

From

The Additional Chief Secretary to Government Haryana,  
Finance Department.

To

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

Dated Chandigarh, the 21st April, 2017.

**Subject: Grant of interest free advance to Government employees for the purchase of wheat during the year 2017-2018.**

Sir,

With reference to subject noted above, I am directed to say that the State Government has decided to grant an interest free advance @ ₹16,000/- (₹ Sixteen 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 2017-18. 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 2017-2018 i.e. full loan should be recovered before 31.03.2018.

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 2017-2018.

3. The following conditions should be observed in sanctioning this loan:-

- i) A certificate may be obtained within one month of the drawl 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 31<sup>st</sup> May, 2017.
- iv) The recovery of the first installment of the advance should preferably be made from the pay for the month of May, 2017.
- 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 30.06.2017 positively in the enclosed Performa.

6. The expenditure may be debited to the Major Head, "7610-Loans to Govt. Servants. etc-51-NA-800-Other Advances-(99) Advances for purchase of Foodgrains-51NA-50-Advances (Non-Plan). The recoveries made may be credited to the corresponding receipt head i.e."7610-Loans to Govt. Servants etc.-51NA-800-Other Advances-(99) Advance for Purchase of Foodgrains-51NA- (Receipt).

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

Yours faithfully,

(Vivek Padam Singh)

Joint Secretary Finance

for Additional Chief Secretary to Government, Haryana  
Finance Department

A copy is forwarded to the Accountant General (A&E) and Audit, Haryana, Chandigarh with 10 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.-51NA-800-Other advances-(99) Advances for purchases of Foodgrains-51NA-50 Advances (Non-Plan)".
3. Detailed accounts of recoveries will be maintained by the Drawing and Disbursing Officers.

(Vivek Padam Singh)

Joint Secretary Finance

for Additional Chief Secretary to Government, Haryana  
Finance Department

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

Dated Chandigarh, the 21<sup>st</sup> April, 2017.

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 31.5.2017. No bill 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.

(Vivek Padam Singh)

Joint Secretary Finance

for Additional Chief Secretary to Government, Haryana  
Finance Department

A copy is forwarded to:-

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

(Vivek Padam Singh)

Joint Secretary Finance

for Additional Chief Secretary to Government, Haryana  
Finance Department

To

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

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

Dated Chandigarh, the 21<sup>st</sup> April, 2017.

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary/Officer on Special Duty/I,II,III,IV,V/Sr.Secys/Secys/Private Secys. to the Chief Minister/ Ministers/Ministers of State/Chief Parliamentary Secretaries for the information of CM/Ministers/Ministers of State/Chief Parliamentary Secretaries Haryana.

(Vivek Padam Singh)

Joint Secretary Finance

for Additional Chief Secretary to Government, Haryana  
Finance Department

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The Principal Secretary/Additional Principal Secretary/Officer on Special Duty/I,II,III,IV,VI Sr.Secys/Secys/Private Secys. to the Chief Minister/ Ministers/Ministers of State/Chief Parliamentary Secretaries for the information of CM/Ministers/Ministers of State/Chief Parliamentary Secretaries Haryana.

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

Dated Chandigarh, the 21<sup>st</sup> April, 2017.

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

Dated Chandigarh, the 21<sup>st</sup> April, 2017.

A Copy is forwarded to the following for information :-

1. Managing Directors of all Boards/Corporations in Haryana.
2. Vice Chancellors of all the Universities/Directors Medical College in Haryana.
3. Computer-in-Charge, Computer Cell, Finance Department for placing these orders for Finance Department website.
4. Record Section, Finance Department with 20 spare copies.

(Vivek Padam Singh)

Joint Secretary Finance

for Additional Chief Secretary to Government, 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       |