

**Most Urgent**  
**Date Bound**

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

From

The Additional Chief Secretary to Govt. Haryana,  
Finance Department

To

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

Dated Chandigarh, the 17.02.2017

**Subject: Regarding Transferring of Loan Portfolio to the Bank.**

Sir,

Kindly refer to the FD letter no. 2/2/2004-WM(3) dated 1.6.2016 vide which the information of loans of employees was requested on a format enclosed with the letter.

2. Now, it has been decided that the information upto 28.2.2017 be sent in the revised format enclosed. The information of actual deduction upto 31.1.2017 and likely deduction from salary of Feb., 2017 be sent in the format enclosed.

3. **This information should be sent by 23.2.2017 at 3.00 PM positively otherwise the generation of bills of your office will be stopped.**

Copy of the above may also be downloaded from the website [www.finhry.gov.in](http://www.finhry.gov.in)


Under Secretary, Finance  
For Additional Chief Secretary to Govt. Haryana  
Finance Department, Haryana

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

Dated: 17.02.2017

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

1. The Additional Chief Secretary-cum-Financial Commissioner to Government of Haryana, Revenue and Disaster Management Department.
2. All the Additional Chief Secretary and Principal Secretary /Administrative Secretaries to Govt. Haryana.
3. Computer-In-Charge, Computer Cell, Finance Department for placing the same on the website of Finance Department and Joint Director, T&A, Haryana for placing the same on the website of Treasury & Accounts.

  
Under Secretary, Finance  
For Additional Chief Secretary to Govt. Haryana  
Finance Department, Haryana

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

Dated: 17.02.2017

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

Under Secretary, Finance  
For Additional Chief Secretary to Govt. Haryana  
Finance Department, Haryana

## DDO Details

## Details to be filled up by the DDO

**Table 1 :- Principle related details**

<b>GPF No./ PRAN</b>	<b>Name of employee</b>	<b>Date of birth of employee</b>	<b>Type of Loan (HBA/ MCA/ CA/MA)</b>	<b>Date of drawl of loan (mm/yyyy)</b>	<b>Amount of loan disbursed (Col.6=Col.7+Col.8)</b>	<b>Amount of principle recovered till 28<sup>th</sup> Feb.,2017</b>	<b>Amount of principle pending as on 28<sup>th</sup> Feb.,2017</b>	<b>Monthly Instalment amount of principle</b>	<b>Total number of instalments of principle (Col.10=Col.11+Col.12)</b>	<b>No of Instalments of principle recovered till 28<sup>th</sup> Feb.,2017</b>	<b>No of instalments of principle pending as on 28<sup>th</sup> Feb.,2017</b>
<b>Col.1</b>	<b>Col.2</b>	<b>Col.3</b>	<b>Col.4</b>	<b>Col.5</b>	<b>Col.6</b>	<b>Col.7</b>	<b>Col.8</b>	<b>Col.9</b>	<b>Col.10</b>	<b>Col.11</b>	<b>Col.12</b>

**Table 1A:- Schedule for recovery of principle for each type of loan**

GPF No. /PRAN

Name of employee

Date of Birth of employee

Type of loans

Amount of loan

<b>Sr. No</b>	<b>Voucher No.</b>	<b>Month/Year (MM/YYYY)</b>
1		
2		
3.		
4		

Signature of DDO

**DDO Details****Details to be filled up by the DDO****Table 2: Interest related details**

<b>GPF No./ PRAN</b>	<b>Name of employee</b>	<b>Date of birth of employee</b>	<b>Type of Loan (HBA/ MCA/ CA/MA)</b>	<b>Interest rate on loan (%)</b>	<b>Date of sanction of loan (mm/yyyy)</b>	<b>Total amount of interest recoverable (Col.7=Col.8+Col.9)</b>	<b>Amount of interest recovered till 28<sup>th</sup> Feb.,2017</b>	<b>Amount of principle pending as on 28<sup>th</sup> Feb.,2017</b>	<b>Monthly Instalment amount of interest</b>	<b>Total number of instalments of Interest (Col.11=Col.12+Col.13)</b>	<b>No of Instalments of interest recovered till 28<sup>th</sup> Feb.,2017</b>	<b>No of instalments of interest pending as on 28<sup>th</sup> Feb.,2017</b>
<b>Col.1</b>	<b>Col.2</b>	<b>Col.3</b>	<b>Col.4</b>	<b>Col.5</b>	<b>Col.6</b>	<b>Col.7</b>	<b>Col.8</b>	<b>Col.9</b>	<b>Col.10</b>	<b>Col.11</b>	<b>Col.12</b>	<b>Col.13</b>

**Table 2A:- Schedule for recovery of interest for each type of loan****GPF No. /PRAN****Name of employee****Date of Birth of employee****Type of loans****Amount of loan**

<b>Sr. No</b>	<b>Voucher No.</b>	<b>Month/Year (MM/YYYY)</b>
1		
2		
3.		
4		

**Signature of DDO**