

Chapter - V

Service Record

46. Prescribed forms of service book.—

A record of service of a Government employee shall be maintained in the following forms as per Annexure-4 of these rules:-

1. Form of bio-data.
2. Form of certificates, nominations and detail of family members.
3. (a) Form of previous qualifying service.
(b) Form of foreign service.
4. Form of history of service event.
5. Form of record of verification of service.
6. Form of detail of family members.
7. Form for entry of leave travel concession.
8. Form of loans and advances taken by the Government employee.
9. Form of comments of Internal Audit.
10. Forms of leave account (Annexure-5) prescribed in the Haryana Civil Services (Leave) Rules, 2016 :-
 1. Form of **earned leave** account.
 2. Form of half pay leave account.
 3. Form of maternity leave and child adoption leave or paternity leave account.
 4. Form of child care leave account.
 5. Form of extra ordinary leave or any other kind of leave account.

47. Maintenance of service book.—

- (1) The service book shall be maintained for a Government employee from the date of his first appointment by the Head of office in which he is employed and shall be supplied by the Department at its own cost. The instructions for maintenance of service book are given at Annexure-4 at the end of these

Note 4.— *If a Government employee is authorized to make over charge of a post elsewhere than at his headquarters, his joining time shall be calculated from the place at which he actually makes over charge.*

78. Pay and allowances during joining time.—

(1) In case of transfer within the same Department.—

On transfer from one station to another within the same Department during the period of joining time, admissible under these rules, a Government employee is entitled to pay and allowances as under:-

- (a) Pay equal to the pay which was drawn before relinquishing the charge of the old post or admissible at new post, whichever is less;
- (b) Compensatory allowance(s) of the old or new station, whichever is less.

(2) In case of transfer on deputation/foreign service.—

In case of transfer on *deputation* or *foreign service* in public interest from one station to another, for joining time, pay and allowances during joining time see Chapter X of these rules.

79. Pay during joining time in continuation of leave.—

Where the joining time admissible under these rules is availed in continuation of any kind of leave, the basic pay during joining time shall be equal to the leave salary which would have been admissible had he been on **earned leave**. The compensatory allowances shall be admissible equal to the rate of old or new station, whichever is less.

80. Grant of leave of the kind due in case of transfer on his own request.—

A Government employee on *transfer* is not entitled to joining time and joining time pay unless he is transferred in public interest. However, if he applies for leave of the kind due, the competent authority may grant the same, limited to the period of joining time otherwise admissible under these rules. In case he does not apply for leave and joins his duty at new station, the time to cover the period after handing over charge at the old station and before taking over charge at new station, shall be treated as *dies non*.

foreign service/on deputation shall be granted by the competent authority of parent Department.

Note.— A Government employee on foreign service in India is personally responsible for the observance of the rules. By accepting leave to which he is not entitled under the rules he renders himself liable to refund leave salary irregularly drawn. In the event of his refusing to refund, his previous service under Government, shall be forfeited for the purpose of leave and/or pension.

124. Liability of compensatory allowances during the period of leave while on foreign service.—

Save as otherwise provided, the rate prescribed for leave salary contribution has been calculated on the basis of pay only, therefore, the *compensatory allowances* including dearness allowance admissible during the period of **earned leave** and half pay leave shall be borne by the Foreign employer for the period of any kind of leave availed by the Government employee while on foreign service in an Organization under any Government. The liability of basic pay during the period of **earned leave**, half pay leave and commuted leave shall be borne by the parent Department.

125. Liability for leave salary of special disability leave.—

The foreign employer shall, in the case of Government employees transferred to foreign service anywhere in India, accept liability for leave salary in respect of disability leave granted on account of disability incurred in and through foreign service, even though such disability manifests, itself after the termination of foreign service. The foreign employer is liable to bear leave salary, if it is medically certified that the disability has been incurred in or through foreign service, irrespective of the period that has elapsed between the date of reversion and the date of manifestation of the disability.

Note.— The leave salary charges for such leave shall be recovered from foreign employer.

126. Leave salary for maternity leave, child adoption leave and child care leave.—

Notwithstanding anything contrary to the rules, *leave salary* for maternity leave, child adoption leave and child care leave availed of by a female Government employee while on foreign service or deputation shall be borne by the foreign

Annexure – 5
(See rule 46)

Form-1

Form of Earned Leave Account

Duty			Leave earned in days	Leave at credit (in days columns 9+4)	Leave taken			Balance of Earned Leave on return from leave (Col. 5-8)
From	To	No. of days spent on duty			From	To	No. of days	
1	2	3	4	5	6	7	8	9



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 Deptt./Branch _____
5. Emolument on which the loan is admissible _____

6. (i) Basic Pay Rs. _____
(ii) Dearness Pay Rs. _____
(iii) Special Pay/NPA Rs. _____
(iv) Total (i) to (iii) _____
7. Head of Account _____
(i) G.P Fund Accont No. _____
(ii) Salary Bank _____ & Account No. _____
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 _____ D.P/ 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)

(ii) 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.

(iii) A certificate to the effect that the advance is required for the construction of house at place for personal residence may be attached

17. CONSTRUCTION OF HOUSE:

(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.

(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).

(c) Documentary proof that the plans etc. have been approved by the HUDA/MC/Tehsildar concerned.

18. REPAIR OF HOUSE:

In case the advance is required for repair, a certificate to the following effect be added: -

i. The repairs are required to make house rehablitable

ii. These are not in the nature of ordinary repairs.

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).

19. EXTENSION OF HOUSE:

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: -

- i. Total loan obtained _____
- ii. Pay at the time the loan was obtained
 Basic Pay Rs. _____ D.P/ S.P _____ Total Rs. _____
- iii. If the loan was obtained under any other scheme the total amount of loan may be indicated _____
- iv. Documentary proof that plan for extension has been approved by the local body or the Estate officer/Tehsildar. _____
- v. If any advance was drawn for repairs of the house earlier full details thereof may be indicated. _____

20. BUILT OF HOUSE:

In case the advance is required for the purpose of built up house the following certificate may be attached

- 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 Deptt. or the FD was surrendered during the last financial year and of 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 condition s of the
agreement dated ----- and/or of the mortgage deed, dated -----.

And where as 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 principle 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

(1)

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

(2)

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.

AFFIDAVIT
Rs.3/-

I, _____ S/oW/oD/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-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

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 _____ (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 instalment of loans together with the interest accrued thereon will be recovered the 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 authorise the Governor to extinguish the last instalment 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

ELIGIBILITY CRITERIA and FAQs regarding HBL

Q:- Purpose for which House Building Advance can be granted ?

Ans:- House Building Advance can be granted for the following purposes :-

1. Construction of House
2. Purchase of Plot/Constructed House from private source/Housing Board/Registered Society
3. Extension/Repair of House

Q:- What is the Maximum Admissibility for House Building Advance ?

Ans:- **Maximum Admissibility for House Building Advance for different categories is as under :-**

i) **For Construction of a House / Purchase of Built-up House from Govt.**

Agencies/Private Source or Registered Societies.

34 month's basic pay plus dearness pay plus special pay plus NPA subject to a maximum of Rs.7.50 lakhs or the cost of the built up house allotted by the Govt. Agencies/private source or other registered societies, whichever is less, recoverable in 150 monthly equal installments.

ii) **For Repair of House**

7 months basic pay plus dearness pay plus special pay plus NPA subject to a maximum of Rs.1.00 lakh recoverable in 96 monthly equal installments.

iii) **For Extension of a House**

8 months basic pay plus special pay plus NPA subject to a maximum of Rs.1.80 lakh recoverable in 96 equal monthly installments.

The maximum of House Building Advance for Construction, repair and extension of house will be limited to Rs.10.00 lakh.

iv) **For the purchase of plot**

60% of the total admissibility of House Building Advance or Price of the Plot, whichever is less, Recoverable in 96 equal monthly installments.

The balance of 40% can be availed for the construction of House on the plot purchased with loan obtained from the Govt.

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.

No benefit of Revised Admissibility will be given to those who have already drawn even the first installment or part of House Building Advance before 25th June, 2004.

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

Q:- Can Second House Building Advance be admissible to Govt. Employee ?

Ans :- Yes, The second House Building Advance can be admissible to Govt. Employees (FD instruction No. 02/02/04-WM(3) dated 01/08/2005) for construction of House / Built-up House allotted by Govt. agency or other registered societies or through Private source on the following terms and conditions :

- i. The Second House Building Advance will be granted only if the first House Building Advance was taken 10 year back by the applicant.
- ii. 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.
- iii. The sale proceeds of the House built/acquired through first House Building Loan taken from State Government will not be taken into consideration.
- iv. 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 which ever is less) minus (-) amount of first HBL taken by him.

Q:- Can House Building Advance be raised from another Financial Institution in addition to House Building Advance already taken from Government ?

Ans :- Yes, The govt. employee can raise another loan from other financial institution like, Housing Development Financial Corporation, Housing Societies, Apex Bank, other banks for the construction / completion of the house etc by mortgaging the same property again, which already stands mortgaged with the govt., "Pari-Pasu Charge" is allowed.

Checklist for Advance for the Construction of House:-

1. Application on the prescribed Performa duly filled and signed by the applicant and duly recommended by the Competent Authority of the Department with following documents :-

- i) Agreement Form (Annexure III)
- ii) Recovery of outstanding loan form DCRG (Annexure VI)
- iii) In case of regular employee surety from one permanent Haryana Government employee on non-Judicial stamp paper worth Rs.15.or if confirmed copy of the confirmation letter.
- iv) 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 any where in India with details of loan earlier taken if any.
- v) Affidavit on judicial paper worth Rs.3/- (Annexure-V regarding Joint ownership of the house/plot)
- vi) In case of Joint ownership, a No Objection Certificate from the spouse for mortgaging her / his share of the property in the name of Governor of Haryana.
- vii)
 - a) Allotment letter and possession letter in case of HUDA Plot.
 - b) Clear title of plot duly verified by Tehsildar/Revenue Authority in case the plot is in Lal Dora.
 - c) Registry of plot in general cases.
 - d) Map duly passed by MC in case the plot is in Urban Area and by Tehsildar in case it is in Rural Area.

2. Details of any House Building Advance taken earlier clearly indicating :-

- a) Basic pay at that time
- b) Financial Year .
- c) Purpose of Advance taken and the amount drawn with a copy of sanction letter
- d) Mortgage of previous advance

3. Col. 1 to 13 of application form must be verified by DDO.

Q : What is the procedure for Drawl of Advance for construction of House.

Ans :- Advance for the construction of House is granted in three installments as under :-

1. First Installment equal to 40% of admissibility for starting the construction. After the first installment utilization certificate that the construction has been completed up to plinth level should be submitted duly verified by HOD/DDO with a report from HOD that applicant has submitted the mortgage deed of the house and kept in office record.
2. Second Installment equal to 30% is admissible after the house has been brought to plinth level. Utilization certificate stating that the roof have been laid should be submitted duly signed by HOD/DDO.
- 3 Third Installment equal to 30% is admissible after the house has been completed up to roof level. Utilization certificate to the effect that the house has been completed should be submitted.

Q : What is the Procedure for Recovery of Advance for construction of House.

Ans : The recovery of Advance granted for the construction of house shall start from the 13th issue of employee's pay from the drawl of the first installment, and from the 4th issue of the pay in case of Advance for the purchase of plot / built up house and repair / extension of house .

Checklist for Purchase of Plot:-

1. Application on the prescribed Proforma duly filled and signed by the applicant and duly recommended by the Competent Authority of the Department with following documents :-

- i) Agreement Form (Annexure III)
- ii) Recovery of outstanding loan form DCRG (Annexure VI)
- iii) In case of regular employee surety from one permanent Haryana Government employee on non-Judicial stamp paper worth Rs.15.or if confirmed copy of the confirmation letter.
- iv) Affidavit on judicial paper worth Rs.3/- that applicant has no other plot/ house in his/her name or in the name of his/her family members any where in India with details of loan earlier taken if any.
- v) Affidavit on judicial paper worth Rs.3/- (Regarding Joint ownership of the house/plot)
- vi) In case of Joint Ownership, a No Objection Certificate from spouse for mortgaging her / his share of the property in the name of Governor of Haryana.
- vii) a) Allotment letter in case of HUDA Plot.

or

Agreement deed with party from whom the plot will be purchased.

- b) Departmental permission for purchase of plot under Employees' Conduct Rules.

2. Details of any House Building Advance taken earlier clearly indicating :-

- a) Basic pay at that time
- b) Financial Year .
- c) Purpose of Advance and the amount drawn with a copy of sanction letter

3. Col. 1 to 13 of application form must be verified by DDO.

Checklist for Purchase of Built up House from Private source / Housing Board / Registered Society:-

1. Application on the prescribed Performa duly filled and signed by the applicant and duly recommended by the Competent Authority of the Department with following documents :-

- i) Agreement Form (Annexure III)
- ii) Recovery of outstanding loan form DCRG (Annexure VI)
- iii) In case of regular employee surety from one permanent Haryana Government employee on non-Judicial stamp paper worth Rs.15.or if confirmed copy of the confirmation letter.
- iv) Affidavit on judicial paper worth Rs.3/- that applicant has no other plot/ house in his/her name or in the name of his/her family members any where in India with details of loan earlier taken if any.
- v) Affidavit on judicial paper worth Rs.3/- (Annexure-V regarding Joint Ownership of the house/plot)
- vi) In case of Joint ownership, a No Objection Certificate from spouse for mortgaging her / his share of the property in the name of Governor of Haryana.

2. Details of any House Building Advance taken earlier clearly indicating :-

- a) Basic pay at that time
- b) Financial Year .
- c) Purpose of Advance and the amount drawn with a copy of sanction letter

3. Col. 1 to 13 of application form must be verified by DDO.

4. **1. From Private Source :**

- a) Agreement deed with the owner of House from whom the built up house is to be purchased.
- b) Departmental permission for purchase of house under Employees Conduct Rules.
- c) Valuation of the House from appropriate revenue authority or MC etc.

2. From Housing Board :

- a) Allotment letter of the housing board or from any other government agency.
- b) Surety of two confirmed government employees on Stamp paper worth Rs. 15/- in lieu of mortgage of house.

3. From Registered Housing Society :

- a) Proof of Membership of Society with complete details of Society / Land and cost of the unit.
- b) Surety of two confirmed government employees on Stamp paper worth Rs. 15/- in lieu of mortgage of house.
- c) 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 concerned Housing Society to this effect.
- d) Full comprehensive insurance of the flat/house against damage by fire, flood and lightening.

Checklist for Repair / Extension of House :-

1. Application on the prescribed Proforma duly filled and signed by the applicant and recommended by the Competent Authority of the Department with following documents :-
 - i) Agreement Form (Annexure III)
 - ii) Recovery of outstanding loan form DCRG (Annexure VI)
 - iii) In case of regular employee surety from one permanent Haryana Government employee on non-Judicial stamp paper worth Rs.15.or if confirmed copy of the confirmation letter.
 - iv) 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 any where in India
 - v) Affidavit on judicial paper worth Rs.3/- regarding Joint ownership of the house (Annexure-V)
 - vi) In case of Joint ownership, a No Objection Certificate from spouse for mortgaging her / his share of the property in the name of Governor of Haryana.
 - vii)
 - a) Allotment letter and possession letter in case of Housing Board house
 - b) Clear ownership of the house duly verified by Tehsildar/Revenue Authority
 - c) in case of Extension of House Map duly verified /passed by MC or Revenue Authority,/ Tehsildar in case it is in Rural Area.
 - d) Completion certificate in case of house falls in Urban area by the Competent Authority.
2. Details of any House Building Advance taken earlier clearly indicating: -
 - a) Basic pay at that time
 - b) Financial Year .
 - c) Purpose of Advance and the amount drawn with a copy of sanction letter
3. Col. 1 to 13 of application form must be verified by DDO.
4. Loan is granted for repair/extension after 5 years of possession in case applicant has not obtained loan form Govt. for construction of house.
5. Loan is granted for repair/extension after 10 years in case applicant has already obtained loan form Govt. for construction of house.



ORDER

No. 4/2/2017-5FR(FD)

Dated the Chandigarh, 30th July, 2019

Subject: Revision of House Rent Allowances admissible to Haryana Government Employees under 7th CPC.

Whereas rates of House Rent Allowance were revised vide Finance Department Orders No. 10/46/2004-2FICW, dated 27th January, 2009 and subsequent Orders of even No. dated 19.07.2009, on the basis of recommendations of the 6th CPC.

2. Now, the Government has decided to revise the existing rates of House Rent Allowance of eligible Haryana Government employees in terms of Rule 14(3) of HCS (Allowances to Government Employees) Rules, 2016 pursuant to revision of pay scales as per recommendations of the 7th Central Pay Commission in the following manner w.e.f. 1st August, 2019:-

S.No.	Population according to the census figures of 2011, of the city/town of the place of posting/actual authorized place of residence of the Government Employee.	Classification of Cities/Towns for the purpose of entitlement of HRA	Rate at which the HRA is admissible to the Government Employees expressed in terms of percentage of emoluments relevant to HRA as per HCS (Allowances to Government Employees) Rules, 2016.
1	2	3	4
1.	50 lakhs and above	X	24% (subject to minimum of Rs.5400/-)
2.	5 lakhs and above, but less than 50 lakhs	Y	16% (subject to minimum of Rs.3600/-)
3.	Less than 5 lakhs	Z	8% (subject to minimum of Rs.1800/-)

3. The above entitlement is subject to the following conditions:-

- Claim of the disbursement of HRA shall be subject to the compliance with the provision of Haryana Civil Services (Allowances to Government Employees) Rules, 2016.
- For the purpose of grant/entitlement of HRA, the tri-city of Chandigarh, Panchkula and Mohali would be treated as a single unit with the entitlement being as applicable in Cities/ Towns classified as "Y" category.
- The ceiling of emoluments i.e. Basic Pay + NPA, wherever applicable, shall be Rs. 2,24,100/-only per month as per Rule 13 of HCS (RP) Rules, 2016.
- The revised rates of HRA shall be applicable w.e.f. 1st August, 2019.

Place Chandigarh
Dated 30.07.2019

T.V.S.N. Prasad
Addl. Chief Secretary to Govt. Haryana,
Finance Department

Endst.No.4/2/2017-5FR(FD)


Dated the Chandigarh, 30th July, 2019

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

- All the Administrative Secretaries in the Haryana.
- The Registrar General, Punjab & Haryana High Court.
- All the Heads of Departments in Haryana.



4. All the Divisional Commissioners in Haryana.
5. All the Deputy Commissioners in Haryana.
6. All the Sub Divisional Officers (Civil) in Haryana.



Deputy Secretary Finance
for Addl. Chief Secretary to Govt. Haryana,
Finance Department

Endst.No.4/2/2017-5FR(FD)

Dated the Chandigarh, 30th July, 2019

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

1. The Principal Accountant General, Haryana(A&E) and (Audit), Chandigarh.
2. The Director General, Treasury & Accounts, Department Haryana.
3. The Computer Cell of Finance Department to upload on the website of Finance Department.


Deputy Secretary Finance
for Addl. Chief Secretary to Govt. Haryana,
Finance Department

APPLICATION FORM FOR MARRIAGE ADVANCE

1. Name (in Block Letters) : _____
2. Father's/Husband's Name : _____
3. Name of the Parent Deptt.& Designation : _____
4. Name of the Deptt. where working : _____
5. Emoluments on which the loan is admissible :
Basic Pay: _____ +D.Pay _____ +Spl.Pay/NPA _____ Total= _____
6. Purpose of Advance : _____
7. Amount of advance required : _____
8. Date of joining in Haryana Govt.,Service: _____
9. Date of Birth : _____
10. Date of Superannuation : _____
11. Date of Birth of Son/Daughter/Sister : Date _____
12. Exact date of marriage : _____
13. Whether permanent/ temporary, : _____
(if temporary the surety of a permanent government employee of non-judicial stamp paper worth Rs. 15/- may be attached)
14. Salary Head : _____
a) Pay Bank Name and Account Number : _____
b) GPF Account Number : _____
15. Whether advance for the same purpose was obtained previously, if so;

	<u>Date</u>	<u>Amount</u>
i) Date of drawal of the first advance :	_____	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) Name & Date of Birth of the Child/ : Name _____ Sister for whom previous Marriage : Date of Birth _____		

Advance drawn.
16. Whether Husband/wife is in Govt.service: _____

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 Rs. _____ (Rupees _____) applied for is admissible according to the instructions and the information given by the applicant is correct.

1. It has been verified that the Daughter/Son/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 and between Shri _____ s/o Shri _____ (hereinafter 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 has completed five years service under the Haryana Government on _____ and is not an adhoc employee.

Whereas the Borrower has under the instructions for the grant of advance to Govt. Servants of Haryana Govt. issued vide Finance Department no. 1759-WM(1)9184 dated 12th March,1974 (hereinafter referred to as the said rules which expression shall include any amendment thereof addition there to 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.

How it is hereby agreed between the parties thereto that in consideration of the sum of Rs. _____ to be paid by the Govt. to the borrower if and when the Govt. Sanction the said advance the borrower hereby agrees:-

1. to pay the Govt. the said advance with interest calculate according to these rules and by monthly deductions from his salary as provided hereby authorises the Government to make such deductions.
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 mump sun 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 of quit 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)

Signed by (Name & Designation)
for and on behalf of the Governor of Haryana

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 marriage 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:

SURETY BOND

FOR GRANT OF MARRIAGE ADVANCE TO TEMPORARY GOVERNMENT SERVANTS.

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

Whereas the loan of Rs _____ has been granted to Shri _____ S/o _____ working as _____ in the department _____ hereinafter referred to as borrower) of the terms and conditions 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 has completed five year service under the Haryana government on _____ and is not adhoc employee.

And Whereas Shri _____ S/o _____ have fulfillment of the conditions of the Marriage 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 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 the 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 there. Signature in the _____ year of the Republic of India.

Witness

(Signature & Designation of the surety)

Witness

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's 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 the parent is such that they cannot perform marriage by
themselves.

DEPONENT

Place:
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:
Dated:

DEPONENT

CHECK LIST FOR MARRIAGE ADVANCE: -

1. Application form duly filled in by the applicant.
2. Application Form should be attached with agreement Form/ Annexure – IV/Surety Bond with date of Birth Certificate of daughter/Son/Sister.
3. In case of regular employees, surety of one permanent Government employee on Stamp Paper of Rs.15 may be attached.
4. If applicant is confirmed order of confirmation to be attached.
5. Date of Birth certificate issued by one of the following authority be attached.
 - a).Registrar, Birth and Death, Health Department.
 - b).School leaving certificate.
 - c) Civil Surgeon.
6. All columns should be verified by the DDO with recommendation and signature of the Sanctioning Authority.
7. 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.

No. 2/8/88-1HBIII

From: Financial Commissioner and Principal Secy. to Govt.
Haryana, Health Department.

To: 1-All Heads of Departments.
2-Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions.
3-The Registrar, Punjab and Haryana High Court, Chandigarh.
4-All Deputy Commissioners in Haryana
5-All the Sub-Divisional Officers(Civil) in Haryana.

Dated, Chandigarh, the 6th May, 2005

Subject: **Review of Reimbursement Policy.**

Sir,

I have been directed to invite your attention to the subject mentioned above and to state that in the light of orders of the Hon'ble High Court dated 21.8.2003 given in bunch cases pending in the court, it was felt by the Government that the present Reimbursement Policy of the State Govt. needs certain changes in view of the court orders, issuance of large number of instructions with the passage of time and to avoid the unnecessary delay in clearing the medical claims of serving and retired employees of State Government. The matter was under active consideration of the Govt. and now in consultation with the Finance Department, Government have decided to formulate a new Reimbursement Policy which will be applicable to all Haryana Government Employees /Pensioners /Dependents. The salient features of the new policy are as under:-

1. It will be governed by the Punjab Medical Attendance Rules, 1940 and regulations/instructions issued from time to time by the State Government.

2. Government Hospitals:

- (i) Full reimbursement will be allowed for treatment in all the Government Hospitals in the State of Haryana, U.T. Chandigarh (i.e.PGI Chandigarh, General Hospital Sector-16, Medical College, Sector-32 and Dispensaries etc.) and AIIMS , New Delhi.
- (ii) Full reimbursement will be allowed for treatment in all the Government Hospitals located outside the State of Haryana subject to the condition that the claimant would produce a certificate from the Medical Superintendent/Head of that Institution

declaring it as a Government run hospital/ institution.

- (iii) Full reimbursement will be allowed for treatment in all the Government Medical Colleges located in the country subject to the condition that the claimant would produce a certificate duly signed by the Medical Superintendent of that institution declaring that it is a Government run Medical College/ Hospital.

(iv) Lab Tests/Investigations

If the Lab Tests/Investigations for Indoor /Chronic disease patients are not available in the Government Hospitals in the state of Haryana and out side the State of Haryana, then the reimbursement will be allowed equal to PGI, Chandigarh rates after obtaining the non- availability certificate. The instructions issued by the State Government vide letter No. 2/73/87-1HBIII dated 23.5.1988 stands superceded.

Note Admission charges, diet charges, Telephone Charges and other items not covered under medicines would not be reimbursable.

3. Approved Hospital

a. The reimbursement on the expenditure incurred for treatment in any of the non govt. hospital out of the 20 hospitals approved vide govt. letter No.2/296/86-1HBIII, dated 19th November, 1986 with the concurrence of Finance Department vide their U.O.No. 56/80/86-6FD-II/4309/4588, dated 22nd October, 1986 and also for the expenditure incurred for treatment in any of the non govt. hospital out of the 7 hospitals approved vide govt. letter No. 2/206/2002-1HBIII, dated 8.1.2003 shall be made at the rate equal to P.G.I., Chandigarh rates. A list of these 27 hospitals is annexed as Annexure 'A' for ready reference. It is clarified that for expenditure on treatment in any of the govt. hospitals out of these 27 hospitals reimbursement shall be governed by the provision in para 2 (ii) and 2(iii) above.

b. The reimbursement on expenditure incurred on treatment taken in the remaining approved hospitals shall be on such terms and conditions as were mentioned in the instructions of the Govt. issued at the time of grant of approval to such hospitals.

A list of the names of such approved hospitals alongwith the date of grant of approval is enclosed as Annexure 'B' for ready reference.

c. For the purpose of entitlement of General/Private Ward, the basic pay below Rs. 10,500/- for general ward and above 10,500 for private ward will be allowed as per PGI, Chandigarh rates list and reimbursement will be allowed for general ward/private ward treatments accordingly

d. The patients taking treatment in the above mentioned approved hospitals should take permission from the Civil Surgeon concerned.

e. Expenditure on the treatment taken in the branches of the approved hospitals will not be reimbursed unless separate approval is given by the State Government.

f. The Cost of hearing aid is reimbursable as per State Government letter No. 2/185/2000-1HBIII dated 18.12.2001 irrespective of the options of the claimant.

g. The Cost of denture is reimbursable as per State Government letter No. 2/6/28/2003-1HBIII dated 7.7.2004 irrespective of the options of the claimant.

h. **The cost of various artificial appliances are** reimbursable as per the State Government letter No. 2526-1HBII-80 dated 15.7.1985 irrespective of the options of the claimant.

- 3
- i. The actual cost of the intraocular lenses is reimbursable and instructions dated 8.2.1994 stand superceded.

4. Un approved Hospitals

- a) The reimbursement for the treatment taken in an emergency in an un approved hospital will be allowed equal to PGI, Chandigarh rates with the approval of the Finance Department.
- b) Head of the department in consultation with concerned Civil Surgeon is competent to certify an emergency.

5. Kidney Donors:

The reimbursement on the expenditure for operating upon the donor is permissible only if the treatment has been taken in a Government/approved hospital as it is a planned procedure.

6. Expenditure on Medicines:

The reimbursement of the expenditure incurred on the purchase of medicines for a period of seven days after discharge from the hospital will also be allowed.

7. Physiotherapy

The expenditure incurred on the Physiotherapy, while the patient remained indoor is reimbursed fully for treatment taken at Government Hospitals/approved hospitals.

8. Counter Signatures:

To expedite reimbursement, the OPD bills related to the chronic diseases will be counter signed by the Civil Surgeon/Medical Superintendent and there would be no need to come to the office of Director General, Health Services, Haryana, Panchkula for this purpose.

9. Vaccination:

The reimbursement of the charges on the treatment for immunization and prophylactic purposes for Hepatitis, Rabies and Meningitis is allowed irrespective of the option of the claimant after obtaining the non availability of certificate and physician should certify an essential certificate that the vaccine has been administered in the Government hospital.

5

10. Advance:

Employees:

- a) Utilization certificate should be obtained by the Administrative Department/Head of Department within three months of the sanction of the advance for the treatment failing which penal interest shall be charged.
- b) No advance shall be admissible to the adhoc /contractual employees.
- c) Advance to temporary employees shall be given subject to the submission of one surety of any regular State Government Employee.

Pensioners:

An affidavit alongwith two sureties of permanent State Government Employees should be taken before sanction of the advance for the treatment.

A utilization certificate should be submitted by the pensioner with in three months of the sanction of the advance for the treatment failing which penal interest shall be charged

Note:

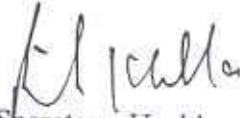
If any rate list is not available in the PGI, Chandigarh, then the rates charged at AIIMS, New Delhi will be reimbursed or vice versa. If such rates are not available both at PGI/AIIMS then the matter should be referred to Commissioner & Secretary to Govt. of Haryana, Health Department, Chandigarh for necessary advice.

Reimbursement of the medical bills pertaining to the treatment completed before the issue of this letter would be regulated or dealt with as per the instructions applicable before the issue of this letter.

These instructions will be applicable from the date of issue of this letter.

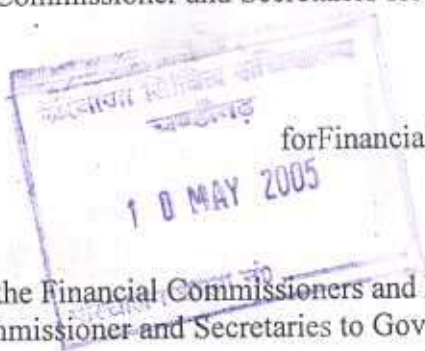
This issues with the concurrence of the Finance Department conveyed vide their U.O. No.70/29/2004-6FD-II/1659, dated 6.5.2005.

2. This Policy may be brought to the notice of all concerned for strict compliance.


Special Secretary, Health
for Financial Commissioner and Principal Secy. to Govt.
Haryana, Health Department

M

A copy is forwarded to all the Financial Commissioners and Principal Secretaries/Commissioner and Secretaries for information and necessary action.



Special Secretary, Health
for Financial Commissioner and Principal Secy. to Govt.
Haryana, Health Department

To

All the Financial Commissioners and Principal Secretaries/
Commissioner and Secretaries to Govt. Haryana

U.O.No.2/8/88-1HB-III

Dated, Chandigarh, the 6th May, 2005

A copy is each is forwarded to the Principal Secretary/Additional Principal Secretary-I and II /OSD -I&II /Sr. Spl. Private Secretaries/ Sr. Private Secretaries/Private Secretary to C.M/Ministers for information of C.M/Ministers.

Special Secretary, Health
for Financial Commissioner and Principal Secy. to Govt.
Haryana, Health Department

To

The Principal Secretary/Additional Principal Secretary-I and II /OSD -I&II /Sr. Spl. Private Secretaries/Sr. Private Secretaries/Private Secretary to C.M/Ministers.

U.O.No.2/8/88-1HB-III

Dated, Chandigarh, the 6th May, 2005

A Copy is forwarded to the Financial Commissioner and Principal Secy. to Govt. Haryana, Finance Deptt. for information with reference to their U.O.No. 70/29-2004-6FD-II/1659 dated 6.5.2005.

Special Secretary, Health
for Financial Commissioner and Principal Secy. to Govt.
Haryana, Health Department

To

The Financial Commissioner and Principal Secy. to Govt
Haryana, Finance Deptt..

U.O.No.2/8/88-1HB-III

Dated, Chandigarh, the 6th May, 2005

Endst.No.2/8/88-1HB-III

Dated, Chandigarh, the 6th May, 2005

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

Special Secretary, Health
for Financial Commissioner and Principal Secy. to Govt.
Haryana, Health Department

Endst.No.2/8/88-1HB-III

Dated, Chandigarh, the 6th May, 2005

A copy is forwarded to the Director Public Relations ,Haryana Chandigarh. He is requested to give wide publicity.

Special Secretary, Health
for Financial Commissioner and Principal Secy. to Govt.
Haryana, Health Department

As on 16-11-06

List of approved hospitals in the State of Haryana as on

Sr. No	Name of the Hospitals	Letter No. & date
	By Pass Coronary Surgery	
1.	Southern Railway Headquarter Hospital, Perembur (Madras)	2/292/86-IHB-III dt. 19-11-86
2.	K.E.M. Hospital., Bombay	--do--
3.	Christian Medical College & Hospital, Vallore	--do--
4.	Jaslok Hospital, Bombay	--do--
5.	Bombay Hospital, Bombay	--do--
6.	Kasturba Hosital, Bombay	--do--
7.	Sree Chitra Tirunal Institute of Medical Sciences & Technology, Trivandrum	--do--
8.	Apolo Hospital, Madras	--do--
	BLOOD CANCER	--do--
9.	Tata Memorial Hospital, Bombay	
10.	Cancer Institute , Adayar, Madras	--do--
	COMPLICATED HEART SURGERY CASES	
11.	Southern Railway Headquarter Hospital, Perembur (Madras)	--do--
12.	Christian Medical College & Hospital, Vallore	--do--
13.	K.E.M. Hospital., Bombay	--do--
14.	Bombay Hospital, Bombay	--do--
15.	Sree Chitra Tirunal Institute of Medical Sciences & Technology, Trivandrum	--do--
16.	S.S.K.M.Hospital, Calcutta.	--do--
17.	Kasturba Hosital, Bhopal (BHEL)	--do--
18.	Samaritan Hospital, Always (Kerala)	--do--
19.	N.M.Wadia Institute of Cardiology, Pune.	--do--
	KIDNEY TRANSPLANT	
20.	Christian Medical College and Hospital, Vallore.	--do--
21.	Escorts Hospital, New Delhi	Recognized on dt. 30.11.1993 De- Recognized on dt. 24.06.2003 Recognized on dt. 22.08.2003
22.	Batra Hospital, New Delhi	30.11.1993
23.	Nivedaik Prosthetic Centre Daulat Singh Wala, Zirakpur	30.11.1993
24.	Fortis Hospital, Mohali	31.10.2002
25.	Indraprasth Apollo Hospital , New Delhi	31.10.2002
26.	Sir Ganga Ram Hospital, New Delhi	31.10.2002
27.	Rajiv Gandhi Cancer Institute, New Delhi	31.10.2002
28.	Maharaja Aggarsain Hospital & Charitable Trust New Delhi	24.06.2003 on the basis of 30.11.93.
29.	Saket Hospital, Chandimandri	26.05.1976
30.	Rahabilitation Resrarch Centre, Jaipur	20.08.1986
31.	Metro Hospital, Faridabad	10.09.2003
32.	Mukat Hospital, Sec. 34, Chandigarh (Only Cardiac & Cardio Cascular Diseases)	2/462/2003-IHB-III dt. 24.05.2004
33.	Silver Oaks, Mohali (except Angiography & Open Heart Surgery as these facilities do not exist there)	2/462/2003-IHB-III dt. 14.10.2004
34.	Brahm Shakti Sanjivini Hospital, Bahadurgarh (Jhajjar) Haryana.	07.03.2006
35.	Superb MRI & CT Scan Centre S.C.O No. 24-25 Sector 8-C ,Chandigarh.	2/530/2005-IHB-III dt. 21.04.2006
36.	Pushpanjali Hospital , Gurgaon , Haryana	2/59/2006-IHB-III dt. 10.07.2006

Subject : Sanction of Expenditure by the Administrative Departments delegation of powers for medical reimbursement.

Will the Financial Commissioner & Principal Secretary to Govt., Haryana, Health Department kindly refer to the subject cited above ?

2. It has been decided by the Finance Department that now the delegation of powers for medical reimbursement will be as under :-

Existing	As Amended
<p><u>4. Un approved Hospitals</u></p> <p>(a) The reimbursement for the treatment taken in an emergency in an Un approved hospitals will be allowed equal to PGI, Chandigarh rates with the approval of the Finance Department.</p>	<p><u>4. Un approved Hospitals</u></p> <p>(a) The reimbursement for the treatment taken in AN EMERGENCY in an Un approved hospital will be allowed equal to the rates of PGI, Chandigarh by the Administrative Department after due verification of bills and rates by the HEALTH DEPTT. as per existing practice.</p>

Now, in view of the Finance Department instructions vide U.O. No. 5/7/2005-1B&C dated 3.5.2006 no such case will require the approval of Finance Department. This power has been delegated to the Administrative Secretaries.

It is requested that these amendments may be brought to the notice of all concerned for strict compliance.

AS
13/11/07


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

To
The Financial Commissioner & Principal Secretary
to Government, Haryana, Health Department.

U.O. No. 70/29/2004-6FDII/1545 Dated
Endst. No. 70/29/2004-6FDII/1545 Dated

A copy is forwarded to the Financial Commissioner & Principal Secretary to Government, Haryana, Finance Department (in B&C Branch) for information and necessary action.

Shyam
13/11


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

To
The Superintendent
Budget & Committee Branch.

APPLICATION FORM FOR**ADVANCE**

1. Name (in Block Letters) : _____
2. Father's/Husband's Name : _____
3. Name of the Parent Deptt.& Designation : _____
4. Name of the Deptt. where working : _____
5. Emoluments on which the loan is admissible:
 Basic Pay: _____ +D.Pay _____ +Spl.Pay/NPA _____ 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. Whether permanent/ temporary, : _____
(if temporary the surety of a permanent government employee of non-judicial stamp paper worth Rs. 15/- may be attached)
12. Salary Head : _____
 a) Pay Bank Name and Account Number : _____
 b) GPF Account Number : _____
13. 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) Sale proceeds of previous _____ <i>(attach proof in support thereof)</i>	_____	_____
14. (i) Whether the intention is to purchase a _____ 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.
15. (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 month 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 15 have been checked and found correct.
 c) Certified that the purchase of _____ 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: _____

Signature of the Head of the Department/
 Authority with Designation

**FORM OF AGREEMENT TO BE EXECUTED WHILE APPLYING FOR AN
ADVANCE FOR THE PURCHASE OF _____ MOTOR VEHICLE**

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 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 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 _____ 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 Witness)

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: _____

Certified that I am not in a position to purchase _____ without Government loan and that the rest of the amount I shall bear out of my personal saving.

Dated: _____ Signature _____
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 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 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 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.

(Signature of Witness)

Signature of Surety & Designation

Dated:-

Department

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 Motor conveyance Advance

1. Application form duly filled signed by the applicant and also verified and 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 (if Permanent)
6. In case of regular employee Surety of one permanent Haryana Government employee on non judicial stamp paper worth Rs.15.

for second 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.
10. For second hand vehicle permission of Head of the department.

CHECK LIST OF CYCLE ADVANCE

Documents to be attached with the proposals for cycle Advance

1. Application form duly filled signed by the applicant and also signed
by competent authority of the concerned Department.
2. Agreement deed (Form PFR-21).
3. Invoice of Cycle.
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.
7. Second advance application should be forwarded after three years
from the grant of first advance.
8. All columns should be filled in.

CHECK LIST OF CONVEYANCE 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 In all documents write clearly the vehicle name.
- 4 The Proof of permanent Haryana Government employee.
5. Proof of sale proceeds of previously vehicle.
1. Verification of recovery of principal and interest by DDO.
7. In case of regular employee surety from one permanent Haryana Government employee on non-Judicial stamp paper worth Rs.15 is required
- 8 Invoice from Authorized Dealer.
- 9 For second hand vehicle, permission of Head of Department is required.
- 10 Second advance application should be forwarded after three years from the grant of first advance.

From

Principal Secretary to Government of Haryana,
Health Department, Chandigarh.

To

1. Chief Secretary, Government of Haryana, Chandigarh.
2. Addl. Chief Secretaries/Principal Secretaries of all the Departments.
3. Secretary to Hon'ble Governor.
4. The Registrar Punjab and Haryana High Court Chandigarh.
5. Principal Accountant General (A&E and Audit), Haryana, plot No. 4&5, Sector-33, Chandigarh.
6. All Heads of the Departments.
7. All Directors of Government/Government Aided Medical Colleges.
8. All Managing Directors of Boards/Corporations.
9. Director, Public Relations and Affairs Haryana.
10. All the Civil Surgeons of the State.
11. All the Directors/Medical Superintendents/CEO's of all Empanelled Hospitals.
12. State National Informatics Centre, Haryana, Chandigarh.

No. 2PM-Cashless-2017/ 13626- 13786

Dated 20/11/2017

Subject:- Regarding providing Limited Cashless Medical Facility to Regular Haryana Government Employees and Pensioners w.e.f. 30.11.2017.

Kindly refer on the subject cited above.

The policy of providing **Cashless** Medical Services to Haryana Government Employees and Pensioners has been seeking the attention of Government. The State Government has decided to provide limited **Cashless** Medical Services to Haryana Government Employees and Pensioners w.e.f. 30th November 2017.

2. The **SALIENT FEATURES** of the scheme are as under:-
 - I. The scheme shall be **cashless** and only for **Regular** Haryana Government Employees and Pensioners. Spouses/dependents of **Regular** Haryana Government **Employees/Pensioners** are not covered under this scheme. However, the Spouse and Dependents of **Employees /Pensioners** shall be entitled for treatment as per the existing policy of reimbursement issued by this office vide memo no. 2/8/88-1HBIII dated 06.05.2005.
 - II. This Limited **Cashless** Medical Facility shall be applicable **ONLY** for six (6) life threatening conditions namely **CARDIAC EMERGENCY**,

ACCIDENTS, CANCER STAGE 3RD& 4TH, COMA, BRAIN HAEMORRHAGE AND ELECTROCUTION.

- III. This scheme will be applicable at all Government **Medical Colleges/ Government aided Medical Colleges** in Haryana , all district hospitals, other health institutions of Haryana Government, and all **private Hospitals empanelled** under the Haryana Government vide office Memo No. 2/276/2012-1HBIII dated 13.08.2015 and department letter no. 16/228-2PM-2017/13246-13446 dated 14.11.2017, and thereafter.
- IV. All departments of the State Government will issue valid identity cards to their **REGULAR** Employees and Pensioners to entitle them for availing limited **cashless** medical services. The pensioners shall carry the PPO (Pension Pay Order). These will be accepted as proof of identity by all the Government **/Private empanelled health facilities** for giving limited **cashless** services to them. Departments shall link their Identity cards to Aadhar Numbers.
- V. It will be the responsibility of the **beneficiary** to produce the valid ID card/PPO No. to the hospital in order to establish his/her identity of **regular Employee/Pensioner**.
- VI. It will be responsibility of the health institutions to ask for the identity cards/PPO's from the Employees / Pensioners and to explain to them whether the condition/surgery/procedures/disease is covered under **cashless** medical facility or not.
- VII. **Finance department** and NIC shall make available the data for identification of employees culled out from HRMS data. This data shall be sent to **Health Department**. The **Health Department** shall upload this data on their official website. The database of the pensioners with PPO numbers shall also be similarly made available to the Health Department by Finance Department and NIC. This shall also be uploaded on the Official website of the **Health** department In case the hospital wants to verify the entitlement of the **beneficiary** the same can be done by counter checking it on the website of the Health Department.
- VIII. A ceiling of **Rs. 5,00,000/- (Rs. Five Lacs only)** for limited **cashless** treatment is fixed. If the cost of the treatment exceeds this amount, the excess amount will be paid by the Employee/Pensioner. This amount can later be got reimbursed from his/her department as per the entitlement and existing reimbursement policy.

- IX. Implant or device shall be given in **Cashless** mode only if the cost of same has been fixed by the Haryana Government as circulated vide this office Memo no. 2/56/2014-1HB III, dated 21.05.2015. The Govt. of India has notified the rates of cardiac stents and knee implants in 2017. These rates shall be applicable in place of Haryana Govt. rates. For implant / device whose cost has not been fixed by the Centre/ State Government, the **Employee/ Pensioner** shall make payment for the same and later get it reimbursed as per the existing reimbursement policy.
- X. For the diseases not covered under the Para 2(II), the Employee/Pensioner will make the payment to the hospital and shall get it reimbursed from their respective department as per the existing reimbursement policy.
- XI. It will be the responsibility of the respective Head of Department/Head of Office to ensure payment/disposal of all the medical bills raised by Hospitals providing **cashless** health service must be cleared **WITHIN 60 DAYS** of the receipt of bill.
- XII. The **cashless** medical bills for **cashless** service given by the hospitals and sent to the respective department will be dealt in the O/o Head of the concerned Department and payment made to the hospital in time.
- XIII. The Nodal Officers will be responsible in processing of bills, transfer of funds, to address any delay in payments and/or share grievance etc.
- XIV. All Government/Private empanelled health facilities and all the Government departments will appoint their respective Nodal Officers with a dedicated cell and share the contact details of the same on their official website as well as send an email to the **Health Department**. The **Health Department** will create a new page and will upload the details of the Nodal Officers of all the departments, medical colleges, **Private Empanelled Hospitals** on their website.
- XV. The services being provided on PPP mode shall be given in cashless mode and will continue to be free for Haryana Government Employees and beneficiaries. These services shall include the cathlab services too. The expenditure incurred shall be fit charge under Mukhya Mantri Mufat Ilaaj Yojana (MMIY).
- XVI. The expenditure incurred on providing cashless services to **Regular** Haryana Government Employees/Pensioner in the above mentioned six categories of diseases by the **Government Medical Colleges, Government**

Aided Medical Colleges shall be fit charge under **Mukhya Mantri Mufat Ilaaj Yojana (MMIY)**.

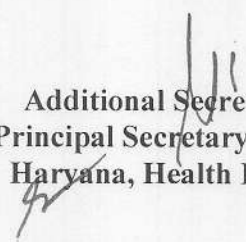
- XVII. Rates for any package / procedure / surgery like organ transplant etc. and devices / implant rates fixed by the State Government from time to time, shall be applicable on all the Government Health Facilities and Empanelled Private Hospitals. These rates are displayed on the website of the **Health Department**.
- XVIII. In case any fake bill or duplication of claim is reported, the **beneficiary / institution** is liable to be penalised for major penalties under the Haryana Civil Services (Punishment and Appeal) Rules, as amended from time to time. In case, any wrong bill/fake treatment is reported and confirmed, the hospital is liable for de-empanelment and it will be the responsibility of the concerned department to send the case to the **Health Department**.
- XIX. The **Health Department** will establish a dedicated cell which will monitor all the aspects of this scheme.

3. ADDITIONAL INSTRUCTIONS FOR PRIVATE EMPANELLED HOSPITALS:-

- i. The private empanelled hospital will give 100% **cashless** services for the treatment given under prescribed package rates of Government of Haryana.
- ii. If the **beneficiary** is treated for any conditions which is not covered by prescribed package i.e. Non Package, then:-
- **For hospitals empanelled at PGI Rates + 75% of the balance amount :-** 80% of treatment will be made **cashless** and 20% of the final bill has to be paid by the **beneficiary** which later on may be submitted by the **beneficiary** to their concerned department for reimbursement under existing policy as per entitlement.
- **For hospitals empanelled at PGI Rates only:-** 50% of treatment will be made **cashless** and 50% of the final bill has to be paid by the **beneficiary** which later on may be submitted by the **beneficiary** to their concerned department for reimbursement under existing policy as per entitlement.
- iii. In cases of Poly-trauma etc. where multiple packages are invoked for treatment given in the same sitting/operative procedure then the reimbursement claimed by the Private empanelled Hospital shall be as per the formula below:-
- i) Highest Cost Package to be reimbursed @ 100 percent of the package cost.

- ii) Second highest cost package @ 50 percent of the package cost.
- iii) Third highest cost package @ 25 percent of the package cost.
- All other subsequent cost packages @ 25 percent of the package cost.
- iv. Follow up services in OPD are not **cashless**. However, subsequently if there is an another episode of similar life threatening conditions as mentioned at clause 2(II) above, the same will again qualify for **cashless** services.
- v. Two hard copies of each and every bill have to be generated by the hospital, one for concerned department and another for the patient. The bills in original along with discharge summary shall be submitted by the hospital to the nodal officer of the respective department within 7 days of discharge through courier /speed post and a copy of the bill shall also be handed over to the **beneficiary** at the time of discharge. This is in addition to the office copy retained by the hospital. After completion of treatment, the **beneficiary** will counter sign the final bill raised by the hospital.
- vi. All empanelled hospitals will furnish their bank details (name of the bank, account number, IFSC code, MICR code, PAN number) with the bill to the concerned Nodal Officer of the department, for transfer of payment electronically.
- vii. A self declaration must be given by the **Private Empanelled Hospitals** along with every bill as per the following format
- I----- authorised representative of -----
-----hospital do hereby solemnly affirm and declare that the present bill raised by this institution for the service/treatment rendered to Sh./Smt.-----
----- under **cashless** mode is not more than our **normal** tariff for individuals/ collective service under any packages /non package. Also the documents supplied by this hospital are genuine.

The above policy may kindly be brought to the knowledge of all the concerned and a wide publicity be done.


**Additional Secretary Health
for Principal Secretary to Government,
Haryana, Health Department,**

From

Additional Chief Secretary, Govt. of Haryana
Health Department, Chandigarh.

To

1. Chief Secretary, Govt. of Haryana, Chandigarh.
2. Addl. Chief Secretaries/Principal Secretaries of all the Departments.
3. Secretary to Governor of Haryana
4. Registrar, Punjab and Haryana High Court, Chandigarh.
5. Principal Accountant General (A & E and Audit), Haryana, Plot No. 4 & 5, Sector-33, Chandigarh.
6. All Heads of the Departments.
7. All Directors of Govt./ Govt. Aided Medical colleges
8. All Managing Directors of Boards and Corporations
9. Director, Public Relations and Cultural Affairs Haryana
10. All the Civil Surgeons of the State.
11. All the Directors/ Medical Superintendents/CEO's of all Empanelled Hospitals.
12. State National Informatics Centre, Haryana Chandigarh.

No. 2PM-Cashless-2018/2158-2318

Date: 04.04.2018


Subject: Regarding providing Limited Cashless Medical Facility to regular Haryana Govt. Employees and Pensioners – Modifications.

In continuation to this office No. 2PM-Cashless-2017/13626-13786 dated 20.11.2017 on the subject cited above.

The following clauses have been modified in the existing policy dated 20.11.2017:-

- I. Spouse/dependents of Employees & Pensioners will also be covered under the Limited Cashless Medical Facility. However, it will be the responsibility of the Haryana Govt. Regular Employee/Pensioner to give affidavit declaring spouse/dependents along with a copy of his/her Aadhar card and Aadhar/ID proof of spouse/dependents.
- VIII. This clause is deleted.

In future all the bills should be sent accordingly.


Additional Secretary, Health
for Additional Chief Secretary, Govt. of Haryana
Health Department, Chandigarh.

**OFFICE OF DIRECTOR GENERAL HIGHER EDUCATION, HARYANA,
PANCHKULA**

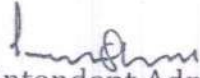
ORDER

No. 12/3-2020 Ad (3)

Dated, Panchkula, the 09.06.2021

A copy of letter No. 4/12/2020-2FR/8664 dated 04.06.2021 received from Deputy Secretary Finance O/o Additional Chief Secretary to Govt. of Haryana, Finance Department regarding Disbursement of one month salary in lieu of LTC for Government employees." is forwarded to the following for strict compliance:-

1. All the Principals of Government Colleges in the State.
2. All the Commanding Officers, NCC Units in the State.
3. Registrar, Kurukshetra University, Kurukshetra/Maharishi Dayanand University, Rohtak/ Chaudhary Devi Lal University, Sirsa/Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat)/Indira Gandhi University, Meerpur (Rewari)/Chaudhary Ranbir Singh University, Jind/Chaudhary Bansi Lal University, Bhiwani/ Gurugram University, Gurugram/ B.R. Ambedkar National Law University, Rai (Sonapat)/Balmiki Sanskrit University, Mundri, Kaithal
4. All the Librarians of District Libraries/Sub Divisional Libraries in the State of Haryana/ Librarian.


Superintendent Administration
for Director General Higher Education
Haryana, Panchkula

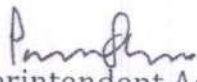
Endst. No. Even

Dated, Panchkula the

09/06/2021

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

1. PS/DGHE, Steno/Joint Director Admn.
2. Registrar Education
3. All the Branch officers/Superintendent


Superintendent Administration
for Director General Higher Education
Haryana, Panchkula

No. 4/12/2020-2FR/8664

From

The Additional Chief Secretary to Government Haryana,
Finance Department

To

1. All Head of Departments in Haryana State.
2. The Registrar, Punjab & Haryana High Court, Chandigarh.
3. The Commissioners, Hisar, Ambala, Rohtak & Gurgaon Divisions
4. All Deputy Commissioners in the State.

Dated, Chandigarh, the 4th June, 2021.

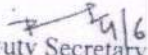
Sub: Disbursement of one month salary in lieu of LTC for Government employees.

Sir,


I am directed to invite your attention on the subject noted above and to say that in wake of Covid-19 pandemic, it has been decided to release the LTC for certain categories of employees and pensioners mentioned below on first come first serve basis:-

- i) Pensioner(s) who have attained the age of 70 years and more. All Treasury Officers/ Assistant Treasury Officers are directed to release the LTC to the Pensioners on first come first serve basis.
 - ii) Employees, who are going to retire in 2021, are allowed LTC in the month of their retirement. All Administrative Secretaries/ HOD are advised to allow LTC to retiring employees in the month of their retirement.
 - iii) Employees retired in the year 2020, who have applied for LTC and not availed yet.
 - v) In order to incentivize the Corona warriors in this difficult time, LTC to the employees of three Departments namely Health, Medical Education and Police Department is allowed, subject to the condition that release of LTC will be within the budget of current year 2021-22. AD/HOD is advised to sanction LTC of their employees within LTC budget for 2021-22. No additionality and diversion will be allowed for LTC in 2021-22.
3. LTC to the employees of other Departments and remaining Pensioners may be released in the next two years 2022 and 2023 of current LTC block year.
 4. These instructions are also available on the website: www.finhry.gov.in

Yours faithfully,


Deputy Secretary Finance
for Additional Chief Secretary to Government Haryana,
Finance Department. (R for 2FR)
04.6.2021

A copy is forwarded to all Administrative Secretaries to Government Haryana for information and necessary action.


Deputy Secretary Finance
for Additional Chief Secretary to Government Haryana,
Finance Department. (R for 2FR)
04.6.2021

To

All Administrative Secretaries to Government Haryana.

U.O. No. 4/12/2020-2FR/8664

Dated, Chandigarh, the 4th June, 2021.

Contd.---2---

Endst. No. 4/12/2020-2FR/8664

Dated, Chandigarh, the 4th June, 2021.

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

R 4/6
Deputy Secretary Finance
for Additional Chief Secretary to Government Haryana,
Finance Department. *(for 2FR)*
04.06.21

Endst. No. 4/12/2020-2FR/8664

Dated, Chandigarh, the 4th June, 2021.

A copy is forwarded to the State Informatics Officer, NIC with the request to enable the system so that the bills of LTC for above categories may be generated.

R 4/6
Deputy Secretary Finance
for Additional Chief Secretary to Government Haryana,
Finance Department. *(for 2FR)*
04.06.21

Endst. No. 4/12/2020-2FR/8664

Dated, Chandigarh, the 4th June, 2021.

A copy is forwarded to all Treasury Officers/ Assistant Treasury Officers for information and necessary action.

R 4/6
Deputy Secretary Finance
for Additional Chief Secretary to Government Haryana,
Finance Department. *(for 2FR)*
04.06.21

Endst. No. 4/12/2020-2FR/8664

Dated, Chandigarh, the 4th June, 2021.

A copy is forwarded to all Branch Officers/Superintendents of expenditure control Branches in the Finance Department for information and necessary action.

R 4/6
Deputy Secretary Finance
for Additional Chief Secretary to Government Haryana,
Finance Department. *(for 2FR)*
04.06.21