



GOVERNMENT OF HARYANA

FINANCE DEPARTMENT

ALLOWANCES TO GOVT. EMPLOYEES

(HRA, CCA, SPECIAL ALLOWANCE, CONVEYANCE
ALLOWANCE, CHILDREN EDUCATION ALLOWANCE,
NPA TO DOCTORS, TA/DA, LTC ETC.)

COMPENDIUM OF INSTRUCTIONS

Volume - V

(UPTO 30-06-2011)



Harmohinder Singh Chattha



D.O. No.....

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

Dated : 30th June, 2011...

MESSAGE

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

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

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

H.S. Chattha

(H.S. Chattha)

PREFACE

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

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

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

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

The compendium in hand is Volume-V in series and contains instructions relating to various Allowances to Government employees (except Dearness Allowance), i.e. House Rent Allowance, City Compensatory Allowance, Conveyance Allowance, Special Allowance to Class-IV employees, NPA to Doctors, Children Education Allowance, TA/DA, LTC, etc.

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

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

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

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

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

Dated : Chandigarh,
14th July, 2011

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

INTRODUCTION

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

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

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

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

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

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

The compendium in hand is Volume-V in series and contains instructions relating to various Allowances to Government employees (except Dearness Allowance), i.e. House Rent Allowance, City Compensatory Allowance, Conveyance Allowance, Special Allowance to Class-IV employees, NPA to Doctors, Children Education Allowance, TA/DA, LTC, etc.

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

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

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

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

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

Dated : Chandigarh,
10th July, 2011

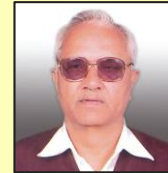
Kusum Bansal, IRS
Joint Secretary to Government Haryana,
Finance Department.

EDITORIAL TEAM

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



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



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



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



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



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



INDEX
LIST OF SUBJECTS OF VOLUME-V

Sr. No.	Subject	Page No.
1.	Rates of HRA remained in existence from time to time	1-30
2.	Classification of Towns & Cities for the purpose of HRA	31-46
3.	Other instructions relating to HRA to Govt. employees.	47-64
4.	Submission of rent receipt for HRA.	65-70
5.	HRA to both husband and wife or who are residing in their own/parents' house.	71-76
6.	HRA to Govt. employees entitled for rent free accommodation.	77-78
7.	Recovery of Licence fee for Govt. accommodation.	79-90
8.	Retention of Govt. accommodation after retirement/transfer.	91-96
9.	Allotment of house to Govt. employees on deputation	97-98
10.	Hiring of private buildings for Govt. Offices.	99-112
11.	City Compensatory Allowance	113-136
12.	Hill Compensatory Allowance.	137-140
13.	Misc. Instruction regarding grant of HRA/CCA	141-146
14.	Special Allowance to Sweeper and Safai Karamchari.	147-154
15.	Special Allowance to Peon-cum-Chowkidar and Class-IV employees etc.	155-160
16.	Cycle Allowance to Group D employees	161-168
17.	Conveyance Allowance to Blind/Orthopaedically Handicapped Govt. employes.	169-184
18.	Children Education Allowance	185-190
19.	NPA to Doctors	191-208
20.	Rate(s) of TA/DA etc. and revisions thereof.	209-226
21.	Clarifications regarding Daily Allowance	227-244
22.	Tour not more than 10 days in a month/Economy in expenditure.	245-260
23.	Journey by Air/Shatabdi/AC Railway/AC Bus	261-272
24.	Refund of cancellation charges	273-274
25.	TA for attending court/departmental enquiries/persual of record etc.	275-282
26.	TA on Transfer/Retirement	283-294
27.	TA to S/Caste & S/Tribes for interview.	295-300
28.	Misc. Instructions relating to TA/DA	301-320
29.	TA/DA on tour Out of India	321-332
30.	Instruction of LTC issued by FD	333-338
31.	Date-wise List of Instructions of subject relating to Volume-V	339

INDEX
COMPENDIUM OF INSTRUCTIONS (VOLUME-V)
ALLOWANCES TO GOVT. EMPLOYEES (OTHER THAN DA)
(HRA, CCA, SPECIAL ALLOWANCE, CYCLE ALLOWANCE, CONVEYANCE ALLOWANCE NPA, CHILDREN
EDUCATION ALLOWANCE, TA/DA, LTC)

Sr. No.	Date	Number	Subject	Page No.
1. RATES OF HRA REMAINED IN EXISTENCE FROM TIME TO TIME				1-30
1	29.07.2009	No. 10/46/20004-2FICW	Grant of House Rent Allowances to Haryana Government Employees.	1
2	21.07.2009	No. 10/46/2004-2FICW	Admissibility and entitlement of revised pattern of House Rent Allowance in respect of those employees who have opted to continue in their pre-revised scales of pay of in whose cases the scales of pay are yet to be revised - clarification regarding.	3
3	27.01.2009	No. 10/46/2004-2FICW	Grant of House Rent Allowance to Haryana Government Employees.	5
4	25.05.2007	No. 10/24/2007-2FICW	Grant of House Rent Allowance to Haryana Government Employees posted at NCT, Delhi.	7
5	17.12.2004	No. 10/46/2004-2FICW	Grant of House Rent Allowance to Haryana Government Employees.	8
6	11.08.1998	No. 10/31/98-2FICW	Grant of House Rent Allowance to Haryana Government Employees.	10
7	27.02.1996	No. 10/2/96-2FICW	Grant of House Rent Allowance to Haryana Government Employees.	12
8	28.02.1991	No. 419-2FICW-91	Grant of House Rent Allowance to Haryana Government employees.	14
9	12.02.1988	No. 52-2FICW-88	Grant of House Rent Allowance to Haryana Government employees posted in Rural areas.	16
10	12.02.1988	No. 52-2FICW-88	Grant of House Rent Allowance to Haryana Government employees on the revised rates.	17
11	29.04.1987	No. 3/1/1PR(FD)-87	Freezing of N.P.A Special Pay, City Compensatory Allowance, House Rent allowance, Rural Allowance, Deputation Allowance and TA\DA etc.	18
12	07.05.1986	No. 4/7/86-3FR(II)	Grant of Rural Allowance to Haryana Government employees.	19
13	29.10.1980	No. 2872-2FICW-80	Grant of House Rent Allowance to Govt. Employees on the revised rates.	20
14	14.07.1980	No. 11/25/80-FICW(2)	Grant of House Rent Allowance to Government employees on the revised rates.	21
15	24.09.1971	No. 3295-FICW(2)-71/28109	Grant of House Rent Allowance to Govt. employees.	22
16	23.03.1966	No. 1605-FCW-65/2185	Grant of House Rent Allowance to Government Employees	23
17	20.02.1965	No. 956-FCW-65/1548	Grant of HRA to Government employees - terms and conditions.	24

Sr. No.	Date	Number	Subject	Page No.
2. CLASSIFICATION OF TOWNS & CITIES FOR THE PURPOSE OF HRA				31-46
1	03.10.2006	No. 10/44/2006-2FICW	Re-Classification of Towns & Cities.	31
2	17.06.2005	No. 4316-2FICW-2004	Re-Classification of Towns and Cities.	32
3	12.01.1994	No. 3183-2FICW-93/	Re-classification of Towns and Cities	33
4	16.07.1991	No. 10/15/91-2FICW	Grant of House Rent Allowance to Haryana Govt. employees.	34
5	01.04.1991	No. 537-2FICW-91	Grant of House Rent Allowance to Haryana Government employees.	35
6	10.12.1990	No. 10/49/90-2FICW	Grant of House Rent Allowance to Govt. employees reclassification of cities/towns.	36
7	29.06.1984	No. 1815-2FICW-84	Grant of House Rent Allowance to Government employees stationed at Gurgaon.	37
8	16.08.1983	No. 1876-2FICW-83	Grant of house rent allowance to Government employee - reclassification of towns/cities.	38
9	04.04.1983	No. 768-2FICW-83	Grant of house rent allowance to Government employees - reclassification of Towns/Cities.	39
10	16.05.1979	क्र.11(36)79- एफ0आई0सी0डब्ल्यू0	सरकारी कर्मचारियों को मकान किराया भत्ता देना ।	41
11	.12.1978	क्र. 11(85)- 2एफ0आई0सी0डब्ल्यू0-78	सरकारी कर्मचारियों को मकान किराया भत्ता देना ।	42
12	24.02.1978	क्र. 11(22)- 2एफ0 आई0सी0डब्ल्यू0-78 /	सरकारी कर्मचारियों को मकान किराया भत्ता देना ।	43
13	01.10.1974	क्र. 2531- 2एफ0आई0सी0डब्ल्यू0-74 / 34 693	सरकारी कर्मचारियों को मकान किराया भत्ता देना ।	44
14	25.05.1974	No. 1923-FICW-74/18238	Grant of House rent allowance to Government employees	45
15	04.03.1967	No. 926-2FICW-67/5997	Grant of House Rent Allowance to Government employees.	46
3. OTHER INSTRUCTIONS RELATING TO HRA TO GOVT. EMPLOYEES.				47-64
1	22.05.1996	No. 10/13/96-2FICW	Grant of House Rent Allowance to Haryana Govt. employees.	47
2	26.03.1993	No. 428-2FICW-93	Grant of House Rent Allowance to the Haryana Government Employees	49
3	20.11.1989	No. 4/9/89-2FICW	Fraudulent drawal of House Rent Allowance by the Government employees.	50
4	11.09.1989	No. 346-2FICW-89	Grant of House Rent Allowance to Government employees.	52
5	14.03.1989	No. 346-FICW-89	Grant of House Rent Allowance to Government employee.	53

Sr. No.	Date	Number	Subject	Page No.
6	09.09.1988	No. 2351-2FICW-88	Clarification regarding Special Pay on Revised Pay Scales.	54
7	09.09.1988	No. 2406-2FICW-88	Grant of House Rent Allowance to Haryana Government employees.	55
8	21.07.1986	No. 1241-2FICW-86	Grant of House Rent Allowance to Govt. employees.	56
9	31.10.1975	No. 5387-3FR-75/36327	Grant of compensatory Allowance/House Rent Allowance during Extra-ordinary Leave.	57
10	08.10.1971	No. 266-FICW(2)-71	Grant of House Rent Allowance to Govt. employees during transfer.	58
11	17.11.1965	No. 7696-FCW(5)-65/20056	Grant of House Rent allowance to Government employees under suspension.	59
12	30.10.1965	No. 7888-(5)-FCW-65/20145	Grant of HRA to Temporary emp. Engaged own a short term basis.	60
13	11.09.1965	No. 5582-FCW(5)/16614	Grant of HRA to Government employees.	61
14	11.08.1965	No. 4807-FCW(5)-65/14301	Grant of HRA to Government employees.	62
15	17.07.1965	No. 2855-FCW(5)-65/11072	Regarding HRA no admissible to work charge Staff.	63
16	20.01.1965	No. 10165-FCW(5)-65/557	House Rent Allowance not admissible to the staff paid from contingencies.	64
4. SUBMISSION OF RENT RECEIPT FOR HRA.				65-70
1	07.05.1982	No. 3973-2FICW-81	Submission of House rent receipts by Government employees.	65
2	19.08.1976	No. 1267-2FICW-76/29687	Submission of House Rent Receipts by Government employees.	66
3	24.02.1976	No. 224-2FICW-76/6869A	Submission of House Rent Receipts by the Government employees.	67
4	15.04.1965	No. 8901-FCW-(5)-65	Regarding Production of receipt for HRA who resides in his parents' house.	70
5. HRA TO BOTH HUSBAND & WIFE OR WHO ARE RESIDING IN THEIR OWN/PARENTS' HOUSE.				71-76
1	02.09.1994	No. 10/14/93-2FICW	Grant of House Rent Allowance to Government Employees.	71
2	01.03.1981	No. 50-2FICW-81	Grant of House Rent Allowance to Govt. Employees.	73
3	11/12.09.1980	No. 2607-2FICW-80	Grant of House Rent Allowance to Government employees.	74
4	23.03.1977	No. 2565-2FICW-75/8478	Grant of House Rent Allowance to Govt. Employees.	75
5	12.07.1965	No. 4879-FCW(5)65/12201	HRA to Government employees.	76

Sr. No.	Date	Number	Subject	Page No.
6. HRA TO GOVT. EMPLOYEES ENTITLED FOR RENT FREE ACCOMMODATION.				77-78
1	04.09.1992	No. 1754-2FICW-91	Grant of House Rent Allowance to Government employees.	77
2	03.10.1985	No. 1755-FICW-85	Grant of House Rent Allowance to Govt. employees.	78
7. RECOVERY OF LICENCE FEE FOR GOVT. ACCOMMODATION.				79-90
1	01.09.2008	No. 10/24/2001-2FICW	Fixation of rate of licence fee for Government accommodation.	79
2	04.09.1991	No. 1788-2FICW-91	Provision of houses to officers on deputation to Corporations/Boards/Federations - fixation of rate of licence fee for the hiring of private houses.	80
3	30.04.1991	No. 1011-2FICW-91	Fixation of rate of licence fee for Government accommodation	82
4	18.06.1990	No. 1388-2FICW-90/	Capitalization of the cost of fans installed in the Government residential buildings in the State.	83
5	05.02.1990	No. 2354-2FICW-89	Recovery of Rent/Fan Rent from Govt. employees.	84
6	28.06.1985	No. 1146-2FICW-85	Recovery of licence fee in respect of Govt. accommodation allotted to the Haryana Government employees at Chandigarh.	86
7	13.08.1984	No. 77-2FICW-83	Recovery of licence fee in respect of Govt. accommodation allotted to the Haryana Government employees at Chandigarh.	87
8	18.05.1983	No. 10/39/2FICW-83	Recovery of Licence fee in respect of Govt. residential building incharge of P.W.D.	88
9	02.11.1982	No. 11/117/81-2FICW	Recovery of house rent in respect of Govt. accommodation at Chandigarh - Issue of No Demand Certificate	89
10	22.05.1978	No. 6234-F-II(9)-78/8511	Standard licence fee and Market Licence fee in respect of general pool residential accommodation of Chandigarh Administration- Review of.	90
8. RETENTION OF GOVT. ACCOMMODATION AFTER RETIREMENT/TRANSFER.				91-96
1	08.10.2009	No. 10/7/2009-2FICW	Retention of Government Accommodation after Retirement/on transfer - instructions regarding.	91
2	30.05.1997	No. 10/30/96-2FICW	Penal Rent after transfer/retirement of Govt. employees in Haryana.	92
3	20.01.1995	No. 10/14/94-2FICW	Grant of House Rent Allowance to Government Employees.	94
4	04.01.1989	No. 2648-2FICW-88	Grant of House Rent.	96

Sr. No.	Date	Number	Subject	Page No.
9. ALLOTMENT OF HOUSE TO GOVT. EMPLOYEES ON DEPUTATION				97-98
1	30.09.1975	No. 2269-5FR-75/34821	Deputation of Government Employees to Corporations etc. Terms and Conditions.	97
2	24.10.1964	No. 7747-FICW-64/9867	Retention of Government owned houses allotted to Government employees at Chandigarh on their transfer on foreign service.	98
10. HIRING OF PRIVATE BUILDINGS FOR GOVT. OFFICES.				99-112
1	01.05.2003	No. 10/7/2003-2FICW	Instructions regarding vacation of rented buildings.	99
2	14.11.1996	No. 10/28/96-2FICW	Hiring of private buildings and fixing of revised rent for use of Govt. offices.	101
3	03.12.1991	No. 12/60/PE(FD)AIII	Regarding hiring of private buildings on rent and fixing of revised rent private building for use as Govt. Offices.	103
4	01.10.1991	No. 10/36/91-2FICW	Hiring of private buildings and fixing of revised rent for use of Govt. offices.	104
5	29.08.1990	No. 1285-2FICW-90	Regarding cases pertaining to hiring of building on rent etc.	108
6	24.04.1989	क्र. 966.2एफ.आर.सी.डब्ल्यू-89	सरकारी कार्यालयों के लिए भवन किराये पर लेना ।	112
11. CITY COMPENSATORY ALLOWANCE				113-136
1	21.07.2009	No. 10/46/2004-2FICW	Admissibility and entitlement of revised pattern of House Rent Allowance in respect of those employees who have opted to continue in their pre-revised scales of pay of in whose cases the scales of pay are yet to be revised - clarification regarding.	113
2	29.04.2009	No. 13/2(24)2009-5FR	Clarifications regarding admissibility of City Compensatory Allowance (CCA) in certain cases.	115
3	24.02.2009	No. 6/2/97-4FR	City Compensatory Allowance.	116
4	16.01.2009	No. 6/2/97-4FR	City Compensatory Allowance	117
5	25.07.2008	No. 6/2/97-5FR	City Compensatory Allowance	118
6	26.09.2005	No. 6/2/97-4FR	City Compensatory Allowance.	119
7	13.08.1998	No. 6/2/97-3FR-II	City Compensatory Allowance.	120
8	12.01.1994	No. 6/1/82-3FR-II	City Compensatory Allowance.	121
9	04.03.1991	No. 6/1/91-3FR-II	City Compensatory Allowance	122
10	01.02.1988	No. 6/1/88/3FR-II	City Compensatory allowance.	123

Sr. No.	Date	Number	Subject	Page No.
11	01.01.1987	No. 6/1/87-3FR-II	City Compensatory Allowance.	124
12	27.05.1985	No. 6/1/85-3FR-II/1298	City Compensatory Allowance at Delhi.	125
13	01.04.1985	No. 6/1/85/3FR-II	City Compensatory Allowance.	126
14	16.02.1981	No. 6/1/80/3FR-II	City Compensatory Allowance.	127
15	17.12.1980	No. 6/1/80-3FR-II	City Compensatory Allowance.	128
16	22.08.1980	No. 6/1/80-3FR-II	City Compensatory Allowance.	129
17	09.07.1980	No. 6/1/80-3FR-II	Revised rates of City Compensatory Allowance etc. admissible on the new scales.	130
18	20.05.1980	No. 6/1/80-3FR-II	City Compensatory Allowance.	131
19	21.02.1980	No. 6/1/80/3FR-II	City Compensatory Allowance.	132
20	19.01.1979	No. 6/1/78-3FR-II	City Compensatory Allowance.	134
21	26.09.1978	No. 6/1/78-3FR-II	Chandigarh Compensatory Allowance.	135
12. HILL COMPENSATORY ALLOWANCE.				137-140
1	16.01.2009	No. 4/3/2009-5FR	Grant of Hill Compensatory Allowance to the Haryana Govt. Employees posted in `Morni Hills`	137
2	26.09.1994	No. 6/8/83-3FR-II	Grant of Hill Compensation Allowance to the Haryana Govt. Employees posted in "Morni Hills".	138
3	03.05.1994	No. 6/8/83-3FR-II	Grant of 'Hill Compensation Allowance' to the Haryana Govt. Employees posted in 'Morni Hills'.	139
13. MISC. INSTRUCTION REGARDING GRANT OF HRA/CCA				141-146
1	10.08.1965	No. 6293-3FR-I-65/13318	Grant of Compensatory Allowance where both husband and wife are employed	141
2	09.07.1959	No. 4936-FR-I-59/6506	Compensatory (City) and House Rent Allowance to Government Employees.	142
3	27.04.1959	No. 1581-FR-I-59/4122	Grant of House rent and compensatory (City) allowance during the period if suspension ordered to be treated as one spent on leave - Certificates required for.	143
4	17.09.1956	No. 7401-FR-56/6217	Grant of compensatory allowance during a combined period of temporary transfer and leave.	144
5	04.01.1956	No. 14169-FR-55/128	Admissibility of C.A during leave.	145
6	09.03.1949	No. 722-FR-49/13681	Dearness Allowance	146

Sr. No.	Date	Number	Subject	Page No.
14. SPECIAL ALLOWANCE TO SWEEPER AND SAFAI KARAMCHARI.				147-154
1	15.01.2009	No. 4/2/2009-5FR	Revision of Grant of Special Allowance to all Safai Karamcharis working in various Departments/Public Undertakings/Municipal Committees in the State.	147
2	01.05.2006	No. 4/6/82-4FR	Grant of Special Allowance to all Safai Karamcharis working in various departments/ Public Undertakings/MCs in the State.	148
3	19.02.1986	No. 4/6/82-3FR-II	Grant of Financial benefit to Sweepers.	149
4	23.11.1981	No. 4/6/81-3FR-II	Grant of Special Allowance of Rs. 65/- to Sweepers	150
5	25.05.1981	No. 4/6/81-3FR-II	Grant of Special Allowance of Rs. 65/- to Sweepers	151
6	06.10.1980	No. 3/2/1PR(FD)-80	Grant of adhoc pay and special pay to sweepers.	152
7	09.07.1979	No. 4/6/79-3FR-II	Financial benefit to Sweepers.	153
15. SPECIAL ALLOWANCE TO PEON-cum-CHOWKIDAR & CLASS-IV EMPLOYEES etc.				155-160
1	16.01.2009	No. 4/4/2009-5FR	Revision of Grant of Special Allowance to Peon-cum-Chowkidar, Peon-cum-Mali and Chowkidar-cum-Mali.	155
2	27.03.1986	No. 4/5/86-3FR-II	Grant of Special Allowance to Peon-cum-Chowkidar, Peon-cum-Mali and Chowkidar-cum-Mali.	156
3	11.01.1982	No. 1/174/1PR(FD)-81	Rate of Over time Allowance to Drivers and Class IV employees.	157
4	12.10.1981	No. 10(32)/81-4FR-I	Grant of Honoraria, over-time allowance and special pay.	158
5	20.04.1961	No. 3071-(4)-FR-II-61/4875	Grant of honorarium to Class IV staff who are appointed to work as drivers for short period.	159
16. CYCLE ALLOWANCE TO GROUP D EMPLOYEES				161-168
1	14.01.2009	No. 5/32/98-1FR	Cycle Allowance to all Group `D` employees.	161
2	17.12.2004	No. 5/32/98-1FR	Cycle Allowance to all Group "D" employees.	162
3	13.08.1998	No. 5/32/98-1FR	Cycle Allowance to all Group "D" employees.	163
4	09.02.1988	No. 5/6/88-1FR-II	Cycle Allowance to all Group 'D' employees.	164
5	09.03.1982	No. 5/4/(1)82/1FR-II	Conveyance allowance to all Class IV employee.	165
6	14.09.1977	No. 996-3FR-I-77/27014	Grant of Conveyance allowance to Group D employees.	166
7	23.10.1974	No. 5505-3FR-74/33335	Conveyance Allowance to all class IV employees	167
8	12.03.1974	No. 1422-3FR-74/8944	Conveyance Allowance to all class IV employees.	168

(x)

INDEX

Sr. No.	Date	Number	Subject	Page No.
17. CONVEYANCE ALLOWANCE TO BLIND/ORTHOAEDICALLY HANDICAPPED EMPLOYEES				169-184
1	10.09.1982	No. 5/4(2)-82-1FR-II	Grant of conveyance allowance to blind and orthopaedically handicapped employees of Haryana Govt.	169
2	29.10.1982	No. 5/4(2)-82-1FR-II	Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped Employees of Haryana Government.	170
3	10.08.1983	No. 5/4(2)-82-1FR-II	Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped Employees of Haryana Government.	171
4	15.02.1984	No. 5/2/84/1FR-II	Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped Employees of Haryana Government.	172
5	06.03.1984	No. 5/4(2)-82-1FR-II	Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped Employees of Haryana Government.	173
6	01.03.1985	No. 5/4(2)-82-1FR-II	Grant of conveyance allowance to Blind and Orthopaedically Handicapped Employees of Haryana Government.	174
7	30.03.1988	No. 5/30/88-1FR-II	Revision of rate of Conveyance Allowance to blind and Orthopaedically handicapped Haryana Government employees consequent on the introduction of H.C.S. (Revised pay) Rules, 1987.	175
8	08.12.1989	No. 5/4(2)82-1FR-II(2253)	Grant of conveyance Allowance to the State Government employees suffering from spinal deformity (generally known as hunch back disability).	176
9	06.04.1993	No. 5/11/93-1FR-II	Revision of Rate of conveyance allowance to blind and orthopaedically handicapped Haryana Govt. employees.	177
10	06.10.1999	No. 5/33/99-1FR-II	Clarification regarding grant of conveyance allowance to one eyed employees.	178
11	07.07.2000	No. 5/11/93-1-FR-II	Revision of Rate of conveyance allowance to blind and orthopaedically handicapped Haryana Govt. employees.	179
12	11.01.2006	No. 5/11/93-1FR	Revision of rate of conveyance allowance to blind and orthopaedically handicapped Haryana Govt. employees	180
13	19.07.2006	No. 5/11/93-1FR	Revision of rate of conveyance allowance to blind and orthopaedically handicapped Haryana Govt. employees	181
14	12.01.2009	No. 5/11/93-1FR	Revision of rate of conveyance allowance to blind and orthopaedically handicapped Haryana Govt. employees	182
15	07.06.2011	No. 5/11/93-1FR	Revision of rate of conveyance allowance to blind and orthopaedically handicapped Haryana Govt. employees	183
16	16.08.2011	No. 5/11/93-1FR	Revision of rate of conveyance allowance to blind and orthopaedically handicapped Haryana Govt. employees.	184

Sr. No.	Date	Number	Subject	Page No.
18. CHILDREN EDUCATION ALLOWANCE				185-190
1	18.06.2009	No. 4/5/2009-5FR	Scheme for grant of Education Allowance to the Employees of Government of Haryana.	185
2	30.10.2009	No. 28/52/2009-1B&C	Scheme for grant of Education Allowance to the Employees of Govt. Haryana - Reimbursement thereof.	187
3	17.06.2010	No. 4/5/2009-5FR	Scheme for grant of Education Allowance to the employees of Government of Haryana.	188
4	23.08.2010	No. 4/5/2009-5FR	Scheme for grant of Education Allowance to the employees of Government of Haryana.	189
5	07.09.2010	No. 13/2(45)/2010-5FR	Scheme for grant of Education Allowance to the employees of Government of Haryana - clarifications.	190
19. NPA TO DOCTORS				191-208
1	08.06.2011	No. 2/14/2009-1Pension	Implementation of Revised Pension Rules (Part I & II) 2009 regulating the pension / family pension and related pensionary benefits entitlements - Clarifications regarding.	191
2	05.03.2010	No. 1/83/2008-2PR(FD)	Revision of rates of Non Practising Allowance w.e.f. 01.01.2006.	192
3	03.08.2009	No. 1/52/2005-2Pension	Counting of Non-Practising Allowance for Pensionary Benefits.	193
4	20.07.2009	No. 1/52/2005-2Pension	Counting of Non Practising Allowance for pensionary benefits for the Doctors who retired between 1-4-2001 to 6-12-2001.	194
5	14.01.2009	No. 1/125/2008-1PR(FD)	Revision of rates of Non-Practising Allowance w.e.f. 1.1.2006.	195
6	15.09.2006	No. 1/52/2005-2Pension	Counting of Non Practising Allowance for pensionary benefits.	196
7	26.04.2006	No. 1/52/05-2Pension	Counting of Non Practising Allowance for pensionary benefits.	197
8	10.10.2002	No. 1/4/36/02-2FR-II	Implementation of Government's decision on pension and family pension related matters - clarifications regarding NPA as on 1.1.1986 and 1.1.1996.	198
9	09.04.2001	No. 9/16/94-1PR(FD)	Revision of rates of Non-Practising Allowance w.e.f. 1.4.2001.	189
10	29.11.2000	No. 11/2/2000-SAO(FD)	Clarifications regarding fixation of pay of the employees in receipt of Non-practising Allowance (NPA), and grant of DA on NPA w.e.f. 01/01/2000.	201
11	06.05.1998	No. 5/27/98-1PR(FD)	Grant of D.A. on NPA as applicable in the pre-revised scales.	203

Sr. No.	Date	Number	Subject	Page No.
12	06.10.1995	No. 1/50/95-3PR	Grant of N.P.A. to Veterinary Doctors of Animal Husbandry Department, Haryana.	204
13	09.05.1995	No. A-13/1/92-2PR(FD)	Grant of NPA to Ayurvedic/Unani/Homeopathic Doctors and Teachers of Sri Krishna Govt. Ayurvedic College, Kurukshetra.	205
14	20.03.1992	No. 1/11/87-2PR(FD)	Revision of rates of NPA grant of incentives for higher qualifications and revision of pay scales of one category of HCMS.	206
15	04.04.1985	No. 1/106/3PR(FD)-81	Revision of Pay Scales.	208
20. RATE(S) OF TA/DA ETC. AND REVISIONS THEREOF.				209-226
1	31.12.2010	No. 5/27/98-1FR	Revised structure of admissibility of Travelling Allowance, Daily Allowance Travelling Entitlement etc.	209
2	19.06.2007	No. 5/27/98-1FR	Revised rates of daily allowance for different places and Hotel/Tourist Bungalow charges in Delhi.	218
3	17.09.2004	No. 5/27/98-1FR	Revision of Rates of Mileage Allowance.	220
4	22.01.2001	No. 5/27/98-1FR-II	Revised rates of Travelling allowance, Daily allowance etc. admissible on the new scales of pay.	221
5	29.07.1998	No. 5/27/98-1FR-II/(Part-I)	Revised rates of Travelling Allowance, Daily Allowance etc. admissible on the new scales of pay.	222
21. CLARIFICATIONS REGARDING DAILY ALLOWANCE				227-244
1	08.05.2000	क्र. 5/48/99-1एफ आर-11	दैनिक भत्ता देने सम्बंधी कलैरीफिकेशन ।	227
2	11.05.1989	No. 5/26/88-1FR-II	Revised rates of Travelling Allowance, Daily Allowance, etc. etc. admissible on the new scales of pay.	228
3	14.02.1983	No. 5/1/83-1FR-II	Revised rates of T.A./D.A. etc. admissible on the new scales of pay.	229
4	24.07.1981	No. 5/9(3)-79-1FR-II	T.A./D.A. for journeys between Ambala Cantt. and Ambala City.	230
5	09.01.1981	No. 5/6(II)-78-3FR-II	Daily Allowance during training within India.	231
6	25.08.1980	No. 5/1/80-1FR-II/1360	Revised rates of Daily Allowance for journeys performed by own car.	233
7	31.05.1972	No. 2111-3FR-72/17319	No D.A. for C.L./two different Calendar days	234
8	16.09.1970	No. 3719-3FR-70/24834	Grant of Daily Allowance to the Drivers of Government Vehicles.	235
9	18.06.1969	No. 3208-3FR-69/16092	Grant of Daily Allowance to the Drivers of Government Vehicles.	236

Sr. No.	Date	Number	Subject	Page No.
10	13.01.1966	No. 139-1FR-I-66/519	Delegation of powers to treat cases of enforced halts occurring en-route on tour Journeys as 'duty' and grant of daily allowance for those periods	237
11	31.03.1964	No. 539-4FR-I-64/2604	Grant of daily allowance to a Government employee for the days on which he avails of casual leave.	238
12	01.07.1961	No. 5479-FR(I)-61/7351	Reduction in the rate of Daily Allowance admissible to Government employee who while on tour are provided with free board and/or lodging at the expenses of Government or of an Autonomous Industrial or Commercial Undertaking or Corporation or Statutory Body	239
13	12.01.1961	No. 11911-FR(I)-60/481	Reduction in the rate of Daily Allowance admissible to Government employee who, while on tour, are provided with free board and/or lodging at the expenses of Government or of an Autonomous Industrial or Commercial Undertaking or Corporation or Statutory Body or Local Authority in which Government funds have been invested.	240
14	28.04.1960	No. 4160-FR-I-60/3992	Instructions regarding grant of daily allowance for halts exceeding ten days.	241
15	07.04.1960	No. 5176-TA(IT)-60/6307	Clarification of rule 2.24 (c) of TA Rules regarding Rest House/Schools not to be treated as free lodging.	242
16	02.02.1960	No. 10159-(I)-FR(I)-59/921	Admissibility of T.A for medical attendance/treatment under the various Medical Attendance Rules & orders - clarification.	243
17	02.11.1953	No. 7949-FR-53/8091	Reduction in the rate of Daily Allowance admissible to Government employees who are treated as State Guest during their official visit to countries abroad or States in India.	244
22. TOUR NOT MORE THAN 10 DAYS IN A MONTH/ECONOMY IN EXPENDITURE.				245-260
1	03.06.2011	No. 5/6/2002-1B&C	Economy Measures.	245
2	22.09.2010	No. 5/1/2010-1B&C	Regarding sanction of touring from 10 days to 15 days in a month in the case of Ministers/Ministers of State/Chief Parliamentary Secretaries/Parliamentary Secretaries.	246
3	30.10.2007	No. 5/7/2005-1B&C	Regarding sanction of touring beyond 10 days in a month by the Administrative Departments.	247
4	09.05.2005	No. 5/7/2005-1B&C	Sanction of expenditure by the Administrative Department.	248
5	18.07.1995	No. 5/7/81-1B&C	Economy in expenditure on Tours.	250

Sr. No.	Date	Number	Subject	Page No.
6	10.01.1983	क्र. 5/7/81-ब.व.क. (54बी)	Economy in Expenditure – Economy in the use of Staff Car.	251
7	17.11.1982	No. 5/7/81-1B&C	Economy in Expenditure – Economy in use of Staff Cars.	253
8	21.09.1982	No. 5/7/81-1B&C	Economy in expenditure in the case staff cars.	254
9	06.05.1982	No. 5/7/81-1B&C	Economy in expenditure – Economy in the use of staff cars.	255
10	03.03.1982	No. 5/7/81-1B&C	Economy in expenditure – economy in the use of staff cars.	256
11	09.11.1981	No. 5/7/81-1B&C	Economy in expenditure – Economy in the use of staff cars	257
12	27.07.1981	No. 5/7/81-1B&C	Economy in expenditure – Economy in the use of staff cars.	259
13	25.05.1981	No. 5/7/81-1B&C	Economy in expenditure – Economy in the use of staff cars	260
23. JOURNEY BY AIR/SHATABDI/AC RAILWAY/AC BUS				261-272
1	03.06.2011	No. 5/6/2002-1B&C	Economy Measures.	261
2	18.06.2007	No. 5/27/98-1FR	Air Travel by Government servants on official duty.	263
3	07.03.2007	No. 5/27/98-1FR	Air Travel by Government servants on official duty.	264
4	05.06.2006	No. 5/27/98-1FR	Air Travel by Government servants within India on official duty	265
5	16.01.2004	No. 5/33/2003-6FR	Journey by Air.	266
6	23.04.2001	No. 5/27/98-1FR-II	Air Travel by no higher than economy class - Instructions regarding.	267
7	21.03.2000	No. 5/31/99-4FR-II	Journey by Air	268
8	10.06.1985	क्र. 5/18/85-1एफ.आर.-II	यात्रा भत्तों बिलों के भुगतान के लिए हवाई जहाज (वातानुकूल) डिलक्स बस तथा रेल द्वारा की गई यात्रा (प्रथम श्रेणी) के टिकटों को प्रस्तुत करना ।	269
9	13.08.1965	No. 6324-1FR-I-65/13461	Grant of Incidental expenses during journeys by air.	270
10	02.02.1960	No. 223(1)-FR-I-60/9161	Reduction in the rate of Daily Allowance admissible to Government employees who while on tour are provided with free board and lodging at the expenses of Government or of an Autonomous Industrial or Commercial Undertaking or Corporation or Statutory Body or Local Authority in which Government funds have been invested.	271
11	05.04.1959	No. 289-FR-I-59/3423	Admissibility of T.A for Medical attendance treatment under the various Medical Attendance Rules and Orders - Clarification regarding.	272

Sr. No.	Date	Number	Subject	Page No.
24. REFUND OF CANCELLATION CHARGES				273-274
1	27.02.2004	क्र. 5/2/2004-6एफ.आर.	इंडियन एयरलाईन्स द्वारा वायुयान द्वारा यात्रा के लिए कॅन्सेशन स्कीम के तहत खरीदी गई टिकटों को कॅन्सेल कराने पर कॅन्सेलेशन चार्जिज की प्रतिपूर्ति करना	273
2	03.01.2000	No. 5/44/99-1FR-II	Refund of cancellation charges on unused Railway/Air/Bus Tickets.	274
25. TA FOR ATTENDING COURT/DEPARTMENTAL ENQUIRIES/ PERSUAL OF RECORD ETC.				275-282
1	30.11.1988	No. 5/58/87-1FR-II	T.A. to retired Govt. servants for perusal of documents and attending the enquiries.	275
2	09.12.1987	No. 5/36/87-1FR-II	TA/DA to retired Government servants for attending courts of Law in connection with department cases.	276
3	31.08.1987	No. 5/36/87-1FR-II	TA to retired Government servants for perusal of documents in preparation of their defence against disciplinary proceedings.	277
4	18.06.1975	No. 1743-5FR-75/18832	Grant of T.A./D.A. to Government employees on deputation for attending Civil/Criminal Courts for giving evidence in connection with the work which was performed by them before proceeding on Deputation.	278
5	19.05.1962	No. 3363-FR-(I)-62/4721	Journey to give evidence or to attend a court of Law as Assessor or Juror.	279
6	21.11.1961	No. 11059-FR(I)-61/15429	Grant of travelling allowance to Government employees for appearing before police officers for interrogation or for appearing in a Court of Law as accused during suspension.	280
7	10.02.1960	No. 477-FR-I-60/483	Grant of T.A to Govt. employees for appearing before officers for interrogation or appearing in a Court of law as accused during suspension.	281
8	02.02.1960	No. 10789-FR-I-59/912	T.A for journeys to peruse official records to out stations in the disciplinary cases.	282
26. TA ON TRANSFER/RETIREMENT				283-294
1	10.08.2000	No. 5/12/2000-1FR-II	TA entitlement in respect of Transport of Vehicles on retirement/ transfer of Government employees.	283
2	29.07.1998	No. 5/27/98-1FR-II (Part-II)	Journey on retirement - change in provisions of Rule 2.80(3)(VIII)	285
3	15.05.1987	No. 5/50/86-1FR(II)	Delegation of powers for relaxation to journeys on retirement performed after stipulated period of one year.	286
4	09.09.1981	No. 5/11/81-1B&C	Economy on expenditure – Non payment of transfer TA on transfer at the request of a Government servant.	287

Sr. No.	Date	Number	Subject	Page No.
5	12.05.1981	No. 5/11/81-1B&C	Economy in expenditure - non-payment of transfer T.A. on transfer at the request of a Government Servant.	288
6	21.04.1977	No. 955-3FR-II-77/12047	Withdrawal of certain disincentives in connection with Family Planning Programme.	290
7	31.03.1976	No. 711-3FR-II-76/11474	Entitlement of travelling allowance to Government servants on transfer.	291
8	21.01.1966	No. 439-1FR-I-66/1016	Revision of Travelling Allowance and D.A. - Packing Allowance, etc.	292
9	08.03.1965	No. 725-1FR-I-65/1788	Travelling Allowance to Government employees on retirement	293
10	21.03.1955	No. 1478-FR-55/2050	Admissibility of Travelling Allowance on transfer of a Government employee when no change of residence is involved.	294
27. TA TO S/CASTE & S/TRIBES FOR INTERVIEW.				295-300
1	09/15.02.1961	No. 1090-FR-I-61/1504	Travelling allowance to S/Castes S/Tribes candidates called for interview, written test.	295
2	22.02.1962	No. 1380-FR-I-62/1415	Travelling Allowance to Scheduled Castes/ Scheduled Tribes candidates called for interview/written test.	296
3	18.03.1963	No. 10868-1FR-I-62/2486	Travelling Allowance to Scheduled Caste/ Scheduled Tribes candidates for interview/ written test.	297
4	30.11.1964	No. 10717-FR-I-64/12847	Travelling Allowance to Scheduled Castes/ Scheduled Tribes candidates called for interview/written test.	298
5	05.12.1964	No. 5523-FR-I-64/12598	T.A. to Scheduled Castes/Scheduled Tribes candidates called for interview.	299
28. MISC. INSTRUCTIONS RELATING TO TA/DA				301-320
1	22.06.2011	No. 5/27/98-1FR	Revised structure of admissibility of Travelling Allowance, Daily Allowance Travelling Entitlement etc.	301
2	13.05.2011	No. 5/27/98-1FR	Revised structure of admissibility of Travelling Allowance, Daily Allowance, Travelling Entitlement, etc	303
3	15.07.1999	dz- No. 5/27/98-1FR-II	Clarification regarding Fixed T.A	304
4	09.08.1989	No. 5/26/88-1FR-II	Revised rates of Travelling Allowance. Daily Allowance, etc. admissible to the new scales of pay.	305
5	25.05.1989	No. 2/1/(4)-80-2FR-II	Pre-audit of arrear claims - discontinuance thereof.	306
6	09.02.1988	No. 5/7/88-1FR-II	Revision of pay scale – enhancement of fixed T.A.	309
7	27.06.1983	No. 5/27/83-1FR-II	Preparation of T.A. Bills once in a Month	310

Sr. No.	Date	Number	Subject	Page No.
8	19.11.1975	No. 6863-3FR-75	Declaration of Controlling Officers for the purpose of T.A. Bills.	311
9	04.05.1974	No. 2587-3FR-74/15634	Fee, travelling allowance etc. of State Government employees appointed as Directors, representatives or nominees of Government on Industrial Undertakings	312
10	20/24.01.69	No. 6498-3FR-68/2355	Fees, travelling allowance etc. of Government servants appointed as Directors, Representatives or nominees of Government on Industrial Undertakings, etc.	313
11	14/27.09.67	No. 7091-3FR-67/20891	Toll tax paid on tour to be reimbursed	314
12	04.11.1965	No. 6152-1FR(I)-65/18289	Fee/T.A. etc. to Govt. employees appointed as Director, Representatives or Nominees of Government on Industrial Undertaking	315
13	01.11.1960	No. 10779-FR-I-60/9484	Fee, TA etc. of Government employees appointed as Director, Representatives or Nominees of Government employees on Industrial Undertakings.	316
14	04.06.1960	No. 5056-FR-I-60/5029	Maintenance of Travelling Allowance check Register.	318
15	24.08.1959	No. 6210-(1)FR-I-59/8073	Conveyance allowance on re-instatement.	319
16	22.08.1955	No. 2053-ACD-55/753	False Drawl of T.A.	320
29. TA/DA ON TOUR OUT OF INDIA				321-332
1	09.05.2003	No. 28/26/2001-5B&C	Audit of foreign travel expenditure	321
2	05.12.2001	No. 7/12/2001-3FR-II	Rates of daily allowances effective from 24.09.2000 for duty journeys in foreign countries.	326
3	19.10.1988	क्र. 5 / 70 / 83-1एफ.आर. II	Refixation of daily allowance rates.	327
30. INSTRUCTION OF LTC ISSUED BY FD				333-338
1	20.05.2010	No. 5/17/2009-4FR	Regulating the disbursement of one month's salary in lieu of L.T.C. facility under the revised scheme of L.T.C.	333
2	01.12.2009	No. 5/17/2009-4FR	Regulating the disbursement of one month's salary in lieu of L.T.C. facility under the revised scheme of L.T.C.	334
3	16.06.2009	No. 5/17/2009-4FR	Regulating the disbursement of one month salary in lieu of the LTC facility under the revised scheme of LTC - Special dispensation in cases of employees who are likely to superannuate on or before 31st August, 2009 - guidelines regarding	335
4	15.06.2009	No. 5/17/2009-4FR	Regulating the disbursement of one month salary in lieu of the LTC facility under the revised scheme of LTC - guidelines regarding	337
31. DATE-WISE LIST OF INSTRUCTIONS OF SUBJECTS RELATING TO VOLUME-V				339

No. 10/46/2004-2FICW

From

Ajit M Sharan, IAS
Financial Commissioner & Principal Secretary to Govt.,
Haryana, Finance Department.

To

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

Dated, Chandigarh, the 29th July, 2009

Subject : Grant of House Rent Allowances to Haryana Government employees.

Sir,

I am directed to refer to Finance Department's letter No. 1046/2004-2FICW, dated 27th January, 2009 on the above subject and to say that the State Government has reconsidered the revision in the rates of House Rent Allowances admissible to the eligible employees of Haryana Government. Now it has been decided that eligible employees of the Haryana Government will be entitled to get the House Rent Allowances, in the following manner with immediate effect.

Revised criteria for classification of cities and towns based on population on the basis of Census 2001	Revised classification of cities/towns	Rates of HRA as % of pay in the Pay Band + Grade Pay+ NPA*
50 lakhs and above	X	30
50 to 5 lakhs	Y	20
Below 5 lakhs	Z	10

* Wherever applicable

2. For the purpose of grant/entitlement of HRA, the tri-city of Chandigarh, Panchkula and Mohali would be treated as one single unit with the entitlement being as applicable in Cities/Towns classified as "Y" category.

3. These orders shall not apply to part-time workers whether paid from the regular establishment or from contingency work-charged employees, casual labour, staff employed on daily wages and those working on piece rate system and contract basis. The other instructions in the matter issued from time to time shall remain the same.

4. It need to be taken into consideration all the time that the rates specified in para 1 above represent the ceiling thereby meaning, the entitlement happens to be either actual paid as rent or the ceiling so prescribed on whichever is less basis.

5. While drawing and disbursing the entitled amount as per the instructions, case must always be taken scrupulously to ensure compliance of the instruction issued vide letter No. 224-2FICW-76/6869 and letter No. 1267-2FICW-76/29687, dated 24.2.1976 and 19.8.1976.
6. The limit for the purpose of rent receipt shall be Rs. 10500/- P.M.
7. These may kindly be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

(Satish Chander Seth)

Under Secretary Finance

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

No. 10/46/2004-2FICW

From

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

To

All the Financial Commissioner & Principal Secretaries/
Administrative Secretaries to the Government of Haryana
Registrar, High Court of Punjab & Haryana,
All the Heads of Departments in the Government of Haryana,
All the Divisional Commissioners in Haryana,
All Deputy Commissioners in Haryana,
All the Sub Divisional Officers (Civil) in Haryana.

Dated, Chandigarh, the 21st July, 2009

Subject : Admissibility and entitlement of revised pattern of House Rent Allowance in respect of those employees who have opted to continue in their pre-revised scales of pay or in whose cases the scales of pay are yet to be revised- clarification regarding.

Ref : This department memo No. 10/46/2004-2FICW dated 27.1.2009 and Memo No. 6/2/97-4FR dated 16th January, 2009

Sir,

I am directed to refer to the subject captioned above and to say that clarifications have been sought as to whether the revised formulation of pattern of admissibility and entitlement of House Rent Allowance (HRA) as directed in terms of letters under reference shall be applicable in respect of those employees who have opted to continue in their pre-revised scales of pay or in whose cases the scales of pay are yet to be revised or not?

2. Accordingly, it is clarified that the revised scheme of HRA as notified vide letters under reference shall also be available from the date of its implementation in respect of those eligible employees who have opted to continue in their pre-revised scales of pay or in whose cases the scales of pay are yet to be revised as well in following terms;

- (a) Such employees shall have an option to continue in the pre-revised structure of HRA and related allowances. In such cases, the City Compensatory Allowance (CCA) shall continue to be admissible to them in terms of pre-revised structures.
- (b) Alternatively, such employees may, at his option, also elect to be governed in terms of the revised structure notified in terms of letters under reference subject to following :-
 - (i) No City Compensatory Allowance (CCA) shall be admissible in the revised structure; and
 - (ii) Respective admissibility of HRA shall be calculated as percentage of the corresponding basic pay + dearness pay in the respective pre-revised scale of pay + admissible Dearness Allowance (D.A.) thereupon.

3. After obtaining the option, wherever preferred, to be regulated in terms of option 2(b) above, future admissibility and entitlement shall be regulated accordingly. However, the concerned Government servant opts to be regulated in such terms with any date on or after 1.1.2009 retrospectively, the arrears on this account shall also be payable to him from the date so elected. But this being an allowance, no further arrears shall be admissible on this account even when the structure of pay is revised with a retrospective date in future.
4. The other conditionalities regulating the admissibility and entitlement of the revised pattern of HRA shall be as articulated in the letters under reference.
5. These clarifications may kindly be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

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

***These instructions have been Revised vide
No. 10/46/20004-2FICW, Dated 29.07.2009.***

No. 10/46/2004-2FICW

From

Ajit M. Sharan, IAS,
Financial Commissioner & Principal Secretary to Govt.,
Haryana, Finance Department.

To

All Head of Departments,
Commissioner Ambala, Hisar, Rohtak & Gurgaon Divisions,
All Deputy Commissioners &
Sub Division Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 27th January, 2009

Subject : Grant of House Rent Allowance to Haryana Government employees.

Sir,

I am directed to refer to Finance Department's letter No. 10/46/2004-2FICW, dated 17th December, 2004 on the above subject and to say that for some time past the State Government, have had under their consideration the question of further revision in the rates of House Rent Allowance admissible to the eligible employees of Haryana Government. Now it has been decided that eligible employees of Haryana Government will be entitled to get House Rent Allowance in the following manner with effect from 1.1.2009:-

Revised criteria for classification of cities and town based on population	Revised classification of cities/towns	Rates of HRA as a % of pay in the Pay Band + Grade Pay+ MSP*+ NPA*
50 lakhs & above	X (Earlier classified as A-I)	30
50-5 lakhs	Y (Earlier classified as A, B-1 & B-2)	20
Below 5 lakhs	Z (Earlier classified as C and unclassified)	10

* wherever applicable.

2. These orders will not apply to part-time workers whether paid from the regular establishment or from contingency work-charged employees, casual labour, staff employed on daily wages and those working on piece rate system and contract basis. The other instructions in the matter issued from time to time shall remain the same.

3. It need to be taken into consideration all the time that the rates specified in para 1 above represent the ceiling thereby meaning, the entitlement happens to be either the actual paid as rent or the ceiling so prescribed on whichever is less basis.

4. While drawing and disbursing the entitled amount as per the instruction, case must always be taken scrupulously to ensure compliance of the instruction issued vide letter No. 224-2FICW-76/6869 and letter No. 1267-2FICW-76/29687, dated 24.2.1976 and 19.8.1976.
5. These may kindly be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

(K. K. Grover)

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

***These instructions have been Revised vide
No. 1046/2004-2FICW, Dated 27.01.2009.***

No. 10/24/2007-2FICW

From

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

To

All Heads of Department,
Commissioner Ambala, Hisar, Rohtak & Gurgaon Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 25th May, 2007

Subject : Grant of House Rent Allowance to Haryana Government employees posted at NCT, Delhi.

Sir,

I am directed to refer to Finance Department letter No. 10/46/2004-2FICW, dated 17-12-2004 on the subject noted above. The matter regarding consideration of further revision in rates of house rent allowances admissible to the Haryana Government employees posted at NCT, Delhi was pending with Government and it has now been decided to revise it as per the following slab system with effect from 1-6-2007 :-

FOR HARYANA GOVERNMENT EMPLOYEES POSTED IN AREA OF NCT DELHI

Sr. No.	Existing pay ranges	Existing rates of HRA	Revised rates of HRA
1.	2550-2790	320	640
2.	2791-2935	385	770
3.	2936-4570	445	890
4.	4571-4870	510	1020
5.	4871-6060	570	1140
6.	6061-8440	695	1390
7.	8441-9785	820	1640
8.	9786-10680	885	1770
9.	10681-11655	1010	2020
10.	11656-12030	1135	2270
11.	12031 and above	1260	2520

2. The grant of House Rent Allowance shall, however, be subject to the same conditions as have already been laid down for this purpose in Finance Department letter No. 10/46/2004-2FICW, dated 17-12-2004. The other instructions in the matter issued from to time shall remain the same.

Yours faithfully,

Sd/-

(B.B. Kaushik)

Deputy Secretary Finance,

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

***These instructions have been Revised vide
No. 10/46/2004-2FICW, Dated 27.01.2009 &
No. 10/24/2007-2FICW, Dated 25.05.2007.***

No. 10/46/2004-2FICW

From

Bhaskar Chatterjee, IAS
Financial Commissioner & Principal Secretary to Govt.,
Haryana, Finance Department.

To

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

Dated, Chandigarh, the 17th December, 2004

Subject : Grant of House Rent Allowance to Haryana Government employees.

Sir,

I am directed to refer to Finance Department's letter No. 10/31/98-2FICW, dated 11.8.1998 on the above subject and to say that for some time past the State Government, have had under their consideration the question of further revision of rates of House Rent Allowance admissible to the Haryana Government employees and it has now been decided that Haryana Government employees will get House Rent Allowance on the slab-system in the following manner with effect from 1.12.2004:

**CAPITAL CITY OF CHANDIGARH AND PANCHKULA HAVING A POPULATION
OF MORE THAN 4.00 LACS INCLUDING DELHI AND FARIDABAD**

Sr. No.	Existing pay ranges	Existing rates of HRA	Revised rates of HRA
1.	2550-2790	220	320
2.	2791-2935	285	385
3.	2936-4570	345	445
4.	4571-4870	410	510
5.	4871-6060	470	570
6.	6061-8440	595	695
7.	8441-9785	720	820
8.	9786-10680	785	885
9.	10681-11655	910	1010
10.	11656-12030	1035	1135
11.	12031 and above.	1160	1260

**HOUSE RENT ALLOWANCE FOR OTHER TOWNS OF HARYANA EXCEPT CHANDIGARH,
PANCHKULA, DELHI AND FARIDABAD**

Sr. No.	Existing pay ranges	1.00 lac to 4.00 lac 'A' Class Cities		25,000 to 1,00,000 'B' Class Cities		Below 25,000 Unclassified Cities/ towns/ villages	
		Existing rates	Revised rates	Existing rates	Revised rates	Existing rates	Revised rates
1.	2550-2935	160	260	135	235	125	225
2.	2936-4570	190	290	160	260	125	225
3.	4571-4870	220	320	160	260	125	225
4.	4871-6060	285	385	190	290	160	260
5.	6061-8145	345	445	250	350	190	290
6.	8146-9785	470	570	345	445	250	350
7.	9786-10680	535	635	410	510	285	385
8.	10681-12030	595	695	410	510	285	385
9.	12031 and above.	660	760	470	570	345	445

2. These orders shall not apply to part-time workers whether paid from the regular establishment or from contingency work-charged employees, casual labour, staff employed on daily wages and those working on piece rate system and contract basis. The limit for the purpose of rent receipt shall be Rs. 6500 P.M. The other instructions in the matter issued from time to time shall remain the same.

3. The arrears of HRA would be paid in cash from 1.12.2004.

Yours faithfully,

Sd/-

(Dinesh Singh Yadav)

Under Secretary Finance,

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

***These instructions have been Revised vide
No. 10/46/2004-2FICW, Dated 17.12.2004.***

No. 10/31/98-2FICW

From

A. N. Mathur, IAS,
Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Heads of Departments,
Commissioner Ambala, Hisar, Rohtak & Gurgaon Divisions,
All Deputy Commissioners and
Sub Divisional officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 11th August, 1998

Subject : Grant of House Rant Allowance to Haryana Government employees.

Sir,

I am directed to refer to Finance Department's letter No.10/2/96-2FICW dated 27.2.96 on the above subject and to say that for some time past the State Government, have had under their consideration the question of further revision of rates of House Rent Allowance admissible to the Haryana Government employees, in view of the recommendations of the 5th pay Commission. It has now been decided that Haryana Government employees will get House Rent Allowance on the slab-system in the following manner with effect from 1.1.98 :

**CAPITAL CITY OF CHADNIGARH AND PANCHKULA HAVING A POPULATION OF
MORE THAN 4.00 LACS INCLUDING DELHI & FARIDABAD.**

Sr. No.	Existing pay ranges	Revised pay ranges	Existing rates of HRA	Revised rates of HRA
1.	750-900	2550-2790	175	220
2.	901- 949	2791-2935	225	285
3.	950-1499	2936-4570	275	345
4.	1500-1600	4571-4870	325	410
5.	1601-2000	4871-6060	375	470
6.	2001-2799	6061-8440	475	595
7.	2800-3250	8441-9785	575	720
8.	3251-3599	9786-10680	625	785
9.	3600-4249	10681-11655	725	910
10.	4250-4500	11656-12030	825	1035
11.	4501 and above	12031 and above	925	1160

**HOUSE RENT ALLOWANCE FOR OTHER TOWNS OF HARYANA EXCEPT
CHANDIGARH, PANCHKULA, DELHI AND FARIDABAD**

Sr. No.	Existing pay-ranges	Revised pay ranges	1.00 lac to 4.00 lac 'A' Class Cities		25,000 to 1,00000 'B' Class Cities		Below 25,000 Unclassified Cities/Towns/Villages.	
			Existing Rates	Revised Rates	Existing Rates	Revised Rates	Existing Gates	Revised Rates
1	Upto 949	2550-2935	125	160	105	135	100	125
2	950-1499	2936-4570	150	190	125	160	100	125
3	1500-1600	4571-4870	175	220	125	160	100	125
4	1601-2000	4871-6060	225	285	150	190	125	160
5	2001-2700	6061-8145	275	345	200	250	150	190
6	2701-3250	8146-9785	375	470	275	345	200	250
7	3251-3599	9786-10680	425	535	325	410	225	285
8	3600-4499	10681-12030	475	595	325	410	225	285
9	4500 and above	12031 and above	525	660	375	470	275	345

2. These orders shall not apply to part-time workers whether paid from the regular establishment or from contingency, work-charged employees, casual labour staff employed on daily wages and those working on piece rate system and contract basis. The limit for the purpose of rent receipt shall be Rs. 6500 P.M. The other instructions in the matter issued from time to time shall remain the same.

3 The arrears of HRA would be paid in cash from 1.1.98.

Yours faithfully,

Sd/-

(SAMMAT SINGH)

Under Secretary Finance

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

***These instructions have been Revised vide
No. 10/31/98-2FICW, Dated 11.08.1998.***

No. 10/2/96-2FICW

From

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

To

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

Dated, Chandigarh, the 27th February, 1996

Subject : Grant of House Rent Allowance to Haryana Government employees.

Sir,

I am directed to refer to Finance Department's letter No. 419-2FICW-91, dated 28.2.91, on the above subject and to say that for some time past the State Government, have had under their consideration the question of further revision of rates of House Rent Allowance admissible to the Haryana Government employees. After re-consideration of the matter, it has now been decided that Haryana Government employees will get House Rent Allowance on the slab system in the following manner with effect from 1.2.96 :-

**CAPITAL CITY OF CHANDIGARH AND PANCHKULA HAVING A POPULATION OF MORE
THAN 4.00 LACS INCLUDING DELHI & FARIDABAD**

S. No.	Pay-ranges	Amount Rs.
1.	750-900	175
2.	901-949	225
3.	950-1499	275
4.	1500-1600	325
5.	1601-2000	375
6.	2001-2799	475
7.	2800-3250	575
8.	3251-3599	625
9.	3600-4249	725
10.	4250-4500	825
11.	4501 and above	925

House Rent Allowance for other towns of Haryana except Chandigarh, Panchkula, Delhi and Faridabad.

Sr. No.	Pay ranges	1.00 lac to 4.00 lac 'A' Class cities Rs.	25,000 to 1,00,000 'B' Class cities Rs.	Below 25,000 Unclassified cities/towns/villages Rs.
1.	Up to 949	125	105	100
2.	950-1499	150	125	100
3.	1500-1600	175	125	100
4.	1601-2000	225	150	125
5.	2001-2700	275	200	150
6.	2701-3250	375	275	200
7.	3251-3599	425	325	225
8.	3600-4499	475	325	225
9.	4500 and above	525	375	275

2. These orders shall not apply to part-time workers whether paid from the regular establishment or from contingency work-charged employees, casual labour, staff employed on daily wages and those working on piece rate system and contract basis. The present limit for the purpose of rent receipt, shall remain as Rs. 2106 P.M. The other instructions in the matter issued from time to time shall remain the same.

Yours faithfully,

Sd/-

(SAMMAT SINGH)

Under Secretary Finance

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

***These instructions have been Revised vide
No. 10/2/96-2FICW, dated 27.02.1996.***

No. 419-2FICW-91

From

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

To

All Head of Departments,
Commissioner Ambala, Hisar, Rohtak & Gurgaon Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court Chandigarh.

Dated, Chandigarh, the 28th February, 1991

Subject : Grant of House Rent Allowance to Haryana Government employees.

Sir,

I am directed to refer to Finance Department letter No. 52-2FICW-88, dated 12-2-88, on the above subject and to say that for some time past the State Government have had under their consideration the question of revision of rates of house rent allowance admissible to the Haryana Government employees. After careful consideration of the matter, it has now been decided that Haryana Government employees will get House Rent on the slab system in the following manner with effect from 1-3-91 :-

CAPITAL CITY OF CHANDIGARH AND PANCHKULA HAVING A POPULATION OF MORE THAN 4.00 LACS

Sr. No.	Pay-ranges	Amount Rs.
1.	750-900	150
2.	901-949	200
3.	950-1499	250
4.	1500-1600	300
5.	1601-2000	350
6.	2001-2799	450
7.	2800-3250	550
8.	3251-3599	600
9.	3600-4249	700
10.	4250-4500	800
11.	4501 and above	900

**HOUSE RENT ALLOWANCE FOR OTHER TOWNS OF HARYANA EXCEPT
CHANDIGARH AND PANCHKULA**

Sr. No.	Pay-ranges	1.00 lac to 4.00 lac 'A' Class cities	25,000 to 1,00,000 'B' Class cities	Below 25,000 unclassified cities/towns/villages
1.	Upto 949	100	80	75
2.	950-1499	125	100	75
3.	1500-1600	150	100	75
4.	1601-2000	200	125	100
5.	2001-2700	250	175	125
6.	2701-3250	350	250	175
7.	3251-3599	400	300	200
8.	3600-4499	450	300	200
9.	4500 and above	500	350	250

2. These orders shall not apply to part-time workers whether paid from the regular establishment or from contingency work-charged employees, casual labour, staff employed on daily wages and those working on piece rate system and contract basis. The present limit for the purpose of rent receipt, shall remain as Rs. 2106 P.M. The other instructions in the matter issued from time to time shall remain the same.

Yours faithfully,

Sd/-

(Y.S. MALIK)

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

***These instructions have been Revised vide
No. 419-2FICW-91, Dated 28.02.1991.***

No. 52-2FICW-88

From

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

To

All Head of Departments,
Commissioner, Ambala/Hisar Divisions,
All Deputy Commissioner and
Sub Divisional Officers Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 12th February, 1988

Subject : Grant of House Rent Allowance to Haryana Government employees posted in Rural areas.

Sir,

I am directed to refer to Finance Department letter No. 4/7/86-3FR-II dated 7-5-1986 in which State Government had granted Rural Allowance to Haryana Government employees posted in Rural Areas. Now on further consideration, it has been decided that the Haryana Govt. employees posted in Rural areas will be eligible for House Rent Allowance in lieu of Rural Allowance and C.C.A. in the following manner With effect from 1-2-1988 :-

Pay Range	Unclassified cities/towns/villages (having a population of less than 25,000)
	Rs.
Upto 900	50
901-1300	50
1301-1600	50
1601-2000	50
2001-2700	100
2701-3250	150
3251-4500	175
4501 and above	200

2. These orders shall not also apply to part-time workers whether paid from the regular establishment or from Contingency Work-charged employees, Casual Labour, staff employed on daily wages and those working on piece rate system and contract basis.

Yours faithfully,

Sd/-

(J. P. Narang)

Joint Secretary Finance

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

***These instructions have been Revised vide
No. 419-2FICW-91, Dated 28.02.1991.***

Copy of letter **No. 52-2FICW-88, dated 12th February, 1988**, from the Financial Commissioner & Secy. to Govt., Haryana, Finance Department addressed to all Heads of Departments./Admn. Secretaries/Commissioners Ambala/Hissar Divisions S.D.Os./Registrar Punjab & Haryana High Court/A.G. Haryana/Director Treasuries etc.

Subject : Grant of House Rent Allowance to Haryana Government employees on the revised rates.

Sir,

I am directed to refer to Finance Department Letter No. 11/25/80-2FICW, dated 14-7-80, in which State Govt. had granted H.R.A. to its employees. Now on further consideration it has been decided that Haryana Govt. employees posted in 'A' Class and 'B' Class city will get H.R.A. on the revised slab system in the following manner with effect from 1-2-88.

Sr. No.	Pay range (Revised scales)	'A' Class cities Rs.	'B' Class cities Rs.
1.	Upto 900	50	50
2.	901 to 1300	50	50
3.	1301 to 1600	100	50
4.	1601 to 2000	150	75
5.	2001 to 2700	250	125
6.	2701 to 3250	350	175
7.	3251 to 4500	400	200
8.	4501 and above	500	250

2. If due to the adjustments in the pay slabs for the revised pay an employee is entitled to lesser H.R.A. than what he is getting at present i.e. at the time of freeze of H.R.A., his present H.R.A. would be protected.

3. It has further been decided that "on account of revision of pay scales", the present limit of pay of Rs. 1160 P.M. for the purpose of rent receipt, shall henceforth be Rs. 2106 P.M. The other instructions in the matter issued from time to time shall remain the same.

***These instructions have been Revised partly
vide No. 52-2FICW-88, Dated 12.02.1988.***

No. 3/1/1PR(FD)-87

From

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

To

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

Dated, Chandigarh, the 29th April, 1987

Subject : Freezing N.P.A., Special Pay, City Compensatory Allowance, House Rent Allowance, Rural Allowance, Deputation Allowance and TA/DA etc.

Sir,

I am directed to refer to the subject cited above and to state that the Haryana Government has revised the pay scales of its employees' w.e.f. 1.1.1986 but decision in regard to the allied matters, such as N.P.A., Special Pay, C.C.A., Rural Allowance, Deputation Allowance, House Rent Allowance and TA/DA etc. is yet to be taken accordingly the State Government has decided to freeze the amount of Non practicing Allowance, Special Pay, City Compensatory Allowance, Rural Allowance and Deputation Allowance of all the Haryana Government employees to the extent of the amount they have drawn in the pay of February, 1987 paid in March, 1987.

2. It has also been decided that the employees will continue to draw TA/DA as per the classification and rates given in Haryana Government, Finance Department letter No. 5/1/80/1FR-II dated 21.2.1980, presuming that there is no revision of scales.

3. The State Government has further decided to freeze the amount of House Rent Allowance admissible to Haryana Government employees to the extent of the amount they have drawn in the pay of February, 1987 paid in March, 1987.

4. So far as the question of license fee from the pay of the employees of Haryana Government for the Government accommodation in their possession in Haryana State and at Chandigarh, is concerned the same may be continued to be deducted to the extent it was deducted from the pay of the concerned employees for the month of February, 1987 paid in March, 1987, considering as if there has been no revision of pay scales. The above decisions will remain in force till further orders.

5. It is requested that these instructions be followed meticulously and also be brought to the notice of all the employees working under them.

Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(S.P.SHARMA)

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

***These instructions have been Revised vide
No. 52-2FICW-88, Dated 12.02.1988.***

No. 4/7/86-3FR(II)

From

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

To

All Heads of Department,
Commissioners, Ambala/Hisar Divisions,
All Deputy Commissioners and S.D.O. (Civil) Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 7th May, 1986

Subject : Grant of Rural Allowance to Haryana Government employees.

Sir,

I am directed to refer to the subject noted above and to say that, for some time past, the State Govt. had under consideration the question of grant of Rural Allowance to Haryana Govt. employees posted in Rural Areas.

2. After a careful consideration of the matter the Governor of Haryana is, therefore, now pleased to accord sanction to the grant of Rural Allowance, in lieu of C.C.A. & House Rent Allowance 5% of basic pay, subject to maximum of Rs. 50/- P.M. w.e.f. 1st April, 1986, to its employees who are at present not entitled to city compensatory allowance or house rent allowance or both these allowances.

3. These orders shall not apply to those Govt. employees who are getting any other rural allowance.

4. These orders shall not also apply to part time workers whether paid from the regular establishment or from contingency, work charged employees, casual labour, staff employed on daily wages and those working on piece-rate system and contract basis.

Yours faithfully,

Sd/-

(MEENAXI ANAND CHAUDHRY)

Joint Secretary Finance (R),

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

No. 2872-2FICW-80

From

The Secretary to Government, Haryana,
Finance Department.

To

All Heads of Departments,
Commissioner of Divisions,
Registrar, Punjab & Haryana High Court,
Distt. & Sessions Judges & All Dy. Commissioners.

Dated, Chandigarh, the 29th October, 1980**Subject : Grant of House Rent Allowance to Govt. employees on the Revised rates.**

Sir,

I am direct to refer to Haryana Govt., Finance Department letter No. 11/25/80/FICW(2) dated 14.7.80 on to subject noted above, and to say that the words "or those whose pay scales have not been revised" may be added after the words, "as a measure personal to them & before the words" may be treated as emoluments appearing in para 2 of the aforesaid letter.

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

***These instructions have been Revised vide
No. 52-2FICW-88, Dated 12.02.1988.***

A copy of letter **No. 11/25/80-FICW(2)**, dated 14th July, 1980 from the Secretary to Government, Haryana, Finance Department to all the Heads of Departments, Commissioner of Divisions, Registrar, Punjab and Haryana High Court, District and Session Judges and all Deputy Commissioners in the State.

Subject : Grant of House Rent Allowance to Government employees on the revised rates.

Sir,

I am directed to say that on the recommendations of Haryana Pay Commission, the Government has decided to grant the House Rent Allowance on the revised rates with effect from 1st January, 1980, without the payment of any arrears for the period prior to the aforementioned date. The House Rent Allowance for the period prior to 1st January, 1980, shall be paid at the existing rates of unrevised pay scales. The revised rates of the House Rent Allowance shall be as under :-

	Pay Range	In lieu of present 12½% Rs.	In lieu of present 7½% Rs.
(i)	Upto Rs. 400/-	40.00	20.00
(ii)	Pay exceeding Rs. 400 but not exceeding Rs. 600	50.00	25.00
(iii)	Pay exceeding Rs. 600 but not exceeding Rs. 800	100.00	50.00
(iv)	Pay exceeding Rs. 800 but not exceeding Rs. 1000	150.00	75.00
(v)	Pay exceeding Rs. 1000 but not exceeding Rs. 1300	250.00	125.00
(vi)	Pay exceeding Rs. 1300 but not exceeding Rs. 1800	350.00	175.00
(vii)	Pay exceeding Rs. 1800 but not exceeding Rs. 2250	400.00	200.00
(viii)	Pay exceeding Rs. 2250	500.00	250.00

2. Further, it has been decided that Dearness Allowance/Additional Dearness Allowance being granted upto CPI-320 where it has not been merged in the pay scales in respect of employees of the Education Department who have been allowed U.G.C. Grades as well as All India Services Officers or those who opt for un-revised scales as a measure personal to them may be treated as emoluments for the purpose of grant of House Rent Allowance.

3. It has also been decided that on account of revision of pay scales the present limit of pay of 900/- per mensem excluding Dearness pay for purpose of rent receipt shall hence forth be Rs. 1160/- per mensem. The other instructions in the matter issued from time to time shall remain the same.

***These instructions have been Revised vide
No. 11/25/80-FICW(2), Dated 14.07.1980.***

English version of Haryana Government letter **No. 3295-FICW (2)-71/28109** dated the **24th September, 1971.**

Subject : Grant of House Rent Allowance to Govt. employees.

Sir,

I am directed to invite a reference to composite Punjab Govt. letter No. 956-FCW-65/1548 dated 20.2.65 as amended from time to time on the subject noted above and to say that in view of the substantial increase in the rent of private houses in Chandigarh and other cities in the Haryana, the State Govt. have considered the question of affording further relief to Government employees, not provided with Govt. accommodation, Govt. have also reviewed the classification of cities on the basis of the latest population figures. Accordingly, it has been decided to grant house rent allowance at the following enhanced rates to all the State Government employees having their place of duty in the cities specified below :-

(1)	First Class cities Chandigarh, Ambala Cantt., Ambala City, Rohtak and Faridabad	12½% of pay
(2)	Second Class cities Bhiwani, Hisar, Karnal, Panipat, Yamuna Nagar, Hansi, Sirsa, Sonipat, Rewari, Kaithal, Jagadhri, Gurgaon, Palwal, Narnaul, Thanesar, Bahadurgarh, Jind and Jhajjar.	7½% of pay

2. The grant of House Rent Allowance at the aforesaid increased rates shall, however, be subject to the same conditions as have already laid down for the purpose in the communication referred to above, as amended from time to time.

3. These orders will take effect from 1st September, 1971 i.e. in respect of salary for the month of September, 1971 payable in Oct. 1971.

***These instructions have been Revised vide
No. 3295-FICW(2)-71/28109, Dated 24.09.1971.***

Grant of House Rent Allowance to Government employees.— House Rent Allowance has been sanctioned at the following rates to all the State Government employees not provided with Government accommodation stationed in the localities mentioned below :-

(i)	First Class Cities :- Chandigarh, Amritsar, Ludhiana, Jullundur and Patiala	...7½ per cent of pay subject to minimum of Rs. 5 per mensem.
(ii)	Second Class Cities :- Hoshiarpur, Bhatinda, Batala, Jagraon, Ferozepur, Moga, Fazilka, Abohar, Muktsar, Pathankot, Gurdaspur, Nabha, Malerkotla, Phagwara, Nangal Township, Kotkapura, Sangrur and Kapurthala.*	...5 per cent of pay.

(iii) Delhi.— All Punjab Government employees stationed at Delhi be allowed House Rent Allowance at the following rates which are the same as have been sanctioned by the Government of India for its employees at Delhi :-

	Pay	House Rent Allowance
(i)	Below Rs. 75	... Rs. 10.
(ii)	Rs. 75 and above but below Rs. 100	... Rs. 15. Rs.
(iii)	Rs. 100-499	...15 per cent of pay, subject to a minimum of Rs. 20.
(iv)	Rs. 500-999	... 12½ per cent of pay.
(v)	Above Rs. 999	... 10 per cent of pay.

***No. 1605-FCW-65/2185, dated 23rd March, 1966.**

***These instructions have been Revised partly vide
No. 1605-FCW-65/2185, Dated 23.03.1966 &
No. 2607-2FICW-80, Dated 11.09.1980.***

No. 956-FCW-65/1548

From

Shri K. S. Narang, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioner of Divisions,
Deputy Commissioners and
Distt. and Session Judges in the Punjab.

Dated, Chandigarh, the 20th February, 1965

Subject : Grant of House Rent Allowance to Govt. employees.

Sir,

I am directed to address you on the subject noted above and to say that the question of the grant of House Rent Allowance to the State Government employees, not provided with Government accommodation, has been engaging the attention of Government. To mitigate the hardship of the Government servants in this behalf, the Governor of Punjab is pleased to sanction House Rent Allowance at the following rates to all the State Government employees stationed in the localities mentioned below :-

(i)	First Class cities Chandigarh, Amritsar, Ludhiana, Jullundur, Patiala & Ambala.	7% of Pay subject to minimum of Rs. 5% P.M.
(ii)	Second Class cities - Bhiwani, Hissar, Rohtak, Karnal, Panipat, Hoshiarpur, Yamunanagar, Bhatinda, Batala, Hansi, Sirsa, Sonipat, Rewari, Faridabad, Kaithal, Jagadhri, Simla, Jagraon, Ferozepur, Moga, Fazilka, Abohar, Muktsar, Pathankot, Gurdaspur, Nabha, Malerkotla, Phagwara, Nangal, Gurgaon, Palwal, Faridkot, Kotkapura, and Sangrur.	5% of Pay
(iii)	Delhi Pay upto Rs. 54 Pay exceeding Rs. 54 but not exceeding Rs. 100 Pay exceeding Rs. 100 but not exceeding Rs. 200 Pay exceeding Rs. 200	Rs. 7 per mensum Rs. 10 per mensum Rs. 15 per mensum 7% of pay

Definitions

2. For the purpose of these orders

-
- (a) This term 'Pay' shall include —
- (i) In the case of re-employed pensioner in addition to the emoluments mentioned in clause (ii) below the amount of pension equivalent of gratuity as originally sanctioned but exceeding such portion of the pension as may be held in abeyance in the course of his re-employment.
 - (ii) In the case of others, pay as defined in rule 2.44 of the Punjab C.S. Rules, Vol. I, part I and dearness pay.
- (b) Accommodation for the purpose of claiming house rent allowance means and unfurnished house not provided by Government.
- (c) Controlling officer 'Means' the officer who draws the pay & allowances of the non-gazetted Government servant
- (d) Family 'Means' a Government servant's wife, children and step children residing with him and wholly dependent upon him. If the Government servant is a woman her 'family' will include her husband also.
- (e) Rent means rent paid for any unfurnished accommodation and such taxes as attendant does not normally have to pay i.e. house tax, ground tax and property tax, the water and electricity charges will as usual, be the responsibility of the Government servant concerned and will not be taken into consideration.
- 3 (a) The limits of the locality in which these orders apply shall be those of the named municipality or corporation, and include such of the sub-urban municipalities notified areas or cantonment as are contiguous to the names municipality or corporation and such other areas as the State Government may from time to time notify.
- (b) The eligibility for the allowance shall be determined with reference to the place of duty of the individual concerned.
- (c) At Chandigarh the limits of the locality shall be the qualified limits of the city.
4. Further the grant of the house rent allowance will be subject to the following conditions :-
- (i) The House Rent Allowance shall not be admissible to a Government servant who is in occupation of accommodation offered by Government or who leaves such accommodation without the approval of the competent authority. Government servants who are at present sharing accommodation in the Government built houses will be granted house rent allowance at the rate mentioned in para (i) above provided they shall vacate premises, under intimation to the house allotment committee through proper channel.
 - (ii) Those Government servants who are eligible for Government, accommodation will cease to yet House Rent Allowance when Government accommodation is allotted to them.
 - (iii) Government servant will give certificate in the form attached to this letter to indicate that the sum actually spend by him as house rent is not less than

10 percent of his pay plus the amount of house rent allowance paid to him in accordance with the scale laid down in para (i) above.

Example: Government servant residing at Chandigarh in receipt of pay at the rate of Rs. 800 per mensem is paying rent at the rate of Rs. 135 per mensem for the private accommodation hired by him. He will meet the expenditure on rent to the extent of Rs. 80 per mensem i.e. Rs. 60 at the rate of 7½ percent of pay.

The Government servant will also certify that no portion of accommodation for which the rent is assessed and claimed is sublet.

- (iv) The allowance is admissible to married as well as unmarried Government servant and the grant during leave, temporary and joining time will be regulated by the provision in the Punjab Civil Services Rules, Vol. I, Part I the allowance will also be admissible during absence from headquarters on tour.
- (v) If both the husband and his wife are Government servants, the house rent allowance will be payable to only one of them. Where more than one member of the family is an employee of the State Government and is occupying the same accommodation only the head of the family will be entitled to draw house rent allowance.

5. In the case of a Government servant living in a house owned by him, the rent of the house shall be the one as assessed in the property tax register of the Excise and Taxation Department or in its absence, the one assessed in the relevant municipal records. In officer of P.W.D. Building and Roads Branch; Capital Project Admn. not below the rank of an Executive Engineer. The Controlling Officer, in the case of a non-gazetted employee, the Head of the Department in the case of a Gazetted Officer or if the officer is himself the Head of Department the concerned Administrative Department of Government will determine the amount to be taken as rent paid in each case on the above basis.

The Head of Department may, however, delegate his powers in this behalf to any officer of the Department concerned. Administrative Department of Government will determine the amount to be taken as rent paid in each case on the above basis.

The Head of Department may, however, delegate his powers in this behalf to any officer of the Department concerned. A copy of the delegations order may be endorsed to the Accountant General Punjab and the Finance Department.

6. The controlling officer will be required to record the following certificate on the bills every month:-

"Certificate"

"Certified that House Rent Allowance claimed in this bill is in accordance with the rates and conditions laid down in the Punjab Government Finance Department's letter No. _____ dated _____.

In the case of gazetted officers, similar certificate will be attached to the bills duly signed by themselves:

7. For minimising chances of fraudulent drawal of House Rent Allowance, it has been decided to carry out a periodical check of the rent receipts of all the Government

employees (except Class IV employee) at regular intervals. The Controller Officers, will, therefore, have to undertake half-yearly checks of the receipts in the months of January and July each year and record certificate in the following form on the bills pertaining to these months after having verified the claims for the preceding six months on the basis of the actual rent receipts.

Certified that the certificates as prescribed by the Punjab Government Finance Department No. 956-FCW-65 dated 20-2-1965 have been obtained and placed in the record of this office.

In case of gazetted officers, the bills for the months of January and July each year in which House Rent Allowance is claimed should be verified by the Controlling Officers after having verified the claims with reference to the rent receipts.

8. Government servant entitled to House Rent Allowance in lieu of rent free quarters will not eligible for any House Rent Allowance under these orders but will continue to draw allowances in accordance with the existing orders.

9. Various certificates proposed to be signed by a Government servant are annexed to this letter.

10. The House Rent Allowance is payable with effect from 1st January, 1965 i.e. in respect of the salary for the month of January, 1965 paid on 1st February, 1965. The expenditure may be debited to a new primary unit of appropriation. "House Rent Allowance" which may be opened for the purpose.

11. The orders issued with the Finance Department letter No. 5827-FCW-64/1251 dated 1st December, 1964 read with letter No. 507-FCW-65/525, dated 23rd January, and letter No. 8449-5FCW-64/11083 dated 25th November, 1964 are hereby cancelled.

Sd/-
Financial Adviser & Deputy Secy. (I)
for Secretary to Government Punjab,
Finance Department.

No. 956-FCW65/1549

Dated, Chandigarh, the 20th February, 1965.

A copy is forwarded to the Accountant General Punjab Simla for information.

By Order

Sd/-
Financial Adviser & Deputy Secy. (I)
for Secretary to Government Punjab,
Finance Department.

No. 956-FCW-65/1550

Dated, Chandigarh, the 20th February, 1965

A copy is forwarded to the Secretary to Government Punjab Capital Project Administration, for information and necessary action.

2. It is requested that the work of assessment of the rental value of the house in terms of para 5 above may be entrusted to the Executive Engineer as prescribed therein. It may

kindly be ensured that there is no delay at any level so that the Govt. servants are not put to any hardship. Since the houses at Chandigarh, Especially those with an area of 5 marlas, 7½ Marlas and 10 Marlas conform to the standard design on the Capital Project Administration, efforts should be made to involve a formula for the purpose of assessment.

By Order

Sd/-

Superintendent Finance Civil Works
for Secretary to Government Punjab,
Finance Department.

ANNEXURE

- (1) I certify that I have not been provided with any Government accommodation nor have I refused any such accommodation during the period in respect of which house rent allowance is claimed.
- (2) I further certify that I have paid Rs. _____ as rent for the month(s) of - _____ 197 ____ for house No. _____ Street _____ Sector _____ and that no portion of accommodation for which house-rent allowance is claimed was sublet and that the rent paid was exclusive of water and electricity charges.

OR

I certify that I am residing in a house owned by me/my wife/my husband and that no portion of accommodation for which House-rent Allowance is claimed was sublet.

- (3) I certify that I am not sharing any accommodation for which House-rent Allowance has already been claimed.

(Score out the certificate not applicable.)

***These instructions have been Revised vide
No. 1046/2004-2FICW, Dated 27.01.2009.***

No. 10/44/2006-2FICW

From

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

To

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

Dated, Chandigarh, the 3rd October, 2006

Subject : Re-Classification of Towns and Cities.

Sir,

I am directed to invite a reference to Haryana Government Finance Department circular letter No. 4316-2FICW-2004, dated 17-6-2005 on the subject noted above and to say that for some time past, the State Government have had under their consideration the question of re-classification of some towns/cities for the purpose of grant of house rent allowance on the basis of latest census population figures of 2001. Accordingly, it has been decided to re-classify the following towns/cities as 'A' class and 'B' class respectively :

Sr. No.	Name of City/Town	Existing classification	Re-classified
1.	Rewari	'B'	'A' class city
2.	Palwal	'B'	'A' class city
3.	Cheeka (Kaithal)	Unclassified	'B' class city

2. The grant of house rent allowance shall, however, be subject to the same conditions as have already been laid down for the purpose in Haryana Government letter No. 10/46/2004-2FICW, dated 17-12-2004 and instructions issued in this regard from time.

3. House Rent Allowance in the above mentioned cities on the basis of their new status will be allowed to the Government employees with effect from 1-10-2006.

Yours faithfully,

Sd/-

(Desh Raj Lamba)

Under Secretary Finance,

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

***These instructions have been Revised vide
No. 1046/2004-2FICW, Dated 27.01.2009.***

No. 4316-2FICW-2004

From

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

To

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

Dated, Chandigarh, the 17th June, 2005

Subject : Re-Classification of Towns and Cities.

Sir,

I am directed to invite a reference to Haryana Government Finance Department circular letter No. 3183-2FICW-93, dated 12-1-1994 on the subject noted above and to say that for some time past, the State Government have had under their consideration the question of re-classification of some towns/cities for the purpose of grant of house rent allowance on the basis of latest census population figures of 2001. Accordingly, it has been decided to re-classify the following towns/cities as 'A' class and 'B' class respectively :-

Sr. No.	Name of City/Town	Existing classification	Proposed re-classification
1.	Jind	'B'	'A' class city
2.	Kaithal	'B'	'A' class city
3.	Thanesar (Kurukshetra)	'B'	'A' class city
4.	Safidon	unclassified	'B' class city

2. The grant of house rent allowance shall, however, be subject to the same conditions as have already been laid down for the purpose in Haryana Government letter No. 10/46/2004-2FICW, dated 17-12-2004 and instructions issued in this regard from time to time.

3. House Rent Allowance in the above mentioned cities on the basis of their new status will be allowed to the Government employees with immediate effect.

Yours faithfully,

Sd/-

(SAMWARTAK SINGH)

Under Secretary Finance,

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

***These instructions have been Revised vide
No. 1046/2004-2FICW, Dated 27.01.2009.***

No. 3183-2FICW-93

From

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

To

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

Dated, Chandigarh, the 12th January, 1994

Subject : Re-classification of Towns and Cities.

Sir,

I am directed to invite a reference to Haryana Government Finance Department circular letter No. 768-2FICW-83, dated 4.4.83 and No. 10/49/90-2FICW-90, dated 10.12.90 on the subject noted above and to say that for some time past, the State Government have had under their consideration the question of re-classification of some towns/cities for the purpose of grant of house rent allowance on the basis of latest census population figures of 1991. Accordingly, it has been decided to re-classify the following towns/cities as 'A' class and 'B' class respectively :-

Sr. No.	Name of City/Town	Existing classification	Proposed re-classification
1	Sirsa	'B' Class City	"A' Class City.
2	Faridabad	'A' Class City	'Capital City'(Having a population of more than 4.00 lacs)
3	Hodal	Un-classified	'B' Class City
4	Kalka	Un-classified	'B' Class City

2. The grant of house rent allowance shall, however, be subject to the same conditions as have already been laid down for the purpose in Haryana Government letter No. 419-2FICW-91, dated 28.2.91, and instructions issued in this regard from time to time.

3. House Rent Allowance in the above mentioned cities on the basis of their new status will be allowed to the Government employees with immediate effect.

Yours faithfully,

Sd/-

(Sammat Singh)

Under Secretary Finance

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

***These instructions have been Revised vide
No. 10/46/2004-2FICW, Dated 29.07.2009.***

Grant of House Rent Allowance to Haryana Govt. employees.

(Copy of FD. Hr. No. 10/15/91-2FICW dt. 16th July, 1991)

I am directed to invite a reference to the instructions circulated vide Haryana Government letter No. 419-2FICW-91, dated 28th February, 1991 on the above subject and to state that the rates of House Rent Allowance prescribed for the Capital City of Chandigarh and Panchkula (having a population of more than 4.00 lacs) will also be applicable to Haryana Government employees posted at Panchkula and living in Sahibzada Ajit Singh Nagar (Mohali) Punjab.

***These instructions have been Revised vide
No. 10/46/2004-2FICW, Dated 17.12.2004.***

No. 537-2-FICW-91

From

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

To

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

Dated, Chandigarh, the 1st April, 1991

Subject : Grant of House Rent Allowance to Haryana Government employees.

Sir,

I am directed to invite a reference to the instructions circulated vide Haryana Government letter No. 419-2FICW-91, dated 28th February, 1991, on the above subject and to state that the rates of House Rent Allowance prescribed for the Capital City of Chandigarh and Panchkula (having a population of more than 4.00 lacs) will also be applicable to Haryana Government employees posted at Delhi.

Yours faithfully,

Sd/-

(Y.S. Malik)

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

***These instructions have been Revised vide
No. 419-2FICW-91, Dated 28.02.1991.***

No. 10/49/90-2FICW

From

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

To

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

Dated, Chandigarh, the 10th December, 1990

Subject : Grant of House Rent Allowance to Govt. employees re-classification of cities/towns.

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department Circular Letter No. 768-2FICW-83, dated 4-4-83 and instructions issued on the subject from time to time and to say that for some time past the State Govt. have had under their consideration the question of grant of house rent allowance to the Haryana Govt. employees posted/stationed at Jagadhri town. After careful consideration of the matter, it has now been decided that Yamuna Nagar-Jagadhri may be treated as a complex for the purpose of the grant of the house rent allowance and equal rates of house rent allowance be allowed at both the towns.

2. These orders will take effect from the date of issue of this letter.

Yours faithfully,

Sd/-

(R.P. Sukhija)

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

***These instructions have been Revised vide
No. 419-2FICW-91, Dated 28.02.1991.***

No. 1815-2FICW-84

From

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

To

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

Dated, Chandigarh, the 29th June, 1984

Subject : Grant of House Rent Allowance to Government employees stationed at Gurgaon.

Sir,

I am directed to invite a reference to Haryana Government Finance Department circular letters No. 768-2FICW-83 dated 4-4-1983 and 11/25/80FICW(2) dated 14th July, 1980 and to state that for the purpose of grant of House Rent Allowance, it has been decided to treat Gurgaon as 'A' Class city. The Government employees station at Gurgaon will henceforth be entitled to draw House Rent Allowance at the rates mentioned in the letter dated 14-7-1980 and subject to the same conditions as laid down in the letters referred to above.

2. These orders shall take effect from the date of issue of orders.

Yours faithfully,

Sd/-

(S. L. Dhani)

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

***These instructions have been Revised vide
No.419-2FICW-91, Dated 28.02.1991.***

No. 1876-2FICW-83

From

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

To

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

Dated, Chandigarh, the 16th August, 1983

Subject : **Grant of House Rent Allowance to Government employees re-classification of town/cities.**

Sir,

In partial modification of Haryana Government circular letter No. 768-2FICW-83, dated 4-4-1983 the word 'Faridabad' appearing under 'A' class cities in para 1 may be read as 'Faridabad Complex'

Sd/-
Joint Secretary Finance (D),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 419-2FICW-91, Dated 28.02.1991.***

No. 768-2FICW-83

From

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

To

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

Dated, Chandigarh, the 4th April, 1983

Subject : Grant of House Rent Allowance to Government employees – re-classification of towns/cities.

Sir,

I am directed to invite a reference to Haryana Government, Finance Department circular letter No. 3295-FICW(2)-71/28109, dated 24th September, 1971, on the subject noted above and to say that for some time past the State Government have had under their consideration the question of reclassification of towns/cities regarding grant of house rent allowance on the basis of latest census population figures. Accordingly it has been decided to reclassify the following town/cities as 'A' class and "B" class respectively :-

'A' Class Cities

Chandigarh, Ambala Cantt, Ambala, City, Rohtak, Faridabad, Gurgaon, Yamuna Nagar, Karnal, Panipat, Sonapat, Bhiwani, Hissar and Jagadhri.

'B' Class Cities

Hansi, Sirsa, Rewari, Kaithal, Palwal, Narnaul, Thanesar, Bahadurgarh, Jind, Shahbad, Gohana, Tohana, Mandi, Dabwali, Narwana, Charkhi-Dadri, Fatehabad and Jhajar.

2. The grant of house rent allowance shall, however, be subject to the same condition as have already been laid down for the purpose in Haryana Government letter No. 11/25/80/FICW(2), dated 14-7-1980.

3. House Rent Allowance in the cities on the basis of their new status will be allowed to the Government employees w.e.f. 1-4-1982. The amount of arrears on account of house rent allowance for the period from 1-4-1982 to 28-2-1983 will be deposited in the General Provident fund of the employees. In case of these employees who have no such accounts, the amount of such arrears will be invested in the post office saving certificates.

4. The above orders will not apply to :-

- (a) Work-Charged employees
- (b) Staff paid from contingencies

- (c) Casual labour
- (d) Daily wager, working on piece-rate system
- (e) Contract basis employees, except where house rent allowance is admissible in terms of their contract.

Yours faithfully,

Sd/-

(RAJNI RAZDAN)

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

***These instructions have been revised vide
No. 768-2FICW-83, Dated 04.04.1983.***

क्रमांक 11(36)–79एफ0आई0सी0डब्ल्यू0

प्रेषक

आयुक्त एव सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष, रजिस्ट्रार,
पंजाब तथा हरियाणा उच्च न्यायलय,
आयुक्त अम्बाला तथा हिसार मण्डल,
हरियाणा के आयुक्त तथा जिला एव सत्र न्यायधीश।

दिनांक : चण्डीगढ़, 16 मई, 1979 (16th May, 1979)

विषय : सरकारी कर्मचारियों को मकान किराया भत्ता देना।

महोदय,

मुझे निदेश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 3295–एफ0आई0सी0डब्ल्यू0(2)–71 / 28109, दिनांक 24–9–71, की ओर दिलाऊँ और कहूँ कि यह निणय लिया गया है कि झज्जर जिला (रोहतक) में स्थित हरियाणा सरकार के कर्मचारियों को संयुक्त पंजाब के पत्र क्रमांक 956–एफ0आई0सी0डब्ल्यू0–65 / 1548, दिनांक 20–2–65 में उल्लेखित शता पर तथा इसके पश्चात समय–समय पर जारी किए गए अनुदेशों के अनुसार वेतन का 7½% की दर से मकान का किराया भत्ता दिया जाये।

2. यह आदेश पत्र जारी होने की तिथि से लागू होंगे।

भवदीय,

हस्ता/—

संयुक्त सचिव, वित्त
कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

***These instructions have been Revised vide
No. 3435-FICW-75/32021, Dated 11.09.1983.***

क्रमांक 11(85)–2एफ0आई0सी0डब्ल्यू0–78

प्रेषक

आयुक्त एव सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष,
आयुक्त अम्बाला तथा हिसार मण्डल,
हरियाणा राज्य के सभी उपायुक्त तथा
उपमण्डल अधिकारी (सिविल)।
रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा
हरियाणा के सभी जिला एव सत्र न्यायधीश।

दिनांक, दिसम्बर, 1978 (December, 1978)

विषय : सरकारी कर्मचारियों को मकान किराया भत्ता देना।

महोदय,

मुझे निदेश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 3295–एफ0आई0सी0डब्ल्यू0(2)–71 / 28109, दिनांक 24–9–71, क्रमांक 3435–एफ0आई0सी0डब्ल्यू0–75 / 32021, दिनांक 11–9–75, क्रमांक 861–2एफ0आई0सी0 डब्ल्यू0–76 / 13471, दिनांक 21 / 24–5–76 की ओर दिलाऊं और कहूँ कि राज्य सरकार द्वारा यह निर्णय लिया गया है कि हरियाणा सरकार के जो कर्मचारी पंचकूला में कार्य करते हैं और पंचकूला में ही निवास करते हैं, को संयुक्त पंजाब के पत्र क्रमांक 956–एफ0आई0सी0डब्ल्यू0–65 / 1548 दिनांक 26–2–65 में उल्लेखित शर्तों पर तथा इसके पश्चात समय–समय पर जारी किए गए अनुदेशों के अनुसार वेतन का 12½% की दर से मकान किराया भत्ता दिया जाए।

यह आदेश पत्र के जारी होने की तिथि से लागू समझे जाएं।

भवदीय,

हस्ता /—

उप सचिव, वित्त

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

***These instructions have been Revised vide
No. 10/15/91-2FICW, Dated 16.07.1991.***

क्रमांक 11(22)–2एफ0आई0सी0डब्ल्यू0–78 /

प्रेषक

आयुक्त एव सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष आयुक्त अम्बाला तथा हिसार मण्डल, हरियाणा राज्य के सभी उपायुक्त तथा उपमण्डल अधिकारी (सिविल)।
रजिस्ट्रार, पंजाब एव हरियाणा उच्च न्यायलय तथा
हरियाणा के सभी जिला एव सत्र न्यायधीश।

चण्डीगढ़, दिनांक 24–2–1978 (24th February, 1978)

विषय : सरकारी कर्मचारियों को मकान का किराया भत्ता देना।

महोदय,

मुझे निदेश हुआ है कि उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 3295–एफ0आई0सी0डब्ल्यू0–(2)–71/28109, दिनांक 24–9–1971 की ओर दिलाऊं और कहूं कि यह निर्णय लिया गया है कि हरियाणा सरकार के जो अधिकारी/कर्मचारी चण्डीगढ़ में कार्य करते हैं और मोहाली में निवास करते ह/करेंगे उन अधिकारियों/कर्मचारियों को संयुक्त पंजाब के पत्र क्रमांक : 956–एफ0आई0सी0डब्ल्यू0–65/1548 दिनांक 20–2–65 में उल्लेखित शर्तों पर तथा इसके पश्चात समय–समय पर जारी किए गये अनुदेशों अनुसार वेतन का 12½% की दर से मकान का किराया भत्ता दिया जाए।

2. ये आदेश पत्र जारी होने की तिथि से लागू समझे जायेंगे।

भवदीय,

हस्ता/–

(के0 एन0 गर्ग)

उप सचिव वित्त (डी)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

***These instructions have been Revised vide
No. 768-3FICW-83, dated 04.04.1983.***

क्रमांक 25312-2एफ0आई0सी0डब्ल्यू0-74 / 34693

प्रेषक

आयुक्त एव सचिव हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष,
रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय,
आयुक्त अम्बाला तथा हिसार मण्डल,
हरियाणा के आयुक्त तथा जिला एव सत्र न्यायधीश।

दिनांक: चण्डीगढ़ 1 अक्टूबर, 1974 (1st October, 1974)

विषय : सरकारी कर्मचारियों को मकान किराया भत्ता देना।

महोदय,

मुझे निर्देश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार क पत्र क्र० 3295-एफ0आई0सी0डब्ल्यू0(2)71/28109 दिनांक 24/9/71 की ओर दिलाऊँ और कहूँ कि यह निर्णय लिया गया है कि फरीदाबाद कम्पलैक्स में स्थित सरकारी कर्मचारियों को सयुक्त पंजाब के पत्र स० 956एफ0आई0सी0डब्ल्यू065/1548 दिनांक 20/2/65 में उल्लेखित शर्तों पर तथा इसके पश्चात समय-समय पर जारी दिए गए अनुदेशों अनुसार वेतन का 12½ प्रतिशत की दर से मकान का किराया भत्ता दिया जाए।

यह आदेश इस पत्र के जारी होने की तिथि से लागू होंगे।

भवदीय,

हस्ता०/-

वित्तीय सलाहकार

कृते: आयुक्त एव सचिव, हरियाणा सरकार,
वित्त विभाग।

***These instructions have been Revised vide
No. 768-3FICW-83, dated 04.04.1983.***

No. 1923-FICW-74/18238

From

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

To

All Heads of Departments,
Registrar Punjab and Haryana High Court,
Commissioner of Ambala and Hisar Divisions,
Deputy Commissioners and
District and Session Judges in Haryana.

Dated, Chandigarh, the 25th May, 1974

Subject : Grant of House Rent Allowance to Government employees.

I am directed to refer to Haryana Government letter No. 3295-FICW(2)-71/28109 dated 24.09.1971 on the subject noted above and to say that it has been decided that w.e.f. 1.5.1974 the House Rent Allowance may be given to Government employees stationed at Ambala city at the same rate at which the House Rent Allowance is admissible to Government employees at Ambala Cantt.

Sd/-
Financial Adviser,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been Revised vide No. 768-3FICW-83,
dated 04.04.1983 & have become obsolete.***

No. 926-2FICW-67/5997

From

Shri B.S. Manchanda, I.A.S.,
Commissioner, Finance and Planning,
Haryana State Government.

To

All Head of Departments,
Registrar, Punjab and Haryana High Court,
Commissioner of Ambala Division,
Deputy Commissioners and
District and Sessions Judges in Haryana State.

Dated, Chandigarh, the 4th March, 1967

Subject : Grant of House Rent Allowance to Government employees.

Sir,

I am directed to invite a reference to composite Punjab Government letter No. 956-FCW-65/1548, dated the 20th February, 1965, on the subject noted above and to state that for purpose of the grant of house rent allowance, it has been decided to treat Jind town as "B" Class town. Consequently, Haryana State Government employees stationed at Jind will henceforth be entitled to draw house rent allowance at the rates admissible to such employees stationed at places already classified as "B" Class towns in composite Punjab Government letter referred to above.

2. The grant of this benefit shall be subject to the same conditions as laid down in the letter referred to above and as modified from time to time.

3. These orders shall take effect from 1st April, 1967.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Commissioner Finance and Planning,
Haryana Government.

No. 10/13/96-2FICW

From

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

To

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

Dated, Chandigarh, the 22nd May, 1996**Subject : Grant of House Rent Allowance to Haryana Government employees.**

Sir,

I am directed to refer to Finance Department letter No. 428-2FICW-93, dated 26.3.93 on the subject noted above and to say that the instructions referred to above were issued regarding eligibility of House Rent Allowance to Haryana Govt. employees with reference to the place of posting, irrespective of place of residence.

2. Some of the employees of Education Department, Haryana had challenged the said instructions by way of filing the Civil Writ Petition, in the Punjab and Haryana High Court. The Hon'ble Court passed uniform orders in Civil Writ Petitions No. 5292/95, 6400/95, 2747/95, 12732/94, 10586/95, 6521/95, 7304/95 and 7963/95. In the light of Hon'ble High Court's order this matter has further been examined by the Finance Department and the following decisions have been taken :-

- (i) The policy instructions issued by the Finance Department vide letter No. 428-2FICW-93, dated 26.3.93, have been made applicable to all State Govt. employees with effect from 1.6.95 and no recovery on account of House Rent Allowance paid in terms of earlier instructions is to be made upto 31.5.95.
- (ii) As regards grant of arrears to those employees who have not claimed excess House Rent Allowance earlier, but are now representing for the same; they may not be granted any such arrears.
- (iii) Regarding those employees who have refunded the excess H.R.A. or recovery already stand made from them, they may not again be granted the amount refunded by them. Representation, if any, received from them may be disposed of on the basis of existing Govt. policy instructions i.e. grant of House Rent Allowance with reference to the place of posting, irrespective of place of residence.

The above decisions at (i),(ii) and (iii) will also be applicable to the similar situated employees mutatis mutandis; who have not gone to the Court.

For Education Department

It is requested that representation, if any, received from the employee, may be disposed of strictly according to the existing policy instructions of State Govt., relating to the

admissibility of house rent allowance. All the Drawing and Disbursing Officers may also be directed for the strict compliance of the said instructions and they may be held responsible for proper implementation of Govt. policy instructions.

These instructions may please be brought to the notice of all official so and the receipt of this letter may also be acknowledged.

Yours faithfully,

Sd/-

(SAMMAT SINGH)

Under Secretary, Finance

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

No. 428-2FICW-93

From

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

To

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

Dated, Chandigarh, the 26th March, 1993**Subject : Grant of House Rent Allowance to the Hr. Govt. employees.**

Sir,

I am directed to refer to Punjab Government Finance Department's letter No. 5582-FCW(5)/16614, dated 11th Sept. 1965, and Haryana Government Finance Department's letter No. 346-2FICW-89, dated 11th Sept., 1989, on the subject noted above and to say that the doubts have been expressed by some departments about admissibility of House Rent Allowance to Haryana Government employees who are residing within 8 Kms. of Municipal limit/Faridabad Complex Administration, Faridabad limits. In this regard, after careful consideration, the State Government have now decided that the House Rent Allowance shall be admissible on the basis of the place of posting or on the basis of actual rent, whichever is less.

2. It is clarified that the employees claiming House Rent Allowance in terms of earlier instructions will not be required to refund the difference between House Rent claimed in terms of letter No. 5582-FCW(5)/16614, dated 11-9-65, and the one admissible in terms of these instructions.

These orders shall come into force from the date of issue of this letter.

Yours faithfully,

Sd/-

(Sammat Singh)

Under Secretary Finance

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

Copy of letter **No. 4/9/89-2FICW, dated 20th November, 1989** from the Financial Commissioner & Secy. to Govt. Haryana, Finance Department addressed to all Heads of Department, all Administrative Secys. and all concerned offices in the State and Registrar, Punjab and Haryana High Court, Chandigarh.

Subject : Fraudulent drawal of House Rent Allowance by the Government employees.

Sir,

I am directed to invite your attention to F.D. Circular letter No. 3973-2FICW-81, dated 7.5.82 and instructions issued from time to time in which it was reiterated that if any case of excess drawal of H.R.A. is detected, the matter would necessarily be considered to be one of deliberately criminal action and very strict punishment would be awarded under the rules. The punishment would not normally be anything less than a major punishment under the punishment and Appeal Rules.

It has now come to the notice of the State Govt. that some employees are fraudulently drawing H.R.A. There is a dire need to curb such a tendency. The Head of Departments. and the concerned D.D.Os be vigilant and deal the delinquents firmly. It must be ensured by the D.D.Os that HRA being claimed is in accordance with the rates and conditions laid down by the Govt. from time to time. It has, therefore, been decided that the following checks may be introduced to minimise the chances of fraudulent drawal of HRA :-

1. The DDOs will carry out a periodical check of the staff under their control.
2. An annual certificate in the month of January each year will be obtained by the Controlling Officer from employee in which the information regarding age service etc. of the family members residing with the employee in Govt. accommodation will be given. In case of any change, the employee will inform immediately to the Controlling Officer.
3. The Controlling Officer (DDO) will verify each case and record in the pay bill that HRA claimed in this bill is in accordance with the rates and conditions approved by State Govt. from time to time.
4. No portion of Govt. accommodation can be sublet. If any case of fraudulent drawal is noticed that the employee is residing in Govt. accommodation and claiming HRA, the accommodation may be cancelled immediately the HRA claimed may be recovered in a lumpsum way and strict disciplinary action may be taken against him under the Punishment and Appeals Rules for a Major Punishment and the A.G. Haryana/F.D. be informed. In case an employee has to reside with his any of relative in some circumstances, e.g. in any disease, he should intimate his Controlling Officer.
5. The employees residing in rented house drawing pay upto Rs. 2106/- p.m. (excluding DP) in the revised-scales, are not required to submit rent receipt but submit a certificate as prescribed in F.D.s. circular letter No. 224-2FICW-76/6869, dt. 24.2.76 (Copy enclosed) to the Controlling Officer once in a year in the month of January each year. If any change in address during the year, the information must be given to the Controlling Officer. The employees drawing pay exceeding Rs. 2106/- p.m. (excluding DP) and residing in rented house will submit a rent receipt in January each year along-with a certificate as prescribed in Govt. instructions mentioned above.

6. These instructions will also apply to the Boards/Corporations and other Public Sector Undertakings in the State.
3. It is requested that these instructions may please be brought to the notice of all the employees working under them.

Copy of letter **No. 346-2FICW-89, dated 11th September, 1989** from the Financial Commissioner & Secy. to Govt. Haryana, Finance Department, addressed to all Heads of Departments., all Administrative Secy. and all concerned offices in the State and Registrar, Punjab & Haryana High, Court Chandigarh.

Subject : Grant of House Rent Allowance to Government employees.

Sir,

I am directed to refer to Haryana Govt. Finance Department, letter No. 346-2FICW89, dated 14.3.89, on the above subject and to say that the instructions contained therein may please be treated as withdrawn.

***These instructions have been withdrawn vide
No. 346-2FICW-89, dated 11.09.1989.***

No. 346-2FICW-89

From

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

To

All the Heads of Departments,
Commissioner, Ambala and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officer in Haryana,
The Registrar, Punjab and Haryana, High Court, Chandigarh.

Dated, Chandigarh, the 14th March, 1989

Subject : Grant of House Rent Allowance to Government employees.

Sir,

I am directed to refer to Punjab Government Finance Department letter No. 5582-FCW(5)/16614, dated 11th September, 1965 and amendments issued from time to time on the subject noted above and to say that doubts have been expressed by some departments, whether the House Rent Allowance is admissible to Haryana Govt. employees, who are residing within 8 kms. in the outer limits of the Municipal limits of the cities. In this respect it is again clarified that the House Rant Allowance is determined on the basis of the place of posting of an employee. If an employee is posted in a village (Rural Area) but residing in the nearer city falling in radius of 8 kms. from the municipal limits of the place of posting, House Rent Allowance will be admissible to him at the rates of the place of posting and not at the rates of the city falling in 8 kms. from his place of posting.

2. It is requested that these clarifications may please be brought to the notice of all the employees working under them.

Yours faithfully,

Sd/-

(J.P. Narang)

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

No. 2351-2FICW-88

From

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

To

All Head of Departments,
Commissioner, Ambala, Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 9th September, 1988**Subject : Clarifications regarding Special Pay on Revised Pay Scales.**

Sir,

I am directed to refer to Haryana Govt. Finance Department Letter No. 1/8-3PR(FD)-88, dated 11-1-88, wherein the rates of Special Pay of Haryana Government employees were doubled subject to the ceiling of Rs. 500/- per month. Some of the Departments have sought clarifications as to whether the Special Pay in revised pay scales is to be counted as 'Pay' for the purpose of granting benefit of House Rent Allowance and City Compensatory Allowance as defined in C. S. R.-Vol. I, Part-I, Rule 2.44. a(ii). In this respect, it is clarified that the Special Pay in revised pay scales may be counted as 'Pay' as defined in C.S.R. Vol. I. Part-I, Rule 2.44. a (ii) for the purpose of House Rent Allowance and City Compensatory Allowance subject to the condition that ceiling of House Rent Allowance/ City Compensatory Allowance given as per Haryana Govt. Finance Department letter No. 52-2FICW-88 dated 12-2-88 and No. 6/1/88 3FR-II dated 1-2-88 will remain the same.

2. It is requested that these instructions may be brought to the notice of all the employees working under them.

Yours faithfully,

Sd/-

(J. P. NARANG)

Joint Secretary Finance

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

***These instructions have been Revised vide
No. 10/46/2004-2FICW, dated 29.07.2009.***

No. 2406-2FICW-88

From

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

To

All Heads of Departments, in Haryana, Chandigarh,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 9th September, 1988

Subject : Grant of House Rent Allowance to Haryana Government employees.

Sir,

I am directed to refer to Punjab Government Finance Department letter No. 956-FCW-65/1548, dated 20-2-1965 and amendments issued from time to time on the subject noted above wherein the admissibility of House Rent Allowance was determined. Some departments have sought clarifications to whether the House Rent Allowance is admissible to the Haryana Government employees, who are posted at Chandigarh and are residing in the Punjab territory within 8 kilometers from the qualifying limit of Chandigarh. In this respect it is clarified that the Haryana Government employees, posted at Chandigarh, but are residing within 5 miles (8 Kilo-Meters) from the outer periphery of Chandigarh city are eligible for House Rent Allowance at the rates of Chandigarh irrespective of the fact whether it is in U.T. Haryana or Punjab. The proposed change may be applicable in case of employees, posted at Chandigarh only.

Yours faithfully,

Sd/-

(J.P. Narang)

Joint Secretary Finance

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

No. 1241-2FICW-86

From

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

To

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

Dated, Chandigarh, the 21st July, 1986**Subject : Grant of House Rent Allowance to Govt. employees.**

Sir,

I am directed to invite a reference to Finance Department letter No. 4807-FCW(5)-65/14301 dated 11th August, 1965 on the subject noted above and to say that Government have some time past under their consideration the grant of house rent allowance to the probationers whose headquarters have not been fixed and who have not been provided with Government accommodation. With a view to bringing uniformity in the matter of house rent allowance, it has now been decided that the facility of house rent allowance may also be allowed to them. The house rent allowance shall be paid to them according to their eligibility and rates as laid down in Finance Department letter No. 11/25/80 dated 14-7-1981.

These orders will take effect from the issue of letter.

Yours faithfully,

Sd/-

(N. C. Vashishtha)
Deputy Secretary Finance,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5387-3FR-75/36327

From

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

To

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

Dated, Chandigarh, the 31st October, 1975

Subject : Grant of Compensatory Allowance/ House Rent Allowance during Extra ordinary Leave.

Sir,

I am directed to invite a reference to the provisions of the rule 5.2(a) of Punjab Civil Services Volume I, Part I, which defines the term "Leave" for the purpose of grant of compensatory allowances. Further, note 3 below this rule lays down that "Leave" as defined in this rule includes "extra-ordinary Leave". A doubt has been raised whether compensatory allowances referred to in rule 5.3 and 5.5 *ibid* are admissible during the extra ordinary leave subject to the conditions laid down in rules 5.2, 5.3 and 5.5 of the Punjab Civil Services Vol. I, Part I and a relevant Government instruction issued from time to time. The matter has been considered in the Finance Department and it is clarified that compensatory allowance and house rent allowance referred to above are admissible during extra-ordinary leave also at the rate admissible at the time of proceeding on leave, even though no leave salary is payable for this kind of leave. The admissibility, however, will be subject to the conditions laid down in rule 5.2, 5.3 and 5.5 *ibid* and relevant instructions/orders issued by the Government from time to time. This clarification is not applicable to dearness allowance and Additional Dearness Allowance which are not admissible during extraordinary leave as these are governed by separate instructions.

2. I am, therefore, to request you to kindly bring these clarifications to the notice of all concerned for information/guidance.

Yours faithfully,

Sd/-

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

English version of Haryana Government letter **No. 266-FICW(2)-71 dated 8th October, 1971.**

Subject : Grant of House Rent Allowance to Government employees during transfer.

Sir,

I am directed to invite a reference to Haryana Government letter No. 8520-FICW(5)-65/23097 dated 24-12-65, on the subject noted above and to say that State Government have had under consideration the question of admissibility of house rent allowance at the old station of the Government employees, after his transfer to another station. The matter has been considered and it has been decided that a Government employees, even on transfer, should be allowed house rent allowance at a rent applicable to his old station of duty or the maximum rate to which he would be entitled at the new station of duty, whichever is less. In case no house rent allowance is admissible at his new station, no rent shall be admissible to him from the date on which he is relieved of his duties at the date old station of posting.

2. The grant of house rent allowance in respect the old station of posting shall be admissible for a period not exceeding 6 months from date on which a Government servant is relieved of his duties. The drawal of house rent allowance shall be subject to the requirements and conditions operating at present.

3. These orders shall take effect from the date of the issue of this letter.

Copy of memo **No. 7696-FCW(5)-65/20056 dated 17th November, 1965** from the Secretary to Government, Punjab, Finance Department, Chandigarh to all Heads of Departments/Deputy Commissioners in Haryana.

Subject : Grant of House Rent Allowance to Government employees under suspension.

I am directed to invite a reference to the instructions contained in the Punjab Government, Finance Department, letter No. 956-FCW-65/1548 dated 20th February, 1965, regarding the grant of House Rent Allowance to Govt. employees, and to say that a doubt has been expressed in certain quarters as to whether the House Rent Allowance is admissible to the Government servants placed under suspension. It is clarified that the House Rent Allowance being a compensatory allowance it can be allowed to be drawn by a Government servant under suspension like other compensatory allowances under the provisions of Rule 7.2 (b) of the Punjab C.S.R. Vol. I Part I subject to the condition laid down therein being satisfied.

2. In case of an employee whose period of suspension is ordered to be treated as one spent on leave, the grant of House Rent Allowance will also be regulated under the relevant provisions of Rules 5.3 to 5.9 *ibid* as is done in the case of other compensatory allowance.

Regarding HRA to temporary employees engaged on a short term basis.— Doubts have been expressed whether the benefit of house rent allowance is admissible to temporary employees engaged on a short term-basis and exclusively to those who have applied for Government accommodation. It is clarified that the existing instructions also apply to temporary Government employees and that the condition of making an application for allotment of Government accommodation has not been laid down therein. Therefore, so far as the existing instructions are in force the benefit of house rent allowances is admissible to temporary employees and to those who have not applied for allotment of Government accommodation.

(No. 7888-(5)-FCW-65/20145, dated 30th October, 1965).

Copy of letter No. 5582-FCW(5)/16614 dated 11th September, 1965 issued from Secretary to Government Punjab (Finance Department) to all Heads of Departments.

Subject : Grant of House Rent Allowance to Government employees.

I am directed to invite a reference to the instructions contained in Punjab Government, Finance Department, letter No. 956-FCW65/1548 dated 20th February, 1965, on the subject noted above as amended from time to time and to say that doubts have been expressed whether the House Rent Allowance is admissible to the following categories of employees :-

- (a) Those who are residing within the limit of the localities indicated in Sub Paras (a) and (c) of para-3 of the reference quoted above, but their place of duty i. e. place where they work is situated outside such limits and
- (b) Those who are living outside the limits of localities mentioned at (a) above, but their place of duty falls within such limits.

2. The matter has been considered in the Finance Department, and it has been decided the sub-Para (b) of paragraph 3 of the Finance Department letter mentioned in Para-1 above shall be substituted by the following :-

- (b) (i) Eligibility of or the House Rent Allowance shall be determined with reference to the place of duty. Any Govt. servant, whose place of duty falls within the qualifying limits of any of the cities, will be eligible for house rent allowance for that city if his place of residence within such limits for within five miles (eight Kilometers) of such limits.
- (ii) A Govt. servant, whose place of duty is within five miles (Eight Kilometers of the qualifying limit of any of the cities, and who, of necessity, resides with the city may be granted the house rent allowance admissible for that city Such cases may be decided by the Administrative Department concerned provided they are satisfied that :-
 - (i) The distance between the place of duty and the periphery of the Municipal limits of the qualified city does not exceed five miles (8 K.Ms) and
 - (ii) The staff concerned have to reside within the qualified limit of the city out of necessity i.e. for want of accommodation nearer their place.

Copy of letter **No. 4807-FCW(5)-65/14301 dated, Chandigarh, the 11th August, 1965**, from Secretary to Government, Punjab, Finance Department to all Heads of Departments, and the Registrar, Punjab High Court, Commissioners of Divisions, Deputy Commissioners, and District and Sessions Judges in the Punjab.

Subject : **Grant of House Rent Allowance to Government employees.**

I am directed to invite a reference to the instructions contained in Punjab Government letter No. 956FCW-65/1548, dated the 20th February, 1965, on the subject noted above, and to say that in para 4(iv) thereof it is inter alia laid down that the grant of House Rent Allowance during leave, temporary transfer and joining time will be regulated by the relevant provision in the Punjab Civil Services Rules, Volume, I, Part I. According to rule 5.5 read with rule 5.3 ibid a Government servant proceeding on leave or temporary transfer should place his house, free of rent, at the disposal of the Government servant, if any, who officiates in his post.

2. Doubts have been expressed whether this provision of rule is applicable in the case of the grant of House Rent Allowance in accordance with the orders contained in Punjab Government letter, dated 20th February, 1965 quoted above. It is clarified that the provision of the rules referred in the preceding paragraph is applicable to the cases where rent free accommodation or house rent allowance in lieu thereof is attached to a particular post. A Government servant, who is drawing house rent allowance in accordance with the orders quoted in para 1 above, is not required to place his house, free of rent, at the disposal of his successor during leave or temporary transfer.

It is further clarified that for the purpose of para 4(iv) of the Punjab Government letter, dated the 20th February, 1965, cases of temporary transfer including those where a Government employee is sent on training will be governed by rule 5.2 of the Punjab C.S.R. Volume. I, Part I. In other words in such cases the benefit of house rent allowance will be admissible for a period of four months in the same way, and subject to the same conditions as are envisaged by the said rule for the grant of compensatory allowance.

***These instructions have been Revised vide
No. 4/7/86-3FRII, Dated 07.05.1986.***

Regarding HRA to work-charged staff.— A doubt has arisen in certain quarters whether the benefit of House Rent Allowance in terms of the aforesaid instructions was also admissible to the work-charged staff. It is clarified that this benefit is not admissible to the work-charged staff.

(No. 2855-FCW(5)-65/11072, dated 17th July, 1965.)

***These instructions have been Revised vide
No. 4/7/86-3FRII, Dated 07.05.1986.***

House Rent Allowance is not admissible to the staff paid from contingencies.

(No. 10165-FCW(5)-65/557, dated 20th January, 1965).

No. 3973-2FICW-81

From

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

To

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

Dated, Chandigarh, the 7th May, 1982

Subject : Submission of House Rent Receipts by Government employees.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 224-2FICW-76/6869 dated, the 24-2-76 and No. 11/25/80/FICW-(2) dated, the 14th July, 1980 on the subject cited above in which a decision was taken that the Haryana Govt. employees drawing basic pay upto Rs. 1160/- and residing in a rented accommodation will draw House Rent Allowance without producing rent receipt therefor. Now on further consideration, it has been decided that the employees drawing basic pay exceeding Rs. 1160/- per month shall also not be required to submit rent receipt and instead they will give an affidavit that they are paying so much rent. As and when there is change in rent, a fresh affidavit will be given.

2. If any case of excess drawal of House Rent Allowance is detected, the matter would necessarily be considered to be one of deliberately criminal action and very strict punishment would be awarded under rules. The punishment would not normally be anything less than a major punishment under the Punishment & Appeal Rules.

3. The order will take effect from the 1st May, 1982.

Yours faithfully,

Sd/-

(R.S.Kailey)

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

***These instructions have been Revised vide
No. 3973-2FICW-81, Dated 07.05.1982.***

No. 1267-2FICW-76/29687

From

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

To

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

Dated, Chandigarh, the 19th August, 1976.

Subject : Submission of House Rent Receipts by Government employees.

Sir,

I am directed to invite your attention to Finance Department letter No. 224-2FICW-76/6869 dated 24-2-1976 on the subject noted above and to say that para 2 of Annexure I-A and I-B attached with the letter under reference has been modified as under :-

I—A

"I further certify that I am residing in a rented house and have paid Rs. _____ as rent for the month of _____ for house No. _____ Street _____ Sector _____ and that no portion of accommodation for which house rent allowance is claimed was sub-let or occupied normally by others who do not belong to my family and that the rent paid was exclusive of water and electricity charges."

I—B

"I certify that I am residing in a house detailed below and owned by me/my wife/my husband/son/daughter/father/mother, Hindu un-divided family in which I am a Co-partner.

House No. _____

Sector/Street _____

Yours faithfully,

Sd/-

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

These instructions have been Modified partly and Revised vide No. 3973-2FICW-81, Dated 07.05.1982 & No. 1267-2FICW-76/29687, Dated 19.08.1976.

Copy of letter **No. 224-2FICW-76/6869A, dated 24th February, 1976** from the Commissioner & Secretary to Govt. Haryana, F.D. to all H.O.Ds. etc. etc.

Subject : Submission of House Rent Receipts by Govt. employees.

I am directed to invite your attention to Joint Pb. Govt. letter No. 956-FCW-65/1548, dated 20-2-65 (as amended from time to time) on the subject noted above and to say that the question of Liberalization of the conditions of drawal of House Rent Allowance has been under consideration of the State Govt. for some time past. It has now been decided that the Haryana Govt. employees who are drawing the basic pay upto Rs. 900/- p.m. (excl. DP) and residing in a rented accommodation will draw HRA without producing Rent Receipt. However, a certificate to that effect as prescribed in annexure A will have to be obtained from such employee every month. An employee who is residing in a house owned by him/his wife/husband/son/daughter/father/mother/Hindu undivided family will be required to furnish a certificate appended as annexure-I-B (copy enclosed).

2. The official/officer drawing basic pay above Rs. 900/- pm. (excl. DP) and residing in rented house are required to submit a rent receipt in the month of January every year alongwith a certificate prescribed in Annexure II-A (copy enclosed). A certificate prescribed in Annexure II-B may be obtained from the officials/officers of this category residing in the house owned by him/his wife/husband/daughter/father/mother/Hindu undivided family or a relative. The orders will take effect w.e.f. the 1st March, 1976.

ANNEXURE – I-A

Certificate to be furnished by a Government servant drawing pay upto Rs. 900/- p.m. (exclusive D.P.) and residing in a rented private accommodation for the grant of House Rent Allowance.

1. I certify that I have neither been provided with Government accommodation nor have I refused such accommodation during the period in respect of which the allowance is claimed.
2. I certify that I am residing in a rented house.
3. I certify that I am not sharing accommodation allotted to my parents, child/wife/husband/another Government servant by the State Govt. an autonomous public undertaking (including LIC and Nationalized Banks) or Semi-Government Organization such as Municipality etc.
4. I also certify that my wife/husband has not been allotted family accommodation at the same station by the State Government, Central Government, an autonomous Public Undertaking or Semi-Govt. Organizations such as Municipality etc.

Signature_____

Designation_____

Office_____

ANNEXURE – I-B

Certificate to be furnished by a Government servant drawing pay upto Rs. 900/- p.m. (excluding D.P.) and residing in houses owned by them or their relations for the grant of House Rent Allowance.

1. I certify than have not been provided with Government accommodation nor have I refused such accommodation during the period in respect of which the allowance is claimed.
2. I certify that I am residing in a house owned by me/my wife/husband/son/daughter/father/mother/Hindu undivided family in which I am a co-partner.
3. I certify that I am paying/contributing towards house or property tax.
4. In case of Chandigarh and other places where there is exemption from such taxes the following certificate may be inserted instead of the certificate (iii).
"I certify that I am incurring some amount on the maintenance of the house/contributing towards maintenance expenditure."
5. I also certify that my wife/husband has not been allotted family accommodation at the same station by the State Govt., Central Govt., an autonomous public undertaking (including LIC and Nationalised Banks) or a semi-Govt. Organisation such as Municipality etc.

Signature _____

Designation _____

Office _____

ANNEXURE – II-A

Certificate to be furnished by a Govt. servant drawing pay above Rs. 900/- p.m. (excluding D. P.) and residing in a rented private accommodation for the grant of House Rent Allowance.

1. I certify that I have not been provided with Govt. accommodation nor I have refused such accommodation during the period in respect of which house rent allowance is claimed.
2. I further certify that I am residing in a rented house and have paid Rs. _____ rent for the month(s) of _____ for the House No. _____ Street _____ Sector _____ and that no portion of accommodation for which house rent allowance is claimed was sublet or occupied normally by others who do not belong to my family and that the rent paid was exclusive of water and electricity charges.
3. I have paid house rent at the same rate during the year 199__ as mentioned in para (2) above.
4. I certify that I am not sharing any accommodation for which House Rent Allowance has already been claimed.
5. I also certified that my/wife/husband has not been allotted family accommodation at the same station by the State Govt. Central Govt. an autonomous public undertaking (including L.I.C.) and Nationalised Banks or Semi-Govt., organisation such as Municipality etc.

Signature _____

Designation _____

Office _____

ANNEXURE – II-B.

Certificate to be furnished by Govt. servant drawing pay above Rs. 900/-p.m. (excluding D. P.) and residing in accommodation owned by them or their relatives for the grant of House Rent Allowance.

1. I certify that I have not been provided with Govt. accommodation nor I have refused such accommodation during the period in respect of which the allowance is claimed.
2. I certify that I am residing in a house detailed below area owned by me/my wife/my husband/son/daughter/father/mother/Hindu undivided family in which I am a Co-partner, from _____ to _____.

Particulars of the House :-

Signature _____

Designation _____

Office _____

Regarding production of receipt for HRA who resides in his parents' house.—

These orders have been deleted to the extent that production of the rent receipt in the case of a Government employee who resides in a house owned by his parents is not necessary. The claimant will, however, be required to give a certificate to the effect that the accommodation being occupied by him is in excess of the rental value of 10 per cent of pay.

(No. 8901-FCW-(5)-65, dated the 15th April, 1965).

No. 10/14/93-2FICW

From

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

To

All Heads of Departments,
Commissioners, Ambala/Hisar/Rohtak/Gurgaon Divisions,
All Deputy Commissioners and
Sub Divisional officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 2nd September, 1994

Subject : Grant of House Rent Allowance to Government employees.

Sir,

I am directed to refer to Haryana Government Finance Department's letter No. 50-2FICW-81 dated 1.3.81 and No. 2565-2FICW-75/8478, dated 23.3.1977 on the subject noted above and to state that clarification has been sought by some departments on the following points :-

- (i) Whether the assessment of the houses owned by the Husband/Wife and claiming the HRA from the Haryana Government department is required to be made again after some period or not?
- (ii) Whether some portion of the rent is required to be paid by the claimants out of their own pocket.

2. The matter has been considered by the Finance Department and it is clarified that the further assessment of the Houses owned by the Husband/Wife will not be necessary, provided they continue to occupy the same house. However, the provision/procedure laid down in Finance Department's instructions issued vide letter No. 50-2FICW-81, dated 1.3.81, will be applicable in each case at the time of initial occupation of the house.

3. In so far as the point mentioned at Sr. No. (2) above is concerned, it is clarified that the admissibility of House Rent Allowance to the Government employees whose Husband/Wife are working in the same Government/Other Governments/Autonomous Bodies will be in the following manner :-

- (a) Total amount of rent paid.
- (b)
 - (i) 10% of the basic pay of employee.
 - (ii) The amount of House Rent Allowance being drawn by the husband/wife of the employee from the employer.
 - (iii) 10% of basic pay of the husband/wife of Government employee.
- (c) Net amount of House Rent Allowance to the employee (a-b whichever is less).

4. The other instructions issued on the subject from time to time will remain unchanged.
5. It is requested that these instructions may be brought to the notice of all employees working under them.

Yours faithfully,

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

***These instructions have been clarified vide
No. 10/14/93-2FICW, Dated 02.09.1994.***

No. 50-2FICW-81

From

Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 1st March, 1981

Subject : Grant of House Rent Allowance to Govt. employees.

Sir,

I am directed to invite a reference to Haryana Govt. letter No. 2607-2FICW-80 dated 11/12th Sept., 1980, on the subject noted above and to state that a clarification has been sought by some departments whether House Rent Allowance is admissible to both Husband and Wife residing in their own house or in their parents' house according to their entitlement without having to submit rent assessment Certificate.

2. The matter has been considered and it is clarified that if both Husband and Wife or Father and Son or Father-in-law & Daughter-in-law or any two Govt. servants residing in one house owned by any of them in respect of which both of them want to claim house rent allowance and it is admissible to them, they will have to get their house assessed and assessment Certificate submitted to Govt. In such cases the same procedure should be followed which is applicable in the case of rented houses.

3. It is further clarified that if anyone of them wants to claim H.R.A. he/she may be sanctioned house rent allowance according to his/her entitlement without having to submit Rent Assessment Certificate.

These orders will have effect from 1-3-1981.

Yours faithfully,

Sd/-

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

***These instructions have been clarified vide
No. 50-2FICW-81, Dated 01.03.1981.***

No. 2607-2FICW-80

From

The Secretary to Government, Haryana,
Finance Department.

To

All Heads of Departments,
Commissioner of Divisions,
Registrar, Punjab and Haryana High Court,
District and Session Judges and
All Deputy Commissioner in the State.

Dated, Chandigarh, the 11th/12th September, 1980

Subject : Grant of House Rent Allowance to Government employees.

Sir,

I am direct to invite reference to Haryana Government letter No. 11/25/80 /FICW (2), dated 14-7-1980, on the subject noted above and to say that on re-consideration it has been decided that the Haryana Government employees residing in their own houses/or in their parents houses may be sanctioned House Rent Allowance according to their entitlement without having to submit rent assessment certificate.

These orders will have effect from 1st January, 1980.

Yours faithfully,

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

***These instructions have been Revised vide
No. 10/14/93-2FICW, dated 02.09.1994.***

No. 2565-2FICW-75/8478

From

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

To

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

Dated, Chandigarh, the 23rd March, 1977

Subject : Grant of House Rent Allowance to Govt. employees.

Sir,

I am directed to invite a reference to Haryana Govt. letter No. 1699-2FICW-74/16792, dated 1st/13th May, 1974, on the subject cited above and to say that some clarification were sought by the various departments whether house rent allowance is admissible to Haryana, Government employees whose husband or wife is working in the semi-Govt./autonomous bodies without paying 10% from his own pocket. It has also been desired to be clarified whether house rent allowance is admissible to both husband and wife irrespective of the fact whether they are working in the same Govt./other Governments.

The matter has been considered and it has been decided that the House Rent Allowance shall be admissible to both husband and wife working in the semi-Govt./other Governments w.e.f. 1.4.1977. The admissibility of house rent allowance to the Haryana Govt. employees whose husband and wife are working in the same Government/other Government/Semi-Government/autonomous bodies, will be in the following manner :-

- (a) Total amount of rent paid
- (b) Minus
 - (i) 10% of the basic pay of employee.
 - (ii) The amount of house rent allowance being drawn by the husband/wife of the employee from his employer.
 - (iii) 10% of basic pay of the husband/wife of Govt. employee.
- (c) Net amount of house rent allowance admissible to the employee (a-b or 12½%, 7½% of pay whichever is less).

A certificate in the following FORM should be obtained from each Govt. employee before paying him house rent allowance.

“Certified that my husband/wife is an employee of _____ and he/she has not been provided free house but he/she is claiming house rent allowance @ Rs. p.m.

Sd/-

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

***These instructions have been Revised vide
No. 2607-2FICW-80, Dated 11.09.1980.***

No. 4879-FCW(5)-65/12201

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar Punjab High Court,
Commissioner of Divisions,
Deputy Commissioners and
District and Sessions Judges.

Dated, Chandigarh, the 12th July, 1965

Subject : Grant of house rent allowance to Government employees.

Sir,

I am directed to say that a doubt has been expressed in certain quarter whether a Government employee residing in the house owned by his wife or her husband was eligible for the grant of house rent allowance in terms of the instructions contained in Punjab Government letter No. 956-FCW-65/1548, dated 20.2.65, on the subject noted above. It is clarified that the benefit of house rent allowance is admissible in such cases.

Yours faithfully,

Sd/-
Assistant Secretary Finance (W),
for Secretary to Government, Punjab,
Finance Department.

No. 1754-2FICW-91

From

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

To

All Heads of Departments,
Commissioner, Ambala/Hisar/Rohtak/Gurgaon Divisions,
All Deputy Commissioner and
All Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 4th September, 1992**Subject : Grant of House Rent Allowance to Government employees.**

Sir.

I am directed to invite a reference to Finance Department's letter No. 1755-2FICW-85, dated the 3.10.85 on the subject cited above, wherein it was decided that such Government employees as are entitled to rent free accommodation, but have not been provided with it may be granted house rent allowance with effect from 1.1.80 at the rate 5%, 7½% or 10% of their pay (subject to pay range in the revised pay scales introduced w.e.f. 1.4.79) plus the amount of house rent allowance on slab basis admissible to them according to the pay range and the place of posting or actual rent whichever is less.

2. In this respect, it is clarified that with the introduction of revised pay scales from 1.1.86, the house rent allowance to such employees will continue to be granted to the extent of the amount they have drawn in the pay of February, 1987 paid in March, 1987 in terms of Finance Department's letter No. 3/1/1PR(FD)-87, dated 29-4-87, considering as if there has been no revision of pay scales, and they will continue to draw the same amount of house rent allowance upto 31-1-88. However, they will not claim more than the actual house rent paid. The admissibility of house rent allowance to such employees from 1-2-88 to 28-2-91 and from 1-3-91 to 31-3-91 shall be the amount of house rent allowance on revised slab system (in the revised pay scales) as sanctioned vide Haryana Government letter No. 52-2FICW-88, dated 12-2-88, and No. 419-2FICW-91, dated 28-2-91, plus 5%, 7½% or 10% of their pay from the month of February, 1987, paid in March, 1987, (in the pre-revised pay scales) or actual rent, whichever is less.

3. The Government have also now decided that house rent allowance to such Government employees may be granted from 1-4-91 at the rate of 5% of their basic pay plus the amount of house rent allowance on the slab basis (in the revised pay scales) as sanctioned vide letter dated 28-2-91 referred to above, or actual rent whichever is less.

Yours faithfully,

Sd/-

(SAMMAT SINGH)

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

***These instructions have been Revised vide
No. 1754-2FICW-91, Dated 04.09.1992.***

No. 1755-2FICW-85

From

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

To

All Heads of Department,
Commissioners Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 3rd October, 1985

Subject : Grant of House Rent Allowance to Govt. employees.

Sir,

I am directed to refer you on the subject noted above and to say that under Appendix 7 of C.S.R. Vol. I, Part II different rates of House Rent Allowance have been allowed to different categories of employees who are entitled to rent free accommodation but have not been provided with the same. With a view to bringing uniformity in the matter of House Rent Allowance to such Haryana Govt. employees the matter has been engaging the attention of the State Govt. for some time past. It has now been decided that such Govt. employees who are entitled to rent free accommodation but have not been provided with Govt. accommodation may be granted house rent allowance at the rate of 5%, 7½% or 10% of their pay (subject to the pay range in the revised pay scale) as laid down in Para 1 of Finance Department letter No. 11/106-2FICW-80, dated 6-7-1981 plus the amount of House Rent Allowance on slab basis admissible to them according to the pay range and the place of posting as sanctioned vide Haryana Government letter No. 11/25/80-2FICW dated 14-7-80 or actual rent whichever is less.

2. These orders will have effect from 1-1-1980, but if any excess payment becomes recoverable from any Govt. servant on this account for the period from 1-1-80 to the date of issue of letter that shall be considered to be waived off.

Yours faithfully,

Sd/-

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

No. 10/24/2001-2FICW

From

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

To

All Heads of Departments,
Commissioners, Ambala, Hisar,
Rohtak, and Gurgaon Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 1st September, 2008**Subject : Fixation of rate of licence fee for Government accommodation.**

Sir,

I am directed to invite your attention to Haryana Government Finance Department instruction No. 1011-2FICW-91, dated 30.4.91 and to convey that the Government has now decided that the rates of Licence fee to be charged from the Haryana Government employees for residential accommodation would be at the rate of 1.5% of Basic Pay + DP & CCA for the revised scale after 1.1.96 or the standard rent of the type of accommodation in occupation, whichever is less.

2. These orders will take effect from the date of issuance of this letter.

Yours faithfully,

Sd/-

(VIJAI VARDHAN)

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

No. 1788-2FICW-91

From

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

To

The Managing Directors/Chief Administrators of all
the Corporations/Boards/Federations in Haryana State.

Dated, Chandigarh, the 4th September, 1991

**Subject : Provision of houses to officers on deputation to Corporations/Boards/
Federations – fixation of rate of licence fee for the hiring of private houses.**

Sir,

I am directed to invite your attention to the subject noted above and to say that vide letter No. 1/64/83-1B&R(Works), dated 11-10-84, from the Commissioner and Secretary to Govt., Haryana, Public Works Department, it was decided to allow hiring of private houses by the Corporations/Boards/Federations for the Government officials/officers on deputation with them subject to the condition that certain percentage of pay as mentioned in Finance Department's letter No. 11/106-2FICW-81, dated 6-7-81, would be charged from them as house rent. The payment of rent or the balance of actual rent whichever is less was to be made by the Corporations/Boards/Federations subject to ceiling of covered area mentioned in the letter under reference.

2. It has now been decided that in case of hiring of private houses by Boards/Corporations/Federations for Government officials/officers on deputation with them, the rate of licence fee (house rent) to be charged from such employees would be 5% of the basic pay in revised scales. This uniform rate will replace the slab structure mentioned in the letter dated 6-7-81 referred to in para 1 above.

3. The limit of covered area and maximum rent permissible per month for various categories of officers will remain the same as before which is reproduced below for ready reference :-

Category of Officer	Covered Area	Maximum rent permissible P.M.
Class-I	1800 sq. ft.	Rs. 1500/-
Class-II	1200 sq. ft.	Rs. 1000/-
Class-III	600 sq. ft.	Rs. 500/-
Class-IV	400 sq. ft.	Rs. 400/-

4. It is reiterated that only those officers would be allowed this facility who are on the verge of getting allotment of Government houses from the Union Territory Administration, but have been denied such accommodation only because of being posted out to a Board/Corporation/Federation on deputation. The facility mentioned in this letter would be

available only from the date of issue of certificate to the above effect from Chandigarh Administration.

5. These instructions will take effect from the date of issue of this communication, and the instructions issued from time to time on the subject may be deemed to have been amended to this extent.

Yours faithfully,

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

***These instructions have been Revised vide
No. 10/24/2001-2FICW, Dated 01.09.2008.***

No. 1011-2FICW-91

From

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

To

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

Dated, Chandigarh, the 30th April, 1991

Subject : Fixation of rate of licence fee for Government accommodation.

Sir,

I am directed to invite your attention to para 4 of the Haryana Government Finance Department instructions No. 3/1/1PR(FD)-87, dated 29th April, 1987 and convey that the Government have now decided that the rates of licence fee to be charged from the Haryana Government employees for residential accommodation would be at the rate of 5% of the Basic Pay or the standard rent of the type of accommodation in occupation whichever is less.

Instructions issued vide letter No. 77-2FICW-83, dt. 13th August, 1984, will continue to remain in force.

These orders shall take effect from 1st April, 1991.

Yours faithfully,

Sd/-
(Y.S. MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 1388-2FICW-90

From

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

To

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

Dated, Chandigarh, the 18th June, 1990**Subject : Capitalisation of the cost of the fans installed in the Government residential building in the State.**

Sir,

I am directed to invite a reference to Rule 5.22 of C.S.R. Volume I Part I, which inter alia provides that fan points excluding ceiling fans and regulators comprises in the cost of electric supply. It was decided by Finance Department vide its letter No. 2354-2FICW-89, dated 5-2-90 that :-

- (i) Fan rent will not be recovered from those who are entitled to rent-free accommodation.
- (ii) In case of persons, who are not entitled to rent free house, rent be abolished as the cost of the fans will be capitalized and figure as part of normal rent.
- (ii) The P.W.D. (B&R) may move a case for write off of accumulated arrears of fan rent in view of the small recoveries compared to the cost/efforts involved in the matter.

2. Now, it has further been decided that the cost of the fans installed in the Government residential houses/buildings be capitalized with immediate effect and figure as part of normal rent, No extra recovery on account of fan rent will be recovered from the employees of Haryana Government who are residing in Government houses.

3. These instructions may please be brought to the notice of all concerned officials for compliance.

4. Necessary amendment in rules will be made in due course.

Yours faithfully,

Sd/-
(J.P.NARANG)
Joint Secretary Finance (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Modified partly
vide No. 1388-2FICW-90, Dated 18.06.1990.***

No. 2354-2FICW-89

From

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

To

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

Dated, Chandigarh, the 5th February, 1990

Subject : Recovery of Rent/Fan Rent from the Govt. employees.

Sir,

I am directed to invite a reference to Finance Department letter No. 2648-2FICW-88, dated 4.1.1989, which *inter alia* provides that the employees, who have retired/transferred, but do not vacate the Government accommodation within 21 days of transfer/retirement shall be required to pay penal rent up to four months and after this period market rent should be charged, eviction proceedings may be initiated and House Rent Allowance may not be allowed. Now it has come to the notice of the State Government that the Government employees generally do not vacate the Government accommodation after their retirement/transfer within the prescribed time, which creates not only inconvenience to the employees but also accumulates huge arrears of rent. The Public Accounts Committee has also taken a serious view of this issue. After careful consideration the State Government have taken the following decisions :-

- (i) The P.W.D. (B&R) Department will issue the Rent Rolls only in respect of pooled houses in the districts, as Executive Engineer (B&R) is the Secretary of the House Allotment Committee, which allocates these houses. For other departmental houses, which are allotted by and are under the administrative control of other departments, Rent Rolls would be issued by the respective departments that own and allot these houses and they will be fully responsible for allotment, assessment of rent and recoveries.

In case any department requires any assistance of Executive Engineers (B&R) to determine the rent for a particular property, the Executive Engineer (B&R) will, on reference from the department, provide the necessary clarifications in terms of the prevailing Government policies.

- (ii) No accommodation at the new place of posting will be given to an individual unless he produces from Executive Engineer, P.W.D. (B&R) or departmental head a certificate from his earlier place of posting indicating that he has handed over the possession of residential accommodation to the appropriate authority i.e. Executive Engineer, PWD (B&R) concerned in case of pooled houses and departmental head in case of departmental houses.

- (iii) The L.P.C. issued must show arrears of rent due. In case even after the issue of an L.P.C. the person remains in unauthorised possession, Drawing & Disbursing Officer, the Executive Engineer P.W.D. (B&R) in case of pooled houses and the DDO in case of departmental houses will convey the particulars of arrears to his counter-part in the new place of posting for recovery.
- (iv) A list of the defaulters would be furnished by the Executive Engineer, P.W.D. (B&R) on a quarterly basis to the Treasury Officer, so that the Treasury Officer makes recoveries from the salary bills of the defaulters.
- (v) In respect of all categories of houses (pooled houses and departmental houses) the Deputy Commissioner would review the position of rent recoveries every three months during April, July, October and January to ensure regular recoveries and report the matter to Finance Department/Engineer-in-Chief, P.W.D. (B&R) Department.
- (vi) (a) Fan rent will not be recovered from those who are entitled to rent free accommodation.
- (b) In case of persons who are not entitled to rent free house, fan rent be abolished as the cost of the fans will be capitalised and figure as part of normal rent.
- (c) The P.W.D. (B&R) may move a case for write-off of accumulated arrears of fan rent in view of the small recoveries compared to the cost/efforts involved in the matter.
- (vii) Market rent would be chargeable after the expiry of one month after 40% is leviable.
- (viii) No house rent at the new place of posting will be admissible to a person prior to the date on which he vacates an official house at the previous place of posting.
- (ix) No additional fans even on rent or payment will be provided under any circumstances beyond the scale prescribed by Government and capitalised amount on account of the prescribed fan rent will be recoverable as part of normal rent whether or not the person avails of the facilities of the fans.
- (x) The Drawing and Disbursing Officers of the respective departments will be responsible for effecting the regular recoveries of rent of Government Houses.
- (xi) The Drawing and Disbursing Officers of the respective department will send information regarding transfer of an allottee from one office to another office to the Secretary House Allotment Committee.

These instructions may kindly be brought to the notice of all concerned officials for strict compliance.

Necessary amendments in rules will be made in due course.

Yours faithfully,

Sd/-

(J.P. Narang)

Joint Secretary Finance,

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

No. 1146-2FICW-85

From

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

To

All Heads of Departments (located at Chandigarh).
Registrar, Punjab & Haryana, High Court Chandigarh.

Dated, Chandigarh, the 28th June, 1985**Subject : Recovery of license fee in respect of Govt. accommodation allotted to the Haryana Govt. employees at Chandigarh.**

Sir,

I am directed to invite a reference to Finance Department letter No. 77-2FICW-83, dated 13th August, 1984, wherein it was decided that the difference between the rate chargeable under FR-45-A and the rates prescribed in Finance Department letter No. 11/106-2FICW-80, dated 6-7-81, would be borne by the State Govt.

2. It is clarified that these instructions will not apply on such officials/officers who are on deputation with the Chandigarh administration. These cases should be covered by the rules applicable to the employees of that Administration.

Yours faithfully,

Sd/-

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

***These instructions have been Revised vide
No. 1011-2FICW-91, Dated 30.04.1991.***

Copy of letter **No. 77-2FICW-83, dated 13th August, 1984** from Commissioner and Secretary to Govt. Haryana, Finance Department, to all Heads of Departments, (Located at Chandigarh) Registrar, Punjab and Haryana High Court.

Subject : Recovery of licence fee in respect of Govt. accommodation allotted to the Haryana Government employees in Chandigarh.

Sir,

I am directed to invite a reference to Finance Department letter No. 11/106-2FICW-80 dated 6-7-81 wherein it was decided that recovery of house rents in respect of Govt. accommodation be made at the following rates:

(i)	Upto Rs. 1000/	5%
(ii)	Above Rs. 1000/- but upto Rs. 2000/-	7½%
(iii)	Exceeding Rs. 2000/-	10%

The revised rates were made effective from 1-4-1981 but the recovery of house rent for the period from 1-4-1979 to 31-3-1981 was to be made at the old rate of 10% on the pre revised scale of pay. As the Chandigarh Administration holds the administrative control over the Government accommodation at Chandigarh it was insisted by the Chandigarh Administration that the house rent should be recovered @ 10% of the pay or standard rent whichever is less or the difference in the rate of rent be borne by the State Government.

2. The matter was again considered with a view of bringing uniformity in the rate of recovery for Government accommodation at Chandigarh and other place in Haryana it has now been decided that the difference between the rent chargeable under FR 45-A and the rate prescribed in the letter referred to above would be borne by the State Government.

3. Finance Department letter No. 11/117/81-2FICW, dated 2-11-1982 may be treated as cancelled.

These orders will take effect from 1-4-1981.

No. 10/39/2FICW-83

From

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

To

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

Dated, Chandigarh, the 18th May, 1983**Subject : Recovery of licence fee in respect of Govt. residential buildings incharge of P.W.D.**

Sir,

I am directed to invite your attention to rules 5.13 to 5.52 of C.S.R. Vol. I Part I and 4.18 of S.T.R. Vol. I, according to which the statement of rents of Govt. buildings recoverable from pay bills of Govt. employees are received from Divisional Officers in triplicate each month showing the full particulars of deductions. After the receipt of rent demands the Heads of offices are to ensure the deduction of rent from the pay bills of the Govt. employees in accordance with the provision contained in rules 3.12 to 3.35 of the Punjab P.W.D. Code. The Treasury Officer under rule 4.18(b) of S.T.R. Vol. I has no discretion in the matter of recovery. He cannot postpone the recovery of the full amounts on any grounds and the recoveries should without prior reference to Government servants concerned invariably be made from the next pay or establishment bill of the Government servants concerned presented at the treasury unless the amounts have in the mean-time been paid in cash or deducted from the bill presented. If only a part of the amount due has been paid in cash or deducted from the bill presented the balance should be recovered by deduction from the bills. The drawing and disbursing officer should return one copy of the rent statement to the Divisional Officer after noting the amounts recovered, the other copy should be retained for record in his office. It has been observed the departments are not following the procedure in the matter of recovery of license fee in respect of Govt. residential buildings as laid down in rules referred to above. I am, therefore, to request that the procedure may kindly be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

(Rajni Razdan)

Joint Secretary Finance (G)

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

***These instructions have been withdrawn vide
No. 2/113/84-WM(I), Dated 13.08.1984.***

Copy of letter No. 11/117/81-2FICW, dated the 2nd November, 1982

**Subject : Recovery of house rent in respect of Govt. accommodation at Chandigarh –
Issue of No Demand Certificate.**

I am directed to invite your attention to Note (I) below rule 2.2(a) of C.S.R. Vol. II according to which house rent is included in the category of obvious dues recoverable from the retiring employees. The note further requires that the last pay or leave salary prior to retirement should not be paid unless it is clear that the retiring employee has no outstanding dues to Government. As already laid down in Finance Department circular letter No. 315-FD(Pen)SAP-77/7516 dated the 17th March, 1977, it is the duty of department itself to devise suitable process as to ensure issuance of "No Demand Certificate" in time, to the retiring employees, but it has come to the notice of Govt. that after the enforcement of new rates of recovery of rent w.e.f. 1.4.81 under the revised scales of pay, vide circular letter No. 11/106/2FICW-80, dated the 6th July, 1981, this requirement in the rules is creating difficulties to the retiring employees in occupation of Government accommodation at Chandigarh, in getting "No demand Certificate" from the Chandigarh Administration.

The matter has, therefore, been reviewed and it has been decided in relaxation of the existing rules/instructions that "No demand certificate" in respect of house rent dues from the employees at Chandigarh be issued by the department itself, where they are satisfied that the recovery of house rent has been made in accordance with the revised rates as laid down in circular letter dated the 6th July, 1981, referred to above, and no dues are outstanding against the employees in terms of the revised rates. Any cases pending for where no demand certificate has not issued so far merely on this account, may also be cleared forthwith.

Copy of letter **No. 6234-FII(9)-78/8511, Dated, Chandigarh, 22nd May, 1978** the from the Finance Secretary, Chandigarh Administration, to the Chief Engineer, Union Territory, Chandigarh.

Subject : **Standard Licence fee and Market Licence fee in respect of General pool residential accommodation of Chandigarh Administration- Review of.**

I am directed to invite your attention to this Administration letter No. 17(GOI)-FII(9)-78/5294, dated the 29th March, 1978, on the subject noted above and to state that the revised rates of standard licence fee have been worked out taking into consideration the cost of land and expenditure on its preparation in the light of amended provisions of FR 45-A in respect of general pool accommodation of this Administration. As already conveyed, the Chief Commissioner is pleased to order that the following revised rates of Standard licence fee mentioned against each type of house be brought into force w.e.f. 1-4-1978 :-

Sr. No.	Description old Categories	Revised Licence fees
1.	Type 3	863/-
2.	Type 4	590/-
3.	Type 5	522/-
4.	Type 6	392/-
5.	Type 7	260/-
6.	Type 8	162/-
7.	Type 9	128/-
8.	Type 10	81/-
9.	Type 11	69/-
10.	Type 12	58/-
11.	Type 13	37/-
12.	Cheap House New Categories	21/-
13.	Type I	55/-
14.	Type II	72/-
15.	Type III	97/-
16.	Type IV	122/-
17.	Type V	301/-

2. The revised rates of standard licence fee in respect of type 2 house may kindly be intimated urgently.

3. For any additions/alterations in the residences at the request of the allottees, additional licence fee shall be calculated and charged by correspondingly increasing the standard licence fee of the particular house.

4. The additional licence fee on account of ceiling fans and/or on any other extra facility shall continue to be charged.

No. 10/7/2009-2FICW

From

Ajit M. Sharan, IAS,
The Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala, Hisar, Rohtak, Gurgaon Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 8th October, 2009**Subject : Retention of Government Accommodation after Retirement/on transfer –
Instructions regarding.**

Sir,

I am directed to refer to invite your attention on the subject noted above and to say that in the case of retention of Government Accommodation after retirement/on transfer, the comments/recommendations of concerned department to which the accommodation belongs should invariably be sought. This policy should be followed in all such cases in future. In fact, the application should come through the Administrative Department of the employee with the comments of the department owning the accommodation.

Yours faithfully,

Sd/-

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

No. 10/30/96-2FICW

From

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

To

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

Dated, Chandigarh, the 30th May, 1997**Subject : Penal Rent after transfer/retirement of Govt. employees in Haryana.**

Sir,

I am directed to refer to the Haryana Government Finance Department circular letter No. 10/14/94-2FICW, dated 20.1.95, on the subject noted above and to state that the matter regarding charging of Penal/Market rent after transfer/retirement of Haryana Govt. employees have had under active consideration of the Finance Department for quite some time past. It has also come to the notice of State Govt. that normally Govt. employees do not vacate the Government accommodation on the prescribed date after their retirement/transfer. Further some of the officers/officials have retained the Government accommodation and are earning rental income by renting out their own houses at the present market rates. This unauthorised retention not only creates administrative problems but also a lot of resentment in the employees who are waiting for the allotment of Govt. accommodation. After careful consideration, it has now been decided that the penal rent @ 50 times of the normal rent will be charged from the employees after the prescribed time limit of 4 months and 2 months as laid down in Haryana Government Finance Department circular letter No.10/14/94-2FICW, dated 20.1.95, after retirement and transfer respectively. The normal rent will be calculated by the PWD (B&R) Department, Haryana in accordance with the instructions No. 1011-2FICW-91, dated 30.4.91, i.e. @ 5% of basic pay.

2. It has also come to the notice of Finance Department that B&R Department is charging the licence fee for various types of houses at Panchkula/Chandigarh at old rates, whereas Finance Department had revised the rates of licence fee vide circular letter No. 1011-2FICW-91, dated 30.4.91.

3. As regards maximum limit of rent in respect of below category houses, the rates may be revised as per details given below :-

Type of House	Eligible pay ranges	Maximum limits of rents in respect of below category	
Type - I	1750-1400	@ 5% of Pay + CCA	Rs. 74.00
Type - II	1401-1850	-do-	Rs. 98.00
Type - III	1851-2300	-do-	Rs. 120.00
Type - IV	2301-3000	-do-	Rs. 155.00
Type - V	3000 and above	@ 5% of Basic Pay + CCA	

4. These orders will be effective from the date of issue of these instructions. Necessary amendments in the Rule 5.23 of C.S.R. Vol.-I Part-I will be made in due course.

Yours faithfully,

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

***These instructions have been Revised vide
No. 10/30/96-2FICW, Dated 30.05.1997.***

No. 10/14/94-2FICW

From

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

To

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

Dated, Chandigarh, the 20th January, 1995

Subject : Grant of House Rent Allowance to Government employees.

Sir,

I am directed to refer to Finance Department letter No. 2648-2FICW-88, dated 4-1-89, and Notification No. GSR.69/Const/Art./309/91-432, dated 18-10-1991, on the subject noted above and to state that the matter regarding extension of the period of retention of the Haryana Govt. residential accommodation by an employee after his retirement/transfer have had an active consideration of the Finance Department. After consideration, it has now been decided that the permissible period for retaining of Govt. accommodation at normal rent for the bonafide use of employees and the members of their families after retirement/transfer will be as under :-

(i)	On retirement	4 months
(ii)	On transfer	2 months in normal circumstances, additional 2 months on medical grounds of self or members of family or on grounds of education of children of the employees subject to the approval of competent authority.
(iii)	After that till the employee vacates the Govt. accommodation	Market rent as assessed by the PWD (B&R) Branch keeping in view the prevailing market rates of such accommodation in that area or 6% of the cost of site and 9% of constg. the residence (including 2% for annual maintenance at current rates whichever is more). Provided that notwithstanding anything contained in sub clauses (i) to (iii) above, eviction proceedings under the Haryana Public Premises and Land (Eviction and Rent Recovery) Act 1972 will be initiated against the employees who does not vacate the Govt. accommodation after due date. In case Govt. house is not vacated by the Govt. employee after his transfer from station 'A' to station 'B' the employee shall not be paid any HRA at the station 'B' where he has been transferred until and unless he vacates the Govt. house at his previous station 'A'.

2. These orders will be effective from the date of issue of this letter and necessary amendments in Rule 5.23 of C.S.R. Vol. I. Part I will be made in due course.

Yours faithfully,

Sd/-

(R. K. Taneja)

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

***These instructions have been Revised vide
No. 10/14/94-2FICW, Dated 20.01.1995.***

No. 2648-2FICW-88

From

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

To

All the Heads of Departments, in Haryana, Chandigarh,
The Registrar, Punjab & Haryana, High Court, Chandigarh.

Dated, Chandigarh, the 4th January, 1989

Subject : Grant of House Rent.

Sir,

I am directed to refer to Finance Department Notification No. 194-2FICW-76/18798, dated 16th June, 1976 which interalia provides that the employees who have retired/transferred but do not vacate the Government accommodation within 21 days of transfer/retirement, shall be required to pay the following rents :-

1.	Upto one month after 21 day	20% of the pay
2.	For one month thereafter	30% of the pay
3.	After that till the employee vacates the Government accommodation.	40% of the pay

It was also decided by Finance Department vide its letter No. 2352-2FICW-85, dated 11-9-85, that after four months market rent should be charged and eviction proceedings under Haryana Public Premises (Eviction) Act is initiated by filing a case in the Court of Collector. Now It has further been decided that in the case where the Govt. house is not vacated by the Govt. employee after his transfer from station 'A' to station 'B', the employee shall not be paid any House Rent Allowance at the station 'B' where he has been transferred until and unless he vacates the Govt. houses at his previous place of posting viz. station 'A'. Besides, appropriate disciplinary action should also be taken against such defaulters for their non-vacation of the Govt. accommodation at their previous place of posting.

These orders will be effective from the date of issue of this letter and necessary amendments in the rule 5.23 of CSR Vol. I Part-I will be made in due course.

Yours faithfully,

Sd/-

(J.P. Narang)

Joint Secretary Finance

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

***These instructions have been superseded vide
No. 2528-5FR(1)-76/14020, Dated 11.05.1977.***

No. 2269-5FR-75/34821

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 30th September, 1975

Subject : Deputation of Government employees to Corporations etc. Terms and Conditions.

Sir,

I am directed to invite a reference to Haryana Government, Finance Department circular letter No. 686-5FR-74/23055, dated the 28th June, 1974 on the above noted subject, and to state that in partial modification of the provisions of para 3(ii) thereof, the following decision has been taken in respect of House Rent Allowance :-

- (i) If the deputationist Officer/Official vacates the Government residence and shifts to the house owned by him or he hires private accommodation, he shall be allowed house rent allowance as admissible, from time to time, under the rules/instructions of State Government.
- (ii) If the deputationist Officer/Official continues to occupy a Government residence, he will be required to pay the rent thereof at the rate of 10% of his pay and the difference between this amount and the rent charged by the Government shall be paid by the foreign employer.

Yours faithfully,

Sd/-

Deputy Secretary Finance (R)
for Secretary to Government, Haryana,
Finance Department.

These instructions have become obsolete.

Retention of Government-owned houses allotted to Government employees at Chandigarh on their transfer on Foreign Service.— In accordance with the instructions contained in the Punjab Government letter No. 644-E(1)-61/13642, dated the 17th April, 1961, a Government employee can retain a Government-owned house allotted to him for two months after his transfer from Chandigarh with the permission of the Head of his Department. It has been brought to the notice of Government that such permission had also been accorded by the Heads of Departments where an employee proceeded on foreign service, on payment of the usual rent applicable to Government employees under rule 5.29 read with 5.23 of Punjab Civil Services Rules, Volume I, Part I. In this behalf it is pointed out that those Government employees only who are paid by the State Government, are entitled to occupy Government residences and those sent on foreign service do not remain entitled to Government accommodation as they are not paid out of the State Revenues. The matter has been considered and it has been decided that it is not within the competence of the Heads of Department stationed at Chandigarh to permit a Government employee to retain the Government-owned house after his deputation on Foreign Service. This practice should cease forthwith

(2) It may be brought to the notice of all Government employees that in case Government employee, in occupation of Government accommodation, is seconded for foreign service, he should vacate the same immediately. In case the Government accommodation is retained, he will be liable to pay rent as payable by the non-Government employee under rule 5.15 read with rule 5.23 *ibid*.

(3) These instructions are applicable to all Government employees whether stationed at Chandigarh or elsewhere but this decision does not affect the past cases already decided.

(No. 7747-FCW-64/9867, dated 24th October, 1964).

No. 10/7/2003-2FICW

From

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

To

All Heads of Departments,
Commissioners, Ambala, Hisar,
Rohtak, Gurgaon Divisions,
All Deputy Commissioners and,
Sub Divisional Officers(Civil) to Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 1st May, 2003

Subject : Instructions regarding vacation of rented buildings.

Sir,

I am directed to invite your kind attention to the subject noted above.

2. The State Government while increasing the Financial powers delegated under rule 19.6, Sr. No.9 of PFR Volume I, had issued detailed guidelines vide letter No. 10/36/91-2FICW dated 1-10-91. In these instructions it was observed that various cases have come to the notice where departments keep vacating the buildings at their own level without sound reasons and also keep on hiring new buildings at their own level. The buildings should not be vacated by the department in normal course except as provided in the agreement. Wherever an agreement provides for vacation of building after specified period, the procedure for hiring of another building shall be followed which is as under :-

- (a) That the space to be hired is as per norms in view of total strength of staff with a permissible variation of 10% on either side.
- (b) That the requisite N.A.C. and R.R.C. have been obtained from the competent authority.
- (c) That the rent has been assessed to be reasonable by the P.V.V.D.(B&R) Haryana
- (d) That the quotations for the building proposed to be hired have been invited through a proper advertisement or alternatively by exploring all other avenues.
- (e) That an agreement duly signed with the landlord with the specific condition that the rent will not be revised for a period of 5 years and revision after expiry of such period, in any case shall not exceed 25% of the original rent.
- (f) The 2% of the cost of construction of the building as indicated by the assessing authority shall be utilized towards annual repair/maintenance, failing which the rent equal to such amount shall be deducted by the office and repairs got done at its own level, if required.

3. It has now come to the notice of State Govt. that some rented buildings for offices/schools etc. located in old rented buildings, which have now become parts of prime locations are being vacated by the departments at their own level without any sound reasons and without assessing the value addition due to prime location which causes a loss to the State

Govt. The State Govt. have taken a serious view in this regard and it has now been decided that in all such cases the above mentioned guidelines may be followed. In case the rent is very low or situation/location is prime, the permission of Govt. should be obtained well before the expiry of agreement period and the case may be sent to C.M. for their information.

4. This may please be brought to the notice of all concerned and receipt of this letter may be acknowledged.

Yours faithfully,

Sd/-

(RAM NIWAS)

Special Secretary Finance

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

***These instructions have been Modified vide
No. 2/1(4)-87-4FR, Dated 12.03.2006.***

No. 10/28/96-2FICW

From

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

To

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

Dated, Chandigarh, the 14th November, 1996

Subject : Hiring of private and fixing of revised rent for use of Govt. Offices.

Sir,

I am directed to invite your attention to Haryana Govt. Finance Department's circular letter No. 10/36/91-2FICW, dated 1.10.91 on the above subject and to say that for some time past the State Government have had under their consideration the question of further enhancement of Financial Powers to Administrative Departments/Heads of Departments regarding hiring of private buildings for Govt. Offices and fixing of revised rents of such buildings. After careful consideration, it has now been decided to increase the financial powers delegated under rule 19.6, Sr. No. 9 of P.F.R. Vol.-I, as under :-

Sr. No.	Nature of Power		Authority to which the power is delegated.		Extent of Power delegated
Rule 19.6 Sr. No. 9	To sanction the payment of rent for houses or land for other than residential purposes i.e. for ordinary office accommodation & Godown etc.	(i)	All Departments of Government (Administrative Department)	(i)	Full Powers upto an amount of Rs. 10,000/- p.m. in each individual case subject to the conditions mentioned in para 2 of this letter
		(ii)	Heads of Departments and Commissioners of Divisions.	(ii)	Upto Rs. 5,000/- per mensem for the office accommodation and Rs. 2000/- per mensem for land and houses other than for office and residential purposes in each individual case subject to conditions mentioned in para 2 of this letter.

2. The above mentioned delegation in Para 1 will be subject to the same terms and conditions as are mentioned in the earlier instructions letter No. 10/36/91-2FICW, dated 1.10.91. The enhancement should be considered with immediate effect.

Necessary amendments in the relevant rules will be made separately.

Yours faithfully,

Sd/-

(P. Pandarwani)

Special Secretary Finance,

for Financial Commissioner & Secretary to Govt.,

Haryana, Finance Department.

No. 12/60/PE(FD)AIII

From

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

To

All the Chairman/Chief Executives/MDs/Heads of
Corporations/Companies/Public undertakings/
Co-op. Institutions etc. in the State.

Dated, Chandigarh, the 3rd December, 1991**Subject : Regarding hiring of private buildings on rent and fixing of revised rent of private buildings for use as Government Offices.**

Sir,

I am directed to refer you to the subject cited above and to state that the question of extending the scope of Government Instructions contained in their letter No. 1285-2FICW-90, dated 29.8.90 (copy enclosed for ready reference) on the subject cited above to all the Corporations/Companies/Boards/Co-op. Institutions/Public Enterprises/Public Under-takings etc. in Haryana has been under active consideration of the Government for some time past. It has now been decided that in order to observe economy in the expenditure of the Government Public Undertakings etc the instructions contained in Haryana Government Letter No. 1285-2FICW-90, dated 29.8.90 will also be applicable forthwith to all the Corporations/Companies/Boards/Co-op Institutions/Public Undertakings/Public Enterprises etc. It is, therefore, requested that these instructions may please be brought to the notice of all concerned working under your control for strict compliance in letter and spirit.

Yours faithfully

Sd/-
Accounts Officer(PE),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Revised partly vide
No. 10/28/96-2FICW, Dated 14.11.1996. & vide
Notification No. 2/1(4)-87-4FR, dated 12.03.2006***

No. 10/36/91-2FICW

From

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

To

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

Dated, Chandigarh, the 1st October, 1991

Subject : Hiring of private buildings and fixing of revised rent for use of Government Offices.

Sir,

I am directed to invite your attention to Haryana Govt. Finance Department's circular letter No. 1285-2FICW-90, dated 10-5-90 and letter No. 1285-2FICW-90, dated 29.8.90 on the above subject and to say that for some time past the State Government have had under their consideration the question of adopting uniform policy, simplifying the procedure to avoid delay and enhancement of financial powers to Administrative Departments/Heads of Departments regarding hiring of private buildings for Government offices and fixing of revised rents of such buildings. After careful consideration, it has now been decided to increase the financial powers delegated under the rule 19.6 Sr. No. 9 of Punjab Financial Rules Volume-I, as under :-

Sr. No.	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4
Rule 19.6 Sr. No. 9	To Sanction the payment of rent for houses or land for other than residential purpose i.e. ordinary office accommodation & Godown etc.	(i) All Departments of Government (Administrative Department)	(ii) Full powers up to an amount of Rs. 5,000/- p.m. in each individual case subject to the conditions mentioned in para 2 of this letter.
		(ii) Heads of Department and Commissioners of Divisions.	(ii) Upto Rs. 3,000/- per mensem for the office accommodation and Rs. 1,000/- per mensem for land and houses other than for office and residential purpose in each individual case subject to conditions mentioned in para 2 of this letter.

2. The financial powers delegated in para 1 above will be subject to the following conditions :-

- (a) That the space to be hired is as per norms in view of total strength of staff with a permissible variation of 10% on either side.
- (b) That the requisite N.A.C. and R.R.C have been obtained from the competent authority.
- (c) That the rent has been assessed to be reasonable by the P.W.D. [B & R] Haryana.
- (d) That the quotations for the building proposed to be hired have been invited through a proper advertisement or alternatively by exploring all other avenues.
- (e) That an agreement is duly signed with the Landlord with specific condition that the rent will not be revised for a period of 5 years and revision after expiry of such period in any case shall not exceed 25% of the original rent.
- (f) That 2% of the cost of construction of the building as indicated by the assessing authority shall be utilised towards annual repairs/maintenance failing which the rent equal to such amount shall be deducted by office and repairs got done at its own level, if required.

3. The cases falling under the following categories shall be referred to the Finance Department for its concurrence :-

- (i) All cases beyond the financial powers delegated vide this order and in which case the rent is over and above the assessment made by B&R Department or without assessment by that department.
- (ii) All cases where buildings in commercial areas are hired and are not subject to assessment by the B&R Department.
- (iii) All cases involving relaxation in any of the conditions listed above in para 2.
- (iv) Cases where the building is proposed to be hired for which there is no budget provisions and additional funds are required on that account.

B. Revision in Rent

- (i) The Administrative Secretaries/Heads of Departments shall be competent to sanction revised rent as per delegations provided :-
 - (a) The revised rent does not exceed 25% of the original rent.
 - (b) The revision is proposed after a stipulated period of 5 years as per the agreement originally executed.
 - (c) That the N.A.C./R.R.C. has been obtained in respect of revised rent from P.W.D. [B & R].
 - (d) That the rent shall be revised w.e.f. the date, five years period is completed provided there is a specific agreement executed to that effect.
 - (e) That wherever no agreement has been executed, the revision in rent shall be operative from the date of issue of sanction and not w.e.f. retrospective date irrespective of the fact that five years period may have been completed much before.

- (ii) Administrative sanction is required under the rules for continuation of rented building on year to year-basis. Such cases, where the continuation is proposed on the same rent shall not be required to be referred to the Finance Department and the Administrative Secretary/Head of Department shall be competent for such sanctions.

C. Agreement

The departments hiring the building must make it a point to execute a proper agreement duly vetted by a Law Officer of the Department or the L.R. Provisions of the Rent Control Act must be observed while executing the agreement. All such cases where any relaxation is required, should be referred to the Finance Department, for its approval.

D. Assessment of Rent

For the purpose of assessment of rent, the following shall be observed :-

- (i) The B & R Department shall assess the rent of the building on the request of the Department and not any individual Landlord. The B&R Department's Officers should exercise adequate care in assessing the rentals as per the guidelines and basis approved by the Government and any deviation, if detected, would invite strict disciplinary action.
- (ii) The assessment made by the P.W.D. [B&R] regarding rent of any building is only an upper reasonability limit. It should not form the basis for the rate of rent to be accepted especially when there is scope for getting buildings on rent at rates lower than the assessment made by B&R Department either through negotiations or otherwise.
- (iii) The rules of assessment provide for inclusion of the element of annual repairs and maintenance. As per the rules such element is 2% of the cost of construction of the building [to be assessed by B & R Department]. It is, therefore, necessary that B&R Officer giving the assessment certificate should indicate such amount per annum. The department hiring the building shall ensure that either the landlord spends an amount equal to such 2% component on annual repairs and maintenance and produces receipts of actual expenditure. Alternatively, the department shall adjust so much of the amount against the rent payable to the landlord and get the repairs done at its own level not exceeding so much of the amount, if so required. For this purpose, rent for the last two months of the year shall be paid after ensuring action as above.

E. General

- (i) Various case have come to the notice where departments keep vacating the buildings at their own level without sound reasons and also keep on hiring new buildings at their own level. The buildings should not be vacated by the department in normal course except as provided in the agreement. Wherever an agreement provide for vacation of building after specified period, the procedure for hiring of another building as laid down in para 2 above shall be followed.
- (ii) Cases have also come to the notice of the Finance Department where one office vacates and another office occupies the same building. In all such cases where payment of rent is made from the same Major Head of Account, occupation of the building by another office shall not be treated as fresh hiring of the building and same rent and agreement shall continue to be in operation for another office also.

-
- (iii) The rentals of buildings in commercial areas are higher. These are still higher for hiring ground floor/first floors. The department should avoid hiring buildings in commercial areas which are expensive and should in any case not consider hiring of ground floor for office purposes.

It is requested that, these guidelines may please be brought to the notice of all concerned and the receipt of this letter may be acknowledged.

Necessary amendment in the relevant rules will be made separately.

Yours faithfully,

Sd/-
(Y. S. MALIK)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 10/36/91-2FICW, Dated 01.10.1991.***

No. 1285-2FICW-90

From

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

To

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

Dated, Chandigarh, the 29th August, 1990

Subject : Regarding cases pertaining to hiring of buildings on rent etc.

Sir,

Your attention is invited to F.D. instructions on the above subject circulated vide No. 1285-2FICW-90, dated 10th May, 1990.

2. Two proformas have been prepared in this connection and are enclosed. These are proforma FICW/RENT/A and FICW/RENT/B.

3. You will appreciate that cases are received in Finance Department on the subject mentioned above without complete information. As a result, Finance Department has to resort to back references and the disposal of cases is delayed which is avoidable otherwise. The enclosed proformas have been devised in order to incorporate complete information on the subject.

4. It is, therefore, requested that whenever a case is sent by your office on this subject information may kindly be supplied in the prescribed proforma so as to facilitate prompt disposal of cases. Complete information in the prescribed proforma will help both the Administrative Department and the Finance Department in achieving the desired goal.

Yours faithfully,

Sd/-
(Y.S. Malik)
Deputy Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 1285-2FICW-90

Dated, Chandigarh, the 29th August, 1990

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

Sd/-
(Y.S. Malik)
Deputy Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Copy is forwarded to :-

All the Financial Commissioners in Haryana, Chandigarh.
All the Administrative Secretaries to Govt. Haryana, for information.

Sd/-
(Y.S. Malik)
Deputy Secretary Finance
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Financial Commissioners in Haryana.
All the Administrative Secretaries to Govt. Haryana.

U.O. No. 1285-2FICW-90,

Dated: Chandigarh, the 29th August, 1990

Copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Officer on Special Duty/Ministers/Ministers of State/Chief Parliamentary Secretary of the State for information of the Chief Minister/Officer on Special Duty/Ministers of State/Chief Parliamentary Secretary.

Sd/-
Superintendent, FICW
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/Officer on Special Duty/Ministers/Ministers of State/
Chief Parliamentary Secretary, Haryana, Chandigarh.

U.O.No.1285-2FICW-90,

Dated, Chandigarh, the 29th August, 1990

A copy is forwarded to the Superintendent of all Expenditure Control Branches of Finance Department for keeping in mind the proformas while deciding such cases.

Sd/-
Superintendent, FICW
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Superintendents, Expenditure Control Branches,
Finance Department, Haryana, Chandigarh.

U.O. No. 1285-2FICW-90.

Dated, Chandigarh, the 29th August, 1990.

**INFORMATION REGARDING HIRING OF NEW BUILDINGS FOR GOVT./OFFICE USE
PROFORMA. FICW/RENT/A**

1. Name of Office for which Building is needed:
2. Permitted Carpet/Covered area as per norms of staff :
3. Particulars of the Building proposed : to be hired.
House No. _____ Sector _____
Town _____ year of construction _____
Carpet Area _____
Covered Area _____
Size of Plot _____
Rate per sq. ft. _____
4. Particulars of the owner of the Building
Name _____
Address _____
5. Action by P.W.D. (B&R)
 - (i) N A.C./R.R.C. obtained: Yes/No
(Please attach)
 - (ii) Rent Assessed by PWD (B&R) : Rs. _____
6. Rent demanded by the Owner: _____
7. Any Negotiations etc. held Yes/No.
8. Rent proposed by the Indenting Department : Rs. _____
9. Documents Required :
 - (i) Quotations for the Locality Attached Yes/No
(Please attach with the case)
 - (ii) Lowest Offer for the Locality Attached Yes/No
 - (iii) Certificate that no other suitable building is Available and at lower rates Yes/No
 - (iv) Agreement in the locality executed, if any.
10. Reasons and remarks for hiring a New Building:

Signature of Controlling/Indenting Officer

**INFORMATION REG. REVISION / REASSESSMENT OF RENTED BLDG. FOR GOVT.
OFFICE USE PERFORMA FICW/RENT/ B**

1. Name of office:	:
2. On rent since (Date & Year) :	:
3. Particulars of the Building proposed for Revision/Reassessment :	Town _____ Year of construction _____ Carpet Area _____ Covered Area _____ Size of Plot _____ Residential/Commercial _____
4. Rent being paid (per month) :	(i) Rs. _____ (ii) Per Sq. ft. _____
5. No. & Date of previous sanctions :	(i) No. _____ Date _____ (ii) No. _____ Date _____ (iii) No. _____ Date _____
6. Date since when existing rent being paid	Date _____ Year _____ (i)
7. Rent proposed to be Revised (per month)	Rs. _____ (ii) Per Sq. Ft. Rs. _____
8. Norm of space required as per staff	
9. Action by PWD (B&R)	(i) NAC / RRC obtained : Yes/No (ii) Re- assessed Rent _____
10. (i) Comparative Rates of different buildings in the locality : (ii) Rates collected from Property Dealer (iii) Agreement, if any	(i) _____ (ii) _____ (iii) _____
11. Certificate that no other suitable building is available at lower rates	:
12. Remarks & reasons for revision of rent	:
13. Date of last revision/re-assessment : (as per guidelines)	:

Signature of Controlling/Indenting Officer

क्रमांक 966-2एफ0आई0सी0डब्ल्यू0-89

प्रेषक

वित्तायुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सवा में

सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल,
हरियाणा राज्य के सभी उपायुक्त तथा उप मण्डल अधिकारी सिविल।
रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय।

दिनांक: 24 अप्रैल, 1989 (24th April, 1989)

विषय : सरकारी कार्यालयों के लिए भवन किराये पर लेना।

महोदय,

मुझे निर्देश हुआ है कि उपरोक्त विषय पर आप का ध्यान दिलाऊँ और कहूँ कि यह देखने में आया है कि विभाग सरकारी कार्यालयों के लिए भवन पहले किराये पर अपने स्तर पर ले लेते हैं और स्वीकृति के लिए केस सरकार को बाद में भेजते हैं। राज्य सरकार द्वारा यह निर्णय लिया गया है कि भविष्य में सरकारी कार्यालयों के लिए भवनों को किराये पर लेने के केसों में एक्स-पोस्ट-फैक्टो स्वीकृति नहीं दी जाएगी और भवन किराये पर लेने से पूर्व कम्पीटैन्ट अथोर्टी की पूर्व अनुमति प्राप्त की जाए।

हस्ताक्षर/—

अवर सचिव, वित्त

कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

No. 10/46/2004-2FICW

From

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

To

All the Financial Commissioner & Principal Secretaries/
Administrative Secretaries to the Government of Haryana,
Registrar, High Court of Punjab & Haryana,
All the Heads of Departments in the Government of Haryana,
All the Divisional Commissioners in Haryana,
All Deputy Commissioners in Haryana,
All the Sub Divisional Officers (Civil) in Haryana.

Dated, Chandigarh, the 21st July, 2009

Subject : **Admissibility and entitlement of revised pattern of House Rent Allowance in respect of those employees who have opted to continue in their pre-revised scales of pay or in whose cases the scales of pay are yet to be revised – clarification regarding.**

Ref: This department memo no 10/46/2004-2FICW dated 27.1.2009 and Memo No. 6/2/97-4FR dated 16th January, 2009.

Sir,

I am directed to refer to the subject captioned above and to say that clarifications have been sought as to whether the revised formulation of pattern of admissibility and entitlement of House Rent Allowance (HRA) as directed in terms of letters under reference shall be applicable in respect of those employees who have opted to continue in their pre-revised scales of pay or in whose cases the scales of pay are yet to be revised or not?

2. Accordingly, it is clarified that the revised scheme of HRA as notified vide letters under reference shall also be available from the date of its implementation in respect of those eligible employees who have opted to continue in their pre-revised scales of pay or in whose cases the scales of pay are yet to be revised as well in following terms :-

- (a) Such employees shall have an option to continue in the pre-revised structure of HRA and related allowances. In such cases, the City Compensatory Allowance (CCA) shall continue to be admissible to them in terms of pre-revised structures.
- (b) Alternatively, such employees may, at his option, also elect to be governed in terms of the revised structure notified in terms of letters under reference subject to following :
 - (i) City Compensatory Allowance (CCA) shall be admissible in the revised structure; and
 - (ii) Respective admissibility of HRA shall be calculated as percentage of the corresponding basic pay + dearness pay in the respective pre-revised scale of pay + admissible Dearness Allowance (D.A.) thereupon.

3. After obtaining the option, wherever preferred, to be regulated in terms of option 2(b) above, future admissibility and entitlement shall be regulated accordingly. However, the concerned Government servant opts to be regulated in such terms with any date on or after 1.1.2009 retrospectively, the arrears on this account shall also be payable to him from the date so elected. But this being an allowance, no further arrears shall be admissible on this account even when the structure of pay is revised with a retrospective date in future.
4. The other conditionalities regulating the admissibility and entitlement of the revised pattern of HRA shall be as articulated in the letters under reference.
5. These clarifications may kindly be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

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

No. 13/2(24)2009-5FR

From

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

To

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

Dated, Chandigarh, the 29th April, 2009**Subject : Clarification regarding admissibility of City Compensatory Allowance (CCA) in certain cases.**

Sir,

I am directed to refer to the subjected captioned above and to say that questions have been raised about the admissibility of City Compensatory Allowance (CCA) in the revised structures of pay and allowances subsequent to the revisions of allowance necessitating this clarification to be issued.

2. Accordingly it is being clarified that while putting in place the revised structure of House Rent Allowance (HRA) through the letter under reference, the component of City Compensatory Allowance (CCA), wherever and to whatever extent it was admissible prior to the revision of the entitlement of HRA, was made to be subsumed entirely in the revised structure of HRA. Therefore, now with the HRA being regulated in terms of the revised structure as conveyed through the letter under reference, CCA as a separate and distinct entitlement in addition to the said HRA is inadmissible. Even in all such cases where, in the pre-revised HRA scenario, despite the facilities of rent free accommodation and Government accommodations being availed, CCA was admissible to be drawn as a distinct additional component, now with the revised HRA structure in place such CCA has also become inadmissible being subsumed completely in the concession granted in terms of enjoying the facilities of 'rent free' or 'Government accommodation'.

3. To set any further doubt that may still persist to rest, it is being clarified that even with reference to employees who are drawing their emoluments in the 'pre-revised pay structure' under Haryana Civil Services (Revised Pay) Rules, 2008 or, as the case may be, under Haryana Civil Services (Assured Career Progression) Rules, 2008 or in whose cases the pay structure is yet to be revised, the CCA as a distinct component has become inadmissible after the revised structure of HRA stood put in place through the relevant letter under reference.

4. These clarifications may kindly be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

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

No. 6/2/97-4FR

From

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

To

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

Dated, Chandigarh, the 24th February, 2009

Subject : City Compensatory Allowance.

Sir,

I am directed to refer to Haryana Govt. Finance Department circular letter No. 6/2/97-4FR, dated 16-1-09 on the subject noted above where through it was conveyed that the Government has decided to abolish the City Compensatory Allowance altogether. It is further clarified that the said decision would be applicable w.e.f. 1.1.2009.

Yours faithfully,

Sd/-

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

***These instructions have been further clarified vide
No. 6/2/97-4FR, Dated 24.02.2009.***

No. 6/2/97-4FR

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

Chandigarh, the 16th January, 2009

To

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

Subject : City Compensatory Allowance.

Sir,

I am directed to refer to Haryana Govt. Finance Department letter No. 6/2/97-3FR-II, dated 13.8.97, No. 6/2/97-4FR, dated 26.9.05, No. 6/2/97-5FR, dated 25.7.08, on the subject noted above and to say that the consequent upon the acceptance of Sixth Pay Commission Report, the Government has decided to abolish the City Compensatory Allowance on the pattern of G.O.I.

Yours faithfully,

Sd/-

(M. C. Chhabra)

Under Secretary Finance

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

***These instructions have been Revised vide
No. 28/5/2009-1B&C, Dated 16.01.2009.***

No. 6/2/97-5FR

From

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

To

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

Dated, Chandigarh, the 25th July, 2008

Subject : City Compensatory Allowance.

Sir,

I am directed to refer to Haryana Govt. Finance Department circular letter No. 6/2/97-3FR-II dated 13-8-98 on the subject noted above and to say that State Government has reclassified Rewari and Palwal (Faridabad) as class 'A' city vide letter No. 10/44/2006-2FICW dated 3rd October, 2006. Accordingly, now, it has been decided that city Compensatory Allowance for the employees stationed at Rewari and Palwal (Faridabad) may be granted at the rate of 1½% of their pay subject to the maximum of Rs. 100/- per month w.e.f. 3-10-06. The other conditions for grant of City Compensatory Allowance will, however, remain unchanged.

2. The arrear will be paid in cash.
3. The above instruction may please be brought to the notice of all officers/officials working under your control.

Yours faithfully,

Sd/-

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

***These instructions have been Revised vide
No. 28/5/2009-1B&C, Dated 16.01.2009.***

No. 6/2/97-4FR

From

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

To

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

Dated, Chandigarh, the 26th September, 2005

Subject : City Compensatory Allowance.

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department circular letter No. 6/2/97-3FR-II dated 13-8-1998 on the subject noted above and to say that for some time past, the State Government have had under their consideration the question of granting City Compensatory Allowance on the basis of latest census population figure of 2001. Accordingly, after careful consideration, it has been decided that City Compensatory Allowance for the employees stationed at Jind, Kaithal and Thanesar (Kurukshetra) may be granted at the rate of 1½% of their pay subject to the maximum of Rs. 100/- per month w.e.f. 17-6-2005. The other conditions for grant of City Compensatory Allowance will, however, remain unchanged.

2. The arrear will be paid in cash.

Yours faithfully,

Sd/-

(B.B. KAUSHIK)

Under Secretary Finance

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

***These instructions have been Revised vide
No. 6/2/97-4FR, Dated 16.01.2009.***

No. 6/2/97-3FR-II

From

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

To

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

Dated, Chandigarh, the 13th August, 1998

Subject : City Compensatory Allowance.

Sir,

I am directed to refer to Haryana Government, Finance Department letter No. 6/1/88-3FR-II dated 1.2.1988 and No. 6/1/91-3FR-II dated 4th March, 1991, on the Subject noted above and to say that consequent upon the revision of pay scales, the State Government have had under their consideration the matter regarding revision of rates of City Compensatory Allowance for Haryana Government employees. After careful consideration it has been decided that the rates of C.C.A w.e.f. 1.1.1998 be modified as under :-

- (1) Capital Cities, viz, Chandigarh & Panchkula, Delhi, Faridabad and those working at Chandigarh but residing at Mohali.

Existing C.C.A rates	Modified C.C.A. rates
5% of the pay subject to maximum of Rs. 100/- minimum of Rs. 50/-P.M.	3% of the pay subject to maximum of Rs. 200/- and minimum of Rs. 100/-P.M.

- (2) Stationed at town having population of more than one lac.

Existing C.C.A rates	Modified C.C.A rates
2½% of the pay subject to maximum of Rs. 50/- P.M.	1½% of the pay subject to Maximum of Rs. 100/- P.M.

Note: Present classifications of the cities in the state for the grant of City Compensatory Allowance will, however, be continued.

2. The arrears of C.C.A shall be paid in cash from 1.1.1998.

Yours faithfully,

Sd/-

(RAM NIWAS)

Joint Secretary Finance

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

***These instructions have been Revised vide
No. 6/2/97-3FR-II, Dated 13.08.1998.***

No. 6/1/82-3FR-II

From

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

To

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

Dated, Chandigarh, the 12th January, 1994

Subject : City Compensatory Allowance.

Sir,

I am directed to invite a reference to Haryana Government Finance Department circular letter No. 6/88/3FR-II¹, dated 1st Feb., 1988 on the subject noted above and to say that after careful consideration, it has been decided by the Govt. that the City Compensatory Allowance for the employees stationed and residing at SIRSA may be granted at the rate of 2½% of their pay subject to the maximum of Rs. 50/- per month with immediate effect. The other conditions for the Grant of City Compensatory Allowance will, however, remain unchanged.

Yours faithfully,

Sd/-

(S.B. Bhatia)

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

¹ This may be read as 6/1/88/3FRII

***These instructions have been Revised vide
No. 6/2/97-3FR-II, Dated 13.08.1998.***

No. 6/1/91-3FR-II

From

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

To

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

Dated, Chandigarh, the 4th March, 1991

Subject : City Compensatory Allowance.

Sir,

I am directed to refer to Haryana Govt. Finance Department letter No. 6/1/88/3FR-II, dated 1.2.88 on the subject noted above and in continuation to say that this concession will be admissible to the employees posted at Chandigarh & Panchkula at a rate of 5% subject to a minimum of Rs. 50/- and a maximum of Rs. 100/- per month. This benefit will be applicable with effect from 1st March, 1991. The above referred instructions may be considered to have been modified to this extent.

Yours faithfully,

Sd/-

(R.P. Sukhija)

Deputy Secretary Finance (R)

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

***These instructions have been Revised vide
No. 6/1/91-3FR-II, Dated 04.03.1991.***

No. 6/1/88/3FR-II

From

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

To

All Heads of Department,
Commissioner, Ambala and Hisar Divisions,
All Deputy Commissioners in Haryana and
Sub Divisional Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 1st February, 1988

Subject : City Compensatory Allowance.

Sir,

I am directed to refer to Haryana Government, Finance Department letter No. 3/1/1PR(FD)-87, dated 29th April, 1987, wherein the City Compensatory Allowance of Haryana Government employees sanctioned to them before 1-1-1986 was frozen to the extent of the amount they had drawn in the pay of February, 1987 paid in March, 1987. The Government has now decided that the present classification of the cities in the State for grant of City Compensatory Allowance be continued. However, the rates of C.C.A. may be reduced from the present 10% and 5% wherever applicable to 5% and 2½% subject to a maximum of Rs.100/- p.m. or Rs. 50/- p.m. as the case may be. This would, however, subject to the condition that as a result of this decision C.C.A. payable to employees would not get reduced from that they were getting at the time of freezing of C.C.A.

2. The above rates of City Compensatory Allowance will take effect from the date of issue of these orders.

Yours faithfully,

Sd/-

(J.P NARANG)

Joint Secretary, Finance (R)

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

***These instructions have been Revised vide
No. 6/1/88/3FR-II, Dated 01.02.1988.***

No. 6/1/87-3FR-II

From

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

To

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

Dated, Chandigarh, the 1st January, 1987

Subject : City Compensatory Allowance.

Sir,

I am directed to invite a reference to Haryana Government Finance Department circular letter No. 6/1/85-3FR-II, dated 1-4-1985, on the above subject and to say that for some time past, the State Government had under consideration the question of grant of City Compensatory Allowance to the employees stationed and residing at Madhuban (Karnal) and after careful consideration of the matter, it has now been decided that they may be granted city compensatory allowance at the rate of 5% of pay subject to a maximum of Rs. 50/- p.m. with effect from the date of issue of these orders.

Yours faithfully,

Sd/-

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

***These instructions have been Revised vide
No. 6/1/88/3FR-II, Dated 01.02.1988.***

No. 6/1/85-3FR-II/1298

From

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

To

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

Dated, Chandigarh, the 27th May, 1985

Subject : City Compensatory Allowance.

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department circular letter No. 6/1/80-3FR-II, dated 20.5.1980 and No. 6/1/85/3FR-II, dated 1st April, 1985 on the subject noted above, and to say that Haryana Govt. employees stationed and residing at Delhi shall also be entitled to City Compensatory Allowance at the rate of 10% of the revised pay subject to the maximum of Rs. 100/- P.M. with effect from the 1st April, 1985.

Yours faithfully,

Sd/-

(MEENAXI ANAND CHAUDHRY)

Joint Secretary, Finance (R),

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

***These instructions have been Revised vide
No. 6/1/88/3FR-II, Dated 01.02.1988.***

No. 6/1/85/3FR-II/

From

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

To

All Heads of Departments,
Commissioners, Ambala/Hisar Division,
Deputy Commissioners &
Sub Divisional Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 1st April, 1985

Subject : City Compensatory Allowance.

Sir,

I am directed to invite a reference to Haryana Government Finance Department circular letter No. 6/1/80-3FR-II, dated 21st February, 1980, on the above subject, and to say that, for sometime past, the State Government had under consideration the question of enhancing the rate of City Compensatory Allowance. After careful consideration of the matter, it has now been decided that the rate of City Compensatory Allowance for the employees stationed and residing at Chandigarh may be raised, w.e.f. 1.4.85, from 8% to 10%, but there will be no change in the existing maximum ceiling of Rs. 100/- p.m. City Compensatory Allowance at the above rate will also be admissible, as at present to Haryana Government employees stationed and residing at Panchkula and those working at Chandigarh but residing at Mohali.

2. The State Government have further decided to grant City Compensatory Allowance to its employees stationed at Gurgaon, Bhiwani, Panipat, Sonapat and Karnal, although these cities have not a spread of 30 Sq. Kilometers and yet their population, as per 1981 Census, is over one lac at the rate of 5% of pay, subject to a maximum of Rs. 50/- p.m. with effect from 1-4-85. The other conditions for the grant of City Compensatory Allowance will, however, remain unchanged.

Yours faithfully,

Sd/-

(MEENAXI ANAND CHAUDHRY),

Joint Secretary Finance (R),

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

***These instructions have been Revised partly vide
No. 6/1/85-3FR-II/1298, Dated 27.05.1985.***

No. 6/1/80-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 16th February, 1981

Subject : City Compensatory Allowance.

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department circular letter No. 6/1/80-3FR-II dated 17-12-80 on the subject noted above and to say that work charged employees of Haryana Govt. stationed and residing at Delhi shall also be entitled to City Compensatory Allowance at the rate of 8% of the revised pay subject to the maximum of Rs. 100/- with effect from 1.1.1980.

Yours faithfully,

Sd/-

(N.K. GARG)

Joint Secretary, Finance (R),
for Secretary to Government, Haryana,
Finance Department.

***These instructions have been Revised vide
No. 6/1/85/3FR-II, Dated 01.04.1985.***

No. 6/1/80-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

All Head of Departments,
Commissioner, Ambala/Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 17th December, 1980

Subject : City Compensatory Allowance.

Sir,

I am directed to invite a reference to Finance Department letter No. 6/1/80-3FR-II, dated 22-8-1980 on the subject noted above and to say that on re-consideration it has been decided that the City Compensatory Allowance at the rate of 8% of pay subject to a maximum of Rs. 100/- per month, will be admissible to work charged employees of Haryana Govt. stationed and residing at Chandigarh / Panchkula and also to those working at Chandigarh but residing at Mohali.

2. It has also been decided to grant City Compensatory Allowance to the Work-Charged employees stationed at towns having populations of more than one lac and spread of 30 sq. kilometers namely Ambala City Cantt. Complex, Yamunanagar - Jagadhari Complex Faridabad and Rohtak. At these places, the rate of City Compensatory Allowance will be 5 percent of pay subject to a maximum of Rs. 50/- per month.

3. It is also clarified that in case of work charged employees, the dearness pay, dearness allowance, adhoc relief and additional dearness allowance I and II upto the consumer price index of 320 points minus excess payment of adhoc relief will be treated as dearness pay for purpose of calculating the admissible City Compensatory Allowance.

4. The above rates of City Compensatory Allowance will take effect from 1st January, 1980.

5. These orders do not apply to employees who are paid out of contingency.

Yours faithfully,

Sd/-

(L.M. Goyal)

Joint Secretary Finance (R)
for Secretary to Government, Haryana,
Finance Department.

***These instructions have been Revised vide No. 6/1/80-3FR-II,
Dated 17.12.1980, 16.02.1981 & 16.04.1981.***

No. 6/1/80-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

All Heads of Departments,
Commissioners Ambala/Hisar Divisions,
Deputy Commissioners, and
Sub Divisional Officers (Civil) in Haryana.

Dated, Chandigarh, the 22nd August, 1980

Subject : City Compensatory Allowance.

Sir,

I am directed to invite a reference to Finance Department letter No. 6/1/80-3FR-II dated 21st Feb.1980 on the subject noted above and to say that some Departments have sought clarification whether or not the work charged/contingent paid employees are entitled to the grant of City Compensatory Allowance at the prescribed rates. It is hereby clarified that the city compensatory allowance is not admissible to work charged/contingent paid employees.

Yours faithfully,

Sd/-

(O.P. Dubey)

Under Secretary Finance (R)

for Secretary to Government, Haryana,
Finance Department.

***These instructions have been Revised vide
No. 6/1/88/3FR-II, Dated 01.02.1988.***

No. 6/1/80-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

All Head of Departments stationed at Chandigarh.
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 9th July, 1980

Subject : Revised rates of City Compensatory Allowance etc. admissible on the new scales.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 6/1/80/3FR-II dated 21-2-80 and 19.3.80 on the subject noted above, wherein the revised rates of City Compensatory Allowances applicable to employees in the revised scales of pay were laid down but no decision was communicated in respect of employees who either drawing pre-revised scale of pay or have opted for pre-revised scale of pay. It is, therefore, clarified now that in their case dearness pay, dearness allowance, adhoc relief and additional dearness allowance I & II upto the Consumers Price Index of 320 points minus excess payment of adhoc relief will be treated as Dearness pay for purpose of calculating the admissible City Compensatory Allowance. This position will also be applicable in case of employees whose revised pay scales have not been notified so far.

Yours faithfully,

Sd/-

Joint Secretary Finance (Bud.)
for Secretary to Government, Haryana,
Finance Department.

***These instructions have been Revised vide
No. 6/1/85-3FR-II/1298, Dated 27.05.1985.***

No. 6/1/80-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

All Head of Departments,
Commissioner, Ambala and Hisar Divisions,
Deputy Commissioner and
Sub Divisional Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 20th May, 1980

Subject : City Compensatory Allowance.

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department Circular letter No. 6/1/80-3FR-II, dated 21-2-1980 and 6/1/80-3FR-II, dated 18-3-80 on the subject noted above and to say that Haryana Govt. employees stationed and residing at Delhi shall also be entitled to City Compensatory Allowance at the rate of 8% of the revised pay subject to the maximum of Rs. 100/- with effect from 1.1.1980.

Yours faithfully,

Sd/-

(L.M. Goyal)

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

***These instructions have been Revised vide
No. 6/1/80-3FR-II, Dated 18.03.1980 & 17.12.1980.***

No. 6/1/80-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated : Chandigarh, the 21st February, 1980

Subject : City Compensatory Allowance.

Sir,

I am directed to invite a reference to Haryana Govt., Finance Department Circular letters noted in the margin on the above subject and to say that for some time past, the State Govt. have had under their consideration the recommendations of Haryana Pay Commission, regarding grant of City Compensatory Allowance. After careful consideration, it has been decided to grant City Compensatory Allowance to Government employees stationed and residing at Chandigarh at the rate of 8 per cent of pay in the revised scale, subject to a maximum of Rs. 100/- per month. City Compensatory Allowance at this rate will also be admissible to Haryana Government employees stationed and residing at Panchkula and those working at Chandigarh but residing at Mohali.

2. It has also been decided to grant City Compensatory Allowance to the Government employees stationed at towns having population of more than one lac and a spread of 30 sq. kilometers, namely Ambala City - Cantt. Complex, Yamunanagar Jagadhri Complex, Faridabad and Rohtak. At these places, the rate of City Compensatory Allowance will be 5 per cent of pay in the revised scale subject to a maximum of Rs. 50/- per month.

3. In case of members of All India Services, the employees governed by U.G.C. scales of pay and those who opt to retain the pre-revised scales of pay, the dearness allowance/additional dearness allowance sanctioned upto 320 point of All India Consumer Price Index would be included as part of pay in order to determine the admissible City Compensatory Allowance.

4. The above rates of City Compensatory Allowance will take effect from the 1st January, 1980.

Margin :

- (i) 6283-3FR-74/37134, dt.22-10-1974
- (ii) 5859-3FR-75/36325, dt.22-10-1975
- (iii) 1172-3FR-II/19688, dt. 7-6-1976
- (iv) 6/1/78-3FR-II, dt. 26-9-1978
- (v) 6/1/78-3FR-II Dt. 19-1-1979

Yours faithfully,

Sd/-

(L. M. Goyal)

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

***These instructions have been Revised vide
No. 6/1/80-3FR-II, Dated 21.02.1980.***

No. 6/1/78-3FR-II

From

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

To

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

Dated, Chandigarh, the 19th January, 1979

Subject : City Compensatory Allowance.

Sir,

I am directed to invite your attention to the Haryana Government, Finance Department circular letter No. 1172-3FR-II-76/19688, dated the 7th June, 1976, on the subject noted above, and to state that for some time past, the State Govt. had been considering the question of granting Chandigarh Compensatory Allowance to all such Government employees who had been both working and residing at Panchkula. It has now been decided that such employees should also be granted compensatory allowance @ 12½% of their basic pay plus dearness pay subject to a maximum of Rs. 75/- p.m.

2. This concession will be admissible from 14-12-78.

Yours faithfully,

Sd/-

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

***These instructions have been Revised vide
No. 6/1/80-3FR-II, Dated 21.02.1980.***

No. 6/1/78-3FR-II

From

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

To

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

Dated, Chandigarh, the 26th September, 1978

Subject : Chandigarh Compensatory Allowance.

Sir,

I am directed to invite your attention to the Haryana Government, Finance Department circular letter No. 1172-3FR-II-76/19688, dated the 7th June, 1976, on the subject noted above and to say that it has been decided that the Haryana Government employees working at Chandigarh but residing at Mohali should also be granted Chandigarh Compensatory Allowance at Chandigarh rates i.e. @ 12½ of their basic pay plus dearness pay subject to a maximum of Rs. 75/- p.m.

2. This concession will be admissible from the date of issue of these orders.

Yours faithfully,

Sd/-

(N.K. Garg)

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

No. 4/3/2009-5FR
GOVERNMENT OF HARYANA
FINANCE DEPARTMENT

Chandigarh, the 16th January, 2009

To

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

Subject : **Grant of Hill Compensatory Allowance to the Haryana Govt. employees posted in "Morni Hills".**

Sir,

I am directed to refer to Haryana Govt. Finance Department letter No. 6/8/83-3FR-II, dated 26th September, 1994 on the subject noted above and to say that the Government has reconsidered the whole matter in the light of Sixth Pay Commission report and decided to enhance the Hill Compensatory Allowance to Haryana Govt. employees posted in "Morni Hills" from at present 5% of the basic pay subject to a minimum of Rs. 100/- and maximum of Rs. 200/- per month to 5% of the basic pay in the revised pay structure subject to minimum of Rs. 200/- and maximum of Rs. 400/- per month w.e.f. from 1.1.2009.

Yours faithfully,

Sd/-

(M. C. Chhabra)

Under Secretary Finance

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

***These instructions have been Revised
Vide No. 4/3/2009-5FR, Dated 16.01.2009***

No. 6/8/83-3FR-II

From

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

To

All Heads of Departments,
Commissioners, Ambala/Hisar/Rohtak/Gurgaon Divisions,
All Deputy Commissioners and
Sub Divisional officers (Civil) in Haryana.
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 26th September, 1994

Subject : Grant of Hill Compensatory Allowance to the Haryana Govt. employees posted in "Morni Hills".

Sir,

I am directed to invite a reference to Haryana Govt., Finance Department circular letter No. 6/8/83-3FR-II dated 3.5.94 on the subject noted above and to say that the State Govt. after careful consideration has decided to modify the above mentioned instruction to the extent that the "Morni Hills Allowance" will be 5% of the basic pay subject to a minimum of Rs. 100/- and maximum of Rs. 200/- per month.

These orders will take effect from the date of issue.

Yours faithfully,

Sd/-
(V.S. Kundu)
Joint Secretary, Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 6/8/83-3FR-II, Dated 26.09.1994.***

No. 6/8/83-3FR-II

From

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

To

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

Dated, Chandigarh, the 3rd May, 1994

Subject : Grant of 'Hill Compensatory Allowance' to the Haryana Govt. employees posted in 'Morni Hills'.

Sir,

I am directed to say that Haryana Government have had under consideration for some time past the question of granting Hill Compensatory Allowance to officers/officials posted in Morni Hills. The matter has been carefully considered and it has been decided to grant Hill Compensatory Allowance to Govt. servants serving in the 'Morni Hills' at the rate of 5% of basic pay subject to a minimum of Rs. 50/- and a maximum of Rs. 100/- per month. The list of the villages forming part of 'Morni Hills' is given in annexure-I.

2. These orders will take effect from the date of issue.

Yours faithfully,

Sd/-

(V.S. Kundu)

Joint Secretary Finance (B)

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

ANNEXURE-I

1	Bhoje Kudana
2	Bhoje Panwata
3	Bhoje Plasara
4	Bhoje Rajpura
5	Bhoje Matore
6	Bhoje Dhardy
7	Bhoje Nangal
8	Bhoje Niata
9	Bhoje Jabyal
10	Bhoje Tharda
11	Bhoje Jatipura
12	Bhoje Kothi
13	Bhoje Bhagal
14	Bhoje Koti

Grant of Compensatory Allowance where both husband and wife are employed.—The question regarding the procedure to be adopted for the grant of Compensatory Allowance to husband/wife (both Government employees) and posted at the same station has been considered by Government and it has now been decided that the Compensatory Allowance sanctioned at various places in the State like Dearness Allowance shall be admissible to both husband/wife subject to existing terms/conditions.

(No. 6293-3FRI-65/13318, dated the 10th August, 1965).

CCA/HRA during training.— A question had been raised as to how compensatory (city) and house rent allowances should be regulated in the case of Government employees, who are deputed for training abroad under the various training schemes. In this connection it is clarified that such Government employees shall be eligible for compensatory (city) and house rent allowances, subject to fulfilment of the conditions laid down in Rules 5.3(b) and 5.5 of Punjab Civil Services Rules, Volume I, Part I, during the first six months of absence from their posts in India, which is treated as deputation. The allowances will not be admissible during the period of training, which is treated as special leave or leave on average pay/earned leave.

(No. 4936-FR-I-59/6506, dated the 9th July, 1959).

Grant of house rent and Compensatory (City) allowance during the period of suspension ordered to be treated as one spent on leave – Certificates required for the.— A question has arisen as to what certificates are necessary for the drawal of house rent and compensatory (city) allowance in the case of a Government employee placed under suspension and subsequently reinstated in service in respect of the period of suspension which is ordered to be treated as one spent on leave in accordance with the proviso to rule 7.3(5) of Punjab Civil Services Rules Volume I, Part I. In this connection it has been decided that in such cases while the certificate provided under rule 5.3(a) (i) *ibid* is not necessary, the certificates provided under rule 5.3 (a)(i) and 5.3 (a)(ii) read with rule 5.5 of Punjab Civil Services Rules, Volume I, Part I, relating to compensatory allowance and house rent allowance respectively should be obtained from the Government employee concerned before making necessary adjustments in regard to the allowances unless such certificates were previously obtained from him under the proviso to rule 7.2 (i) (ii) (b) of Punjab Civil Services Rules, Volume I, Part I.

(No. 1581-FR-I-59/4122, dated 27th April, 1959).

Grant of compensatory allowance during a combined period of temporary transfer and leave.— Under rules 5.2 to 5.8 of the Punjab Civil Services Rules, Volume I, Part I, an officer proceeding on temporary transfer or leave from a station where a compensatory allowance is admissible may be allowed to draw the allowance during the period of temporary transfer or leave subject to the fulfilment of the conditions laid down therein. A question has been raised whether such an allowance may be allowed to be drawn in a case where an officer is granted leave in continuation of a period of temporary transfer even though no allowance is sanctioned for the station of his temporary duty or when a period of leave is interrupted by a spell of temporary duty at a place where such an allowance is not admissible or is admissible at a lower rate. It has been decided that there is no objection to the grant of a compensatory allowance during a combined period of temporary transfer and leave, up to the first four months, subject to the fulfilment of the other conditions laid down in the Rules mentioned above.

(No. 7401-FR-56/6217, dated the 17th September, 1956).

Admissibility of compensatory and House Rent Allowance during leave.— Note 2 below rule 5.3(b) of Punjab Civil Services Rules, Volume I, Part I, determines the procedure for assessing the rate of allowance admissible during leave.

It has been brought to the notice of Government that a case occurred in which an officer, who was drawing house rent allowance at a certain rate before proceeding on leave became entitled to draw the allowance at a lower rate on return from leave due to accrual of an increment during leave. The question then arose as to whether in such a case the higher or the lower rate of house rent allowance should be allowed to the officer during the period of leave. It has been decided that for interpreting the orders contained in the rule referred to above, more emphasis should be laid on the amount of the allowance admissible during leave rather than the post to which it is attached, underlying principle being that the amount should be restricted to the allowance drawn immediately before proceeding on leave or the amount to which the Government employee would be entitled on return from leave, whichever is less. In order that there may not be any complication later, the amount of house rent allowance should be calculated in advance.

These orders will not apply to Punjab Government employees stationed at Simla who are being governed by special instructions issued on the subject.

(No. 14169-FR-55/128, dated 4th January, 1956)

No allowance to the staff paid out of Contingencies.— No allowance will be admissible to the staff paid out of contingencies in addition to dearness allowance except an allowance granted to those employees in the following circumstances :-

- (i) allowance granted to compensate for the expensiveness of localities with bad climate;
- (ii) allowance granted to compensate for the higher cost of living in hill stations; and
- (iii) allowance granted to compensate for expenses incidental to service in remote localities.

In the case of part-time employees of this category, the grant of these allowances will be regulated in the manner indicated in letter No. 1594-FG-47/11397, dated 26.12.47.

(No. 722-FR-49/13681, dated the 9th March, 1949).

No. 4/2/2009-5FR
GOVERNMENT OF HARYANA
FINANCE DEPARTMENT

Chandigarh, the 15th January, 2009

To

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

Subject : **Revision of Grant of Special Allowance to all Safai Karamcharis working in various Departments/Public Undertakings/Municipal Committees in the State.**

Sir,

I am directed to refer to Haryana Govt. Finance Department letter No. 4/6/82-4FR, dated 1st May, 2006 on the subject noted above and to say that the Government has reconsidered the whole matter in the light of Sixth Pay Commission report and decided to enhance the Special Allowance to all Safai Karamcharis working in various Departments/Public Undertaking/Municipal Committees in the State from the existing rate of Rs. 265/- per month to Rs. 350/- per month w.e.f. 1.1.2009.

Yours faithfully,

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

***These instructions have been Revised vide
No. 4/2/2009-5FR, Dated 15.01.2009.***

No. 4/6/82-4FR

From

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

To

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

Dated, Chandigarh, the 1st May, 2006

Subject : Grant of Special allowance to all Safai Karamcharis working in various Departments/Public Undertaking Municipal Committees in the State.

Sir,

I am directed to refer to the Finance Department's instructions bearing No. 4/6/79-3FR-II dated 9th July, 1979, and No. 3/2/1PR(FD)-80 dated 6th October, 1980 on the subject cited above and to say that the Government of Haryana is pleased to decide to enhance the special allowance of all Safai Karamcharis working in various Departments/Public Undertaking/ Municipal Committees in the State from the existing rate of Rs. 65/- to Rs. 265/- per month w.e.f. 01.05.2006.

Yours faithfully,

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

No. 4/6/82-3FR-II

From

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

To

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

Dated, Chandigarh, the 19th February, 1986**Subject : Grant of Financial benefit to Sweepers.**

Sir,

I am directed to invite a reference to para 3 of Haryana Govt. circular letter No. 4/6/79-3FR-II, dated 13-5-85 read with circular letter No. 3/21/1PR(FD-80), dated 6-10-1980 on the subject noted above and to say that instances have come to the notice of this department where some offices have granted special allowance to Sweepers who are paid from contingencies.

2. It is again clarified that this special allowances is not admissible to part-time workers whether paid from the regular establishment or from the contingencies.

Yours faithfully,

Sd/-

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

No. 4/6/81-3FR-II

From

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

To

All Heads of Departments,
Commissioner Ambala/Hisar Divisions,
Deputy Commissioner and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 23rd November, 1981**Subject : Grant of Special Allowance of Rs. 65/- Sweepers.**

Sir,

I am directed to invite a reference to Haryana Govt. Circular letter No. 4/6/81-3FR-II dated 25.5.81 on the subject noted above and to say that a doubt has arisen whether the Special Allowance of Rs. 65/- will be admissible to the sweepers during the Maternity leave, Commuted leave, Hospital leave and Special Disability leave, and if so at what rates. The matter has been considered in detail and it is clarified that the sweepers will be entitled to the special allowance during the leave enumerated above and would be admissible at the following rates.

- (i) If the leave is sanctioned at full pay, the special allowance may be paid at full rate.
- (ii) If the leave is sanctioned at half pay, the special allowance may be paid at half rate.
- (iii) If the leave is extraordinary, no special allowance may be paid.

Yours faithfully,

Sd/-
(Rajni Razdan)
Deputy Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been clarified vide
No. 4/6/81-3FR-II, Dated 23.11.1981.***

No. 4/6/81-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

All Heads of Departments,
Commissioners, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 25th May, 1981

Subject : Grant of Special Allowance of Rs. 65/- to Sweepers.

Sir,

I am directed to invite a reference to Haryana Government circular letter No. 3/2/1(PR)-FD-80, dated 6.10.80 on the subject noted above and to say that a doubt has arisen whether the special allowance of Rs. 65/- p.m. will be admissible to the Sweeper during the period of leave also. The matter has been considered and it has been decided that the Sweepers will continue to draw the Special Allowance of Rs. 65/-p.m. during the period of Earned Leave, Half Pay Leave and Leave Not Due but this special allowance will not be admissible during the period of Extraordinary Leave.

Yours faithfully,

Sd/-
(Rajni Razdan)
Deputy Secretary Finance (R),
for Secretary to Government, Haryana,
Finance Department.

***These instructions have been clarified vide
No. 4/6/82-4FR, Dated 01.05.2006.***

Copy of letter **No. 3/2/1PR(FD)-80, dated 6th October, 1980** from the Secretary to Govt. Haryana, Finance Department, to All Heads of Departments.

Subject : Grant of adhoc pay and special pay to Sweepers.

Sir,

I am directed to say that the Sweepers in all Departments of the State Government were entitled to Adhoc Pay of Rs. 15/- plus a special allowance of Rs. 50/- p.m. under the pre-revised scale of pay. A clarification has been sought by some of the departments whether the adhoc pay of Rs. 15/- and a special allowance of Rs. 50/- are also admissible to the Sweepers under the revised scale of pay. It is clarified that the benefit of adhoc pay of Rs. 15/- p.m. and special allowance of Rs. 50/- p.m. is also admissible under the revised scale of pay, but these are not to be taken into account while calculating the existing emoluments for the purpose of fixation of pay in the revised scale. The adhoc pay and special allowance are to be allowed to Sweepers as a separate element quite distinct from pay. In future both these allowances can be combined and called a Special Allowance of Rs. 65 /- p.m.

2. The receipt of this communication may please be acknowledged.

***These instructions have been clarified vide
No. 3/2/1PR(FD)-80, Dated 06.10.1980.***

No. 4/6/79-3FR-II

From

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

To

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

Dated, Chandigarh, the 9th July, 1979

Subject : Financial benefit to Sweepers.

Sir,

I am directed to address you on the subject noted above and to say that the question of grant of financial benefit to sweepers who are in the employment of the State Government, Public Sector Corporations/Undertakings and local bodies in the state has been engaging the attention of the Government. It has now been decided that all such sweepers be allowed a special allowance of Rs. 50/- p.m. with effect from 1.7.79.

Yours faithfully,

Sd/-

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

No. 4/4/2009-5FR
GOVERNMENT OF HARYANA
FINANCE DEPARTMENT

Chandigarh, the 16th January, 2009

To

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

Subject : **Revision of Grant of Special Allowance to Peon-cum-Chowkidar, Peon-cum-Mali and Chowkidar-cum-Mali.**

Sir,

I am directed to refer to Haryana Govt. Finance Department letter No. 4/5/86-3FR-II, dated 27th March, 1986 on the subject noted above and to say that the Government has reconsidered the whole matter in the light of Sixth Pay Commission report and decided to enhance the Special Allowance to all Class IV employees holding dual posts of Peon-cum-Chowkidar, Peon-cum-Mali and Chowkidar-cum-Mali only in Government offices in the State from Rs. 30 per month to 60 per month w.e.f. 1.1.2009.

Yours faithfully,

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

***These instructions have been Revised vide
No. 4/4/2009-5FR, Dated 16.01.2009.***

No. 4/5/86-3FR-II

From

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

To

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

Dated, Chandigarh, the 27th March, 1986

Subject : **Grant of Special Allowance to Peon-cum-Chowkidar, Peon-cum-Mali and Chowkidar-cum-Mali.**

Sir,

I am directed to refer to the subject noted above and to say that for some time past Govt. has been receiving representations from Class IV employees that where they are required to perform dual duty, they may be paid some compensatory allowance. After a careful consideration of the matter it has been decided by Government that Class IV employees holding dual posts of Peon-cum-Chowkidar, Peon-cum-Mali and Chowkidar-cum-Mail only in Govt. offices will be paid special allowance of Rs. 30/- per month, with effect from 1st April, 1986.

2. It has also been decided that with the sanctioning of this allowance such employees will not be entitled to any over-time allowance.

3. The above orders will not apply to part-time workers whether paid from the regular establishment or from contingencies.

4. Govt. have further decided that no change in the nomenclature of the present sanctioned posts of Class IV employees should be made and no post of Class IV employee (including work-charged) with double nomenclature should be created in the future without obtaining specific prior approval of the Finance Department.

Yours faithfully,

Sd/-

(MEENAXI ANAND CHAUDHRY)

Joint Secretary Finance (R),

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

***These instructions have been modified vide
No. 1/42/1PR(FD)-82/, Dated 04.04.1985 &
No. 4/5/86-3FR-II, Dated 27.03.1986.***

No. 1/174/1PR(FD)-81

From

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

To

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

Dated, Chandigarh, the 11th January, 1982

Subject : Rates of over-time Allowance to Drivers and Class IV employees.

Sir,

I am directed to invited a reference to Haryana Government letter No. 4/6/1PR(FD)-80, dated 20th July, 1981, on the above subject and to say that the rates of Over-time Allowance to Class-IV employees (i.e. Peons and Jamadars only) and the Drivers have been revised by the State Government and after careful consideration it has been decided that these employees may be paid Overtime Allowance at the old rate of Rs. 1/- per hour, but the maximum limit of this allowance may be raised from Rs. 100/- p.m. to 150/- p.m. The payment of Over-time Allowance will, however, be regulated as follows:-

- (i) On holidays Rs. 5/- day.
 - (ii) On Working days-To be calculated for the entire month and in the aggregate, fraction if any may be treated as full hour.
2. These orders will take effect from the date of issue of this letter.
 3. Receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

(RAJNI RAZDAN)

Joint Secretary Finance (R)

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

Copy of letter **No. 10(32)/81-4FR-I dated 12th October, 1981** from the Commissioner & Secretary to Govt., Haryana, Finance Department to all Heads of Departments in Haryana State and others.

Subject : Grant of honoraria, over-time allowance and special pay.

I am directed to invite your attention to the subject noted above and to say that the current practice regarding the grant of honoraria, over-time allowance and special pay to the employees of Haryana Govt. is not well regulated and instances have come to the notice of Govt. in which the officials had claimed/were sanctioned more than one form of the aforesaid compensation for arduous duties at the same time, or for the same period of time.

2. It is felt that for categories of staff entitled to over-time allowance, this is the primary form of compensation for discharging their duties beyond the prescribed hours. As it is difficult in their cases to define duties performed within the prescribed hours as being more arduous or onerous than normally expected of them, it is clarified that honoraria should be granted to them sparingly and when granted, it should be only in a situation where over-time allowance has not been claimed and an undertaking/condition would also be that for the same period, no over-time allowance would be claimed in future either. Likewise, for those entitled to over-time allowance, special pay for discharging arduous duties (except where already sanctioned) would also not normally be sanctioned in future. If at all it is sanctioned, this would simultaneously disentitle the incumbent of the post against which such special pay is sanctioned to claim over-time allowance and honoraria also.

3. For other categories of staff (i.e. the staff not entitled to over-time allowance) special pay for the arduous nature of duties if sanctioned would normally disentitle the incumbents of these posts for the grant of honoraria for discharging duties which form a part of their normal duties. While the grant of honoraria may, in exceptional cases, still be justified for such personnel, should they be occasionally discharging duties more onerous than what was contemplated when the special pay was sanctioned. The competent authority would be expected at the time of sanctioning such an honoraria to carefully consider whether the incumbents of these posts would be required to discharge such exceptional or onerous duties on a regular basis, and if so, whether the more appropriate course would not be to consider modification/enhancement in existing levels of special pay, and in that case, the more appropriate course to follow, would be to move Government accordingly, with specific proposals.

4. Receipt of these instructions may please be acknowledged.

Grant of honorarium to Class IV staff who are appointed to work as drivers for short period.— Punjab Government have had under consideration the question whether any remuneration may be allowed to class IV employees when they are engaged to drive staff cars for short period(s) in the absence of regular staff car drivers and if so, at what rate. After careful consideration it has been decided that an honorarium at the rate of Re. 1 per diem may be paid to a Class IV employee for driving a staff car when the regular staff car driver is absent or on casual leave or regular leave for short period(s) and regular officiating arrangement in his place is not considered necessary. The honorarium is to be paid only for the day(s) on which the class IV employee performs the duties of the staff car driver for the whole day.

(No. 3071-(4)-FRII-61/4875, dated the 20th April, 1961).

No. 5/32/98-1FR

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

Dated, Chandigarh, 14th January, 2009

To

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

Subject : Cycle Allowance to all Group 'D' employees.

Sir/Madam,

I am directed to invite a reference to Haryana Government, Finance Department circular letter No. 5/32/98-1FR, dated 17th December, 2004 on the subject noted above and to say that the Government has reconsidered the whole matter in the light of sixth pay commission report and has decided to revise the rates of Cycle Allowance from the present Rs. 50/- p.m. to Rs. 100/- p.m. for the Group 'D' employees of Haryana Government w.e.f. 01.01.09.

Yours faithfully,

Sd/-

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

***These instructions have been Revised vide
No. 1/125/2008-1PR(FD), Dated 14.01.2009***

No. 5/32/98-1FR

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

Office Memorandum

Dated: Chandigarh, the 17th December, 2004

Subject : Cycle Allowance to all Group 'D' employees

Sir/Madam,

I am directed to invite a reference to Haryana Government, Finance Department circular letter No. 5/32/98-1FR-II dated 13th August, 1998 on the subject noted above and to say that it has been decided to raise the rates of Cycle Allowance from the present Rs. 30/-p.m. to Rs. 50/- p.m. for the Group 'D' employees of Haryana Government with immediate effect.

Yours faithfully,

Sd/-

(Vijay Singh Yadav)

Deputy Secretary Finance,

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

All the Heads of Departments, Commissioners of Divisions,
All Deputy Commissioners and SDO's (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

***These instructions have been Revised vide
No. 5/32/98-1FR, dated 17.12.2004.***

No. 5/32/98-1FR-II

From

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

To

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

Dated, Chandigarh, the 13th August, 1998

Subject : Cycle Allowance to all Group 'D' employees.

Sir,

I am directed to invite a reference to Haryana Govt., Finance Department Circular letter No. 5/6/88-1FR-II, dated, 9th Feb., 1988 on the subject noted above and to say that it has been decided to raise the rates of Cycle allowance from Rs. 20/- p.m. to Rs. 30/- p.m. for Group 'D' employees.

2. This decision shall take effect from 1.1.1998 and arrear will be paid in cash.

Yours faithfully,

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

***These instructions have been Revised vide
No. 5/32/98-1FR-II, dated 13.08.1998.***

No. 5/6/88-1FR-II

From

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

To

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

Dated, Chandigarh, the 9th February, 1988

Subject : Cycle Allowance to all Group 'D' employees.

Sir,

I am directed to invite a reference to Haryana Govt., Finance Department Circular letter No. 5/4(1)-82-1FR-II, dated 9th March, 1982 on the subject noted above and to say that it has been decided to raise the rates of Cycle Allowance from Rs. 10/- P.M. to Rs. 20/- P.M. for Group 'D' employees.

2. This decision shall take effect from the date of issue of this letter.

Yours faithfully,

Sd/-

(J.P. Narang)

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

No. 5/4(1)-82-1FR-II

From

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

To

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

Dated, Chandigarh, the 9th March, 1982**Subject : Conveyance allowance to all Class IV employee.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department Circular letter No. 1422-3FR-74/8944, dated 12.3.74 on the subject noted above and to say that for some time past the question of raising the rate of conveyance allowance to all Class IV employees in the State has been engaging the attention of Government. After careful consideration, it has been decided to raise the rate of conveyance allowance from Rs. 5/- p.m. to Rs. 10/- p.m., with effect from 1st April, 1982. This conveyance allowance would be admissible to all Class IV employees whether they have been provided with cycle at Govt. expenses or not.

2. Necessary amendment to the rules will be made in due course.

Yours faithfully,

Sd/-

(R. S. Kailey)

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

Subject : Conveyance Allowance to all Class IV employees.

(F.D. Hr. letter No. 996-3FRI-77/27014 dt. 14th September, 1977).

The Governor of Haryana is pleased to order that the conveyance allowance allowed to all class IV employees in the state vide Haryana Govt. Finance Deptt Circular letter No. 1422-3FR-74/8944 dated 12.3.74 shall be deemed to have been sanctioned in relaxation of Rule 2.11 of Pb. CSR Vol. III (T.A. Rules).

Copy of Circular letter **No. 5505-3FR-74/33335 dated 23rd October, 1974** from the Commissioner and Secretary to Government, Haryana, Finance Department to all Heads of Departments, etc.

Subject : Conveyance allowance to all Class IV employees.

I am directed to invite a reference to Haryana Government Finance Department Circular letter No. 1422-3FR-74/8944, dated 12th March, 1974, on this subject and say that a doubt has arisen whether this Allowance will be admissible to a class IV employee who proceeds on leave. The matter has been considered and it has been decided that Class IV employee will continue to draw this allowance during the period of leave also.

***These instructions have been Revised vide
No. 5/4/(1)82/1FR-II, Dated 09.03.1982.***

No. 1422-3FR-74/8944

From

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

To

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

Dated, Chandigarh, the 12th March, 1974

Subject : Conveyance Allowance to all Class VI employees.

Sir,

I am directed to address you on the subject noted above and to say that the question of grant of conveyance allowance to all the Class IV employees in the State has been engaging the attention of the Government. After careful consideration, it has been decided that all Class IV employees of the State irrespective of the nature of their duties, be allowed a conveyance allowance at the rate of Rs. 5/- p.m. with effect from 1st March, 1974. This conveyance allowance is admissible to all the Class IV employees irrespective of the fact whether they are provided with official cycles or not (including repairs which is done at Govt. expense at present).

2. Necessary amendment to the relevant rules will be issued in due course.

Yours faithfully,

Sd/-

(TIRLOCHAN SINGH)

Joint Secretary, Finance (I),

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

These instructions have been Modified partly and rates revised vide No. 5/4(2)-82-1FR-II, Dated 29.10.1982 and No. 5/4(2)-82-1FR-II, Dated 01.03.1985.

No. 5/4(2)-82-1FR-II

From

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

To

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

Dated, Chandigarh, the 10th September, 1982

Subject : Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped employees of Haryana Govt.

Sir,

I am directed to refer to the subject noted above and to say that the question of granting some assistance to blind and orthopaedically handicapped employees with disability of lower extremities, who generally require physical assistance for going to and coming from the place of their duty, has been under the consideration of the Government for some time past. The Governor of Haryana is now pleased to decide that such of the Haryana Govt. employees who are borne on regular establishments (Including work charged staff), and are blind or are orthopaedically handicapped with disability of lower extremities, shall be granted a conveyance allowance @ 10% of basic pay subject to a maximum of Rs. 50/- per month with effect from 1st January, 1981 subject to the following conditions :-

- (i) An orthopaedically handicapped employee will be eligible for conveyance allowance only if he or she has a minimum 40% permanent partial disability of both the upper and lower extremity deformities.
- (ii) The conveyance allowance will be admissible to the orthopaedically handicapped employees on the recommendation of Head of Orthopaedics department of a Govt. Civil Hospital.
- (iii) In the case of blind employees, the allowance will be admissible on the recommendation of Head of Ophthalmological Department of a Government Civil Hospital.
- (iv) The allowance will not be admissible during leave (except casual leave) joining time or suspension.

The Governor of Haryana is also pleased to authorise all Heads of Departments to sanction conveyance allowance in the terms of these orders. The Government employees concerned shall thus apply for the grant of conveyance allowance to the Heads of Departments. It shall be the responsibility of the Head of Department concerned to refer the cases of the concerned employees to the appropriate medical authorities for obtaining their recommendations for the grant of conveyance allowance.

These instructions may be brought to the notice of all concerned.

Yours faithfully,
Sd/-

(R.S. KAILEY)

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

No. 5/4(2)-82-1FR-II

From

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

To

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

Dated, Chandigarh, the 29th October, 1982**Subject : Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped employees of Haryana Government.**

Sir,

I am directed to invite a reference to the Finance Department's letter No. 5/4(2)-82-1FR-II, dated the 10th September, 1982, on the subject noted above and to say that para 1(i) of the letter under reference may be substituted as under :-

"An Orthopaedically handicapped employee if he or she has a minimum of 40% permanent partial disability of either upper or lower limbs or 50% permanent partial disability of both upper and lower limbs together. For purposes of estimation of disability the standards as contained in the Manual for Orthopaedic Surgeon in Evaluating Permanent Physical Impairment brought out by the American Academy of Orthopaedic Surgeon U.S.A., and published on their behalf by Artificial Limbs Manufacturing Corporation of India, G.T. Road, Kanpur shall apply."

2. It has further been decided that in cases where handicapped employees are referred by Heads of Departments concerned to Government Civil Hospitals located at stations outside their headquarters for getting recommendations for grant of conveyance allowance, they may be reimbursed the actual travelling expenses subject to maximum of T.A. admissible for a journey on tour without any daily allowance for the period of journey and for halts. The period spent on journeys, as also at the hospital shall, however, be treated as duty. No fee shall be charged by the State Government/ Union Territory Chandigarh Hospitals from the handicapped employees when they are referred to such hospitals by the Heads of Departments for making recommendations regarding grant of conveyance allowance. However, the fee charged by the State Government Hospitals/Union Territory Chandigarh Hospitals, if any, shall be reimbursed to the employees concerned. All the other conditions for the grant of conveyance allowance shall, however, remain unchanged.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(R. S. KAILEY)

Joint Secretary Finance (R)

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

No. 5/4(2)-82-1FR-II

From

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

To

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

Dated, Chandigarh, the 10th August, 1983**Subject : Grant of conveyance Allowance to Blind and Orthopaedically Handicapped employees of Haryana Government.**

Sir,

I am directed to invite a reference to the Finance Department's letter No. 5/4(3)-82-1FR-II, dated 10.9.82 and 29.10.82 on the subject noted above and to say that a doubt has been expressed by certain departments as to whether the conveyance allowance sanctioned to the blind and orthopaedically handicapped employees is admissible to them in addition to the Conveyance Allowance of Rs. 10/- per month sanctioned to the Class IV employees vide letter No. 5/4(1)-82-1FR-II dated 9.3.1982. It is clarified that since the purpose of the two Conveyance Allowance are separate and distinct, the handicapped Class-IV employees are entitled to draw both the Conveyance allowance

2. This may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-

(S.L. DHANI)

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

No. 5/2/84/1FR-II

From

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

To

All Heads of Departments,
Commissioners Ambala/Hisar Divisions,
Deputy Commissioner and
Sub Divisional officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 15th February, 1984**Subject : Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped employees of Haryana Government.**

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department's letter No. 5/4(2)-82-1FR-II, dated 10-9-1982 subsequent letter of even No. dated 29-10-82 on the subject noted above and to clarify that the Conveyance Allowance may be granted with effect from the date the recommendation for the grant of the concerned medical authority is received by the Head of Departments. However, in the case of existing employees on 1-1-1981, the allowance may be granted with effect from 1st January, 1981.

2. The receipt of this letter may please be acknowledge

Yours faithfully,

Sd/-

(S.L. DHANI)

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

No. 5/4(2)-82-1FR-II

From

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

To

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

Dated, Chandigarh, the 6th March, 1984**Subject : Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped employees of Haryana Government.**

Sir,

I am directed to reference to Finance Department Circular letter No. 5/4(2)-82-2FR-II, dated 10.9.1982 and 29.10.1982 on the subject noted above and to say that the question as to what constitutes blindness for the purpose of the grant of conveyance allowance had been under the consideration of Government for some time past. It has been decided that Government servants having vision less than 3/60 of field vision less than 10 in both eyes will also be eligible for grant of the allowance in terms of the above orders.

2. These orders will take effect from the date of issue in the case of employees already in service. For those who develop the disability at a future date, the relevant date of eligibility will be the date of receipt of the recommendation of the competent Medical authority by the Head of the Department.

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

Yours faithfully,

Sd/-

(S.L. Dhani)

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

***These instructions have been Revised vide
No. 5/30/88-1FR-II, Dated 30.03.1988.***

No. 5/4(2)-82-1FR-II

From

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

To

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

Dated, Chandigarh, the 1st March, 1985

Subject : **Grant of conveyance allowance to Blind and Orthopaedically Handicapped employees of Haryana Government.**

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department circular letter No. 5/4(2)-82-1FR-II, dated 10-9-1982 on the subject noted above and to say that for some time past the question of raising the rate of conveyance allowance to Blind and Orthopaedically Handicapped employees in the State has been engaging the attention of Government. After careful consideration, it has been decided to raise the maximum limit of conveyance allowance from Rs. 50/- per month to Rs. 75/- per month, with effect from the date of issue of this letter. There will, however, be no change in the existing terms and conditions for the grant of this allowance.

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

Yours faithfully,

Sd/-

(MEENAXI ANAND CHAUDHARY)

Joint Secretary Finance (R),

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

***These instructions have been Revised vide
No. 5/4/91-1FR-II, Dated 06.04.1993.***

No. 5/30/88-1FR-II

From

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

To

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

Dated, Chandigarh, the 30th March, 1988

Subject : Revision of rate of Conveyance Allowance to Blind and Orthopaedically Handicapped Haryana Government employees consequent on the introduction of H.C.S. (Revised pay) Rules, 1987.

Sir,

I am directed to Haryana Government, Finance Department, letter No. 3/1/1PR (FD)-87, dated 29th April, 1987 wherein the various Allowances of Haryana Government employees sanctioned to them before 1.1.86 was frozen to the extent of the amount they had drawn in the pay of February, 1987 paid in March, 1987. The Government has now decided that the rates of Conveyance Allowance to blind and orthopaedically handicapped Haryana Government employees may be reduced from the present 10% to 5% subject to a maximum of Rs. 100/- PM.

2. In the case of persons who continue to draw pay in the scales of pay which prevailed prior to 1.1.86, the pay will include, in addition to pay in pre-revised scales, D.P., D.A, ADA, adhoc DA admissible on 31.12.85.

3. These orders shall be effective from 1.4.88

Yours faithfully,

Sd/-

(J.P. Narang)

Joint Secretary Finance (R)

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

***These instructions have been Revised vide
No. 5/11/93-1FR-II, Dated 06.04.1993.***

No. 5/4(2)82-1FR-II(2253)

From

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

To

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

Dated, Chandigarh, the 8th December, 1989

Subject : Grant of conveyance Allowance to the State Government employees suffering from spinal deformity (generally known as hunch back disability).

Sir,

I am directed to reference to the subject noted above and to state that the question of granting some assistance to State Govt. employees suffering from special deformity, who generally require physical assistance for going to and coming from the place of their duty, has been under the consideration of the Government for some time past. The Governor of Haryana is now pleased to decide that such of Haryana Govt. employees who are borne on regular establishments (including work charged staff), and are suffering from the Spinal deformity causing permanent partial disability of above 40% shall be granted a Conveyance Allowance @ 5% of the basic pay, subject to a maximum of Rs. 50/- p.m. with effect from 1st November, 1989, However, the allowance will not be admissible during leave (except Casual leave), Joining time or suspension.

2. The Governor of Haryana is also pleased to authorize all Heads of Departments to sanction conveyance allowance in the terms of these orders. The Govt. employees concerned shall thus apply for grant of conveyance allowance to the Heads of Departments. It shall be the responsibility of the Head of the Department concerned to refer the cases of the concerned employees to the appropriate medical authorities for obtaining their recommendations for the grant of conveyance allowance. The allowance may be granted with effect from the date of recommendations of the concerned medical authority received by the Head of the Department. However, in the case of existing employees the allowance may be granted from 1st August, 1989.

3. These instructions may be brought in the notice of all concerned.

Yours faithfully,

Sd/-

(J.P. Narang)

Joint Secretary, Finance

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

***These instructions have been Revised vide
No. 5/11/93-1-FR-II, Dated 07.07.2000.***

No. 5/11/93-1FR-II

From

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

To

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

Dated, Chandigarh, the 6th April, 1993

Subject : Revision of Rate of conveyance allowance to blind and orthopaedically handicapped Haryana Govt. employees.

Sir,

I am directed to refer to Haryana Govt. Finance Department letter No. 5/30/88-1FR-II dated 30th March, 1988 on the subject noted above and to say that the question of enhancing the rate of conveyance allowance to blind and orthopaedically handicapped employees in the State has been engaging the attention of Govt. for sometime past on account of increase in the cost of living index. After careful consideration, it has now been decided to enhance the limit of conveyance allowance from 5% subject to the maximum of Rs. 100/- p.m. to 8% subject to a maximum of Rs. 150/- p.m. This decision will take effect from the date of issue of this letter.

Yours faithfully,

Sd/-

(RAJ RUP FULIYA)

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

No. 5/33/99-1FR-II

From

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

To

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

Dated, Chandigarh, the 6th October, 1999**Subject : Clarification regarding grant of conveyance allowance to one eyed employees.**

Sir,

I am directed to refer to the subject noted above and to say that a doubt has arisen regarding admissibility of conveyance allowance to one eyed (partially blind) employees. In this context, it is clarified that one eyed man could not be compared with an orthopaedically handicapped person with disability in one of his limb as these are two different cases. Therefore, conveyance assistance/allowance is not admissible to the one eyed (partially blind) employees as per the practice followed by G.O.I.

Yours faithfully,

Sd/-

(ANITA CHAUDHARY)

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

***These instructions have been Revised vide
No. 5/11/93-1FR, Dated 11.01.2006.***

No. 5/11/93-1-FR-II

From

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

To

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

Dated, Chandigarh, the 7th July, 2000

Subject : Revision of Rate of conveyance allowance to Blind and Orthopaedically Handicapped Haryana Govt. employees.

Sir,

I am directed to refer to Haryana, Govt. Finance Department letter No. 5/11/93-FR-II, dated 6th April, 1993 on the subject noted above and to say that the question of enhancing the rate of conveyance allowance to blind and orthopaedically handicapped employees in the State has been engaging the attention of Govt. for sometime in the past. After careful consideration it has now been decided to enhance the limit of conveyance allowance from 8% of basic pay subject to a maximum of Rs. 150/- p.m. to 5% of the basic pay subject to a maximum of Rs. 250/-p.m.

This decision shall take effect from 01.08.99.

Yours faithfully,

Sd/-
(A.C. KAPIL)
Deputy Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Revised partly vide
No. 5/11/93-1FR, Dated 19.07.2006.***

No. 5/11/93-1FR

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

Chandigarh, the 11th January, 2006

To

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

Subject : Revision of rate of conveyance allowance to Blind and Orthopaedically Handicapped Haryana Govt. employees.

Sir,

I am directed to refer to Haryana Govt. Finance Department letter No. 5/11/93-1FR-II, dated 7th July, 2000 on the subject noted above and to say that the question of revising the limit of conveyance allowance to blind and orthopaedically handicapped employees in the State has been engaging the attention of Govt. for sometimes in the past. After careful consideration, it has now been decided to enhance the limit of conveyance allowance from 5% of the basic pay subject to a maximum of Rs. 250/ p.m. to 5% of the basic pay subject to a maximum of Rs. 600/- p.m. on the following conditions.

1. The allowance shall not be admissible to those employees who have been provided with the facility of Govt. transport, or where the transport facility is available on subsidized rates.
2. The allowance shall not be admissible to those employees who have been provided with the facility of staff car for commuting between office and residence.

This decision shall take effect from 01-01-2006.

Yours faithfully,

Sd/-

(Rajender Kumar Kataria)
Joint Secretary Finance

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

***These instructions have been Revised vide
No. 5/11/93-1FR, Dated 12.01.2009.***

**No. 5/11/93-1FR
GOVERNMENT OF HARYANA
FINANCE DEPARTMENT
Chandigarh, the 19th July, 2006**

To

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

Subject : Revision of rate of conveyance allowance to Blind and Orthopaedically Handicapped Haryana Govt. employees.

Sir,

I am directed to refer to Haryana Govt. Finance Department letter No. 5/11/93-1FR, dated 11th January, 2006 on the subject noted above and to say that the Government has reconsidered the whole matter afresh and decided to revise the above referred instructions. The revised provisions are:

1. Conveyance allowance from 5% of the basic pay subject to a maximum of Rs. 250/- p.m. sanctioned vide letter No. 5/11/93-1FR, dated 11-1-2006 will now be 10% of the basic pay subject to a maximum of Rs. 600/- p.m. on the following condition :-
 - (i) The allowance shall not be admissible to those employees who have been provided with the facility of Govt. transport.
2. This decision shall take effect from **01-08-2006**.

Yours faithfully,

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

***These instructions have been Revised vide
No. 5/11/93-1FR, Dated 07.06.2011.***

No. 5/11/93-1FR

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

Chandigarh, the 12th January, 2009

To

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

Subject : Revision of rate of conveyance allowance to Blind and Orthopaedically Handicapped Haryana Govt. employees.

Sir,

I am directed to refer to Haryana Govt. Finance Department letter No. 5/11/93-1FR, dated 19th July, 2006 on the subject noted above and to say that the Government has reconsidered the whole matter in the light of sixth pay commission report and decided to revise the above referred instructions. The revised provisions are:-

“Conveyance allowance from 10% of the basic pay subject to a maximum of Rs. 600/- p.m. sanctioned vide letter No. 5/11/93-1FR, dated 19-7-2006 will now be 10% of the basic pay subject to a maximum of Rs. 1000/- p.m.”

2. This decision shall take effect from 01-01-2009.

Yours faithfully,

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

No. 5/11/93-1FR

**GOVERNMENT OF HARYANA
DEPARTMENT OF FINANCE**

From

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

To

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

Dated, Chandigarh, the 7th June, 2011

Subject : **Revision of rate of conveyance allowance to blind and orthopaedically handicapped Haryana Government employees.**

Sir/Madam,

I am directed to refer to the Finance Department Notification No. 5/11/93-1FR, dated 12th January, 2009 on the subject noted above and to say that the Govt. has reconsidered the whole matter in the light of Central Govt. instructions and decided to revise the above referred instructions. The revised provision is as under:-

“The blind and orthopaedically handicapped employees in term of Finance Department letter No. 5/11/93-1FR, dated 12th January, 2009 shall continue to draw the allowances at double the normal rates, which shall in no case be less than Rs. 1000/- P.M. plus applicable rate of dearness allowance. The decision shall take effect from 1st June, 2011.

2. Copy of these orders is also available on the website which can be downloaded from the site, www.finhry.gov.in

Yours faithfully,

Sd/-

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

No. 5/11/93-1FR

**GOVERNMENT OF HARYANA
DEPARTMENT OF FINANCE**

From

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

To

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

Dated, Chandigarh, the 16th August, 2011

Subject : Revision of rate of conveyance allowance to blind and orthopaedically handicapped Haryana Government employees.

Sir/Madam,

I am directed to invite your attention to Finance Department circular letter No. 5/11/93-1FR, dated 7th June, 2011 on the subject noted above. It is clarified that the Conveyance Allowance to Blind and Orthopaedically handicapped Government employees will be admissible @ 10% of Pay + Grade Pay subject to minimum Rs. 1,000/- and maximum Rs. 2000/- w.e.f. 01.06.2011. In addition Dearness Allowance will also be admissible w.e.f. 01.06.2011 on the above said Conveyance Allowance as per rate in existence from time to time.

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

Yours faithfully,

Sd/-

(Om Parkash)

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

***These instructions have been Revised partly vide
No. 4/5/2009-5FR, Dated 23.08.2010 &
No. 13/2(45)/2010-5FR, Dated 07.09.2010.***

**No. 4/5/2009-5FR
GOVERNMENT OF HARYANA
FINANCE DEPARTMENT
OFFICE MEMORANDUM**

Chandigarh, the 18th June, 2009

Subject : Scheme for grant of Education Allowance to the employees of Government of Haryana.

Sir,

I am directed to invite your attention on the subject noted above and to say that on a careful consideration of the subject under reference and in supersession of all earlier orders on the subject the following instructions are made:-

- (i) This scheme shall be called 'Children Education Allowances Scheme'.
- (ii) This scheme shall come into force with 1st July, 2009.
- (iii) Within the currency of this scheme and subject to such conditions as included in these instructions or, as the case may be, imposed in times to come, reimbursement can be availed by Government servants up to a maximum of 2 living children in all.
- (vi) In all such cases where there are more than two living children in a family, switching over from one child to other shall not be permissible.
- (v) The reimbursement of Children Education Allowance under this scheme shall have no nexus with the performance of the child in his class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Allowance shall not be stopped.
- (vi) Reimbursement as indicated above will be applicable for expenditure on the education of school going children only i.e., for children from classes nursery to twelfth (+2 level);
Provided that in all such cases where the eligible child being physically/mentally handicapped studies in any institutions that is aided or approved by the Central/State/Union Territory Government or whose fees are approved by any of these authorities, the Child Education Allowance in terms of this scheme shall be admissible and it shall be admissible within the age limits of 5 to 20 years.
- (vii) Reimbursement for the following items can be claimed under this Scheme on 'actual fee paid' basis:
 - Tuition Fee,
 - admission fee,
 - laboratory fee,
 - Special fee charged for agriculture, electronics, music or any other subject,
 - fee charged for practical work under the programme of work experience,
 - library fee,

- games/sports fee and
 - fee for extra-curricular activities.
- (viii) The annual ceiling fixed for reimbursement of Children Education allowance shall be Rs. 6,000 per child;

Provided that for the academic session 2009-2010, the entitlement shall be calculated on prorata basis i.e. at the maximum rate of Rs. 500/- per month per child counted from 1.7.2009.

Note: 'Year' means academic year that is 12 months of a complete academic session.

- (ix) Subject to observance of other conditions, under this scheme reimbursement can be claimed once every quarter and amounts can be claimed up to any denomination in a quarter subject to the condition that the annual ceiling of Rs. 6,000 per child is maintained.
- (x) In case both the spouses are in the employment of Government of Haryana or, as the case may be, the other spouse is in employment under the Central Government or any other State Government or under any other Organization/institution/body, etc, wholly or substantially owned or controlled by the Central Government or any State Government promising any scheme of Children Education Allowance in nature, only one of them can avail reimbursement under Children Education Allowance from his/her respective employer.

2. Reimbursement, under this scheme, shall be made on submission of original receipts based on which the reimbursement is being claimed and on the basis of self-certification by the Government servant certifying that he/she is eligible to raise the claim, the claim is permissible under the scheme and the amount claimed to be reimbursed has been duly paid by him/her.

3. The authority competent to draw and disburse the salary of the concerned employee for the month in which the claim for reimbursement under this scheme is made shall be competent to scrutinize the claim and draw and disburse the entitled amount to him/her.

4. These instructions may be brought to the notice of all concerned for strict compliance.

Sd/-

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

To

All the Financial Commissioners & Principal Secretaries/
Administrative Secretaries to Govt. of Haryana, Chandigarh.
Registrar (General), the High Court of Punjab & Haryana.
All the Divisional Commissioners in Haryana.
All the Heads of Department, Haryana.
All the Deputy Commissioners in the State.
All the Sub Divisional Officers(Civil) in the State.

Important**No. 28/52/2009-1B&C**

From

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

To

All Heads of Departments in Haryana.

Dated, Chandigarh, the 30th October, 2009**Subject : Scheme for grant of Education Allowance to the employees of Govt. Haryana - Reimbursement thereof.**

Sir,

I am directed to address you on the subject noted above and to say that Government has introduced a new scheme regarding grant of Education Allowance to the employees of Government of Haryana vide office memorandum No. 4/5/2009-5FR dated 18th June, 2009. But, there is no mention in the communication referred to above under which object head Education Allowance is to be debited.

2. The Finance Department has decided with the consultation of Accountant General (A&E) office that Education Allowance may be included under the object head 'Salaries'. You are, therefore, requested that sufficient provision under object head 'Salaries' be got made in the respective major head of accounts for the payment of Education Allowance.

3. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

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

***These instructions have been Revised vide
No. 4/5/2009-5FR, Dated 23.08.2010***

No. 4/5/2009-5FR

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT
OFFICE MEMORANDUM**

Chandigarh, the 17th June, 2010

Subject : Scheme for grant of Education Allowance to the employees of Government of Haryana.

Sir,

I am directed to invite your attention to this department O.M. No. 4/5/2009-5FR dated 18th June, 2009 and to say that the above mentioned matter has been reconsidered by the State Government and it has been decided by the Government to allow reimbursement of lump sum of Rs. 3000/- towards the purchase of text books, Note books, two sets of Uniforms, School Shoes and Transportation Charges for a Child, in a year in addition to the actual fees paid subject to maximum of Rs. 3000/- per annum.

2. The Government has further decided to grant the Education allowance for Students doing Polytechnic or any other Diploma Course in Polytechnic/Industrial Training Institute after 10th Class for two years.
3. Other terms & conditions will remain unchanged.

Sd/-

Superintendent Finance Regulation
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries/
Administrative Secretaries to Government, Haryana,
Registrar (General), the High Court of Punjab and Haryana.
All Heads of the Departments in Haryana.
All the Divisional Commissioners in Haryana.
All the Deputy Commissioners in Haryana.
All Sub Divisional Officers (Civil) in Haryana.

No. 4/5/2009-5FR
GOVERNMENT OF HARYANA
FINANCE DEPARTMENT
OFFICE MEMORANDUM

Chandigarh, the 23rd August, 2010

Subject : Scheme for grant of Education Allowance to the employees of Government of Haryana.

Sir,

I am directed to invite your attention to this department O.M. No. 4/5/2009-5FR dated 18 June, 2009 and O.M. No. 4/5/2009-5FR dated 17 June, 2010 on the subject noted above and to say that the above scheme has been considered again and it has been decided by the Govt. to allow reimbursement of tuition fee, admission fee and other expenses (on books, uniforms, school shoes etc.) up to Rs. 500/- pm on production of self attested certificate in this regard instead of cash memos/original receipts.

1. Other terms & conditions will remain unchanged.
2. This will be effective from 1st April, 2010, for the current session i.e. 2010-11.

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

To

All the Financial Commissioners & Principal Secretaries/
Administrative Secretaries to Government, Haryana.
Registrar, Punjab & Haryana High Court Chandigarh.
All Divisional Commissioners in Haryana.
All Heads of Departments in Haryana.
All Deputy Commissioners in Haryana.
All Sub Divisional Officers (Civil) in Haryana State.

No. 13/2(45)/2010-5FR
GOVERNMENT OF HARYANA
FINANCE DEPARTMENT

OFFICE MEMORANDUM

Chandigarh, the 7th September, 2010

Subject : Scheme for grant of Education Allowance to the employees of Government of Haryana - clarification.

Sir,

I am directed to invite your attention to this department O.M. No. 4/5/2009-5FR, dated 18th June, 2009, O.M. No. 4/5/2009-5FR, dated 17th June, 2010 and 4/5/2009-5FR, dated 23rd August, 2010 on the subject noted above and to say that the matter to grant Children Education Allowance to the employees of Government of Haryana has been considered further & it has been decided to grant Children Education Allowance on the number of children exceeds two as a result of second child birth resulting in twins or multiple birth.

2. Other terms & conditions will remain unchanged.
3. This will be effective from 1st April, 2010 from the current session i.e. 2010-2011.
4. Copy of these orders is also available on website which can be downloaded from the www.finhry.gov.in.

Sd/-

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

To

The Financial Commissioner and Principal Secretaries/
Administrative Secretaries to Government, Haryana.
Registrar, the Punjab & Haryana High Court, Chandigarh.
All the Divisional Commissioners in Haryana.
All the Heads of Department, Haryana.
All the Deputy Commissioners in the State.
All the Sub Divisional Officers (Civil) in Haryana State.

**HARYANA GOVERNMENT
FINANCE DEPARTMENT****OFFICE MEMORANDUM****No. 2/14/2009-1Pension****Dated 8th June, 2011****Subject : Implementation of Revised Pension Rules (Part-I & II) 2009 - Anomaly in the case of employees who retired between 01-01-2006 to 30-09-2006 - Clarification regarding.**

In relation to FD's letter No. 2/14/2009-1Pension dated 10-7-2009 and consequent clarification issued vide No. 2/14/2009-1Pension, dated 16-10-2009, this has been brought to the notice of the Government that FD's instructions dated 26-4-2006 on "Counting of NPA for pensionary benefits" have not been taken into account for purpose of defining pay wherein a cause may so arise that it becomes necessary to refer to the emoluments drawn in pre-revised structure prior to 1-1-2006.

The matter has been examined and it is clarified that wherever a cause may so arise that it becomes necessary to refer to the emoluments drawn in pre-revised structure prior to 1-1-2006, the corresponding pay would also include NPA, wherever applicable. Further, in case of HCMS Doctors who have retired between 7-12-2001 to 17-4-2006, the NPA will be so counted only on notional basis for revision of pension and the actual benefit will be admissible prospectively w.e.f. 18-4-2006 onward only as per instruction issued vide No. 1/52/2005-2Pension, dated 26-4-2006 on the subject.

Sd/-

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

Endst. No 2/14/2009-1Pension

Dated, Chandigarh the 8-6-2011

To

1. All the Financial Commissioners and Principal Secretaries/
Administrative Secretaries to Government Haryana.
2. Registrar (General), the High Court of Punjab and Haryana,
Chandigarh.
3. All the Divisional Commissioners in Haryana.
4. All the Heads of Department, Haryana.

Sd/-

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

No. 1/83/2008-2PR(FD)

From

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

To

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

Dated, Chandigarh, the 5th March, 2010**Subject : Revision of rates of Non-Practising Allowance w.e.f. 01.01.2006.**

Sir,

I am directed to invite your attention to the Finance Department notification No. 1/125/2008-1PR(FD) dated 14.01.2009 and 1/19/2009-1PR(FD) dated 20.02.2009, on the subject noted above.

2. After careful consideration the Govt. has decided as under:-

NPA @ 25% of Basic Pay is now extended to those posts of Ayush Department which were drawing NPA before 01.01.2006 subject to the condition that the Basic Pay + NPA does not exceed Rs. 85000/- pm.

3. The NPA shall be treated as part of pay for the purpose of DA, entitlement of loans and advances and TA/DA only.

Yours faithfully,

Sd/-

Superintendent (Pay Revision)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 1/52/2005-2Pension

From

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

To

All Heads of the Departments in Haryana,
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,
All Deputy Commissioners/
SDO (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court.

Dated, Chandigarh, the 3rd August, 2009**Subject : Counting of Non-Practising Allowance for Pensionary benefits.**

Sir/Madam,

I am directed to invite your attention towards Finance Department letter No. 1/19/2009-1PR(FD), dated 20-2-2009 and to say that Non-Practising Allowance will also be treated as part of pay for pensionary benefit in addition to what has been mentioned in Para-3 of instructions referred to above and there is no change in the policy instructions already issued vide letter No. 1/52/2005-2Pension dated 26-4-2006 and dated 15-9-2006 regarding counting of Non-Practising Allowance for pensionary benefits.

Yours faithfully,

Sd/-

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

No. 1/52/2005-2Pension

From

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

To

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

Dated, Chandigarh, the 20th July, 2009**Subject : Counting of Non Practicing Allowance for pensionary benefits for the Doctors who retired between 1-4-2001 to 6-12-2001.**

Sir,

I am directed to refer to this department letter No. 1/52/2005-2Pension dated 26-4-2006 and 15-9-2006 on the subject cited above and to say that the matter regarding counting of Non Practicing Allowance for pensionary benefits for the Doctors retired between 1-4-2001 to 6-12-2001 has been under consideration of the State Government. Now after due consideration it has been decided to allow the counting of NPA for pensionary benefits to Doctors (eligible to NPA) who retired during 1-4-2001 to 6-12-2001. The benefit will be notional from 1-4-2001 and actual benefit will be admissible prospectively i.e. from the date of issue of these instructions. This benefit will also be made available to Doctors (eligible for NPA) who retired from elsewhere in the State Government during the above said period.

Yours faithfully,

Sd/-

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

***These instructions have been Revised vide
No. 1/83/2008-2PR(FD), Dated 05.03.2010.***

No. 1/125/2008-1PR(FD)

From

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

To

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

Dated, Chandigarh, the 14th January, 2009

Subject : Revision of rates of Non-Practising Allowance w.e.f. 1.1.2006.

Sir,

I am directed to invite your attention to the subject noted above. The doctors working in the Department of Health would be paid 20% NPA on basic pay (Pay in Pay Band + Grade Pay) in the revised pay structure to HCMS Doctors and 15% NPA on basic pay in the revised pay structure to HDMS Doctors, Ayush Doctors (AMO/UMO/HMO) and Veterinary Surgeons subject to the condition that basic pay + NPA does not exceed Rs. 85000/- PM.

2. The Non-Practising Allowance would be treated as part of pay for the purposes of DA, entitlement for loans & advances and TA/DA only.

Yours faithfully,

Sd/-

Deputy Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

***These instructions have further been clarified vide
No. 1/52/2005-2Pension, Dated 20.07.2009.***

No. 1/52/2005-2Pension

From

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

To

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

Dated, Chandigarh, the 15th September, 2006

Subject : **Counting of Non Practicing Allowance for pensionary benefits.**

Sir,

I am directed to refer you to this department letter No. 1/52/2005-2Pension, dated 26.4.2006 on the subject cited above and to say that after reconsideration by the Government, it has decided that these instructions will be applicable in the case of all doctors in different departments who are already in receipt of Non Practicing Allowance.

2. This may please brought to the notice of all the concerned for information and necessary action.

Yours faithfully,

Sd/-

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

***These instructions have further been clarified vide
No. 1/52/2005-2Pension, Dated 15.09.2006 and No.
1/52/2005-2Pension, Dated 20.07.2009.***

No. 1/52/05-2Pension

From

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

To

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

Dated, Chandigarh, the 26th April, 2006

Subject : Counting of Non Practicing Allowance for pensionary benefits.

Sir,

I am directed to refer you on the subject cited above and to say that the matter regarding counting of Non Practicing Allowance for pensionary benefits has been under consideration of the State Government. Now after due consideration it has been decided that for H.C.M.S. Doctors retiring hence forth (w.e.f. 18.4.2006 onwards) the Non Practicing Allowance will be treated as part of pay within the meaning of Rule 6.19-C of Punjab CSR Volume-II and will count for pensionary benefits.

2. In the case of HCMS Doctors who have already retired between 7.12.2001 to 17.4.2006 the Non Practicing Allowance will be counted for revision of pension notionally and the actual benefit will be admissible prospectively i.e. from 18.4.2006 onwards.

3. These instructions may please be brought to the notice of all concerned for necessary action.

Yours faithfully,

Sd/-

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

**HARYANA GOVERNMENT
FINANCE DEPARTMENT**

No. 1/4/36/02-2FR-II

Dated, Chandigarh, the 10th October, 2002

Subject : Implementation of Government's decision on pension and family pension related matters clarifications regarding NPA as on 1.1.1986 and 1.1.1996.

The undersigned is directed to invite your attention to the subject noted above and to state that Haryana Government is following the principals adopted by Government of India for consolidation/revision of pension of its pensioners covered under the provisions of the Punjab Civil Service Rules, Volume II (as applicable to the State of Haryana) the principle has been laid down in the following O.M. issued by the Government of India.

OM No. 45/3/99-P&PW(A) dated 29th October, 1999.

In conformity with clarification issued by the Government of India, the Governor of Haryana having decided to adopt the said clarification of October 29, 1999 in respect of the pensioners under Haryana Government, is pleased to order that NPA is not to be taken into consideration after re-fixation of pay on notional basis on 1.1.1986. It is also not to be added to the minimum of the revised scale of pay as on 1.1.1996 in case where consolidated pension/family pension is to be stepped up to 50% or 30% respectively in terms of notification No.1/2(8)98-2FR-II (Part VIII) dated 7th January, 2002.

Sd/-

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

To

A copy is forwarded to all the Administrative Secretaries to Government Haryana Heads of Departments/All Divisional Commissioners & Dy. Commissioners in Haryana/All SDOs (Civil) in Haryana/Registrar Punjab & Haryana High Court Chandigarh/ Accountant General (A&E) Haryana/All Treasury Officers in Haryana.

***These instructions have been Revised vide
No. 1/125/2008-1PR(FD), Dated 14.01.2009.***

No. 9/16/94-1PR(FD)

From

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

To

All Heads of Departments in Haryana,
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,
All Deputy Commissioners &
All S.D.Os. (Civil) in Haryana.
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 9th April, 2001

Subject : Revision of rates of Non-practicing Allowance w.e.f. 1.4.2001

Sir,

I am directed to invite your attention to the subject cited above. The doctors working in the PGIMS Rohtak, Departments of Health, Ayurveda, Animal Husbandry and Dairy Development are in receipt of Non-practicing Allowance at present. The Government has considered the request of the doctors working in these Departments for revision of rates of the, Non-practicing Allowance and decided to revise the same w.e.f. 1.4.2001 at the rates mentioned below:-

Existing pay Slabs & Rate of NPA			Revised Pay Slabs & Rates of NPA		
Sr. No.	Pre- revised Pay Slabs	Corresponding Rev. Pay Slabs	Existing Rates	Revised Pay Slabs	Revised Rates
1	For basic pay upto Rs. 3000/-	For basic pay up to Rs. 10,000/-	Rs. 600/- PM	Basic Pay upto Rs. 9999/-	Rs. 1600/- PM
2.	For basic pay above Rs. 3000/- and upto Rs. 3700/-	For basic pay above Rs. 10,001/- and upto Rs. 12000/-	Rs. 800/- PM	Basic Pay from Rs. 10,000/- upto Rs. 11,999/-	Rs. 2000/- PM
3.	For basic pay above Rs. 3700/-	For basic pay above Rs. 12,000/-	Rs. 900/- PM	Basic Pay of Rs. 12000/- and above	Rs. 2500/- PM

2. NPA + Basic Pay will not exceed a ceiling of Rs. 25,900/- per month.

3. **Fixation of Pay in respect of such of the Doctors who were in receipt of NPA as on 31.12.95:**

- (i) The pay of employees covered under this category will be notionally re-fixed as on 1.1.1996 after taking into account the following :-
- Basic Pay in the pre-revised scale as on 1.1.96 or on the date of option.
 - Dearness Allowance appropriate to the Basic Pay + NPA admissible at index average 1510(1960=100) under the relevant orders.
 - The amounts of first and second installments of interim relief admissible on the basic pay + NPA in the pre-revised scale.

(d) 40% of the Basic Pay in the pre-revised scale as on 1.1.96 or on the date of option.

- (ii) The emoluments so calculated will be taken into account for the purposes of re-fixation of Pay in the revised scale(s) as on 1.1.96. The pay will be fixed at the stage equal to such computed amount and in case there is no such stage equal to so computed amount, then, the pay will be fixed at the stage next above in the appropriate revised scale.
- (iii) The pay re-fixed as above will be on notional basis and shall be brought forward to 1.4.2001 on notional basis without payment of any arrears on this account.
- (iv) The employees will draw their pay determined as above along with revised rates of NPA w.e.f. 1.4.2001.

4. Pay will not be re-fixed in case of the category of employees who joined service after 1.1.96 in the revised pay scales or in whose case the Non-practicing Allowance was introduced after 1.1.1996. The details of amount being drawn towards NPA by these categories of employees as on the date is as under :-

Sr. No.	Pay Slab	NPA	DA on NPA	IR II & III on NPA	Total
1.	For basic pay up to Rs. 10,000/-	Rs. 600/- PM	Rs. 1506/-	120/-	Rs. 2226/-
2.	For basic pay above Rs. 10,001/- and upto Rs. 2000/-	Rs. 800/- PM	Rs. 1504/-	160/-	Rs. 2464/-
3.	For basic pay above Rs. 12,000/-	Rs. 900/-	Rs. 1467/-	180/-	Rs. 2547/-

Total corresponding Revised emoluments in respect of the above with effect from 1.4.2001 will be as under :-

Sr. No.	Pay Slab	NPA	DA on NPA @ 41%	Total
1.	For basic pay upto Rs. 9,999	Rs. 1600/- PM	Rs. 656/-	Rs. 2256/-
2.	For basic pay from Rs. 10,000/- and upto Rs. 11,999/-	Rs. 2000/- PM	Rs. 820/-	Rs. 2820/-
3.	For basic pay of Rs. 12,000/- and above	Rs. 2500/- PM	Rs. 1025/-	Rs. 3525/-

5. The Non-practicing Allowance would be treated as part of Pay for the purposes of DA, entitlement for Loans & Advances and TA/DA only.

Yours faithfully,

Sd/-

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

No. 11/2/2000-SAO(FD)

From

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

To

The Director, Pt. B.D. Sharma PGIMS, Rohtak,
The Director General, Health Services, Haryana,
The Director, Department of Animal Husbandry, Haryana,
The Director, Ayurveda, Haryana,
The Director, Department of Dairy Development Haryana.

Dated, the 29th November, 2000

Subject : Clarifications regarding fixation of pay of the employees in receipt of Non-practicing Allowance (NPA), and grant of DA on NPA w.e.f. 01.01.2000.

Sir,

It has come to the notice of the Finance Department that different parameters have been followed by the Departments while fixing up the pay of employees in receipt of NPA in the revised scales. For instance, while fixing the pay of Doctors in the revised scales in Hissar District IR II on NPA has been taken as part of the emoluments. This has been done in terms of Rule 7(D)(c) of the Pay Fixation Rules.

2. As a matter of fact, it is abundantly clear from a reading of example 1 given under Rule 7 of the Memorandum Explanatory to the Haryana Civil Services (Revised Pay) Rules, 1998 (pages 129-130 of the Notification dated 7th January, 1998) and further examples given on pages 226-228 of the said notification that the components of DA on NPA and IR II on NPA were not to be taken into account while calculating the "emoluments" for the purposes of fixation of pay in the revised scales. Hence, it is clarified in this respect that the said provision of Rule 7(D)(c) would be applicable as & when the rates of NPA are revised by the Government. For the sake of clarity, it is re-iterated that only following are to be taken into account for calculating the "emoluments" for fixation of pay in the revised scales :

- (i) Basic Pay as on 01/01/96 in the un-revised scale;
- (ii) DA on basic pay
- (iii) IR-I
- (iv) IR-II on the Basic Pay
- (v) 40% of the basic pay

The pay would be fixed at the appropriate stage in the revised scale on the basis of total emoluments calculated as above. Once the pay is fixed as per the above formula, the salary in the revised scale would be computed consisting of the following :-

- (i) Basic Pay in the revised Scale
- (ii) DA on basic pay as announced from time to time
- (iii) NPA @ Rs. 600, 800 or 900, as the case may be.
- (iv) IR II and III on the NPA component
- (v) DA on NPA at the rates announced from time to time.

3. Accordingly, you are advised to re-fix the pay of all such officers/doctors in

whose cases the component of IR II on NPA has been treated as part of the emoluments. Further, excess amount paid, if any, as a result of the above be recovered in three equal installments starting from the pay of December, 2000.

4. As regards payment of DA on NPA, it has been learnt that the instructions contained in the circular bearing No. 4/2/98-1FR-II/654 dated 23rd June, 2000 have been followed in this respect whereas these instructions were in respect of those categories of employees whose pay scales are yet to be revised or who continue to draw pay in the unrevised scales. It was an omission on the part of Finance Department not to have specified the rates of DA on NPA. But a reference to the Finance Department on the subject would have been in order. Accordingly, it is now clarified that the rates of DA on NPA w.e.f. 01/01/2000 would be as under :-

Pay Slabs	Corresponding NPA slabs	DA rates w.e.f. 01/07/1999	DA rates w.e.f. 01/01/2000
Pay up to Rs. 3500	Rs.600/-	240%	243%
Pay above 3500 but up to 6000	Rs.800/- Rs.900/-	180%	182%
Pay above 6000	Rs.900/-	156%	158%

All other conditions would remain the same as contained in the letter sanctioning DA w.e.f. 01/07/1999.

5. Accordingly, you are advised to revise the emoluments in lieu of DA on NPA in accordance with the rates given above. The excess amount paid, if any, on account of following the circular letter of 23rd June, 2000 be recovered in three equal installments starting from the pay for the month of December, 2000.

6. Compliance of the above instructions may kindly be reported to the Finance Department by the close of December, 2000.

Yours faithfully,

Sd/-
Accounts Officer (FD),
for Financial Commissioner & Secretary to Govt.,
of Haryana, Finance Department.

No. 5/27/98-1PR(FD)

From

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

To

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

Dated, Chandigarh, the 6th May, 1998**Subject : Grant of D.A on N.P.A as applicable in the Pre-revised scales.**

Sir,

I am directed to refer to this department circular letter No. 4/2/98-1FR-II, dated 19.1.98 regarding eligibility of Dearness Allowance to Haryana Government employees in unrevised scale of pay and to clarify that the recipient of NPA will continue to draw D.A. on NPA as usual at the rate applicable as notified through circular under reference till the decision for revision of NPA is taken by the Government.

Yours faithfully,

Sd/-

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

***These instructions have been Revised vide
No. 9/16/94-1PR(FD), Dated 09.04.2001.***

No. 1/50/95-3PR

From

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

To

The Director,
Animal Husbandry Department
Haryana, Chandigarh.

Dated, Chandigarh, the 6th October, 1995

**Subject : Grant of N.P.A. to Veterinary Doctors of Animal Husbandry Department,
Haryana.**

Sir,

I am directed to invite your attention to the subject cited above and to say that the State Government has decided to grant Non-practicing Allowance to the Veterinarians of Animal Husbandry Department at par with HCMS Doctors as under w.e.f. 1-10-95.

- | | | |
|-----|--|----------------|
| (1) | For Basic Pay up to Rs. 3000/- | Rs. 600/- P.M. |
| (2) | For Basic Pay above Rs. 3000/-
and up to Rs. 3700/- | Rs. 800/- P.M. |
| (3) | For Basic Pay above Rs. 3700/- | Rs. 900/- P.M. |

It is also clarified that NPA would be treated as part of pay for all purposes including the purpose for calculation of Dearness Allowance.

Yours faithfully,

Sd/-
(Harbakhsh Singh)
Joint Secretary Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 9/16/94-1PR(FD), Dated 09.04.2001.***

(Copy of F.D. Hr No. A-13/1/92-2PR(FD) dt. 9th May, 1995)

Subject : Grant of NPA to Ayurvedic/Unani/Homeopathic Doctors and Teachers of Sri Krishna Govt. Ayurvedic College, Kurukshetra.

I am directed to invite your attention to the subject cited above and to say that the State Government has decided to grant/revise Non-Practising Allowance to the Ayurvedic/Unani/Homeopathic doctors and teachers of Sri Krishna Govt. Ayurvedic College, Kurukshetra as under w.e.f. 1.12.1995 :-

(1)	For basic pay upto Rs. 3000/-	Rs. 600/- P.M.
(2)	For basic pay upto Rs. 3000/- and upto Rs. 3700/-	Rs. 800/- P.M.
(3)	For basic pay above Rs. 3700/-	Rs. 900/- P.M.

***These instructions have been Revised vide
No. 9/16/94-1PR(FD), Dated 09.04.2001.***

No. 1/11/87-2PR(FD)

From

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

To

All Heads of Departments,
Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,
The Registrar, Maharishi Dayanand University, Rohtak,
Kurukshetra University, Kurukshetra, Haryana,
Agricultural University, Hisar.

Dated, Chandigarh, the 20th March, 1992

Subject : Revision of rates of NPA, grant of incentives for higher qualifications and revision of pay scales of one category of HCMS.

Sir,

I am directed to invite your attention to the subject cited above. The Government has taken following decisions for HCMS.

1. Revision in rates of NPA

It has been decided to revise the rates of Non-Practising Allowance as follows:-

(a)	For basic pay up to Rs. 3000/-	Rs. 600/-P.M.
(b)	For basic pay above Rs. 3000/- and upto Rs. 3700/-	Rs. 800/- P.M.
(c)	For basic pay above Rs. 3700/-	Rs. 900/- P.M.

Note :

- (i) The above revised rates of Non-Practising Allowance would also be admissible to doctors of Medical College and Hospital Rohtak and the cadre of Dental Surgeons in the State Govt. and Medical College & Hospital Rohtak.
- (ii) It has also been decided that NPA would be treated as part of pay for all purposes including the purpose for calculation of Dearness Allowance

2. Incentives for Higher Qualifications :

It has been decided to grant advance increments at the time of joining of service as per the details given below :-

	Qualifications	Number of increments
(a)	One year House job after MBBS.	One
(b)	One year Post-Graduate Diploma followed by one year House job.	Two
(c)	Post-Graduate Degree after one year House job.	Four

3. **Revision of Pay Scales :**

The pay scale of the Directors (erstwhile Joint Directors) has been revised as follows :

Post	Existing Scale	Revised Scale
Directors (formerly Jt. Directors)	Rs. 3700-5000	Rs. 4100-5300

It has also been decided to grant a special pay of Rs. 300/- p.m. to the Directors in addition to the revised pay scale.

4. The above decisions would take effect from 1.1.1992.

Yours faithfully,

Sd/-

(Y. S. MALIK)

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

***These instructions have been Revised vide
No. 1/65/98-3PR(FD), Dated 07.08.1998 &
No. 9/16/94-1PR(FD), Dated 09.04.2001.***

No.1/106/3PR(FD)-81

From

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

To

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

Dated, Chandigarh, the 4th April, 1985

Subject : **Revision of Pay Scales.**

Sir,

I am directed to invite a reference to Finance Department Circular letter No. 1/106/3PR(FD)-81, dated 6-4-1981, on the subject noted above, and to say that the question of removing the condition of ceiling in the matter of drawal of N.P.A. in the case of H.C.M.S. Class I & II Doctors, Senior Dental Surgeons, Deputy Director Ayurveda and Director Ayurveda, has been engaging the attention of Government for sometime past. It has now been decided that there shall be no ceiling on pay plus N.P.A. of the above mentioned categories of officers with effect from 1st April, 1985.

Yours faithfully,

Sd/-

(MEENAXI ANAND CHAUDHARY)

Joint Secretary Finance (R),

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

***These instructions have been clarified and modified partly
vide No. 5/27/98-1FR, dated 13.05.2011 & dated 22.06.2011***

No. 5/27/98-1FR

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

Dated : Chandigarh, the 31st December, 2010

OFFICE MEMORANDUM

Subject : Revised structure of admissibility of Travelling Allowance, Daily Allowance, Travelling Entitlement, etc.

Sir/Madam,

In supersession of all the existing provisions contained in any order/instruction, etc, made prior to the issue of this memorandum, the undersigned is directed to say that in pursuance to the decision taken by the Government relating to Travelling Allowance, Daily Allowance, etc. the modifications in the existing structure of entitlements with respect to such subjects as are included in the Annexure appended to this memorandum shall henceforth be applicable on all the employees of the Haryana Government in accordance with the stipulations included in the said Annexure replacing the existing structure to the said extent.

The 'Grade Pay' appearing in the Annexure, determining the respective entitlements is as indicated in the Haryana Civil Services (Revised Pay) Rules, 2008 or in the Haryana Civil Services (Assured Career Progression) Rules, 2008 or in any other notification issued from time to time by the Finance Department relating to Grade Pay.

In respect of those employees who are drawing pay in pre-revised pay scale or in whose case the scales of pay are yet to be revised, the corresponding Grade Pay of the pre-revised pay scale in which the pay is being drawn by the employee on the date of journey would determine the entitlements of TA/DA etc. under these orders.

The employees who are drawing fixed salary neither in any pay scale nor in any Pay Band/Grade Pay and are working on contract basis or otherwise or have been re-employed after retirement against a post sanctioned in prescribed pay scale/Pay Band, their TA/DA will be regulated keeping in view the grade pay which would have been admissible to them had they been on regular basis on the post on which they have been re-employed after retirement and/or working on contract basis or otherwise.

These revised rates of TA/DA shall also be applicable to the members of All India Services working in connection with the affairs of the State of Haryana.

These instructions will be applicable with immediate effect and the claims submitted in respect of journey made on or after the date of issue shall be regulated in terms of these instructions. Any unclaimed TA/DA bills of tours undertaken earlier shall be claimed as per old rates.

Such other conditions wholly or partially regulating the matters of TA/DA and have not been included in this Memorandum and the Annexure appended thereto shall continue to be regulated in terms of existing rules/instructions.

Yours faithfully,

Sd/-

(Kanwal Singh Dahiya)

Under Secretary Finance,

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

Endst. No. 5/27/98-1FR

Dated: Chandigarh, the 31st December, 2010

To

1. All the Financial Commissioners & Principal Secretaries/
Administrative Secretaries to Government of Haryana.
2. All the Heads of Department, Haryana.
3. All the Divisional Commissioners in Haryana.
4. Registrar (General), High Court of Punjab & Haryana.
5. All the District & Sessions Judges in Haryana.
6. All the Deputy Commissioners in Haryana.
7. All the Sub Divisional Officers in Haryana.

Sd/-

(Kanwal Singh Dahiya)

Under Secretary Finance,

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

Endst. No. 5/27/98-1FR

Dated: Chandigarh, the 31st December, 2010

end:

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

Accountant General (A&E/ Audit), Haryana.
Director, Treasury & Accounts, Haryana.*Sd/-*

(Kanwal Singh Dahiya)

Under Secretary Finance,

for Financial Commissioner & Principal Secy. to Govt.,
Government, Haryana, Finance Department.A copy is forwarded to the Principal Secretary/Additional Principal Secretary-
I&II/OSD-I&II to Chief Minister, Haryana for information.*Sd/-*

(Kanwal Singh Dahiya)

Under Secretary Finance,

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

To

The Principal Secretary/Additional Principal Secretary-I & II/
OSD-I & II to Chief Minister, Haryana.

U.O. No.. 5/27/98-1FR

Dated, Chandigarh, the 31st December, 2010*Sd/-*

(Kanwal Singh Dahiya)

Under Secretary Finance,

for Financial Commissioner & Principal Secy. to Govt.,
Government, Haryana, Finance Department.A copy is forwarded to All Senior Secretaries/Secretaries/Private Secretaries to
Chief Minister/Ministers/State Ministers, Haryana for information.*Sd/-*

(Kanwal Singh Dahiya)

Under Secretary Finance,

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

To

All Senior Secretaries/Secretaries/Private Secretaries to
Chief Minister/Ministers/State Ministers, Haryana.

U.O. No.. 5/27/98-1FR

Dated, Chandigarh, the 31st December, 2010

INTERNAL CIRCULATIONS

- (i) All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of F.D.
- (ii) In charge, Computer Cell (F.D.)

Contd...

ANNEXURE*[To the Finance Department Office Memorandum***No. 5/27/98-1FR, Dated 31st December, 2010]****A. Gradation Pattern for the purpose of TA/DA**

GRADE - I	Officers drawing Grade Pay of Rs. 10,000 or above and those who are in the pay band of HAG+ or above.
GRADE - II	Officers drawing Grade Pay of Rs. 8,900 to 9,800.
GRADE - III	Officers drawing Grade Pay of Rs. 4,600 to 8,800.
GRADE - IV	Officials/Officers drawing Grade Pay of Rs. 2,500 to 4,200.
GRADE - V	Officials drawing Grade Pay of Rs. 1,300 to 2,400

B (i) Entitlement of Mode of journey while on tour within India/out of India :-

Grade	Journey by Air	Journey by Sea or River Steamer	Journey by Train	Journey by Road
1.	2		3	4
Gr. I (Gr. Pay 10000 and above)	First Class if out of India. Business/ Club Class if within India.	Highest Class	A.C. First Class or Executive Class	AC Bus including Volvo
Gr. II (Gr. Pay 8900-9800)	Economy Class (within or out of India)	Highest Class	A.C. First Class or Executive Class	AC Bus including Volvo
Gr. III (Gr. Pay 4600-8800)	Economy Class (within or out of India) Subject to prior approval of the Admn. Secy./HOD for each journey)	If 2 Classes by lower, if 3 by middle, if 4 classes by third class.	A.C. II tier or A.C. Chair Car	AC Bus/ Delux Bus
Gr. IV (Gr. Pay 2500-4200)	Economy Class (Out of India only)	As above to Gr. III employees.	A.C. III tier or Non A.C. Chair Car	Ordinary Bus/ Delux Bus
Gr. V (Gr. Pay 1300-2400)	Economy Class (Out of India only)	By lowest class.	2 nd Class/2 nd Class Sleeper	Ordinary Bus

Note 1.— All cases of Air travel both domestic and international where the Haryana Government bears the cost of air passage, the officials concerned should prefer Air India. Journey may also be performed by private air lines other than Air India provided the basic criteria for selecting airlines other than Air India would be better and more competitive prices being offered by the other airlines. Various incentive schemes and concessional fares offered by Air India will also be fully utilized.

Note 2.— Each officer who is undertaking domestic travel by air within his entitled class, should endeavor to take advantage of the concessions being provided by the airlines, to effect possible saving vis-a-vis the normal fares. Officers should try to make their booking in advance to the extent possible, so that benefits of discounted fares can be obtained. However, the official work should not be deferred because discounted fares are not available. Under no circumstances,

should the fare exceed the normal fare of the entitled class offered by Air India or their subsidiaries. Individual officers are encouraged to make bookings through the internet. It would require a credit card through which payments can be made. Reimbursement of service charge expenses on such credit card would be permissible.

Note 3.— Officers who cover in Grade-III are entitled to travel by air within India provided the distance involved is more than 500 kms and the journey cannot be performed by overnight by train. Prior approval of competent authority for each journey should be obtained.

Note 4.— In case of Journey by Air/A.C. Rail/A.C.Bus/Deluxe Bus, tickets shall be appended to T.A Bills. In case of Rail Journey by 1st Class/A.C. Chair Car, ticket/ticket no./reservation slip, as the case may be, shall be produced. In the absence of ticket, wherever required, ordinary rail/bus fare will be given.

Note 5.— The actual cost of reservation and sleeper charges will be reimbursed in full.

Note 6.— There shall be no bar in undertaking a journey by any mode or in any category above the respective entitlement of the employee provided that the claim filed for reimbursement is voluntarily restricted to the said entitlement. However, in all such cases the essential documents required to be submitted and essential conditions required to be met in reference to the performance of journey by the mode and in the category in which the journey was actually conducted shall have to be submitted alongwith the claim. With this condition, henceforth, there shall be no pre-requirement of seeking the approval of the competent authority for conducting a journey above the entitlement. This provision will not be applicable if journey is performed by a Government employee in his own car without prior approval of the competent authority as per Note 3 below B(ii).

B (ii) Entitlement of journey by road by a Mode other than Public Transport while on tour within India :-

Grade	Journey by Taxi/ Autorickshaw	Journey by own conveyance	Rate of Road Mileage	Local journey within or outside the State
1.	2	3		4
Gr. I (Gr. Pay 10000 and above)	AC Taxi	By own car.	Rs. 10/- pkm. (for own Car/ AC Taxi) Rs. 8/- pkm for Non- AC Taxi.	AC/Non-AC Taxi charges of upto 50 kms. per diem for travel within the city.
Gr. II (Gr. Pay 8900-9800)	AC Taxi	By own car.	Rs. 10/- pkm. (for own Car/ AC Taxi) Rs. 8/- pkm for Non- AC Taxi.	AC/Non-AC Taxi charges of upto 50 kms. per diem for travel within the city.
Gr. III (Gr. Pay 4600-8800)	Non AC Taxi (with prior approval of the Admn. Secy./HOD for each journey)	By own car (with prior approval of the Admn. Secy./HOD for each journey)	Rs. 8/- pkm. (for own Car/ Non-AC Taxi)	Non AC Taxi or auto- rickshaw charges @ Rs. 8/- or Rs. 6/- pkm, as the case may be, limited to Rs. 150/- per diem for travel within the city.

Gr. IV (Gr. Pay 2500-4200)	At prescribed rates of autorickshaw when journey is actually performed by autorickshaw, with prior approval of the HOO for each journey.	By own scooter/ motor cycle (with prior approval of the HOO for each journey)	Rs. 6/- pkm (for own Scooter/ Motorcycle or by autorickshaw)	Travel charges @ Rs. 6/- pkm limited to Rs. 100/- per diem for travel within the city.
Gr. V (Gr. Pay 1300-2400)	At prescribed rates of autorickshaw when journey is actually performed by autorickshaw with prior approval of the HOO for each journey.	By own scooter/ motor cycle (with prior approval of the HOO for each journey)	Rs. 6/- pkm (for own Scooter/ Motorcycle or by autorickshaw)	Travel charges @ Rs. 6/- pkm limited to Rs. 50/- per diem for travel within the city.
Any Govt. employee.			@ Re. 1.20 pkm if journey while on tour is performed by bicycle or on foot by any Government employee.	@ Re. 1.20 pkm if local journey while on tour is performed by bicycle or on foot by any Government employee.

Note 1.— 'Own Conveyance' does not mean and include 'any private conveyance' of the respective description. Such conveyance, whenever used for the purposes of claiming reimbursement under these instructions, must be 'a registered personal vehicle in the name of the employee concerned or in the name of the spouse of the employee concerned'. The registration number of the vehicle used must always be mentioned in the claim preferred.

Note 2.— In all such cases where the journey is undertaken in own conveyance or it is performed in hired conveyance, all 'toll charges' paid during the journey shall also be admissible in addition to the road mileage. Such reimbursement must be claimed by submitting the original receipt of payment of 'toll charges' bearing the registration number of the vehicle. Care must accordingly be taken to pay all 'toll charges' en-route the journey and obtain receipts (bearing the registration number of the vehicle) and submit it in original alongwith the claim of reimbursement/mileage otherwise admissible. It is also suggested to retain a photocopy of the same for personal record.

Note 3.— If the entitlement happens to be to travel in A.C II Tier in Train and does not permit 'journey by own car' but the journey is actually performed in 'own car', the reimbursement shall be restricted to the fare equivalence of A.C. II Tier but while preferring the claim of reimbursement to the said extent of entitlement, the papers required to be submitted with reference to 'journey by own car' while meeting all the necessary requirement thereof shall have to be submitted/met in the manner prescribed for 'journey by own car' and if such compliances with reference to 'journey by own car' are deficient in any manner, the reimbursement restricted to the entitlement shall not be made.

C. Rate(s) of Daily Allowance :

(i) The revised rate(s) of daily allowance for different places would be as under :

Grade	In any town/city in Haryana including Chandigarh	In any town/city outside Haryana/Chandigarh
1.	2	2
Gr. I (Gr. Pay 10000 and above)	Rs. 300/- p.d.	Rs. 500/- p.d.
Gr. II (Gr. Pay 8900-9800)	Rs. 240/- p.d.	Rs. 400/- p.d.
Gr. III (Gr. Pay 4600-8800)	Rs. 200/- p.d.	Rs. 300/- p.d.
Gr. IV (Gr. Pay 2500-4200)	Rs. 160/- p.d.	Rs. 200/- p.d.
Gr. V (Gr. Pay 1300-2400)	Rs. 140/- p.d.	Rs. 160/- p.d.

(ii) In the case of travel by Government vehicle/staff car, half/full daily allowance will be admissible for a period of absence as mentioned below:-

(i)	Where absence from Headquarters is for less than 6 hours	No daily allowance
(ii)	Where absence from Headquarter is for 6 hours or more but less than 12 hours	Half daily allowance
(iii)	Where absence is for more than 12 hours but less than 24 hours	Full daily allowance

D. Entitlement of Reimbursement of Hotel charges/Commercial Guest Houses accommodation plus Daily Allowance at any place in the country outside Haryana/Chandigarh.

Grade	Entitlement of Reimbursement of Hotel charges/Commercial Guest Houses accommodation plus Daily Allowance
Gr. I (Gr. Pay 10000 and above)	Upto Rs. 5,000/- per day plus D.A. of Rs. 500/- per day.
Gr. II (Gr. Pay 8900-9800)	Upto Rs. 4,000/- per day plus D.A. of Rs. 400/- per day.
Gr. III (Gr. Pay 4600-8800)	Upto Rs. 3,000/- per day plus D.A. of Rs. 300/- per day.
Gr. IV (Gr. Pay 2500-4200)	Upto Rs. 1,500/- per day plus D.A. of Rs. 200/- per day.
Gr. V (Gr. Pay 1300-2400)	Upto Rs. 300/- per day plus D.A. of Rs. 160/- per day.

Note 1.— Reimbursement of Hotel/Commercial Guest House charges shall only be admissible when the journey on tour involves overnight stay at destination(s).**Note 2.—** All the officers/officials who are entitled to stay in the Haryana Bhawan or any other Rest House/Guest House facility maintained by the Government or its department or PSUs/Agencies wholly or substantially owned or controlled by the Government of Haryana, while on tour in the NCT of Delhi, shall, before availing the terms of Daily Allowance offered by this scheme, have to acquire a 'Non Availability of Accommodation' certificate from the authority competent with reference to any/all such facilities including Haryana Bhawan.

Note 3.— For 'facilities maintained by the departments of Haryana Government or PSUs/Agencies wholly or substantially owned or controlled by the Government of Haryana' this requirement shall be applicable only on the eligible (to stay) officers/officials of the concerned respective department/PSU/Agency maintaining the facility.

Note 4.— Officers traveling outside the State and availing the facility of accommodations run/managed by the Central/other State Governments or Central/State PSUs shall be entitled to claim the accommodation charges as per actual and bills/receipts on this account must be submitted alongwith the claim of reimbursement.

E. Fixed Travelling Allowance:

Wherever applicable the monthly fixed rate of Travelling Allowance admissibility shall be double the existing rate(s) limited to Rs. 100/- p.m. as minimum and Rs. 600/- p.m. as maximum.

F. Transfer T.A

- (i) In case of transfer, an employee would be paid daily allowance for himself as well as for each member of his family as per rate(s) mentioned above. Besides this, he would be paid for each member of his family bus/rail fare, as the case may be. In case of journey by own Car/Scooter/M. Cycle /Moped with or without family he will be entitled to claim road mileage for once only subject to the entitlement and for one vehicle only. The definition of family for the purpose of TA/DA includes an employee's dependents also.
- (ii) In case of transfer from one station to other and when movement of household goods was actually involved, the entitlement of reimbursement of charges paid for moving the household goods consequent to the said transfer and movement shall be regulated in following terms :-

Grade	Entitlement of number of truck(s)	Packing/unpacking/loading/unloading charges on each movement
Gr. I (Gr. Pay 10000 and above)	Two Trucks	Rs. 2,000/-
Gr. II (Gr. Pay 8900-9800)	Two Trucks	Rs. 2,000/-
Gr. III (Gr. Pay 4600-8800)	One and a half Trucks	Rs. 1,000/-
Gr. IV (Gr. Pay 2500-4200)	One Truck	Rs. 500/-
Gr. V (Gr. Pay 1300-2400)	Half Truck	Rs. 250/-

G. Transportation of Conveyance on retirement :-

1	Officers drawing Gr. Pay Rs. 9800 or above and those who are in the pay band of HAG+ or above.	Car/Jeep or 4 wheeler	Reimbursement of Actual fare by train or at prescribed rate of Truck Union. If distance is upto 300 km then expenditure @ Rs. 4/- p.km. will be permissible for one way journey assuming that the vehicle will be transported upto that distance by self-propulsion.
---	--	-----------------------	--

Note 1.— Two wheeler i.e. Motor Cycle/Scooter will be treated as part of the household effects for this purpose and no separate transportation charges will be permissible.

OTHER GENERAL CONDITIONS TO BE APPLICABLE IN ALL CASES WHEREVER NECESSARY :-

1. All others conditions will be the same as contained in TA rules/instructions issued by Haryana Govt. from time to time.
2. It may be noted and borne in mind that no additional allocation/funds will be provided on account of revision in entitlement in terms of these orders. It may, therefore, be ensured that permission to official travel is given judiciously and are restricted only to absolutely essential official requirements.
3. Wherever as per requirement bills in original are required to be submitted alongwith the claims of reimbursement, all such bills individually should always be self certified by the employee/person preferring the claim as 'having been paid by him personally'.
4. If any question/doubt arises as to the interpretation of these instructions, it shall be referred to the Finance Department in the FR Branch for decision/clarification.
5. Necessary amendment to the relevant existing rules in the Punjab CSR Volume III (TA Rules) as applicable to Haryana Govt. employees will be issued in due course.

***These instructions have been revised vide
No. 5/27/98-1FR, dated 31.12.2010.***

No. 5/27/98-1FR

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

Chandigarh, the 19th June, 2007

To

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

Subject : Revised rates of daily allowance for different places and Hotel/Tourist Bungalow charges in Delhi.

Sir,

I am directed to invite a reference to the Haryana Government, Finance Department circular No. 5/27/98-1FR-II(Part-I), dated 29-7-98 on the subject noted above and to say that due to increase in price index the question of revising the rates of daily allowance for different places and Hotel/Tourist Bungalow charges in Delhi has been engaging the attention of Government for sometime past and after careful consideration it has now been decided to make modifications in "**Para-E**" & "**Para-F(i)**" of the aforesaid instructions as under :-

Para-E

The revised rate(s) of daily allowance for different places would be as under :

Pay Range	In Haryana	Outside Haryana (other than column 4)	Other towns above 10 lacs population
1	2	3	4
Grade-I	160	210	260
Grade-II	130	170	210
Grade-III	105	130	170
Grade-IV	90	120	145
Grade-V	80	105	130

Para-F (i)

Where an employee has to stay in accommodation run on commercial line in Delhi, actual Hotel/Tourist Bungalow expenses shall be reimbursable maximum up to the following limits :

Grade-I	Rs. 1300
Grade-II	Rs. 975
Grade-III	Rs. 650
Grade-IV	Rs. 400
Grade-V	Rs. 260

This decision shall take effect from the date of issue of these instructions.

Yours faithfully,

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

***These instructions have been Revised vide
No. 5/27/98-1FR, Dated 31.12.2010.***

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

No. 5/27/98-1FR

To

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

Dated, Chandigarh, the 17th September, 2004

Subject : Revision of rates of mileage allowance.

Sir,

I am directed to invite a reference to the Haryana Government, Finance Department circular No. 5/27/98-1FR-II(Part-I)dated 29-7-98 on the subject noted above and to say that the question of enhancing the rates of mileage allowance has been engaging the attention of Government for sometime past and after careful consideration it has now been decided to make partial modification in Note-4 and Sub para (ii) under para "C" regarding enhancement of mileage Allowance as under :-

Note-4 Rate of road mileage in case of journey performed by own car will be @ Rs. 6/- P.K.M. and in case of journey by scooter/motor cycle it will be @ Rs. 3 /- P.K.M.

(ii) For local journeys performed on tour within the state, employees, as per entitlement given in para-B of circular referred to above, will be paid mileage allowance @ Rs. 6/- P.K.M. for Taxi/Car and Rs. 3/- P.K.M. for other mode of conveyance for journeys between office/residence and bus stand/railway station/ Airport at headquarters and also at the duty station between bus stand/railway station/ Airport and the place of duty/residence.

This decision shall take effect from the date of issue of these instructions.

Yours faithfully,

Sd/-

(Vijay Singh Yadav)

Deputy Secretary Finance,

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

***These instructions have been Revised vide
No. 5/27/98-1FR, Dated 31.12.2010.***

No. 5/27/98-1FR-II

From

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

To

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

Dated, Chandigarh, the 22nd January, 2001

Subject : Revised rates of Travelling Allowance, Daily Allowance etc. admissible on the new scales of pay.

Sir,

I am directed to refer to the Finance Department, circular letter No. 5/27/98-1FR-II (Part-I), dated 29.7.98 on the subject noted above and to say that after careful consideration Haryana Government has further decided to make partial amendment in Grade-I category of Para 'A' of the said circular with immediate effect :

A-Pay Range

Grade-I All employees from Class-I and drawing pay of Rs. 16,000/- and above per month.

Yours faithfully,

Sd/-

(Ranju Parsad)

Deputy Secretary, Finance,

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

***These instructions have been Revised vide
No. 5/27/98-1FR, Dated 31.12.2010.***

No. 5/27/98-1FR-II(Part-I)

From

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

To

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

Dated, Chandigarh, the 29th July, 1998

Subject : Revised rates of Travelling Allowance, Daily Allowance etc. admissible on the new scales of pay.

Sir,

I am directed to say that for some time past, the State Govt. have had under their consideration the revision of Travelling Allowance, and Daily Allowance, consequent upon the revision of pay scales of the Haryana Govt. employees. After careful consideration, it has now been decided to sanction revised slabs of TA/DA to Haryana Govt. employees on the new scales of pay as given in succeeding paras:-

A. Pay Range

GRADE - I	Employees drawing pay of Rs. 16000 and above P.M.
GRADE - II	Employees drawing pay of Rs. 10500 but below Rs. 16000 P.M.
GRADE - III	Employees drawing pay of Rs. 8000 but below Rs. 10,500 P.M.
GRADE - IV	Employees drawing pay of Rs. 4000 but less than Rs. 8000 P.M.
GRADE - V	Employees drawing pay below Rs. 4000 P.M

B. Entitlement for travelling by Rail/Bus/Own Car/Scooter/Motorcycle etc. and for local journey

Sr. No.	Category of Govt. employees	By Rail	By Bus	By Own Car/ Scooter etc.	Local Journey
1	Officers of Grade-I & Heads of Department	AC 1 st Class	AC Bus	By Car	By Taxi or own CAR
2	Officers of Grade-II	1 st Class, 2 nd Class-II Tier, AC Sleeper AC Chair Car	AC Bus	By Car (With permission of HOD for each journey)	By Taxi or own Car

3.	Employees of Grade-III	1 st Class, II AC-III-Tier Sleeper, AC Chair Car	Delux Bus	Scooter/Motor cycle (With permission of HOD for each journey)	By Auto Rickshaw
4.	Employees of Grade-IV	2 nd Class Sleeper/ II AC III-Tier Sleeper	Express, Semi- Delux	No	-do-
5.	Employees of Grade-V	2 nd Class/ 2 nd Sleeper	Ordinary Bus	No	By Auto rickshaw/Bus/ Rickshaw

C. Journey By Air:-

Heads of Departments and the Officers in the pay scale of Rs. 18400-22400 and above only shall be entitled to journey by air.

In the case of international travel, officers of and above the level of Secretaries to the Government of India and of equivalent status shall be entitled to travel by first class, officers of the level of Additional Secretaries and Joint Secretaries of G.O.I. and of equivalent status in the State Govt. by Business/Club Class and all other officers by Economy class.

In case of domestic travel, officers in the pay scale of Rs. 22400-24500 and above will be entitled to travel by Executive Class.

Note: 1	The Actual cost of reservation and sleeper charges will be reimbursed in full.
Note: 2	In case of journey by Air/A.C.Rail/A.C. Bus/Deluxe Bus, tickets shall be appended to T. A. Bills. In case of Rail journey by 1 st Class/A.C. Chair car, ticket/ticket No./ reservation slip, as the case may be, shall be produced. In the absence of ticket, wherever required, ordinary rail/bus fare will be given.
Note: 3	Heads of Departments and the officers drawing pay of Rs. 16000 and above only shall be entitled to travel by Shatabdi Express in Executive class.
Note: 4	Rate of road mileage in case of journey performed by Own Car will be @ Rs. 4 P.K.M and incase of journey by scooter/Motor cycle it will be @ 2.00 P.K.M.
Note: 5	The rate of Mileage Allowance for journey on foot and bicycle, on tour and transfer is revised to @ 50 paisa per k.m.

- (i) For local journeys performed on tour outside the State, actual expenditure as per entitlement will be reimbursable on the basis of certificate given by the Govt. employee mentioning the places of local journeys and also Taxi/Auto rickshaw number(s).
- (ii) For local journeys performed on tour within the State, employees, as per entitlement given in para B above, will be paid mileage allowance @ Rs. 4 P.K.M. for Taxi/Car and Rs. 2/- P.K.M for other mode of conveyance for journeys between office/residence and bus stand/railway station/Airport at headquarters and also at the duty station between bus stand/railway station Airport and the place of duty/residence.

D. In the case of travel by Government vehicle, half/full daily allowance will be admissible for a period of absence as mentioned below :-

(i)	Where absence from Headquarters is for less than 6 hours	No daily allowance
(ii)	Where absence from Headquarter is for 6 hours or more but less than 12 hours	Half daily allowance
(iii)	Where absence is for more than 12 hours but less than 24 hours	Full daily allowance

E. The revised rate(s) of daily allowance for different places would be as under :

Pay Range	In Haryana	Outside Haryana (other than column 4)	Other towns above 10 lacs populations
1	2	3	4
Grade I	120	160	200
Grade II	100	130	160
Grade III	80	100	130
Grade IV	70	90	110
Grade V	60	80	100

F. (i) Where an employee has to stay in accommodation run on commercial line in Delhi, actual Hotel/Tourist Bungalow expenses shall be reimbursable maximum upto the following limits:-

Grade I	Rs. 1000
Grade II	Rs. 750
Grade III	Rs. 500
Grade IV	Rs. 300
Grade V	Rs. 200

(ii) The revised entitlement rates of Hotel Accommodation/Tourist Bungalow (per day) at any place in the country other than Delhi would be as under :-

Grade	Accommodation
I.	Reimbursement of actual expenditure incurred toward Normal single room rent in hotel of a category not above 4 star.
II.	Reimbursement of actual expenditure incurred toward normal single room rent in a hotel of a category not above 3 star.
III. to V.	For grade III to V, the rates applicable for Delhi shall also be applicable for their stay outside Delhi.

Note-1. No Hotel expenses would be reimbursed for stay within the State.

Note-2. Claims would be admissible on production of actual receipts/bills.

G. Fixed T.A.

Monthly fixed T.A. wherever admissible subject to minimum of Rs. 50/- P.M. and a maximum of Rs. 300/- P.M.

H. Transfer T.A.

- (i) In case of transfer, an employee would be paid daily allowance for himself as well as for each member of his family. Besides this, he would be paid for each member of his family bus/rail fare, as the case may be. In case of journey by own Car/Scooter/M. Cycle/Moped with or without family he will be entitled to claim road mileage for once only subject to the entitlement and for one vehicle only. The definition of family for the purpose of TA/DA includes an employee's dependents also.
- (ii) An employee on transfer would be reimbursed the actual cost of transportation charges of his house hold goods on the under mentioned grades at the rates approved by the Union of Transport Companies/ Registered Transporters :-

Grade- I	2 Trucks
Grade-II	2 Trucks
Grade- III	1½ Trucks
Grade- IV	1 Truck
Grade- V	½ Truck

- (iii) In case the household goods are transported by any other mode of conveyance, the employee would be paid actual or the charges as per his entitlement, whichever is less.

- I.** A Government employees on transfer will be paid packing/ unpacking and loading/unloading charges as per grades given below :

Grade- I	400
Grade-II	400
Grade- III	200
Grade- IV	100
Grade- V	50

- J.** TA/DA for the journey to his/her home town would also be admissible to the family of a deceased Government employee on his/her death while in service and similarly to a Government employee on his/her retirement.

- K.** The TA/DA referred to will be admissible in respect of the journey of the Government servant and members of his family from the last station of his duty to the place from where the retiree draws his pension.

- L.** The expenditure on transportation of conveyance by Government servants on their retirement shall be reimbursed without insisting on the requirement that the possession of the conveyance by them while in service at their last place of duty should have been in public interest subject to proof of having a conveyance.

- M.** These rates would also be applicable to the members of All India services who are serving in connection with the affairs of Haryana State.

- N.** The above rates of TA/DA would also be applicable to the employee governed by unrevised scales of pay. In their cases, Dearness allowance the CPI of 1510 point will be

treated a part of their pay for purposes of calculating the admissible traveling allowance and daily allowance.

O. All others conditions will be rules/instructions issued by Haryana Govt. the same as contained from time to time.

P. The revised rates shall be applicable on tours undertaken from the date of issue of this letter. Any unclaimed TA/DA bills of tours undertaken earlier shall be claimed as per old rates.

Q. Necessary amendment to the relevant existing rules in the Punjab CSR Volume III (TA Rules) as applicable to Haryana Government employees will be issued in due course.

Yours faithfully,

Sd/-

(Ram Niwas)

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

क्रमांक 5 / 48 / 99-1एफ0आर0- ।।

प्रेषक

वित्तायुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

1. सभी विभागाध्यक्ष,
आयुक्त, अम्बाला, रोहतक, गुड़गांव तथा हिसार मण्डल।
2. रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय,
चण्डीगढ़।
3. सभी उपायुक्त एवं उप मण्डल अधिकारी (नागरिक)
हरियाणा।

दिनांक, चण्डीगढ़ 8 मई, 2000 (8th May, 2000)

विषय : दैनिक भत्ता देने संबंधी कलैरीफिकेशन।

महोदय,

मुझे निदेश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान आकर्षित करते हुए कहूँ कि अक्सर अधिकारीगण अपने स्टाफ के साथ दिल्ली के नजदीक के शहरों में (जैसा कि फरीदाबाद, गुड़गांव व सोनीपत) दौरे पर जाते हैं और वह रात्रि विश्राम के लिए किन्हीं कारणवश दिल्ली आ जाते हैं तो इस स्थिति में अधिकारीगण के साथ सलग्न स्टाफ (जैसा कि ड्राईवर, सेवादार) भी उनके साथ दिल्ली आ जाते हैं। इस स्थिति में विभिन्न विभागों द्वारा कलैरीफिकेशन मांगी जा रही है कि इन कर्मचारियों को किस दर पर दैनिक भत्ता दिया जाए क्योंकि अधिकारियों के साथ अटैच स्टाफ दिल्ली का दैनिक भत्ता की मांग करता है जबकि वास्तव में दिल्ली में उन्हें कोई सरकारी कार्य नहीं होता।

उक्त वर्णित समस्त स्थिति के परिप्रेक्ष्य में कलैरीफिकेशन प्रदान की जाती है कि यदि कोई कर्मचारी अथवा अधिकारी या उनके साथ सलग्न स्टाफ हरियाणा के दौरे पर जाता है और बिना किसी सरकारी कार्य के दिल्ली में विश्राम हेतु आ जाते हैं, तो इसके लिए उन्हें दिल्ली का दैनिक वेतन भत्ता प्रदान नहीं किया जाएगा।

भवदीय,

हस्ता०/—

(रंजू प्रसाद)

उप सचिव, वित्त

कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

***These instructions have been Revised vide
No. 5/27/98-1FR, Dated 31.12.2010.***

No. 5/26/88-1FR-II

From

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

To

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

Dated, Chandigarh, the 11th May, 1989

Subject : Revised rates of Travelling Allowance, Daily Allowance, etc. admissible on the new scale of pay.

Sir,

I am directed to invite a reference to Haryana Government, Finance Department circular letter No. 5/26/88-1FR-II, dated 14.3.1988 on the subject noted above. A clarification has been sought about the admissibility or not of Daily Allowance in cases where an employee while on tour has to stay in a hotel/tourist bungalow run on commercial lines at a place outside Haryana. The matter has been examined and it is clarified that since Daily Allowance constitutes both boarding and lodging expenses, Half Daily Allowance may be allowed where hotel, tourist bungalow expenses are reimbursed as per para - 5 of the instructions referred to above.

Yours faithfully,

Sd/-

(Shamsher Shukla)

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

No. 5/1/83-1FR-II

From

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

To

All Head of Departments,
Commissioner, Ambala/Hisar Divisions,
All Deputy Commissioner and
Sub Divisional Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 14th February, 1983**Subject : Revised rates of T.A./D.A etc. admissible on the new scales of pay.**

Sir,

I am directed to invite reference to the Haryana Govt. Finance Department circular letter No. 5/1/80-1FR-II dated 2.12.1980 on the subject noted above and to say that a question has arisen as to what rate of daily allowance is admissible to the officers performing journey to Calcutta, Delhi and other far flung places outside the northern region who are frequently compelled to break their journey at Delhi as Chandigarh is not directly connected with such places. After careful consideration it has been decided that linking the rate of daily allowance to the point of actual halt outside head quarters while on tour the concerned officer/official may be paid daily allowance at Delhi rates, for the day of halt at Delhi in either direction if it is considered essential, the test of essentiality being the approval of tour programme by the Controlling Officer.

These instructions would come into force from the date of issue of this letter. The T.A. bill already passed would not be reopened.

Yours faithfully,

Sd/-
(S.L. DHANI)
Joint Secretary, Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/9(3)-79-1FR-II

From

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

To

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

Dated, Chandigarh, the 24th July, 1981**Subject : T.A./D.A, for Journeys between Ambala Cantt. and Ambala City.**

Sir,

I am directed to address you in the subject noted above and to say that in accordance with the provisions of note 1 below rule 2.41 of the Punjab Civil Services Rule Vol. III (T.A. Rules) "the term radius of 8 kilometer should be interpreted as meaning a distance of 8 kilometers by the shortest practicable route by which a traveler can reach his destination by the ordinary modes of traveling." A doubt had arisen whether in view of these provisions daily allowance is admissible to an employee for a Journey undertaken between Ambala City and Ambala Cantt. These two stations are connected by rail and the distance between them is less than 8 K.M. Hence no daily allowance should be given on tour rates if Journeys are performed between Ambala Cantt. and Ambala City while on official duty.

However, in the past cases where T.A./D.A. has already been allowed to employees traveling between these two stations recoveries need not be insisted upon.

Yours faithfully,

Sd/-

(Rajni Razdan)

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

No. 5/6(II)-78-3FR-II

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 9th January, 1981

Subject : Daily allowance during training within India.

Sir,

I am directed to invite a reference to Haryana Govt. letter No. 5/6(II)-78-3FR-II dated 21-9-78 which provides that where an employee has been sponsored by Govt. and is selected to undergo a course of training or a work study course and the period of training is to be treated as duty in terms of instructions contained in Finance Department circular Letter No. 3264-FR-II-60/4380 dated 12.5.60 he will be entitled to draw full daily allowance for the entire period of training subject to the following conditions :-

- (i) Where food or lodging is provided free the daily allowance will be reduced to one half.
- (ii) where both food and lodging are provided free the daily allowance will be reduced to one-fourth.
- (iii) where the trainee gets any stipend during the training period, no daily allowance will be admissible.
- (iv) T. A. may be allowed at four rates without any daily allowance.

The matter has been considered further and it has been decided that Daily Allowance will now be admissible in such cases as under :-

		Upto first 60 days
	1	2
1.	Where there is no institutional arrangement. .	Full Daily Allowance.
2.	Where institutional arrangements exist on payment and officer pays for the same.	
	(i) for lodging only	Full Daily Allowance. OR Half Daily allowance plus actual lodging charges, whichever is more.

		Upto first 60 days
	1	2
	(ii) for Board and lodging	Full Daily Allowance. OR 1/4 Daily Allowance plus actual board and lodging charges in the institution, whichever is more
3.	Where the following facilities are available either free or paid for by Govt. as part of training costs.	
	(i) Lodging only.	Half Daily Allowance.
	(ii) Board and lodging	¼ Daily Allowance

After sixty days the allowance admissible would be reduced to half in various situations mentioned above. Traveling allowance may be allowed to them at tour rates. Daily Allowance may also be allowed for the days of journey.

It is also made clear that instructions contained in para 5 of the Haryana Govt. letter No. 5/1/80-1FR-II, dated 21.2.80 laying down enhanced rates for stay in hotels etc. outside Haryana will not be applicable to the participants for training courses and only Daily Allowance will be allowed to them at normal rates of the town where training is held.

These instructions will be applicable to the persons who are deputed on training after the date of issue of this letter, and past cases will not be re-opened.

Necessary amendment in the rules will be made in due course.

Yours faithfully,

Sd/-
(L.M. GOYAL)
Joint Secretary Finance (B)
for Secretary to Government, Haryana,
Finance Department.

Subject : Revised Rates of Daily Allowance for journey performed by own car.

(F.D. Hr. letter No. 5/1/80/1FRII/1360 dated 25th August, 1980).

It is clarified that an officer performing journey by car on tour will be entitled to draw daily allowance at half rates for the journey days i.e. outward and return journey. Attention is also invited to Rule 2.24-D of T.A. Rules.

Para 2 (c) of F.D., Hr. letter No. 5/1/80-1FRII dated 21.2.1980 will not be applicable in such cases.

(Copy of F.D. Hr. No. 2111-3FR-72/17319 dt. 31st May, 1972)

Subject : Grant of Daily Allowance to a Govt. servant for the days on which he avails of casual leave.

I am directed to address you on the subject noted above and to say that under the provisions of Rule 2.42 (V) of the Punjab Civil Services Vol. III (T.A. Rules) a Govt. servant who takes casual leave when on tour is not entitled to draw daily allowance.

No. 3719-3FR-70/24834

From

Commissioner for Planning & Finance and Secy. to Govt.,
Haryana, Planning & Finance Department.

To

All the Heads of Departments,
The Commissioner/Ambala Division, and
All Deputy Commissioners &
Sub Divisional Officers, Haryana,
The Registrar, Punjab & Haryana High Court and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 16th September, 1970

Subject : Grant of Daily Allowance to the Drivers of Government Vehicles.

Sir,

I am directed to invite a reference to Haryana Government, Finance Department letter No. 3208-1FR-69/16092, dated 18th June, 1969 on this subject and say that the orders contained therein will also be applicable to Contingent/Work charged Drivers of Government Vehicles. These, however, will not be applicable to Drivers of pick-up Truck, Tractor, Trailers etc.

Yours faithfully,

Sd/-

Deputy Secretary Finance (P),
for Commissioner Planning & Finance and Secy. to Govt.,
Haryana, Finance Department.

Subject : Grant of Daily Allowance to the Drivers of Government Vehicles.

(F.D. Hr. letter 3208-3FR-69/16092, dt. 18th June, 1969)

I am directed to invite a reference to Rule 2.103 of Punjab Civil Services Rules, Volume III (T.A. Rules), which provides that the chauffeur of a Motor car supplied at the expenses of Government, when making a journey by road on the motor car in his charge may draw travelling allowance under the provision of rule 2.100(a) if the journey involves an absence of at least one night from his headquarters. For a journey which does not involve such absence he is entitled to no Travelling Allowance. It has been brought to the notice of Government that this rule operates harshly against the drivers of Govt. Vehicles. The matter has been considered and it has been decided that the Chauffeur/Driver of a Motor Car/Jeep/Station wagon supplied at the expense of Government when making a journey by road on the motor car/Jeep/Station wagon in his charge will draw Travelling Allowance as admissible under the provision of rule 2.105 of Punjab Civil Services Rules, Volume III (T.A. Rules).

Delegation of powers to treat cases of enforced halts occurring en-route on tour Journeys as 'duty' and grant of daily allowance for those periods.— The question of enforced halts occurring en-route journeys necessitated by break down of communications due to blockage of roads on account of floods, rains, heavy snow-fall, landslides, etc., has been engaging the attention of Government for some time past. It has been decided that in all such cases of enforced halts the period of such halts shall be treated as 'duty' and the Government employee concerned may be paid Daily Allowance at 3/4th of the rate applicable to him at that station in which the enforced halt takes place, for the period of enforced halts after excluding the first day of such halts for which no Daily Allowance should be allowed.

(No. 139-1FRI-66/519, dated the 13th January, 1966).

Grant of daily allowance to a Government employee for the days on which he avails of casual leave.— Under the provisions of rule 2.42(v) of the Punjab Civil Services Rules, Volume III, a Government employee who takes casual leave when on tour is not entitled to draw daily allowance during such leave. A question has been posed as to whether an employee who enjoys a part of a day as casual leave on a particular day of tour is entitled to draw any daily allowance for that day. The Government have examined this issue in detail and it has been decided that in order to curb the tendency of enjoying frequent short leaves during tour no daily allowance should be allowed to any Government employee who avails of a part of a day as casual leave on any day of the tour. This decision should be followed meticulously and the default thereof should invariably be brought to the notice of Government.

(No. 539-4FRI-64/2604, dated the 31st March, 1964).

Subject : Reduction in the rate of daily allowance admissible to Government employees who, while on tour, are provided with free board and/or lodging at the expense of Government or of an autonomous industrial or commercial undertaking or corporation, or a statutory body or local authority in which Government funds have been invested.

(F.D. Pb. letter No. 5479-FR-61/7351 dt. 1st July, 1961)

I am directed to invite a reference to Punjab Government, Finance Department letter No. 1191-FR-(I)-60/481 dated the 12th January, 1961, on the subject noted above and to say that a doubt has been expressed in some quarters whether the Civil/P.W.D Rest Houses etc. are to be treated as free lodging for the purpose of payment of Travelling Allowance (Daily Allowance) under Exception (2) below Rule 2.24 (c) of the Punjab Civil Services Rules, Volume III. It is clarified that the said exception does not take into its purview the accommodation which is provided to a Government employee in rest House/Inspection Bungalows/Circuit Houses etc. where he might have to pay some amount in lieu of electricity/water charges. Nor this exception will be attracted in the case of accommodation provided to a Government employee free charge in un-electrified rest houses. In view of this, the type of accommodation mentioned above will not be taken to mean provision of free lodging for the purposes of Exception (2) below Rule 2.24 (c) *ibid*.

Subject : Reduction in the rate of daily allowance admissible to Government employee who, while on tour, are provided with free board and/or lodging at the expense of Government or of an autonomous industrial or commercial undertaking or corporation, or a statutory body or local authority in which Government funds have been invested.

(F.D. Pb. letter No. 11911-FR(I)60/481 dt. 12th January, 1961).

I am directed to invite a reference to Exception (2) below Rule 2.24(C) of the Punjab Civil Services Rules, Volume III(T.A. Rules) as amended by Punjab Government notification No. 3876-FR-56/7938, dated the 20th August, 1959, according to which a Government employee who, while on tour, is provided with free board and lodging at the expense of the Central Government or a State Government or an autonomous Industrial or commercial undertaking or corporation or a statutory body or a local authority in which Government funds have been invested or in which Government have any other interest will draw only one-fourth of the daily allowance admissible to him at the station concerned and if only boarding or lodging is allowed free to such Govt. employee, he may draw daily allowance at one-half of the admissible rate.

On a strict application of the provision contained in Exception (2) referred to above an officer provided with improvised accommodation with or without any services worth the name free of charge, in a tent or a temporary structure of other sort, will also be treated as having been provided with free lodging and will, therefore, be entitled only to daily allowance at one-half of the admissible rate. It has been observed that this provision in such cases acts harshly. In order to make the intention of the term "free lodging" clear, it is clarified that improvised accommodation provided free of charge in a tent or temporary structure of other sort, will not be treated as "free lodging" and the provision of such improvised accommodation should have no effect on the officers daily allowance.

Instructions regarding grant of daily allowance for halts exceeding ten days.— Clause (i) of Rule 2.42 of the Punjab Civil Services Rules, Volume III – Punjab T.A, Rules, provides that daily allowance may not be drawn for continuous halt of more than ten days at any one place but a competent authority may grant general or individual exemptions from the operation of this rule on such conditions as it thinks fit; provided it is satisfied :-

- (a) that prolonged halts are necessary in the interest of public service; and
- (b) that such halts necessitate the maintenance of camp equipage or where no camp equipage is maintained continue, after the first 10 days to entail extra expenditure upon the halting Government employee.

The competent authority is thus at liberty to impose such conditions as it may think fit. One such condition may be the reduction of dearness allowance. The principle underlying the reduction is that the expenses incurred by a Government employee in respect of a halt at an out station ordinarily decrease in proportion to the length of his stay at that station. Under note 2 thereunder it is desired that the competent authority should bear in mind that the rate of daily allowance should be suitably reduced after the first ten days except in those cases where there are special features. The cases which require special consideration could be justified where the halt of a Government employee is of an uncertain duration which makes it impossible for him to arrange for more permanent and cheaper accommodation, etc. The Heads of Departments/Departments of Government have been delegated powers under serial No. 13 of Chapter III, *ibid*, to grant exemption beyond ten days provided conditions laid down in the above-mentioned rule are fulfilled. It has, however, come to the notice of Government that in many cases sanctions are being accorded by certain authorities to the drawal of daily allowance at full rates for the 1st thirty days as a matter of course and that due regard is not paid to the principles referred to in the said provisions. In order to prevent the provisions of the rules from becoming a mere formality, it is considered desirable to stress that the daily allowance in excess of ten days at full rates, should be granted only after taking into account the special circumstances, under which the Government employee had to stay at the out station. It should be ensured that the power to permit daily allowance at full rates in excess of ten days is exercised keeping in view the provisions contained in Note (2) below rule 2.42 (i) *ibid*.

(No. 4160-FRI-60/3992, dated the 28th April, 1960).

Subject : Clarification of Rule 2.24(C) of T.A. Rules : Regarding Rest Houses/Schools not to be treated as free lodging.

(F.D. Pb. Letter No. 5176-TA(IT)-60/6307 dt. 7th April, 1960)

It is clarified that the Officers/officials staying in Rest Houses and in the offices of local Bodies and Schools are not to be considered as having been provided with free lodging for the purpose of Exception(2) below rule 2.24(C) of T.A. Rules.

Admissibility of T.A. for medical attendance/treatment under the various Medical Attendance Rules and Orders - Clarification.— With reference to Punjab Government letter No. 289-FR(I)-59/3423, dated the 5th April, 1959, a point has arisen whether the facility of travel by Air-conditioned accommodation as admissible under Punjab Government letter No. 5084-FR-56/3407, dated the 17th April, 1956 and letter No. 604-FRI-57/1947, dated the 14th January, 1957, will also be available to Government employees while undertaking journeys for the purpose of receiving medical attendance/treatment. The matter has been carefully considered by the Government and it is clarified that the said facility is not admissible for journeys performed for receiving medical attendance/treatment under the various Medical Attendance Rules and Orders.

(No. 10159-(I)-FR(I)-59/921, dated the 2nd February, 1960)

Subject : Reduction in the rate of daily allowance admissible to Govt. employees who are treated as State Guests during their official visit to countries abroad or States in India.

(F.D. Pb. Letter No. 7949-FR-53/8091, dt. 2nd November, 1953).

I am directed to invite a reference to the Finance Department, letter No. 713-FR(Spl)-50/4338, dated the 27th September, 1951 on this subject which, interalia, lays down that Government employee who avails himself of State hospitality should indicate the fact in his T.A. bill for the information of the countersigning authority and the Audit Officer. The object of this provision was to ensure that daily allowance is not drawn at full rates in such cases. The reduction of D.A. as envisaged in the letter mentioned above cannot be made effectively in the case of touring officers who are treated as State guests unless the fact of their having been so treated is clearly mentioned in their T.A. bills.

You are, therefore, requested to bring it to the notice of the officers and staff under your control that it is the duty of any touring officer who is treated as a State guest for any period during his official tour/deputation to give full particulars of the fact in his T.A. bill and to claim daily allowance for that period only at reduced rates in accordance with the orders in force of the subject. The supersession of any material information in this regard on his part would be regarded as a breach of discipline and would render him liable to disciplinary action. It is equally the responsibility of the Controlling Officer.

MOST IMPORTANT**No. 5/6/2002-1B&C**

From

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

To

All Heads of Department in Haryana,
Registrar, Punjab & Haryana High Court,
All Deputy Commissioners in Haryana and
Commissioners Rohtak, Gurgaon, Hisar and Ambala Divisions,
Managing Directors of all Boards and
Corporations in Haryana,
All Registrars of the Universities of Haryana State.**Dated, Chandigarh the 3rd June, 2011****Subject : Economy Measures.**

Sir,

I am directed to invite your attention to the Finance Department letter No. 5/6/2002-1B&C, dated 07.12.2009 on the subject mentioned above and to state that the matter regarding effecting economy in expenditure was reviewed by the Finance Department. After careful consideration the Government has decided to continue with the following measures :-

- (i) Total ban on purchase of new cars except replacements.
- (ii) Total ban on up-gradation of new posts. Creation of new posts will be allowed only under exceptional circumstances by the Finance Department.
- (iii) No domestic air travel in business class for any category of officers.
- (iv) For the year 2011-12 every department shall effect a mandatory 5% cut in non-plan expenditure under the following heads :-
 - (a) Domestic and Foreign Travel expenses.
 - (b) Publications.
 - (c) Professional services.
 - (d) Advertising and Publicity.
 - (e) Office expenses.
 - (f) POL (except for security related requirement).
 - (g) Other administrative expenses.
- (v) Posts lying vacant for more than 2 years shall be filled up only after the approval of Finance Department.

2. The above measures will be reviewed after 31.3.2012

Yours faithfully,

Sd/-

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

Subject : Regarding sanction of touring from 10 days to 15 days in a month in the case of Ministers/Ministers of State/Chief Parliamentary Secretaries/Parliamentary Secretaries.

Will the Chief Secretary to Govt. Haryana, kindly refer to Political & Parliamentary Affairs Department letter No. 21/2/2007-3Pol., dated 10.9.2010 on the subject noted above?

2. Finance Department had issued instructions vide letter No. 5/7/1981-3B&C, dated 25.5.1981 wherein restrictions beyond 10 days touring in a month had also been imposed in the case of Ministers. On reconsideration, it has now been decided by the Government that in future the ceiling of 10 days touring in a month has been increased from 10 days to 15 days in a month in the case of Ministers/Ministers of State/Chief Parliamentary Secretaries/Parliamentary Secretaries. However, this ceiling will not be applicable to the Hon'ble Chief Minister.

3. These instructions will be effective with immediate effect, i.e., September, 2010. It is requested that these instructions may be brought to the notice of all concerned for compliance.

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

To

The Chief Secretary to Govt., Haryana.

U.O. No. 5/1/2010-1B&C

Dated 22nd September, 2010.

IMPORTANT

Subject : Regarding sanction of touring beyond 10 days in a month by the Administrative Departments.

Will the Chief Secretary and all the Financial Commissioner & Principal Secretaries/Administrative Secretaries to Govt. Haryana kindly refer to Finance Department U.O. No. 5/7/2005-1B&C dated 9-5-2005 on the subject of sanction of expenditure by the Administrative Department ?

2. Finance Department has already delegated powers vide even number dated 9.5.2005 (in para 4) referred to above that all those cases where approval of Finance Department is required beyond 10 days in a month the same should be disposed off at the level of the concerned Minister.

3. In order to improve efficiency and speedy disposal of cases of touring beyond 10 days in a month, it has now been decided by the Finance Department that the touring cases upto 15 days in a month may be disposed off at the level of concerned Administrative Secretary and beyond 15 days by the Minister Incharge provided the tour is administratively justified.

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

Sd/-

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

To

The Chief Secretary to Govt. Haryana.
All the Financial Commissioner & Principal Secretaries/
Administrative Secretaries to Govt., Haryana.

U.O. No. 5/7/2005-1B&C

Dated : 30th October, 2007.

***These instructions have been revised vide
No. 5/7/2005-1B&C, dated 30.10.2007.***

Important

Subject : Sanction of expenditure by the Administrative Departments.

Will all the Financial Commissioners & Principal Secretaries/Administrative Secretaries to Govt. Haryana kindly refer to the subject noted above.

2. In order to improve efficiency and speedy disposal of works of the departments, it has been decided by the Finance Department to allow the Administrative Departments to sanction the following type of expenditure at their own level without referring the same to the Finance Department. However, due permission/approval of the appropriate authority in the Administrative Department may be obtained before incurring such expenditure :-

1. **All replacement of vehicles subject to the following conditions :**
 - (i) If the vehicles which are to be replaced have been condemned by the Condemnation Board.
 - (ii) Condemned vehicle to be auctioned within two months of purchase of new vehicle. New vehicles shall be purchased through approved agency and as per rules.
 - (iii) There is adequate budget provision for the same in the budget estimates of the department.
 - (iv) Approval of the Hon'ble CM has been obtained by AD.
 - (v) Reduction of fleet as per the policy of the Government.
2. **In those cases where the awards, compensation or any payment as ordered by Hon'ble Punjab & Haryana High Court & Hon'ble Supreme Court are to be implemented subject to the condition that :**
 - (i) Opinion of LR has been obtained according to which it is not a fit case for filing an appeal.
 - (ii) There is adequate provision for the same in the budget estimates of the department.
 - (iii) Due responsibility is fixed by the department for any lapse.
3. **In case of repair/maintenance of equipments, furniture, building and vehicle :**
 - (i) Where the expenditure involved does not exceed Rs. 1.00 lacs.
 - (ii) And there is adequate budget provision for the same in the budget estimates.
4. **Approval of tours beyond ten days :**

All those cases where approval of Finance Department is required beyond 10 days the same should be disposed off at the level of the concerned Minister.
5. **Travel by airlines other than Indian Airlines**

If it is at par/cheaper, in special circumstances, subject to the satisfaction of the Administrative Department to the entitled officer.

6. All cases of medical advance should be decided by the Administration Department at its own level subject to the following conditions :

- (i) There is adequate budget provision.
- (ii) The advance will not exceed 75% of the estimated cost of treatment.
- (iii) The verification/recommendation of the Health Department should be obtained.
- (iv) The treatment will be undertaken in the Government approved hospitals as per the list finalized by the Health Department. However, the case where relaxation in existing rules is involved such as treatment from any hospital outside the approved list, the same will be sent to the Finance Department as before.

7. Hiring of private houses where Govt. accommodation is not available

Renewal of such cases need not be referred to FD if the enhanced rent is as per Govt. instructions.

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

Sd/-

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

To

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

U.O. No. 5/7/2005-1B&C

Dated 9th May, 2005

No. 5/7/81-1B&C

From

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

To

All Heads of Departments, All Commissioners and
Dy. Commissioners in Haryana.
The Registrar, Punjab & Haryana High Court and
All the Distt. & Session Judges in Haryana,
All the Chairmen/Managing Directors of Corpns./
Boards/Undertakings in the State.

Dated 18th July, 1995**Subject : Economy in expenditure on Tours.**

Sir,

I am directed to refer to the Finance Department letter of even number dated 25.5.81 wherein the field touring of officers/officials had been restricted to 10 days in a month and it has again been decided that the following statutory duties are excluded from the 10 days limitations of tours in a month.

(i)	Election Duty:	Within State as well as outside the Haryana State.
(ii)	Compulsory Training:	The training which is considered compulsory for the officials/officers by due orders of the Head of Department/ Government.
(iii)	Attending of Courts:	To attend courts in connection with Government cases.

2. These instructions may kindly be brought to the notice of all concerned.

Yours faithfully,

Sd/-

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

तत्काल**क्रमांक 5/7/81-1ब.वक.(54बी)**

प्रेषक

आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

हरियाणा राज्य के सभी विभागाध्यक्ष।
आयुक्त अम्बाला तथा हिसार मण्डल और
हरियाणा राज्य के सभी उपायुक्त।
रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट, चण्डीगढ़।**दिनांक: 10 जनवरी, 1983 (10th January, 1983)****विषय : Economy in expenditure – Economy in the use of staff car.**

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर वित्त विभाग के पत्र क्रमांक 5/7/81-1ब. व क., दिनांक 25-5-81 के पैरा 2 की ओर दिलाऊं जिसके अन्तर्गत अधिकारियों/कर्मचारियों द्वारा एक मास में 10 दिन से अधिक यात्रा न करने बारे प्रतिबन्ध लगाया गया था तथा यह भी स्पष्ट किया गया था कि अगर कोई भी अधिकारी/कर्मचारी उपरोक्त दर्शाई गई सीमा से अधिक दिनों की यात्रा करता है तो उस दशा में वह यात्रा भत्ता प्राप्त करने का हकदार नहीं होगा।

2. वित्त विभाग के ध्यान में यह आया है कि कई एक विभागों द्वारा उपरोक्त हिदायतों की उपेक्षा की जा रही है तथा 10 दिन से की गई अधिक यात्राओं के सिलसिले में कम्पीटैन्ट अथोरिटी (जो कि इस प्रकार के मामलों बारे वित्त विभाग है) से अपेक्षित स्वीकृति प्राप्त किये बिना अधिकारियों/कर्मचारियों के टी.ए. बिलज का भुगतान किया जा रहा है। वित्त विभाग ऐसी कुप्रथा को गम्भीर समझती है तथा यह महसूस किया जाता है कि उक्त प्रवृत्ति को रोकने हेतु कारगर एवं प्रभावी कदम उठाये जाने नितांत आवश्यक है। अतः यह निर्णय लिया गया है कि सी.एस.आर. खण्ड 3 के नियम 2.109(ए) के अन्तर्गत निर्धारित सर्टिफिकेट्स के अतिरिक्त सभी कन्ट्रोलिंग आफिसरज तथा आदान व प्रदान अधिकारियों के लिए यह अनिवार्य होगा कि वह सभी अधिकारियों/कर्मचारियों द्वारा ज्ञा किये जाने वाले बिलों पर इस आशय का सत्यापन करें कि बिल में निहित कर्मचारी/अधिकारी द्वारा महीने में 10 दिन से अधिक का यात्रा भत्ता क्लेम नहीं किया गया। जिन श्रेणियों के सरकारी कर्मचारियों/अधिकारियों के बारे में विशिष्ट रूप से अधिक यात्रा करने की छूट प्रदान की हुई है उस अवधि का वर्णन उपरोक्त प्रमाण पत्र में दिया जाना आवश्यक होगा जिसमें वित्त विभाग द्वारा दी गई छूट की स्वीकृति के पत्र का नम्बर एवं तिथि भी दी जाए।

3. उक्त प्रक्रिया के अन्तर्गत यह भी तय किया गया है कि गत वर्ष के दौरान प्राप्त किये गये प्रत्येक यात्रा भत्ता बिल हेतु काउन्टर साईनिंग अधिकारी द्वारा इस आशय का सत्यापन भी किया जाना

जरूरी होगा कि 10 दिन से अधिक यात्रा का कोई बिल ड्रा/Countersign उन द्वारा नहीं किया गया है जहां 10 दिन से अधिक यात्रा करने के लिए वित्त विभाग की विशिष्ट स्वीकृति उपलब्ध है उसका नम्बर एवं तिथि सत्यापन करते समय दे दी जाए । यह स्पष्ट किया जाता है कि उक्त प्रकृति को सत्यापन के अभाव में कोषाधिकारियों द्वारा उन कार्यालयों के मास फरवरी, 1983 से संबंधित टी.ए. बिलज अदायगी हेतु पास नहीं किए जाएंगे।

इस पत्र की पावती भेजने का कष्ट करें।

भवदीय,

हस्ता/-

अवर सचिव वित्त (ब0)
कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

No. 5/7/81-1B&C

From

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

To

The Engineer-in-Chief, PWD (B&R), Department, Haryana.
The Engineer-in-Chief, PWD Irrigation Department, Haryana.
The Engineer-in-Chief, PWD Public Health Branch, Haryana.

Dated, Chandigarh, the 17th November, 1982**Subject : Economy in Expenditure – Economy in use of staff cars.**

Sir,

I am directed to refer to the instructions contained in para 2 of the F.D. Letter of even No. dated 25/5/1981 on the subject cited above, under which the field touring of officers/ officials has been restricted to 10 days in a month and officers/ officials undertaking tours beyond 10 days in a month shall not be entitled to draw any TA or daily allowance.

2. The matter has been examined further and it has now been decided that in case of Junior Engineers (Sectional Officers) working in the Irrigation, PWD(B&R) and PWD (Public Health Departments.) the limit for field touring will now be 20 days in a month instead of 10 days in a month as prescribed earlier.

3. These orders will take effects from the date of issue of this communications (i.e. tours undertaken during the month of November, 1982 and on wards) which may please be brought to the notice of all concerned for necessary action.

Yours faithfully,

Sd/-

(C.L. BHASKAR)

Under Secretary Finance (B),

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

No. 5/7/81-1B&C

From

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

To

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

Dated, Chandigarh, the 21st September, 1982**Subject : Economy in expenditure in the case of staff cars.**

Sir,

In continuation of the Finance Department letter of even number dated 6th May, 1982, I am directed to say that the relaxation allowed in the case of personal staff attached with the Ministers will only be applicable when they actually remain on tour along with the Ministers and not otherwise.

This may please be brought to the notice of all concerned for necessary action.

Yours faithfully,

Sd/-

Superintendent Budget and Committee,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/7/81-1B&C

From

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

To

All Heads of Department in Haryana,
The Commissioner, Ambala and Hisar Divisions and
All the Deputy Commissioners in Haryana.
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 6th May, 1982**Subject : Economy in expenditure – economy in the use of staff cars.**

Sir,

In continuation of Finance Department circular letter of even number dated the 27th July, 1981, it has further been decided that the limit of restricting TA/DA to 10 days in a month will also not be applicable in the case of personal staff attached with the Ministers/Officers, if they actually remain on tour for more than 10 days alongwith the Ministers/Officers.

2. These orders will become effective from the date of issue of this letter.

Yours faithfully,

Sd/-

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

No. 5/7/81-1B&C

From

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

To

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

Dated, Chandigarh, the 3rd March, 1982**Subject : Economy in expenditure – economy in the use of staff cars.**

Sir,

I am directed to invite your attention to the instructions contained in para 2 of the Finance Department circular letter of even number, dated 25.5.1981 and clarifications on the points embodied in circular letter of even number dated 9th November, 1981 on the subject noted above and to further clarify that the journeys performed by staff cars/Govt. vehicles, duration of which do not exceed six hours shall not include in the 10 days limit imposed on tours of officers/officials. However, this would be subject to the percent reductions on the kilometrage done by the staff cars imposed in order to conserve the use of petrol, oil and lubricants which would continue to be followed as heretofore.

2. The above decision may kindly be brought to the notice of all concerned under your administrative control for strict compliance.
3. The receipt of this communications may kindly be acknowledged.

Yours faithfully,

Sd/-

(L.L.BHASKER)

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

No. 5/7/81/1-B&C

From

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

To

All the Heads of Department in Haryana,
Commissioners, Ambala & Hisar Division and
All Deputy Commissioners in the State,
The Registrar, Punjab & Haryana High Court Chandigarh.

Dated, Chandigarh, the 9th November, 1981

Subject : Economy in expenditure – Economy in the use of staff cars.

Sir,

I am directed to refer to the instructions contained in para 2 of the Finance Department circular letter No. 5/7/81-1B&C, dated 25-5-1981, on the subject cited above, under which the field touring of officers/officials has been restricted to 10 days in a month and officers/officials undertakings tours beyond 10 days in a month are not entitled to any TA/DA for the journeys performed beyond the stipulated period.

2. In this regard, some departments have sought clarification on the following points :-

- (i) Are these instructions only applicable to the officers on field duties who use staff cars for undertaking journeys and also if they tour by their own conveyance?
- (ii) Are these instructions also applicable in the case of officers/officials when they undertake tour in the interest of inter-state meetings, discussions, World Bank Projects and for hearing appeals in the districts beyond ten days in a month?
- (iii) Are these instructions applicable in the case of drivers of staff car who spend more than ten days outside their Headquarter for duty with various officers who may be using the same staff car.
- (iv) Do these instructions also apply to the officers getting fixed T.A.?

3. The clarifications on the points mentioned above are as under :-

- (i) These instructions apply to all officers/officials working in the irrespective of the fact whether they have been provided with staff car/jeep etc. or not. These instructions also apply to officers who performed journeys by their own car or by any other conveyance.
- (ii) These instructions also apply to the officers/officials who undertake journeys in connection with inter-state meetings & discussions, World Bank Project, for hearing appeals in the districts and when they undertake journeys beyond ten days, in a month whatever be the reasons

necessitating the tour. No T.A./D.A. will be paid in excess of ten days limit unless the Administrative Department has obtained relaxation of the policy from the Finance Department.

- (iii) These instructions do not apply in the case of drivers working in the State.
 - (iv) The officers who are paid fixed T.A. and have been provided with a staff car/jeep etc., the restrictions of ten days touring in a month will also apply to them if they use staff car/jeep for tour. In case touring is to be done beyond ten days, it may be done by a conveyance other than staff car, jeep etc.
4. The above decision may kindly be brought to the notice of all concerned under your administrative control for strict compliance.
5. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

(Vivek Mehrotra)

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

No. 5/7/81-1B&C

From

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

To

The Inspector General of Police, Haryana,
The State Transport Controller, Haryana Chandigarh,
Superintending Engineer, Ministers' Car Section
Haryana, Chandigarh.

Dated, Chandigarh, the 27th July, 1981**Subject : Economy in expenditure – economy in use of staff cars.**

Sir,

I am directed to refer to the instructions contained in para 2 of the Finance Department circular letter of even number dated 25th May, 1981 on the subject noted above, under which the field touring of officers/officials has been restricted to 10 days in a month and officers/officials undertaking tours beyond 10 days in a month are not entitled to and T.A. or daily allowance for the, journeys performed beyond the stipulated period.

2. The matter has been examined further and it has now been decided that the limit of restricting T.A./D.A. to 10 days in a month will not be applicable in the case of Drivers and Gunmen attached to the Ministers/State Ministers/ Dy. Ministers/ Chief Parliamentary Secretary & Parliamentary Secretary if they actually remain on tour for more than 10 days alongwith the above mentioned members of the Council of Ministers. This decision may please be brought to the notice of all concerned for necessary action.

Yours faithfully,

Sd/-

(VIVEK MEHROTRA)

Deputy Secretary Finance

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

No. 5/7/81-1B&C

From

The Secretary to Government, Haryana,
Finance Department.

To

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

Dated: 25th May, 1981**Subject : Economy in expenditure – Economy in the use of staff cars.**

Sir,

In continuation of Finance Department letter No. 1628-1B&C-77/11400 dated 20.4.1977 and instructions issued from time to time on the subject, I am directed to say that in view of dire need for economy, it has been decided that the touring should be rationalised.

2. In order, to achieve this objective, it has further been decided that there should be a 10% reduction in the kilometreage done by staff cars (including Ministers cars) during the current year over the kilometreage done during the last Year. No officer should do field touring of more than 10 days in a month. If anyone still tours beyond 10 days, he will not be entitled to any T.A. or daily allowance. It has further been decided that the ceiling of ten days will also apply in the case of Ministers. These instructions will apply to the staff posted at Chandigarh as well as in the field and connected with any of the Government department.

3. Consistent with this decision the POL Coupons System, in force for Government Departments, will be strictly enforced both as regards the total value of coupons released during the year as well as its phasing during the year. No claims for exceeding the limits or advancement of the phasing will be entertained.

4. This decision may kindly be brought to the notice of all concerned under your administrative control for strict compliance.

5. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

(N. K. Garg)

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

Most Important**No. 5/6/2002-1B&C**

From

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

To

All Heads of Department in Haryana,
Registrar, Punjab & Haryana High Court,
All Deputy Commissioners in Haryana and
Commissioners Rohtak, Gurgaon, Hissar and Ambala Divisions,
Managing Directors of all boards and
Corporations in Haryana,
All Registrars of the Universities of Haryana State.

Dated, Chandigarh the 3rd June, 2011**Subject : Economy Measures.**

Sir,

I am directed to invite your attention to the Finance Department letter No. 5/6/2002-1B&C, dated 07.12.2009 on the subject mentioned above and to state that the matter regarding effecting economy in expenditure was reviewed by the Finance Department. After careful consideration the Government has decided to continue with the following measures :-

- (i) Total ban on purchase of new cars except replacements.
- (ii) Total ban on up-gradation of new posts. Creation of new posts will be allowed only under exceptional circumstances by the Finance Department.
- (iii) No domestic air travel in business class for any category of officers.
- (iv) For the year 2011-12 every department shall effect a mandatory 5% cut in non-plan expenditure under the following heads :-
 - (a) Domestic and Foreign Travel expenses.
 - (b) Publications.
 - (c) Professional services.
 - (d) Advertising and Publicity.
 - (e) Office expenses.
 - (f) POL (except for security related requirement).
 - (g) Other administrative expenses.
- (v) Posts lying vacant for more than 2 years shall be filled up only after the approval of Finance Department.

2. The above measures will be reviewed after 31.3.2012

Yours faithfully,

Sd/-

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

No. 5/6/2002-1B&C

Dated, Chandigarh the 3rd June, 2011

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

Sd/-

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

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

Sd/-

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

To

All Financial Commissioners & Principal Secretaries/
Administrative Secretaries to Govt. of Haryana.

U.O. No. 5/6/2002-1B&C

Dated, Chandigarh the 3rd June, 2011

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Minister/Ministers/Ministers of State, Haryana.

Sd/-

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

To

The Principal Secretary/Secretaries/Private Secretaries
to the Chief Minister/Ministers/Ministers of State, Haryana.

U.O. No. 5/6/2002-1B&C

Dated, Chandigarh the 3rd June, 2011

A copy is forwarded to all the Branch Officers/Superintendents in the Finance Department, Haryana for strict compliance.

Sd/-

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

To

All the Branch Officers/Superintendents of
Finance Department.

No. 5/6/2002-1B&C

Dated, Chandigarh the 3rd June, 2011.

***These instructions have been Revised vide
No. 5/27/98-1FR, Dated 31.12.2010.***

**No. 5/27/98-1FR
GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

To

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

Dated, Chandigarh, 18th June, 2007

Subject : Air Travel by Government servants on official duty.

Sir,

I am directed to invite a reference to the Haryana Government, Finance Department circular No. 5/27/98-1FR, dated 7th March, 2007 and to state that the Government have decided to further revise the above mentioned instructions. Now revised entitlement for air travel will be as follows :-

(a)	Within India	
	Officers of above the rank of Financial Commissioner	Executive class
	Others	Economy (Tourist) Class/ Standard
(b)	Outside India	
	Officers in the scale of Chief Secretary of and above	First class
	Officers in the rank of Financial Commissioners & officers in the pay scale of Rs. 22,400-24,500	Business class
	Others	Economy class

2. The above instruction may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

(Chander Bhan Pannu)
Under Secretary Finance

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

***These instructions have been Revised vide
No. 5/27/98-1FR, Dated 18.06.2007.***

**No. 5/27/98-1FR
GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

To

All Heads of Departments,
All the Commissioners Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,

Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, 7th March, 2007

Subject : Air Travel by Government servants on official duty.

Sir,

I am directed to invite a reference to the Haryana Government, Finance Department circular No. 5/27/98-1FR-II, dated 23rd April, 2001 and to state that the Government have decided to revise the above mentioned instructions. Revised entitlement for air travel will be as follows:

(a)	Within India	
	Officers of above the rank of Financial Commissioner	Executive class
	Others	Economy (Tourist) Class/ Standard
(b)	Outside India	
	Officers of and above the rank of Financial Commissioner drawing salary of Rs. 26,000 (fixed)	First class
	Officers in the scale of Rs. 22,400-24,500	Business/Club class
	Others	Economy class

2. The above instruction may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

(Chander Bhan Pannu)

Under Secretary Finance

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

***These instructions have been Revised vide
No. 5/27/98-1FR, Dated 31.12.2010.***

**No. 5/27/98-1FR
GOVERNMENT OF HARYANA
FINANCE DEPARTMENT
Chandigarh, the 5th June, 2006**

To

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

Subject : Air Travel by Government servants within India on official duty.

Sir,

In the recent past a number of new private airlines have started offering very attractive low fare for air journey. Even Indian Airlines and other old private airlines have also introduced discounted fare. Keeping in view the emerging scenario, the question of allowing entitled officers to travel by airlines other than Indian Airlines (India) at concessional rates as part of economy measure has been under consideration of the State Government. Now in suppression of all the instructions on the subject, Government has decided to allow entitled officers to travel by any airlines on official duty within the country with the following conditions :-

- (i) The basic criteria for selecting airlines other than Indian Airlines/Air India would be better and more competitive prices being offered by the other airlines.
- (ii) Various incentive schemes and concessional fares offered by Indian Airlines/Air India will also be fully utilized.
- (iii) Each officer who is undertaking domestic travel by air within his entitled class, should endeavour to take advantage of the concessions being provided by the airlines, to effect possible saving vis-à-vis this normal fares.
- (iv) Officers should try to make their booking in advance to the extent possible, so that benefits of discounted fares can be obtained. However, the official work should not be deferred because discounted fares are not available.
- (v) Under no circumstances, should the fare exceed the normal fare of the entitled class offered by Indian Airlines/Air India or their subsidiaries.
- (vi) Individual officers are encouraged to make bookings through the internet. It would require a credit card through which payments can be made. Reimbursement of service charge expenses on such credit card would be permissible.

Yours faithfully,

Sd/-

(Rajender Kumar Kataria)
Joint Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 5/33/2003-6FR

From

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

To

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

Dated, Chandigarh, the 16th January, 2004**Subject : Journey by Air.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department letter No. 5/24/84-1FR-II, 27-9-84,5/4/91-1FR-II dated 1st June, 1992,5/41/95-4FR-II, dated 7-12-1995,5/55/95-4FR-II, dated 16-01-1996, 5/31/99-4FRII, dated 21st March, 2000 and subsequent letter No. 5/27/98-1FR-II dated 23rd April, 2001 on the subject noted above and to say that inspite of numerous instructions some departments are still continuing to allow such officers/officials to travel by air who are not entitled to do so and later on refer the cases to this department for ex-post facto approval. The Finance Department views this tendency very seriously. It is, therefore, reiterated once again that no officer/official who is not entitled to travel by Air as per F.D.'s instructions dated 29-7-98 should be allowed to perform journey beyond entitlement.

2. The above instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

(V.S. Yadav)

Deputy Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

No. 5/27/98-1FR-II

To

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

Dated, Chandigarh, the 23rd April, 2001

Subject : Air travel by no higher than economy Class - Instructions regarding.

Sir,

I am directed to invite your attention to the subject cited above. In view of the need to exercise economy, the Government has decided that all journeys by air (domestic as well as international) will be performed by no higher than Economy Class by all concerned entitled to travel by air.

2. The above instruction may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-
(Ram Saran)
Deputy Secretary, Finance
for Financial Commissioner & Secy. to Govt.,
Haryana, Finance Department.

***These instructions have been reiterated vide
No. 5/33/2003-6FR, Dated 16.01.2004.***

No. 5/31/99-4FR-II

From

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

To

All Heads of Departments,
Commissioner, Ambala/Hisar/Rohtak/Gurgaon Divisions,
All Deputy Commissioner and
All Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 21st March, 2000

Subject : Journey by air.

Sir,

I am directed to invite a reference to the Haryana Govt. Finance Department circular letter No. 5/4/91-1FR-II, dated 1st June, 1992 and subsequent letter No. 5/41/95-4FR-II, dated 7th December, 1995, No. 5/55/95-4FR-II dated 16th January, 1996 and No. 5/12/97-4FR-II, dated 26.2.97 on the subject noted above and to say that inspite of clear instructions some departments are still continuing to allow travel by air by officers who are otherwise not entitled to do so and later these departments refer the cases of this department for ex-post-facto approval. The Finance Department views this tendency seriously. Keeping in view the efforts of the Government to economize public expenditure it is, therefore, requested again to kindly ensure that no officer, who is not entitled to travel by air as per Finance Department's instructions, should be allowed to do so. It is also clarified that in future no ex-post-facto sanction will be given by this department in case any officer who is not entitled to travel by air is allowed to do so.

2. In future prior approval must be obtained by the departments where its officers has to travel by air in exceptional circumstances and where such journey is absolutely necessary and the work involved is urgent in nature.

3. It is also made clear that travel by private airlines is not permitted where the station to which a Government servant has to go on official duty is connected by Indian Air Lines or other public air transport.

Yours faithfully,

Sd/-

(Vivek Joshi)

Joint Secretary Finance

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

क्रमांक 5 / 18 / 85-1एफ.आर.- ।।

प्रेषक

आयुक्त एवं सचिव हरियाणा सरकार,
वित्त विभाग।

सेवा में

हरियाणा सरकार के सभी विभागाध्यक्ष,
आयुक्त, अम्बाला तथा हिसार मण्डल
सभी उपायुक्त तथा उप-मण्डल अधिकारी (सिविल)
रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट, चण्डीगढ़।

दिनांक: चण्डीगढ़ 10 जून, 1985 (10th June, 1985)

विषय : यात्रा भत्तों बिलों के भुगतान के लिए हवाई जहाज (वातानुकूल) डीलक्स बस तथा रेल द्वारा की गई यात्रा (प्रथम श्रेणी) के टिकटों का प्रस्तुत करना।

उपरोक्त विषय के संदर्भ में मुझे यह कहने का निर्देश हुआ है कि इस विभाग के ध्यान में यह लाया गया है कि कई केसों में जब कोई कर्मचारी/अधिकारी दौरे पर जाते हैं, तो वे सक्षम अधिकारी की पूर्व अनुमति लिए बिना चले जाते हैं। यह भी देखने में आया है कि यात्रा भत्ता कलेमों के साथ हवाई जहाज, वातानुकूल/डीलक्स बस तथा रेल द्वारा की गई यात्रा (प्रथम श्रेणी) के टिकटों को बिल के साथ नहीं लगाया जाता है। इस पर महालेखाकार द्वारा आपत्तिया उठाई जाती हैं।

2. वैसे तो यह पहले ही इम्पलाईड है कि कोई भी अधिकारी/कर्मचारी दौरे पर जाने से पहले अपने सक्षम अधिकारी (Competent Authority) से आज्ञा ले तथा अपने टी0ए0 क्लेम के साथ प्रमाण-पत्र प्रस्तुत करे कि जिस साधन/क्लास द्वारा वह टी0ए0 क्लेम कर रहा है उसने वास्तव में ही उसी द्वारा यात्रा की है, फिर जैसा कि ऊपर लिखा गया है महालेखाकार हरियाणा द्वारा ऐसे केस पाये गये हैं, जिनमें उपरोक्त आदेशानुसार कार्यवाही नहीं की गई है। अतः इस प्रकार की अनियमितताओं को रोकने के लिए रीइटिरेट किया जाता है कि दौरे पर जाने से पूर्व सम्बन्धित अधिकारी/कर्मचारी निम्नलिखित शर्तों का पालन करेंगे: -

1. दौरे पर जाने से पहले समक्ष अधिकारी की पूर्व अनुमति प्राप्त की जाये।
2. यात्रा बिल के साथ हवाई जहाज, वातानुकूल/डीलक्स बस के टिकट लगाये जाएं। प्रथम श्रेणी रेल द्वारा की गई यात्रा के संबंध में रेल टिकट/टिकट का नम्बर/रिजरवेशन स्लिप जैसा भी केस हो, साथ में लगाए जाएं।
3. जो कर्मचारी/अधिकारी टिकटों साथ नहीं लगायेंगे उन्हें, जैसा भी केस हो, साधारण बस/रेल किराया दिया जाए।
4. कृपया यह आदेश सभी अधिकारी/कर्मचारियों के ध्यान में ला दिये जाएं।
5. कृपया इस पत्र की पावती भेजी जाए।

भवदीय,

हस्ता/-

(मीनाक्षी आनन्द चौधरी)

संयुक्त सचिव वित्त (आर)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

Grant of Incidental expenses during journeys by air.— Punjab Government have had under consideration for some time past the question of travel by air by the competent authority in relaxation of the rules. In view of the fact that the incidental expenses include surface transport, it is decided that in future no Officer should utilise free or Government transport for undertaking any surface journey prior to or subsequent to any air journey.

(No. 6324-1FRI-65/13461, dated the 13th August, 1965).

Subject : Reduction in the rate of daily allowance admissible to Government employees who, while on tour are provided with free board and/or lodging at the expense of Government or of an autonomous industrial or commercial undertaking or corporation, or a statutory body or Local authority in which Government funds have been invested.

(Copy of F.D. Pb. letter No. 233(I)-FR-(I)-60/9161, dt. 2nd February, 1960)

I am directed to invite a reference to the Exception (2) below Rule 2.24(C) of the Punjab Civil Service Rules, Volume III as amended by Punjab Government Notification No. 3876-FR-(I)-59/7938, dated the 20th August, 1959 according to which a Government employee who while on tour is provided with free board and/or lodging at the expense of industrial or commercial undertaking or corporation or a statutory body or a local authority in which Government funds have been invested or in which Government have any other interest will draw only one-fourth of the daily allowance admissible to him at the station concerned and if only board or lodging is allowed free to such Govt. employee, he may draw daily allowance at one half of the admissible rate. In view of the change now made under the rules. I am to state that the instructions contained in Punjab Government letter No. 7949-FR-53/8091 dated the 2nd November, 1953 (copy enclosed) will be equally applicable in cases covered by the existing provisions of Exception 2 below Rule 2.24(C) *ibid*.

You are, therefore, requested to bring it to the notice of the officers and staff under your control that it is the duty of touring officers to give on their T.A. bills full particulars of the facilities by way of free board and/or lodging enjoyed by them at the expense of Central of State Government or other authorities referred to in the said Exception and claim daily allowance at the appropriate reduced rate. It will be the duty of the Controlling Officer to ensure that such information is not withheld in any case.

Admissibility of T.A. for medical attendance/treatment under the various Medical Attendance Rules and orders - Clarification regarding.— Under the various Medical Attendance Rules and Orders, T.A. is admissible for the journeys undertaken to receive medical attendance/treatment under certain conditions. A doubt having arisen whether T.A. for journeys by air is admissible to Officers who are normally entitled to travel by air on tours/transfers while undertaking journeys for the purpose of receiving medical attendance/treatment, it is clarified that T.A. by air is not admissible for journeys undertaken to receive medical attendance/treatment under the various Medical Attendance Rules and Orders, irrespective of whether or not the officer concerned is otherwise entitled to travel by air at his discretion on official duty.

(No. 289-FRI-59/3423, dated the 5th April, 1959).

***These instructions have been Modified vide
No. 5/44/99-1FRII, Dated 3.01.2000.***

क्रमांक 5 / 2 / 2004—6एफ.आर.

सेवा में

वित्तायुक्त एव प्रधान सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष,
आयुक्त अम्बाला, रोहतक, हिसार, गुडगांव मण्डल।
सभी उपायुक्त एव उप मण्डल अधिकारी (नागरिक) हरियाणा।
रजिस्टार, पंजाब एव हरियाणा उच्च न्यायालय, चण्डीगढ़।

दिनांक, 27 फरवरी, 2004 (27th February, 2004)

विषय : इंडियन एयरलाइन्स द्वारा वायुयान द्वारा यात्रा के लिए कंसैशनल स्कीम के तहत खरीदी गई टिकटों को कैंसल कराने पर कैंसलेशन चार्जिज की प्रतिपूर्ति करना।

महोदय,

मुझे निर्देश हुआ है कि मैं आपका ध्यान उपरोक्त विषय की ओर दिलाऊं और यह सूचित करूं कि कुछ समय पूर्व से राज्य सरकार इंडियन एयरलाइन्स की कंसैशनल स्कीम (Concessional Scheme) के तहत खरीदी गई टिकटों को कैंसल कराने पर कैंसलेशन चार्जिज की प्रतिपूर्ति करने संबंधी मामले पर विचार कर रही थी। परिणामस्वरूप अब इस संबंध में सरकार ने निर्णय लिया है कि जहां तक संभव हो कर्मचारी/अधिकारी Concessional ticket की सुविधा का लाभ उठाएं। जब कोई कर्मचारी/अधिकारी कंसैशनल स्कीम के तहत वायुयान द्वारा यात्रा के लिए टिकट खरीदता है और बाद में उसे किन्हीं अति आवश्यक सरकारी कारणों से कैंसल करवाता है तो उसे अनिवार्य स्थिति में 50 प्रतिशत तक कटौती की कैंसलेशन चार्जिज की प्रतिपूर्ति संबंधित प्रशासनिक सचिव अपने स्तर पर निरीक्षणोपरान्त करने के लिए सक्षम होगा।

भवदीय,

हस्ता/—

उप सचिव, वित्त

कृते: वित्तायुक्त एवं प्रधान सचिव हरियाणा सरकार,
वित्त विभाग।

***These instructions have been Revised vide
No. 5/2/2004-6FR, Dated 27.02.2004.***

No. 5/44/99-1FR-II

From

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

To

All Heads of Departments,
Commissioners, Ambala/Hisar/Rohtak/Gurgaon Divisions,
All Deputy Commissioners and
Sub Divisional officers (Civil) in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 3rd January, 2000

Subject : Refund of Cancellation charges on unused Railway/Air/Bus Tickets.

Sir,

I am directed to refer to the subject noted above and to say that the question of reimbursement to Govt. employees of cancellation charges (including charges of reservation) in respect of unused railway/bus/air tickets for journeys cancelled for official reason has been under the consideration of Govt. It has now been decided that when a journey is cancelled solely for official reason in the interest of public service the Govt. employee may be allowed the following reimbursement :-

- (i) **Journey by rail:-** Whether railway authorities make some deductions on a claim to refund in respect of an unused ticket the same may be reimbursed to the Government employee concerned subject to the following :-
 - (a) The reimbursement (including reservation charges, if any) should be restricted to what it would be had the officer booked and cancelled his journey (in the class to which he is entitled) by the shortest route, save in exceptional cases when the route actually adopted by the Government employees is certified to be in the interest of public service.
- (ii) **Journey by Bus:-** Where a Govt. servant has booked his seat by bus for an official journey in advance but has to cancel the same later in exigencies of public service, the same may be reimbursed to the Govt. employee.
- (iii) **Journey by Air:-** The net deduction made on account of cancellation of air tickets may be reimbursed to the Govt. servant who is entitled to perform the journey by air or was specially authorised by the competent authority to travel by air at Govt. expense in public interest.

No refund of "Agency Charges" should be made as a Govt. employee who books his journey through a "Travel Agent" does so for his own convenience.

The claims for cancellation may be reimbursed to the Govt. employee concerned by the Administrative Department without reference to the Finance Department.

Yours faithfully,

Sd/-

(VIVEK JOSHI)

Joint Secretary, Finance

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

No. 5/58/87-1FR-II

From

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

To

All Head of Departments,
Commissioner, Ambala/Hisar Divisions,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 30th November, 1988

Subject : T.A. to retired Govt. servants for perusal of documents and attending the enquires.

Sir,

I am directed to refer to Haryana Govt. F.D. circular letter No.5/36/87-1-FR-II dated 30.8.88 on the subject noted above wherein it has been laid down that the retired Govt. servants will be granted TA/DA for the journey performed by them in connection with the perusal of documents in preparation of their Defence against disciplinary proceedings under consideration of Govt. and to say that the Govt. further considered the matter and decided that the retired employees may also be granted TA, for attending the departmental enquires pending against them provided the "Enquiry Officer Certifies" that the presence of the delinquent is essential for the effective hearing of the case and the enquiry had not prolonged due to the reasons attributable to the behavior of the delinquents.

2. These orders take effect from the date of issue.

Yours faithfully,

Sd/-

(J.P NARANG)

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

No. 5/36/87-1FR-II

From

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

To

All Heads of Department,
Commissioners, Ambala/Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officer (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 9th December, 1987**Subject : TA/DA of retired Government servants for attending Courts of Law in connection with departmental cases.**

Sir

I am directed to address you on the subject noted above and to say that question of grant of TA/DA to retired Govt., servants who are called upon to act as defense/prosecution witnesses, etc. in departmental cases has been under consideration of the State Govt. The Govt. now decided that a retired Govt. servant who is summoned by a Court of law for giving evidence in departmental cases as to facts which have to come to his/her knowledge in the discharge of his/her duties while in service, or who is called upon by the Govt. to present its case or to act as complainant on its behalf may be allowed TA as on tour (including daily allowance for halts) for the Journeys he/she has to perform in that connection.

2. TA in such cases, will be restricted to the shortest route, by the entitled class prescribed for the post last held by him, under the orders in force at the time of the journeys between the place of residence/declared place of residence upto which retirement TA has been availed of/place from where the journey has actually been performed and the place where the proceedings are held whichever is less. The grant of TA will also be subject to the production of a certificate from the summoning court that the retired Govt. servant has not been paid TA from the court. TA/DA will be drawn from the department on whose behalf or at whose request he/she attends the hearing. No TA advance will be paid in connection with such journeys. All other terms and conditions regarding regulation of TA/DA to Govt. servants, as revised from time to time, will also be applicable in such cases of retired Govt. servants.

3. These orders take effect from the date of issue.

Yours faithfully,

Sd/-

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

No. 5/36/87-1FR-II

From

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

To

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

Dated, Chandigarh, the 31st August, 1987**Subject : T.A. to retired Government servants for perusal of documents in preparation of their defence against disciplinary proceedings.**

Sir,

I am directed to address you on the subject noted above and to say that the question of grant of T.A. to retired Government servants for journeys performed in connection with perusal of documents in preparation of their defence against disciplinary proceedings has been under consideration of the Government. The Government have decided that the retired Government servants may be allowed Travelling Allowance as on tour, including daily allowance for halts (restricted to a maximum of three days only), for undertaking journeys to outstation for perusal of official documents in preparation of their defence against disciplinary proceedings instituted against them. The T.A. claims in such cases will be restricted to one to-and-fro mail fare, in respect of one such case, by the class to which the retired Government servant was entitled immediately prior to retirement, by the shortest route between the place of residence/declared place of residence upto which retirement T.A. has been availed of/place from where the journey has actually been performed and the place where the documents are kept, whichever is less and daily allowance will be admissible as indicated above. The grant of Travelling Allowance will also be subject to the condition that the inquiring officer certifies that the official records to the consulted are relevant and essential for the preparation of the defence statement.

2. It is also clarified that T.A./D.A. for such purposes will be admissible once only.
3. These orders take effect from the date of issue.

Yours faithfully,

Sd/-

(Pius Pandarwani)

Joint Secretary Finance (R)

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

(To be substituted for the letter bearing same No. and date)

No. 1743-5FR-75/18832

From

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

To

All Head of Departments,
Commissioner, Ambala/Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officer (Civil) in Haryana State,
The Registrar, Punjab and Haryana High Court,
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 18th June, 1975

Subject : Grant of T.A./D.A. to Government employees on deputation for attending Civil/Criminal Courts for giving evidence in connection with the work which was performed by them before proceeding on deputation.

Sir,

I am directed to address you on this subject and to say that a question has arisen regarding the procedure for the payment of T.A./D.A. expenses to the Government employees in respect of journeys performed by them while on deputation to Corporations etc. on being summoned by courts to give evidence, in any criminal case or in any Civil case to which Government is a party, of facts that have come to their knowledge in the discharge of their duties performed by them in connection with the affairs of the State prior to their proceeding on deputation. The matter has been considered and it has now been decided that, in future, such employees will submit their T.A. claims to their foreign employers who will make payment thereof as admissible under the State Govt. Rules in the first instance from their own funds and thereafter will recover such amount from the parent Departments of the concerned employees. Any fees which may be paid by the court for traveling allowance of such Govt. employees shall be credited by such employees to the funds of the foreign employers who shall, in turn, make corresponding reduction in their claims for reimbursement.

Yours faithfully,

Sd/-

(PARTAP SINGH)

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

Journey to give evidence or to attend a court of Law as Assessor or Juror.— Under Rules 2.53 of the Punjab Civil Services Rules, Volume I, Part I and 2.35 of the Punjab Civil Services Rules, Volume III, a Government employee can travel beyond the sphere of duty only with the special orders of competent authority. A doubt has been expressed in certain quarters whether a Government employee undertaking journey to give evidence in accordance with the Rule 2.80 of the Punjab Civil Services Rules, Volume III, before a Court situated beyond the sphere of his duties, should also be required to undertake such journey with the prior special sanction of the competent authority. The matter has been considered and it is clarified that it is necessary to obtain prior sanction of the competent authority under Rule 2.80 of Punjab Civil Services Rules, Volume III, read with rule 2.53 of the Punjab Civil Services Rules, Volume I, Part I. However, where, in any case, it is not possible to obtain prior sanction, the sanction, may be obtained afterwards but before the T.A. for such a journey is drawn by the Government employees.

(No. 3363-FR-(I)-62/4721, dated the 19th May, 1962).

Grant of travelling allowance to Government employees for appearing before police officers for interrogation or for appearing in a Court of Law as accused during suspension.— According to para 2 of Punjab Government, Finance Department letter No. 477-FR(I)-60/1183, dated the 10th February, 1960 read with para 1(ii) thereof, when a Government employee undertakes journeys during suspension for appearing in a Court of Law as an accused person and is later acquitted by the Court and reinstated in service or would have been reinstated in service but for death or his having attained the age of compulsory retirement or being allowed to retire voluntarily, he may include his travelling expenses incurred in connection with such journeys in any claim that he might prefer under Article 320(3)(d) of the Constitution for reimbursement of the cost incurred by him in defending legal proceedings against him. It was further provided in the over said letter that reimbursement on this account not exceeding the amount admissible as travelling allowance as for journeys on tour may be allowed in such cases, in accordance with such advice as the Public Service Commission, Punjab might tender.

The matter has been examined further and it is observed that travelling expenses in respect of the aforesaid journeys cannot form part of the claims for reimbursement of costs to be considered by the Commission under Article 320(3)(d) of Constitution. In view of this it has been decided, in supersession of the orders contained in para 2 of letter under reference pertaining to para 1(ii), that in respect of the journeys mentioned therein T.A. as for a journey on tour, based on the grade to which the Government employee belonged before suspension, may be reimbursed by the Administrative Department concerned provided the legal expenses incurred by him in defending such proceedings are reimbursed to him in full or in part, under the aforesaid Article of the Constitution. In cases where the journeys were performed by the Government employee by rail/steamer in a class lower than the class to which he was entitled before suspension, the fares of the class actually used, in addition to his other entitlements of T.A. as on tour, may be paid to him.

These orders will come into force from the date of issue, but pending cases may also be decided in accordance with these orders.

(No. 11059-FR(I)-61/15429, dated the 21st November, 1961).

***These instructions have been modified partly vide
No. 11059-FR(I)-61/15429, Dated 21.11.1961.***

Grant of travelling allowance to Government employees for appearing before police officers for interrogation or appearing in a Court of Law as accused during suspension.— Government have had under consideration the question whether, and if so, at what rates, travelling allowance should be allowed to Government employees in the following two types of cases :—

- (i) Where a Government employee, whether he is under suspension or not, performs journeys to attend Police/Special Police Establishment enquiry in connection with a case in which he is suspected to be involved; and
- (ii) Where a Government employee undertakes journey during suspension for appearing in a Court of Law, as an accused and is later on acquitted by the Court and reinstated in service but for death or his having attained the age of compulsory retirement or being allowed to retire voluntarily.

So far as cases of the first type are concerned, it has been decided that travelling allowance for a journey on tour may be allowed to a Government employee for such Journeys provided that they are performed under the direction of, or with the approval of the Head of Office in which he is for the time being employed, or was employed before suspension. As regards cases of the second type, it has been decided, in consultation with the Punjab Public Service Commission that no travelling allowance as such will be admissible for the journeys performed by a Government employee in such circumstances, but that it would be open to him to include his travelling expenses in any claim that he might prefer under Article 320(3) (d) of the Constitution for reimbursement of the costs incurred by him in defending the legal proceedings against him. Reimbursement on this account not exceeding the amount admissible as travelling allowance as for a journey on tour may be allowed in such cases in accordance with such advice as the Punjab Public Service Commission might tender.

(No. 477-FRI-60/483, dated the 10th February, 1960)

Travelling allowance for journeys to peruse official records at out-stations in disciplinary cases.— Government have had under consideration the question whether and at what rates, Travelling Allowance should be allowed to Government employees who undertake journeys to out-stations to peruse official records for the preparation of their defence in connection with the disciplinary proceedings instituted against them. It is now decided that Travelling Allowance as for a journey on tour without any allowance for halts on journeys or at the out-stations may be allowed to the Government employees, whether on duty or on leave or under suspension, for the journeys undertaken by them to the stations where the official records are made available. The Travelling Allowance will be allowed from the headquarters of the Government employees or from any other places where the Government employee may be spending his leave or where the suspended officer has been permitted, on his own request, to reside, but not exceeding what would be admissible had the journey been undertaken from the headquarters of the Government employee. The grant of the travelling allowance will be subject to the following further Conditions :—

- (i) the inquiring officer certifies that the official records to be consulted are relevant and essential for the preparation of the defence statement.
- (ii) the competent authority certifies that the original records could not be sent to the headquarters station of the Government employee or the bulk of the documents ruled out the possibility of copies being made out, and sent; and
- (iii) the Head of office, under whose administrative control the Government employee is, certifies that the journey was performed with his approval.

It has also been decided that in the case of officers not under suspension at the time of undertaking of the journeys the period spent in transit to and from and the minimum period of stay required at the place where official records are made available for perusal should be treated as duty or leave, according as the officer is on duty or on leave at that time. In case of officers under suspension, who are subsequently reinstated in service, the period will be treated as duty, leave or otherwise in accordance with the orders passed by the competent authority under Rule 7.3 of Civil Service Rules, Volume I, Part I.

(No. 10789-FR(I)-59/912, dated the 2nd February, 1960).

***These instructions have been Revised vide
No. 5/27/98-1FR, Dated 31.12.2010.***

No. 5/12/2000-1FR II

From

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

To

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

Dated, Chandigarh, the 10th August, 2000

Subject : T.A. Entitlement in respect of Transport of Vehicles on retirement/transfer of Government employees.

Sir,

I am directed to invite a reference to the Haryana Government, Finance Department circular letter No. 5/27/98-1FR-II(Part-I) dated 29th July, 1998 on the subject noted above and to say that some departments of the State Government have sought further clarification regarding the provision made in Para 'L' of the said instructions. Hence, in furtherance of para 'L' of the instructions, the following is clarified :-

A. TA entitlement for Government servants on retirement regarding transport of vehicle :

The provision for transport of vehicles on retirement of a Government employee will be as under :-

- (i) Wherever a Motor Car/Jeep/Four-wheel transport vehicle is proposed to be transported by the Government servant by Railway on his retirement, actual expenditure incurred on such transportation as per the railway receipt will be admissible.
- (ii) If such four-wheel vehicle is transported by a Truck, the same will be admissible in addition to the entitlement of such Government servant for transportation of household effects at the rates approved by the Registered Truck Unions subject to the condition that the distance involved in such transportation is more than 300 Kms.
- (iii) Where the distance involved for vehicle transportation is up to 300 Kms., expenditure at the rate of Rs. 4/- per Km will be permissible for one way journey assuming that the vehicle will be transported up to that distance under self-propulsion.
- (iv) The above facilities would be admissible in respect of the employees of Grade-II and above i.e. whose basic pay exceeds Rs. 10500/- per month.

- (v) A two-wheel vehicle i.e. Motor-Cycle/Scooter/Moped will be treated as part of the household effects for the purpose and no separate transportation charges will be permissible for the same.

B. TA entitlement in respect of vehicles for Government servants on transfer during service for the movement of transport :-

- (i) For Officers of Grade-II and above (Pay above Rs. 10,500/-), on their transfer from one place to the other within Haryana, U.T. Chandigarh and Delhi, such officer will be entitled to claim mileage at the rate of Rs. 4/- per Km for the distance covered for transport of vehicles on his transfer assuming that such transport of vehicle is made under self-propulsion.
- (ii) No separate charges will be allowed for transporting a two-wheeler vehicle and it will form a part of the household effects.

Yours faithfully,

Sd/-

(A.C. Kapil)

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

No. 5/27/98/-1FR-II/(Part-II)

From

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

To

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

Dated, Chandigarh, the 29th July, 1998**Subject : Journey on retirement – change in provisions of Rule 2.80(3)(VIII).**

Sir,

I am directed to invite a reference to rule 2.80(3)(VIII) of Punjab CSR Volume III (T.A. Rules) which provides that in case of a Govt. servant who availed of the Leave Travel Concession during one year preceding the date of retirement or commencement of leave preparatory to retirement as the case may be, the amount of travelling allowance admissible under this rule will be reduced by the amount reimbursed to him on account of the Leave Travel Concession. In this connection it has now been decided that the provisions existing in above mentioned rule will no longer be applicable for claiming the TA/DA by the retiree.

2. Necessary amendment to the relevant existing rules in the Punjab CSR Volume III (TA Rules) as applicable to Haryana Government employees will be issued in due course. These instructions shall be applicable on tours undertaken from the date of issue of this letter. Any unclaimed TA/DA bills of tours undertaken earlier shall be claimed as per old rates.

Yours faithfully,

Sd/-

(Ram Niwas)

Joint Secretary, Finance

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

No. 5/50/86-1FR(II)

From

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

To

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

Dated, Chandigarh, the 15th May, 1987**Subject : Delegation of Powers for relaxation to journeys on retirement performed after stipulated period of one year.**

Sir,

I am directed to address you on the subject noted above and to say that Haryana Govt. have had under consideration for some time past the question of availing the retirement TA concession. After careful consideration, it has now been decided that the retirement TA concession can be availed by a retiring/retired Govt. servant at any time during his leave preparatory to retirement or within one year of the date of retirement.

2. Necessary amendment in the relevant rules of the C.S.R. Vol.III (TA Rules) will be issued in due course.
3. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

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

No. 5/11/81-1B&C

From

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

To

All the Heads of Departments,
Commissioners, Ambala & Hisar Divisions,
All Deputy Commissioners in Haryana,
The Registrar, Punjab & Haryana High Court and
All District Sessions Judges in Haryana.

Dated, Chandigarh, the 9th September, 1981

Subject : Economy in expenditure – non-payment of transfer T.A. on transfer at the request of a Government servant.

Sir,

It was laid down in the Finance Department circular letter of even number dated the 12th May, 1981, on the subject noted above, that transfers ordered on the request of some relative of the Government servants or on the recommendations of some Member of Parliament or Member of the State Legislature or in other similar circumstances (unless it is explicitly stated as being on a complaint) shall be treated as transfer on the request of the Government servant and transfer T.A. shall not be paid. In this connection, it is further clarified that in cases where transfers are effected on the basis of notes sent by the Chief Minister or Minister-in-charge or on their verbal orders, such transfer shall also be treated as transfers on the request of the Government servant concerned and no T.A. shall be paid in such cases, notwithstanding the fact whether the Government servant has put in any written request for the transfer or not. However, in cases where the Chief Minister/Ministers has clearly stated that the transfer is being ordered on administrative grounds or on the basis of some complaint transfer T.A. may be paid. This clarification may kindly be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

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

***These instructions have been reiterated vide
No. 5/7/81-1B&C, Dated 9.9.1981.***

No. 5/11/81-1B&C

From

The Secretary to Government, Haryana,
Finance Department.

To

All the Heads of Departments,
Commissioners, Hisar & Ambala Divisions,
All the Deputy Commissioners in Haryana,
Registrar, Punjab & Haryana High Court, and
All District Sessions Judges in Haryana.

Dated, Chandigarh, the 12th May, 1981

Subject : Economy in expenditure – non-payment of transfer T.A. on transfer at the request of a Government servant.

Sir,

I am directed to invite your attention to rule 2.57 of Pb. C.S.R. Vol. III which reads as under :-

"Travelling allowance may not be drawn under this section by a Government servant on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs".

Instances have, however, come to notice where a Government servant got his transfer orders passed by making a verbal request personally or through some one also. Since there was no evidence on record to the effect that the transfer was made at the request of the Government servant, he drew the transfer T.A. as well to which he was actually not entitled in view of the provisions of the rule referred to above. Such cases are violative of the spirit of the rule *ibid* and need to be prevented.

2. I am, therefore, to request that in future, except in cases where transfer is being made on some complaint against the Government servant or under the policy of general transfers, no travelling allowance be paid to the Government servant when the transfer is made on his own request. Verbal requests of Government servant for transfer should not be entertained and he should always be asked to put down his request in writing. Transfers ordered on the request of some relative of a Government servant or on the recommendation of some Member of Parliament or Member of State Legislature or in other similar circumstances (unless it is explicitly stated as being on a complaint) shall be treated as transfer on the request of the Government servant and transfer T.A. shall not be paid. In such case while issuing transfer orders, reasons for transfer should be clearly stated in remarks column, so that the Government servant may not put in claim for transfer T.A. at some later stage.

3. The above instructions may please be brought to the notice of all concerned for strict compliance in future.

Yours faithfully,

Sd/-
(N. K. Garg)
Joint Secretary Finance (B)
for Secretary to Government, Haryana,
Finance Department.

No. 955-3FR-II-77/12047

From

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

To

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

Dated, Chandigarh, the 21st April, 1977

Subject : Entitlement of traveling allowance to Government servants on transfer –
Withdrawal of certain disincentives in connection with Family Planning
Programme.

Sir,

I am directed to invite a reference to Haryana Government, Finance Department Circular No. 711-3FR-II-77/11474, dated the 31st March, 1976, on the subject noted above and to say that on consideration it has now been decided by Government to withdraw instructions contained therein. This decision may kindly be brought to the notice of all concerned under your control for information.

Yours faithfully,

Sd/-

(PARTAP SINGH)

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

***These instructions have been withdrawn vide
No. 955-3FR-II-77/12047, Dated 21.04.1977.***

No. 711-3FR-II-76/11474

From

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

To

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

Dated, Chandigarh, the 31st March, 1976

Subject : Entitlement of traveling allowance to Government servants on transfer.

Sir,

I am directed to address you on the subject noted above and to say that in order to encourage participation in the Family Planning Programme by Government employees in Haryana, it has been considered essential to provide some disincentives for the Government employees with a view to inculcate among them consciousness to restrict their family size.

2. Accordingly, it has been decided that with effect from 1st April, 1976, Government employees falling in the category of eligible couples will, on transfer, be entitled to claim T.A. for only two children. However, those employees falling in the category, who are already in service on 1st April, 1976, will be entitled to claim transfer traveling allowance for more than two children, if they get themselves sterilized within twelve months of the above mentioned date.

3. By eligible couple would mean a couple so defined by the Health Department in their instructions issued separately by them.

4. Necessary amendments in the relevant rules will be made in due course.

Yours faithfully,

Sd/-

(Pius Pandarwani)

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

Revision of Travelling Allowance and D.A. - Packing Allowance, etc.— Reference Finance Department letter No. 1099-1FRI-65/1425, dated the 16th February, 1965. The question of production of receipts for the payment of packing, loading and unloading charges has been engaging the attention of Government for some time. It is decided that no separate receipts are required for the payment of packing, loading and unloading charges in view of the fact that a Government employee has to produce a receipt showing the quantity of luggage transported by him and this allowance is subject to the limit of maundage allowed to be transported at Government expenses.

(No. 439-1FRI-66/1016, dated the 21st January, 1966).

Travelling Allowance to Government employees on retirement.— In para 3(iv) of Punjab Government letter No. 9219-FRI-60/1625, dated the 9th February, 1961 it has been stated that the travelling allowance on retirement is not admissible to Government employees who quit service by resignation or who may be dismissed or removed from service. It has been decided that the concession will also not be admissible to persons who are compulsorily retired as a measure of punishment.

(No. 725-1FRI-65/1788, dated the 8th March, 1965).

Admissibility of Travelling allowance on transfer of a Government employees when no change of residence is involved.— A question having arisen whether any traveling allowance is admissible in cases where no change of residence is involved consequent on the transfer of a Government employee, it has been decided that no traveling allowance is admissible in such cases as it will be quite contrary to the spirit of the Rules to allow traveling allowance when no move has actually taken place.

(No. 1478-FR-55/2050, dated 21st March, 1955)

***These instructions have been further clarified vide
No. 10717-FRI-64/12847, Dated 30.11.1964.***

Travelling Allowance to Scheduled Castes/Scheduled Tribes candidates called for interview/written test.— For some time back the question of grant of travelling allowance to Scheduled Castes/Scheduled Tribes candidates called for interview and written tests in connection with their appointment to posts under Government has been engaging the attention of Government. It has been decided that when Schedules Caste/Scheduled Tribes candidates are called for interview for appointment to Class III and Class IV advertised posts, the recruiting authority other than the Punjab Public Service Commission may allow such candidates single 3rd class rail fares, chargeable by Passenger train, by the shortest route from the railway station nearest to their normal place of residence or from which they actually performed the journey whichever is nearer to the place of interview and back to the same station, provided the distance traveled by rail each way exceeds fifty Miles. No extra charges, if any, incurred for reserving seat/sleeping berth in the train will, however, be reimbursed to the candidates. As regards the road journeys between stations not connected by rail, the recruiting authority may allow such candidates actual bus fares or road mileage at the lowest rate for Government employees as admissible under Punjab Civil Service Rules, Volume III (T.A. Rules), whichever is less, provided the distance covered by road is more than 20 miles each way. Candidates called for written tests on the basis of which appointments to such Class III and Class IV advertised posts are made shall also be paid T.A. accordingly. Such candidates will however, be entitled to T.A., subject to the condition that the written test and any interview that may also be necessary is held at one and the same station and on the same or adjacent days so that the candidate gets travelling allowance for only one journey to and from the place of selection.

(2) It has further been decided that the orders mentioned above will apply to the candidates of Scheduled Castes/Scheduled Tribes called through the Employment Exchanges for interview/written test for appointment to Class III and Class IV advertised posts.

(No. 1090-FRI-61/1504, dated 9th/15th February, 1961).

***These instructions have been clarified vide
No. 10868-1FR-I-62/2486, Dated 18.03.1963 and
No. 5523-FR-I-64/12598, Dated 05.12.1964.***

Travelling Allowance to Scheduled Castes/Scheduled Tribes candidates called for interview-General instructions regarding the mode of drawal of etc.—Reference Punjab Government, Finance Department letter No. 1090-FR(I)-61/1504, dated the 9th/15th, February, 1961. The expenditure involved on account of payment of travelling allowance to the Scheduled Castes /Scheduled Tribes candidates for interview should be treated as contingent expenditure. Accordingly all the rules regarding the drawal and disbursement of contingent expenditure should apply to these transactions.

The recruiting authority will be the Drawing and Disbursing Officer for the purpose of the orders mentioned above. As far as possible, the payments should be made on the spot, after the interview is over. The Disbursing Officer shall have full discretion in the matter of verifying or satisfying himself as to the correctness of the payments to be made to the candidates. If the amount required for the purpose, is small, it can be met from the Permanent Advance of the Disbursing Officer. Where, however, the permanent advance sanctioned to the Disbursing Officer is not sufficient or the amount required for the payment is heavy, an 'On account' advance may be sanctioned for the purpose by the competent authority. The advance drawn in such cases should, in due course, be accounted for by sending necessary adjustment bill to the Audit Officer, duly countersigned, where necessary. Unutilized portion of the advance, if any, should be refunded to the treasury.

(No. 1380-FR(I)-62/1415, dated the 22nd February, 1962).

The following clarifications of the instructions contained in Finance Department letter No. 1380-FR(I)-62/, dated the 22nd February, 1962, regarding payment of Travelling Allowance to Scheduled Caste/Scheduled Tribes candidates have been issued :-

	Points	Clarificatory Instructions
(a)	Since all the rules regarding drawal and disbursement of contingent expenditure should apply to the transactions relating to the payment of T.A. to the candidates, whether the candidates' receipts for amounts exceeding Rs. 50 should be furnished to Audit, as sub-voucher as in the case of normal contingent charges.	Yes. The candidates' receipts for amounts not exceeding Rs. 50 should, however, be recorded in the office of the Drawing Officer himself in the manner applicable to sub-vouchers relating to contingent charges and a certificate to that effect furnished to Audit.
(b)	Whether it would be necessary for the Drawing Officer to furnish any certificates in support of the amount disbursed, and, if so, in what form.	A statement and certificates as in the appended <i>pro forma</i> may be furnished by the Drawing and Disbursing Officers.
(c)	Whether it would be necessary for the Drawing Officer to obtain the ticket number or cash receipts from the candidates concerned before the payment.	The Disbursing Officer has full discretion in the matter of verifying the 'bona fide' of the claim. If he desired, he may require the candidates to furnish proof for having actually performed the 'Onward' journey to the place of interview.
(d)	The individuals or local transport authorities should certify whether the distance travelled by road.	The payment may be made on the basis of written application from the candidates containing the relevant details where the Disbursing Officer is unable to verify the same himself independently.
(e)	Whether in cases where the payments cannot be made on the spot and are to be remitted by money order the remittance charges, may be borne by the Government.	If owing the administrative difficulties, the payment is not made on the spot after the interview/written test the amount may be remitted to the candidates at Government cost.

(No. 10868-1FRI-62/2486, dated 18th March, 1963).

Travelling Allowance to Scheduled Castes/Scheduled Tribes candidates called for interview/written test.— With reference to Punjab Government letter No. 1090-FRI-61/1504, dated the 9th/15th February, 1961, the question of grant of Travelling Allowance to Scheduled Castes/Scheduled Tribes candidates called for interview and written tests recommended by the Employment Exchanges for appointment to Class III and Class IV posts recruitment to which is made departmentally after the Departments had notified these posts to Employment Exchanges, has been engaging the attention of the Government. It has been decided that when Scheduled Castes/Scheduled Tribes candidates are called for interview on the recommendation of the Employment Exchanges for appointment to Class III and Class IV posts recruitment to which is made departmentally, shall also be paid T.A. according to the above mentioned letter.

(No. 10717-FRI-64/12847, dated the 30th November, 1964).

T.A. to Scheduled Castes/Scheduled Tribes candidates called for interview - General instructions regarding the mode of drawal of.— Punjab Government Finance Department letter No. 1380-FRI-62/1415, dated the 22nd February, 1962 provides inter alia that where the permanent advance sanctioned to a Disbursing Officer is not sufficient to meet the expenditure on account of payment of T.A. to Scheduled Castes/Scheduled Tribes candidates called for interview or the amount required for payment is heavy an 'On Account' advance may be sanctioned for the purpose by the competent authority. Under rule 2.8 of Punjab Financial Rules, Volume I, the amount of Advance can be sanctioned only by the Administrative Department in consultation with the Accountant-General, Punjab /Finance Department. It may not be possible to get such a sanction in time, particularly when the payment is to be made on the spot. It has, therefore, been decided that, in such cases the amount required may be drawn on an abstract bill and the adjustment bill in respect thereof may be furnished by the Drawing and Disbursing Officer direct to the Audit authorities. The adjustment bill will not require the countersignature of any higher authority.

The provisions contained in rule 8.3 of Punjab Financial Rules, Volume I, in so far as they relate to the drawal of money on abstract contingent bills by Heads of Departments and other controlling authorities, will not apply in the case of amounts required for the purpose indicated in the preceding paragraph.

(No. 5523-FRI-64/12598, dated the 5th December, 1964).

No. 5/27/98-1FR

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

Dated : Chandigarh, the 22nd June, 2011

OFFICE MEMORANDUM

Subject : Revised structure of admissibility of Travelling Allowance, Daily Allowance, Travelling Entitlement, etc.

Sir/Madam,

I am directed to invite your attention to the Finance Department Notification No. 5/27/98-1FR dated 31st December, 2010 on the subject noted above and to say that according to Para B(ii) of the said instructions, employees of Grade III (Gr. Pay 4600-8800) are entitled to travel by Non A.C. Taxi with prior approval of the Admn. Secy./HOD for each journey. It has come to the notice of F.D. that this provision in the said instruction has been causing hardship to the employees. Hence, the Govt. has re-considered the matter and decided that Grade III employees will sought prior approval of the HOD instead of HOD in future for each journey. Further to curb the misuse of the provisions HOD will counter sign the T.A. Bill also.

The above instructions may please be brought into the notice of all the concerned.

Yours faithfully,

Sd/-

(Arun Kumar)

Under Secretary Finance,

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

To

1. All the Financial Commissioners & Principal Secretaries/
Administrative Secretaries to Government of Haryana.
2. All the Heads of Department, Haryana.
3. All the Divisional Commissioners in Haryana.
4. Registrar (General), High Court of Punjab & Haryana.
5. All the District & Sessions Judges in Haryana.
6. All the Deputy Commissioners in Haryana.
7. All the Sub Divisional Officers in Haryana.

Sd/-

(Arun Kumar)

Under Secretary Finance,

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

Endst. No. 5/27/98-1FR

Dated: Chandigarh, the 22nd June, 2011

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

Accountant General (A&E/ Audit), Haryana.
Director, Treasury & Accounts, Haryana.

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

Endst. No. 5/27/98-1FR

Dated: Chandigarh, the 22nd June, 2011

A copy is forwarded to the Principal Secretary/Additional Principal Secy.-I & II/
OSD-I & II to Chief Minister, Haryana for information.

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

To

The Principal Secretary/Additional Principal Secretary-I & II/
OSD-I & II to Chief Minister, Haryana for information.

U.O. No. 5/27/98-1FR

Dated, Chandigarh, 22nd June, 2011

INTERNAL CIRCULATIONS

- (i) All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of F.D.
- (ii) In charge, Computer Cell (F.D.)

No. 5/27/98-1FR

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

Dated : Chandigarh, the 13th May, 2011

OFFICE MEMORANDUM

Subject : Revised structure of admissibility of Travelling Allowance, Daily Allowance, Travelling Entitlement, etc.

Sir/Madam,

I am directed to refer to this department letter No. 5/27/98-1FR dated 31st December, 2010 on the subject noted above and to say that under Note 2 of the said instructions it has been stated that toll charges shall also be admissible in addition to the road mileage, if a Govt. employee undertakes the journey by his own vehicle or hired conveyance subject to entitlement. However, such charges be reimbursed when the official will submit receipts having registration number of the vehicle. It has come to notice that the toll tax collection agencies do not record the vehicle number on the receipts and consequent upon this the Govt. employees have to face problems while getting their reimbursement of toll tax. In the light of the above the Govt. has reconsidered the matter and decided that toll charges shall now also be admissible on submission of only with/without registration number of the vehicle provided the same should be countersigned by the concerned Govt. employee.

I am, therefore, to request you that the above instruction may please be brought to the notice of all concerned for information,

Yours faithfully,

Sd/-

(Arun Kumar)

Under Secretary Finance,

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

To

1. All the Financial Commissioners & Principal Secretaries/
Administrative Secretaries to Government of Haryana.
2. All the Heads of Department, Haryana.
3. All the Divisional Commissioners in Haryana.
4. Registrar (General), High Court of Punjab & Haryana.
5. All the District & Sessions Judges in Haryana.
6. All the Deputy Commissioners in Haryana.
7. All the Sub Divisional Officers in Haryana.

Sd/-

(Arun Kumar)

Under Secretary Finance,

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

***These instructions have been Revised vide
No. 5/27/98-1FR, Dated 31.12.2010.***

क्रमांक 5 / 27 / 98—1एफ.आर.— ।।

प्रेषक

वित्तायुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष,
आयुक्त, अम्बाला, हिसार, रोहतक, गुड़गांव मंडल।
सभी उपायुक्त एवं उप मंडल अधिकारी, हरियाणा।
रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय,
हरियाणा, चण्डीगढ़।

दिनांक: 15—07—1999 (15th July, 1999)

विषय : फिक्सड टी.ए. देने सम्बन्धी क्लैरीफिकेशन।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान वित्त विभाग के पत्र क्र० 5/27/98—1एफ.आर.—11 (पार्ट—11), दिनांक 29—7—98 की ओर दिलाऊ जिस द्वारा फिक्सड टी.ए. की रेंज को minimum of Rs. 25/- p.m. & maximum of Rs. 150/- p.m. से maximum of Rs. 50/- p.m. & maximum of Rs. 300/- p.m. रिवाइज्ड किया गया था। इसी सम्बन्ध में विभिन्न विभागों द्वारा यह क्लैरीफिकेशन मांगी जा रही थी कि जो अधिकारी/कर्मचारी 29—7—98 से पूर्व फिक्सड टी.ए. प्राप्त कर रहे हैं, क्या उनको भी फिक्सड टी.ए. डबल दिया जाना है कि नहीं, इस संदर्भ में अब क्लैरीफिकेशन दी जाती है कि जो भी अधिकारी/कर्मचारी फिक्सड टी.ए. प्राप्त कर रहे ह, उन्हें वर्तमान से रहे फिक्सड टी.ए. का डबल प्रदान किया जाना है subject to a minimum of Rs. 50/- p.m. & a maximum of Rs. 300/- p.m.

भवदीया,

हस्ता/-

(कमल कान्ता)

अधीक्षक, वित्त विनिमय—II,

कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

***These instructions have been Modified partly vide
No. 5/4/91-1FR-II, Dated 25.07.1991.***

No. 5/26/88-1FR-II

From

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

To

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

Dated, Chandigarh, the 9th August, 1989

Subject : Revised rates of Travelling Allowance, Daily Allowance, etc. admissible to the new scale of pay.

Sir,

I am directed to invite a reference to the Haryana Govt. Finance Department Circular letter No. 5/26/88-1FR-II, dated 14.3.1988 on the subject noted above.

2. In para 2 of the instructions *ibid* it has been laid down that Grade I employees (Drawing basic salary of Rs. 2800 and above) would be entitled to perform journey by private car with the permission of the competent Authority. In this context in the case of I.A.S. officers it has been decided, that the Competent Authority would be the respective Controlling officer in regard to the T.A. claims whose prior approval would be necessary to undertake journey by private car. All other conditions as given in the instructions *ibid* and applicable to other officers will be applicable to IAS officers also.

Yours faithfully,

Sd/-

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

No. 2/1(4)-80-2FR-II

From

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

To

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

Dated, Chandigarh, the 25th May, 1989**Subject : Pre-audit of arrear claims – discontinuance thereof.**

Sir,

I am directed to invite a reference to the subject noted above and to say that the question of pre-audit by the Accountant General of delayed claims against the Govt. as provided in Rule 2.25 of Punjab Financial Rules Volume I was being examined for quite some time past.

2. It has now been decided that a claim against the Government not preferred within a period of one year from the date of its becoming due shall be presented only with an authority of the Head of Department when the claim is a charge upon the establishment of a subordinate office under him and that of the Department of the Govt. when it is a charge upon the establishment of a Head of Department under that department :

Provided that the aforesaid provisions shall not apply to :-

- (i) The payments of claims pertaining to pensions;
- (ii) The payment made by Forest Disbursing officer which are governed under special rules; and
- (iii) any petty claim up to the monetary limit of five hundred rupees which are over one year old but not more than three years old.

Note :- The claims of Govt. against Railways for overcharges & claims of Railways against Govt. departments for undercharges will be recognised and admitted if the claims are preferred within six months :-

- (i) In the case of cash payments, from the date of payment;
- (ii) In the case of warrants or credit notes, from the date of presentation of bill by the Railway Administration; and
- (iii) In the case of goods or animals booked for carriage by railways, as laid down in section 78-B of the Indian Railways Act, 1980.

EXPLANATION: The terms, "overcharges" and "under-charges" used in the above note mean overcharges and under charges of Railway freight and fare only and they after shortages and excesses in the items included in a bill which has already, been rendered. However, the omission of an amount in a bill is not an under-charge nor is the erroneous inclusion of an item an over charge.

3. The claim of all Govt. employees to the arrears of pay or allowances including the claims relating to :

- (i) Travelling allowance;
- (ii) Increments;
- (iii) Under payments: and
- (iv) Fees or allowances of Public Prosecutors;

which have been allowed to remain in abeyance for a period exceeding one year but not exceeding three years and shall be sanctioned after detailed scrutiny by the Head of Department when the claim relates to a Govt. employee standing on the establishment of a subordinate office under him and by a Department of Govt. when the claim relates to a Govt. employee standing on the establishment of a Head of Department under the Department.

4. All claims under Para (2) and (3) which are more than three years old shall be referred to the competent authority for investigation.

5. In the case of claims which are more than one month old, the preferring officer shall state in the bill the reasons for the delay.

6. Notwithstanding anything contained in Para 3 the right of a Govt. employee to travelling allowance including daily allowance, is forfeited or deemed to have been relinquished if the claim for it is not preferred within one year from the date on which it becomes due.

7. All claims against Government which are barred by time under the provisions of section 3 read with the Schedule to the Limitation Act, 1963 (Central Act No. 36 of 1963) should ordinarily be refused. The time barred claims can, however, be admitted with the prior approval of the competent authority.

8. The reasons for not submitting the claim when it became due should be intimated to the authority competent to authorise the investigation of belated claims.

EXPLANATION:

- (1) The mere entering a claim, for leave salary in an establishment bill and withholding it for subsequent payment is not claiming it within the meaning of rule 2.25 (a)
- (2) The one year's limit referred to in para (2) and (6) of this rule should be reckoned in the case of travelling allowance bills from the date of receipt of the order sanctioning the promotion of the officiating pay is due for a past completed month or months, otherwise from the following pay day; in the case of leave salary from the date of the order granting the leave and in other cases from the date on which a claim became due to the date of its presentation at the treasury. In any case, however, in which an allowance has been claimed but in consequence of some objection taken, payment has been delayed, the Treasury Officer will not

refuse to pay such bill if, when the objection is satisfied, the claim happens to have become more than one year old.

- (3) The time limits prescribed in para (2) and (3) should be calculated from the date on which the charge becomes payable. In the case of sanction accorded with retrospective effect, the charge does not become payable before it is sanctioned. The time limit should, therefore, be calculated from the date of sanction and not from the date from which the sanction takes effect.

8. Necessary amendments to the relevant existing rules in the Punjab Financial Rules Vol. I as applicable to Haryana Govt. employees will be issued in due course.

Yours faithfully,

Sd/-

(J.P. NARANG)

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

***These instructions have been Revised vide
No. 5/27/98-1FR-II(Part-II), Dated 29.07.1998.***

No. 5/7/88-1FR-II

From

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

To

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

Dated, Chandigarh, the 9th February, 1988

Subject : Revision of pay scale – enhancement of Fixed T.A.

Sir,

I am directed to address you on the subject noted above and to say that it has been decided to double the existing rates of monthly fixed T.A. wherever admissible subject to a minimum of Rs. 25/- p.m. and a maximum of Rs. 150/-p.m.

2. This decision will take effect from the date of issue of this letter.

Yours faithfully,

Sd/-

(J.P. NARANG)

Joint Secretary Finance (R)

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

No. 5/27/83-1FR-II

From

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

To

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

Dated, Chandigarh, the 27th June, 1983**Subject : Preparation of T.A. Bills once in a month.**

Sir,

I am directed to address you on the subject noted above and to say that it has come to the notice of Government that Government employees draw their T.A. claims more than once in a month. This tendency on the part of the employees results not only in increase of Government work, but also involves chances of double payment. In order, therefore, to have an effective check on the drawal of T.A. bills and to avoid double payment, it has been decided that the T.A. bills in respect of the journeys performed during a month, may be prepared only once a month, the details for which, be furnished by the claimant to the Drawing and Disbursing Officer by the 7th day of the following month.

2. These instructions may be brought to the notice of all concerned for strict compliance.
3. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-
(S. L. Dhani)
Joint Secretary Finance (R)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Subject : Declaration of Controlling Officers for the purpose of T.A. Bills.

Will the :-

1. Financial Commissioner, Revenue Haryana and
2. All Administrative Secretaries to Government, Haryana, kindly refer to the subject noted above?

2. References have been received in the Finance Department that certain Officers should be enabled to draw their T.A. without countersignatures of their T.A. Bills by their superior officers. In this connection attention is invited to rule 2.107 of Punjab Civil Services Rules, Volume-III (T.A. Rules). This rule lays down that the competent authority shall declare what authority shall be the Controlling Officer for travelling purposes of each Government employee or class of Government employees. It, inter alia, further provides that this authority may, if it thinks fit, declare that any particular Government servant shall be his own Controlling Officer. The term Competent Authority means Administrative Department concerned acting in consultations with the Finance Department unless powers have been delegated to another authority. It, therefore, follows that orders under rule 2.107 *ibid* can be issued by the Administrative Department with the concurrence of the Finance Department. The matter of declaring Officers of certain ranks to be their own Controlling Officers has been considered in the Finance Department and it has been decided that if the Administrative Department think fit, they may declare under rule 2.107 *ibid* Officers of the rank of Deputy Secretaries and above as well as the Heads of Departments to be their own Controlling Officers for the purpose of travelling allowance and consent of the Finance Department may be presumed for this purpose.

Sd/-

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

To

The Financial Commissioner, Revenue, Haryana.
All Administrative Secretaries to Government, Haryana.

U.O. No. 6863-3FR-75

Dated, Chandigarh, 19th November, 1975.

No. 2587-3FR-74/15634

From

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

To

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

Dated, Chandigarh, the 4th May, 1974

Subject : Fees, traveling allowance etc. of State Government employees appointed as Directors, representatives or nominees of Government on industrial undertaking.

Sir,

I am directed to invite a reference to composite Punjab Government Finance Department letter No. 6152-1FR-(I)-65/18289, dated the 4th November, 1965, on the subject noted above and say that the matter has been reconsidered and it has been decided that Haryana State Government Officers including I.A.S. Officers who are appointed in their official capacity as Directors, representatives or nominees of Government on the various organization mentioned therein will perform such work as a part of their official duty. The fees or other remuneration which they receive for being appointed may be accepted from these organizations and deposited in Government Accounts. They will, however, continue to draw T.A./D.A. in the same manner as indicated in the aforesaid letter.

2. These orders will take effect from the date of issue.
3. The receipt of this letter may kindly be acknowledgement.

Yours faithfully,

Sd/-

(V.P. DHIR)

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

No. 6498-3FR-68/2355

From

The Commissioner for Planning & Finance and Secy. to Govt.,
Haryana, Planning & Finance Department.

To

All the Heads of Departments,
Commissioner, Ambala Division, and
All Deputy Commissioners and
Sub Divisional Officers,
The Registrar, Punjab and Haryana High Court, and
All District and Session Judges in Haryana.

Dated, Chandigarh, the 20th/24th January, 1969

Subject : Fees, traveling allowance etc. of Government servants appointed as Directors, Representatives or nominees of Government on Industrial Undertakings, etc.

Sir,

I am directed to invite a reference to the instructions contained in composite Punjab Government, Finance Department Circular Letter No. 6152-1FRI-65/18289 dated 4th November, 1965, on the subject noted above, and to say that in partial modification of the provisions contained therein, the Governor of Haryana is pleased to decide that the amounts recovered from the Undertakings etc. instead of being credited as a revenue receipt of the Department concerned shall henceforth be adjusted as a recovery under the expenditure head in the Accounts. It may be added that this change in the classification in accounts will make no change in regard to the need for budget provision. In other words, budget provision should continue to be made for the gross amount of expenditure shown separately by way of foot notes in the Demands for Grants.

Yours faithfully,

Sd/-

Deputy Secretary Finance, (R)
for Commissioner for Planning & Finance and Secy. to Govt.,
Haryana, Planning & Finance Department.

***These instructions have been Modified partly vide
No. 5/27/98-1FR, dated 31.12.2010***

(Copy of F.D. Hr. No. 7091-3FR-67/20891, dated 14th/27th September, 1967)

Subject : Payment of Toll-Tax to State Govt. employee

I am directed to address you on the subject noted above and to say that Government has had under consideration the question to reimburse the Toll Tax to State employees, who were required to pay this amount in connection with their official tours within or outside the State. The matter has been considered and it has been decided that since toll Tax is a part of expenditure incurred while travelling on official duty, it should be treated as part of T. A. and may be re-imbursed in addition to the T.A. and D.A. which is normally admissible to the employees.

I am, therefore, to request you that the above instructions may be brought to the notice of all concerned for information and future guidance.

Mode of recovery of T.A./D.A. fees or other remuneration.— The claim in regard to T.A./D.A. fees or other remuneration referred to in paragraphs (1) and (2) above, should be preferred against the undertakings, etc., by an officer not below the rank of a Secretary of the Department hereinafter referred to as "authorised officer." The claim shall be preferred by the authorised officer against the undertakings, etc., for and on behalf of the Government employees concerned, for which purpose the latter shall delegate in favour of the former, a power of attorney authorising the claim and receipt of the amount from the undertakings, etc. The amount recovered shall be credited to the revenue of the Department concerned by the authorised officer, who shall also at the time of preferring claims endorse a copy thereof to the Audit Officer concerned to enable him to watch the actual recovery from the undertakings, etc., and its credit to Government. Further, the travelling allowance bills preferred by Government employees attending the meetings etc. of the organisations mentioned in para (2) above should be supported by a certificate to the effect that no travelling expenses, fees, or other remuneration has been claimed or drawn by them from the said organisations.

2 The Government employees appointed as Directors, representatives or nominees of Governments on various industrial undertakings/institutions are not required to take their personal staff (P.As., Stenographers and/or Peon) with them while undertaking journeys in connection with the affairs of such organisations. It should be the duty of the organisations to provide the Officers with such messenger service and clerical and Secretariat assistance as they might require for the efficient performance of their duties at the out station. However, if the organisation concerned cannot provide the required assistance or it is considered necessary for administrative reasons that the Officers should have their own personal staff with them, the organisations should reimburse to the Government the expenditure on account of travelling allowance of the personal staff.

(F.D. No. 6152-1FR-65/18289, dated 4th November, 1965).

Travelling Allowance of Government employees appointed as Directors of Autonomous Organisations, like Government Industrial and Commercial Undertakings, for attending meetings of the Board of Directors of such organizations or bodies.—

- (1) It was brought to the notice of Government that no uniform procedure was followed in the matter of drawing travelling allowance of Government employees who are appointed Directors of autonomous industrial or commercial undertakings or corporations or statutory bodies in which Punjab Government funds have been invested, for journeys performed by them in connection with the affairs of such organisations or bodies. It has accordingly been decided that the following procedure shall be uniformly followed in future to regulate the travelling allowance in such cases :-
 - (i) A Government employee shall draw, for journeys performed in connection with the affairs of such an organisation or body, his travelling allowance under the Government rules applicable to him and from the source from which he draws his pay. He should not draw any such allowance from the organisation or body. In the claim preferred against the Government a certificate that he has not claimed or drawn any travelling allowance from the organisation or body shall be furnished by the Government employee.
 - (ii) If the journey is solely or mainly in connection with the affairs of the organisation or body, the whole expenditure on the travelling allowance of the Government employee, which is initially paid by the Department concerned, shall be reimbursable from the organisation, etc., to the Government even though the Government employee performs other Government duties at the place of halt. Where, however, the journey is not mainly on account of the affairs of the organisation, etc., the entire expenditure on the travelling allowance of the Government employee shall be borne by the Government.
 - (iii) The recovery effected from the organisation or body may be treated as the revenue of the Department concerned.
 - (iv) The authority controlling the allotment of funds for travelling allowance shall be the sole judge for determining whether recovery should be made or not from the organisation or body in each case and shall be responsible for preferring the claim for reimbursement of travelling allowance charge against the organisation or body concerned. A copy of the claim should be endorsed to the Audit Officer concerned who shall then watch actual recovery from the organisation, etc., and its credit to Government.
- (2) It has further been decided that for journeys on duties performed, in connection with the affairs of any commercial or industrial undertaking or of any corporate body or statutory organisation which does not receive a grant from the Punjab Government or in which Punjab Government funds are not invested, a Government employee shall draw only travelling allowance under the rules applicable to him and from the source from which he draws his pay and he should credit to Government whatever fees, travelling allowance or other remunerations which may be received by him from such bodies under their rules and regulations. Such credits will be treated as the revenue of the Department concerned. In the T.A. claim preferred by the officer, a certificate specifying the amount, if any, drawn by him from the company, corporation, institution or body

and giving reference to the credit of such amount to Government, shall be recorded by the Government employee.

- (3) It has also been decided that a Government employee who, in his official capacity is nominated as a Chairman or Member of a Government or quasi-Government body or governing body of an Institution which receives grant from Government is not eligible for any fee or other remuneration (except travelling allowance) which, otherwise is admissible to non-Government employees for attending a meeting of the Institution concerned or for performing other work thereof.

(No. 10778-FR-I-69/9484, dated the 1st November, 1960).

Maintenance of Travelling Allowance Check Registers.— Clause (b) of rule 2.109 of the Punjab Civil Services Rules, Volume III (Travelling Allowance Rules) prescribes the maintenance of check register so as to obviate the chances of double payment for one and the same journey by the Controlling Officers. It has been brought to the notice of Government that in the absence of any specific instructions about the form in which the register is to be maintained, almost every office has evolved its own *pro forma*. In order to ensure uniformity in the matter of maintenance of Travelling Allowance used for the purpose.

T.A. Check Register

Travelling Allowance Check Register, the following *pro-forma* may be

Page No. _____

Name of Office _____

Designation _____

1	2	3	4	5	6	7	8	9
Serial No.	Diary No.	Date of Receipt	Date of preparation	Dates of journey	Places visited	Purpose of journey	Amount of the Bill	Initials of the Controlling Officer

(No. 5056-FRI-60/5029, dated the 4th June, 1960).

Conveyance Allowance.— Provisions contained in Rule 2.5 of Punjab C.S.R., Volume III, T.A. Rules (1958), inter alia lay down that extensive travelling within the sphere of duty is a pre-requisite to the grant of permanent travelling allowance and to state that as a Government employee under suspension, is not required to travel nor supposed to be on duty, he is not entitled to the permanent travelling allowance though he may have been maintaining the conveyance (such as horse/cycle/motor cycle/Car or any other form of conveyance). His title to conveyance allowance will, however, not be jeopardised in case the suspension order contains a provision that during suspension he will be entitled to it.

The issuing of these instructions has been considered necessary to avoid cases where Government employees on reinstatement whether exonerated or not, come forward with requests for being allowed conveyance allowance on the ground that they continued maintaining the conveyance during the suspension period

(No. 6210-(1)FR-I-59/8073, dated the 24th August, 1959).

Fixation of the quantum of punishment in cases relating to false drawal of travelling allowance.— It has been noticed that different punishments are awarded to the different officers for similar offences relating to preparation, and submission of wrong Travelling Allowance Bills which arise in various departments of Governments, on the strength of the recommendations made by their respective Departments. Thus while some Government servants are let off with a warning of with the recovery of the amount charged in excess, others are punished by stoppage of increments for a certain period and some are even removed or dismissed. In the circumstances, the question of evolving some uniform policy regarding the nature and quantum of punishment in these cases has been under the consideration of Government for some time past.

2. It is the settled policy of Government that in all proved cases of corruption, no punishment short of dismissal, should be awarded,—vide Punjab Government Letter No. 122-ACD-48/38532, dated the 19th July, 1948. Government are, therefore, of the view that in the following categories of cases relating to false drawal of travelling allowance, the normal punishment should be dismissal :-

- (i) Charging travelling allowance for a journey not actually performed.
- (ii) Charging by a higher class to which one is entitled according to status for a journey performed in a lower class.
- (iii) Charging travelling allowance on transfer by submitting false certificate and bogus receipts in respect of transportation of luggage.
- (iv) Charging travelling allowance for the carriage of camp equipment when actually it is not carried.

I am to request that these orders should be brought to the notice of all concerned for strict compliance.

3. There is another class of cases relating to false drawal of travelling allowance viz., charging conveyance or permanent travelling, allowance without maintaining a conveyance as prescribed under the rules, Government have considered this matter also. They are of the view that the question whether horses can be dispensed with altogether should be examined by the departments concerned. Where this can be done the keeping of a horse and the horse allowance should both be dispensed with. Where, however, it is considered that the keeping of the horse is essential for the proper performance of duties the horse allowance should be made adequate. Government would like to know in due course, the action taken in the matter.

(C. S. No. 2053-ACD-55/758, dated 22nd August, 1955).

From

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

To

All Heads of Department,
The Registrar, Punjab and Haryana High Court, Chandigarh,
Commissioners of Divisions,
All Deputy Commissioners in Haryana,
Managing Directors of all Boards and Corporations in Haryana.

Memo No. 28/26/2001-5B&C

Dated, Chandigarh, the 9th May, 2003

Subject : Audit of foreign travel expenditure.

Reference the subject noted above.

2. A copy of Govt. of India, Ministry of External Affairs letter bearing No. Q/FD/695/3/2000 dated 1st Dec, 2000 regarding daily allowance rates to be given for the journeys abroad on duty in various countries is enclosed. It is requested that contents of these instructions may kindly be strictly adhered to by all concerned.

Sd/-

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

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

Sd/-

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

To

1. All the Financial Commissioners & Principal Secretaries to Govt., Haryana.
2. All Administrative Secretaries to Govt., Haryana.

U.O. No. 28/20/2001-5B&C

Dated 9.5.2003

Endst. No. 28/20/2001-5B&C

Dated 9.5.2003

A copy is forwarded to Accountant General (Audit) Haryana for information.

Sd/-

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

Contd...

No. Q/FD/695/3/2000
GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS

ORDER

December 1, 2000

Subject : Daily Allowance Rates.

In pursuance of Ministry of Finance Department of Expenditure's Office Memorandum No. 7(4)E- Coord/2000 dated 24.9.2000 regarding guidelines on expenditure management and in partial modification of this Ministry's Order No. Q/FD/695/1/90, dated 11th November, 1996 and dated 7th July, 1997 and subsequent corrigendum and addendums issued in this regard, sanction of the President is hereby accorded to the payment of daily allowance for journeys on duty in various countries abroad as in the Annexure. All other terms and conditions on daily allowance for journeys on duty abroad shall remain unchanged.

2. This order takes effect from September 24, 2000 till further orders.

3. This issues with the concurrence of the Ministry of Finance (Dept. of Expenditure) vide their U.O. No. 1046-EIV/2000-DC dated 20.11.2000 and Integrated Finance Division of this Ministry vide their Dy. No. 6207 dated 01.12.2000.

Sd/-
(A.K. Singh)
Director of the Govt. of India.

Copy to :-

1. All Indian Missions/Posts abroad.
2. The Director of Audit, Washington/London.
3. The Director of Audit, CR, New Delhi.
4. The Chief Controller of Accounts, MEA, New Delhi.
5. The Comptroller and Auditor General, New Delhi.
6. The Resident Audit Officer, MEA, New Delhi.
7. Fin.I/ Cash I/II/III/GA Sections, MEA, New Delhi.
8. All Ministries/Departments of Government of India. They are requested to circulate these Orders to all subordinate offices/PSU's under their control.
9. Office of Chief Secretaries of State Govt./Union Territories. They are requested to circulate these Orders to all subordinate offices/PSU's under their control.
10. India Entertainment Centre, New Delhi.
11. Indian Council of Cultural Relations, New Delhi.
12. 50 Spares Copies.

Sd/-
(A.K. Singh)
Director of the Govt. of India.

Sr. No.	Name of the Country	Daily Allowance (US.S)
1.	Afghanistan	56.25
2.	Albania	56.25
3.	Algeria	56.25
4.	American Samoa	45.00
5.	Angola	56.25
6.	Anguilla	56.25
7.	Antigua and Barbuda	56.25
8.	Argentina	56.25
9.	Armenia	56.25
10.	Aruba	56.25
11.	Australia	75.00
12.	Austria	75.00
13.	Azerbaijan	56.25
14.	Bahamas, The	56.25
15.	Bahrain	56.25
16.	Bangladesh	45.00
17.	Barbados	56.25
18.	Belarus	56.25
19.	Belgium	75.00
20.	Belize	45.00
21.	Benin	45.00
22.	Bermuda	56.25
23.	Bhutan	45.00
24.	Bolivia	56.25
25.	Bosnia and Herzegovina	56.25
26.	Botswana	56.25
27.	Brazil	56.25
28.	British Virgin Islands	45.00
29.	Brunei	75.00
30.	Bulgaria	56.25
31.	Burkina Faso	45.00
32.	Burundi	45.00
33.	Cameroon	45.00
34.	Canada	75.00
35.	Cape Verde	45.00
36.	Cayman Islands	45.00
37.	Central African Republic	45.00
38.	Chad	45.00
39.	Chile	56.25
40.	China	75.00
41.	Colombia	56.25
42.	Comoros	45.00

Sr. No.	Name of the Country	Daily Allowance (US.S)
43.	Congo, Democratic Republic of the	45.00
44.	Cook Islands	45.00
45.	Costa Rica	56.25
46.	Croatia	56.25
47.	Cuba	56.25
48.	Cyprus	75.00
49.	Czech Republic	56.25
50.	Denmark	75.00
51.	Djibouti	45.00
52.	Dominica	56.25
53.	Dominican Republic	56.25
54.	Equator	56.25
55.	Egypt	56.25
56.	El Salvador	56.25
57.	Equatorial Guinea	56.25
58.	Estonia	56.25
59.	Ethiopia	45.00
60.	Fiji	45.00
61.	Finland	75.00
62.	France	75.00
63.	French Guiana	45.00
64.	Gabon	45.00
65.	Gambia	45.00
66.	Gaza (PNA)	56.25
67.	Georgia	56.25
68.	Ghana	45.00
69.	Germany	75.00
70.	Gibraltar	75.00
71.	Greece	75.00
72.	Grenada	56.25
73.	Guadeloupe	56.25
74.	Guam	45.00
75.	Guatemala	56.25
76.	Guinea Island	45.00
77.	Guinea	45.00
78.	Guyana	56.25
79.	Haiti	56.25
80.	Holy See (Vatican City)	75.00
81.	Honduras	56.25
82.	Hong Kong	75.00
83.	Hungary	56.25
84.	Iceland	75.00

Sr. No.	Name of the Country	Daily Allowance (US.S)
85.	Indonesia	56.25
86.	Iran	56.25
87.	Iraq	56.25
88.	Ireland	75.00
89.	Israel	56.25
90.	Italy	75.00
91.	Ivory Coast	45.00
92.	Jan Mayan	
93.	Japan	45.00
94.	Jordan	45.00
95.	Kampuchean (Cambodia)	56.25
96.	Kazakhstan	56.25
97.	Kenya	45.00
98.	Kiribati	45.00
99.	Korea, North	45.00
100.	Korea, South	75.00
101.	Kuwait	56.25
102.	Kyrgyzstan	56.25
103.	Laos	45.00
104.	Latvia	56.25
105.	Lebanon	45.00
106.	Lesotho	45.00
107.	Liberia	45.00
108.	Libya	45.00
109.	Liechtenstein	75.00
110.	Lithuania	75.00
111.	Luxembourg	75.00
112.	Macau	45.00
113.	Macedonia	56.25
114.	Madagascar	45.00
115.	Malawi	45.00
116.	Malaysia	56.25
117.	Maldives	45.00
118.	Mali	45.00
119.	Malta	75.00
120.	Martinique	56.25
121.	Mauritania	45.00
122.	Mauritius	45.00
123.	Mexico	56.25
124.	Micronesia, Federated States of	75.00
125.	Moldova	56.25
126.	Monaco	45.00

Sr. No.	Name of the Country	Daily Allowance (US.S)
127.	Mongolia	45.00
128.	Montserrat	56.25
129.	Morocco	45.00
130.	Mozambique	45.00
131.	Namibia	56.25
132.	Nauru	45.00
133.	Nepal	45.00
134.	Netherlands	75.00
135.	Netherlands Antilles	56.25
136.	New Caledonia	45.00
137.	New Zealand	75.00
138.	Nicaragua	56.25
139.	Niger	45.00
140.	Nigeria	45.00
141.	Niue	45.00
142.	Norway	75.00
143.	Oman	56.25
144.	Pakistan	45.00
145.	Panama	56.25
146.	Papua New Guinea	75.00
147.	Paucity Islands (Trust territory)	56.25
148.	Paraguay	56.25
149.	Peru	56.25
150.	Philippines	56.25
151.	Principality of Liechtenstein (Vaduz)	75.00
152.	Poland	56.25
153.	Portugal	75.00
154.	Puerto Rico	56.25
155.	Qatar	56.25
156.	Republic of Palau	56.25
157.	Republic of San Marino	75.00
158.	Republic of Slovenia	75.00
159.	Reunion	45.00
160.	Romania	75.00
161.	Russian Federation	56.25
162.	Rwanda	45.00
163.	Saint Kitts and Nevis	45.00
164.	Saint Lucia	45.00
165.	Saint Vincent and the Grenadines	45.00
166.	Samoa	45.00
167.	Sao Tome and Principe	45.00
168.	Saudi Arabia	56.25

Sr. No.	Name of the Country	Daily Allowance (US.S)
169.	Senegal	45.00
170.	Seychelles	56.35
171.	Sierra Leone	45.00
172.	Singapore	56.25
173.	Solomon Islands	45.00
174.	Somalia	45.00
175.	South Africa	56.25
176.	Spain	75.00
177.	Sri Lanka	45.00
178.	Sudan	45.00
179.	Suriname	56.25
180.	Swaziland	45.00
181.	Sweden	75.00
182.	Slovakia Republic	56.25
183.	Switzerland	75.00
184.	Syria	56.25
185.	Tajikistan	56.25
186.	Tanzania	45.00
187.	Thailand	56.25
188.	Togo	45.00
189.	Tonga	45.00
190.	Trinidad and Tobago	56.25
191.	Tunisia	45.00

Sr. No.	Name of the Country	Daily Allowance (US.S)
192.	Turkey	75.00
193.	Turkmenistan	56.25
194.	Turks and Caicos Islands	56.25
195.	Turks and Caicos Islands	56.25
196.	Tuvalu	45.00
197.	Uganda	45.00
198.	United Arab Emirates	56.25
199.	United Kingdom	75.00
200.	United States	75.00
201.	Uruguay	56.25
202.	US Virgin Islands	45.00
203.	Uzbekistan	56.25
204.	Vanuatu	56.25
205.	Venezuela	56.25
206.	Vietnam	45.00
207.	Wallis and Futuna	45.00
208.	Yugoslavia	56.25
209.	Yemen	45.00
210.	Wallis Future Islands	45.00
211.	Zaire	45.00
212.	Zamora	45.00
213.	Zimbabwe	56.25

FINANCE DEPARTMENT**No. 7/12/2001-3FR-II****Dated, Chandigarh, the 5th December, 2001**

To

All the Administrative Secretaries in Haryana,
All Head of Departments in Haryana,
Commissioners, Ambala/Hisar/Gurgaon/Rohtak,
Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
All Managing Directors/Chief Administrators of Boards/
Corporations in Haryana.

Subject : Rates of daily allowances effective from 24.09.2000 for duty journeys in foreign countries.

Sir,

The rates of Dearness Allowance admissible on foreign visits in respect of different countries have been notified by the Government of India in respect of Government servants undertaking foreign journeys vide its instructions dated 1.12.2000 applicable w.e.f. 24.9.2000. These rates of DA do not include any element towards cost of accommodation and transport for official journeys.

The Chief Executives of the PSUs were hitherto claiming per diem rates at variance with those prescribed by the Government of India for the Government officers. They were drawing per diem allowance in terms of the RBI instructions of August 6, 1994 which are actually applicable in respect of the per diem ceiling for the purposes of drawal of foreign exchange.

Keeping in view the Government of India instructions dated 24.9.2000, it has been decided that the DA rates entitlement for the Chief Executives and not to the DA entitlement officers of PSUs shall also be the same as applicable to the Government officers and as per the rates notified by the Government of India vide its letter dated 1.12.2000. You are requested to take action accordingly.

Detailed set of instructions and guidelines in respect of foreign journeys are under preparation and shall be issued in due course of time.

Sd/-

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

***These instructions have been Revised vide
No. 28/26/2001-5B&C, Dated 09.05.2003.***

हरियाणा सरकार
वित्त विभाग

पृष्ठांकन क्रमांक 5/70/83-1एफ.आर.।। दिनांक 19 अक्तूबर, 1988 (19th October, 1988)

भारत सरकार विदेश मंत्रालय के पत्र क्रमांक क्यू./एफ.डी./695/27/85 दिनांक 16.8.88 की एक प्रति अनुलग्नकों सहित सभी विभागाध्यक्षों को सूचनार्थ एवं मार्गदर्शन हेतु भेजी जाती है।

हस्ता/-
अवर सचिव, वित्त (आर)
कृते: वित्तियुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

एक-एक प्रति अनुलग्नकों सहित सभी प्रशासकीय सचिवों को सूचनार्थ एवं मार्ग दर्शन हेतु भेजी जाती है।

हस्ता/-
अवर सचिव, वित्त (आर)
कृते: वित्तियुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी प्रशासकीय सचिव, हरियाणा सरकार।

अषा:क्र० 5/70/83-1एफआर।।/856,

दिनांक, चण्डीगढ़ 19.10.88

Copy of letter **No. Q/FD/695/1/85 Dated 16th August, 1988** from Under Secretary to Government of India Ministry of External Affairs FD Section, New Delhi to Office of Chief Secretaries to State Govts. They are requested to circulate these orders to all subordinate offices Public Sector Undertaking under their control.

Subject : Refixation of daily allowance rates.

In supersession of this Ministry's order of even number dt. 10.11.87 on the above subject, sanction of the President is hereby accorded to the revised rates of daily allowance for Journeys on duty in various countries as in the Annexure. The rates of daily allowance are the same throughout a country.

2. Admissibility of daily allowance for various officers as defined in SR.17 shall be as follows :

(a)	Officers drawing pay of Rs. 2800 and above in the new pay scales.	Full rates as indication in the Annexure.
(b)	Officers drawing pay of Rs. 1100 and above but less than Rs. 2800 p.m.	75% of the prescribed rates.
(c)	Officers drawing pay below Rs. 1100 p.m.	33% of the prescribed rates.

3. The rates of daily allowance fixed for various grades of officers do not include any element towards cost of transport for official Journeys. Accordingly, the actual cost of taxi of conveyance hired for trips on duty which is considered necessary and reasonable by the controlling authority will be reimbursed to the officer subject to specific provision of funds in the sanction order sanctioning the deputation/delegation.

4. As Regards accommodation, no monetary ceilings have been prescribed for hotel rentals but instead a panel of hotels has been drawn for all the major cities of the world. The officer is required to arrange accommodation in a hotel on the approved panel and claim reimbursement of the actual hotel room rentals (including services charges, taxes and other charges). For the cities where approved panel of hotels has not been prescribed, the lowest hotel rate for a particular grade of officer in the capital city of the country shall be the ceiling for hiring accommodation in a hotel in such cities. Where the officer makes his own arrangement for accommodation or where accommodation alone is provided free, he shall be granted daily allowance at the rate prescribed for his grade.

5. Where an officer is treated as State Guest or has been provided both accommodation and meals free, 25% of the daily allowance shall be accessible.

6. No reimbursement on account of tips, in addition to daily allowance shall be admissible.

7. Where the hotel charges include breakfast charges, the daily allowance shall be reduced by 10%

8. I.F.S. Officers whose basic pay is below Rs. 2800 p.m. shall ordinarily be paid Daily Allowance in accordance with their entitlement viz. at 75% of the prescribed rate. However, they shall be paid at the full rates, as admissible to officers drawing pay of Rs. 2800/- p.m. and above in the following circumstances :-

- (i) Where the officer concerned is second in command in the Mission/Post i.e. when there is no other diplomatic officer on the political side except the Head of Mission/Post, or

-
- (ii) When the officer concerned is sent on deputation to attend a conference/ Committee etc., in or outside the country of posting.

9. In the case of Missions which do not have arrangements to disburse the amount in US Dollars, there is no objection to the payment of equivalent amount in another convertible currency or local currency.

10. These orders will take effect from 1st July, 1988.

11. This issues with the concurrence of the Ministry of Finance vide their U.O. No. 8586/FS/88 dated 9.8.88 and Finance Branch of this Ministry vide their U.O. No. 1358/Fin. I/88 dated 10.8.1988.

Annexure to MEA' s letter No. O/ FD/695/1/85, Dated 16th August, 1988.

Sr. No.	Name of the Country	DA (US\$)
1.	Afghanistan	50.50
2.	Albania	39.50
3.	Algeria	75.00
4.	American Samoa	49.50
5.	Angola	75.00
6.	Antigua	75.00
7.	Anguilla	52.50
8.	Argentina	31.00
9.	Australia	57.00
10.	Austria	71.50
11.	Bahamas	75.00
12.	Bahrain	51.00
13.	Bangladesh	56.00
14.	Barbados	74.50
15.	Belgium	75.00
16.	Belize	65.00
17.	Benin	67.50
18.	Bermuda	75.00
19.	Bhutan	75.00
20.	Bolivia	47.00
21.	Botswana	44.00
22.	Brazil	52.50
23.	Brunei	75.00
24.	British virgin Island	39.50
25.	Bulgaria	54.50
26.	Burkina Faso	61.00
27.	Burma	39.50
28.	Burundi	59.50
29.	Cameroon	75.00
30.	Canada	51.00
31.	Cape Verde Island	42.50
32.	Cayman Islands	57.50
33.	Central African rep	75.00
34.	Chad	70.50
35.	Chile	44.50
36.	China	54.00
37.	Colombia	50.00
38.	Comoros	64.50
39.	Congo	75.00
40.	Cooks Islands	52.00
41.	Costa Rica	42.50
42.	Cuba	42.50
43.	Cyprus	39.00
44.	Czechoslovakia	49.50

Sr. No.	Name of the Country	DA (US\$)
45.	Denmark	75.00
46.	Djibouti	63.00
47.	Dominica	43.50
48.	Dominica Rep	30.00
49.	Ecuador	30.00
50.	Equate	49.50
51.	El. Salvador	44.50
52.	Equatorial	45.50
53.	Encolpia	45.50
54.	Fiji	31.50
55.	Finland	75.00
56.	France	67.00
57.	France Guiana	71.50
58.	Gabon	75.00
59.	Gambia	52.00
60.	Germany (East)	75.00
61.	Germany (West)	61.50
62.	Guano	30.00
63.	Greece	45.00
64.	Grenada	61.50
65.	Guadeloupe	75.00
66.	Guam	60.00
67.	Guatemala	41.50
68.	Guinea	75.00
69.	Guinea Bissau	63.50
70.	Guyana	74.50
71.	Haiti	48.50
72.	Honduras	51.00
73.	Hong Kong	75.00
74.	Hungary	58.00
75.	Iceland	59.00
76.	Indonesia	41.50
77.	Iran	75.00
78.	Iraq	75.00
79.	Ireland	70.50
80.	Italy	75.00
81.	Ivory Coast	70.00
82.	Jamaica	68.50
83.	Japan	75.00
84.	Jordan	42.00
85.	Kampuchea	30.00
86.	Kenya	52.00
87.	Kiribati	64.50
88.	Korea (South)	75.00

Sr. No.	Name of the Country	DA (US\$)
89.	Korea (North)	56.00
90.	Kuwait	75.00
91.	Laos	30.00
92.	Lebanon	43.00
93.	Lesotho	34.00
94.	Liberia	75.00
95.	Libya	60.50
96.	Luxembourg	69.00
97.	Macao	42.50
98.	Madagascar	39.00
99.	Malawi	48.00
100.	Malaysia	48.00
101.	Maldives	40.50
102.	Mali	71.50
103.	Malta	58.00
104.	Martinique	75.00
105.	Mauritania	40.00
106.	Mauritius	43.00
107.	Mexico	49.00
108.	Monaco	52.00
109.	Mongolia	44.50
110.	Montserrat	60.00
111.	Morocco	38.50
112.	Mozambique	43.50
113.	Nauru	30.00
114.	Nepal	36.00
115.	Netherland	75.00
116.	Nether Antille	75.00
117.	New Caledonia	61.50
118.	New Zealand	61.50
119.	Nicaragua	54.00
120.	Niger	75.00
121.	Nigeria	46.00
122.	Niue	43.50
123.	Norway	75.00
124.	Oman	75.00
125.	Pacific Island (Trust Territory)	74.00
126.	Pakistan	49.50
127.	Panama	48.00
128.	Papua New Guinea	73.50
129.	Paraguay	41.50
130.	Peru	40.50
131.	Philip Pines	44.00
132.	Poland	52.50

Sr. No.	Name of the Country	DA (US\$)
133.	Portugal	37.50
134.	Puerto rice	37.50
135.	Qatar	61.00
136.	Pennon	56.50
137.	Romania	45.50
138.	Rwanda	60.50
139.	Samoa	40.50
140.	Sao Tome & Principal	57.00
146.	Solomon Islands	32.50
147.	Somalia	30.00
148.	Spain	75.00
149.	Sri Lanka	30.00
150.	Sudan	75.00
151.	Suriname	49.50
152.	Swaziland	42.50
153.	Sweden	75.00
154.	Switzerland	68.00
155.	Syria	75.00
156.	St. Christopher Nevis	64.00
157.	St. Lucia	46.00
158.	St. Vincent and Granadines	56.50
159.	Tanzania	52.50
160.	Thailand	40.50
161.	Togo	71.00
162.	Tonga	30.00
163.	Trinidad & Tobago	46.50
164.	Tunisia	37.50
165.	Turkey	54.00
166.	Turkey & Caicos	75.00
167.	Tuvalu	30.00
168.	Uganda	75.00
169.	U.A.S	61.50
170.	U.K	75.00
171.	U.S.A	75.00
172.	U.S.S.R	75.00
173.	Uruguay	30.00
174.	U.S Virgin Islands	30.00
175.	Vanuatu	63.50
176.	Venezuela	30.00
177.	Vietnam	34.00
178.	Yemen	64.00
179.	Yemen Rep.	50.00
180.	Wallis Future	61.00
181.	Yugoslavia	50.50
182.	Zaire	75.00
183.	Zambia	61.50
184.	Zimbabwe	35.00

No. 5/17/2009-4FR

From

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

To

All the Heads of Department,
Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 20th May, 2010**Subject :** **Regulating the disbursement of one month's salary in lieu of L.T.C. facility under the revised scheme of L.T.C.**

I am directed to refer to FD's letter No. 5/17/2009-4FR, dated 1-12-2009 on the subject noted above.

2. It is further decided that :

- (i) LTC may be allowed to the employees who are retiring in the current financial year, i.e. 2010-2011 i.e. March. 2011.
- (ii) After providing LTC to those who are retiring in the current financial year (2010-2011), if budget is available then the LTC as per entitlement will be admissible to those who are actually proposing to go on LTC.
- (iii) If the budget is still available after (i & ii) above, priority may be given in order of seniority for LTC.
- (iv) No additional budget will be provided in the revised estimates.

These instructions should be brought to the notice of all concerned for strict compliance and taking such appropriate measures that are required/warranted.

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

***These instructions have been revised vide
No. 5/17/2009-4FR, dated 20.05.2010.***

Subject : **Regulating the disbursement of one month's salary in lieu of L.T.C. facility under the revised scheme of L.T.C.**

(Copy of F.D. Hr. No. 5/17/2009-4FR dt. 1st December, 2009)

I am directed to refer to Finance Departments letter No. 5/17/2009-4FR, dated 16.06.2009 on the subject noted above.

2. It has been further decided that the L.T.C. may be allowed only to the employees who are retiring in the current financial year i.e. March, 2010. It may also be allowed in the case of the employees where the L.T.C. slab is expiring during the current financial year. For other employees, the L.T.C. will be available in the balance years of the block period.

3. These instructions should be brought to the notice of all concerned for strict compliance and taking such appropriate measures that are required/warranted.

GOVERNMENT OF HARYANA
FINANCE DEPARTMENT
OFFICE MEMORANDUM

No. 5/17/2009-4FR

Dated 16th June, 2009

Subject : Regulating the disbursement of one month salary in lieu of the LTC facility under the revised scheme of LTC – Special dispensation in cases of employees who are likely to superannuate on or before 31st August, 2009 – guidelines regarding.

Sir,

I am directed to invite your attention to the subject cited above and to say that the revised scheme regulating the compensation in lieu of LTC facility available to the officers of the State Civil Services notified vide letter No. 13/19/2008-2SII dated 18th May, 2009 envisages that the 'entitled amount' shall be debitible on the object head '70 - Leave Travel Concession' under the scheme/sub scheme to which the Pay and Allowances of the concerned employee is debited. However, in some of the cases, there are not sufficient allocation in the respective object head '70-L.T.C.' to satisfy the claims. Instructions are being issued separately to take care of this limitation.

2. In the meanwhile, problems have been projected from some quarters that insufficiency of allocation in the relevant L.T.C. head is posing hardship in cases of employees who are likely to superannuate shortly as in their cases if the entitled disbursement to the eligible employees are not made before their superannuation, they will be deprived of the benefit on this account completely.

3. Accordingly, it has been decided that :

- (i) While utilizing the available allocation in the object head '70-L.T.C.', preference should be given to satisfy the claims of such of employees who are near the stage of superannuation. Such claims, if preferred and found eligible, should ideally be serviced/satisfied three months prior to the date of superannuation or, as the case may be, three months prior to the date of terminal end of the respective block.
- (ii) In all such cases where there is still a shortfall in the allocation to satisfy such claims, for satisfying the eligible claims pertaining to the employees that are likely to superannuate on or before the 31st August, 2009, available allocation under the object head '04-Travel Expenses' may be utilized.
- (iii) In cases where even the mechanism as authorized under sub para (ii) above fails to satisfy the eligible claims pertaining to the employees that are likely to superannuate on or before the 31st August, 2009, available allocation under the object head '01-Salaries and 02-Wages' may be utilized to satisfy them.
- (iv) The concerned H.O.D. shall be competent to sanction the diversions as authorized in terms of sub para (ii) and (iii) above.
- (v) A complete record of such diversion may be maintained at the level of H.O.D. concerned.

- (vi) For all the other cases, allocations may be sought from the F.D. through the prescribed procedure and in terms of instruction on the subject issued separately.

4. These instructions should be brought to the notice of all concerned for strict compliance and taking such appropriate measures that are required/warranted.

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

GOVERNMENT OF HARYANA
FINANCE DEPARTMENT
OFFICE MEMORANDUM

No. 5/17/2009-4FR

Dated 15th June, 2009

Subject : **Regulating the disbursement of one month salary in lieu of the LTC facility under the revised scheme of LTC – guidelines regarding.**

Sir,

I am directed to invite your attention to the subject cited above and to say that the revised scheme regulating the compensation in lieu of LTC facility available to the officers of the State Civil Services notified vide letter No. 13/19/2008-2SII dated 18th May, 2009 envisages a lump sum payment of one month salary to be permitted to the eligible employees once in a block of 4 years. On a long term basis, the uniform burden on this account was expected to be additional one month salary after every 48 months or a little over 2% of the wage bill on monthly basis.

2. However, on the implementation of the said scheme, there is an unprecedented surge of claims pouring in from all quarters attempting to realize this amount in a desperate hurry. A large number of proposals are being received from various departments to increase many fold the budgetary allocation under the relevant head of account to satisfy the claim at once. The consolidated claim expected to be uniformly satisfied over the balance months of the current block (about 30 months in case of block relevant to the employees of Haryana Government) cannot be satisfied at once over the next two to three months without compromising heavily the other public commitments of the State. This being a compensatory allowance, the need in terms of urgency does not happen to be pressing that all the other financial commitments of the State should be put on hold to satisfy the claims of all the employees at once over the next few months alone (which otherwise continues to be alternatively available to be availed till the end of the respective block of four years).

3. Accordingly, it has been decided that :

- (i) The concerned Heads of Departments (H.O.D.s) shall put a system in place appropriately prioritizing the claims so that the outgo on this scheme is uniformly spread over the balance months of the relevant blocks in currency. Such a system may be perpetuated for subsequent blocks as well.
- (ii) H.O.D.s may determine any mechanism to prioritize the claims with the paramount objective that it must yield the end result that happens to be to spread the obligation of Government on this account in financial terms uniformly over the balance period of the respective block¹, Such a system must be enforced within the department/organization.
- (iii) While prioritizing the claim, preference should be given to satisfy the claims of such of employees who are near the stage of superannuation or in

¹ There could be several ways of doing so. Like for instance, determine the percentage of employees in different categories (Group A to D) to be permitted to draw this benefit on monthly basis and further stratify the priority in terms of seniority – with the claim of senior being satisfied over that of junior on priority and so on. But the actual formulation in terms of the said prioritization is left at the discretion of the respective H.O.D.s/H.O.O.s.

whose case the respective block is going to reach its terminal end shortly. Such claims, if preferred and found eligible, should ideally be serviced/satisfied three months prior to the date of superannuation or, as the case may be, three months prior to the date of terminal end of the respective block.

- (iv) Under normal circumstances the Finance Department, considering the availability of resources that can be spared for this purpose, shall not entertain the proposals for increase in allocation under the relevant head of account and the departments should do with the existing allocations alone. However, in the instances of dire urgency, including when the allocations fall short to satisfy the preferential claims in terms of (iii) above, reference should be made to the Finance Department appropriately for enhancing the allocation. Such a reference should be eloquently speaking enough justifying objectively the urgency and articulating clearly the exact additionality required to satisfy the said urgency.

4. These instructions shall also apply on all the departments/heads of accounts that are either out of the compliances/control of the Treasuries in terms of 'expenditure control' or in whose case the expenditure is regulated through the L.O.C. mechanism.

5. It is important to understand and appreciate that the P.S.U.s/Organizations that are wholly or substantially owned or controlled by the Government of Haryana should, after adopting the scheme of the Government, not be seen to be dispensing with the implied benefits more liberally than the Government. Accordingly, wherever the revised L.T.C. scheme of the Government of Haryana has been adopted by the P.S.U.s/organizations wholly or substantially owned or controlled by the Government of Haryana, the requirements of these instructions must also be enforced mutatis mutandis.

6. These instructions should be brought to the notice of all concerned for strict compliance and taking such appropriate measures that are required/warranted.

Sd/-

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

To

All the Financial Commissioners & Principal Secretaries/
Administrative Secretaries to Government of Haryana.
Registrar (General), the High Court of Punjab & Haryana.
All Divisional Commissioners in Haryana.
All the Heads of Department Haryana.

Sd/-

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

**DATEWISE LIST OF INSTRUCTIONS OF SUBJECTS OF VOLUME-V
HRA, CCA, SPECIAL ALLOWANCE, CONVEYANCE ALLOWANCE, NPA,
CHILDREN EDUCATION ALLOWANCE, TA/DA, LTC ETC.**

Sr. No.	Date	Number	Subject	Remarks	Page No.
1.	07.06.2011	No. 5/11/93-1FR	Revision of rate of conveyance allowance to blind and orthopaedically handicapped Haryana Govt. employees		184
2.	22.06.2011	No. 5/27/98-1FR	Revised structure of admissibility of Travelling Allowance, Daily Allowance Travelling Entitlement etc.		301
3.	08.06.2011	No. 2/14/2009-1 Pension	Implementation of Revised Pension Rules (Part I & II) 2009 regulating the pension/family pension and related pensionary benefits entitlements - Clarifications regarding.		191
4.	07.06.2011	No. 5/11/93-1FR	Revision of rate of conveyance allowance to blind and orthopaedically handicapped Haryana Govt. employees		183
5.	03.06.2011	No. 5/6/2002-1B&C	Economy Measures.		245
5A.	03.06.2011	No. 5/6/2002-1B&C	Economy Measures.		261
6.	13.05.2011	No. 5/27/98-1FR	Revised structure of admissibility of Travelling Allowance, Daily Allowance, Travelling Entitlement, etc		303
7.	31.12.2010	No. 5/27/98-1FR	Revised structure of admissibility of Travelling Allowance, Daily Allowance Travelling Entitlement etc.	Clarified partly vide 13.05.2011 & 22.06.11.	209
8.	22.09.2010	No. 5/1/2010-1B&C	Regarding sanction of touring from 10 days to 15 days in a month in the case of Ministers/Ministers of State/Chief Parliamentary Secys./Parliamentary Secretaries.		246
9.	07.09.2010	No. 13/2(45)/2010-5FR	Scheme for grant of Education Allowance to the employees of Government of Haryana - clarifications.		190
10.	23.08.2010	No. 4/5/2009-5FR	Scheme for grant of Education Allowance to the employees of Government of Haryana.		189
11.	17.06.2010	No. 4/5/2009-5FR	Scheme for grant of Education Allowance to the employees of Government of Haryana.	Revised vide dt. 23.08.10 & 07.09.10.	188
12.	20.05.2010	No. 5/17/2009-4FR	Regulating the disbursement of one month's salary in lieu of L.T.C. facility under the revised scheme of L.T.C.		333
13.	05.03.2010	No. 1/83/2008-2PR (FD)	Revision of rates of Non Practising Allowance w.e.f. 01.01.2006.		192
14.	01.12.2009	No. 5/17/2009-4FR	Regulating the disbursement of one month's salary in lieu of L.T.C. facility under the revised scheme of L.T.C.	Revised vide dt. 20.05.10.	334

Sr. No.	Date	Number	Subject	Remarks	Page No.
15.	30.10.2009	No. 28/52/2009-1B&C	Scheme for grant of Education Allowance to the Employees of Govt. Haryana - Re-imburement thereof.		187
16.	08.10.2009	No. 10/7/2009-2FICW	Retention of Govt. Accommodation after Retirement/on transfer - instructions regarding.		91
17.	03.08.2009	No. 1/52/2005-2 Pension	Counting of Non-Practising Allowance for Pensionary Benefits.		193
18.	29.07.2009	No. 10/46/2004-2FICW	Grant of House Rent Allowances to Haryana Government Employees.		1
19.	21.07.2009	No. 10/46/2004-2FICW	Admissibility and entitlement of revised pattern of House Rent Allowance in respect of those employees who have opted to continue in their pre-revised scales of pay or in whose cases the scales of pay are yet to be revised - clarification regarding.		3
20.	21.07.2009	No. 10/46/2004-2FICW	Admissibility and entitlement of revised pattern of House Rent Allowance in respect of those employees who have opted to continue in their pre-revised scales of pay or in whose cases the scales of pay are yet to be revised - clarification regarding.		113
21.	20.07.2009	No. 1/52/2005-2 Pension	Counting of Non Practising Allowance for pensionary benefits for the Doctors who retired between 1-4-2001 to 6-12-2001.		194
22.	18.06.2009	No. 4/5/2009-5FR	Scheme for grant of Education Allowance to the Employees of Government of Haryana.	Modified partly vide dt. 23.08.10 & 07.09.10.	185
23.	16.06.2009	No. 5/17/2009-4FR	Regulating the disbursement of one month salary in lieu of the LTC facility under the revised scheme of LTC - Special dispensation in cases of employees who are likely to superannuate on or before 31st August, 2009 - guidelines regarding		335
24.	15.06.2009	No. 5/17/2009-4FR	Regulating the disbursement of one month salary in lieu of the LTC facility under the revised scheme of LTC - guidelines regarding		337
25.	29.04.2009	No. 13/2(24)2009-5FR	Clarifications regarding admissibility of City Compensatory Allowance(CCA) in certain cases.		115
26.	24.02.2009	No. 6/2/97-4FR	City Compensatory Allowance.		116

Sr. No.	Date	Number	Subject	Remarks	Page No.
27.	27.01.2009	No. 10/46/2004-2FICW	Grant of House Rent Allowance to Haryana Government Employees.	Revised vide dt. 29.07.09.	5
28.	16.01.2009	No. 6/2/97-4FR	City Compensatory Allowance.	Clarified vide dt. 24.02.09.	117
29.	16.01.2009	No. 4/3/2009-5FR	Grant of Hill Compensatory Allowance to the Haryana Govt. Employees posted in `Morni Hills`		137
30.	16.01.2009	No. 4/4/2009-5FR	Revision of Grant of Special Allowance to Peon-cum-Chowkidar, Peon-cum-Mali and Chowkidar-cum-Mali.		155
31.	15.01.2009	No. 4/2/2009-5FR	Revision of Grant of Special Allowance to all Safai Karamcharis working in various Departments/Public Undertakings/Municipal Committees in the State.		147
32.	14.01.2009	No. 5/32/98-1FR	Cycle Allowance to all Group `D` employees.		161
33.	14.01.2009	No. 1/125/2008-1PR (FD)	Revision of rates of Non-Practising Allowance w.e.f. 1.1.2006.	Revised vide dt. 05.03.10.	195
34.	12.01.2009	No. 5/11/93-1FR	Revision of rate of conveyance allowance to blind and orthopaedically handicapped Haryana Govt. employees	Revised vide dated 07.06.2011.	183
35.	01.09.2008	No. 10/24/2001-2FICW	Fixation of rate of licence fee for Government accommodation.		79
36.	25.07.2008	No. 6/2/97-5FR	City Compensatory Allowance.	Revised vide dt. 16.01.09.	118
37.	30.10.2007	No. 5/7/2005-1B&C	Regarding sanction of touring beyond 10 days in a month by the Administrative Departments.		247
38.	19.06.2007	No. 5/27/98-1FR	Revised rates of daily allowance for different places and Hotel/Tourist Bungalow charges in Delhi.	Revised vide dt. 31.12.10.	218
39.	18.06.2007	No. 5/27/98-1FR	Air Travel by Government servants on official duty.	Revised vide dt. 31.12.01.	263
40.	25.05.2007	No. 10/24/2007-2FICW	Grant of House Rent Allowance to Haryana Government Employees posted at NCT, Delhi.	Revised vide dt. 27.01.09.	7
41.	07.03.2007	No. 5/27/98-1FR	Air Travel by Government servants on official duty.	Revised vide dt. 18.06.07.	264
42.	03.10.2006	No. 10/44/2006-2FICW	Re-Classification of Towns & Cities.	Revised vide dt. 27.01.09.	31
43.	15.09.2006	No. 1/52/2005-2 Pension	Counting of Non Practising Allowance for pensionary benefits.	Clarified vide dt. 20.07.09.	196

Sr. No.	Date	Number	Subject	Remarks	Page No.
44.	19.07.2006	No. 5/11/93-1FR	Revision of rate of conveyance allowance to blind and orthopaedically handicapped Haryana Government employees.	Revised vide dated 12.01.2009.	182
45.	05.06.2006	No. 5/27/98-1FR	Air Travel by Government servants within India on official duty.	Revised vide dt. 31.12.2010	265
46.	01.05.2006	No. 4/6/82-4FR	Grant of Special Allowance to all Safai Karamcharis working in various departments/Public Undertakings/MCs in the State.	Revised vide dt. 15.01.2009.	148
47.	26.04.2006	No. 1/52/05-2Pension	Counting of Non Practising Allowance for pensionary benefits.	Clarified vide dt. 15.09.06 & 20.07.09.	197
48.	11.01.2006	No. 5/11/93-1FR	Revision of rate of conveyance allowance to blind and orthopaedically handicapped Haryana Government employees.	Revised vide dt. 19.07.06.	181
49.	14.12.2005	No. 5/27/98-1FR/3280	Entitlement to travel by Air - Partial Modification	Revised vide dt. 07.03.07.	Not Printed
50.	26.09.2005	No. 6/2/97-4FR	City Compensatory Allowance.	Revised vide dt. 16.01.09.	119
51.	17.06.2005	No. 4316-2FICW-2004	Re-Classification of Towns and Cities.	Revised vide dt. 27.01.09.	32
52.	09.05.2005	No. 5/7/2005-1B&C	Sanction of expenditure by the Administrative Department.	Revised partly vide dt. 20.07.05 & 30.10.07.	248
53.	17.12.2004	No. 10/46/2004-2FICW	Grant of House Rent Allowance to Haryana Government Employees.	Revised vide dt. 27.01.09.	8
54.	17.12.2004	No. 5/32/98-1FR	Cycle Allowance to all Group "D" employees.	Revised vide dt. 14.01.09.	162
55.	17.09.2004	No. 5/27/98-1FR	Revision of Rates of Mileage Allowance.	Revised vide dt. 31.12.10.	220
56.	27.02.2004	क्र. 5 / 2 / 2004-6एफ.आर.	इंडियन एयरलाइन्स द्वारा वायुयान द्वारा यात्रा के लिए कॅसेशन स्कीम के तहत खरीदी गई टिकटों को कॅसल कराने पर कॅसलेशन चार्जिज की प्रतिपूर्ति करना ।	Modified vide dated 03.01.2000	273
57.	16.01.2004	No. 5/33/2003-6FR	Journey by Air.		266
58.	09.05.2003	No. 28/26/2001-5B&C	Audit of foreign travel expenditure.		321
59.	01.05.2003	No. 10/7/2003-2FICW	Instructions regarding vacation of rented buildings.		99

Sr. No.	Date	Number	Subject	Remarks	Page No.
60.	10.10.2002	No. 1/4/36/02-2FR-II	Implementation of Government's decision on pension and family pension related matters - clarifications regarding NPA as on 1.1.1986 and 1.1.1996.		198
61.	05.12.2001	No. 7/12/2001-3FR-II	Rates of daily allowances effective from 24.09.2000 for duty journeys in foreign countries.		326
62.	23.04.2001	No. 5/27/98-1FR-II	Air Travel by no higher than economy class - Instructions regarding.		267
63.	09.04.2001	No. 9/16/94-1PR(FD)	Revision of rates of Non-Practising Allowance w.e.f. 1.4.2001.	Revised vide dt. 14.01.09.	189
64.	22.01.2001	No. 5/27/98-1FR-II	Revised rates of Travelling allowance, Daily allowance etc. admissible on the new scales of pay.	Revised vide dt. 31.12.10.	221
65.	29.11.2000	No. 11/2/2000-SAO (FD)	Clarifications regarding fixation of pay of the employees in receipt of Non-practising Allowance (NPA), and grant of DA on NPA w.e.f. 01.01.2000.		201
66.	10.08.2000	No. 5/12/2000-1FR-II	TA entitlement in respect of Transport of Vehicles on retirement/ transfer of Government employees.	Revised vide dt. 31.12.10.	283
67.	07.07.2000	No. 5/11/93-1-FR-II	Revision of Rate of conveyance allowance to blind and orthopaedically handicapped Haryana Government employees.	Revised vide dt. 11.01.06.	180
68.	08.05.2000	क्र. 5 / 48 / 99- 1एफ0 आर0- II	दैनिक भत्ता देने सम्बन्धी कलैरीफिकेशन ।		227
69.	21.03.2000	No. 5/31/99-4FR-II	Journey by Air.	Revised vide dt. 16.01.04.	268
70.	03.01.2000	No. 5/44/99-1FR-II	Refund of cancellation charges on unused Railway/Air/Bus Tickets.	Revised partly vide dt. 27.02.04.	274
71.	06.10.1999	No. 5/33/99-1FR-II	Clarification regarding grant of conveyance allowance to one eyed employees.		179
72.	15.07.1999	No. 5/27/98-1FR-II	Clarification regarding Fixed T.A.	Revised vide dt. 31.12.10.	304
73.	13.08.1998	No. 6/2/97-3FR-II	City Compensatory Allowance.	Revised vide dt. 16.01.09.	120
74.	13.08.1998	No. 5/32/98-1FR	Cycle Allowance to all Group "D" employees.	Revised vide dt. 17.12.04.	163
75.	11.08.1998	No. 10/31/98-2FICW	Grant of House Rent Allowance to Haryana Government Employees.	Revised vide dt. 17.12.04.	10
76.	29.07.1998	No. 5/27/98-1FR-II/ (Part-I)	Revised rates of Travelling Allowance, Daily Allowance etc. admissible on the new scales of pay.	Revised vide dt. 31.12.10.	222

Sr. No.	Date	Number	Subject	Remarks	Page No.
77.	29.07.1998	No. 5/27/98-1FR-II (Part-II)	Journey on retirement - change in provisions of Rule 2.80(3)(VIII).		285
78.	06.05.1998	No. 5/27/98-1PR(FD)	Grant of D.A. on NPA as applicable in the pre-revised scales.		203
79.	30.05.1997	No. 10/30/96-2FICW	Penal Rent after transfer/retirement of Govt. employees in Haryana.		92
80.	26.02.1997	No. 5/12/97-4FR-II	Journey by Air.	Reiterated vide dated 21.03.2000.	Not Printed
81.	14.11.1996	No. 10/28/96-2FICW	Hiring of private buildings and fixing of revised rent for use of Govt. offices.	Modified vide FD Not. dt. 12.03.06.	101
82.	22.05.1996	No. 10/13/96-2FICW	Grant of House Rent Allowance to Haryana Govt. employees.		47
83.	27.02.1996	No. 10/2/96-2FICW	Grant of House Rent Allowance to Haryana Government Employees.	Revised vide dt. 11.08.98.	12
84.	16.01.1996	No. 5/55/95-4FR-II	Journey by Air.	Revised vide dt. 26.02.97.	Not Printed
85.	16.01.1996	No. 5/44/95-1FR-II	Entitlement regarding journey by Air and Shatabdi Express.	Revised vide dt. 29.07.98.	Not Printed
86.	07.12.1995	No. 5/41/95-4FR-II	Journey by Air.	Revised vide dt. 16.01.96.	Not Printed
87.	06.10.1995	No. 1/50/95-3PR	Grant of N.P.A. to Veterinary Doctors of Animal Husbandry Department, Haryana.	Revised vide dt. 09.04.01.	204
88.	18.07.1995	No. 5/7/81-1B&C	Economy in expenditure on Tours.		250
89.	09.05.1995	No. A-13/1/92-2PR(FD)	Grant of NPA to Ayurvedic/Unani/Homeopathic Doctors and Teachers of Sri Krishna Govt. Ayurvedic College, Kurukshetra.	Revised vide dt. 09.04.01.	205
90.	20.01.1995	No. 10/14/94-2FICW	Grant of House Rent Allowance to Government Employees.	Revised vide dt. 30.05.97.	94
91.	26.09.1994	No. 6/8/83-3FR-II	Grant of Hill Compensation Allowance to the Haryana Govt. Employees posted in "Morni Hills".	Revised vide dt. 16.01.09.	138
92.	02.09.1994	No. 10/14/93-2FICW	Grant of House Rent Allowance to Government Employees.		71
93.	03.05.1994	No. 6/8/83-3FR-II	Grant of 'Hill Compensation Allowance' to the Haryana Govt. Employees posted in 'Morni Hills'.	Revised vide dt. 26.09.94.	139
94.	22.02.1994	No. 5/4/91-1FR-II	Revised rates of T.A./D.A. entitlement for travel etc.	Revised vide dt. 29.07.98.	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
95.	12.01.1994	No. 3183-2FICW-93/	Re-classification of Towns and Cities.	Revised vide dt. 27.01.09.	33
96.	12.01.1994	No. 6/1/82-3FR-II	City Compensatory Allowance.	Revised vide dt. 13.08.98.	121
97.	06.04.1993	No. 5/11/93-1FR-II	Revision of Rate of conveyance allowance to blind and orthopaedically handicapped Haryana Government employees.	Revised vide dt. 07.07.2k.	178
98.	30.03.1993	No. 5/4/91-1FR-II	Revised rates of TA/DA entitlement for travel etc.	Revised vide dt. 31.12.10 and become obsolete.	Not Printed
99.	26.03.1993	No. 428-2FICW-93	Grant of House Rent Allowance to the Haryana Government Employees.		49
100.	04.09.1992	No. 1754-2FICW-91	Grant of House Rent Allowance to Government employees.		77
101.	06.08.1992	No. 5/4/91-1FR-II	Revised rates of T.A./D.A., entitlement for travel etc.	Revised vide dt. 29.07.98.	Not Printed
102.	01.06.1992	No. 5/4/91-1FR-II	Revised rates of Travelling Allowance/ Daily Allowance, entitlement for travel etc.	Revised vide dt. 29.07.98.	Not Printed
103.	20.03.1992	No. 1/11/87-2PR(FD)	Revision of rates of NPA grant of incentives for higher qualifications and revision of pay scales of one category of HCMS.	Revised vide dt. 09.04.01.	206
104.	03.12.1991	No. 12/60/PE(FD)AIII	Regarding hiring of private buildings on rent and fixing of revised rent private building for use as Govt. Offices.		103
105.	01.10.1991	No. 10/36/91-2FICW	Hiring of private buildings and fixing of revised rent for use of Govt. offices.	Revised partly vide dt. 14.11.96.	104
106.	04.09.1991	No. 1788-2FICW-91	Provision of houses to officers on deputation to Corporations/Boards/ Federations - fixation of rate of licence fee for the hiring of private houses.		80
107.	25.07.1991	No. 5/4/91-1FR-II	Revised rates of Travelling Allowance, Daily Allowance etc. admissible on the new scales of pay.	Revised vide dt. 29.07.98.	Not Printed
108.	16.07.1991	No. 10/15/91-2FICW	Grant of House Rent Allowance to Haryana Govt. employees.	Revised vide dt. 29.07.09.	34
109.	04.06.1991	No. 5/6/88-1B&C	Economy in expenditure - Touring	Superseded vide dated 30.10.2007.	Not Printed
110.	30.04.1991	No. 1011-2FICW-91	Fixation of rate of licence fee for Government accommodation.	Revised vide dt. 01.09.08.	82

Sr. No.	Date	Number	Subject	Remarks	Page No.
111.	01.04.1991	No. 537-2FICW-91	Grant of House Rent Allowance to Haryana Government employees.	Revised vide dt. 17.12.04.	35
112.	04.03.1991	No. 6/1/91-3FR-II	City Compensatory Allowance.	Revised vide dt. 13.08.98.	122
113.	28.02.1991	No. 419-2FICW-91	Grant of House Rent Allowance to Haryana Government employees.	Revised vide dt. 27.02.96.	14
114.	10.12.1990	No. 10/49/90-2FICW	Grant of House Rent Allowance to Govt. employees reclassification of cities/towns.	Revised vide dt. 28.02.91.	36
115.	29.08.1990	No. 1285-2FICW-90	Regarding cases pertaining to hiring of building on rent etc.	Revised vide dt. 01.10.91.	108
116.	18.06.1990	No. 1388-2FICW-90/	Capitalization of the cost of fans installed in the Government residential buildings in the State.		83
117.	10.05.1990	No. 1285-2FICW-90	Hiring of private building and fixing of revised rent.	Revised vide dt. 01.10.91.	Not Printed
118.	05.02.1990	No. 2354-2FICW-89	Recovery of Rent/Fan Rent from Govt. employees.	Modified partly vide dt. 18.06.90.	84
119.	08.12.1989	No. 5/4(2)82-1FR-II (2253)	Grant of conveyance Allowance to the State Government employees suffering from spinal deformity (generally known as hunch back disability).	Revised vide dt. 06/04/93.	177
120.	20.11.1989	No. 4/9/89-2FICW	Fraudulent drawal of House Rent Allowance by the Government employees.		50
121.	11.09.1989	No. 346-2FICW-89	Grant of House Rent Allowance to Government employees.		52
122.	09.08.1989	No. 5/26/88-1FR-II	Revised rates of Travelling Allowance, Daily Allowance, etc. admissible to the new scales of pay.	Modified partly vide dt. 25.07.91.	305
123.	25.05.1989	No. 2/1/(4)-80-2FR-II	Pre-audit of arrear claims - discontinuance thereof.		306
124.	11.05.1989	No. 5/26/88-1FR-II	Revised rates of Travelling Allowance, Daily Allowance, etc. etc. admissible on the new scales of pay.	Revised vide dt. 31.12.2010.	228
125.	09.05.1989	No. 5/26/88-1FR-II	Revised rates of TA/DA admissible on the new scales of pay.	Revised vide dt. 31.12.10 & become obsolete.	Not Printed
126.	24.04.1989	क्र. 966— 2एफ.आर.सी.डब्ल्यू.—89	सरकारी कार्यालयों के लिए भवन किराये पर लेना ।		112
127.	14.03.1989	No. 346-FICW-89	Grant of House Rent Allowance to Government employee.	Withdrawn vide dt. 11.09.1989	53

Sr. No.	Date	Number	Subject	Remarks	Page No.
128.	04.01.1989	No. 2648-2FICW-88	Grant of House Rent.	Revised vide dt. 20.01.95.	96
129.	02.12.1988	No. 5/26/88-1FR-II	Revised rates of Travelling Allowance, Daily Allowance, etc. admissible on the new scales of pay.	Revised vide dt. 25.07.91.	Not Printed
130.	30.11.1988	No. 5/58/87-1FR-II	T.A. to retired Govt. servants for perusal of documents and attending the enquiries.		275
131.	19.10.1988	क्र. 5/70/83-1एफ.आर.।।	Refixation of daily allowance rates.	Revised vide dt. 09.05.03.	327
132.	09.09.1988	No. 2351-2FICW-88	Clarification regarding Special Pay on Revised Pay Scales.		54
133.	09.09.1988	No. 2406-2FICW-88	Grant of House Rent Allowance to Haryana Government employees.	Revised vide dt. 29.07.09.	55
134.	12.05.1988	क्र. 5/70/83-1एफ.आर.।।	विभिन्न देशों में दैनिक भत्तों की दरों का पुनः नियतन करना ।	Revised vide dt. 19.10.88.	Not Printed
135.	30.03.1988	No. 5/30/88-1FR-II	Revision of rate of Conveyance Allowance to blind and Orthopaedically handicapped Haryana Government employees consequent on the introduction of H.C.S. (Revised pay) Rules, 1987.	Revised vide dt. 06/04/93.	176
136.	14.03.1988	No. 5/26/88-1FR-II	Revised rates of Travelling Allowance, Daily Allowance etc. admissible on the new scales of pay.	Revised vide dt. 02.12.88 & 25.07.91.	Not Printed
137.	12.02.1988	No. 52-2FICW-88	Grant of House Rent Allowance to Haryana Government employees posted in Rural areas.	Revised vide dated 28.02.1991	16
138.	12.02.1988	No. 52-2FICW-88	Grant of House Rent Allowance to Haryana Government employees on the revised rates.	Revised vide dated 28.02.1991	17
139.	09.02.1988	No. 5/6/88-1FR-II	Cycle Allowance to all Group 'D' employees.	Revised vide dt. 13.08.98.	164
140.	09.02.1988	No. 5/7/88-1FR-II	Revision of pay scale – enhancement of fixed T.A.	Revised vide dt. 29.07.98.	309
141.	01.02.1988	No. 6/1/88/3FR-II	City Compensatory allowance.	Revised vide dt. 04.03.91.	123
142.	09.12.1987	No. 5/36/87-1FR-II	TA/DA to retired Government servants for attending courts of Law in connection with department cases.		276
143.	31.08.1987	No. 5/36/87-1FR-II	TA to retired Government servants for perusal of documents in preparation of their defence against disciplinary proceedings.		277

Sr. No.	Date	Number	Subject	Remarks	Page No.
144.	15.05.1987	No. 5/50/86-1FR(II)	Delegation of powers for relaxation to journeys on retirement performed after stipulated period of one year.		286
145.	29.04.1987	No. 3/1/1PR(FD)-87	Freezing of N.P.A Special Pay, city compensatory Allowance, House Rent allowance, Rural Allowance, Deputation Allowance and TA\DA etc.	Revised partly vide dt. 12.02.88.	18
146.	01.01.1987	No. 6/1/87-3FR-II	City Compensatory Allowance.	Revised vide dt. 01.02.88.	124
147.	21.07.1986	No. 1241-2FICW-86	Grant of House Rent Allowance to Govt. employees.		56
148.	30.06.1986	No. 1479-2FICW-85	Grant of house rent allowance to Government employees.	Revised vide dt. 30.04.91.	Not Printed
149.	07.05.1986	No. 4/7/86-3FR(II)	Grant of Rural Allowance to Haryana Government employees.	Revised vide dt. 12.02.88.	19
150.	27.03.1986	No. 4/5/86-3FR-II	Grant of Special Allowance to Peon-cum-Chowkidar, Peon-cum-Mali and Chowkidar-cum-Mali.	Revised vide dt. 16.01.09.	156
151.	19.02.1986	No. 4/6/82-3FR-II	Grant of Financial benefit to Sweepers.		149
152.	14.01.1986	No. 2915-2FICW-85	Grant of house rent allowance to Government employees.	Revised vide dt. 30.04.91.	Not Printed
153.	03.10.1985	No. 1755-FICW-85	Grant of House Rent Allowance to Govt. employees.	Revised vide dt. 04.09.92.	78
154.	24.09.1985	No. 5/51/85-1FR(II)	Mileage allowance journey by road - Increase thereof.	Revised vide dt. 14.03.88.	Not Printed
155.	11.09.1985	No. 2392-2FICW-85	Recovery of House Rent on transfer/retired Govt. employees.	Revised vide dt. 04.01.89.	Not Printed
156.	28.06.1985	No. 1146-2FICW-85	Recovery of licence fee in respect of Govt. accommodation allotted to the Haryana Government employees at Chandigarh.		86
157.	10.06.1985	क्र. 5/18/85-1एफ.आर.-II	यात्रा भत्तों बिलों के भुगतान के लिए हवाई जहाज (वातानुकूल) डिलक्स बस तथा रेल द्वारा की गई यात्रा (प्रथम श्रेणी) के टिकटों को प्रस्तुत करना ।		269
158.	27.05.1985	No. 6/1/85-3FR-II/1298	City Compensatory Allowance at Delhi.	Revised vide dt. 01.02.88.	125
159.	04.04.1985	No. 1/106/3PR(FD)-81	Revision of Pay Scales.	Revised vide dt. 07.08.98 & 09.04.01.	208
160.	01.04.1985	No. 6/1/85/3FR-II	City Compensatory Allowance.	Revised vide dt. 01.02.88.	126

Sr. No.	Date	Number	Subject	Remarks	Page No.
161.	01.03.1985	No. 5/4(2)-82-1FR-II	Grant of conveyance allowance to Blind and Orthopaedically Handicapped Employees of Haryana Government.	Revised vide dt. 30.03.88.	175
162.	14.02.1985	No. 125-2FICW-85	Grant of House Rent Allowance to Govt. Employees posted at Delhi and residing in the Capital Region of Delhi.	Revised vide dt. 26.03.93 & 22.05.96.	Not Printed
163.	22.10.1984	No. 4/4/2PR(FD)-80/-	Rationalisation of Travelling Allowance.	Obsolete.	Not Printed
164.	27.09.1984	No. 5/24/84-1FR-II	Journey by Air.	Revised vide dt. 07.12.95.	Not Printed
165.	13.08.1984	No. 77-2FICW-83	Recovery of licence fee in respect of Govt. accommodation allotted to the Haryana Government employees at Chandigarh.	Modified partly vide dt. 30.04.91	87
166.	25.07.1984	No. 5/35/84-1FR-II	Revised rates of Travelling Allowance, Daily Allowance etc. admissible on new scales of pay.	Revised vide dt. 29.07.98.	Not Printed
167.	29.06.1984	No. 1815-2FICW-84	Grant of House Rent Allowance to Government employees stationed at Gurgaon.	Revised vide dt. 28.02.91.	37
168.	03.05.1984	No. 5/7/81-1B&C(1B)	Economy in expenditure - Economy in the use of staff Cars.	Revised vide dt. 30.10.07.	Not Printed
169.	05.04.1984	No. 5/2/84/1FR(II)	Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped Employees of Haryana Government.	Obsolete	Not Printed
170.	06.03.1984	No. 5/4(2)-82-1FR-II	Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped Employees of Haryana Government.		174
171.	15.02.1984	No. 5/2/84/1FR-II	Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped Employees of Haryana Government.		173
172.	10.11.1983	No. 11/38-2FICW-83	Grant of house rent allowance to Govt. employees who are entitled to rent free accommodation but have not been provided with such accommodation.	Obsolete.	Not Printed
173.	11.09.1983	No. 3435—एफ0आई0सी0 डब्ल्यू0—75 / 32021	सरकारी कर्मचारियों को मकान किराया भत्ता देना।	Obsolete.	Not Printed
174.	16.08.1983	No. 1876-2FICW-83	Grant of house rent allowance to Government employee - reclassification of towns/cities.	Revised vide dt. 28.02.91.	38
175.	10.08.1983	No. 5/4(2)-82-1FR-II	Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped Employees of Haryana Government.		172
176.	10.08.1983	No. 5/3(13)-82-1FR-II	TA/DA for officers required to visit Delhi.	Obsolete.	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
177.	27.06.1983	No. 5/27/83-1FR-II	Preparation of T.A. Bills once in a Month.		310
178.	27.05.1983	No. 6/1/83-3FR-II	City Compensatory Allowance.	Obsolete.	Not Printed
179.	18.05.1983	No. 10/39/2FICW-83	Recovery of Licence fee in respect of Govt. residential building incharge of P.W.D.		88
180.	09.05.1983	No. 1229-2FICW-83	Grant of House rent allowance to Government employees.	Obsolete.	Not Printed
181.	04.04.1983	No. 768-2FICW-83	Grant of house rent allowance to Government employees – reclassification of Towns/Cities.	Revised vide dt. 28.02.91.	39
182.	22.03.1983	No. 646-2FICW-83	Grant of house rent allowance to Government employees.	Revised vide dt. 09.05.83.	Not Printed
183.	28.02.1983	No. 5/3(13)-82-1FR-II	T.A./D.A. for officers required to visit Delhi.		Not Printed
184.	14.02.1983	No. 5/1/83-1FR-II	Revised rates of T.A./D.A. etc. admissible on the new scales of pay.		229
185.	13.01.1983	No. 116-2FICW-83	Grant of House rent allowance to Government employees.	Obsolete.	Not Printed
186.	10.01.1983	क्र. 5/7/81-ब.व.क. (54बी.)	Economy in Expenditure - Economy in the use of Staff Car.		251
187.	23.11.1982	No. 2272-2FICW-82	Grant of house rent allowance to Government employees who are entitled to rent free accommodation but have not been provided with such accommodation.	Obsolete.	Not Printed
188.	22.11.1982	No. 5/1(16)-82-1FR-II	Grant of T.A./D.A. to the Officers on tour during ASIAD.	Obsolete.	Not Printed
189.	17.11.1982	No. 5/7/81-1B&C	Economy in Expenditure - Economy in use of Staff Cars.		253
190.	16.11.1982	No. 5/1(16)-82-1FR-II	Grant of T.A./D.A. to the Officers on tour during ASIAD.	Obsolete.	Not Printed
191.	02.11.1982	No. 11/117/81-2FICW	Recovery of house rent in respect of Govt. accommodation at Chandigarh - Issue of No Demand Certificate.	Withdrawn vide dt. 13.08.1984.	89
192.	29.10.1982	No. 5/4(2)-82-1FR-II	Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped Employees of Haryana Government.		171
193.	29.09.1982	No. 2272-2FICW-82	Grant of house rent allowance to Government employees who are entitled to rent free accommodation but have not been provided with such accommodation.	Obsolete.	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
194.	21.09.1982	No. 5/7/81-1B&C	Economy in expenditure in the case staff cars.		254
195.	10.09.1982	No. 5/4(2)-82-1FR-II	Grant of conveyance allowance to blind and orthopaedically handicapped employees of Haryana Govt.	Modified partly Revised vide dt. 29.10.82 & 01.03.85.	169
196.	07.05.1982	No. 3973-2FICW-81	Submission of House rent receipts by Government employees.		65
197.	06.05.1982	No. 5/7/81-1B&C	Economy in expenditure - Economy in the use of staff cars.		255
198.	09.03.1982	No. 5/4(1)82/1FR-II	Conveyance allowance to all Class IV employees.		165
199.	03.03.1982	No. 5/7/81-1B&C	Economy in expenditure - economy in the use of staff cars.		256
200.	11.01.1982	No. 1/174/1PR(FD)-81	Rate of Over time Allowance to Drivers and Class IV employees.	Modified vide dt. 04.04.1985 & 27.03.86.	157
201.	24.11.1981	No. 4/4/2PR(FD)-80	Revision of Rates of Fixed T.A./Conveyance Allowance.		Not Printed
202.	23.11.1981	No. 4/6/81-3FR-II	Grant of Special Allowance of Rs. 65/- to Sweepers.		150
203.	09.11.1981	No. 5/7/81-1B&C	Economy in expenditure - Economy in the use of staff cars.		257
204.	14.10.1981	No. 2810-2FICW-81	Recovery of House rent in respect of Government accommodation.	Revised vide dt. 13.08.84.	Not Printed
205.	12.10.1981	No. 10(32)/81-4FR-I	Grant of Honoraria, over-time allowance and special pay.		158
206.	09.09.1981	No. 5/11/81-1B&C	Economy on expenditure – Non-payment of transfer TA on transfer at the request of a Government servant.		287
207.	27.07.1981	No. 5/7/81-1B&C	Economy in expenditure - Economy in the use of staff cars.		259
208.	24.07.1981	No. 5/9(3)-79-1FR-II	T.A./D.A. for journeys between Ambala Cantt. and Ambala City.		230
209.	20.07.1981	No. 4/6/1PR(FD)-80	Rates of Over-time allowance to Drivers and Class-IV employees - Implementation of the recommendations of Pay Commission.	Revised vide dt. 11.01.82.	Not Printed
210.	06.07.1981	No. 11/106-2FICW-80	Recovery of house rent in respect of Government accommodation.	Revised vide dt. 14.01.86.	Not Printed
211.	25.05.1981	No. 4/6/81-3FR-II	Grant of Special Allowance of Rs. 65/- to Sweepers	Clarified vide dt. 23.11.81.	151

Sr. No.	Date	Number	Subject	Remarks	Page No.
212.	25.05.1981	No. 5/7/81-1B&C	Economy in expenditure - Economy in the use of staff cars.		260
213.	12.05.1981	No. 5/11/81-1B&C	Economy in expenditure - non-payment of transfer T.A. on transfer at the request of a Government Servant.	Reiterated vide dated 09.09.1981	288
214.	16.04.1981	No. 6/1/80-3FR-II (Substitution)	City Compensatory Allowance	Revised vide dt. 01.02.88.	Not Printed
215.	16.04.1981	No. 6/1/80-3FR-II	City Compensatory Allowance.	Substituted vide same No. and date.	Not Printed
216.	01.03.1981	No. 50-2FICW-81	Grant of House Rent Allowance to Govt. Employees.	Further clarified vide dt. 02.09.94.	73
217.	16.02.1981	No. 6/1/80/3FR-II	City Compensatory Allowance.	Revised partly vide dt. 27.05.85.	127
218.	09.01.1981	No. 5/6(II)-78-3FR-II	Daily Allowance during training within India.		231
219.	01/07.01.81	No. 6/1/80-3FR-II	City Compensatory Allowance.	Revised vide dt. 01.02.88.	Not Printed
220.	17.12.1980	No. 6/1/80-3FR-II	City Compensatory Allowance.	Revised vide dt. 01.04.85.	128
221.	29.10.1980	No. 2872-2FICW-80	Grant of House Rent Allowance to Govt. Employees on the revised rates.		20
222.	24.10.1980	No. 11/106-2FICW-80	Recovery of house rent in respect of Government Accommodation.	Revised vide dt. 06.07.81.	Not Printed
223.	06.10.1980	No. 3/2/1PR(FD)-80	Grant of adhoc pay and special pay to sweepers.	Revised vide dt. 01.05.06.	152
224.	11/12.09.80	No. 2607-2FICW-80	Grant of House Rent Allowance to Government employees.	Further clarified vide dt. 01.03.81.	74
225.	25.08.1980	No. 5/1/80-1FR-II/1360	Revised rates of Daily Allowance for journeys performed by own car.		233
226.	22.08.1980	No. 6/1/80-3FR-II	City Compensatory Allowance.	Revised vide dt. 17.12.80, 06.02.1981 & 16.04.81.	129
227.	14.07.1980	No. 11/25/80-FICW(2)	Grant of House Rent Allowance to Government employees on the revised rates.	Revised vide dt. 12.02.88.	21
228.	09.07.1980	No. 6/1/80-3FR-II	Revised rates of City Compensatory Allowance etc. admissible on the new scales.	Revised vide dt. 01.02.88.	130

Sr. No.	Date	Number	Subject	Remarks	Page No.
229.	20.05.1980	No. 6/1/80-3FR-II	City Compensatory Allowance.	Revised vide dt. 27.05.85.	131
230.	18.03.1980	No. 6/1/80-3FR-II	City compensatory allowance.	Revised vide dt. 17.12.80.	Not Printed
231.	18.03.1980	No. 5/1/80-1FR-II	Revised rates of Travelling Allowance, Daily Allowance, etc. admissible on the new scales.	Revised vide dt. 14.03.88.	Not Printed
232.	21.02.1980	No. 6/1/80/3FR-II	City Compensatory Allowance.	Revised vide dt. 18.03.80 & 17.12.80.	132
233.	21.02.1980	No. 5/1/80-1FR-II	Revised rates of Travelling Allowance, Daily Allowance etc. admissible on the new scales of pay.	Revised vide dt. 14.03.88.	Not Printed
234.	09.07.1979	No. 4/6/79-3FR-II	Financial benefit to Sweepers.	Revised vide dt. 06.10.80.	153
235.	16.05.1979	क्र.11(36)79-एफ0आई0सी0डब्ल्यू0	सरकारी कर्मचारियों को मकान किराया भत्ता देना ।	Revised vide dt. 04.04.83.	41
236.	19.01.1979	No. 6/1/78-3FR-II	City Compensatory Allowance.	Revised vide dt. 21.02.80.	134
237.	04.12.1978	No. 11(81)-2FICW-78	Recovery of House Rent from the Govt. employees for Govt. accommodation at Chandigarh.	Revised vide dated 06.07.1981.	Not Printed
238.	.12.1978	क्र. 1(85)-2एफ0आई0सी0डब्ल्यू0-78	सरकारी कर्मचारियों को मकान किराया भत्ता देना ।	Revised vide dt. 11.09.83.	42
239.	26.09.1978	No. 6/1/78-3FR-II	Chandigarh Compensatory Allowance.	Revised vide dt. 21.02.80.	135
240.	21.09.1978	No. 5/6(II)-78-3FR-II	Daily Allowance during training within India.	Revised vide dt. 09.01.81.	Not Printed
241.	22.05.1978	No. 6234-F-II(9)-78/8511	Standard licence fee and Market Licence fee in respect of general pool residential accommodation of Chandigarh Administration-Review of.		90
242.	24.02.1978	क्र. 11(22)-2एफ0आई0सी0डब्ल्यू0-78	सरकारी कर्मचारियों को मकान किराया भत्ता देना ।	Revised vide dt. 16.07.91.	43
243.	14.09.1977	No. 996-3FR-I-77/27014	Grant of Conveyance allowance to Group D employees.		166
244.	21.04.1977	No. 955-3FR-II-77/12047	Withdrawal of certain disincentives in connection with Family Planning Programme.		290
245.	23.03.1977	No. 2565-2FICW-75/8478	Grant of House Rent Allowance to Govt. Employees.	Revised vide dt. 02.09.94.	75
246.	07.10.1976	No. 2072-3FR-II-76	Grant of Delhi Compensatory allowance to the Haryana Government Employees stationed at Delhi at the rates sanctioned by the Government of India for its employees.	Obsolete.	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
247.	19.08.1976	No. 1267-2FICW-76/29687	Submission of House Rent Receipts by Government employees.	Revised vide dt. 07.05.82.	66
248.	16.06.1976	क्र. 634-2एफ0आई0सी0 डब्ल्यू0-76/20532	सरकारी कर्मचारियों को मकान किराया भत्ता देना ।	Revised vide dt. 14.02.85.	Not Printed
249.	07.06.1976	No. 1172-3FR-1176/19688	Chandigarh Compensatory Allowance.	Revised vide dt. 19.01.79.	Not Printed
250.	24.05.1976	क्र. 861-2एफ0आई0सी0 डब्ल्यू0-76/18171	सरकारी कर्मचारियों को मकान किराया भत्ता देना ।	Revised vide dt. 09.09.88.	Not Printed
251.	12.05.1976	No. 7199-3FR-75/	Grant of Delhi Compensatory allowance to the Haryana Government Employees stationed at Delhi at the rates sanctioned by the Government of India for its employees.	Obsolete.	Not Printed
252.	01.04.1976	No. 1019-2FICW-76/10882	Recovery of house rent from the Govt. employees for Govt. accommodation at Chandigarh.	Revised vide dt. 06.07.81.	Not Printed
253.	31.03.1976	No. 711-3FR-II-76/11474	Entitlement of travelling allowance to Government servants on transfer.	Revised vide dt. 21.04.77.	291
254.	24.02.1976	No. 224-2FICW-76/6869A	Submission of House Rent Receipts by the Government employees.	Modified partly & Revised vide dt. 19.08.76 & 07.05.82.	67
255.	28.01.1976	No. 67-3FR-II-76/3162	Grant of Compensatory Allowance to officials/Officers posted at places where conditions of living are difficult.	Obsolete.	Not Printed
256.	06.01.1976	No. 7199-3FR-75/	Grant of Delhi Compensatory allowance to the Haryana Government Employees stationed at Delhi at the rates sanctioned by the Government of India for its employees.	Obsolete.	Not Printed
257.	27.11.1975	No. 6961-3FR-75/41013	Instructions regarding amendment in Punjab CSR Volume III in Rule 2.20 Note (1) T.A. Rules Grant of road mileage to officers travelling in their own cars.	Obsolete.	Not Printed
258.	19.11.1975	No. 6863-3FR-75	Declaration of Controlling Officers for the purpose of T.A. Bills.		311
259.	31.10.1975	No. 5387-3FR-75/36327	Grant of compensatory Allowance/ House Rent Allowance during Extraordinary Leave.		57
260.	31.10.1975	No. 5387-3FR-75/36327	Grant of compensatory Allowance/ House Rent Allowance during Extraordinary Leave.		Not Printed
261.	22.10.1975	No. 5859-3FR-75/36325	Chandigarh Compensatory Allowance.	Revised vide dt. 07.06.76.	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
262.	30.09.1975	No. 2269-5FR-75/34821	Deputation of Government Employees to Corporations etc. Terms and Conditions.	Superseded vide dt. 11.05.1977.	97
263.	19.08.1975	No. 5151-3FR-75/23389	Rate of AC coach on Travelling in Own Car	Obsolete.	Not Printed
264.	08.08.1975	No. 2139-3FR-75/27193	Grant of Compensatory Allowance to officials/Officers posted at places where conditions of living are difficult.	Revised vide dated 28.01.1976.	Not Printed
265.	18.06.1975	No. 1743-5FR-75/18832	Grant of T.A./D.A. to Government employees on deputation for attending Civil/Criminal Courts for giving evidence in connection with the work which was performed by them before proceeding on Deputation.		278
266.	10.04.1975	No. 2134-3FR-75/11795	Mileage Allowance for travel by Road – Increase thereof.	Substituted vide same No. & date.	Not Printed
267.	10.04.1975	No. 2134-3FR-75/11795 (substituted)	Mileage Allowance for travel by Road – Increase thereof.	Revised vide dt. 21.02.80.	Not Printed
268.	05.02.1975	No. 405-3FR-75/3116	Chandigarh Compensatory Allowances.	Obsolete.	Not Printed
269.	09.01.1975	No. 109-3FR-75/786	T.A. for Travelling in Own Car	Obsolete.	Not Printed
270.	11.11.1974	No. 4326-2FICW-74/39132	Grant of House Rent Allowance to Government employees.	Revised vide dt. 23.03.77.	Not Printed
271.	23.10.1974	No. 5505-3FR-74/33335	Conveyance Allowance to all class IV employees		167
272.	22.10.1974	No. 6283-3FR-74/37134	Chandigarh Compensatory Allowance.	Revised partly vide dt. 21.02.80.	Not Printed
273.	01.10.1974	क्र. 2531-2एफ0आई0सी0 डबल्यू0-74 / 34693	सरकारी कर्मचारियों को मकान किराया भत्ता देना ।	Revised vide dt. 04.04.1983	44
274.	25.06.1974	No. 4264-2FICW-73/22708	Grant of House Rent Allowance to Government employees.	Revised vide dt. 24.02.76.	Not Printed
275.	25.05.1974	No. 1923-FICW-74/18238	Grant of House rent allowance to Government employees	Revised vide dt. 04.04.83.	45
276.	13.05.1974	No. 1699-2FICW-74/16792	Grant of House Rent Allowance to Govt. employees.	Revised vide dt. 23.03.77.	Not Printed
277.	04.05.1974	No. 2587-3FR-74/15634	Fee, travelling allowance etc. of State Government employees appointed as Directors, representatives or nominees of Govt. on Industrial Undertakings.		312
278.	09.04.1974	No. 2103-3FR-74/13066	Mileage Allowance for travels by road - increase thereof.	Revised vide dt. 10.04.75.	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
279.	12.03.1974	No. 1423-3FR-74/8946	Chandigarh Compensatory allowance.	Revised vide dt. 22.10.74.	Not Printed
280.	12.03.1974	No. 1422-3FR-74/8944	Conveyance Allowance to all class IV employees.	Revised vide dt. 09.03.82.	168
281.	05.03.1974	No. 626-2FICW-74/8374	Grant of House Rent Allowance to Government employees living in their own houses or in their parent houses.	Superseded vide dt. 11.09.1980	Not Printed
282.	20/25.09.1973	No. 4800-3FR-73/36946	Journey by Air.	Revised vide dt. 21.02.80.	Not Printed
283.	07.08.1972	No. 3046-FICW-(2)-72/25492	Grant of House Rent Allowance to Government Employees.	Revised vide dt. 23.03.77.	Not Printed
284.	31.05.1972	No. 2111-3FR-72/17319	No D.A. for C.L./two different Calendar days.		234
285.	10.04.1972	No. 980-3FR-72/11135	Journey by Air.	Revised vide dt. 27.09.84.	Not Printed
286.	04.02.1972	No. 805-FICW-(2)-72/3976	Grant of House Rent Allowance to Government employees - Assessment of House Rent of private buildings owned by Government employees.	Obsolete.	Not Printed
287.	29.12.1971	No. 8506-3FR-71/40657	Revision of rates of Fixed T.A./conveyance allowance to State Employees.	Obsolete.	Not Printed
288.	08.10.1971	No. 266-FICW(2)-71	Grant of House Rent Allowance to Govt. employees during transfer.		58
289.	24.09.1971	No. 3295-FICW(2)-71/28109	Grant of House Rent Allowance to Govt. employees.	Revised vide dt. 14.07.80.	22
290.	23.03.1971	No. 933-3FR-71/6429	Enhancement in rates of Fixed T.A./Conveyance Allowance.	Obsolete.	Not Printed
291.	16.09.1970	No. 3719-3FR-70/24834	Grant of Daily Allowance to the Drivers of Government Vehicles.		235
292.	10/15.07.1970	क्र. 3160-3एफ0आर0-70/19104	स्थाई यात्रा भत्ता तथा सवारी भत्ता का बढ़ाना ।	Obsolete.	Not Printed
293.	4/11.05.1970	No. 2130-3FR-70/12266	Journey from Chandigarh to Delhi or any other place performed by Howrah-Delhi-Kalka Mail.	Revised vide dt. 14.03.88.	Not Printed
294.	31.12.1969	No. 9446-5FR-69/362450	Transfer of Government employees on foreign service terms - Grant of residential accommodation to Govt. employees by foreign employers.	Obsolete.	Not Printed
295.	25.09.1969	No. 8416-3FR-69/27577	Chandigarh Compensatory Allowance.	Revised vide dt. 12.03.74.	Not Printed
296.	18.06.1969	No. 3208-3FR-69/16092	Grant of Daily Allowance to the Drivers of Government Vehicles.		236

Sr. No.	Date	Number	Subject	Remarks	Page No.
297.	01/03.05.1969	No. 1641-3FR-69/11457	Journeys from Chandigarh to Delhi or any other place performed by Howrah-Delhi-Kalka Mail.	Revised vide dt. 14.03.88.	Not Printed
298.	20/24.01.69	No. 6498-3FR-68/2355	Fees, travelling allowance etc. of Government servants appointed as Directors, Representatives or nominees of Government on Industrial Undertakings, etc.		313
299.	18/20.09.68	No. 5623-3FR-68/23279	Grant of Compensatory Allowance to officials/Officers posted at places where conditions of Living are difficult.	Revised vide dt. 08.08.75.	Not Printed
300.	25.04.1968	No. 1462-3FR-68/9364	Journeys from Chandigarh to Delhi or any other place performed by Howrah-Delhi-Kalka Mail.	Revised vide dt. 14.03.88.	Not Printed
301.	22.04.1968	No. 357-FICW(2)-68/9613	Grant of House Rent Allowance to Government employees stationed at Faridabad.	Revised vide dt. 04.04.83.	Not Printed
302.	05.04.1968	No. 848-3FR-68/8790	Drawal of Daily Allowance.	Obsolete.	Not Printed
303.	15.02.1968	No. 12-FICW(2)-68/3420	Grant of House Rent Allowance to Government employees.	Obsolete.	Not Printed
304.	13.12.1967	No. 5221-FICW(2)-67/30763	Grant of House Rent Allowance to Govt. employees living in their own houses or in their parent houses.	Revised vide dt. 11.09.80.	Not Printed
305.	31.10.1967	No. 4356-2FICW-67/12378	Grant of House Rent Allowance to Govt. employees during joining time.	Obsolete.	Not Printed
306.	14/27.09.67	No. 7091-3FR-67/20891	Toll tax paid on tour to be reimbursed.	Modified partly vide dt. 31.12.10.	314
307.	31.07.1967	No. 2256-FICW-2-67/16662	Grant of House Rent Allowance to class IV Government employees.	Obsolete.	Not Printed
308.	08.06.1967	No. 764-2FICW-67/1038	Grant of House Rent Allowance to Government Employees.	Superseded vide dt. 11.09.1980.	Not Printed
309.	03.06.1967	No. 1915-2FICW-67/9997	Grant of House Rent Allowance to Government employees.	Obsolete.	Not Printed
310.	02.06.1967	No. 2187-FICW-67/	Grant of House Rent Allowance to Government Employees.	Obsolete.	Not Printed
311.	15.05.1967	No. 1538-3FR-67/8432	Journeys from Chandigarh to Delhi or any other place performed by Howrah-Delhi-Kalka Mail.	Revised vide dt. 14.03.88.	Not Printed
312.	04.03.1967	No. 926-2FICW-67/5997	Grant of House Rent Allowance to Government employees.	Revised vide dt. 04.04.83 & have become obsolete.	46

Sr. No.	Date	Number	Subject	Remarks	Page No.
313.	06.02.1967	No. 507-2FICW-67/2745	Grant of House Rent Allowance to Government employees.	Obsolete.	Not Printed
314.	16.06.1966	No. 1369-3FR-I-66/10938	Grant of Compensatory Allowance and House Rent Allowance during leave.	Obsolete.	Not Printed
315.	12.05.1966	No. 1392-FCW(5)-66/9149	Regarding HRA if both the husband and his wife are Government employees.	Revised vide dt. 23.03.77.	Not Printed
316.	20/21.04.1966	No. 2169-FR-I-66/7838	Regarding enhanced emoluments allowed to Sweepers-cum-Chowkidar.	Obsolete.	Not Printed
317.	04.04.1966	No. 2155-FCW(5)-66/6717	Grant of House Rent Allowance to Government employees.	Obsolete.	Not Printed
318.	23.03.1966	No. 1605-FCW-65/2185	Grant of House Rent Allowance to Government Employees	Revised vide dt. 24.09.71.	23
319.	14.03.1966	No. 1641-3FR-66/4116	Treatment of D.A as D.P. for recovery of rent.	Obsolete.	Not Printed
320.	.02.1966	No. 9949-FCW(5)-65/2231	Grant of House Rent Allowance to Government employees posted within 5 miles from the qualifying limits of the Cities.	Obsolete.	Not Printed
321.	21.01.1966	No. 439-1FR-I-66/1016	Revision of Travelling Allowance and D.A. - Packing Allowance, etc.		292
322.	14.01.1966	No. 10015-FCW(5)-65/381	Regarding HRA to Government employee owning a house at a place other than of his posting.	Superseded vide dt. 11.09.1980.	Not Printed
323.	13.01.1966	No. 139-1FR-I-66/519	Delegation of powers to treat cases of enforced halts occurring en-route on tour Journeys as 'duty' and grant of daily allowance for those periods		237
324.	29.11.1965	No. 8359-FCW(5)-65/21667	Deduction of rent at old rates when rent rolls are not received.	Obsolete.	Not Printed
325.	17.11.1965	No. 7696-FCW(5)-65/20056	Grant of House Rent allowance to Govt. employees under suspension.		59
326.	04.11.1965	No. 6143-FCW-(5)-65/20537	Regarding HRA to Government employees who refused Government accommodation.	Obsolete.	Not Printed
327.	04.11.1965	No. 6152-1FR(I)-65/18289	Fee/T.A. etc. to Govt. employees appointed as Director, Representatives or Nominees of Government on Industrial Undertaking.		315
328.	30.10.1965	No. 7888-(5)-FCW-65/20145	Grant of HRA to Temporary emp. Engaged own a short term basis.		60
329.	22.10.1965	No. 6600-FCW(5)-65/1820	Regarding HRA to Govt. servants living in a House owned by him.	Superseded vide dt. 11.09.1980.	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
330.	14.10.1965	No. 6857-FCW(5)-65/18732	HRA to Class IV employees.	Obsolete.	Not Printed
331.	30.09.1965	No. 7183-FCW(5)-65/17799	Grant of HRA to Government employees.	Superseded vide dt. 11.09.1980.	Not Printed
332.	11.09.1965	No. 5582-FCW(5)/16614	Grant of HRA to Government employees.		61
333.	11.09.1965	No. 6624-(4)-FR-I-65/15920	Travelling allowance on Training.	Revised vide dt. 21.09.78.	Not Printed
334.	07.09.1965	No. 5487-FCW-(5)-65/20537	Regarding HRA to Govt. employees who refused Govt./ accommodation.	Obsolete.	Not Printed
335.	03.09.1965	No. 5542-FCW-65/15830	Regarding HRA to Govt. employees station at places other than Chandigarh.	Obsolete.	Not Printed
336.	13.08.1965	No. 6324-1FR-I-65/13461	Grant of Incidental expenses during journeys by air.		270
337.	11.08.1965	No. 4807-FCW(5)-65/14301	Grant of HRA to Government employees.		62
338.	10.08.1965	No. 6293-3FR-I-65/13318	Grant of Compensatory Allowance where both husband and wife are employed		141
339.	19.07.1965	No. 4372-FCW(5)65/10504	Grant of House Rent Allowance to Government employees at Chandigarh.	Obsolete.	Not Printed
340.	19.07.1965	No. 4501-FCW(5)-65/	Pro forma for withdrawal of House Rent	Obsolete.	Not Printed
341.	17.07.1965	No. 2855-FCW(5)-65/11072	Regarding HRA no admissible to work charge Staff.	Revised vide dt. 07.05.86	63
342.	14/20.07.1965	No. 5738-3FR-I-65/12115	Regarding Compensatory Allowance in the Kullu District	Obsolete.	Not Printed
343.	12.07.1965	No. 4879-FCW(5)65/12201	HRA to Government employees.	Superseded vide dt. 11.09.1980.	76
344.	26.06.1965	No. 3883-1FR-I-65/	Revision of Travelling Allowance and Daily Allowance.		Not Printed
345.	18.06.1965	No. 4086-FCW-65/9523	Grant of House Rent Allowance to Govt. Employees stationed at Chandigarh.	Superseded vide dt. 11.09.1980.	Not Printed
346.	07.05.1965	No. 4123-1FR-I-65/6922	Revision of daily Allowance of class IV employees.	Obsolete	Not Printed
347.	15.04.1965	No. 8901-FCW-(5)-65	Regarding Production of receipt for HRA who resides in his parents' house.		70
348.	06.04.1965	No. 2896-FCW-65/3791	Grant of House Rent allowance to Government employees.	Obsolete.	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
349.	08.03.1965	No. 725-1FR-I-65/1788	Travelling Allowance to Government employees on retirement.		293
350.	05.03.1965	No. 1765-FCW-65/2221	Grant of house rent allowance to Government employees.	Revised vide dt. 23.03.66.	Not Printed
351.	05.03.1965	No. 2219-3FR-I-65/2209	Grant of Delhi Compensatory Allowance to the Punjab Government Employees stationed at Delhi at the rates sanctioned by the Government of India for its employees.	Revised vide dt. 20.05.80.	Not Printed
352.	20.02.1965	No. 956-FCW-65/1548	Grant of HRA to Government employees - terms and conditions.	Revised vide dt. 23.03.66.	24
353.	20.02.1965	No. 956-FCW-65/1548	Grant of HRA to Government employees - terms and conditions.	Revised vide dt. 23.03.66 & 11.09.80.	Not Printed
354.	20.01.1965	No. 10165-FCW(5)-65/557	House Rent Allowance not admissible to the staff paid from contingencies.	Revised vide dt. 07.05.86.	64
355.	05.01.1965	No. 7933-3FR-I-64/13235	Clarification regarding compensatory allowance.	Obsolete.	Not Printed
356.	05.12.1964	No. 5523-FR-I-64/12598	T.A. to Scheduled Castes/Scheduled Tribes candidates called for interview.		299
357.	30.11.1964	No. 10717-FR-I-64/12847	Travelling Allowance to Scheduled Castes/Scheduled Tribes candidates called for interview/written test.		298
358.	07.11.1964	No. 6992-5FCW-64/10510	Letting out Government buildings to Private Welfare Institutions at a nominal rent of Re. 1 per mensem.	Obsolete.	Not Printed
359.	24.10.1964	No. 7747-FICW-64/9867	Retention of Government owned houses allotted to Government employees at Chandigarh on their transfer on foreign service.		98
360.	07.08.1964	No. 7987-3FR-I-64/7470	Chandigarh Compensatory Allowance	Revised vide dt. 25.09.69.	Not Printed
361.	09.07.1964	No. 6491-6FR-II-64/5999	Enhancement of the emoluments of class IV Government Employee in State	Modified vide 20/21.04.66.	Not Printed
362.	31.03.1964	No. 539-4FR-I-64/2604	Grant of daily allowance to a Government employee for the days on which he avails of casual leave.		238
363.	13.02.1964	No. 1522-(3)-FR-(I)-64/1404	Chandigarh Compensatory Allowance.	Revised vide dt. 07.08.64.	Not Printed
364.	27.01.1964	No. 13556-3FR-63/797	Grant of Compensatory Allowance to officials/Officers posted at places where conditions of Living are difficult.	Superseded vide dt. 28.01.1976.	Not Printed
365.	08.11.1963	No. 8544-FR-I-63/11504	Higher rates of daily allowance admissible in the entire Municipal area for Bombay City.	Obsolete.	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
366.	29.06.1963	No. 4769-1FR-I-63/6645	Travelling Allowance to Government employees on retirement.	Superseded vide dt. 29.07.1998	Not Printed
367.	14.05.1963	No. 5072-A-3FR-I-63/4841	Chandigarh Compensatory Allowance.	Revised vide dt. 13.02.64.	Not Printed
368.	3/4.03.1963	No. 2312-3FR-I-62/3075	Grant of Children education allowance during deputation.	Obsolete.	Not Printed
369.	18.03.1963	No. 10868-1FR-I-62/2486	Travelling Allowance to Scheduled Caste/Scheduled Tribes candidates for interview/written test.		297
370.	14.09.1962	No. 8582-3FR-I-62/9605	Chandigarh Compensatory Allowance.	Revised vide dt. 14.05.63.	Not Printed
371.	19.05.1962	No. 3363-FR-(I)-62/4721	Journey to give evidence or to attend a court of Law as Assessor or Juror.		279
372.	03.05.1962	No. 2741-(1)-FR-I-62/4681	Travelling Allowance to Government employees on retirement - time limits for transportation of personal effects.		Not Printed
373.	22.02.1963	No. 1380-FR-I-62/1415	Travelling Allowance to Scheduled Castes/Scheduled Tribes candidates called for interview/written test.	Clarified vide dt. 18.03.63 & 05.12.64.	296
374.	21.11.1961	No. 11059-FR(I)-61/15429	Grant of travelling allowance to Government employees for appearing before police officers for interrogation or for appearing in a Court of Law as accused during suspension.		280
375.	28.10.1961	No. 8631-3FR-I-61/13408	Grant of Compensatory Allowance to Government Employees suffering from T.B/ Cancer during the period of their leave on medical certificate.	Obsolete.	Not Printed
376.	01.07.1961	No. 5479-FR(I)-61/7351	Reduction in the rate of Daily Allowance admissible to Government employee who while on tour are provided with free board and/or lodging at the expenses of Government or of an Autonomous Industrial or Commercial Undertaking or Corporation or Statutory Body.		239
377.	20.04.1961	No. 3071-(4)-FR-II-61/4875	Grant of honorarium to Class IV staff who are appointed to work as drivers for short period.		159
378.	09/15.02.1961	No. 1090-FR-I-61/1504	Travelling allowance to S/Castes/S/Tribes candidates called for interview, written test.	Further clarified vide dt. 30.11.64.	295
379.	12.01.1961	No. 11911-FR(I)-60/481	Reduction in the rate of Daily Allowance admissible to Government employee who, while on tour, are provided with free board and/or lodging		240

Sr. No.	Date	Number	Subject	Remarks	Page No.
			at the expenses of Government or of an Autonomous Industrial or Commercial Undertaking or Corporation or Statutory Body or Local Authority in which Government funds have been invested.		
380.	01.11.1960	No. 10779-FR-I-60/9484	Fee, TA etc. of Government employees appointed as Director, Representatives or Nominees of Govt. employees on Industrial Undertakings.	Printed	316
381.	04.06.1960	No. 5056-FR-I-60/5029	Maintenance of Travelling Allowance check Register.		318
382.	28.04.1960	No. 4160-FR-I-60/3992	Instructions regarding grant of daily allowance for halts exceeding ten days.		241
383.	07.04.1960	No. 5176-TA(IT)-60/6307	Clarification of rule 2.24 (c) of TA Rules regarding Rest House/Schools not to be treated as free lodging.		242
384.	15/18.02.1960	No. 935-FR-I-60/1298	Refund of cancellation charges on unused air tickets.	Revised vide dt. 03.01.2k.	Not Printed
385.	10.02.1960	No. 477-FR-I-60/483	Grant of T.A to Govt. employees for appearing before officers for interrogation or appearing in a Court of law as accused during suspension.	Revised/ Modified partly vide dt. 21.11.61.	281
386.	02.02.1960	No. 10159-(I)-FR(I)-59/921	Admissibility of T.A for medical attendance/treatment under the various Medical Attendance Rules & orders - clarification.		243
387.	02.02.1960	No. 223(1)-FR-I-60/9161	Reduction in the rate of Daily Allowance admissible to Government employees who while on tour are provided with free board and lodging at the expenses of Government or of an Autonomous Industrial or Commercial Undertaking or Corporation or Statutory Body or Local Authority in which Government funds have been invested.		271
388.	02.02.1960	No. 10789-FR-I-59/912	T.A for journeys to peruse official records to out stations in the disciplinary cases.		282
389.	.01.1960	No. 9902-FR-I-59/44	Admissibility of daily allowance on the tour.		Not Printed
390.	08.12.1959	No. 9403-FR-I-59/17321	Refund of cancellation charges on unused railway tickets.	Revised vide dt. 03.01.2k.	Not Printed
391.	10.11.1959	No. 8490-1FR(I)-59/13850	Mileage allowance for road journeys performed on rail cum-road routes.	Obsolete.	Not Printed
392.	28.08.1959	No. 4393(1)FR-I-59/8212	Mileage allowance for journeys between bus stand and C.P.O.	Obsolete	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
393.	24.08.1959	No. 6210-(1)FR-I-59/8073	Conveyance allowance on re-instatement.		319
394.	09.07.1959	No. 4936-FR-I-59/6506	Compensatory (City) and House Rent Allowance to Government Employees.		142
395.	29.04.1959	No. 2395-FR-I-59/4235	Hill Compensatory Allowance	Obsolete.	Not Printed
396.	27.04.1959	No. 1581-FR-I-59/4122	Grant of House rent and Compensatory (City) allowance during the period if suspension ordered to be treated as one spent on leave - Certificates required for.		143
397.	23.04.1959	No. 2711-FR-I-59/4027	Hill Compensatory Allowance.	Obsolete.	Not Printed
398.	05.04.1959	No. 289-FR-I-59/3423	Admissibility of T.A for Medical attendance treatment under the various Medical Attendance Rules and Orders - Clarification regarding.		272
399.	19.03.1959	No. 1375-FR-I-59/2653	Hill Compensatory Allowance	Obsolete.	Not Printed
400.	17.02.1959	No. 1101-FR-I-59/1469	Payment of demurrage charges.	Obsolete	Not Printed
401.	07.01.1959	No. 7114-FR(I)-58/138	Reimbursement of the tax, levied on railway.	Obsolete	Not Printed
402.	24.12.1958	No. 9940-FR(I)-58/17433	Refund of cancellation charges on unused air tickets.	Revised vide dt. 03.01.2k.	Not Printed
403.	14.11.1958	No. 8290-FR-I-58/16013	Grant of Dearness Allowance to re-employed Military Pensioners.	Revised from time to time.	Not Printed
404.	11.09.1958	No. 7473-FR-I-58/13857	Drawal of Compensatory city and House Rent Allowance during vacation.	Obsolete.	Not Printed
405.	10.09.1958	No. 6665-FR-I-58/13802	Refund of cancellation charges on unused air ticket.	Revised vide dt. 24.12.58 & 03.01.2k.	Not Printed
406.	25.07.1958	No. 5080-FR-I-58/11670	Grant of compensation to an officer or his dependents in the event of his receiving an injury or meeting death while on duty by air.	Obsolete	Not Printed
407.	19.05.1958	No. 2964-FR-I-59/8201	Mileage Allowance for road journeys performed on rail cum-road tickets.	Obsolete	Not Printed
408.	03.05.1958	No. 801-FR-I-58/7411	Local Compensatory Allowance admissible to the Govt. Employees stationed at Amritsar.	Obsolete.	Not Printed
409.	26.02.1958	No. 7752-FR-I-57/3038	Grant of compensatory allowance and dearness allowance during leave which subsequently turns out to be leave preparatory to retirement.	Revised vide dt. 21.10.59.	Not Printed
410.	09.12.1957	No. 7984-FR-I-57/13526	Refund of cancellation charges on unused railway/air tickets.	Revised vide dt. 03.01.2k.	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
411.	19.09.1957	No. 6418-FR-I-57/9042	Hill Compensatory Allowance	Obsolete.	Not Printed
412.	17.09.1957	No. 6280-FR-57/8956	Mileage allowance for road journeys performed between Pathankot and Srinagar.	Obsolete	Not Printed
413.	22.04.1957	No. 2839-FR(I)-57/2192	Journey from Chandigarh to Delhi or any other place performed by Howrah-Delhi- Kalka-Mail.	Obsolete	Not Printed
414.	12.03.1957	No. 1864-FR-I-57/1083	Conveyance of Government expenses of families of employees who die while in service.	Obsolete	Not Printed
415.	30.11.1956	No. 11924-FR-55/7447	Travelling allowance on transfer in respect of their school going children for visiting their parents during vacations.	Obsolete	Not Printed
416.	17.09.1956	No. 7401-FR-56/6217	Grant of compensatory allowance during a combined period of temporary transfer and leave.		144
417.	27.08.1956	No. 12149-FR-55/5884	Grant of Hill Compensatory Allowance in cases where free houses rent allowance in lieu thereof is granted.	Obsolete.	Not Printed
418.	17.04.1956	No. 5084-FR-56/3407	Modification of T.A Rules relating to railway mileage and gradation.	Obsolete	Not Printed
419.	11.04.1956	No. 4856-FR-56/3250	Control over Travelling Allowance bills.	Revised vide dt. 19.11.75.	Not Printed
420.	04.01.1956	No. 14169-FR-55/128	Admissibility of C.A during leave.		145
421.	22.08.1955	No. 7770-FR-55/7227	Journeys from and to Chandigarh Capital Prior to the construction of the Chandigarh Railway Station.		Not Printed
422.	22.08.1955	No. 2053-ACD-55/753	False Drawl of T.A.		320
423.	07.04.1955	No. 2200-FR-55/3086	Journey to hill station.		Not Printed
424.	02.04.1955	No. 2822-FR-55/2762	Modification of T.A Rules relating to railway mileage and gradation.		Not Printed
425.	25.03.1955	No. 1677-FR-55/2340	T.A by road between stations connected by Rail.		Not Printed
426.	21.03.1955	No. 1478-FR-55/2050	Admissibility of Travelling Allowance on transfer of a Government employee when no change of residence is involved.		294
427.	02.11.1953	No. 7949-FR-53/8091	Reduction in the rate of Daily Allowance admissible to Government employees who are treated as State Guest during their official visit to countries abroad or States in India.		244

Sr. No.	Date	Number	Subject	Remarks	Page No.
428.	31.01.1953	No. 509-FR-53/466	Hill Compensatory Allowance to Gazetted Employees	Obsolete.	Not Printed
429.	12.12.1949	No. 5700-FR-49/3411	Compensatory allowance for Govt. employees posted in Kullu Sub Division of Kangra District.	Obsolete.	Not Printed
430.	09.03.1949	No. 722-FR-49/13681	Dearness Allowance		146
431.	04.12.1948	No. 1653-FR-48/64439	Clarification regarding Dearness Allowance.	Obsolete.	Not Printed
432.	07.11.1947	No. 885-FG-47/6046	Grant of Hill Allowance to non gazetted staff of East Punjab Government stationed at Dagshai, Sabathu Solan and Dharmapore in the Simla District.	Obsolete.	Not Printed
433.	04.09.1947	No. 17-F-47/735	Simla Compensatory Allowance.	Obsolete.	Not Printed
434.	01.01.1923	No. 1776-FG-22	Hill Compensatory Allowance for Kasauli, Dalhousie and Dharmsala.	Obsolete.	Not Printed

Note : Instructions Not Printed in Compendium are available on website of Finance Department www.finharyana.gov.in.
