|------------|----------------------------|---|------------------------------------|-------------|
| 179. | 30.08.1984 | No. 2/16/83-WM(7) | Advance to Government Servants for the purchase of built up houses from Housing Boards. | | 23 |
| 180. | 27.08.1984 | No. 2/244/83/7WM | Grant of Housing Building Advance - charging of interest. | | 179 |
| 181. | 27.08.1984 | No. 2/244/83/7WM | Grant of Housing Building Advance - charging of interest. | | 179 |
| 182. | 27.08.1984 | No. 2/244/83/7WM | Grant of Housing Building Advance - charging of interest. | | 179 |
| 183. | 14.08.1984 | No. 2/113/84-WM(I) | Mis-utilisation of House Building Advance by Govt. employees - Recovery of Penal interest. | | 169 |
| 184. | 13.08.1984 | No. 2/113/84-WM(I) | Grant of loans and advances to Government employees – Revision of norms on the basis of revised scales of pay. | | 24 |
| 185. | 30.07.1984 | No. 34/1/83-3WM (Marriage) | Rate of interest to be charged on marriage advance granted to Government servants during the financial year 1984-85. | | 224 |
| 186. | 06.07.1984 | No. 34/1/83-WM(3) | Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Govt. servants during the year 1984-85. | | 225 |
| 187. | 04.06.1984 | No. 2/248/83-WM(5) | Grant of advance for the purchase of Car and Scooter/Motorcycle to Government employees - Revision of norms. | Revised vide dt. 09.05.86. | Not Printed |
| 188. | 24.05.1984 | No. 38(33)84-WM(6) | Advance to Government servants for the celebration of marriages. | Revised vide dt. 01.12.87. | Not Printed |
| 189. | 03.05.1984 | No. 8(1)84-WM(6) | Grant of Cycle Advance – Increase in the limit of Cycle Advance from Rs. 300/- to Rs. 400/-. | Revised vide dt. 03.05.88. | Not Printed |
| 190. | 06.04.1984 | No. 16/39/83-WM(5) | Grant of loan for the purchase of all types of vehicles – hypothecation thereof. | | 67 |
| 191. | 15.12.1983 | No. 2/16/83-7WM | Advance to Government Servants for the purchase of built up houses from Housing Boards | Modified partly vide dt. 30.08.84. | 25 |
| 192. | 30.11.1983 | No. 16/49/83-WM(5) | Instructions regarding grant of advance to the Government servants for the purchase of motor vehicles. | | 170 |
| 193. | 30.11.1983 | No. 34/1/83-3WM (Marriage) | Rate of interest to be charged on marriage advance granted to Government servants during the financial year 1983-84. | | 226 |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|-------------------|--------------------|--|---------------------------------------|-------------|
| 194. | 28.10.1983 | No. 16/43/81-WM(5) | Grant of Advance to Govt. servants for the purchase of all types of vehicles. | | 68 |
| 195. | 26.08.1983 | No. 34/1/83-WM(3) | Rate of interest to be charged on House Buildings, Motor Car/Scooter and other advances granted to Govt. servants during the year 1983-84. | | 227 |
| 196. | 24.05.1983 | No. 38/2/83-WM(6) | Advance to Government Servants for the celebration of sister's marriage. | Revised vide dt. 16.04.85. | Not Printed |
| 197. | 27.09.1982 | No. 34/1/82-WM(3) | Rate of interest to be charged on marriage advance granted to Govt. servants during the Financial year 1982-83. | | 228 |
| 198. | 18.08.1982 | No. 2/8/81-WM(I) | Grant of loan for the extension of a house. | Revised vide dt. 27.01.86. | Not Printed |
| 199. | 18.08.1982 | No. 2/121/81-WM(I) | Grant of House Building Advance to Govt. employees. | | Not Printed |
| 200. | 18.08.1982 | No. 2/80/80-WM(I) | Misutilisation of House Building Advance by Govt., employees -rate of penal interest. | Revised vide dt. 23.08.93. | 171 |
| 201. | 27.07.1982 | No. 38/2/82-6WM | Advance to Government Servants for the celebration of sister's marriage. | Revised vide dt. 24.05.83 & 24.05.84. | Not Printed |
| 202. | 27.07.1982 | No. 38/3/82-6WM | Advance to Government servants for the celebration of marriage. | Revised vide dt. 01.01.90. | Not Printed |
| 203. | 05.05.1982 | No. 34/1/82-WM(3) | Rate of interest to be charged on House Buildings, Motor Car/Scooter and other advances granted to Govt. servants during the year 1982-83. | | 229 |
| 204. | 19.02.1982 | No. 16/43/81-WM(3) | Grant of loan for the purchase of all types of vehicles - hypothecation thereof. | | 69 |
| 205. | 30.12.1981 | No. 1/7/81-1WM | Grant of advance to Govt. employees for the purchase of plots in Sectors 11 and 12-A Urban Estate, Panchkula. | Obsolete. | Not Printed |
| 206. | 29.12.1981 | No. 1/7/81-1WM | Grant of advance to Govt. employees for the purchase of plots in Sectors 11 and 12-A Urban Estate, Panchkula. | Obsolete. | Not Printed |
| 207. | 18.12.1981 | No. 2/121/81-WM(I) | Grant of House Building Advance to Govt. employees. | Modified partly 18.08.1982. | 26 |
| 208. | 15.12.1981 | No. 2/8/81-WM(I) | Grant of loan for the extension of a house. | Revised vide dt. 18.08.82. | Not Printed |
| 209. | 26.10.1981 | No. 16/71/81-WM(3) | Grant of advance to Government servants for the purchase Motor Cars/ Scooters/Motor Cycle/Moped. | | 70 |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|------------|-----------------------------|---|---|-------------|
| 210. | 14.10.1981 | No. 16/82/81-WM(3) | Instructions regarding grant of advances to Govt. servants for purchase of Motor Vehicles | Revised vide dt. 27.05.1991. | Not Printed |
| 211. | 01.10.1981 | No. 16/100/80-WM | Grant of advance for the purchase of Moped to Government employees. | Revised vide dt. 28.07.87. | Not Printed |
| 212. | 30.09.1981 | No. 1/6/81-WM(I) | Maintenance of accounts of Cycle advance given by the Govt. of Haryana to its employees. | | 71 |
| 213. | 30.09.1981 | No. 1/6/81-WM(I) | Maintenance of accounts of Cycle advance given by the Govt. of Haryana to its employees. | | 180 |
| 214. | 21.08.1981 | No. 34/11/80-6WM (Marriage) | Rate of interest to be charged on marriage advance granted to Govt. servants during the financial year 1981-82. | | 230 |
| 215. | 29.07.1981 | No. 7792-WM(4)-81 | House Building Loan for the houses allotted by Housing Boards, DDA etc. | Revised vide dt. 25.06.96. | 176 |
| 216. | 04.06.1981 | No. 34/11/80-6WM | Rate of interest to be charged on House Buildings, Motor Car/Scooter and other advances granted to Government Servants during the year 1981-82. | | 231 |
| 217. | 27.05.1981 | No. 2/28/81-5WM | Grant of House Building Advance to Govt. employees - Instructions regarding submission of utilisation certificates. | Revised vide dt. 10.09.84. | 50 |
| 218. | 26.03.1981 | No. 2/19/81-WM(I) | Eligibility of for House Building Advance - Joint ownership of plot/house by a Government servant and his/her wife/husband. | Revised vide dt. 08.09.93 and 17.07.1992. | 45 |
| 219. | 23.02.1981 | No. 2/11/81-5WM | Grant of house building advance to Government employees - instructions regarding submission of utilisation certificates. | Revised vide dt. 27.05.1981. | Not Printed |
| 220. | 06.02.1981 | No. 2/8/81-WM(1) | Grant of Loan for the extension of house. | Revised vide dt. 15.12.81. | Not Printed |
| 221. | 05.02.1981 | No. 2/7/81-WM(I) | Grant of Loans and Advances to Government employees Revision of norms on the basis of revised scales of pay. | Revised vide dt. 14.09.84, 20.01.86 & dt. 08.03.88. | Not Printed |
| 222. | 08.01.1981 | No. 11798-WM(4)-80 | Advance to Government servants for the celebration of marriages. | Revised vide dt. 16.04.85. | Not Printed |
| 223. | 01.01.1981 | No. 2/80/80-WM(I) | Submission of cases in respect of house building advance to the Finance Department. | | 28 |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|------------|------------------------------|--|------------------------------------|-------------|
| 224. | 27.11.1980 | No. 34/11/80-6WM | House building Advance - Rate of interest - incentive for Haryana Govt. employees for promoting small family norm. | | 182 |
| 225. | 27.10.1980 | No. 8933-WM(4)-80 | Advance to Government servants for the celebration of marriages. | Modified partly vide dt. 01.01.90. | Not Printed |
| 226. | 25.08.1980 | No. 16/120/80-WM(3) | Grant of advance to Govt. Servants or Purchase of Scooter/Motor Cycle. | | 73 |
| 227. | 01.08.1980 | No. 5877-WM(4)-80 | Advance to Government servants for the celebration of marriages. | Revised vide dt. 24.05.84. | Not Printed |
| 228. | 11.07.1980 | No. 34/11/80-6WM (Marriages) | Rate of interest to be charged on marriage advance granted to Govt. servants during the financial year 1980-81. | | 232 |
| 229. | 09.06.1980 | No. 34/11/80-6WM | Rate of interest to be charged on House Buildings Motor Car/Scooter and other advances granted to Govt. Servants during the year 1980-81. | | 233 |
| 230. | 02.06.1980 | No. 16/100/80-WM(3) | Grant of advance for the purchase of Scooter/Motor Cycle to Govt. employees. | Revised vide dt. 04.06.84. | Not Printed |
| 231. | 13.05.1980 | No. 16/21/79-WM(3) | Grant of car advance to Govt. servants for the purchase of cars. | Revised vide dt. 04.06.84. | Not Printed |
| 232. | 06.03.1980 | No. 1793-WM-(4)-80 | Grant of loan to Government servants – Intimation of surrenders to the Finance Department. | Obsolete. | Not Printed |
| 233. | 20.02.1980 | No. 16/21-79-WM(3) | Grant of advance to Govt. Servants for Cheaked purchase of cars. | Obsolete. | Not Printed |
| 234. | 23.08.1979 | No. 2/67/79-WM-(4) | Instructions regarding grant of House Building advance to Govt. Servants. | | 20 |
| 235. | 21.08.1979 | No. 34/3/79-6WM (Marriages) | Rate of interest to be charged on marriage advance granted to Govt. servants during the financial year 1979-80. | | 234 |
| 236. | 19.07.1979 | No. 34/3/79-6WM (HBA) | Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government Servants during the year 1979-80. | | 235 |
| 237. | 21.05.1979 | No. 16/35/78-WM(3) | Grant of advance to Govt. Servants for the purchase of Scooters/Motor Cycles. | Revised vide dt. 04.06.84. | Not Printed |
| 238. | 20.02.1979 | No. 16/21-79-WM(3) | Grant of advance to Govt. Servants for the purchase of cars. | Revised vide dt. 20.02.80. | Not Printed |
| 239. | 23.01.1979 | No. 16/66/78-WM(3) | Grant of advances to Govt. servants for the purchase of Motor Car/Scooter. | | Not Printed |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|------------|---------------------------|--|--|-------------|
| 240. | 13.10.1978 | No. 25/15/78-WM-(4) | Advance to Government servants for the celebration of marriage. | Revised vide dt. 07.11.84 & 01.01.90. | Not Printed |
| 241. | 28.06.1978 | No. 34/1/78-6WM (HBA) | Rate of interest to be charged on House Building Scooter and Other advances granted to Government servants during the year 1978-79. | | 236 |
| 242. | 30.03.1978 | No. 1122-WM-(I)-78/ | Submission of cases in respect of House Building Advance to the Finance Department. | Revised vide dated 01.01.1981. | Not Printed |
| 243. | 27.03.1978 | No. 25/11/78-WM-(4) | Advance to Government servants for the celebration of marriages. | Revised vide dt. 07.12.90. | Not Printed |
| 244. | 24.03.1978 | No. 34/1/78-6WM | Rate of interest to be charged on Motor Car advances granted to Government servants. | | 237 |
| 245. | 14.12.1977 | No. 12669-(1)/WM-77/35145 | Instructions regarding grant of House Building Advances to Government servants. | Revised partly from time to time, see also Inst. dt. 23.08.1979. | 31 |
| 246. | 15.11.1977 | No. 9299-3WM-77/34300 | Instructions regarding grant of advance to Govt. servants for purchase of Motor Vehicles | | 74 |
| 247. | 30.09.1977 | No. 10542-WM-(4)-77/30174 | Advance to Government servants for the celebration of marriages. | Revised vide dt. 24.05.84. | Not Printed |
| 248. | 12.09.1977 | No. 9479-WM(3)77/23024 | Instructions regarding grant of advances to Government servants for purchase of Motor Vehicles. | Revised partly from time to time. | 75 |
| 249. | 12.09.1977 | No. 1720-WM-(4)-77/27260 | Advance to Government servants for the celebration of marriages. | Revised partly vide dt. 22.11.10 & 21.02.11. | 111 |
| 250. | 26.07.1977 | No. 7057-WM(I)-77/20438 | Submission of cases in respect of House Building Advances to the Finance Department. | Revised vide dt. 30.03.78 & 01.01.81. | Not Printed |
| 251. | 25.07.1977 | No. 3296-WM-(4)-77/21750 | Advance to Government servants for the celebration of marriages. | | 161 |
| 252. | 14.07.1977 | No. 4969-WM(2)-77/19800 | Instructions regarding grant of advances to Govt. Servants for purchase of Cycles. | Revised vide dt. 03.05.84. | Not Printed |
| 253. | 07.07.1977 | No. 8161-WM-(4)-77/19796 | Advance to Government servants for the celebration of marriage. | Revised vide dt. 12.09.77. | Not Printed |
| 254. | 29.04.1977 | No. 2289-6WM-77/12523 | Rate of interest to be charged on House Building, Motor car/Scooter and other advances granted to Government servants during the year 1977-78. | | 238 |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|-------------------|-------------------------|--|------------------------------------|-------------|
| 255. | 28.03.1977 | No. 26-5FR(I)-77/8011 | Payment of pension/CPF contributions and/or GPF subscription and repayment of loan and advances during the period of foreign service out of India. | | 162 |
| 256. | 03.03.1977 | No. 986-WM(4)-77/5436 | Advance to Government servants for the celebration of marriage. | Modified partly vide dt. 15.05.85. | Not Printed |
| 257. | 31.01.1977 | No. 629-WM(I)-77/2593 | Grant of House Building Advances to Govt. servants - recovery thereof. | Revised vide dt. 14.12.77. | Not Printed |
| 258. | 03.09.1976 | No. 6677-4WM-76/30449 | Advance to Government servants for the celebration of marriages. | | Not Printed |
| 259. | 03.08.1976 | No. 1002-WM(1)76/26032 | House Building Advances to Govt. employees. | Revised vide dt. 14.12.77. | Not Printed |
| 260. | 16.07.1976 | No. 5561-WM(I)-76/24385 | Grant of house building advances to the State Govt. employees. | Revised vide dt. 14.12.77. | Not Printed |
| 261. | 09.07.1976 | No. 5609-WM(I)-76/24528 | Grant of advances to Govt. employees for the purchase of land and/or constructions etc. of houses | Revised vide dt. 14.12.77. | Not Printed |
| 262. | 27.05.1976 | No. 4186-3WM-76/17575 | Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government servants during the year 1976-77. | | 239 |
| 263. | 14.04.1976 | No. 1480-WM(1)-76/13122 | Loans and advances to Government employees - Disincentive scheme towards population control. | Revised vide dt. 27.11.80. | 183 |
| 264. | 01.03.1976 | No. 1233-3WM-76/4561 | Grant of Car/Motor cycle loan advance to the State Government employees on deputation. | | Not Printed |
| 265. | 24.02.1976 | No. 1831-WM(1)-76/6756 | House Building advances to Government employees - earmarking of funds for the year 1975-76. | Obsolete. | Not Printed |
| 266. | 06.11.1975 | No. 10243-WM(1)75/38303 | House Building Advances to Govt. servants for the construction of houses in Urban Estates. | | Not Printed |
| 267. | 13.08.1975 | No. 4743-WM(3)-75/27265 | Advances to Government servants for the purchase of Motor cars/Scooters/ Motor Cycles - Charging of penal interest. | Revised vide dt. 12.09.77. | 178 |
| 268. | 05.08.1975 | No. 6055-WM(5)-75/26569 | Advance to Government servants for the celebration of marriages. | Revised vide dt. 12.09.77. | Not Printed |
| 269. | 08.07.1975 | No. 1333-3WM-75/22105 | Grant of advance to Govt. servants working in Union Territory Administration, Chandigarh, for the purchase of Cars/Scooter/Motor/ Cycles. | Modified vide dt. 26.09.01. | Not Printed |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|-------------------|------------------------------|---|---|-------------|
| 270. | 04.07.1975 | No. 2520-3WM-75/ 20825 | Rate of interest to be charged on House Building, Motor car/Scooter and other advances granted to Government servants during year 1975-76 | | 240 |
| 271. | 23.06.1975 | No. 3518-WM-(5)-75/ 20396 | Advance to Government servants for the celebration of marriage. | Revised & modified partly vide dt. 12.09.77 & 15.05.85. | Not Printed |
| 272. | 12.06.1975 | No. 2892-3WM-75/ 19218 | Grant of advance for the purchase of scooter/Motor Cycle to Government Employees. | Superseded vide dt. 12.09.1977. | Not Printed |
| 273. | 04.06.1975 | No. 4641-WM(5)-75/ 18292 | Advance to Government servants for the celebration of marriages. | Revised vide dt. 12.09.77. | Not Printed |
| 274. | 22.04.1975 | No. 2891-WM(I)-75/ 12681 | Loans to Government servants - earmarking of funds. | Revised vide dt. 14.12.77. | Not Printed |
| 275. | 06.02.1975 | No. 6470-WM-(4)- 74/3537 | Advance to Government servants for the celebration of marriages. | Superseded vide dt. 25.07.1977. | Not Printed |
| 276. | 24.01.1975 | No. 7694-WM(1)-74/ 1685 | Loans to Government servants for the purchase of land/Construction of Houses. | | Not Printed |
| 277. | 17.12.1974 | No. 7410-3WM-74/ 42215 | Grant of advance to Govt. Servants for the purchase of Cars. | Superseded vide dt. 12.09.1977. | Not Printed |
| 278. | 28.11.1974 | No. 8948-WM(1)-74/ 40464 | Instructions regarding grant of advances to Govt. Servants. | | Not Printed |
| 279. | 07.10.1974 | No. 7832-WM(I)-74/ 35450 | Grant of second house building advance for the construction of a house at Faridabad. | Superseded vide dt. 14.12.1977. | Not Printed |
| 280. | 21.08.1974 | No. 6600-WM-(1)-74 | Instructions regarding grant of advances to Government servants. | Revised/Superseded vide dt. 14.12.1977 & 12.09.77. | Not Printed |
| 281. | 09.08.1974 | No. 5504-WM(I)74/ 27990 | Grant of advance for the Purchase of Scooter/Motor Cycle to Government employees. | Superseded vide dt. 12.09.1977. | Not Printed |
| 282. | 05.08.1974 | No. 5503-WM(I)74/ 26914 | Advance to Government servants for the celebration of marriage of their children. | Revised vide dt. 24.05.84. | Not Printed |
| 283. | 19.06.1974 | No. 4670-WM(I)-74/ 21827 | Advance to Government servants for the celebration of marriage. | Revised vide dt. 12.09.77. | Not Printed |
| 284. | 12.06.1974 | No. 4219-3WM-74/ 20531 | Rate of interest to be charged on House Building Motor Car/Scooter and other advances granted to Government servants during the year 1974-75. | | 241 |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|------------|-------------------------|--|---------------------------------------|-------------|
| 285. | 23.04.1974 | No. 2203-WM(1)-74/14583 | Grant of advances to Government servants for the purchase of land and/or construction etc. of houses. | Revised vide dt. 23.02.81. | Not Printed |
| 286. | 05.04.1974 | No. 2235-WM(I)-74/12178 | Regarding revision of maximum ceiling of Advance for the purchase of Cars. | Revised vide dt. 17.12.74. | Not Printed |
| 287. | 29.03.1974 | No. 1726-WM-74/10958 | Eligibility for House Building Advances – Joint ownership of plot/house by a Govt. Servant and his/her wife/husband. | Superseded vide dt. 14.12.1977. | Not Printed |
| 288. | 21.03.1974 | No. 2058-WM-74/10491 | Grant of advance to Government Servants for the purchase of Motor Cycles/Scooters. | Superseded vide dt. 12.09.1977. | Not Printed |
| 289. | 12.03.1974 | No. 1755-WM(1)-74/9186 | Grant of advances to Government employees for the purchases of land and/or constructions etc. of houses. | Revised vide dt. 09.07.76. | Not Printed |
| 290. | 12.03.1974 | No. 1759-WM(I)-74/9184 | Advances to Government servants for the celebration of marriages. | Revised vide dt. 12.09.77. | Not Printed |
| 291. | 27.02.1974 | No. 7783-WM(1)74/6797 | Loans to Government servants - Earmarking of funds. | Superseded vide dt. 14.12.1977. | 41 |
| 292. | 19.02.1974 | No. 1128-WM-(1)74/5861 | Grant of advances to Government servants for the purchase of land and/or construction of houses. | Revised vide dt. 23.04.74. | Not Printed |
| 293. | 25.09.1973 | No. 4815-WM(1)-73/37440 | Regarding sanction of loan for Conveyance purchased before the date of sanction. | Superseded vide dt. 12.09.1977. | Not Printed |
| 294. | 27.08.1973 | No. 4264-WM(1)-73/33307 | Mis-utilisation of housing building advances etc. by Government employees. | Revised vide dt. 14.12.77 & 18.08.82. | Not Printed |
| 295. | 05.02.1973 | No. 806-WM(I)-73/3728 | Regarding enhancement of maximum ceiling of Car Advance. | Revised vide dt. 05.04.74. | Not Printed |
| 296. | 29.11.1972 | No. 7027-3WM-72/37581 | Rate of interest to be charged on House Building, motor car/scooter and other advances granted to Government servants during the year 1972-73. | | 242 |
| 297. | 28.11.1972 | No. 6033-WM(1)72/37128 | Regarding Sanction and recovery of Loans/Advances from Govt. employees on deputation. | | 163 |
| 298. | 14.11.1972 | No. 5963-WM(1)-72/35899 | Grant of advances to Government servants for the purchase/construction of House etc. | Superseded vide dt. 14.12.1977. | Not Printed |
| 299. | 18.05.1972 | No. 713-WM(I)-72/16226 | Earmarking of funds in respect of house building advance Government servants other than AIS Officers. | Revised vide dt. 14.12.77. | Not Printed |
| 300. | 15.12.1971 | No. 5974-WM(1)-71/37458 | House Building Advance. | Obsolete. | Not Printed |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|------------|-------------------------|--|---|-------------|
| 301. | 16.11.1971 | No. 5593-WM(1)-71/34342 | Grant of Advances to Government employees for the purchase of land and/or construction etc. of houses. | Obsolete. | Not Printed |
| 302. | 22.10.1971 | No. 5593-WM(1)-71/30971 | Grant of advances to Government employees for the purchase of land and/or construction etc. of houses. | Revised vide dt. 16.11.71 & 12.03.74. | Not Printed |
| 303. | 23.09.1971 | No. 4289-WM(1)-71/26739 | Grant of House Building Advance to AIS officers. | Revised vide dt. 14.12.77. | Not Printed |
| 304. | 26.05.1971 | No. 2658-3WM-71/13643 | Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government servants during the year 1971-72. | | 243 |
| 305. | 16.03.1971 | No. 1236-WM(1)-71/5736 | Grant of advances to Government employees for the purchases of land and/or construction etc. of houses. | Superseded vide dt. 14.12.1977. | Not Printed |
| 306. | 15.01.1971 | No. 236-WM(1)-71/2339 | Regarding revision of limits of Advance for Motor Car. | Revised vide dt. 05.02.73. | Not Printed |
| 307. | 24.09.1970 | No. 5620-WM(1)-70/26520 | Grant of advance to Government employees for the purchase of land and/or construction etc. of houses. | Modified partly vide dt. 22.10.71 & 23.04.74. | Not Printed |
| 308. | 18.06.1970 | No. 3352-WM(1)-70/15855 | Grant of House Building Advance to Government servants. | Superseded vide dt. 14.12.1977. | Not Printed |
| 309. | 11.06.1970 | No. 2507-3WM-70/16098 | Rate of interest chargeable on the advances granted to Government servants for different purposes. | Obsolete. | Not Printed |
| 310. | 21.05.1970 | No. 2791-3WM-70/13772 | Rate of interest to be charged on House Building, Motor Car and other advances granted to Government servants during the year 1970-71. | | 244 |
| 311. | 28.01.1970 | No. 261-WM(I)-70/1970 | Corrigendum Reg. bifurcation of major head 'Q - Loans and Advances' | Obsolete. | Not Printed |
| 312. | 16.12.1969 | No. 6840-WM(I)-69/35445 | Reg. bifurcation of major head 'Q - Loans and Advances' | Obsolete. | Not Printed |
| 313. | 08.12.1969 | No. 6760-WM(I)-69/34961 | Regarding Motor Cycle Advance for Sub Inspector and Inspector in Police Department. | Revised vide dt. 12.09.77. | Not Printed |
| 314. | 02.06.1969 | No. 2839-WM(1)-69/13893 | Grant of House Building Advance to Government Servants. | Revised vide dt. 24.09.70. | Not Printed |
| 315. | 26.05.1969 | No. 2266-WM(1)-69/13313 | Regarding House Building Advance in case of joint ownership. | Superseded vide dt. 14.12.1977. | Not Printed |
| 316. | 12.05.1969 | No. 1985-WM(i)-69/11890 | Regarding Advance for purchase of bicycle. | Revised vide dt. 14.07.77. | Not Printed |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|----------------------|--------------------------|--|---|-------------|
| 317. | 09.05.1969 | No. 2473-WM(I)-69/11827 | Loans to Govt. Servants – Earmarking of funds. | Superseded vide dt. 14.12.1977. | Not Printed |
| 318. | 18.04.1969 | No. 1506-WM(I)-69 | Regarding misutilisation of Motor Car/Scooter Advance. | Superseded vide dt. 12.09.1977. | Not Printed |
| 319. | 16.04.1969 | No. 1290-WM(1)-69/9675 | Regarding Advance for Purchase of bicycle. | Modified partly & revised vide dt. 12.05.69 & 14.07.77. | Not Printed |
| 320. | 15.04.1969 | No. 592-WM(1)68/9241 | Regarding Advance for Purchase of Motor Cycle/Scooter. | Revised vide dt. 21.03.74. | Not Printed |
| 321. | 30.12.1968 | No. 7087-WM(I)-68/34842. | Grant of house building advance to Government servants. | Obsolete. | Not Printed |
| 322. | 19.12.1968 | No. 7332-WM(I)-68/34045 | Grant of house building advance to Government servants. | Obsolete. | Not Printed |
| 323. | 03.12.1968 | No. 6005-WM(I)-68/32222 | Grant of House Building Advance to Government servants. | Superseded vide dt. 14.12.1977. | Not Printed |
| 324. | 25.11.1968 | No. 5504-WM(I)-68/26947 | Grant of House Building Advance to Government servants - the power to sanction advance for extension of a house. | Superseded vide dt. 14.12.1977. | Not Printed |
| 325. | 21.11.1968 | No. 6752-WM(I)-68/31549 | Instructions regarding grant of advances to Government servants. | Obsolete | Not Printed |
| 326. | 16.10.1968 | No. 5170-WM(I)-68/24410 | Grant of House Building Advance to Government servants. | Revised vide dt. 24.09.70. | Not Printed |
| 327. | 04.06.1968 | No. 2474-WM(I)-68/12960 | Grant of House Building Advance to Government servants. | Revised vide dt. 16.10.68 & 03.12.68. | Not Printed |
| 328. | 04.05.1968 | No. 2056-WM(I)-68/10451 | Grant of House Building Advances to Government servants on deputation to other Governments or on foreign service in India. | Revised vide dt. 14.12.77 | Not Printed |
| 329. | 22/23.04.1968 | No. 1248-WM(I)-68/9930 | Grant of House Building Advance to Government servants. | Revised vide dt. 14.12.77. | Not Printed |
| 330. | 17/20.04.1968 | No. 10512-1FR-67/9492 | Extensions of the tenure of posts and the issue of pay slips to the officers. | Obsolete. | Not Printed |
| 331. | 19.03.1968 | No. 12-WM(I)-68 | Grant of House Building Advance to Government servants on deputation with other Governments. | Revised vide dt. 04.05.68. | 164 |
| 332. | 12.03.1968 | No. 983-WM(I)68/6043 | Loans to Government servants - Earmarking of funds 1967-68. | Obsolete. | Not Printed |

| Sr. No. | Date | Number | Subject | Remarks | Page No. |
|---------|------------|-----------------------------|--|------------------------------------|-------------|
| 333. | 09.01.1968 | No. 5895-WM(I)67/659 | Regarding revised Loan for Purchase of Motor Cycle/Scooter. | Obsolete. | Not Printed |
| 334. | 08.01.1968 | No. 4567-WM(I)-67/657 | Grant of House Building Advance to Government servants. | Revised vide dt. 14.12.77. | Not Printed |
| 335. | 22.12.1967 | No. 4236-WM(I)60/3048 | Loan for purchase of Motor Conveyance – Extension in time limit. | Superseded vide dt. 12.09.1977. | Not Printed |
| 336. | 28.11.1967 | No. 3505-WM(I)-67-27087 | Regarding revised Loan for Purchase of Car. | Obsolete. | Not Printed |
| 337. | 08.09.1967 | No. 4016-3WM-67/20701 | Rate of interest to be charged on House Building Motor Car and other advances granted to Government servants during the year 1967-68. | | 245 |
| 338. | 05.09.1967 | No. 2118-WM(I)-67/20006 | Grant of house building advance to Government servants. | Revised vide dt. 22/23.04.1968. | Not Printed |
| 339. | 26.08.1967 | No. 3505-FD-WM-67/29581 | Regarding Form of agreement for recovery of Loan from DCRG. | Obsolete. | Not Printed |
| 340. | 29.07.1967 | No. 708-FD-WM-67/16592 | Regarding Advance for Purchase of Motor Cycle/Scooter. | Modified partly vide dt. 21.03.74. | Not Printed |
| 341. | 26.07.1967 | No. 708-FD-WM-67/16118 | Grant of advance to Government servants for the purchase of car. | Modified partly vide dt. 15.01.71. | Not Printed |
| 342. | 19.08.1966 | No. FD-Loans-3(29)-66/15054 | Procedure of communication of balances in respect of interest-bearing advances to Government Employees. | Obsolete. | Not Printed |
| 343. | 18.10.1965 | No. FD-Loans-3(25)-65/19420 | Grant of advance to State Government Employees on first appointment and in connection with deputation and leave ex-India or transfer, etc. | Obsolete. | Not Printed |
| 344. | 29.03.1965 | No. FD-Loans-3(1)-65/3161 | Earmarking of funds for grant of various advances to Government Employees. | | Not Printed |
| 345. | 01.12.1961 | No. Loan-62(10)61/15625 | Loans advanced/utilised by the State Government. | Obsolete. | Not Printed |
| 346. | 28.07.1957 | No. 5113-FR-7/67 | Adjustment of outstanding balance of advance from the last claim of the Govt. employee - Levy of interest thereon. | | 186 |

Note : Instructions not printed in Compendium are available on website of Finance Department www.finharyana.gov.in.
