

**To be substitute bearing same no. & date**

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

From

The Additional Chief Secretary to Government Haryana,  
Finance Department.

To

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

Dated Chandigarh, the 1<sup>st</sup> May, 2019

**Subject: Grant of interest free advance to Government employees for the purchase of wheat during the year 2019-20.**

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.18,000/- (Rs. Eighteen thousand only) to all Class-IV Government employees in the State who wish to buy wheat for their own/their families consumption during the year 2019-20. 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 2019-20, full loan should be recovered before 31.03.2020**.

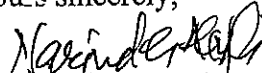
2. The advance will be admissible to permanent/temporary regular employees only. The advance will be sanctioned by the Drawing & Disbursing Officers concerned, in the case of temporary employees, allow advance on the basis of a surety to their satisfaction so that it is fully secured and its recovery ensured from the loanee before the close of the financial year 2019-2020.

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 affected.
- iii) These orders will cease to operate after 20<sup>th</sup> May, 2019.
- iv) The recovery of the first instalment of the advance should preferably be made from the pay for the month of may paid June, 2019.
- 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 (Ways & Means Branch) by the Head of Departments by 31.07.2019 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 (P-01-45-7610-51-800-99-51). The recoveries made may be credited to the corresponding receipt head i.e."7610-Loans to Govt. Servants etc.-800-Other Advances-(99) Advances for Purchase of Foodgrains (7610-51-800-99-51(Receipts).
7. These instructions are also available of website [www.finhry.gov.in](http://www.finhry.gov.in)

Yours sincerely,

  
Deputy Secretary Finance

for Additional Chief Secretary to Govt. Haryana  
Finance Department

No46/1/2011/WM(6)

Dated Chandigarh, the 1<sup>st</sup> May, 2019

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.45 under Major Head "7610-Loans to Govt. Servants. etc-800-Other Advances-(99) Advances for purchase of Foodgrains (P-01-45-7610-51-800-99-51).
3. Detailed accounts of recoveries will be maintained by the Drawing and Disbursing Officers.

  
Deputy Secretary Finance

for Additional Chief Secretary to Govt. Haryana  
Finance Department

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

Dated Chandigarh, the 1<sup>st</sup> May, 2019

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers, of Haryana and Chandigarh/Delhi with the request to entertain sanctions upto the date given in the letter i.e. 20.05.2019. No bills should be passed after that. These instructions may be strictly followed. 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.

  
Deputy Secretary Finance

for Additional Chief Secretary to Govt. Haryana  
Finance Department

A copy is forwarded to:-

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

  
Deputy Secretary Finance

for Additional Chief Secretary to Govt. Haryana  
Finance Department

To

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

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

Dated Chandigarh, the 1<sup>st</sup> May, 2019

A copy each is forwarded to the Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/ Ministers/ Ministers of State for information.

  
Deputy Secretary Finance

for Additional Chief Secretary to Govt. Haryana  
Finance Department

To

The Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/ Ministers/ Ministers of State of Haryana.

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

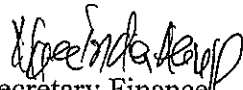
Dated Chandigarh, the 1<sup>st</sup> May, 2019 .

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

Dated Chandigarh, the 1<sup>st</sup> May, 2019.

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

1. The State Election Commissioner, Haryana, Chandigarh.
2. The Secretary to Governor, Haryana, Chandigarh.
3. The Secretary, Haryana Vidhan Sabha, Chandigarh.
4. ~~Chairman~~ Chief Administrator/Managing Director of all Boards/Corporations in Haryana.
5. Registrars of all the Universities/Directors Medical Colleges in Haryana.
6. Computer-in-Charge, Computer Cell, Finance Department

  
Deputy Secretary Finance

for Additional Chief Secretary to Govt. Haryana  
Finance Department

PROFORMA

Name of Department	Name of Office	Drawing and Disbursing Officer	Amount of wheat advance 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