



GOVERNMENT OF HARYANA

FINANCE DEPARTMENT

MISCELLANEOUS OF CSR

(Leave, Leave encashment, Fee, Honorarium,
Adhoc Bonus, Subsistence Allowance, Compulsory
Waiting Period, Service Book, Supernumerary Post,
SAS Personnel, Deputation, Foreign Service, Training etc.)

COMPENDIUM OF INSTRUCTIONS

Volume - VII

(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-VII in series and contains miscellaneous instructions relating to subjects of Civil Services Rules i.e. various kinds of leave, Leave encashment, Fee, Honorarium, Adhoc Bonus, Subsistence Allowance, Joining time, Compulsory waiting period, Supernumerary post, SAS Personnel, Deputation/Foreign Service, Training, 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.](http://www.finharyana.gov.in) and [www.haryana.gov.in.](http://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-VII in series and contains miscellaneous instructions relating to subjects of Civil Services Rules i.e. various kinds of leave, Leave encashment, Fee, Honorarium, Adhoc Bonus, Subsistence Allowance, Joining time, Compulsory waiting period, Supernumerary post, SAS Personnel, Deputation/Foreign Service, Training, 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, P.T.S.O., and Shri Dinesh Kumar, P.C.A.T. of Printing and Stationery Department, Mrs. Pallavi, D.E.O., 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

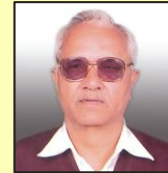
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No. 11/126/2007-1FR

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

OFFICE MEMORANDUM

Chandigarh, the 22nd June, 2009

Subject : Scheme for grant of maternity leave to female employees of Haryana Government engaged on contract basis - instruction regarding.

I am directed to invite your attention on the subject noted above and to say that on a careful consideration on the subject under reference and in supersession of all the previous instructions on the subject, the following order/instructions are made:-

- (i) A woman employee eligible for maternity benefits and whose services have been hired on contract basis in a lawfully authorized manner shall be entitled to 'fully paid maternity leave' up to a maximum of three months or till the currency of the subsisting contract, whichever is earlier;
- (ii) Further to it, the eligible woman employee in the said category shall also be entitled to maternity leave on 'without pay basis' up to a further period of maximum of three months or till the currency of the subsisting contract, whichever is earlier;
- (iii) The benefit under this scheme shall be admissible only up to the delivery of second living child;
- (iv) The concerned Head of Department shall be competent to grant 'maternity leave' in terms of these instructions.

2. Employment in the said category being regulated in terms of Rule: 1.3 of CSR, it shall be necessary to incorporate the import of this scheme in the 'terms and conditions' of the contractual employment in individual cases. Such incorporation can, however, be made from the inception of the subsisting contract with mutual consent of both the parties. The consent of the Governor of Haryana is required to be taken as granted in terms and to the extent of these instructions in all cases without any further reference to the Finance Department.

3. The eligible cases in terms of these instructions that are pending disposal at various levels may be disposed off in terms of these instructions after complying with the requisite formalities.

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.

No. 11/84/83-1FR-II/1968

From

The Financial Commissioner and 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 & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 28th October, 1994**Subject : Maternity Leave on account of miscarriage/abortion Modification in the period of admissibility.**

Sir,

I am directed to refer to Finance Department Circular No. 11/5/79-1FR-II, dated 5th November, 1979 and Circular No. 11/96/92/-1FR-II, dated 16th Dec., 1992 on the subject noted above wherein the various provisions have been laid down for grant of maternity leave on account of miscarriage including abortion and abortion induced under the Medical Termination of Pregnancy Act, 1971. It has now been decided to modify the above mentioned instructions by restricting the total period of admissibility of maternity leave on account of miscarriage/abortion to 45 days during the entire career of a female Govt. servant. In calculating the number of days of Maternity Leave, such maternity leave granted and availed of by a female employee in the past will not be taken into account.

2. In cases requiring longer duration of rest, leave of the kind due and admissible can be availed of to cover the period of absence.
3. These orders will take effect from the date of issue.
4. Necessary amendment in the relevant rule is being made separately.

Yours faithfully,

Sd/-

(V.S. Kundu)

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

No. 11/16/89-1FR-II

From

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

To

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

Dated, Chandigarh, the 5th February, 1993

Subject : Grant of Maternity Leave - Clarification.

Sir,

I am directed to address you on the subject cited above and to say that a question has arisen as to whether a female Govt. employee can avail of the benefit of maternity leave when she has already two living children before joining the Govt. service. The matter has been considered by Govt. and it is accordingly, clarified that a female Govt. employee who has already two living children before her entry into Govt. service, is not entitled to the benefit of maternity leave. In such cases, the departments may consider granting leave of the kind due to the female employees.

2. These instructions may be brought to the notice of all concerned.

Yours faithfully,

Sd/-

(F.C. Khurmi)

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

No. 11/96/92-1FR-II

From

The Financial Commissioner and Secy. to Govt.,
Haryana, Finance Department.

To

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

Dated, Chandigarh, the 16th December, 1992**Subject : Admissibility of Maternity Leave in case of miscarriage including abortion and abortion induced under the medical Termination of Pregnancy Act.**

Sir,

I am directed to refer to Finance Department circular No. 11/16/89-1FR-II, dated the 25th Sept., 1992 wherein the maternity leave to female Govt. employees has been restricted upto two living children. The matter regarding the benefit of maternity leave in case of miscarriage, including abortion and the abortion induced has been considered in the light of above instructions. It has now been decided to restrict such maternity leave for the above purposes up to two living children only. In other words the female Govt. employees having two or more children will not be entitled to avail of this concession.

2. The instruction will take effect from 25th Sept., 1992.
3. Necessary amendment in the relevant rule is being made separately.

Yours faithfully,

Sd/-

(F.C.Khurmi)

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

No. 11/16/89-1FR-II

From

The Financial Commissioner and Secy. to Govt.,
Haryana, Finance Department.

To

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

Dated, Chandigarh, the 25th September, 1992**Subject : Grant of Maternity Leave.**

Sir,

I am directed to refer to Finance Department circular No. 11/16/89-IFR-II, dated 19.11.91 wherein it had been decided that Maternity leave up to two living children is admissible for six months and for the third (and not beyond) the existing facility of maternity leave of three months will continue. The matter has further been considered by Govt. and it has now been decided on the pattern of G.O.I. to restrict the benefit of maternity leave up to two living children only. In other words the female Govt. employees will not be allowed maternity leave on the birth of third living child and in such cases they will be allowed leave of the kind due.

2. These instructions will take effect from the date of issue of this letter.
3. Necessary amendment in the relevant rule is being made separately.

Yours faithfully,

Sd/-
(J.K. GUPTA)
Joint Secretary Finance,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Modified partly vide
No. 11/16/89-1FR-II, Dated 25.09.1992***

No. 11/16/89-1FR-II

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 & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 19th November, 1991

Subject : Grant of Maternity Leave.

Sir,

I am directed to invite reference to rule 8.137(A) and 8.127(I) of Civil Service Rules Vol. I, Part I according to which Maternity Leave to female Govt. employees is admissible for a period not exceeding three months. The matter has been further examined and it has now been decided that maternity leave up to two living children will be of six months and for the third (and not beyond) existing facilities of maternity leave of three months will continue.

2. These instructions will take effect from the date of issue of this letter.
3. Necessary amendments in the relevant rule is being made separately.

Sd/-
(M. L. TAYAL)
Joint Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana. Finance Department.

No. 11/61/83-1FR-II

From

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

To

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

Dated, Chandigarh, the 15th March, 1988**Subject : Grant of a maternity leave to female Government employees appointed on adhoc basis.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department letter No. 11/61/83-1FR-II, dated 10.8.83 on the subject noted above and to say that the question regarding grant of maternity leave to female Government employees who have been recruited on ah-hoc basis for a limited period, has been under consideration of the State Government for some time past. After careful consideration it has now been decided that the maternity leave may also be granted to adhoc female Government employees within the limitation mentioned in chapter I of Punjab C.S.R. Volume I Part I particularly rule 1.2 and 1.4 *ibid*.

It may, however, be mentioned that the question of grant of maternity leave to adhoc female Government employee during the first 6 months of service would not arise, because women candidates for recruitment to State Services who at the time of medical examination entry into Government service are found to be pregnant of 12 weeks standing or over, are to be declared temporarily unfit until the confinement is over. In other word such temporarily unfit persons will not be recruited in service even on adhoc basis till they are fit for duty after the confinement. The limitation from medical point of view needs to be kept in view and duly observed.

3. The decision will be applicable 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.

***These instructions have been revised partly
vide No. 11/61/83-1FR-II, Dated 15.03.1988.***

No. 6/3(6)/85-1FR-I

From

The Financial Commissioner and Secy. to Govt.,
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 5th October, 1987

**Subject : Continued employment of female employees in the state of pregnancy
employed on adhoc basis.**

Sir,

I am directed to address you on the subject noted above and to say that under rule 3.4(4) of Civil Services Rules, Vol.-I, Part-I, a candidate initially appointed in the Govt. service in a temporary capacity for a period not exceeding six months is required to produce a certificate of fitness when he/she is retained either in that office or transferred without break to another office & the total period of continuous service under the Govt. is executed to last for a period exceeding six months. This certificate is to be produced within a week from the date of order sanctioning retention or joining the post. It has come to the notice of Finance Department wherein a female candidate was appointed on adhoc basis for six months & was allowed to continue in service without any break beyond six months. Since during the period of her adhoc service when asked to produce a medical certificate of fitness as required under the aforesaid rule, was found unfit by the competent Medical Authority on account of pregnancy of more than twelve weeks standing. Accordingly a question has arisen as to whether it was open to the appointing authority to retain her in service despite her temporary unfitness.

2. The matter has been examined in the Finance Department it is felt that since the adhoc appointments usually last for periods exceeding six months, therefore, the normal practice should be to ask for the certificate of fitness before the adhoc service commences. But in such like case referred to above their continued retention in Govt. service is not repugnant to the normal rules provided the authority concerned sends a certificate to audit as required in note 2(iv) below rule 3.1 *ibid*. I am, therefore, to request you that the services of such female adhoc employees as referred to above should not be terminated & they may be allowed leave of the kind due when needed in term of Haryana Govt. Finance Department letter No. 11/61/83-1FR-II, dated 4th July, 1984 read with Chief Secretary's instructions No. 3741-8G.S.63/9352, dated 19.3.1963.

3. These instructions may be brought to the notice of all concerned & its receipts may please be acknowledged.

Yours faithfully,

Sd/-

(J.P. Narang)

Joint Secretary Finance (R)

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

Subject : Maternity leave on account of 'Threatened Abortion' - clarification regarding.

(Copy of F.D. Hr. No. 11/43/86-1FR-II dt. 18th August, 1986)

I am directed to invite a reference to the subject noted above and to state that the question has arisen whether in case of threatened abortion maternity leave is admissible or not, in this connection it is stated that in the case of "Threatened abortion" maternity leave is not admissible.

***These instructions have been Modified vide
No. 11/61/83-1FR-II, Dated 15.03.1988***

No. 11/61/83-1FR-II

From

The Commissioner and 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, Chandigarh.

Dated, Chandigarh, the 4th July, 1984

Subject : Grant of maternity leave to female Government employee appointed on adhoc basis.

Sir,

I am directed to invite a reference to the Haryana Government Finance Department Circular No. 11/61/83-1FR-II, dated 10-8-1983, on the subject noted above and to say that doubts have been expressed in certain Departments as to the manner of deciding the cases where the female Government employee had already proceeded on maternity leave before the issue of these instructions. It is accordingly clarified that where the maternity leave had already been sanctioned to female Government employee, appointed on adhoc basis, before the issue of the above mentioned instructions, the period of such leave, upto the date of issue of these instructions, may be treated as maternity leave and the remaining period as leave of the kind due.

2. These instructions may be brought to the notice of all concerned.

Yours faithfully,

Sd/-

(S.L. DHANI)

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

No. 11/1/84-1FR-II

From

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

To

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

Dated, Chandigarh, the 13th/14th February, 1984**Subject : Grant of maternity leave to female Government employees.**

Sir,

I am directed to refer to Rule 8.137-A of Punjab Civil Services Rules, Volume-I, Part-I according to which maternity leave to female Government employees is admissible for a period not exceeding three months from the date of its commencement or to the end of six weeks from the date of its confinement, whichever is earlier. The matter has been further examined and it has now been decided that this leave shall not be restricted to a period of six weeks from the date of confinements at present. These orders will take effect from the date of issue of this letter.

2. An amendment to this effect in the relevant rules is being issued separately.
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.

***These instructions have been Revised vide
No. 11/61/83-1FR-II, Dated 04.07.1984.***

No. 11/61/83-1FR-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 Maternity leave to female Government employee appointed on adhoc basis.

Sir,

I am directed to invite a reference on the subject noted above and to state that doubts have been expressed by certain departments, whether the maternity leave is admissible to female Government employees who are appointed on adhoc basis. This matter has been considered and it is clarified that maternity leave is not admissible to female Govt. employees appointed on adhoc basis.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(S.L. DHANI)

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

No. 3893-7FR-75/30146

From

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

To

All the Heads of Departments,
Commissioners of Ambala and Hisar Divisions and
All the 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 28th August, 1975

Subject : Medical Termination of Pregnancy Act, 1971 – Admissibility of Maternity leave.

Sir,

I am directed to say that in accordance with note 2 below rule 8.86 and 8.137(A) of Punjab Civil Services Rules, Vol. I, Part I, maternity leave can be granted to female Government servants in case of miscarriage, including abortion subject to the conditions mentioned therein.

2. It has now been decided that the abortion induced under the Medical Termination of Pregnancy Act, 1971, should also be considered as a case of abortion for the purpose of granting "Maternity leave" under the said rules.

Yours faithfully,

Sd/-

(PARTAP SINGH)

Deputy Secretary Finance (Regulations),
for Commissioner and Secretary to Govt., Haryana,
Finance Department.

These instructions have been Modified partly and clarified vide No. 11/102/2009-3FR, Dated 01.10.2010 and Dated 03.06.2011.

No. 11/102/2009-3FR

From

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 5th February, 2010

Subject : Introduction of Child Care Leave (CCL) for women Government employees.

Sir/Madam,

I am directed to invite your attention on the subject noted above and to say that the State Government has decided to allow Child Care Leave to women Government employees to take care of their children at the time of need whether for rearing or to look after any of their needs like examination, sickness etc. This leave will be admissible in the following manner:

1. CCL may be granted for a maximum period of 2 years (i.e. 730 days) during the entire service to a woman Government employee for taking care of her two eldest surviving children below the age of 18 years only.
2. CCL will not be debited against the leave account but will be admissible when the concerned woman Government employee has no Earned Leave at her credit. The leave account of CCL shall be maintained in the proforma enclosed herewith and kept in the Service Book of the concerned female Government employee.
3. The leave salary as admissible while on Earned Leave will also be admissible during the period of CCL upto 730 days.
4. The nature of CCL will be like the Earned Leave, therefore, Saturdays, Sundays, Gazetted holidays etc. falling during the period of leave would also be counted for CCL, as in case of Earned Leave.
5. It may be availed of in more than one spell.
6. CCL may also be allowed to woman Government employee for the third year as 'Leave not due' (without production of medical certificate) or it may be combined with leave of the kind due and admissible provided no Earned Leave

should be in her credit at that time and leave salary during the third year will be the same as admissible while on 'Leave not due' or leave of the kind due, as the case may be.

7. No CCL will be admissible for third or next child irrespective of his age.
8. It may be sanctioned by the authority already competent under the rules to grant Earned Leave to the concerned woman Government employee.

It also clarified here that, no doubt, the decision to allow CCL has been taken by Government with the intention to facilitate the women Government employees to take care of their children at the time of need but it does not mean that CCL should disrupt the functioning of the offices/Institutions/Schools etc. Therefore, it will be the duty of sanctioning authority to keep this in view. Further, it cannot be demanded as a matter of right and under no circumstances can any employee proceed on CCL without prior proper sanction of the leave by the competent authority.

It may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-
(KUSUM)
Joint Adviser, Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries to Govt. Haryana and the Administrative Secretaries to Government Haryana for information and necessary action.

Sd/-
(KUSUM)
Joint Adviser, Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries to Govt. Haryana.
All the Administrative Secretaries to Government Haryana.

U.O. No.11/102/2009-3FR

Dated, Chandigarh the 5th February, 2010

No. 11/102/2009-3FR

Dated, Chandigarh the 5th February, 2010

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

The State Election Commissioner, Haryana.
Resident Commissioner, Government of Haryana, Haryana Bhawan,
New Delhi.

The Secretary to Governor of Haryana.
The Secretary, Haryana Vidhan Sabha, Chandigarh.
Director of Medical Colleges in Haryana State.

No. 11/102/2009-3FR

From

The Financial Commissioners & 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 1st October, 2010**Subject : Introduction of Child Care Leave (CCL) during probation period.**

Sir/Madam,

I am directed to refer to Finance Department circular letter No. 11/102/2009-3FR, dated 05/02/2010 on the subject noted above and to say that it has been further decided that no Child Care Leave shall be granted to the Haryana Government women employees during the probation period.

Yours faithfully,

Sd/-
(Geeta Bajaj)
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner and Principal Secretary to Government, Haryana,
Revenue and Disaster Management Department.
All the Financial Commissioners and Principal Secretaries/Administrative Secretaries
to Government, Haryana.

Sd/-
(Geeta Bajaj)
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Financial Commissioner & Principal Secretary to Government,
Haryana, Revenue and Disaster Management Department.
All the Financial Commissioners and Principal Secretaries/
Administrative to Government, Haryana.

U.O. No. 11/102/2009-3FR

Dated, Chandigarh the 1st October, 2010

No. 11/102/2009-3FR

Dated, Chandigarh the 1st October, 2010

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

The State Election Commissioner, Haryana.
Resident Commissioner, Government of Haryana,
Haryana Bhawan, New Delhi.
The Secretary to Governor of Haryana.
The Secretary, Haryana Vidhan Sabha, Chandigarh.
Directors of Medical Colleges in Haryana State.
Member Secretary, Haryana Bureau of Public Enterprises.

Sd/-
(Geeta Bajaj)
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I, II & III/Deputy Principal Secretary/Officers on Special Duty I, II & III/Media Advisor/Political Advisor/Senior Secretaries/Secretaries/Private secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliament Secretaries of the State for information of Chief Minister/Ministers/Minister of State/Chief Parliament Secretaries/Parliament Secretaries/Deputy Chairman, Planning Board, Haryana.

Sd/-
(Geeta Bajaj)
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

Principal Secretary/Additional Principal Secretary I, II & III/
Deputy Principal Secretary/Officers on Special Duty I, II & III/
Media Advisor/Political Advisor/Senior Secretaries/Secretaries/
Private secretaries to the Chief Minister/Ministers/Ministers of State/
Chief Parliamentary Secretaries of the State for information of
Chief Minister/ Ministers/Minister of State/Chief Parliament Secretaries/
Parliament Secretaries/Deputy Chairman, Planning Board, Haryana.

U.O. No. 11/102/2009-3FR

Dated, Chandigarh, the 1st October, 2010.

No. 11/102/2009-3FR
GOVERNMENT OF HARYANA
DEPARTMENT OF FINANCE

From

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

To

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

Dated, Chandigarh, the 3rd June, 2011

Subject : Introduction of Child Care Leave (CCL) for Women Government employees.

Sir/Madam,

I am directed to invite your attention to this department's letter No. 11/102/2009-3FR, dated 05.02.2010 & 1.10.2010 on the subject noted above and to say that the State Government has further decided that the Child Care Leave should be got sanctioned in advance and under no circumstances leave already availed or period of unauthorized absence shall be converted into CCL retrospectively.

2. These instructions may please be brought to the notice of all the concerned.

Yours faithfully,

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

No. 676-(5)-FRII-64/1013

From

Shri Sapuran Singh, I.A.S,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar of High Court,
Commissioners of Divisions,
Districts and Sessions Judges and
The Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 1st February, 1964

Subject : Extraordinary leave - Bond to be executed by temporary Government servants.

Sir,

I am directed to say that a question has arisen whether the bond required to be executed by a temporary Government servant granted extraordinary leave in relaxation of rule 8.137 of the Punjab Civil Services Rules, Volume I, Part I, in continuation of other regular leave, if any, due and admissible for study in India or abroad in terms of this department letter No. 9382-FRII-58/1644, dated the 7th February, 1959, No. 255-FRII-60/3568, dated the 12th April, 1960 and No. 9315-(5)-FRII-61/10865, dated the 9th October, 1961 should be supported by a contract of guarantee by a surety of more than one surety to discharge the liability of the official in the event of any default on this part.

It has been decided that in order to ensure fulfillment of the obligations under the bond by the Government servant concerned, it should invariably be supported by sureties from two permanent Government servants having a status comparable to or higher than that of the Government servant who is granted extraordinary leave in relaxation of the rules. A revised form of bond in supersession of the one prescribed vide this Department letter dated 7th February, 1959, referred to above is appended hereto.

Yours faithfully,

SAPURAN SINGH,
Secretary to Government, Punjab,
Finance Department.

BOND FOR TEMPORARY GOVERNMENT SERVANTS GRANTED EXTRA-ORDINARY LEAVES IN RELAXATION OF RULE 8.137 OF THE PUNJAB CIVIL SERVICES RULES, VOLUME I, PART I, FOR STUDY IN INDIA OR ABROAD.

KNOW ALL MEN BY THESE PRESENTS THAT WE.....residents of.....in the District of.....at present employed as..... in the Department/Office of.....(herein after called "the obliger") and Shri.....son of.....of and Shri..... son of..... of (hereinafter called the sureties) do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Governor of Punjab his successor and assigns (hereinafter called "the Government") on demand the sum of Rs..... (Rupees.....) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the Government has, at the request of the above-bounden Mr./Mrs./Miss, employed as a granted him/her regular leave, followed by extraordinary leave without pay and allowances, for a period of months days with effect from in order to enable him/her to study at

AND WHEREAS the Government has appointed/will have to appoint a substitute to perform the duties of during the period of absence of Mr./Mrs./Miss on extraordinary leave.

AND WHEREAS for the better protection of the Government the obligor has agreed to execute this bond with two sureties with such condition as hereunder is written.

AND WHEREAS the said sureties have agreed to execute this bond as sureties on behalf of the above bounden

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the above bounden, Mr./Mrs./Miss failing to rejoin on the expiry of the period of extraordinary leave, the post originally held by him/her and serve the Government after rejoining for such period not exceeding a period of..... years as the Government may require or refusing to serve the Government in any other capacity as may be required by the Government on a salary to which he/she would be entitled under the rules, Mr./Mrs./Miss or his/her heirs, executors and administrators shall forthwith pay to the Government on demand the said sum of Rs..... together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon the obligor Shri..... and or Shri..... and or Shri.....the sureties aforesaid making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

PROVIDED always that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person authorised by them, (whether with or without the consent or Knowledge of the sureties) nor shall it be necessary for the Government to sue the said obligor

before suing the sureties Shri..... and Shri..... or any of them for amounts due hereunder.

The bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate courts in India.

The stamp duty on this deed shall be borne and paid by the Government.

Signed and dated this day of one thousand nine hundred and

Signed and delivered by the obligor above named Shri.....in the presence of.....

Signed and delivered by the Secretary above named Shri.....in the presence of.....

Signed and delivered by the surety above named Shri.....in the presence of.....

ACCEPTED
for and on behalf of the Governor of Punjab.

Criteria for relaxing the provisions of Rule 8.137 of the Punjab Civil Services Rules, Volume I, Part I, in the case of Temporary Government employees, other than those suffering from T.B. and Leprosy.— In order to ensure that the Government employee who is granted extraordinary leave returns to the post after he has secured higher academic qualifications or practical skill, the Government employee concerned should execute a bond to serve the Punjab Government for a period of five years after the completion of his studies, failing which he would have to pay a sum equal to 12 months' pay or Rs. 5,000 whichever is more.

(F.D. Letter No. 9315(5)FRII-61/10865, dated the 9th October, 1961.)

No.11/82/99-1FR-II

From

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

To

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

Dated, Chandigarh, the 6th October, 1999**Subject : Curbing of practice of wilful absence.**

Sir,

I am directed to address you on the subject noted above and to say that a large number of cases are received in Finance Department seeking relaxation in rule 8.116 (Earned leave) and 8.137 (Extraordinary leave) of Punjab CSR Vol.-I, Part I to regularize the absence period. It has been observed after in-depth examination of such cases that a lot of laxity is going on in the various departments regarding wilful absence and very rarely any significant action is initiated even when employees remained wilfully absent for months and years together. In many cases employees have even been extending the leave without any justified reasons or by sending medical certificates.

2 In order to prevent wilful absence by the Govt. employees leave sanctioning authority must satisfy himself/herself with regard to the genuineness of the grounds on which leave has been asked for. If a Govt. servant absents himself abruptly or applies for leave which is refused in the exigencies of service and still he happens to absent himself from duty or overstays, the concerned employee should be told of the consequences, viz, that the entire period of absence would be treated as unauthorized absence and it will become interruption in service which entails forfeiture of past service under rule 3.17A (e) of Pb. CSR Vol. II. If the Govt. servant does not join duty, disciplinary authority should immediately institute disciplinary proceedings against the employee under rule-7 of Punishment and Appeal Rules. When an employee continuously remained on leave on medical grounds, leave sanctioning authority immediately should secure medical opinion of CMO/PMO.

In the light of the above, it is again made clear that the action of a Govt. servant who remains absent unauthorisedly tantamount to indiscipline. Hence, leave sanctioning authority must take strict action against the defaulter. In future, if Finance Department finds that no proper action is taken against the employees when sufficient grounds are there, then in such cases relaxation will not be given and the entire responsibility will be on concerned officers/ officials.

Yours faithfully,

Sd/-

(ANITA CHAUDHARY)

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

FINANCE DEPARTMENT**No. 10/6/99-3FR-II****19th October, 2001**

To

All Heads of Departments;
Commissioners of Divisions;
All the Deputy Commissioners/
S.D.Os. (Civil) in Haryana;
Registrar, Punjab & Haryana High Court.

Subject : Policy decision regarding higher studies for employees of the State Government.

Sir,

I have been directed to invite your attention to the subject mentioned above and to state that the matter regarding higher studies of the in-service State Government employees has been engaging the attention of the Government for some time in the past.

2. The relevant rules and instructions issued by the Government from time to time are as under:

(A) Rules:

- (i) Rule 8.126 of the CSR Vol. Part I read with Appendix 20 contained in CSR Vol. I, Part II.
- (ii) Rule 8.137 (iv) of the CSR Vol. I, Part I.

(B) Instructions:

- (i) F.D. Pb. No. 255-FR-II-60/3568, dated 12.4.1960;
- (ii) C. S. Pb. No. 13987-5GS-61/43369, dated 14.12.1961;
- (iii) C.S Hr. No. 3712-2GS-72/21209, dated 18.7.1972;
- (iv) C.S Hr. No. 5350-GSII-72/2906 dated 13/16.10.1972;
- (v) F.D. Hr. No. 1169-5FR-73/15547, dated 20.4.1973;
- (vi) C.S. Hr. No. 3251-4GS-II/76/12309 dated 13.5.1976;
- (vii) F.D. Hr. No. 11/77/84-1FR-II, dated 27.5.1985;
- (viii) F.D. Hr. No. 11/77/84-1FR II, dated 2.4.1987;
- (xi) F.D. Hr. No. 11/51/89-1FR-II, dated 13.12.1989;
- (x) F.D. Hr. No. 11/33/98-1FR-II dated 6.10.1999.

3. As per the existing practice, in-service employees are not only sanctioned Extra-ordinary Leave/Study Leave for prosecuting higher studies, but in certain cases, employees are also nominated for higher studies leading to higher level academic degrees against sponsored seats or otherwise in various courses. For example:

- An Agriculture Development Officer (AOO) possessing qualifications of B.Sc. in Agriculture is nominated for M. Sc. Degree Course.
- A Veterinary Surgeon with B.V.Sc. qualifications is nominated for MVSc. Degree course.

- A MBBS Doctor is nominated for MS/MD Degree course.
- A Junior Engineer with Diploma in Engineering is nominated for B.E. Course.
- A graduate Engineer is nominated for M.E. Course.

4. Needless to say, all these employees are nominated or selected for these higher degree courses against sponsored seats or open seats respectively, as the case may be. Further, as per the existing practice in the kind of cases cited above, the period of higher studies is not only treated as duty period but the employee is also given full pay and allowances for this period.

5. The above practice has been reviewed and reconsidered. It has been observed that the existing practice of permitting in-service candidates for higher degree courses with full pay and allowances, especially for technical & professional courses, was relevant at a time when there was dearth of highly qualified candidates and the same needed to be encouraged. That situation is no longer relevant today when qualified candidates are available in plenty. It has also been observed that acquisition of a higher academic degree is not only relevant for qualitative improvement of manpower for the employer but it also provides as much value addition to a candidate's personal Curriculum Vitae.

6. Moreover, there is a provision for Study Leave in the Service Rules for the serving employees under which Study Leave up to a maximum period of 24 months 'is admissible on half pay. The period of Study Leave is counted towards service for all other intents and purposes e.g. increments and pension etc. It has been felt that the State Government employees, keen to improve their qualifications while in service, should rather be considered for grant of Study Leave as admissible under the Rules (subject to fulfillment of other criteria) rather than treating such period as duty period with full pay and allowances.

7. Keeping the above in view, it has been decided that:

- (i) The practice of nominating/permitting in-service State Government employees for higher studies on full pay is discontinued forthwith. However, the employees who have already been permitted this facility would be allowed to complete their higher studies in accordance with the terms & conditions provided in the sanction letter.
- (ii) While the system of sponsored seats may be continued to be retained and the in-service candidates may be sponsored for the same, however, the employees would have to take study leave for the purpose. Wherever, the duration of such course is more than 24 months, the employee concerned will have to avail the leave of kind due for such period and the combination of leave would be allowed as permissible under the rules.
- (iii) In case of those in-service employees where the salary of the substitute is reimbursed by an out-side Body such as UGC (in the case of College and University Teachers for doing Ph.D.), the period may be allowed as leave with full pay and allowances only for the period for which the salary of the substitute is re-imbursed by such Body and the remaining period, if any, will have to be treated under the provisions of Study Leave or any other leave of the kind due and permissible under the rules.

8. It has further been decided that efforts should be made by various departments to evolve suitable schemes and systems for in-service training of the State Government

employees with a view to updating their skills. These could be in the nature of orientation courses refresher courses starting from one-week to four-weeks duration. For example the Engineering Colleges could consider taking up with the Engineering Colleges or Departmental Training Institutions, wherever available, for organizing these capsule courses in identified core areas such as Road Maintenance practices, Construction practices. The Departments of Agriculture and Animal Husbandry could evolve training packages in consultation with the CCSHAU, Hissar. The Health Department could similarly evolve training packages for various categories of its employees in consultation with the PGIMS, Rohtak and so and so forth.

9. The Schemes so prepared by the concerned Departments should be got approved from the Finance Department giving all requisite details including requirement of funds for this purpose.

Yours faithfully,

Sd/-

(Ram Saran)

Deputy Secretary, Finance

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

क्रमांक 11/33/97-1एफआर-1।

प्रेषक

वित्तायुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष,
आयुक्त, अम्बाला, रोहतक, गुड़गांव तथा हिसार मंडल।
सभी उपायुक्त तथा सभी उपमंडल अधिकारी, (नागरिक) हरियाणा।
रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय, चण्डीगढ़।

दिनांक, चण्डीगढ़ 06.10.1999 (6th October, 1999)

विषय : उच्च तकनीकी शिक्षा प्राप्त करने के लिए विभिन्न प्रकार का अवकाश स्वीकृत करने बारे।

महोदय,

मुझे निदेश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान इस विभाग के पत्र क्रमांक 1169-5एफ.आर.-73/15547, दिनांक 20/4/73 क्रमांक 11/77/84-1एफआर-, दिनांक 27.5.1985, क्रमांक 11/77/84-1एफआर-11, दिनांक 2.4.1987 तथा पत्र क्रमांक 11/51/1989-1एफआर-II, दिनांक 13.12.89 की ओर आकर्षित करूं जिस द्वारा उन नियमित सरकारी कर्मचारियों/अधिकारियों को उच्च तकनीकी शिक्षा पाने के लिए अनुमति प्रदान करने का उल्लेख है जिनकी नियमित सेवाकाल पांच वर्ष से कम न हो और यह भी स्पष्ट व्यवस्था विद्यमान है कि वित्त विभाग से पूर्व अनुमति अनिवार्य रूप से प्राप्त की जाए और केस समय पूर्व भेजे जाएं। परन्तु विभिन्न विभाग इन हिदायतों की कठोरता से पालन नहीं कर रहे और इस प्रवृत्ति को सरकार गम्भीर दृष्टि से देखती है। इस प्रवृत्ति को भविष्य में रोकने की आवश्यकता है। अतः उनसे अनुरोध किया जाता है कि भविष्य में उच्च तकनीकी शिक्षा प्राप्ति के लिए केवल उन्ही सरकारी अधिकारियों/कर्मचारियों को रिक्मेंड किया जाए जिनकी पांच वर्ष की नियमित सरकारी सेवा हो और उक्त कथित अनुदेशों में वर्णित सभी शर्तों को पूरा करते हों। यह भी स्पष्ट किया जाता है कि जब भी कर्मचारी/अधिकारी को नियमित तौर पर उच्च तकनीकी शिक्षा के लिए भेजा जाए उन केसों में वित्त विभाग की पूर्व अनुमति अनिवार्य है। यदि राज्य सरकार का कोई विभाग भविष्य में इन हिदायतों का पालन नहीं करेगा तो वित्त विभाग अपने कथित अनुदेशों में किसी प्रकार की ढील नहीं देगा। वित्त विभाग भविष्य में देरी से प्राप्त होने वाले केसों में भी स्वीकृति या घटनोत्तर स्वीकृति नहीं देगा।

कृपया यह हिदायतें अपने अधीन सभी अधिकारियों/कर्मचारियों के ध्यान में लिखित रूप में ला दें, ताकि इनका कठोरता से पालन हो सके।

भवदीया,

हस्ता/-

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

क्रमांक 11/51/89-1एफआर।।(2036)

प्रेषक

वित्तायुक्त एव सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष,
आयुक्त अम्बाला, रोहतक, गुड़गांव तथा हिसार मण्डल,
सभी उपायुक्त तथा
सभी उपमण्डल अधिकारी (नागरिक) हरियाणा।
रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट तथा
जिला एव सत्र न्यायधीश, हरियाणा।

दिनांक: 13 दिसम्बर, 1989 (13th December, 1989)

विषय : उच्च शिक्षा प्राप्त करने के लिए पंजाब सी.एस.आर. वाल्यूम I, का पार्ट-। के नियम 8.137 के अर्न्तगत असाधारण अवकाश प्रदान करना।

महोदय,

मुझे निदेश हुआ है कि उपरोक्त विषय पर आपका ध्यान वित्त विभाग के परिपत्र क्रमांक 1169-5एफ.आर.-73/15547, दिनांक 20 अप्रैल, 1973 तथा क्रमांक 11/77/84-1एफ.आर.-।। दिनांक 27.5.1985 की ओर दिलाऊं (प्रतियां सलंग्गन) और सूचित करूं कि मुख्य सचिव, हरियाणा सरकार द्वारा तथा वित्त विभाग द्वारा उपरोक्त विषय के संदर्भ में जो हिदायतें जारी की हैं वह निम्न प्रकार हैं:-

1. मुख्य सचिव महोदय द्वारा उच्च शिक्षा प्राप्ती के संबध में उनके पत्र क्रमांक 3251-4जी.एस.-76/1209, दिनांक 13 मई, 1976 द्वारा जो हिदायतें जारी की गईं उनके अनुसार यदि कोई सरकारी अधिकारी/कर्मचारी प्राईवेट तौर पर/पत्राचार से या सायकालीन कक्षाएं अटैंड करके उच्च शिक्षा प्राप्त करना चाहता है तो उसे उसको अनुमति दी जा सकती है उसकी नियमित सेवा तीन वर्ष की हो बशर्ते सरकारी कार्य को कोई बाधा न आये और उस अधिकारी/कर्मचारी को केवल परीक्षा के दिनों की ही छुट्टी दी जावे।
2. वित्त विभाग के उपरोक्त संदर्भित पत्रों द्वारा उच्च तकनीकी शिक्षा प्राप्ती के संदर्भ में जो हिदायतें जारी की गईं हैं उनके अनुसार यदि कोई सरकारी अधिकारी/कर्मचारी अपनी नियमित पांच वर्षों की सरकारी सेवा के उपरान्त कोई Engineering/Technical Education नियमित कक्षाएं अटैंड करके प्राप्त करना चाहता है और उसे Engineering तकनीकी शिक्षा से राज्य सरकार को भी लाभ होता है तो उस दशा में केवल पांच वर्षों की नियमित सेवा वाले कर्मचारियों अधिकारियों को ही उच्च तकनीकी शिक्षा की प्राप्ती के लिए अवकाश/असाधारण अवकाश स्वीकृत किया जा सकता है।
2. अतः मुख्य सचिव महोदय तथा वित्त विभाग द्वारा उच्च तकनीकी शिक्षा प्राप्ती के संबध में जारी की गईं हिदायतें पूर्ण तथा भिन्न हैं और इन्हे आपस में कनफयूज न किया जाये।
3. उपरोक्त वर्णित स्थिति में समक्ष भविष्य में उच्च तकनीकी शिक्षा प्राप्ती के लिये केवल उन्ही सरकारी अधिकारियों/कर्मचारियों को अवकाश/असाधारण अवकाश देने के लिए रिकमैन्ड किया जाये जिनकी पांच-पांच वर्ष की नियमित सरकारी सेवा हो और कथित अनुदेशों में वर्णित सभी शर्तों को पूरा करता हो। यह भी स्पष्ट किया जाता है कि ऐसे कैंसिज़ में वित्त विभाग को पूर्व स्वीकृति अनिवार्य है यदि

राज्य सरकार का कोई विभाग भविष्य में इन हिदायतों का पालन नहीं करेगा तो वित्त विभाग भविष्य में अपने कथित अनुदेशों में किसी प्रकार की ढील नहीं देगा। अतः यह अपने अधीन कार्यरत सभी अधिकारियों/कर्मचारियों के ध्यान में लिखित रूप में ला दिया जाये।

इस पत्र की पावती भी भेजी जाये।

भवदीय,

हस्ता१०/-

अवर सचिव वित्त,

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

तुरन्त

क्र० 11/77/84-1एफ0आर।।

प्रेषक

आयुक्त एव सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष, हरियाणा,
चण्डीगढ़।

दिनांक, चण्डीगढ़, 2 अप्रैल, 1987 (2nd April, 1987)

विषय : उच्च शिक्षा प्राप्त करने के लिये पंजाब सी.एस.आर. वाल्यूम-। पार्ट-। के नियम 8.137 के अर्न्तगत असाधारण अवकाश स्वीकृत किया जाना।

महोदय,

मुझे निदेश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान इस वित्त विभाग के पत्र क्रमांक 1169-5एफ.आर.-73/15547 दिनांक 20-4-73 तथा 11/77/84-1एफ.आर.। दिनांक 27-5-1985 की ओर आकर्षित करूँ जिस द्वारा उन नियमित सरकारी कर्मचारियों/अधिकारियों को उच्चतर शिक्षा पाने के लिये अनुमति प्रदान की गई थी जिसका नियमित सेवा काल कम से कम 5 वर्ष हो। अब प्रायः यह देखने में आया है कि कई विभाग अपने स्तर पर उन कर्मचारियों को उच्चतर शिक्षा प्राप्त करने के लिये भेज रहे हैं जिनकी नियमित सेवा अवधि 5 वर्ष से कम है और बाद में इस विभाग को अनुमति प्राप्त करने के लिये भेजते हैं। इसलिये कई विभागों द्वारा अपनाई जा रही इस प्रवृत्ति का सरकार गम्भीर दृष्टि से देखती है तथा इस प्रवृत्ति को रोकने की आवश्यकता है। अतः उनसे अनुरोध किया जाता है कि वह सुनिश्चित करे कि भविष्य में उच्चतर शिक्षा प्राप्त करने हेतु केवल उन कर्मचारियों/अधिकारियों को इस विभाग की अनुमति लेने के उपरान्त भेजा जाये जिनको सेवा कम से कम 5 वर्ष की हो अथवा वित्त विभाग भविष्य में देरी से प्राप्त होने वाले केसों में स्वीकृति या घटनोस्तर स्वीकृति देने में असमर्थ होगा।

कृपया यह हिदायतें अपने अधीन सभी अधिकारियों/कर्मचारियों के ध्यान में कठोर पालना हेतु ला दी जायें।

भवदीय,

हस्ता/—

संयुक्त सचिव वित्त (आर)

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

क्रमांक 11/77/84-1एफ.आर.।।/

प्रेषक

आयुक्त एव सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष, हरियाणा।

दिनांक, चण्डीगढ़ 27 मई, 1985 (27th May, 1985)

विषय : उच्च शिक्षा प्राप्त करने के लिए पंजाब सी एस आर वाल्यूम। पार्ट। के नियम 8.137 के अंतर्गत असाधारण अवकाश प्रदान करना।

महोदय,

उपरोक्त विषय पर मुझे यह कहने का निदेश हुआ है कि वित्त विभाग में प्रशासकीय विभागों से उनके अधीन अधिकारियों/कर्मचारियों द्वारा उच्च शिक्षा प्राप्त करने के लिए असाधारण अवकाश आदि देने के बारे में प्रस्ताव प्राप्त होते हैं। उनमें प्रायः दखने में आया है कि जिन शर्तों के आधार पर सम्बन्धित अधिकारी/कर्मचारी को उच्च शिक्षा प्राप्त करने हेतु आज्ञा दी जानी होती है कि प्रायः अधिकारी/कर्मचारी को रिलीव करने से पूर्व प्रस्ताव वित्त विभाग को नहीं भेजे जाते हैं और कई बार तो जब अधिकारी/कर्मचारी शिक्षा समाप्त कर के वापिस आ जाता है या आने वाला होता है तो स्वीकृति या घटनोस्तर स्वीकृति के लिए मामले वित्त विभाग को भेजे जाते हैं। इसके अतिरिक्त यह भी पाया गया है कि बहुत से विभागों ने अपने अधिकारियों/कर्मचारियों को उच्च शिक्षा प्राप्त करने हेतु आज्ञा देने वाले कोई नीति भी नहीं बनाई हुई है जिस कारण ऐसे मामलों को निपटाने में अनावश्यक विलम्ब होता है तथा वित्त विभाग द्वारा स्थिति स्पष्ट करवाने हेतु बैंक रेफरेन्स करनी पड़ती है और उनका कार्य भी बढ़ता है।

2. उपरोक्त के दृष्टिगत आपसे अनुरोध है कि इस मामले में विचार करके अधिकारियों/कर्मचारियों को उच्च शिक्षा प्राप्त करने के लिए आज्ञा देने के सम्बन्ध में सरकार द्वारा समय-समय पर जारी की गई हिदायतों को ध्यान में रख कर नीति निर्धारित की जाए और ऐसा करते समय अन्य के अतिरिक्त मुख्य सचिव के परिपत्र क्रमांक 3251-4जी.एस.।।-76/12309 दिनांक 13.5.76 (प्रति संलग्न) को ध्यान में रख लिया जाये जिस के अनुसार कम से कम तीन वर्ष की नियमित सेवा वाले अधिकारी/कर्मचारी को ही, यदि लोक हित में हो तो, उच्च शिक्षा प्राप्त करने की आज्ञा दी जानी होती है।

3. आपसे यह भी अनुरोध है कि भविष्य में ऐसे मामले वित्त विभाग की सहमति के लिए भेजते समय निम्नलिखित शर्तों को ध्यान में रख कर तथा उनका उल्लेख करते हुए अपना प्रस्ताव पूर्ण औचित्य देते हुए उचित माध्यम से भेजा करें :-

1. अधिकारी/कर्मचारी को रिलीव करने से पूर्व नियमानुसार बाध्य-पत्र भरवाना होता है। जिसकी अवधि जैसा कि वित्त विभाग के परिपत्र 8709(3)-एफ.आर.-।।-64/9821 दिनांक 22.10.64 (प्रति संलग्न) में व्यवस्था है, एक वर्ष जमा उच्च शिक्षा या कोर्स की अवधि का दुगना समय होनी चाहिए और इस प्रकार के बाध्य पत्र की कम से कम सीमा एक वर्ष और अधिक 5 वर्ष तक रखी जाए यदि इस समय में उसने सेवा निवृत्त न होना हो,

2. बाध्य-पत्र में यह व्यवस्था करना भी आवश्यक है कि यदि संबंधित अधिकारी/कर्मचारी उसमें लिखी शर्तों का उल्लंघन करेगा तो सरकार द्वारा उच्च शिक्षा के दौरान उसे दी गई किसी प्रकार की भी राशि, जैसा कि वेतन, भत्तों तथा लीव सैलरी आदि, की भी यकमुश्त वसूली की जायेगी, तथा
3. अधिकारी/कर्मचारी उच्च शिक्षा के आधार पर कोई विशेष वेतन, अतिरिक्त वेतन वृद्धि, अतिरिक्त भत्ता या पदोन्नति की मांग नहीं करेगा।
4. आपसे यह भी अनुरोध है कि ऐसे मामले संबंधित अधिकारी/कर्मचारी को रिलीव करने की तिथि से कम से कम एक मास पूर्व वित्त विभाग को भेजा करें, अथवा वित्त विभाग भविष्य में देरी से प्राप्त होने वाले केसों में स्वीकृति या घटनोत्तर स्वीकृति देने में असमर्थ होगा।
5. कृपया यह हिदायतें अपने अधीन सभी अधिकारियों/कर्मचारियों के ध्यान में कठोर पालना हेतु ला दी जाये।
6. कृपया इस पत्र की पावती भेजी जाए।

भवदीया,

हस्ता/—

(मीनाक्षी आनन्द चौधरी)

संयुक्त सचिव, वित्त विभाग (आर)

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

Copy of letter **No. 1169-5FR-73/15547, Dated, Chandigarh, the 20th April, 1973** from the Secretary to Government Haryana, Finance Department addressed to All Heads of Departments.

Subject : Grant of extra ordinary leave under rule 8.137 of Punjab Civil Services Rules Vol. I, Part I.

I am directed to invite a reference to the instructions contained in Haryana Govt. letter No. 3712-GS-72/21209 dated the 18th July, 1972 (copy enclosed) on the subject noted above and to State that interalia it has been laid down in these instructions that only those regular employees, who have completed five years of service, should be accorded permission for higher studies. It has however, been observed that the cases of Govt. employees are not examined in the light of these instructions. Numerous cases are referred to the Finance Department recommending the grant of extra ordinary leave beyond six months under rule 8.137 CSR Vol. I, Part I of those officials who has not completed five years of service. I am accordingly to request that such cases should be examined in accordance with the rules and instructions referred to the Finance Department be made by giving fully justification.

Study leave/Extraordinary leave etc.— Amount of penalty recoverable from the Government employee in the event of non-fulfilment of his obligation to Government. With reference to Punjab Government, Finance Department Circular letter Nos. 9382-FR11-58/1644, dated the 7th February, 1959, and No. 255-FR11-60/2368, dated the 12th April, 1960, copies of the bonds prescribed for permanent/temporary Government employees in case of grant of study leave etc., were supplied for the guidance of the Departments concerns. These bonds contain the following clause :-

“The Government of Punjab have agreed to bear the Stamp duty payable on this bond and the Stamp duty on this deed shall be borne and paid by the Government.”

A question has arisen as to how the stamp duty payable on such bonds is to be borne by Government. It has been decided in consultation with the Revenue Department that since the bond will be executed by the persons concerned on a water-marked petition paper which will be purchased by the executant. In case, these bonds are in printed form there would be no need to transcribe them on the petition paper. It has further been decided that in view of the provisions of section (17)(1)(c) of the Indian Registration Act, 1908, the bond is liable to payment of registration fee which is to be paid by the person who presents the document for registration, i.e., the student in this case.

(No. 6125-(7)FR11-61/8192, dated the 30th August, 1961).

No. 11/16/89-1FR-II

From

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

To

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

Dated, Chandigarh, the 19th November, 1991**Subject : Grant of Casual Leave to female Govt. employees.**

Sir,

I am directed to invite a reference to rule 8.61 of C.S.R. Vol. I, Part-I (Appendix 17 of C.S.R. Vol.-I, Part-II) and to say that for some time past the question of raising the quantum of casual leave to female Govt. employees in the State has been engaging the attention of Government. After careful consideration it has now been decided that all female employees in service shall be entitled to 20 days casual leave every year irrespective of number of year of service put in by them.

2. The decision contained in this circular letter shall be effective from 1st January, 1992.
3. Necessary amendment in the relevant rule is being made separately.

Sd/-
(M. L. TAYAL)
Joint Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 11/29/86-1FR-II

From

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

To

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

Dated, Chandigarh, the 26th May, 1987**Subject : Delegations of powers to the leave sanctioning authority for grant of Extra Ordinary Leave.**

Sir,

I am directed to forward herewith a copy of letter No. 13023/20/84-Estt. (L) dated 9-12-86 from the Government of India Ministry of Personnel, P.G. and Pensions (Department of Personnel and Training), New Delhi, and to request that the contents therein may please be brought to the notice of all Officers under your control for information and necessary action.

Yours faithfully,

Sd/-

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

Contd....

Copy of letter **No. 13023/20/84-Estt.(L) dated 9.12.86** from Govt. of India, Ministry of Personnel, P.G. and Pensions (Department Of Personnel and Training)

OFFICE MEMORANDUM

Subject : Grant of study leave to Central Government employees under Central Civil Services (Leave) Rules, 1972.

The undersigned is directed to say that under Rule 51 of CCS (Leave) Rules, 1972, the Central Government employees are entitled to the grant of study leave for a period of 12 months at any one time and 24 months in all during the entire service under the Government. Doubts have been expressed whether the study leave should be taken in one spell only. This has been considered in this Department in consultation with Ministry of Finance. It is now clarified that study leave under the aforementioned provision can be availed of by a Government servant in more than one spell also subject to the condition that such study leave availed of in different spells does not exceed 24 months.

2. In so far as persons serving in the India Audit and Accounts Department are concerned, this has been issued after consultation with Comptroller and Auditor General of India.

No. 11/30/87-1FR-II

From

The Financial Commissioner & Secretary to Govt.,
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 9th April, 1987**Subject : Earned leave for person serving in vacation Department.**

Sir,

I am directed to address you on the subject noted above and to say that the grant of earned leave instead of half pay leave to teachers working in Haryana Govt. has been engaging the attention of Government. After careful consideration, it has been decided that the teachers working under Govt. except where otherwise provide will hence forth be permitted to 10-days earned leave on full pay during the year in lieu of 20 days half pay leave, as admissible at present.

2. It has also been clarified that half pay leave at the credit of teachers as on the date of issue of the instruction is to be shown separately in the leave account and may be granted as half pay leave/commuted leave on the same terms and conditions as applicable to them prior to date of issue of these instructions. Teachers appointed after the date of these instructions will not be entitled to any half pay leave and there is, therefore, no question of granting commuted leave on medical grounds. It is further clarified that encashment of leave would be admissible to teachers suo motu as to other Government servants subject to the fulfillment of the prescribed condition.

3. Necessary amendment in the Rules will be made in due course.

Yours faithfully,

Sd/-

(Reva Nayyar)

Joint Secretary Finance(R)

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

***These instructions have been Revised vide
No. 1/2(4)96-2FR-II, Dated 07.01.2002.***

No. 13/5(3)/90-5FR-I

From

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

To

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

Dated, Chandigarh, the 27th February, 1990

Subject : Transfer of Haryana Government employees to other Governments, Companies, Boards, Municipal Committees etc. clarification regarding grant of retirement benefit on permanent absorption.

Sir,

I am directed to invite a reference to the Haryana Government Finance Department circular letter No. 13/5(5)/86-5FR-I, dated 17th March, 1987 on the subject noted above and to say that para 12(B)(iii) of the letter under reference provides that officer/official who opts for absorption in an Enterprise has to forfeit all the leave he has to his credit at the time of leaving the Govt. service. But in case the Public Enterprises take over the liability in regard to leave on average pay/earned leave that the optee has to his credit at the time of leaving Govt. service, the Government in return will pay to the Public Enterprises a lump-sum equal to leave salary for the leave on average pay/earned leave due to Government servant on the date of his permanent absorption in the public Enterprises. There seems likelihood of discrimination being made by the organisation in allowing more leave to the employees who opt for absorption from Govt. service, just because the accumulation was allowed without ceiling by the Govt. Since the Public Enterprises would take over the liability upto the permissible number of leave, Govt. would accordingly pay lump-sum equal to leave salary for the leave upto that limit only. The matter was under consideration of the Govt. and it has now been decided to restrict the period of leave upto which accumulation of earned leave is admissible in the rules of the Public Enterprises. This may please be brought to notice of all.

Yours faithfully,

Sd/-

(J.P.NARANG)

Joint Secretary Finance (R),
for Financial Commissioner and Secretary to Govt.,
Haryana, Finance Department.

No. 5387-3FR-75/36327

From

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

To

All Heads of Departments,
Commissioner Ambala/Hissar 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.

Rounding off of fractions of earned leave in leave accounts.— (Note 4 below Form ATC2-A Old form of leave account) and Instruction No. 5 under Form "Punjab Civil Services Rules No. 16" (Revised form of leave account as modified with effect from 1st July, 1959) provide that wherever transaction from one fraction to another takes place, the credit at that stage should be rounded off to the nearest day, i.e., fraction below half should be ignored and that of half or more should be reckoned as a day. It has come to notice that in some cases the above instructions have not been interpreted correctly and the fractions have been rounded at each stage. In this connection it is clarified that rounding off of fractions of earned leave is permissible only when the rate of earned leave is changed and in that case the fraction in the earned leave accumulated at an earlier rate should be rounded off to the nearest day, i.e., fraction below half should be ignored and that one half or more should be reckoned as a day. The correct procedure as indicated above should be followed in maintaining the leave accounts and the leave accounts should be recast, where necessary.

(No. 4816-FR11-65/13258, dated 28th July, 1965)

Handing over and taking over charge by a Government employee availing of regular leave in combination with quarantine leave.— A question has been raised as to the date from which a Government employee availing of regular leave in continuation of quarantine leave, or quarantine leave in between two spells or regular leave, should be required to hand over or take over charge of his post under the Government. It is clarified that as during quarantine leave, a Government employee is not treated as absent from duty, nor his pay intermitted, the charge should be handed over on the forenoon of the date of commencement of regular leave, where such leave is availed of in continuation of quarantine leave. However, in case where quarantine leave is availed of in continuation of regular leave, the Government employee should take over charge of his post on the expiry of quarantine leave, subject to Audit Office being informed in the case of gazetted Government employees, that the officer was granted quarantine leave in continuation of regular leave.

Where quarantine leave is sandwiched between two spells of regular leave, the charge should be handed over on the forenoon of the date of commencement of first spell of regular leave, and the Government employee should take over charge of his post on the expiry of the second spell of regular leave subject to Audit being informed in case of gazetted officers that the officer was granted quarantine leave in continuation of first spell of regular leave.

(No. 3485-7FR11-65/8750, dated the 27th May, 1965.)

Procedure regarding the grant of leave and disbursement of leave salary to Government employees transferred from one department to another department.— The following procedure is laid down for the grant of leave or extension of leave and disbursement of leave salary to a Government employee transferred from one Department to another department :-

- (i) In cases where a period of leave has already been sanctioned by a Department and the Government employee concerned is transferred to another Department where he has to join on the expiry of leave, the issue of formal orders/notification sanctioned leave and the payment of leave salary shall devolve on the department from which he is transferred.

In case where extension of leave is applied for in continuation of the leave already granted to him by the Department from which he is transferred the issue of formal orders/notification sanctioning leave and the payment of leave salary shall devolve on :-

- (a) the Department where he is to report for duty, if the transfer or reversion of the Government employee to such Department is to take effect from the date of expiry of the original spell of leave, or
- (b) the Department from which he is transferred, transfer/reversion is to take effect from the date of expiry of extension of leave applied for.
- (ii) In cases where the leave is applied for by a Government employee during the period of transit from one Department to another Department, the leave should be sanctioned by the Department, where he has to report for duty and that Department should also make suitable administrative arrangements incumbent on the sanctioning of leave.

The procedure prescribed in paragraph 1 will apply mutatis mutandis in case of grant of leave and the disbursement of leave salary of Government employees transferred from one office to another under the same Departments.

(No. 10935(5)-FRII-61/15848, dated 8th December, 1961).

Payment of leave salary in advance.— Leave salary upto one month may be allowed in advance to all Government employees proceeding on leave subject to the following conditions :-

- (1) No advance may be granted when the leave taken is for less than a month/ 30 days.
- (2) The amount of the advance should be restricted to the net amount of leave salary for the first month of leave that is clearly admissible to the Government employee after deductions on account of Income-tax, Provident Fund, House-rent, repayment of advances, etc., so that there is no financial risk involved.
- (3) The advance should be adjusted in full in the leave salary bill in respect of the leave availed of. In case where the advance cannot be so adjusted in full, the balance will be recovered from the next payment of pay/or/and leave salary.
- (4) The advance may be sanctioned by the Head of the Office or by any other Subordinate Officer to whom the power may be specially delegated, both in the case of Gazetted and Non-Gazetted Officers.
- (5) Officers who are Heads of Office may sanction the advance to themselves.
- (6) The amount of advance will be debited to the Head of account to which the pay, etc., of the Government employee is debited and the adjustment of the advance will be watched through objection book by the Accounts Officer concerned.
- (7) Advances under these orders shall be sanctioned in whole rupees.

(No. 6420-3FRI-61/8054, dated 5th July, 1961).

Dearness Allowance.— With the introduction of revised system of earned leave with effect from 1st July, 1959,— Vide Punjab Government letter No. 4376-GII-59/2767, dated 28th May, 1959, 180 days' leave preparatory to retirement is admissible to a Government employee, whether it is spent in India or abroad. It has been represented that Dearness Allowance may also be allowed for the full six months of such leave instead of for four months admissible at present. The matter has been considered and it has been decided that the Dearness Allowance will be admissible during the entire period of six months provided this leave is spent in India. Accordingly sub para (iii)(a) of para 1 of Finance Department letter, dated 4th December, 1948, may be considered to have been modified accordingly.

The revised instructions shall take effect from the 1st of July, 1959.

(No. 7942-3FRI-59/13401, dated the 21st October, 1959).

Steps to be taken to prevent abuse of leave rules.— According to rule 8.15 of the Punjab Civil Services Rules, Volume I, Part I, an authority empowered to grant leave has no power to interfere with the option admissible to a Government employee to take leave on full average pay/earned leave or on half average pay/half pay leave, as he may elect. Thus once the leave is sanctioned, its nature cannot be altered by treating two separate spells of leave as a continuous one so as to obviate any unintended benefit being derived from the rules. The deliberate or international evasion of leave rules can, however, be checked by the leave sanctioning authorities by resort to refusal of leave under rule 8.15 *ibid*. Action be taken to ensure that all cases in which a fresh spell of leave is applied for by Government employees after a short interval of duty, are carefully examined with a view to see that the spirit of the rules is observed and that the competent authorities refuse the leave by exercising the discretion vested in them under rule 8.15 *ibid*, if they have reasons to believe that an attempt is being made to take undue advantage of the leave rules or to evade the spirit thereof.

(No. 3838-FR-II-58/9245, dated the 11th June, 1958)

Benefit of past service towards increment and leave.— A question has arisen whether when a Government employee working in a purely temporary capacity in one Department is recommended/selected for appointment in another Department by the Subordinate Services Selection Board is entitled to count his service rendered in the previous Department, towards increment and leave. It has been decided that in such cases, the Government employee may be allowed the benefit of previous service for the purpose of leave on his transfer to another Department, while the provisions of Chapter IV of the Punjab Civil services Rules Volume I, Part I, should regulate his pay in the new post. Service in such cases will be treated as continuous one.

(No. 8398-FR-56/6165, dates 14th 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)

FINANCE DEPARTMENT
No. 11/111/01-4FR-II
Dated, the 29th April, 2002
OFFICE MEMORANDUM

Subject : Regarding sanction of cash payment in lieu of unutilised Earned leave on the date of retirement/superannuation from Government service.

The undersigned is directed to refer to the subject mentioned above and state that the matter of timely payment of dues on retirement/superannuation from Government service to the retiring employees has been engaging the attention of the Government for some time in the past. Instructions have been issued both by the office of Chief Secretary to Government of Haryana and the Finance Department laying down time frame in this behalf. Encashment of unutilised Earned Leave (subject to a maximum of 300 days) is one of the components of dues becoming payable to a Government servant at the time of his retirement.

2. The issue under consideration of the Government in this behalf pertains to the delegation of powers for issuing sanction of payment on this account. It has been mentioned at certain levels that powers to sanction the payment of dues on this account should be delegated at lower levels with a view to avoiding delays and simplifying the procedures.

3. The rules applicable in this behalf and the executive instructions issued on the subject are as under:

- (i) Rule 8.23 of the CSR, Vol. I, Part I and Appendix 12 contained in CSR Vol. I, Part II detailing the delegation of powers.
- (ii) Executive instructions issued by the Finance Department vide its letter bearing No. 11/5/78-FR-II dated the 13th February, 1978. (Copy of these instructions is enclosed for ready reference). The instructions dated 13th February, 1978 have to be read alongwith subsequent instructions bearing No. 11/50/87-1FR-II dated 29.4.87 whereby the ceiling was increased from 180 days to 240 days and instructions bearing No. 11/12/98-4FR-II dated 12.8.1998 whereby the ceiling was raised from 240 days to 300 days.

4. A perusal of Appendix 12 referred to above makes it clear that Heads of Offices are competent to sanction leave in respect of all non-gazetted Government employees while the Head of the Department is competent to sanction leave in respect of all Gazetted Government employees (Class II) and Gazetted Government employees Class I up to the District level and equivalent posts at the headquarters. The powers to sanction leave in respect of the Heads of the Departments rest with the concerned Administrative Secretaries. It has been clearly mentioned in the instructions dated 13th February, 1978 that the authority competent to grant leave shall be competent to issue orders granting cash equivalent of earned leave at the credit of the employee at the time of retirement.

5. Accordingly, it has been decided that the authorities competent to sanction leave (though within prescribed limits) would be competent to issue orders for payment of cash equivalent to earned leave at the credit (subject to a limit of 300 days) in respect of the employees superannuating from service at the time of retirement 15 days prior to the date of superannuation but the payment in lieu thereof shall be released on the date of superannuation. The sanction order in advance would only facilitate preparation of the bill and clearance thereof

from the treasury. The competent authority issuing the sanction order would exercise due caution and ensure that:

- (i) No earned leave is sanctioned to the retiring employee after the sanction order is issued;
- (ii) In case the same has to be sanctioned on account of compelling reasons and consequently, the leave available to the credit of the employee becomes less than 300 days, a revised leave encashment order would be issued superseding the initial orders adjusting the leave taken after the initial orders were issued.

6. All other conditions contained in the letter dated 13th February, 1978 would be meticulously followed.

Sd/-

(Y.S Malik)

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

To

All the Administrative Secretaries to Government of Haryana/
Heads of Departments/ Heads of Officers/Registrar, Punjab &
Haryana High Court/All Divisional Commissioner/Deputy
Commissioner/SDOs (Civil) in Haryana with five spare copies
in each case for use in their offices.

Copy of letter **No. 11/5/78-FR-II, dated 13th February, 1978** from the Commissioner and Secretary to Govt. Haryana, Finance Department to (i) All Heads of Departments, Commissioner of Ambala Division and Sub Divisional Officers, (ii) The Registrar, Punjab & Haryana High Court and All District and Sessions Judges in Haryana.

Subject : Cash Payment in lieu of Unutilised earned leave on the date of retirement.

Sir,

I am directed to say that Haryana Govt. have considered the decision taken by the Govt. of India, in respect of grant of cash payment in lieu of Unutilised earned leave at the credit of Govt. employee at the time of retirement on superannuation & it has decided that the Haryana Govt. employees retiring on "superannuation" on or after 31st January, 1978 will be paid cash Equivalent of leave salary in respect of the period of earned leave at their credit at the time of retirement. This concession will be subject to the following conditions:-

- (a) The payment of cash equivalent of leave salary shall be limited to a maximum of 180 days earned leave.
- (b) The cash equivalent of leave salary thus admissible will become payable on retirement & will be paid in one lump-sum as a onetime settlement.
- (c) Cash payment under this order will, subject to (d) below, be equal to leave salary & dearness allowance admissible on that leave salary at the rates in force on the date of retirement. No city compensatory allowance and/or house rent allowance shall be payable.
- (d) From the cash amount worked out in accordance with (c) above will be deducted the pension & pension equivalent of other retirement benefits for the period for which cash equivalent of earned leave is payable.
- (e) The authority competent to grant leave shall suo-motu issue order granting cash equivalent of earned leave at credit on the date of retirement.

2. These orders shall not apply to cases of premature voluntary retirement or persons who are compulsorily retired as a measure of punishment.

3. A Govt. employee already on leave preparatory to retirement who has been allowed to return to duty shall also be entitled to this benefit on the date of retirement.

4. The Govt. employees who attain the age of retirement on or after 31st January, 1978 & are granted extension of service after that date, shall also be benefited by these orders. In such cases, the benefit shall be granted on the date of final retirement on the expiry of extension to the extent of earned leave at credit on the date of superannuation plus the earned leave earned during the period of extension reduced by the earned leave availed during such period, subject to a maximum of 180 days. This benefit will not, however, be available to those who attained the age of retirement before 31st January, 1978 and were on extension of service thereafter.

5. Consequent on the issue of these orders, refusal of earned leave as preparatory to retirement, embodied in Rule 8.21 of the Pb. C.S.R. Vol. I Part I, will no longer be necessary. A Govt. employee can also avail of, as leave preparatory to retirement, a part of earned leave at his credit. In that case, he will be allowed benefits of these orders for the earned leave that remain at credit on the date of retirement in accordance with the terms & conditions stipulated in this letter.

6. Necessary amendment to the Pb. C.S.R. Vol. I Part I, will be issued in due course.

7. Please acknowledge the receipt of this letter.

No. 11/12/98-4FR-II

From

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

To

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

Dated, Chandigarh, the 12th August, 1998**Subject : Encashment of unutilised earned leave.**

Sir,

I am directed to invite a reference to Haryana Government, Finance Department circular letter No.11/50/87-1FR-II, dated 29.4.87 wherein it was decided to grant benefit of leave encashment to Haryana Government employees on retirement upto 240 days. The question of raising the limit of this benefit has been under consideration of the State Govt. for some time past. After careful consideration, it has now been decided to raise the maximum limit of leave encashment from **240 days to 300 days** to the following categories w.e.f. **1.7.97**.

- (i) Retirement on attaining the age of superannuation.
- (ii) Cases where the service of a Government servant has been extended in the interest of public service, beyond the date of retirement on superannuation;
- (iii) Voluntary/pre-mature retirement;
- (iv) Where the services of a Government servant are terminated by notice or by payment of pay & allowances in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment;
- (v) In the case of termination of re-employment after retirement;
- (vi) In the case of death of a Government servant while in service to the family of the deceased;
- (vii) In the case of leave preparatory to retirement;
- (viii) In the case of transfer of a Government servant to an industrial establishment;
- (ix) On absorption of a Government servant in the Central Public Sector Undertaking/autonomous body wholly or substantially owned or controlled by the Central/State Government.
- (x) A Government servant who resigns or quits service shall be entitled to cash equivalent in respect of earned leave at credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 150 days.

There will, however, be no change in the existing terms and conditions for the grant of this benefit.

2. Necessary amendments to the relevant rules will be issued in due course.

Yours faithfully,

Sd/-

(Ram Niwas)

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

No. 11/50/88-1FR-II(12/1990)

From

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

To

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

Dated: 30th January, 1990**Subject : Cash payment of unutilised earned leave on the date of invalid retirement.**

Sir,

I am directed to invite a reference to Finance Department letter No. 11/5/78-I.FR-II, dated the 13th February, 1978 on the subject noted above & subsequent instructions on the subject and to state that it has been decided to extend the benefit of leave encashment to those Govt. servants also who are retired on invalid pension on the same conditions as are applicable to other retirees.

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

Yours faithfully

Sd/-

(S. J. Shukla)

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

No. 11/47/88-1FR-II

From

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

To

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

Dated, Chandigarh, the 10th June, 1988**Subject : Cash equivalent of leave salary to be paid to the family of Govt. employee who dies while in service.**

Sir,

I am directed to invite a reference to Haryana Govt., Finance Department circular letter No. 11/5(2)-79-1FR-II, dt. 7.4.79, on the subject noted above and to clarify that the decision regarding increase in the maximum limit of leave encashment from 180 days to 240 days w.e.f. the 1st July, 1986, will also be admissible to the families of employees who die in service. Other conditions will remain unchanged.

2. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(J.P Narang)

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

No. 11/24/88-1FR-II

From

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

To

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

Dated, Chandigarh, the 9th March, 1988**Subject : Cash payment in lieu of unutilized earned leave on the date of retirement.**

Sir,

I am directed to invite a reference to Finance Department letter No. 11/5/78-1FR-II, dated 21.4.79, wherein it has interalia been laid down that facility of cash payment in lieu of unutilized earned leave on the date of retirement would not be admissible to those Govt. servants who are compulsorily retired prematurely by the Govt. and to say that after careful consideration the Govt. has now decided to allow the benefit of leave encashment to those Government servants who are retired compulsorily/premature on the basis of review of record or as a measure of punishment provided no cut in pension has been imposed. This will be subject to such other general conditions as are laid down in respect of leave encashment.

The instructions 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.

***These instructions have been clarified vide
No. 11/111/01-4FR-II, Dated 29.04.2002.***

No. 11/95/83-1FR-II

From

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

To

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

Dated, Chandigarh, the 4th July, 1984

Subject : Cash payment in lieu of unutilised earned leave on the date of retirement

Sir,

I am directed to invite a reference to the instructions contained in Haryana Govt. F.D. Letter No. 11/5/78-1FR-II, dt. 13/2/78 on the basis of decision taken by the Govt. of India, the State Govt. has decided that the authority competent to grant leave, may withhold whole or part of cash equivalent of earned leave in the case of a Govt. servant who retires from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on the conclusion of the proceedings against him. On the conclusion of the proceedings he will become eligible to the amount so withheld after adjustment of Government dues, if any.

2. Necessary amendments to the relevant rules will be issued in due course.

Yours faithfully,

Sd/-

(S.L Dhani)

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

***These instructions have been revised vide
No. 11/50/88-1FR-II, Dated 30.01.1990.***

No. 11/5(5)-81-1FR-II

From

The Commissioner & 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.

Dated, Chandigarh, the 9th September, 1982

**Subject : Grant of lumpsum benefit of leave salary to Haryana Govt. employees
invalided from service.**

Sir,

I am directed to invite a reference to this Department, letter No. 11/5(5)-81-1FR-II dated 25.9.81 on the subject noted above according to which no deduction on account of pension, pension equivalent of other retirement benefits and relief on pension may be made from the lumpsum leave salary payable for earned leave component only of employees invalided from service. This however, does not apply to the leave salary to be paid on account of half pay leave component, where so prescribed, from which such deductions are to be made.

2. Some instances have come to notice of this department where the leave salary on account of half pay leave, granted under the above mentioned letter fell short of pension and other retirement benefits, thus leaving a minus balance and prompting the competent authorities to effect recoveries from the Govt. employees who applied for the grant of earned leave as well as half pay leave under the above mentioned letter.

3. Since, this recovery causes undue financial hardship in cases where the Govt. employees apply for half pay leave also, the matter has been considered by the Govt. and it is clarified that in all cases where the pension and other retirement benefits are more than the leave salary admissible for half pay leave, granted in accordance with the letter quoted above, the deduction to be made on account of pension, pension equivalent of other retirement benefits and relief on pension, may be limited in the case of employees invalidated from service to the leave salary admissible for half pay leave, and no recoveries in respect of this differential need be made from the concerned employees from the lump sum payment of leave salary granted on account of earned leave standing at their credit on the date of their quitting service. In other words, in such cases neither any cash payment will be made on account of leave on half pay sanctioned as terminal leave under the above cited Office letter nor any recoveries made.

4. Necessary amendments to the Punjab Civil Services Rules Volume I, Part I will be issued in due course.

Yours faithfully,
Sd/-

(R.S. Kailey)

Joint Secretary, Finance (W)
for Commissioner and Secretary to Govt.,
Haryana, Finance Department.

No. 11/5(13)-1FR-II-82

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.
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 16th August, 1982**Subject : Cash payment in lieu of un-utilised earned leave on the date of retirement - revision of the method of calculation of cash payment.**

Sir,

I am directed to invite a reference to Finance Department letter No.11/5/78-1FR-II, dt.13.2.1978 as modified from time to time on the above subject, according to which cash equivalent of leave salary in respect of the earned leave at their credit at the time of retirement, subject to the maximum of 180 days earned leave is payable to Govt. employees in case of retirements on superannuation and voluntary/ premature retirements. It has been brought to the notice of Govt. that no uniform formula for calculating such cash equivalent has been adopted by the various departments. After careful consideration it has been decided that cash payment for unutilised earned leave shall henceforth be made in the manner indicated below :-

Cash payment =	Pay +D.A. admissible on <u>date of retirement</u> 30	x	Number of Unutilised days of earned leave at credit subject to a maximum of 180 days.
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This may please be brought to the notice of all concerned. The receipt of this communication may also please be acknowledged.

Yours faithfully,

Sd/-

(R.S Kailey)

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

No. 11/5(15)-1FR-II-82

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.
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 1st July, 1982

Subject : Cash equivalent of leave salary payment to be made in one lumpsum as a onetime settlement - Entitlement to increase in DA/ADA ordered with retrospective effect.

Sir,

I am directed to invite a reference to para 1(b) of Finance Department letter No. 11/5/78-1FR-II dt. 13.2.78 which lays down that the cash equivalent of leave salary admissible will become payable on retirement and will be paid in one lumpsum as a onetime settlement. A question has arisen whether any increase in pay and/or DA/ADA sanctioned to the Government employee with retrospective effect will also be admissible to the employee who has already been paid leave salary in one lumpsum as a onetime settlement. The matter has been considered and it is clarified that the words "will be paid in one lumpsum as a onetime settlement" occurring in the said letter should not be taken to mean that if any increase in pay and/or DA/ADA is allowed after the final settlement, but with retrospective effect, it is to be denied to the employee who was in service on the date from which such an increase has been made applicable. As such if any increase in pay and/or DA/ADA is sanctioned by the Govt. with retrospective effect and the employee concerned was eligible for the same on the date of his retirement/quitting service, then the difference between the leave salary already paid and the leave salary admissible according to the new rates, may be paid, notwithstanding the fact that one time settlement had already been made prior to the date of issue of orders regarding increase in pay and DA/ADA etc.

2. Receipt of these instructions may please be acknowledged.

Yours faithfully,

Sd/-

(R.S. Kailey)

Joint Secretary, Finance (W)

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

***These instructions have been revised vide
No. 11/5(5)-81-1FR-II, Dated 09.09.1982 and
No. 11/50/88-1FR-II, Dated 30.01.1990.***

No. 11/5(5)-81-1FR-II

From

The Commissioner & 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.

Dated, Chandigarh, the 25th September, 1981

**Subject : Grant of lumpsum benefit of leave salary to Haryana Govt. employees
invalided from service.**

Sir,

I am directed to say that in accordance with the provision contained in rule 8.18 of Pb. C.S.R Vol. I a Govt. servant can ordinary be granted leave not exceeding 12 months if the medical committee or Board is unable to say with certainty that Govt. employee is declared by a Committee or Board to be completely and permanently incapacitated, he can in special cases be granted leave or an extension of leave exceeding six months as debited against the leave account if such leave is due to him. The question of grant of lump sum benefit of leave salary to such employees has been under reconsideration to the Haryana Govt. It has now been decided that a Govt. employee who has been retired from service on grounds of invalidation advised by a proper Medical authority may be allowed a lump sum equivalent of the leave salary in respect of the leave including half pay leave at credit on the date of such retirement on invalidation provided he applies for the same before his retirement provided further that the leave in respect of which the lump sum payment is made should not extend beyond the date of his normal date of retirement on superannuation. The leave salary for the half pay leave component of the leave so granted will be subject to deduction on account of pension and pensionary equivalent of other retirement benefit. In case of a Govt. servant not in permanent employ, who has been so invalided the benefit will be admissible on application for the same but shall be restricted to that for a maximum of 180 days earned leave only beyond the date of retirement/termination on invalidation subject to the condition the leave for which lump sum benefit is allowed, shall not extend beyond the normal date of retirement (on superannuation). It has further been decided that the benefit now allowed under these instructions is in addition to the benefits admissible under rule 8.18 of Punjab C.S.R Vol. I Part-I.

2. Necessary amendment to the Punjab Civil Services Rule Vol.-I, Part-I will be issued in due course.

Yours faithfully,

Sd/-

(Rajni Razdan)

Deputy Secretary Finance (R)

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

***These instructions have been Revised vide
No. 11/12/98-4FR-II, Dated 12.08.1998.***

(TO BE SUBSTITUTED FOR THE LETTER BEARING SAME NO. AND DATE)

No. 11/5/78-1FR-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 22nd August, 1979

Subject : Cash payment in lieu of unutilized earned leave on the date of retirement.

Sir,

I am directed to invite a reference to Finance Department letter No. 11/5/78-1FR-II dated 21-4-79 on the subject noted above and to say that at the time of sanctioning the encashment of leave in lieu of unutilized earned leave it should be certified that the Government employee did not avail of any portion of L.P.R. of 180 days before the date of his retirement.

2. Necessary amendment to the relevant rules will be issued in due course.
3. The receipt of these instructions may also please be acknowledged.

Yours faithfully,

Sd/-
(J.L. Arora)
Deputy Secretary Finance,
for Commissioner and Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Substituted
vide same No. & date.***

No. 11/5/78-1FR-II

From

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

To

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

Dated, Chandigarh, the 22nd August, 1979

Subject : Cash payment in lieu of unutilized earned leave on the date of retirement.

Sir,

I am directed to invite a reference to Finance Department letter No. 11/5/78-1FR-II, dated 21-4-79 on the subject noted above and to say that before sanction the L.P.R. of 180 days, it may be certified that the Government employee did not avail of any portion of L.P.R. of 180 days before the date of his retirement.

2. Necessary amendment to the relevant rules will be issued in due course.
3. The receipt of these instructions may also please be acknowledged.

Yours faithfully,

Sd/-

(J.L. Arora)

Deputy Secretary Finance,
for Commissioner and Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 11/24/88-1FR-II, Dated 09.03.1988 &
No. 11/12/98-4FR-II, Dated 12.08.1998.***

No. 11/5/78-1FR-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 21st April, 1979

Subject : Cash payment in lieu of unutilized earned leave on the date of retirement.

Sir,

I am directed to invite a reference to Finance Department letter No. 11/5/78-1FR-II, dated the 13th Feb, 1978 and Endst. No. dated 21st August, 1978 and 27.2.79 on the subject noted above and to say that it has further been decided that Government servant seeking Voluntary premature retirement will also be entitled to cash payment in lieu of unutilized earned leave on the date of retirement. These orders shall not, however, be applicable to those Government servants who are compulsorily retired prematurely by the Government.

2. These instructions shall be applicable to all voluntary retirements on or after 1st January, 1979.
3. Necessary amendment to the relevant rules will be issued in due course.
4. The receipt of these instructions may also please be acknowledged.

Yours faithfully,

Sd/-

(N.K. Garg)

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

***These instructions have partly been Revised/
modified from time to time.***

No. 11/5/78-1FR-II

From

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

To

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

Dated, Chandigarh, the 21st August, 1978

Subject : Cash payment in lieu of unutilized earned leave on the date of retirement.

Sir,

I am directed to invite a reference to the instructions contained in Haryana Government letter No. 11/5/78-1FR-II, dated the 13-2-1978, and to say that some Departments have sought clarification as to whether a Government employee is entitled to get cash payment in lieu of unutilized earned leave on the date of retirement, even if he has availed of L.P.R. upto 180 days. It is clarified that the cash payment is to be made in lieu L.P.R. which is upto 180 days only provided that the Government employees retires on superannuation. This means that a Government employee who avails of full L.P.R. of 180 days is not entitled to this concession, but he will be at liberty to partly avail of L.P.R. and get cash payment in lieu of unutilized L.P.R. on the date of retirement subject to the condition that the total period of L.P.R. plus unutilized earned leave does not exceed 180 days.

2. Attention is also invited to Para 1(a) of the letter referred to above, which lays down that from the cash amount, so worked out, will be deducted the pension and pension equivalent of other retirement benefits for the period for which cash equivalent is payable. The state Government have reconsidered this matter and have decided on the pattern of Central Government instructions that no deduction on account of pension and pensionary equivalent of other retirement benefits need be made from the cash payment made in lieu of unutilized earned leave on the date of retirement and superannuation Para I (d) of Finance Department letter No. 11/5/78-1FR-II, dated 13-2-78 may accordingly be deemed to have been deleted.

3. These instructions will be applicable to all retirement on superannuation, on or after 31st January, 1978.

4. Receive of these instructions may please be acknowledged.

Yours faithfully,

Sd/-

(N.K. Garg)

Deputy Secretary, Finance (S),
for Commissioner and Secretary to Government,
Haryana, Finance Department.

***These instructions have partly been revised/
modified from time to time.***

Copy of letter **No. 11/5/78-FR-II, dated 13th February, 1978** from the Commissioner and Secretary to Govt. Haryana, Finance Department to (i) All Heads of Departments, Commissioner of Ambala Division and Sub Divisional Officers The Registrar, Punjab & Haryana High Court and All District and Sessions Judges in Haryana.

Subject : Cash Payment in lieu of unutilised earned leave on the date of retirement.

Sir,

I am directed to say that Haryana Govt. have considered the decision taken by the Govt. of India, in respect of grant of cash payment in lieu of unutilized earned leave at the credit of Govt. employee at the time of retirement on superannuation & it has decided that the Haryana Govt. employees retiring on "superannuation" on or after 31st January, 1978 will be paid cash Equivalent of leave salary in respect of the period of earned leave at their credit at the time of retirement. This concession will be subject to the following conditions:-

- (a) The payment of cash equivalent of leave salary shall be limited to a maximum of 180 days earned leave.
- (b) The cash equivalent of leave salary thus admissible will become payable on retirement & will be paid in one lump-sum as a onetime settlement.
- (c) Cash payment under this order will, subject to (d) below, be equal to leave salary & dearness allowance admissible on that leave salary at the rates in force on the date of retirement. No city compensatory allowance and/or house rent allowance shall be payable.
- (d) From the cash amount worked out in accordance with (c) above will be deducted the pension & pension equivalent of other retirement benefits for the period for which cash equivalent of earned leave is payable.
- (e) The authority competent to grant leave shall suo-motu issue order granting cash equivalent of earned leave at credit on the date of retirement.

2. These orders shall not apply to cases of premature voluntary retirement or persons who are compulsorily retired as a measure of punishment.

3. A Govt. employee already on leave preparatory to retirement who has been allowed to return to duty shall also be entitled to this benefit on the date of retirement.

4. The Govt. employees who attain the age of retirement on or after 31st January, 1978, and are granted extension of service after that date, shall also be benefited by these orders. In such cases, the benefit shall be granted on the date of final retirement on the expiry of extension to the extent of earned leave at credit on the date of superannuation plus the earned leave earned during the period of extension reduced by the earned leave availed during such period, subject to a maximum of 180 days. This benefit will not, however, be available to those who attained the age of retirement before 31st January, 1978 and were on extension of service thereafter.

5. Consequent on the issue of these orders, refusal of earned leave as preparatory to retirement, embodied in Rule 8.21 of the Pb. C.S.R. Vol. I Part I, will no longer necessary. A Govt. employee can also avail of, as leave preparatory to retirement, a part of earned leave at his credit. In that case, he will be allowed benefits of these orders for the earned leave that remain at credit on the date of retirement in accordance with the terms & conditions stipulated in this letter.

6. Necessary amendment to the Pb. C.S.R. Vol. I Part I, will be issued in due course.

7. Please acknowledge the receipt of this letter.

विषय : हरियाणा राज्य के कर्मचारियों/अधिकारियों को मासिक आधार पर मानदेय/अनुदान राशि को संशोधित करने बारे।

उपरोक्त विषय बारे वित्त विभाग के पत्र क्रमांक 3650-4वि.वि.-74 दिनांक 26.6.74 द्वारा यह निर्णय लिया गया था कि मासिक आधार पर फीस दिये जाने वाले प्रस्तावों में यदि गुणों के आधार पर आचित्य पाया जाये तो किसी भी केस में फीस की राशि 150/- रुपये प्रतिमास से अधिक न दी जाये और जिन केसों में फीस दी जाये उनमें यह शर्त लगा दी जाये कि इस प्रकार मिलने वाली राशि का 1/3 भाग सम्बन्धित अधिकारी/कर्मचारी सरकारी कोष में जमा करायेगा। मानदेय के बार में वर्तमान नीति ही लागू रहेगी।

2. फीस की पुरानी दरों में संशोधन करने बारे वित्त विभाग में पुनर्विचार हुआ है और अब वित्त मन्त्री महोदय के आदेश दिनांक 23.11.90 अनुसार यह निर्णय लिया गया कि अधिकतम मासिक फीस 150/- रुपये से बढ़ा कर 300/- रुपये प्रतिमास कर दी जाये। बाकी शर्तें वही होंगी।

3. यह निर्णय सभी उन केसों में लागू होगा जो इस समय वित्त विभाग में चल रहे हैं, लम्बित रखे गये हैं अथवा भविष्य में आयेंगे। वित्त विभाग की सभी शाखाओं से तदानुसार अनुरोध है कि वे कृपया फीस सम्बन्धित केसों में निर्णय लेते समय इस नीति निर्णय को दृष्टिगत रखें और इसका दृढ़ता से पालन करें।

हस्ता१०/-

अवर सचिव वित्त विनियम,

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

वित्त विभाग की सभी शाखाओं के
अधिकारी/अधीक्षक/उप-अधीक्षक।

अशा : क्रमांक 12(4)/90-4एफआर-।

दिनांक 14.1.91 (14th January, 1991)

No. 2587-3FR-74/15634

From

The Commissioner and 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, travelling 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, and 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. 6498-3FR-68/2355, Dated 20/24.01.1969.***

Fees, travelling allowance etc., of Government employees appointed as Directors, representatives of nominees of Government on industrial undertaking.— In supersession of Punjab Government Finance Department letters noted in the margin, it was decided that the grant of travelling allowance, fees, etc., to Government employees appointed in their official capacity as Directors, representatives, or nominees of Government on various industrial undertakings/institutions will hence forth be regulated in the following manner:-

- (i) No. 10779-FR-(I)-60/9484, dated 1st November, 1960.
- (ii) No. 2487-FR(I)-60/2407, dated 3rd March, 1961.

(1) Fees or other remuneration.— Fees in respect of Government employees attending meetings or for doing other work in connection with the affairs of statutory organisations, corporate bodies, industrial and commercial undertakings (not departmentally run) will be recoverable only if these are not wholly owned by the State Government but in which State Government funds are invested or which are financed partly by such funds. The case of semi-Government/non-Government institutions receiving grants from the State Government should, however, be considered on merits, in consultation with the Finance Department. No fees or other remuneration should be directly accepted by Government employees unless they are specially permitted to receive such fees under rules.

(2) Travelling and Daily Allowance.—

- (i) Travelling and daily allowance of the Government employee for journeys performed in connection with the affairs of the organisations, institutions, etc., mentioned in sub-para (1) above will be regulated under State Government rules applicable to them and should be drawn from the source from which their pay is drawn. No part of the expenses on travelling or halts should be accepted by them from the undertakings direct.
- (ii) If the journey is solely or mainly in connection with the affairs of the undertakings, etc., the whole expenditure on the travelling and daily allowance of the Government employees, which is initially borne by the Department concerned, should be recovered from the undertakings, etc. In case, however, the journeys and halts are mainly in connection with the affairs of Government and only partly for the work of the undertakings, etc., no part of such expenditure should be recovered from the undertakings, etc.
- (iii) The authority controlling the allotment of funds for the travelling and daily allowance of the Government employees concerned shall be the sole judge for determining whether recovery should be made or not from the undertakings, etc.

(3) 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.)

Classification of Payments made by Government to a Government employee for work assigned him on behalf of non-Government Organisation.— Sometimes Government Departments undertake work on behalf of non-Government Organisation on payment of an agreed amount. The Government Department then assign that work to Government employees working under them and make payments to them. A question has arisen whether such payments to Government employees should be treated as "fees" or "honorarium". According to Rule 2.18 of the Punjab C.S.R., Volume I, Part I, all payment to a Government employee from a source other than the Consolidated Fund of India or the Consolidated Fund of the State, whether made directly to him or indirectly through intermediary of Government are to be treated as 'fees'.

Accordingly when a work is assigned to a Government employee by a non-Government party, the payment received by him, therefore has to be treated as 'fees' irrespective of whether it is received direct from that party or through his employee. But when a Government Department undertakes the work for a non-Government Organisation and, in its turn assigns the work to its officials suited for the purpose, the payment, therefore, is made to the Department in the first instance and forms a part of the revenues of Government. The subsequent payments to the officials concerned are, therefore, payments from the Consolidated Fund of Government and should accordingly be classed as "honorarium."

While deciding cases for the grant of "fees" or "honorarium" to Government employees, the above clarification regarding correct classification may be kept in view.

[No. 11082-FRII-(7)-64/10790, dated 24th November, 1964].

Permission to Government employees to work as arbitrators and accept fee/honorarium therefore.— At present no uniform practice is opening followed by various departments of the Punjab Government with regard to the grant of honorarium/ fees to Government employees appointed to act as arbitrators in disputes between the Punjab Government and private parties or between private parties. In order to ensure uniformity in this respect it has been decided as follows :—

- (i) When a Government employee is appointed to act as an arbitrator in a dispute between a Department of the Government of Punjab in which he is working and a private party, he should not be granted any honorarium.
- (ii) If, however, he is appointed as an arbitrator in a dispute between a private party and a department other than the one in which he is working, he may undertake such work and receive honorarium therefore on the following conditions :—
 - (a) Before undertaking the work, the officer shall, as required under rule 5.55 of the Punjab C.S.R. Volume I, Part I, obtain the prior approval of the competent authority, who shall decide whether, consistently with his official duties, he may be allowed to undertake the work and receive honorarium for it.
 - (b) The honorarium may be paid to him at the rate of Rs. 30 per day or Rs. 15 per half-day subject to a maximum of Rs. 500 per case. For this purpose, a day means more than two hours continuous work on any day and half-day means work for two hours or less. He shall record a certificate in writing indicating whether he has done a day's work or a half-day's work on a particular day.
- (iii) In either of the above two cases when any costs on account of arbitration are awarded against a private party, the entire amount, on recovery by the Department concerned, shall be credited to Government and shall not be paid to the arbitrator.
- (iv) A Government employee may, with the prior permission of the competent authority, as required under rule 5.57 of Punjab Civil Services Rules, Volume I, Part I, accept the appointment as an arbitrator in a dispute between private parties. At the time of giving such permission, the competent authority shall decide whether consistently with his official duties, he may undertake the arbitration work and also whether he may accept any fees for it from the parties to the dispute. This fee shall be subject to the provisions of rule 5.58 of the Punjab C.S.R. Volume I, Part I.

It has further been decided that cases of Government employees appointed as arbitrators in disputes between private parties and other State Governments or Union Territories will also be governed by the item (ii) in para 1 above.

Note.— *The term 'work' used in para 1(ii) above means only the time spent on reading of the case papers or studying the case.*

(No. 13205-7FR-II-63/11511, dated the 28th October, 1963).

Income derived by Government employees from sale or royalties of books.— Under Rule 2.18 of the Punjab Civil Services Rules, Volume I, Part I, income from literary, cultural or artistic efforts, if such efforts are aided by the knowledge acquired by the Government employee in the course of his service, is “fee” when such income is derived from a source other than the Consolidated Fund of India or the Consolidated Fund of a State (including the Punjab State) and is subject to the provisions of Rule 5.58 *ibid*. It has now been decided that Rule 5.58 *ibid*, should not be applied to the income derived by a Government employee from sale or royalties of a book written by him with the aid of the knowledge acquired by him during the course of his service, if such book is not a mere compilation of Government rules, regulations or procedures but it reveals the author’s scholarly study of the subject. A certificate to the above effect may, therefore, be furnished by the Administrative Department concerned while recommending to the Finance Department the relaxation of rule 5.58 *ibid* in such cases.

It has also been decided that rule 5.58 *ibid* will not apply to the income derived by a Government employee from exploitation of patent for an invention taken out by him with the permission of competent authority under rule 5.64 *ibid*.

(No. 6203-FRII-60/15712, dated 1st July, 1960.)

Honorarium.— It has come to the notice of the Finance Department that the existing provisions of the rules governing the grant of honorarium under rule 5.55 of the Punjab Civil Services Rules, Volume I, Part I, are not often kept in view by the authorities concerned while sanctioning honorarium or while approaching Government for sanction of the same.

In this connection attention is invited to rules 2.30, 3.10, 5.55 and 5.56 of the Punjab Civil Services Rules, Volume I, Part I, which specify types of cases relating to the grant of honorarium as remuneration for work which is occasional in character and either so laborious or of such special merit as to justify a special reward. These rules indicate the circumstances under which honorarium should not be granted and it is essential that the provisions of these rules should not be infringed. Honorarium should be allowed, or proposals for its grant recommended to Government only when its grant is really justified on account of the service rendered by the Government employee concerned being a laborious or of special merit with reference to the work done, time and labour involved and his basic pay. Further, while deciding cases for the grant of honorarium it is also necessary to keep in view the provisions of rule 3.10 of the Punjab Civil Services Rules, Volume I, Part I, which enjoins that unless in any case it be otherwise distinctly provided the whole-time of a Government employee is at the disposal of Government which pays him and he may be employed in any manner required by proper authority without claim for additional remuneration.

(No. 874-FRII-56/1769, dated the 13th March, 1956).

These instructions have become obsolete.

No. 4/5/96-4FR-II

From

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

To

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

Dated, Chandigarh, the 17th November, 1998

Subject : Grant of Adhoc Bonus to the Haryana Government employees for the year 1996-97.

Sir,

I am directed to invite reference to. Government of Haryana, Finance Department circular letter No. 4/5/96-4FR-II, dated 29th October, 1997 on the subject noted above and to say that for some time past the State Government had under its consideration the question of grant of adhoc bonus to Haryana Government employees not covered by any of the Productivity Linked Bonus Scheme or any ether bonus or ex-gratia scheme. It has now been decided to grant adhoc bonus equivalent to 30 days emoluments for the accounting year 1996-97 to these Government employees.

2. The adhoc bonus for the year 1996-97as mentioned above will be computed on the basis of the actual emoluments up to and including Rs. 4000/- per month as on 31st March, 1997. The maximum amount will, however, be restricted to the amount admissible to those drawing emoluments of Rs. 2500/- p.m. For the employees drawing monthly emoluments of more than Rs. 2500/- p.m., but not exceeding Rs. 4000/- p.m. the adhoc bonus will be calculated as if the emoluments were Rs. 2500/- p.m. The upper ceiling limit of Rs. 4000/- p.m. as on 31-3-97 will be applicable on the emoluments drawn in the revised scales of pay.

3. The benefit will be admissible subject to the following terms and conditions.

- (i) Only those employees, who were in service on 31.03.1997 and have rendered at least six months of continuous service during the year 1996-97 will be eligible for payment under these orders. Pro-rata payments will be admissible to the eligible employees for period of continuous service during the year ranging from six months to a full year, the eligibility period being taken in terms of number of months of service (rounded to the nearest number of months).
- (ii) The quantum of adhoc bonus admissible under these orders will be worked out on the basis of emoluments as admissible on 31.03.97. The terms emoluments occurring in these orders will be and include basic pay, personal pay, special pay, deputation (duty) allowance, dearness allowance.

- (iii) The work charged/daily wage employees who have worked for at least 240 days for each year for three years or more will be eligible for this adhoc payment as casual labour. Similarly the work charged employees who are getting regular pay scales but are not working on regular basis will also be treated as casual labour. The amount will be paid on a notional monthly wage of Rs. 750/- irrespective of actual monthly wages. The amount of adhoc bonus will be

$\frac{\text{Rs. } 750 \times 30}{30}$	i.e. Rs. 725.80 (rounded off to Rs.726).
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In case where the actual emoluments fall below Rs.750/- P.M., the amount will be calculated on actual monthly emoluments.

- (iv) The adhoc employees under these orders will not be eligible for the same under these orders.
- (v) The adhoc bonus will be calculated on the following formula:-

$$\frac{\text{Emolument} \times 30}{31}$$

- (vi) All payments under these orders will be rounded up to the next rupee. It may also be ensured that the expenditure on account of adhoc bonus should be met from the sanctioned budget provisions for the year 1998-99.

4. The payment of 25% of total adhoc bonus will be paid in cash. The remaining amount will be credited in the General Provident Fund accounts. Similarly, in case of those employees who have no such accounts, their remaining amount after making cash payment of 25% will be invested in the Post Office Saving Certificates to be purchased from the Post Offices functioning in Haryana. The National Saving Certificates shall be purchased by the Drawing and Disbursing Officer in the name of Government employees concerned and shall be handed over to the latter.

5. You are requested to ensure strict compliance of this letter.

6. It is hoped that the employees will reciprocate this gesture of the Govt. and will work hard to prove their worth to Society and the State.

Yours faithfully,

Sd/-

(AMIT JHA)

Joint Secretary Finance

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

These instructions have become obsolete.

No. 4/5/96-1FR-II

From

The Financial Commissioner and 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 and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 29th October, 1997

Subject : Grant of Adhoc Bonus to the Haryana Government employees for the year 1995-96.

Sir,

I am directed to invite reference to Government of Haryana, Finance Department circular letter No. 4/19/95- 4FR-II, dated 20th January, 1997 on the subject noted above and to say that for some time past the State Government had under its consideration the question of grant of adhoc bonus to Haryana Government employees not covered by any of the Productivity Linked Bonus Scheme or any other bonus or ex-gratia scheme. It has now been decided to grant adhoc bonus equivalent to 30 days emoluments as on 31.3.1996 for the year 1995-96 to all Haryana Government employees in group C & D without any eligibility wage ceiling on the pat tern of Government of India.

2. The adhoc bonus first the year 1995-96 as mentioned above will be computed on the basis of the actual emoluments as on 31st March, 1996 irrespective of whether the emoluments are drawn in the pre-revised or revised scales of pay. For the employees drawing monthly emoluments of more than Rs. 2500/- pm, the adhoc bonus will be calculated as if the emoluments were Rs. 2500/- pm.

3. The benefit will be admissible subject to the following and conditions:-

- (i) Only those employees, who were in service on 31.03.1996 and have rendered at least six months of continuous service during t he yea r 1995- 9 6 will be eligible for payment under these orders. Pro-rata payments will be admissible to the eligible employees for period of continuous service during the year ranging from six months to a full year, the eligibility period being taken in terms of number of months of service (rounded to the nearest number of months).
- (ii) The quantum of adhoc bonus admissible under these orders will be worked out on the basis of emoluments as admissible on 31.03.96. The terms 'emoluments' occurring in these orders will be and. include basic pay, personal pay, special pay, deputation (duty) allowance, dearness allowance and will also include additional dearness allowance and. interim relief in the case of employees who have not yet opted to some over to the revised scales of pay but will not include other allowances, such as house rent allowance,

compensatory (city) allowances etc. The interim relief granted vide Haryana Govt. letter No. 4/12/93-1FR-II/1356 dated 11th September, 1995, 4/12/93-1FR-II dated 28th February, 1996 4/12/93-1FR-II dated 31st October, 1996 will however, also not included.

- (iii) The work charged/daily wage employees who have worked for at least 240 days for each year for three years or more will be eligible for this adhoc payment as casual labour. Similarly the work charged employees who are getting regular pay scales but are not working on regular basis will also be treated as casual labour. The amount will be paid on a notional monthly wage of Rs.750/-irrespective of actual monthly wages. The amount of adhoc bonus will be Rs.750x30 i.e. Rs.725.80 (rounded off to Rs.726). In case where the actual below Rs.750/- P.M., the amount will be calculated on actual monthly emoluments.
- (iv) The adhoc employees will not be eligible for the same under these orders.
- (v) The adhoc bonus will be calculated the following formula :-

$$\frac{\text{Emolument} \times 30}{31}$$

- (vi) All payments under these orders will be rounded up to the next rupee. It may also be ensured that the expenditure account of adhoc bonus should be met from the sanctioned budget provision for the year 1997-98.

4. The payment of 25% of total adhoc bonus will be paid in cash. The remaining amount will be credited in the General Provident Fund accounts. Similarly, in case of those employees who have no such accounts, their remaining amount after making cash payment of 25% will be invested in the Post Office Saving Certificates to be purchased from the Post Offices functioning in Haryana. The National Saving Certificates shall be purchased by the Drawing and Disbursing Officer in the name of Government employees concerned and shall be handed over to the latter.

5. You are requested to ensure the strict compliance of this letter.

6. It is hoped that the employees will reciprocate this gesture of the Govt. and will work hard to prove their worth to Society and the State.

Yours faithfully,

Sd/-

(RAM NIWAS)

Joint Secretary, Finance

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

Clarification in Connection with the rate of subsistence allowance admissible under rule, application of rule.—

7.2 of Punjab Civil Services Rules, Volume I, Part I.

	Point raised	Clarification
(i)	Whether it is open to the competent authority to make further review(s) and to vary the amount of subsistence allowance, after the first review has been done in terms of the proviso to Rule 7.2(i)(ii)(a) and if so, whether there is any restriction as to the period after which the second or subsequent reviews further review(s) can be made.	(i) Though the proviso to Rule 7.2(1)(ii) (a) does not specifically provide for a second or subsequent review there is no objection to such review(s) being made by the competent authority. Such authority shall be competent to pass orders to increase or decrease the rate of subsistence allowance up to 50 per cent of the amount of the subsistence allowance initially granted, according to the circumstances of each case. A second or subsequent review can be made at any time at the discretion of the competent authority,
(ii)	Whether in a case where the subsistence allowance has been increased up to 50 percent of the initial amount as a result of the first review in terms of sub clause (i) of the proviso to Rue 7.2(i)(ii)(a), it can be reduced again in terms of sub-clause (ii) of the said proviso up to 50 per cent of the subsistence allowance initially granted OR Where it has been reduced as result of the first review, it can be enhanced again on subsequent reviews	(ii) It is permissible to reduce the amount of subsistence allowance once increased on the basis of the first review up to 50 per cent of the amount of the subsistence allowance initially granted, if the period of suspension has been prolonged for reasons directly attributable to the Government employee, i.e., by his adopting dilatory tactics. Similarly, in case where the amount of subsistence allowance has been reduced after the first review the same can be increased up to 50 per cent of the amount initially granted, if the period of suspension has been prolonged for reasons not directly attributable to the Government employee and Government employee has given up dilatory tactics.

(No. 4553-FRII-66/15252, dated 2nd August, 1966).

Clarification in connection with the application of rule 7.3 of Punjab Civil Services Rules, Volume I, Part I.—

Point raised	Clarifications
(1) Whether the term "proportion" used in rule 7.3(3) of Punjab Civil Services Rules, Volume I, Part I, can be taken to mean "Whole".	(1) The term "proportion" used in rule 7.3(3) of Punjab Civil Services Rules, Volume I, Part I, does not mean "Whole".
(2) Where the period of absence is treated as 'duty' for all purposes under rule 7.3(5) of Punjab Civil Services Rules, Volume I, Part I, whether it will be in order to limit the Government employees' pay to the subsistence allowance already paid.	(2) and (3) The decision of the competent authority under rule 7.3 of Punjab Civil Services Rules, Volume I, Part I, is in respect of two separate and independent matters. viz., (a) pay and allowances for the period of absence; and (b) whether or not the period of absence should be treated as duty.
(3) Whether the period of absence is treated as "not duty" under rule 7.3(5) of the Punjab Civil Services Rules, Volume I, Part I, whether the competent authority can pay full pay and allowances for this period.	<p>It is not necessary that the decision on (a) above should depend upon the decision on (b) above.</p> <p>The competent authority has the discretion to pay the proportionate pay and allowances and treat the period as duty for any specified purpose(s) or only to pay the proportionate pay and allowances. It has no discretion to pay full pay and allowances when the period is treated as "non duty".</p> <p>If no order is passed under rules 7.3(5) of the Punjab Civil Services Rules, Volume I, Part I, directing that the period of absence be treated as duty for any specified purpose, the period of absence should be treated as "non-duty", in such event, the past service (i.e. service rendered before dismissal, removal, compulsory retirement or suspension) will not be forfeited.</p>
<p>(4) How to regulate the pay and allowances and the period of absence.</p> <p>(i) Where a Government employee under suspension is acquitted by a Court of Law and the order reinstating him is passed some time after the date of acquittal;</p> <p>(ii) When the penalty of removal/ dismissal from service imposed upon a Government employee is set aside by a Court of Law on grounds other than non-observance of the procedure required under Article 311 of the Constitution and the order reinstating him is passed some time after the date of acquittal.</p>	(4) Full pay and allowances have to be paid from the date of acquittal to the date of rejoining duty and the period counted as duty for all purposes whereas for the period from the date of suspension/removal/dismissal to the date of acquittal he is to be allowed pay and allowances as directed by competent authority under rule 7.3(2) of the Punjab Civil Services Rules, Volume I, Part I, or rule 7.3(3) <i>ibid</i> and the period treated as duty or non-duty under rule 7.3(4) <i>ibid</i> or rule 7.3(5) <i>ibid</i> as the case may be.
(5) Whether it is necessary to invoke the law of limitation for restricting the payment to a period of three years prior to the date of re-instatement, while paying the arrears of pay and allowances for the period from the date of dismissal/removal/compulsory retirement/suspensions to the date of reinstatement in respect of persons who are reinstated under rule 7.3 of the Punjab Civil Services Rules, Volume I, Part I, and	(5) As rule 7.3 of Punjab Civil Services Rules, Volume I, Part I, is absolute, the law of limitation need not be invoked at the time of paying the arrears of pay and allowances for the period from the date of dismissal/removal/Compulsory retirement/suspension to the date of reinstatement in respect of cases where the pay and allowances are regulated on reinstatement in accordance with the provisions, contained in rule 7.3(2) <i>ibid</i> or under rule 7.3 (3) <i>ibid</i> , as the case may be.

Point raised	Clarifications
whose pay and allowances are regulated either under rule 7.3(2) <i>ibid</i> or under rule 7.3(3) <i>ibid</i> as the case may be.	
(6) Whether the amount earned by a Government employee through an employment during any period between the date of dismissal/removal/compulsory retirement and the date of reinstatement shall be recovered from the pay and allowances admissible to him under rule 7.3(1) of Punjab Civil Services Rules, Volume I, Part I, or under rule 7.3(3) <i>ibid</i> as the case may for the intervening period on his re-instatement under rule 7.3 <i>ibid</i> .	(6) Where the emoluments admissible under rule 7.3 of the Punjab Civil Services Rules, Volume I, Part I, exceed those earned during such employment, the former shall be reduced by the latter. Where, however, the emoluments admissible under rule 7.3 <i>ibid</i> are equal to or less than those earned during the employment nothing shall be paid to the Government employee.

(No. 7561-FRII-62/9647 dated, 17th September, 1962.)

Recoveries from Subsistence Allowance.— The question whether the provisions of Sub-rule (4) below Rule 6.1 of Subsidiary Treasury Rules issued under the Treasury Rules should be made applicable to recoveries of over payments from the subsistence allowance of a Government employee under suspension has been considered and it has now been decided, in partial modification of the said orders that the said sub-rule should apply by analogy in such cases and the recoveries of overpayments falling under paragraph 2 of Finance Department No. 7561-FR-II-59/16052, dated 24th November, 1959 should not ordinarily be made at a rate greater than one-third of the gross amount of subsistence and other allowances admissible under Rule 7.2 of Punjab C.S.R., Volume I, Part I.

(No. 8741-(7)FR-II-60/8550, dated 6th October, 1960).

Recoveries from subsistence allowance.— At present there is no provision in any rules or orders issued by the Punjab Government for the recovery of Government dues from the subsistence allowance granted to a Government employee under suspension. The permissible deductions fall under two categories:-

- (a) Compulsory deductions.
- (b) Optional deductions.

It has been decided that the recovery of following deductions which fall under category (a) above, shall be made from the subsistence allowance :-

- (i) Income-tax, super tax and professional tax provided the employee's yearly income calculated with reference to subsistence allowance is taxable.
- (ii) House rent and allied charges, i.e., electricity, water, furniture, etc.
- (iii) Repayment of loans and advances taken from Government at such rates as the Head of the Department deems it right to fix.

The following deductions falling under category (b), should not be made except with the Government employees' written consent :—

- (a) Premia due on Postal Life Assurance Policies.
- (b) Amounts due to Co-operative Stores and Co-operative Credit Societies.
- (c) Refund of advances taken from General Provident Fund.

It has further been decided that deduction of the following nature should not be made from the subsistence allowance:—

- (i) Subscription to a General Provident Fund.
- (ii) Recovery of loss to Government for which a Government employee is responsible.

As regards recovery of overpayments, there is no bar to the same being effected from the subsistence allowance, but the competent administrative authority will exercise discretion to decide, whether the recovery should be wholly in abeyance during the period of suspension, or it should be effected at full or reduced rate, depending on the circumstances of each case.

(No. 7561-FR-II-59/16052, dated 24th November, 1959.)

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)

विषय : अनिवार्य प्रतीक्षा अवधि को नियमित करने बारे।

(नकल पत्र क्र. 2/15/89-3एफ.आर. दिनांक 26 फरवरी, 1999) (26th February, 1999)

मुझे निर्देश हुआ है कि उपरोक्त विषय पर आपका ध्यान वित्त विभाग के पत्र क्रमांक 2/15/89-3 एफ.आर.-1. दिनांक 3.4.91 द्वारा जारी हिदायतों की ओर दिलाऊं तथा सूचित करूं कि पिछले कुछ समय से अधिकारियों/कर्मचारियों को अनिवार्य रूप से नियुक्ति आदेशों की प्रतीक्षा पर जाने के मामलों में अत्यधिक वृद्धि हुई है। इस आधार पर उनके अनिवार्य प्रतीक्षाकाल नियमित करने के केसों में भी अनायास वृद्धि हुई है जिसके फलस्वरूप सरकार को अनावश्यक भारी वित्तीय भार वहन करना पड़ रहा है अतः अनुरोध है कि अधिकारियों/कर्मचारियों के नियुक्ति आदेश जारी करते समय समुचित प्रक्रिया अपनाई जानी सुनिश्चित की जाए ताकि कोई अधिकारी/कर्मचारी बिना नियुक्ति के न रहे। यदि कोई अधिकारी/कर्मचारी किसी विशेष परिस्थिति में बिना नियुक्ति के रह जाए तो इस संबंध में समुचित कार्यवाही तत्काल की जाए ताकि कर्मचारी/अधिकारी को असुविधा का सामना न करना पड़े और सरकार को अनावश्यक वित्तीय भार से बचाया जा सके। यदि इस विषय में कोई अधिकारी कर्मचारी विलम्ब करता है तो उसकी जिम्मेवारी नियत करके उसके विरुद्ध अनुशासनिक कार्यवाही की जाए और तदोपरान्त संबंधित प्रस्ताव पूर्ण औचित्य सहित वित्त विभाग को भेजा जाए।

इन हिदायतों को सभी के ध्यान में ला दिया जाए तथा दृढ़ता से पालना की जाए।

No. 2(42)/94-3FR-I

From

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

To

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

Dated, Chandigarh, the 31st March, 1995**Subject : Delay in issue of posting order and regularisation of compulsory waiting period of Govt. employees.**

Sir,

I am directed to invite your attention to Haryana Government Finance Department letter No. 2/43/83-3FR-I dated the 9th April, 1984, No. 2(70)/86-3FR-I dated the 13th March, 1987 and No. 2(15)/89-3FR-I dated the 3rd April, 1991 on the subject noted above and to say that it has been observed that the guidelines regarding regularisation of compulsory waiting period of Govt. employees are not being followed properly and consequently the cases are being referred to Finance Department. I am, therefore, directed to request you once again that the above noted instructions may be followed meticulously to avoid unnecessary burden on the State Exchequer. The cases of only exceptional circumstances should be referred to Finance Department which must be supported by detailed justification. In case it is observed by the State Govt. that occasion of the compulsory waiting has arisen because of non-following of the instructions then the concerned dealing official/officer of the department will be held responsible for such cases and strict disciplinary action will be taken against him. It is further stressed that where required the Department should not hesitate to revert the employees in order to accommodate a waiting senior employee.

2. These orders may be brought to the notice of all concerned for strict compliance in future.

***These instructions have been Reiterated vide
No. 2(42)/94-3FR-I, Dated 31.03.1995.***

No. 2(15)/89-3FR-I

From

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

To

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

Dated, Chandigarh, the 3rd April, 1991

Subject : Regularisation of compulsory waiting period of Government employees.

Sir,

In supersession of Haryana Government, Finance Department letter No. 2(70)/86-3FR-I, dated 13.3.87 and letter of even number dated 4.6.87, on the subject noted above, I am directed to say that this matter has been further considered and after careful consideration, it has been decided that where the failure for issuing the posting orders in time is on the part of Head of the Department or the Government, in each case of compulsory waiting period sought to be regularised by the Administrative Department, the responsibility for the delay may be fixed and the case may be referred to the Finance Department with adequate justification so that the innocent employees who had been made to wait compulsorily without any fault on their part may not suffer unnecessarily.

2. These orders may be brought to the notice of all concerned for strict compliance in future.

Yours faithfully,

Sd/-
(R.P. Sukhija)
Deputy Secretary Finance (R)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

***These instructions have been Modified partly vide
No. 2(15)/89-3FR-I, Dated 03.04.1991***

No. 2(70)/86-3FR-I

From

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

To

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

Dated, Chandigarh, the 4th June, 1987

Subject : Regularisation of Compulsory waiting period of Government employees.

Sir,

I am directed to invite a reference to the Finance Department letter No. 2(70)/86-3FR-I, dated 13.3.1987 vide which it was decided that in all such cases where the waiting period exceeded 6 weeks, i.e. 42 days, it would not be regularized by the Finance Department. The matter has been considered and it has now been decided that "Compulsory Waiting Period" cases prior to 1.1.1987, where waiting period exceeded 6 weeks i.e. 42 days, will be considered by Finance Department on merit basis. It is, therefore, requested that all such cases (except those cases which are already pending in Finance Department) be sent to Finance Department by 30.6.1987 positively so that these may be finalized early. Cases received after 30.6.87 will not be entertained.

2. Further, 6 weeks limit in all future cases (i.e. beyond 1.1.87) be observed strictly. F.D. will not, in any circumstance, regularize waiting period in those cases where it exceeds 6 weeks i.e. 42 days.

Yours faithfully,

Sd/-

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

***These instructions have been Revised vide
No. 2(70)/86-3FR-I, Dated 04.06.1987.***

No. 2(70)/86-3FR-I

From

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

To

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

Dated, Chandigarh, the 13th March, 1987

Subject : Regularisation of compulsory waiting period of Government employees.

Sir,

The matter relating to the regularisation of compulsory waiting period of Government employees under rule 2.16 (b)(vi) of Punjab C.S.R. Vol. I, Part-I was engaging attention of the Government for sometime past.

2. After considering the whole matter carefully, it has now been decided that in all such cases where the waiting period exceeds 6 weeks i.e. 42 days, it will not be regularized by the Finance Department. This period will be regularized only in those cases, where it does not exceeds 6 weeks i.e. 42 days.

3. It is also suggested that in cases where waiting period exceeds 6 weeks, the junior-most promotees should be reverted to accommodate seniors.

This decision will be applicable in all cases w.e.f. 1.1.1987.

Yours faithfully,

Sd/-

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

No. 5/1/3PR(FD)-80

From

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

To

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

Dated, Chandigarh, the 16th March, 1982**Subject : Treatment of joining time.**

Sir,

I am directed to invite a reference to the conditions laid down in Chapter IX of C.S.R. Volume I, Part I governing the grant of 'Joining time' to a Government employee on transfer from one post to another in different stations and to say that it was decided that where an employee on transfer from one station to another, is not allowed to avail of full Joining time, in public interest, the period of Joining time not availed of may be treated as a Special Casual Leave and the employee be permitted to avail of that Special Casual Leave either in the same calendar year and if it was not possible to do so, in the next calendar year.

2. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

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

Grant of joining time to retrenched Government employees.— The following concessions shall be granted to such temporary Government employees as are discharged from the Punjab Government office on reduction of establishment and are re-employed in another such office, provided they had put in not less than three years of continuous service on the date of discharge—

- (i) If the orders of appointment to the new post received by the Government employee concerned while in his old post, or while on terminal leave :-

Joining time and travelling allowance on transfer will be admissible in all cases where the appointing authority certifies that the transfer is in the public interest and that the previous service rendered under Government is one of the considerations justifying his appointment to the new post. Where such a certificate cannot be given no joining time or travelling allowance will be admissible, but the period of break in service, if any, may be condoned for purposes of reckoning continuous service, if the period does not exceed the joining time which would be admissible if rule 9.1 of the Punjab Civil Services Rules, Volume I, Part I were applicable. For the purpose of grant of joining time or condoning the break in service equivalent to the joining time, as the case may be, the competent authority may exercise the powers delegated under Rule 9.19 of the Punjab Civil Services Rules, Volume I, Part I of extending the normal joining time up to a maximum of 30 days only. All cases in which the break in service exceeds 30 days and in which the break is to be condoned or joining time is to be granted for that period, should be referred to the Finance Department through the Administrative Department concerned for decision.

Note.— *A question has been raised whether the condonation of break in such a case would entitle the Government employee concerned to count his previous temporary service for the purpose of pension.*

It has been decided that the condonation of break would carry with it the benefit of counting previous temporary service towards pension as admissible under the rules.

(No. 4897(2)-FRI-60/5334, dated 15th June, 1960)

Admissibility of the allowance during joining time.— During joining time, as defined in F.R. 105 or rule 9.1 of the Civil Services Rules, Punjab, Volume I, Part I, the allowance will be based on the joining time pay admissible under F.R. 107 or rule 9.15 of the Civil Services Rules (Punjab), Volume I, Part I, except that in cases falling under clause (b) of F.R. 105, or clause (b) of Rule 9.1 of the Civil Services Rules (Punjab), Volume I, Part I, the allowance will be drawn at the same rate at which it was drawn before commencement of the joining time.

Note.— A question has been raised whether dearness allowance to be allowed to employees of other State Governments or the Central Government on deputation to Punjab Government during joining time, while proceeding on or reverting from their deputation, should be paid according to the rules of the other State Governments/Central Government or the Punjab Government, whichever, happens to be lower. In this connection it has been decided that during joining time availed of by a Government employee of the other State/Central Government, while proceeding on or reverting from deputation to the Punjab Government, dearness allowance will be drawn at the rate of the Government of the other State/Central Government or the Punjab Government according as joining time pay is drawn on the other State/Central Government or Punjab scale of pay. During joining time preceded by leave, however, the allowance will be admissible at rate equal to that drawn during leave.

(2) These orders will take effect from 23rd October, 1958 and cases already decided otherwise will not be re-opened.

(7935-FRI-58/15272, dated the 23rd October, 1958)

Subject : Grant of Leave instead of joining time to a Govt. employee on transfer on his own request.

It has now been further decided that in such cases the Government employee may be granted regular leave by the competent authority under the leave rules admissible to him, even if the transfer is at his own request, to cover the period after handing over charge at the old station and before taking over at another, if the Government employee applies for it and the competent authority is willing to sanction it. In case, however, where the Government employee does not apply for leave to cover the period spent in transit, this period should be treated as "dies non" for purpose of leave, increment, and pension.

2. These instructions apply to permanent as well as temporary Government employees.

(No. 11391-FR-56/2977, dated 4th April, 1956)

Grant of joining time to temporary Government employees on transfer.— It has come to notice of the Finance Department that there exists a considerable confusion in the various departments in regard to the application of the existing rules relating to the grant of joining time, joining time pay and travelling allowance, etc., in cases of transfers of temporary Government employees from one department to another, with the result that no uniform practice is being followed in this respect. Whereas in some departments the existing practice is to grant joining time, joining time pay and travelling allowance when a temporary Government employee is offered another post in another department for which he himself applied through his official superior while working in his previous temporary appointment. In other departments, on the other hand, a temporary Government employee in similar circumstances, is allowed no joining time, joining time pay, and travelling allowance, and his subsequent appointment in the other department is thus, to all intents and purposes, treated as a fresh appointment. In order to ensure uniformity of practice, the following instructions should be kept in view in dealing with such cases :-

Rule 9.1(a) of the Punjab Civil Services Rules, Volume I, Part I, provides that joining time may be granted to a Government employee to enable him to join a new post to which he is appointed while on duty in his old post. Note 5 below this rule lays down that when a Government employee holding a temporary post is offered through his official superior, another such post at some other station at any time before the abolition of his post he is entitled to joining time. Note 6 below this rule further enjoins that when a Government employee of one department is appointed to a post in another department, both departments being under the Punjab Government, but joins his new post after termination of his employment under the old department no joining time, joining time pay, or travelling allowance shall be allowed, unless it is in the public interest to do so. Note 1 below rule 9.15 of the Punjab Civil Services Rules, Volume I, Part I/rule 2.57 of the Travelling Allowance Rules includes a similar provision so far as joining time/travelling allowance is concerned. Moreover, as a temporary Government employee on transfer from one department to another post in another department retains no lien on his previous post in the original department, within the meaning of rule 2.35 of the Punjab Civil Services Rules, Volume I, Part I, and the transfer in the case of a temporary Government employee thus results in the termination of his employment under the old department, the position under the existing rules thus is that the temporary Government employee on transfer from one department to another is not entitled to any joining time, joining time pay, and travelling allowance, whatsoever, except in cases where such transfer is clearly and unquestionably in the public interest similarly in cases where temporary Government employees while in employment in a certain department have applied for another post in another department through proper channel they should not be allowed any joining time, joining time pay and travelling allowance in the event of their being accepted for appointment in that other department, as the employment of these officials in other departments is in their own personal interest rather than in the public interest, and the fact of their applications having been forwarded by the Heads of Departments or offices as a matter of routine does not in any way after the position to warrant a claim for these concessions. As a matter of fact, it would be in the fitness of things, if while forwarding applications of temporary hands to other department, the Heads of Departments/Offices apprise the persons concerned that they would not be allowed these concessions when they are definitely of the opinion that no public interest would be served at all by the contemplated transfer. In order to ensure that the continuity in service is not impaired in such cases, the period taken by a temporary Government employee in joining from one post to another in a different department may be treated as leave of the kind due, and if no leave is due, then as extraordinary leave.

(No. 10409-FR-55/10506, dated 11th November, 1955).

Grant of joining time to retrenched Government employees.—

- (i) If the orders of appointment to the new post are received by the Government employee concerned immediately after discharge from his old post or on the expiry of terminal leave and the Government employee joins his new post without delay-

No joining time or travelling allowance will be admissible, but the period of break in service may be condoned for purposes of continuity of service under Government.

- (i) In all cases in which the break in service is condoned, an entry will be made in the service book of the person concerned quoting reference to the authority condoning such break. Where the break is so condoned there will be no question of treating the period thereof as joining time.

- (iii) Where the transfer is not in the public interest, but in the interest of the individual Government employee the past service rendered by him will not count for seniority in the new office and seniority in the new office will be reckoned only from the date of joining. Where, however, the transfer is made in the public interest, past continuous service will count for seniority under the relevant rules and orders. When a retrenched Government employee is re-employed and the break in his service, if any, is condoned, his past service (but not the break itself) will count for seniority in the new office, under the normal rules or orders issued by Government from time to time.

(No. 7708-FR/55/8812, dated 5th September, 1955).

Copy of letter **No. 4249-(4)-FRI-66/16534 dated 24th September, 1966** from the Secretary to Govt., Punjab, Finance Department, to all Heads of Department, Registrar of High Court, Commissioners of Divisions, Sessions Judges and Deputy Commissioners in the Punjab and copy endst. to the A.G. Punjab, Simla.

Subject : Indication of Provident Fund account number in the service Book of a subscriber.

Sir,

I am directed to address you o the subject noted above and to state that it has been observed in most of the cases of the transfer of Government servants from one office to another, that the Provident Fund Account numbers are not specifically mentioned in their L.P.C. despite the fact that the L.P.C. form clearly requires this to be shown. As a result of this omission the new Heads of offices of such transferees are unable to note the Provident Fund Account numbers in the Provident Fund schedules. Thus a good number of Provident Fund credits remain unadjusted in the Subscribers accounts for considerably long periods. Besides, increasing the number of miscellaneous unposted items, this leads also to avoidable correspondence all round.

2. As a remedial measure it has been decided that as soon as a Government servant is admitted to the Provident Fund, the Provident Fund account number allotted to him should invariably be noted in his service book. This account number should be entered on the right hand top of page 1 of the service book by means of a rubber stamp or in red ink at a prominent place preferably on the second or third page, which is intended for noting entries regarding options etc.

3. Before the service book of a subscriber is transferred to the new office, his Head of the old office has to record a certificate of verification of his service there in. Although this work should not take much time, it has been noticed that the transmission of the service book from one office to another is generally delayed. With a view that the device suggested above is made use of to the maximum extent possible. It is necessary that the service book of the transferred Govt. servant should be made available by the old offices to the new offices immediately or as soon as possible after their transfer but not later than one month after the transfer. It is also desirable that LPC(complete in all respect) should be sent to the new offices promptly after the transfer of an employee to another office.

No. 221-FD(Pen)-65/13779

From

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

To

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

Dated, Chandigarh, the 3rd August, 1965**Subject : Fixation of time limit for the disposal of cases accompanied by Service Books - expeditious disposal thereof.**

Sir,

I am directed to invite a reference to Punjab Government, Finance Department printed letter No. 5454-(7)-FRI-63/10397, dated the 4th October, 1963, on this subject, wherein it was interalia, laid down that as a measure to check accumulation of arrears of pension cases and to avoid unnecessary hardship to Government employees on this account, cases accompanied by Service Books should be finalized within 2 weeks and that this time limit should be strictly observed. Mobile Pension Parties of Finance Department have, however, found that numerous cases accompanied by Service Books, are pending disposal and have been considerably delayed. This indicates that Government Departments have failed to observe Government instructions in this behalf putting to naught Government commitment to ensure speedy disposal of pension cases.

2. Finance Department have further considered measures to cut down delays in the finalisation of pension cases. It has been observed that where the Accountant General, Punjab, has issued qualified reports, objections usually are of the following nature:-

- (i) Substantive and officiating pay drawn by the retiree during last three years of service is not shown under the respective columns of the service books with the result that it becomes difficult for audit to work out pension and D.C.R.G., correctly.
- (ii) Gaps/continuity in service are either required to be explained or established;
- (iii) Leave Account is not constructed upto date;
- (iv) Closing entry indicating the date of retirement or death is not indicated in the Service Book ;
- (v) Terms of re-employment in the case of persons, re-employed after superannuation, are not intimated ;

-
- (vi) Certificate under the provision of rule 4.12 of Punjab CSR Volume II to allow the period spent on training towards service qualifying for pension is not recorded in the Service Book ;
 - (vii) Corrections in relevant columns of Pen I Form in accordance with the certificate and report is to be made;
 - (viii) Pension cases of retirees, in whose cases options either for Pepsu Pension Rules or New Pension Rules as per Appendix II to Punjab C.S.R. Volume II are not forthcoming. It is to be confirmed whether pension cases are to be decided under clause 8(i)(a) of Pepsu Rules or clause 9(i) (a) of New Pension Rules, respectively.
 - (ix) Date of commencement of pension within the provisions of note below rule 10.1 of Punjab C.S.R. Volume II has to be indicated.

The present practice is that sanctioning authorities pass on cases to the Subordinate offices for satisfying the objection which get stuck up there and consequently finalisation of the cases is inordinately delayed. The proper courses would be to attend to the objections by the pension sanctioning authorities themselves, at least in cases where retirement took place before 31.12.1963, and return pension cases to A.G., Punjab within the prescribed period. Information which is not available with the sanctioning authorities, should be obtained without any delay from the subordinate offices so as to finalise the case within the time limit prescribed by Government.

3. I am accordingly to request you to look into such pending cases personally and ensure that the time limit prescribed by Government in this behalf is strictly adhered to.

Yours faithfully,

Sd/-

(J.R. DHINGRA)

Deputy Secretary, Finance,
for Secretary to Government, Punjab,
Finance Department.

No. 5454(7)FRI-63/10397

From

Shri Sapuran Singh, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

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

Dated, Chandigarh, the 4th October, 1963**Finance Regulations****Subject : Fixation of time-limits for the disposal of cases accompanied with the Service Books.**

Sir,

I am directed to say that the Punjab Government have had under consideration the question of fixing time-limits for the disposal of cases which are accompanied by Service Books. The Service Books of staff are frequently in demand for drawal of increment, fixation of pay, sanction of pension etc. If the Service Book is held up in one case then claims of the Government employees cannot be settled, giving rise to arrears which increase work all around besides causing hardship to the Government employee. Therefore, as to a measure to check the accumulation of arrears of cases and to avoid unnecessary hardship to Government Servants on this account, it has been decided that the cases accompanied by the Service Books should be finalized within the following time limits, which should be observed strictly for the disposal thereof:

(i)	Investigation of time-barred claims less than three years old.	2 weeks
(ii)	Investigation of lime-bared claims more than three years old.	2 months
(iii)	Pay fixation cases of non-gazetted Government Servants.	3 weeks
(iv)	Efficiency bar cases	3 weeks
(v)	Leave cases	2 weeks
(vi)	Ex-India leave	6 weeks
(vii)	Seniority appeal	1 month
(viii)	Pension Case	2 weeks

Besides efforts should be made not to put up Service Books in each and every case unless it is very necessary to do so. If possible, the extracts of the relevant portion may be taken from the Service Books and put up with the case.

2. The above time limits are not applicable in the cases sent to the Office of the Accountant General, Punjab. The Audit has fixed the following time limits for the disposal of cases with which Service Books are attached: -

(a)	Pay fixation cases	10 days
(b)	Pre-audit bills	5 days
(c)	Pension cases in which verification Memo has to issue	10 days
(d)	Cases in which certificate and report has to issue	20 days

These instructions may kindly be brought to the notice of all your subordinates for strict compliance in future.

Yours faithfully,

Joginder Singh,
Deputy Secretary, Finance (G),
for Secretary to Government, Punjab,
Finance Department.

Supply of copy of Service Book to a Government employee on his quitting Government Service.— With reference to note below rule 12.3 of the Punjab Civil Services Rules, Volume I, Part I, it has been decided that in the case of Departments having a separate receipt Major Head, the amount of Rs. 5 received as copying fee, may be taken to the Minor Head "Collection of Payments for services rendered" and if such a Minor Head does not exist, the recoveries may then be taken to the Minor Head "Miscellaneous" under the Major head of the Department, Recoveries relating to Departments not having a special receipt Major Head should, however, in all cases be taken to the Minor Head "Collection of Payments for services rendered" under the Major Head ICLVI-Miscellaneous".

(No. 296-(5)FRII-62/1007, dated the 30th January, 1962).

IMPORTANT**No. 5/1/2007-1B&C**

From

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

To

All the Head of Departments,
Commissioner of Divisions and
Deputy Commissioners.
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 17th May, 2007**Subject : Creation of supernumerary posts and adjustment of staff appointed against such posts - Clarification thereof.**

Sir,

I am directed to refer to, the subject noted above and to say that it has come to the notice of the Government that in some departments supernumerary posts have been created, in order to regularize the services of daily wages employees as per the policy of the Government, as a separate and distinct from the regular sanctioned posts especially when regular sanctioned posts were not available. Departments are filling up some of the vacancies occurring against sanctioned posts when supernumerary posts also exist.

2. It is clarified that when financial benefit is to be given only temporary posts should be created. However, if supernumerary posts have been created, when regular sanctioned posts were not available, the same are personal to the employees for whom these were created and no other employee can be appointed against such posts. Such supernumerary posts stand abolished as soon as the employees for whom these were created retires or gets confirmed on another post or vacates the post for any other reasons whatsoever. When such supernumerary posts stand abolished, the same cannot be filled up thereafter. It is also clarified that supernumerary posts can be created only for a definite and fixed tenure sufficient for the purpose in view and can even be abolished before the fixed tenure if in the meanwhile a post has become available to accommodate the employee for whom the supernumerary post had been created.

3. You are, therefore, requested to ensure that no supernumerary post(s) have been filled up in your department after the official for whom these were created have vacated it/them on account of whatever reasons as indicated above.

Yours faithfully,

Sd/-

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

From

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

To

Chairman/Chief Administrators, Managing Directors
of all the Boards/Corporations/Companies/Co-op.
Institutions/Public Enterprises/Public Undertakings
in Haryana State.

Memo. No. 14/496/88/PE(FD)

Dated, Chandigarh, the 15th October, 1990

Subject : Regarding creation of supernumerary posts.

Sir,

I am directed to address you on the subject noted above and to state that whenever it is felt that finalisation of seniority cases is likely to take a long time, e.g. when such cases get referred to court, then Public Enterprises concerned should grant promotions/fill vacant senior posts directly connected with post/person whose seniority is under dispute/consideration, only after anticipating and fully considering in advance the decision that may arise in the case in favour of the affected person. In this way, the PE concerned should either reserve a post (if there are more than one post) or should make alternative appointment strictly conditionally and incorporating clear possibility of reversion in case of seniority determined after the case makes the appointee junior to the affected person. This line of action would reduce/eliminate creation of supernumerary posts to a great extent.

Similarly, in case of granting approval to the creation of supernumerary posts for ex-servicemen entitled to seniority benefits, PE concerned should anticipate, in time, its commitment of giving the ex-servicemen the benefit of seniority on account of their service with the armed forces, so as to avoid creation of supernumerary posts arising out of the obligation to honor these claims in case posts are already filled-up through alternative channels. This timely action would also result in economy in expenditure.

In view of the position described above, it is stressed that all steps may please be taken so that the necessity to create supernumerary posts, barring exceptional circumstances, is obviated in future.

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

***These instructions have been clarified vide
No. 5/1/2007-1B&C, Dated 17.05.2007.***

Creation of supernumerary posts.— (1) Instructions have been issued from time to time regarding the creation of supernumerary posts to accommodate the following categories of officials :-

- (i) Permanent Government employees in joint Punjab who immediately after partition could not be absorbed in the East Punjab against Permanent posts. (vide Finance Department letter No. 6784-FR-49/49, dated the 14th January, 1950, reproduced in Annexure)
- (ii) Permanent Government employees of the erstwhile Punjab and Pepsu States who on account of integration of services in the New State of Punjab could not fall within the permanent sanctioned cadre of their equated service in accordance with the Joint Seniority List. (Vide rule 20 of the Punjab Services Integration Rules, 1957.)
- (iii) Permanent Government employees who are substantively transferred/reduced to lower post on account of inefficiency or misbehavior and for whom permanent posts in the lower service/grade/time scale, etc., are not available. (Vide Finance Department letter No. 10509-7-FR-II-60/10780, dated the 7th December, 1960, reproduced in Annexure.)
- (iv) Permanent Government employees who vacate their posts as a result of dismissal or compulsory retirement but are later reinstated after the expiry of period of more than one year.

(Administrative Instructions below rule 7.3 of Punjab C.S.R. Volume I, Part I.)

2. The instructions already issued do not, however, cover all cases where it might be necessary to create supernumerary posts. In order to cover such other cases and to clarify the position further in this regard, the following broad principles governing the creation of supernumerary posts are indicated :-

- (i) A supernumerary post is normally created to accommodate the lien of an officer who in the opinion of the authority competent to create such a post, is entitled to hold a lien on a regular permanent post but who, due to non-availability of a regular permanent post, cannot have his lien against such a post.
- (ii) It is a shadow post, i.e., no duties are attached to such a post. The officer, whose lien is maintained against such post generally perform duties in some other vacant temporary or permanent post.
- (iii) It can be created only if another vacant permanent or temporary post is available to provide work for the person whose lien is retained by the creation of a supernumerary post. In other words, it should not be created in circumstances which at the time of the creation of the post or thereafter, would lead to an excess of the working strength.
- (iv) It is always a permanent post. Since however, it is created for accommodating a permanent officer till he is absorbed in a regular permanent post, it should not be created for an indefinite period as other permanent posts are, but should normally be created for a definite and fixed period sufficient for the purpose in view and should be abolished even before the expiry of the fixed period if in the

meanwhile a permanent post becomes available to accommodate the officer for whom the supernumerary post has been created.

- (v) It is personal to the officer for whom it is created and no other officer can be appointed against such a post. It stands abolished as soon as the officer for whom it was created vacates it on account of retirement or confirmation in another regular permanent post or for any other reasons. In other words, no officiating arrangement can be made against such post. Since supernumerary post is not a working post, the number of working posts in a cadre will continue to be regulated in a number that if a permanent incumbent of one of the regular posts return to the cadre and all the posts returns to the cadre and all the posts are manned, one of the officers of the cadre will have to make room for him. He should not be shown against a supernumerary post.
- (vi) No extra financial commitment is involved in the creation of such posts in the shape of increased pay and allowances pensionary benefits, etc.

3. In view of the above broad principles regarding the creation of supernumerary post and to maintain a record of the supernumerary posts, the particulars for the individuals who hold liens against them and the progressive abolition of such posts as and when the holders of the posts retire or are absorbed in regular permanent posts for the purpose of verification of service for pension should be kept.

(No. 5826-(1)FRII-65/17990, dated 22nd/27th October, 1965.)

***These instructions have been clarified vide
No. 5/1/2007-1B&C, Dated 17.05.2007.***

Subject : Creation of supernumerary posts for Government employees who hold permanent posts in the joint Punjab, but who were not absorbed in the East Punjab against permanent posts immediately after partition.

Government of East Punjab have had under consideration the question of regularizing the uncovered portion of service of those Government employees, who held permanent posts in a substantive capacity in the pre-partition Punjab, but who could not be absorbed in permanent posts under the East Punjab Government, immediately after partition owing to the number of permanent posts which fell to the share of East Punjab Government being less than the number of permanent Government employees who had opted for this Province.

2. If such officials are left without liens on permanent posts after partition difficulties are likely to arise in the matter of verification of their service at the time of their retirement since their names will not appear in the Annual Establishment Returns. Difficulties are also likely to arise and have in fact arisen in most cases, in the matter of leave and increments due to such Government employees. In order to safeguard the interests of such officials, the Governor of East Punjab is pleased to decide that supernumerary posts should be created by the Heads of Departments concerned, in the same time scale to be very carefully verified from their services records as those applicable to the permanent posts, held by such Government employees, or on which they had held a lien, immediately before partition. The intention of creating these supernumerary permanent posts is to enable the Government employees concerned to hold liens against such posts. The supernumerary posts should, however, be abolished as soon as the officials, who hold lien on these posts retire from service or are confirmed against some other permanent posts, whichever event occurs earlier.

3. Orders for the creation of such supernumerary posts should indicate the names of the officials concerned and a copy of such orders should be forwarded to the Accountant General, East Punjab. A note regarding such orders should be kept in the service books of the officials concerned. Similarly procedure should also be adopted at the time of abolition of such posts.

(No. 6784-FR-49/49, dated the 14th January, 1950.)

No. 7/8/2010-4FR

From

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

To

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

Dated, Chandigarh, the 8th December, 2010

Subject : Restriction on official/private foreign visits.

Sir/Madam,

I am directed to invite your attention on the subject noted above and to say that State Government has decided that no officer/official shall be allowed to undertake more than two official visits in a financial year, irrespective of which agency bears the cost.

2. Private visits financed from own sources shall also be restricted to one visit in a financial year.

3. You are, therefore, requested to consider and recommend proposals for foreign visits as per the above decision in future.

Sd/-
(K. S. Dahiya)
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy is forwarded to:

1. All the Financial Commissioners & Principal Secretaries Government Haryana.
2. All the Administrative Secretaries to Government Haryana for information and necessary action.

Sd/-
(K. S. Dahiya)
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries
Government, Haryana.
All the Administrative Secretaries to Government, Haryana.

U.O. No. 7/8/2010-4FR

Dated, Chandigarh, the 8th December, 2010

A copy is forwarded to:

1. The Secretary to Speaker/Deputy Speaker, Haryana Vidhan Sabha for information of Hon'ble Speaker/Deputy Speaker, Haryana Vidhan Sabha.
2. The Principal Secretary/Additional Principal Secretary-I, II & III/Officer on Special Duty-I, II & III/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers/Chief Parliament Secretaries/Parliament Secretaries of the State for information of Chief Minister/Ministers/Ministers of State/Chief Parliament Secretaries/Parliament Secretaries/Deputy Chairman, Planning Board, Haryana.
3. Private Secretary to Chief Secretary to Government, Haryana.
4. Deputy Secretary to Government Haryana, Personnel Department for information and necessary action.

Sd/-
(K. S. Dahiya)
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

1. The Secretary to Speaker/Deputy Speaker, Haryana Vidhan Sabha for information of Hon'ble Speaker/Deputy Speaker, Haryana Vidhan Sabha.
2. The Principal Secretary/Additional Principal Secretary-I, II & III/Officer on Special Duty-I, II & III/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers/Chief Parliament Secretaries/Parliament Secretaries of the State for information of Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretaries/Parliament Secretaries/Deputy Chairman, Planning Board, Haryana.
3. Private Secretary to Chief Secretary to Government, Haryana.
4. Deputy Secretary to Government Haryana, Personnel Department for information and necessary action.

U.O. No. 7/8/2010-4FR

Dated, Chandigarh, the 8th December, 2010.

MOST IMMEDIATE
DATE BOND

No. 11/109/2009-2FDIII/1287

From

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

To

All Heads of the Department in Haryana.
Managing Directors of all Boards & Corporations in Haryana.

Dated, Chandigarh, the 19th August, 2009

Subject : Settlement of Labour Disputes - Lok Adalats on 21-8-2009.

Sir,

I am directed to inform you that Lok Adalats in Labour Courts are being organized on 21.8.2009 to settle labour disputes. In majority of the cases, the claim made is against the retrenchment, termination, removal and prayer for taking back into service with back wages. In certain cases, even back wages are being claimed by the casual, adhoc and contractual labourers.

2. In the recent past, there have been various judgments delivered by the Hon'ble Supreme Court of India and Hon'ble High Courts on the issue of payment of compensation instead of reinstatement.

3. It is requested to depute a senior officer duly authorized to take a view about quantum of compensation that could be paid in respect of the pending cases and ensure that maximum number of cases are settled in the coming Lok Adalats which is scheduled to be held on 21.8.2009.

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

Yours faithfully,

Sd/-

Superintendent FD-III,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy is forwarded to the Financial Commissioner & Principal Secretary to Government Haryana, Labour Department w.r.t. D.O. No.PS/FCLE/2009/1502 dated 6.8.2009 for information and necessary action.

Sd/-

Superintendent FD-III,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

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

U.O. No. 11/109/2009-2FD-III/1287

Dated: 19.8.2009.

Subject : Transfer/utilisation (otherwise than initially envisaged) of posts within the organisation - instructions regarding.

Will all the Financial Commissioners & Principal Secretaries/Administrative Secretaries to Government of Haryana kindly refer to the subject captioned above?

2. Instances have come to notice when a post sanctioned for a specific purpose/category/station in an organisation/department is diverted for another purpose at the same or different station and/or utilised as a standby to accommodate the need of some other purpose or special item of works or individual employees, etc. Instances have also come to notice when such posts are offered to be surrendered, either temporarily or permanently, in lieu of creation of some higher level posts for concurrent durations, etc.

3. Such diversion/swapping/surrender of posts obviously leads to the conclusion that the purpose for which the post was originally created has ceased to exist and diversion/swapping/surrender is effected to cope with some new item of work, notwithstanding the fact that such arrangement is within the same cadre/department/ organisation and/or at the same or a different station.

4. It has been decided that such like cases of diversion/swapping/surrender/ transfer/ adjustment of posts would amount to creation of new posts while simultaneously carrying the presumption that the post(s)diverted/swapped/offered for surrender/ transfer/adjustment stands abolished as having fulfilled the purpose for which the post was originally created.

5. Accordingly, in all such cases, either existing and continuing or encountered in times to come, in all cases involving circumstances as narrated above, before said diversion/ swapping/surrender/transfer/adjustment of posts are authorised, all such steps consistent with 'creation of new post' must be taken afresh. Further, wherever the case(s) fall within the meaning of 'deemed abolition' under any existing instructions of the Government, such post(s) should, under no circumstances, be considered as available post(s) notwithstanding the fact that they are yet continuing either in the budget documents or in the respective Service Rules.

6. In this background, the Financial Commissioners & Principal Secretaries/ Administrative Secretaries to Government of Haryana are requested to immediately undertake measures consistent with the gist of these instructions.

7. These instructions should be brought to the notice of all concerned for strict compliance.

Sd/-

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

To

All the Financial Commissioner & Principal Secretaries/
Administrative Secretaries to Government of Haryana.

U.O. No. 5/7/2009-1B&C

Dated : 6th July, 2009

Endst. No. 5/7/2009-1B&C

Dated : 6.7.2009

end: A copy is forwarded to the following for information and necessary action at their

Accountant General (A&E/Audit), Haryana.
Registrar (General), the High Court of Punjab & Haryana.
All the Divisional Commissioners in Haryana.
All the Heads of Department, Haryana in Haryana.

Sd/-
Under Secretary Finance (Budget),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

INTERNAL CIRCULATIONS

All the Officers/Deputy Secretaries/Under Secretaries/Superintendent of F.D.
In Charge, Computer Cell (F.D).

No. 9/3/2000-2FICW

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 & Haryana High Court Chandigarh.

Dated, Chandigarh, the 1st June, 2000

Subject : Payment of back wages to the daily wages staff in compliance with the judgement of Courts - Instructions regarding follow up of the mandatory provisions of Section 25-F & 25-G of Industrial Dispute Act, 1971.

Sir,

I am directed to invite your kind attention to the subject noted above and to say that a number of proposals are being received from various Departments seeking payment of back wages to workmen on the basis of court orders and that it has been noticed that the mandatory provisions of the Industrial Dispute Act, 1971 were not followed by concerned authorities while terminating the services of these daily wages workmen. Further, such cases appear to be not defended properly in courts. Disposal of these cases, pursuant to court order, is also being delayed unnecessarily.

The Sections 25-F & 25-G of the Industrial Dispute Act, 1971, provide as under:-

25-F: Conditions precedent to retrenchment of workmen:-

No workmen employed in any industry who has been in continuous service for not less than one year under an employer shall be retrenched by that employer until:

- (a) the workman has been given one month notice in writing indicating the reasons for retrenchment and the period of notice has expired, or the workman has been paid in lieu of such notice, wages for the period of the notice :

Provided that no such notice shall be necessary, if the retrenchment is under an agreement, which specifies a date for the termination of service;

- (b) the workman has been paid, at the time of retrenchment compensation, which shall be equivalent to fifteen days average pay for every completed year of continuous service or any part thereof in excess of six months; and

(c) notice in the prescribed manner is service on the appropriate Government (or such authority as may be specified by the appropriate Government by notification in the official Gazette).

25-G Procedure for retrenchment : Where any workman in an industrial establishment, who is a citizen of India, is to be retrenched and he belongs to a particular category of workmen in that establishment, in the absence of any agreement between the employer and the workman in this behalf, the employer shall ordinarily retrench the workman who was the last person to be employed in that category, unless for reasons to be recorded the employer retrenchment any other workman.

It has been noticed by Finance Department that a number of cases are being received from Public Works Departments, in which the provisions contained in the above mentioned Sections 25-F & 25-G, are not being followed by the departments while dispensing with the cases of the Workmen. As a result, these cases are invariably decided in favour of the Workmen petitioners and against the Government departments. Resultantly, the Government have to pay a huge amount on account of back-wages for the period of the irregular termination period, during which the workmen have not actually worked. This is an avoidable liability. In view of the said circumstances, it has been decided that in future, compliance of mandatory provisions of the said Act must be ensured in all such cases, so as to avoid such liabilities. For this purpose, responsibilities of the appointing authority concerned should be fixed for compliance of statutory provisions and suitable disciplinary action should be taken against the defaulters.

Avoidable delay has also been noticed by Finance Department in the processing of such cases, especially when interest on back wages is payable by State Government as per Court orders, leading to larger liabilities. The Departments are, therefore, requested that timely processing and disposal of these cases be ensured and responsibility for delay be fixed by the Department concerned for any lapse in disposal of such cases.

Yours faithfully,

Sd/-

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

MOST IMMEDIATE**Subject : Proper procedure of routing the cases to Finance Department**

Will all the Financial Commissioners and Administrative Secretaries to Govt., Haryana, kindly refer to F.D's U.O. No.2/87/97-5B&C, dated 6.10.97 (copy enclosed for ready reference) on the subject noted above.

2. It has been observed that in certain cases, referred to the Finance Department for advice, the Administrative Department do not send self-contained notes rather vital and relevant information are placed as Annexure etc., without making their copies available for use by the Finance Department with the result such relevant information do not find place in F.D.'s file. It is, therefore, requested that henceforth copies of all relevant information alongwith the copy of A.D.'s self contained note, must be made available to Finance Department while seeking F.D.'s advice.

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

Yours faithfully,

Sd/-

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

To

All Financial Commissioners and
Administrative Secretaries to Govt. Haryana.

U.O. No. 28/37/97-5B&C

Dated, Chandigarh, the 25th May, 1999.

***These instructions have been Reiterated vide
No. 28/37/97-5B&C, Dated 25.05.1999.***

MOST IMMEDIATE

Subject : Proper procedure of routing the cases to F.D.

Will all the officers/Supdts. of the Finance Department kindly refer to the subject noted above?

2. It has been observed that the Administrative Departments send their proposal to Finance Department without observing the proper procedure of routing the cases through respective Administrative Secretaries. It has, therefore, been decided that Finance Department will not accept any case from the concerned A.D. if it has not been routed through the appropriate level as per the instructions of Finance Department. Any case below the approved level should be returned back. Secondly, it has also been noticed that when Administrative Departments send the cases to Finance Department, they send the duplicate copy of the main noting only and not of the annexure. In future the Administrative Departments should be asked to provide duplicate copies of the annexure also for the use of the Finance Department. These instructions may be brought to the notice of all the officials of the various Branches for strict compliance.

Sd/-

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

To

All the Officers/Superintendents of the Finance Department.

U.O. No. 28/37/97-5B&C

Dated 6th October, 1997.

***These instructions have been revised partly
vide No. 11/61/83-1FR-II, Dated 15.03.1988.***

No. 6/3(6)/85-1FR-I

From

The Financial Commissioner and Secretary to Govt.,
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 5th October, 1987

Subject : Continued employment of female employees in the state of pregnancy employed on adhoc basis.

Sir,

I am directed to address you on the subject noted above and to say that under rule 3.4(4) of Civil Services Rules, Vol.-I, Part-I, a candidate initially appointed in the Govt. service in a temporary capacity for a period not exceeding six months is required to produce a certificate of fitness when he/she is retained either in that office or transferred without break to another office & the total period of continuous service under the Govt. is executed to last for a period exceeding six months. This certificate is to be produced within a week from the date of order sanctioning retention or joining the post. It has come to the notice of Finance Department wherein a female candidate was appointed on adhoc basis for six months & was allowed to continue in service without any break beyond six months. Since during the period of her adhoc service when asked to produce a medical certificate of fitness as required under the aforesaid rule, was found unfit by the competent Medical Authority on account of pregnancy of more than twelve weeks standing. Accordingly a question has arisen as to whether it was open to the appointing authority to retain her in service despite her temporary unfitness.

2. The matter has been examined in the Finance Department it is felt that since the adhoc appointments usually last for periods exceeding six months, therefore, the normal practice should be to ask for the certificate of fitness before the adhoc service commences. But in such like case referred to above their continued retention in Govt. service is not repugnant to the normal rules provided the authority concerned sends a certificate to audit as required in note 2(iv) below rule 3.1 *ibid*. I am, therefore, to request you that the services of such female adhoc employees as referred to above should not be terminated & they may be allowed leave of the kind due when needed in term of Haryana Govt. Finance Department letter No. 11/61/83-1FR-II, dated 4th July, 1984 read with Chief Secretary's instructions No. 3741-8G.S.63/9352, dated 19.3.1963.

3. These instructions may be brought to the notice of all concerned & its receipts may please be acknowledged.

Yours faithfully,

Sd/-

(J.P. Narang)

Joint Secretary Finance (R)

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

No. 1948-2FR-I-77/27560

From

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

To

All the Heads of Departments,
Commissioners, Ambala and Hisar 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 13th September, 1977

Subject : Relinquishment of charge of office by a retiring Govt. servant when the last day of the month on which he is to retire happens to be a holiday.

Sir,

I am directed to invite a reference to the subject noted above and to say that it has been under the consideration of Government as to what procedure may be followed for relinquishment of charge of office in the case of retiring Government servant when the day on which he is due to retire happens to be a closed holiday. Since, according to the instructions contained in the Finance Department's letter No. circular letter No. 7056-2FR-75/40201, dated the 19th November, 1975 a Government servant shall retire from service with effect from the afternoon of the last day of the month in which his/her date of retirement falls, the retiring Government servant formally relinquishes charge of office on the afternoon of that day itself even if it happens to be a closed holiday.

In cases in which handing over of cash, stores, etc., is involved, these may be made over by the retiring official to the relieving official or, in the absence of the relieving official to the next Senior Official of the Department present on the close of the previous working day. Thereafter, the actual relinquishment of charge of office shall be made in the prescribed form on the last day of service, for which the physical presence of the officer in the office must not be insisted upon.

Yours faithfully,

Sd/-

Deputy Secretary Finance (R),
for Commissioner and Secretary to Govt., Haryana,
Finance Department.

No. 1169-2FR-76/9922

From

The Commissioner and 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 30th March, 1976

Subject : Date of retirement of Haryana Government employees.

Sir,

I am directed to invite a reference to Finance Departments Circular letter No. 7056-7FR-75/40201, dated the 19th November, 1975 on the subject noted above and to say that enquiries are being made by various departments whether the instructions contained therein are also applicable in those cases where an employee is retired or is permitted to retire on retiring pension after attaining the age of 50/55 years, as the case may be. It is clarified that the instructions referred to above are applicable only in those cases where an employee retires from service after attaining the age of superannuation according to clauses (a) and (b) Rule 3.26 of the Punjab Civil Services Rules, Volume-I, Part-I. These instructions are not applicable to those employees who are required/allowed to retire under the provisions of clauses (d) and (e) of rule 3.26 ibid and rules 5.32 and 5.32-A of the Punjab Civil Services Rules, Volume-II.

Yours faithfully,

Sd/-

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

Copy of Govt. letter **No. 7056-7FR-75/40201, dated 19th November, 1975**, from the Commissioner and Secretary to Government, Haryana, Finance Department, to all Heads of Departments and etc.

Subject : Date of retirement of Haryana Government employees.

I am directed to invite a reference to the provision contained in rule 3.26 of the Punjab Civil Services Rules, Vol. I Part-I according to which the date of compulsory retirement of a Government employee other than that of a Class IV employee is the date on which he attains the age of 58 years and in the case of Class IV employee, the date on which he attains the age of 60 years.

2. With a view to simplify the calculations and ensure speedy settlement of pension claims the Government have had under consideration the introduction of uniformity in the date of retirement. It has accordingly been decided that with effect from 1st October, 1975 the date of retirement of the employees of the Government of Haryana except these whose date of birth falls on the 1st day of the Month, will be the afternoon of last day of the month in which the date of their retirement falls instead of the actual date of their superannuation as at present. In the case of these employees whose date of birth falls on the first day of the month, the date of retirement will be the afternoon of the last day of the month preceding the month in which their date of birth falls.

3. The Governor of Haryana is also pleased to decide that in case of following categories of employees, the intervening period between the date of retirement or the date of expiry of the leave preparatory to retirement, as the case may be, and the date of retirement determined in accordance with the decision referred to in para 2 above, shall be treated as duty for all purposes and the employees concerned will be deemed to have retired with effect from afternoon of the date of retirement as determined in accordance with the policy now laid down:-

- (i) Government employees who have already retired from services on attaining the age of superannuation on or after the 1st October, 1975, but before the date of receipt of these orders.
- (ii) Government employees who had proceeded on leave preparatory to reparatory to retirement but would be retiring after the date of receipt of these orders.

4. Formal amendment of the relevant rules on the subject will be issued in due course.

Payment of pay and allowances due in respect of a Government employee certified to be lunatic.— With reference to the provisions of Section 95 of the Indian Lunacy Act, 1912 (Act No. 4 of 1912) the question of laying down a suitable procedure for the preferment, withdrawal and disbursement of sums payable in respect of pay and allowances of a Government employee who has been certified to be a lunatic by a magistrate has been under the consideration of Government for some time. It has now been decided in consultation with the Accountant General, Punjab that the following procedure may be adopted in this regard:-

- (i) On receipt of information that a Government employee has been certified to be a lunatic, the Head of the office in which the Government employee before his being certified to be a lunatic was last employed, should on the basis of the orders issued by the appointing authority indicating the person(s) to whom and the proportion in which the pay and allowances admissible to the Government employee may be disbursed in accordance with the provisions of Section 95 (1) of the Indian Lunacy Act, 1912, draw the pay and allowances of the Government employee in the appropriate bill form, for a gazetted or non-gazetted, as the case may be, from the treasury or other office of disbursement. The claim should be supported by all the relevant certificates which the Head of the Office is required to furnish in the normal circumstances. However, in respect of the certificates which solely depend on the personal knowledge of the Government employee and which cannot be furnished in such cases, Head of the office should record, if he is satisfied about the reasonableness of the claim, a certificate to the effect that the claim is not susceptible of verification but is considered reasonable. If the Government employee is invalided from service, the claim would be the last one in respect of him and the requisite payment in case he was a gazetted Government employee shall be made only after the Head of the office has satisfied himself by reference to the Accountant General, Punjab, the Departmental authorities, if any, and his own records that no Government dues are outstanding against him. In other cases, payment may be made on the responsibility of the Head of the office concerned.
- (ii) The amount withdrawn in the manner stated above may be paid to the person(s) referred to in sub-paragraph (i) above in the proportion determined by the appointing authority and receipts obtained, stamped, where necessary. Since these receipts in acknowledgement of the payment made would not be the personal receipt of the Government employee concerned as required under rule 6.1 of P.F.R., Volume I, that Rule is being amended suitably.

Where a Government employee has been invalided from service and it is found that some Government dues are outstanding against him even after the adjustment of his claims for pay and allowances, the same may be adjusted against the amount of death-cum-retirement gratuity, if any, and if the same is also insufficient, the balance of the outstanding dues may be written off under sanction of the competent authority.

(No. 5090-3FRI-66/17816, dated the 19th October, 1966).

No. 5919(7)FR-II-64/6613

From

Shri Sapuran Singh, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

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

Dated, Chandigarh, the 4th August, 1964

Subject : Termination of lien of permanent Government servants on Foreign Service in the event of their permanent absorption under the foreign employer.

Sir,

I am directed to invite a reference to rule 3.15 (a) of the Punjab Civil Services Rules, Volume I, Part I, which provides that a Government servant's lien on a post may in no circumstances be terminated even with his consent, if the result will be to leave him without a lien or a suspended lien upon a permanent post.

2. A question has been raised as to what procedure should be followed for terminating the lien of a permanent Government servant who is transferred on Foreign Service and is subsequently absorbed in the service of the foreign employer. In this connection it is hereby clarified that Rule 3.15 *ibid* applies only so long as Government servant remains in Government service. Obtaining of consent of the Government servant to the termination of lien is necessary in certain circumstances where the Government servant is to be confirmed in another post under Government. Such consent is not necessary in cases where the Government servant ceases to be in Government employ. The proper course in such cases, where it is proposed to absorb him in non-Government service in public interest, would be to ask the Government servant concerned to resign his appointment under the Government with effect from the date of such permanent absorption and the lien will stand automatically terminated with the cessation of Government service. Such resignation from Government service will be without prejudice to the entitlement of the Government servants to the retirement benefits admissible under Punjab Government, Finance Department circular letter No. 898(5)FR-I-61/1631, dated the 9th February, 1961 (copy enclosed), provided the transfer to the Public Sector Undertakings or Government or semi-Government Corporations is in the public interest.

3. In all cases where a Government servant is to be absorbed permanently by the foreign employer under his organisation, it would be incumbent on him to consult the parent employer before issuing orders absorbing the Government servant permanently in his service. The orders of permanent absorption should be issued only after the resignation of the Government servant has been accepted by the Government and with effect from the date of such acceptance.

Yours faithfully,

Sd/-

(Arjan Singh),

Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Subject : Grant of Leave instead of joining time to a Govt. employee on transfer on his own request.

It has now been further decided that in such cases the Government employee may be granted regular leave by the competent authority under the leave rules admissible to him, even if the transfer is at his own request, to cover the period after handing over charge at the old station and before taking over at another, if the Government employee applies for it and the competent authority is willing to sanction it. In case, however, where the Government employee does not apply for leave to cover the period spent in transit, this period should be treated as "dies non" for purpose of leave, increment, and pension.

2. These instructions apply to permanent as well as temporary Government employees.

(No. 11391-FR-56/2977, dated 4th April, 1956)

Entrustment of functions of Cashier and Accountant to one person.— Cases have come to the notice of the Accountant General, Punjab, in which misappropriation of Government funds has been facilitated due to the fact that function of Cashier and Accountant were entrusted to the one and the same person. As the entrustment of these duties to one person is always open to risk of fraud and embezzlement, it has been decided that except in those offices where there is only one clerk, the work of the Cashier and the Accountant should be done by separate hands. In order to achieve this separation of duties, it is suggested that a senior member, other than the Accountant on the staff of the office may be entrusted with the work of Cash and a part of his normal work, if considered necessary, be transferred to the Accountant in lieu of the Cash work taken from him. This would help in separating the functions without any extra cost or administrative inconvenience. Necessary instructions may be issued for implementing the decision referred to above in offices with effect from 1st April, 1955.

(No. 58-FR-55/ 1172, dated the14th February, 1955)

These instructions have become obsolete.

From

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

To

All the Heads of Departments,
Commissioners of Ambala, Hisar,
Gurgaon and Rohtak Divisions,
All the Deputy Commissioners in the Haryana State.
All District and Session Judges in Haryana.

Memo No. 181-TA-HR-(4T)2010/224-400

Dated: Chandigarh, the 8th January, 2010

Subject : State S.A.S. Part-I and II (OB/LAD) Examination.

Sir,

I am directed to invite a reference to the subject noted above and to state that next State S.A.S. Part-I and II (OB/LAD) Examination will be held in the month of April. The exact date of Examination and place will be notified later on. Application of intending candidates for permission to appear in the State S.A.S. Part-I and it (OB/LAD) Examination, duly forwarded by head of department, should reach the Director Treasuries & Accounts Department; 2nd Floor, 30 Bays Building, Sector-17 C, Chandigarh on the prescribed form Annexure A (Specimen enclosed) complete in all respects by 28-2-10 at the latest. Application received after this date will not be considered. It is also mentioned that incomplete applications are liable to be rejected.

2. The fee for the Examination is Rs. 500/- (Rupees Five Hundred only). The same should be remitted by the Indian Postal Orders duly crossed in the name of the Deputy Director, Treasuries & Accounts Department, Haryana, Chandigarh payable at Chandigarh and attached with the application. No application shall be entertained where the requisite fee is not remitted. The Indian Postal Orders should not have been purchased before the date of issue of this letter and not later than the last date mentioned.

3. The following instructions should be kept in view while forwarding the application:-

- (a) The application should be complete in all respects incomplete applications will not be entertained.
- (b) All particulars entered in the application should be filled correctly and certificate recorded by the Head of Office/Department that the same have been verified as correct as per Service Book.
- (c) The name of the candidates should be recommended for the examination after complete verification of the Service Record of the officials to ensure that their integrity is above board.

4. The candidates may also be informed that withdrawals from the examination will not be accepted except in very rare cases on medical certificate of illness from the Civil Surgeon concerned.
5. All the Head of Departments are requested that the applications for State S.A.S. Part-I and II (OB/LAD) Examination should be forwarded in respect of only those candidates who are Government employees and covered in Ministerial Service as defined in Rule 2.40 of Punjab Civil Service Rules Volume I, Part-I.
6. Only those applications may be forwarded to this department of Board/Corporation/Co-operative Institutions which are covered in list of H.B.P.E. (List attached) and covered in Ministerial Service as defined in Rule 2.40 of Punjab Civil Service Rules Volume I, Part-I.

Yours faithfully,

Sd/-

Joint Director

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

Endst. No. 181-TA-HR(4T)-2010/224-400

Dated: 8-1-2010

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

Sd/-

Joint Director

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

Endst. No. 181-TA-HR(4T)-2010/224-400

Dated: 8-1-2010

A copy is forwarded to those Board/Corporation/Co-operative Institutions which are covered in list of Haryana Bureau of Public Enterprises (List attached) in the State of Haryana in continuation of Government letter No. 11/59/93-1FA dated 17.05.1995 and letter No. 11/59/93-1FA dated 06-07-1999 for information and necessary action alongwith a copy of prescribed performa at Annexure "B". The application of candidates in Annexure "B" alongwith requisite fee by the Indian Postal Orders and attested resume of ACRs should reach this office by the 28-2-10 at the latest. It should be ensured that the integrity is above board of the candidates.

Sd/-

Joint Director

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

Endst. No. 181-TA-HR(4T)-2010/224-400

Dated: 8-1-2010

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

Director, Local Fund Accounts Haryana, Chandigarh.

Financial Adviser & Chief Accounts Officer, Beas Project Talwara and Sundernagar (H.P.).

Financial Adviser & Chief Accounts Officer, Bhakhra Beas Management Board, Nangal Township.

Principal Accounts Training Institute Haryana, Chandigarh.

Director, General HIPA, Gurgaon.

All Treasury Officers/Assistant Treasury Officers in Haryana State.

All Assistants in Treasuries & Accounts Department Haryana, Chandigarh.

Sd/-
Joint Director
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Endst. No. 181-TA-HR(4T)-2010/224-400

Dated: 8-1-2010

A copy is forwarded to the Chief Secretary to Government of Haryana, Chandigarh for information and necessary action.

Sd/-
Joint Director
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

ANNEXURE-III

List of Corporations/Companies/Boards. Co-operative Institutions/ Companies/ Corporations

1. Haryana Financial Corporation, S.C.O. No. 17-19 Sector 17-A Chandigarh.
2. Haryana State Industrial Development Corporation Ltd., S.C.O. No. 40-41 & 48-49, Sector 17-A, Chandigarh.
3. Haryana State Small Industries & Export Corporation Ltd. S.C.O. 88-89, Sector 17-C, Chandigarh.
4. Haryana Handloom & Handicrafts Corporation Ltd. Art gallery, Sector 10-C, Chandigarh.
5. Haryana State Electronics Development Corporation Ltd. (HARTON) S.C.O.No.111-113, Sector 17-B, Chandigarh.
6. Haryana Agro Industries Corporation Ltd. S.C.O. 811-12, Sector 22, Chandigarh.
7. Haryana Warehousing Corporation Ltd. Bays 15-18, Sector 2, Panchkula.
8. Haryana Land Reclamation & Development Corporation Ltd. S.C.O. 32-34, Sector 17-C. Chandigarh.
9. Haryana Seeds Development corporation Ltd. Bays 3-6, Sector 2, Panchkula.
10. Haryana State Minor Irrigation & Tubwells Corporation Ltd. S.C.O. No. 66-67, Bank Square, Sector 17-B, Chandigarh.
11. Haryana Tourism Corporation Ltd, S.C.O. No. 17-19, Sector 17-B, Chandigarh.
12. Haryana Harijan Kalyan Nigam Ltd. S.C.O. 17-19, Sector 17-B, Chandigarh
13. Haryana Backward Classes & Economically weaker Section Kalyan Nigam S.C.O. No. 813-14, Sector 22-A, Chandigarh.
14. Haryana Woman Development Corporation Ltd. S.C.O. 139-40, Sector 8 Chandigarh.
15. Haryana Roadways Engineering Corporation Ltd, 6th Milestone Gurgaon Jaipur Highway, Behrampur, Gurgaon.
16. Haryana Police Housing Corporation Ltd. Kothi No. 211, Sector 6, Pkl.
17. Haryana Forest Development Corporation Ltd., Kothi No. 267, Sector-1, Pkl.

Companies

1. Haryana Minerals Ltd, Nizampur Road Narnaul.
2. Haryana Concast Ltd. Satrod, Hisar.
3. Haryana Hotels Ltd, S.C.O. No. 17-19, Sector 17-B, Chandigarh.

Co-Operative Institutions.

1. Haryana State Co-Operative Handloom Weavers Apex Society Ltd. No. 2, Industrial Area Panipat.
2. Haryana State Co-Operative Apex Bank Ltd. (HARCO Bank) Bank square, Sector 17, Chandigarh.
3. Haryana State Federation of Consumers Coop. Wholesale Store Ltd. (Confed), S.C.O. 1006-1007, Sector 22-B, Chandigarh.
4. Haryana State Coop. Development Federation Ltd, S.C.O. No. 1050-51, Sector 22-B, Chandigarh.
5. Haryana Dairy Development Co-Operative Federation Ltd, S.C.O. 127-28, Sector 17-C, Chandigarh.
6. Haryana State Industrial Co-operative Federation Ltd. S.C.O. 20 (INFED), Sector 17-E, Chandigarh.
7. Haryana State Coop Housing Fed, Ltd, S.C.O. 820, NAC Kalka Road, Manimajra (UT), Chandigarh.

8. Haryana State Coop. Land Development Bank Ltd., S.C.O. 1016 & 1034, Sector 22-B, Chandigarh.
9. Haryana State Coop. Labour & Construction Fed. Ltd. S.C.O. 819 (2nd Floor), Manimajra, (U.T.) Chandigarh
10. Haryana State Coop. Supply & Marketing Fed. Ltd. (HAFED), S.C.O. 19, Sector 7-C, Chandigarh.
11. Haryana State Fed. of Coop. Sugar Mills Ltd. S.C.O. 3011-12, Sector 22, Chandigarh.
12. The Haryana Coop. Sugar Mills Ltd. Rohtak.
13. The Sonapat Coop, Sugar Mills Ltd. Sonapat.
14. The Karnal Coop. Sugar Mills Ltd. Karnal.
15. The Panipat Coop. Sugar Mills Ltd. Panipat.
16. The Palwal Coop. Sugar Mills Ltd. Palwal.
17. The Jind Coop. Sugar Mills Ltd. Jind.
18. The Shahabad Coop. Sugar Mills Ltd. Shahabad (Kurukshehra).
19. The Bhuna Coop. Sugar Mills Ltd. Bhuna, (Hisar).
20. The Meham Coop. Sugar Mills, Meham (Rohtak).
21. The Kaithal Coop. Sugar Mills Ltd. Kaithal.
22. Ambala Central Coop. Bank Ltd. Ambala.
23. Yamuna Nagar Central Coop. Bank Ltd. Yamuna Nagar.
24. Faridabad Central Coop. Bank Ltd. Faridabad.
25. Bhiwani Central Coop. Bank Ltd. Bhiwani.
26. Hisar Central Coop. Bank Ltd. Hisar.
27. Sonapat Central Coop. Bank Ltd. Sonapat.
28. Jind Central Coop. Bank Ltd. Jind.
29. Karnal Central Coop. Bank Ltd. Karnal.
30. Sirsa Central Coop. Bank Ltd. Sirsa.
31. Mohindergarh Central Coop. Bank Ltd. Mohindergarh.
32. Kurukshehra Central Coop. Bank Ltd. Kurukshehra.
33. Gurgaon Central Coop. Bank Ltd. Gurgaon.
34. Rewari Central Coop. Bank Ltd. Rewari.
35. Rohtak Central Coop. Bank Ltd. Rohtak.
36. Panipat Central Coop. Bank Ltd. Panipat.
37. Kaithal Central Coop Bank Ltd. Kaithal.
38. Yamuna Nagar Urban Co-op Bank Ltd., Yamuna Nagar.
39. Sirsa Urban Coop Bank Ltd., Sirsa.
40. Panchkula Urban Coop. Bank Ltd., Panchkula.
41. Karnal Urban Coop. Bank Ltd., Karnal.
42. Kurukshehra Urban Coop. Bank Ltd., Kurukshehra.
43. Panipat Urban Coop. Bank Ltd., Panipat.
44. Hisar Urban Coop. Bank Ltd., Hisar.
45. Sonapat Urban Coop. Bank Ltd., Sonapat.

BOARDS

1. Kurukshehra Development Board, Kurukshehra.
2. Haryana State Social Welfare Advisory Board, S.C.O. 87-88, 2nd Floor, Sector 17, Chandigarh.
3. Haryana State Pollution Control Board, Sector 6, Panchkula.
4. Haryana Land Use Board, 30-Bays Building, Sector 17, Chandigarh.
5. Board of Ayurvedic and Unani System of Medicines, Kothi No. 1113, Sector 7, PkI.
6. Shivalik Development Agency, Ambala.

7. Member Secretary, Mewat Development Agency, Gurgaon.
8. Haryana State Electricity Board, Shakti Bhawan, Sector 6, Pkl.
9. Haryana Housing Board, Plot No. C-15, Sector 6, Panchkula.
10. Haryana State Agriculture Marketing Board, Vipanen Bhawan, Sector 6, Pkl.
11. Haryana Khadi & Village Industries Board, S.C.O. 841, Manimajra.
12. Haryana Rural Development Fund Administration Board, Panchayat Bhawan, Sector 28, Chandigarh.
13. Haryana Slum Clearance Board, S.C.O. 48, Sector 26, Chandigarh.
14. Haryana Horticulture Development Board, S.C.O. 1132-33, Sector 22 B, Chandigarh.
15. State Urban Development Society & NRY Haryana, S.C.O. 20, Sector 7, Chandigarh.
16. Haryana Urban Development Authority (HUDA), HUDA Complex, Sector 6, Pkl.

MISCELLANEOUS

1. Haryana State Council for Science & Technology, S.C.O. 24, Sector 26, Chandigarh.
2. Haryana State Seed Certification Agency, Flat No. B, 11-12, Sector 14, Pkl.
3. Haryana Sahitya Academy, S.C.O. No. 9, Sector 5, Pkl.
4. Command Area Development Authority, S.C.O. 39-40, Sector 4, Pkl.
5. Council of Homeopathic and Systems of Medicine, Kothi No. 1113, Sector 7, Pkl.

ANNEXURE —IV

List of posts of eligible candidates to appear in the S.A.S. Examination

Clerk/Account Clerk/Steno/Junior, and Sr. Scale Stenographer/Computer Operator/Data Entry Operator/Assistant/Junior Auditor/Upper Division Clerk/Divisional Accountant in Institutions/Companies (list enclosed) Accountant/Treasurer/A.O./S.O. of Corporation/Board/Co-operative Institution who have not qualified S.A.S. Examination/Deputy Superintendent/Head Superintendent/Head Assistant in any Department of the State Government/ Board/ Corporation/Co-operative Institution.

No. 28/61/2001-1B&C

From

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

To

All Heads of Departments in Haryana,
Registrar, Punjab and Haryana High Court, Chandigarh,
All Chairmen/Managing Director of
the Corporations/Boards in the State.
The Commissioner of Ambala, Hisar,
Gurgaon and Rohtak Divisions,
All the Deputy Commissioners in Haryana.

Dated, Chandigarh, the 24th December, 2001

Subject : Appointment of representative of Finance Department in various Committees of Corporation/Boards.

Sir,

I am directed to invite your attention on the above cited subject and to say that it has become a common practice amongst Boards and Corporations to unilaterally constitute a Committee and induct FCF or a Representative of Finance Department, as a member of the Committee at their own level. The Committees are constituted for purposes which are well within the competence of the concerned organizations. Such unilateral induction of Finance Department representative dilutes the responsibilities vested in these organizations.

The matter has been considered. It has now been decided that in future prior advice/concurrence of the Finance Department must be obtained in such cases on file through Administrative Department.

Yours faithfully,

Sd/-

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

No. 14/59/93-1FA

From

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

To

All Heads of Departments in the Haryana State.
All Managing Directors of Boards/Corporations,
All Co-operative Institutions in Haryana.

Dated, Chandigarh, the 6th July, 1999**Subject : Filling up the vacancies of Section Officers in S.A.S Cadre.**

Sir,

In continuation of Haryana Government letter No. 14/59/93-1FA, dated 17.5.95, I am directed to invite a reference on the above noted subject and to say that the Haryana Government in relaxation of Rule 5, Appendix-'B' of the Haryana State Subordinate Accounts (Group-C) Service Rules, 1982 has decided to absorb the employees of the Co-operative Institutions who passed SAS Part I and Part II examinations of Haryana State for appointment as Section Officers in the pay scale sanctioned by the Haryana Government plus usual allowances as admissible from time to time. The eligible employees of such Co-operative Institutions would be offered appointment in Finance Department in S.A.S. cadre on the following terms and conditions :-

1. Such employees of Co-operative Institutions will be treated as fresh entrants into Government service for the purpose of pensionary benefits shall start from the date of their joining service in the State Government.
 2. Such employees who opt to join as Section Officers (SAS) under the State Government will be entitled to the minimum of the pay of the pay scale of Section Officer from the date of joining in Government department. In case such employee of the Co-operative Institution is drawing more than the minimum of the pay scale of Section Officer, then his pay can be protected in consultation with the Finance Department as per rules.
 3. Seniority of such employees will be placed below the Govt. employees who have already joined as Section Officer irrespective of the year/session of qualifying the SAS examination.
 4. The State Govt. will not own any liability whatsoever for the service rendered under the Co-operative Institutions.
 5. Such employees will be absorbed in SAS of the State Govt. only if they are found suitable as per their ACRs and that they are not involved in any disciplinary proceedings, in the Co-operative Institutions where they were working.
2. The decision of Haryana Government may please be brought to the notice of all concerned who intend to appear in the SAS examination. The request of such employees who

are eligible for appearing in the said examination may please be forwarded to the Director, Treasuries and Accounts Department, Haryana, Chandigarh in the enclosed proforma alongwith their upto date ACRs and Service Books. A certificate to the effect that the employee is not involved in any disciplinary proceedings, etc., may also please be furnished by the Department while forwarding the applications of the candidates. It may also be certified that in case the applicant passes the SAS (Part-I & Part-II) examinations he will be relieved by the Co-operative Institution to join the new assignment.

Yours faithfully,

Sd/-

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

No. 16/7/89-1FA

From

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

To

All the Chief Executives/Managing Directors of Corporations/
Boards/Public Undertakings in Haryana.

Dated, Chandigarh, the 22nd December, 1997**Subject : Appointment of Accounts Personnel/Audit Staff in Govt. Department/
Corporations/Boards/Companies/Co-operative Institutions etc.**

Sir,

I am directed to invite your attention to Haryana Government circular letter No. 16/7/89-1FA, dated 19.8.1992 and circular letter No. 16/7/89-1FA, dated 27.5.94 on the above noted subject in which it was inter-alia pointed out that it had become a tendency in certain Corporations/Boards to surrender the Accounts/Audit staff posted with them and sometimes the staff was abruptly relieved with the instructions to report back to the parent department. Instance have come to the notice of Government where some of the Chief Executives/Managing Directors of the autonomous bodies have surrendered/relieved the Accounts/Audit staff posted with them without any prior approval of Finance Department. Such an action on the part of autonomous bodies results in not only payment of pay to the concerned S.A.S. officials/officers without performing any duties for the period of compulsory waiting but also created administrative difficulties.

2 The C.A.O.s/Sr. A.Os/A.Os etc. are posted in the PEs/autonomous institution in State of Haryana by the F.D. to enforce uniformity of discipline in financial matters and administrative matters involving financial consequences.

3. Now the Government has re-considered the matter and decided as under:-

- (i) In future no P.E.s./Boards/Corporations/Institutions should repatriate such employees suo-motu at their own. In case, the work performance of these employees are not found up to mark, a clear case for withdrawing them/substituting them should be referred to the Finance Department, where the grounds for such non-performance or lack of performance, should be clearly and objectively made out.
- (ii) Such proposals should invariably be routed to Finance Department through the Administrative Secretary concerned of the Government Department concerning such Boards/P.E.s/Corporations/Institutions.
- (iii) The final order shall only be made by the Finance Department and should be followed. Under no circumstances action be taken by P.E.s/ Boards/ Corporations etc. at their own in this matter and at variation to the instructions in this regard.

4. I am, therefore, to direct you once again that the above decision of Government may please be implemented scrupulously.

5. The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

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

No. 16/2/88-1FA

From

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

To

The Chairman/Managing Directors of
All the Haryana Govt., Corporations/Companies/
Boards/Major Co-operative Institutions.

Dated, Chandigarh, the 4th July, 1996**Subject : Appointment of Accounts Personnel in Govt. Corporations/ Companies/ Boards/Co-operative Institutions etc.**

Sir,

I am directed to invite your attention to FD's letter No.13/36/79-PE/C(FD), dated 6.11.80 (Copy enclosed) vide which it was decided to adopt a uniform policy for appointment of Accounts Personnel in all the State Govt. Corporations/Companies/Boards/Co-operative Institutions etc. (except HSEB, Hr. State Co-operative Bank and Hr. State Co-operative land Development Bank). All the posts of Accounts Personnel upto the level of Senior Accounts Officer (now Chief Accounts Officer) shall be filled from State Accounts Services (SAS) cadre of the Finance Department, Haryana.

2. After careful consideration regarding appointment on deputation of the above personnel, following decisions have been taken by the State Government:-

- (i) All the ex-cadre posts of Accounts Personnel existing in the Companies/Corporations/Boards, etc. under the Haryana Govt. will not be treated as SAS cadre posts and "Next Below Rule" will not be applicable.
- (ii) No deputation allowance shall be admissible to the Accounts Personnel appointed on deputation in any undertakings of Hr. Govt..
- (iii) The condition for term of deputation will not be applicable.
- (iv) They will draw their pay in their own pay scales.
- (v) There lien will also be retained in S.A.S. Cadre against the posts of Boards/Corporations/Companies under Hr. Govt.
- (vi) State undertakings shall not revert/transfer the State Accounts Personnel till a substitute is provided by the Finance Department.

3. I am to request that the above decision of the State Govt. may be strictly complied with and ensure that no appointment of Accounts Personnel is made in the organisation at your end.

4. The receipt of his letter may please be acknowledged.

Yours faithfully,

Sd/-

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

A copy is forwarded to the Financial Commissioner & Secy. to Govt. Haryana, Finance Department (in F.R.I, Br.) with reference to their U.O. No. 13/5 (8) 94- 5FR-I, dated 26.4.96 and Member Secretary, Haryana Bureau of Public Enterprises for information and necessary action.

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

A copy is forwarded to all the:-

1. All the Financial Commissioners & Secretaries to Govt. Haryana, Finance Department (In F.R.I. Br.)
2. The Member Secretary Haryana Bureau Public Enterprises.

U.O. No. 16/2/88-1FA

Dated, Chandigarh, the 4th July, 1996.

PROFORMA

1. Name of the applicant
(in Block letters)
2. Father's Name
3. Date of Birth
4. Educational Qualification
5. Whether passed Hindi up to Metric Standard
6. Whether belong to SC/BC
7. Post held in the Corporation/Board with pay scale
8. Date of entry in the Corporation/Board.
9. Basic pay at present
10. Year/Session with Roll Nos. in which SAS Part-UII qualified.
11. Whether Medical examination from the Civil Surgeon/
Character verification done at the time of entry into
the Corporation/Board.

(Signature of the Applicant)

Attested

No. 14/59/93-1FA

From

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

To

All Head of Department in the State of Haryana.
All Managing directors of Boards/
Corporations in the State of Haryana.

Date, Chandigarh, the 17th May, 1995**Subject : Filling up the vacancies of Section Officers in S.A.S. Cadre.**

Sir,

I am directed to invite a reference on the subject cited above and to say that the Haryana Govt. in relaxation of Rule-5, Appendix-'B' of the Haryana State Subordinate Accounts (Group-C) Service Rules, 1982 has decided to absorb the employees of the Haryana State Boards/Corporation who passed SAS Part-I and II examination of Haryana State for appointment as Section Officers in the pay scale sanctioned by the Haryana Govt. plus usual allowances as admissible from time to time. The eligible employees of such Boards/Corporations would be offered appointment in Finance Department in SAS Cadre on the following terms & conditions:-

1. Such employees of Boards/Corporations will be treated as fresh entrants into Govt service and their service for the purpose of pensionary benefits shall start from the date of their joining service in the State Government.
2. Such employees who opt to join as Section Officers (SAS) under the State Government will be entitled to the minimum of the pay of the pay scale of Section Officer from the date of joining in Govt. office/department. In case such employee of the Boards/Corporations is drawing more than the minimum of the pay scale of Section Officer, then his pay can be protected in consultation with the Finance Department as per rules.
3. Seniority of such employees will be placed below the Government employees who have already joined as Section Officer irrespective of the Year/Session of qualifying the SAS examination.
4. The State Govt. will not own any liability whatsoever for the service rendered under the Boards/Corporations.
5. Such employees will be absorbed in SAS of the State Govt, only if they are found suitable as per their ACRs and that they are not involved in any disciplinary proceedings, in the Boards/Corporations where they were working.

2. The decision of Haryana Government may please be brought to the notice of all concerned who intend to appear in the SAS examination. The request of such employees who are eligible for appearing in the said examination may please be forwarded to the Director, Treasuries and Accounts, Haryana, Chandigarh in the enclosed proforma alongwith their upto date ACRs and Service-Books. A certificate to the effect that the employee is not involved in any disciplinary proceedings etc. may also please be furnished by the Department while

forwarding the application of the candidates. It may also be certified that in case the applicant qualify the SAS (Part-I and Part-II) examination he will be relieved by the Corporation to join the new assignment.

Yours faithfully,

Sd/-
Superintendent Finance Accounts,
for Financial Commissioner & Secy. to Govt.,
Haryana, Finance Department.

PROFORMA

1.	Name of the applicant (in Block Letters)	
2.	Father's Name	
3.	Date of Birth	
4.	Educational qualification	
5.	Whether passed Hindi upto Matric Standard?	
6.	Whether belong to SC/BC	
7.	Post held in the Corporation/Board with pay scale Date of entry in the Corporation/Board.	
8.	Date of entry in the Corporation/Board.	
9.	Basic pay at present	
10.	Year/Session with Roll Nos. in which SAS Part-I/II qualified.	
11	Whether Medical Examination from the Civil Surgeon/ Character verification done at the time of entry into the Corporation/Board.	

(Signature of the Applicant)

Attested

No. 14/209/81-1FA

From

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

To

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

Dated, Chandigarh, the 4th April, 1995**Subject : Revision of regulations for the S.A.S. Examination Haryana.**

Sir,

I am directed to invite a reference to this department letter No. 14/209/81-IFA, dated 29-9-87, on the subject noted above and to state that the question of limitation of six chances for the State Subordinate Accounts Services Examination, Haryana had been under the consideration of the Government for some time past and it has now been decided that there will be no limit of chances for appearing in S.A.S. Examination in future.

Yours faithfully,

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

No. 14/209/81-1FA

From

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

To

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

Dated, Chandigarh, the 18th October, 1993

Subject : Revision of syllabus for the State Subordinate Accounts Service, Examination (Part-I) (Ordinary).

Sir,

I am directed to invite your attention to this department circular No. 14/209/81-1FA, dated 29-9-87, on the subject cited above, and to state that the question of revision of syllabus for the State Subordinate Accounts Service Examination, Haryana (Part- I) (Ordinary) had been under the consideration to the Government for some time past and it has now been decided to revise the syllabus for the State SAS Examination, Haryana (Part-I) (Ordinary), as per annexure.

Yours faithfully,

Sd/-

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

A copy alongwith a copy of enclosure is forwarded to all the Financial Commissioners, Commissioner and Secretaries to Government Haryana for information.

Sd/-

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

To

All the Financial Commissioners,
Commissioners and Secretaries to Govt., Haryana.

U.O. No. 14/209/81-1FA

Dated, Chandigarh, the 18-10-93

No. 14/209/81-1FA

Dated, Chandigarh, the 18-10-93

A copy alongwith copy of enclosures is forwarded to all the Managing Directors/ Chief Administrators/Secretaries of the Corporations/Public Undertakings/Boards in Haryana for information.

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

ANNEXURE
Syllabus for Haryana Subordinate Accounts Service Examination
(Part-I) (Ordinary Branch).

Sr. No.	Subject	Hours	Marks	Topics/ Books Prescribed
1	2	3	4	5
1.	Precis and Drafting.	3	100	1. English (i) Letter Writing. (ii) Grammar. 2. Hindi (i) Precis Writing. (ii) Letter Writing. (iii) Knowledge of Administrative terminology.
2.	Book-keeping Commerce (Elementary)	3	100	(i) Book keeping upto Trial Balance. (ii) Trading, Profit & Loss Accounts & Balance Sheet. (iii) Correction of errors. (iv) Depreciation, Sinking Funds, Reserve Funds. (v) Bills of Exchange, Promissory Notes & Cheques. (vi) Account current Average Due date. (vii) Self Balancing Ledger. (viii) Capital and Revenue Receipts & Payments Account, Income & Expenditure Account. (ix) Mfg. & Working A/c. (x) Cost Accounts. (xi) Double Account system.
3.	Punjab Civil Services Rules (with books)	3	150	(i) Pb. CSR Volume-I Part-I. (ii) Pb. CSR Vol. - I Part - II (Appendix 12, 17, 20, 23 & 24 only). (iii) Pb. CSR Vol.-II (Except Chapter XIV). Note: — Atleast 50% questions would be practical.
4.	Audit & Accounts Codes (with books)	3	150	(i) An Introduction to Indian Govt. Accounts and Audit (excluding chapter 26, 27, 28 & 29). (ii) Govt. Accounting Rules 1990. (iii) Account Code for Accountant General (Chapter 5 only). (iv) P.F.R Volume-I Chapter II (excluding Section VI) III (Section I, II&III) V, VI, VII, VIII, X, XIII and XVII. Note: —Candidates will be expected to prepare salary bill to test their upto date knowledge on the admissibility of pay and allowance etc. deductions due on account of income tax and other such compulsory/optional recoveries classifications thereto.

				Note II. — Atleast 50% questions would be practical.
5.	Local Rules & Public Works Account Code (With books)	3	100	<ul style="list-style-type: none"> (i) Pb. Financial Hand Book No. 3, Departmental Financial rules relating to Public Works Department & Forest Department. Chapter I, II (A-C) III, V, VI, VII. (ii) Public Works Department Code Chapters II, III, IV (excluding portion dealing with administrative matters). (iii) Account Code Vol. III Chapter I, II, III (Section 1,2,3,5 &6). (vi) C.S.R Vol. III (T.A Rules). Note. — Atleast 50% questions would be practical.
		Total	600	

प्रेषक

वित्तायुक्त एवं सचिव, हरियाणा, सरकार,
वित्त विभाग।

सेवा में

निदेशक,
खजाना तथा लेखा विभाग, हरियाणा।

यादि क्रमांक 14/209/81-1एफ.ए.

दिनांक: 7 अक्टूबर, 1988 (7th October, 1988)

विषय : राज्य एस.ए.एस. परीक्षा में एक ग्रेस अंक देने बारे।

उपरोक्त विषय पर आपके यादि क्र० 16863-टी.ए.-हर.-(4टी.)88/11282, दिनांक 19.9.1988 के संदर्भ में।

2. मामले की जांच उपरान्त सरकार ने निर्णय लिया है कि एस.ए.एस. पार्ट-1 तथा पार्ट-2 की परीक्षा में यदि कोई परीक्षार्थी किसी एक विषय में या एग्रीगेट (Aggregate) में केवल एक अंक की कमी के कारण फेल हो रहा हो तो उसे एक ग्रेस अंक देकर पास घोषित कर दिया जाया करे।

हस्ता/-
अधीक्षक वित्त लेखा,
कृते : वित्तायुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

No. 14/209/81-1FA

From

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

To

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

Dated, Chandigarh, the 29th September, 1987

Subject : Revision of regulations for the State Subordinate Accounts Services Examination, Haryana.

Sir

I am directed to invite a reference to this department letter No. 14/209/81-3FA, dated 3rd February, 1987 on the subject cited above and to state that the question of revision of regulations for the State Subordinate Accounts Service Examinations Punjab (Ordinary Branch) issued vide composite Punjab Government No. 3200-TA(T)-57/2492, dated 13th February, 1957 was under the consideration of the Government for some time past and it has now been decided to revise the said regulations for the State S.A.S. Examination, Haryana as per Annexure.

2. I am also to state that in the event of passing State S.A.S. Examination the Service of the officials taking State Examination shall have to be placed at the disposal of Department, if necessary, for being posted outside the parent department/organisation. The Officials passing the S.A.S. Examination will be placed on a common seniority list which will be prepared in accordance with the procedure laid down in the regulations.

Yours faithfully,

Sd/-

(R.K. RANGA)

Joint Secretary Finance,

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

A copy along with copy of enclosures, is forwarded to all the Financial Commissioners and Administrative Secretaries to Government, Haryana, for information.

Sd/-

(KANSHI RAM)

Superintendent Finance Accounts,

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

To

All Financial Commissioners to Government, Haryana.
All Administrative Secretaries to Government, Haryana.

U.O. No. 14/209/81-1FA

Dated, Chandigarh, the 29-9-87

No. 14/209/81-1FA

Dated, Chandigarh, the 29-9-87

A copy, along with copy of enclosures is forwarded to all the Managing Directors/
Chief Administrators of all the Boards/Corporations/Public Undertaking for information.

Sd/-
(KANSHI RAM)
Superintendent Finance Accounts,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

ANNEXURE

Regulations for the State Subordinate Accounts Services Examination, Haryana (Ordinary Branch)

1. To meet the demands of the Haryana Government offices for qualified Accounts trained officials the Haryana Government shall hold a departmental examination called the State Subordinate Accounts Services Examination (Ordinary Branch)
2. The Examination shall be conducted by the Central Examination Committee, Haryana. It will be held at such intervals as may be decided by the Central Examination Committee, Haryana in consultation with Secretary to Government, Haryana, Finance Department.
3. The State Subordinate Accounts Service Examination shall consist of two parts, namely parts I and II.
4. Subject to other conditions prescribed in these regulations only those officials who possess a degree of a recognised University or its equivalent and have you rendered 5 years Ministerial service shall be eligible to appear in this examination.

Provided that the Head of Department certified:-

- (i) That the candidate is efficient and is likely to pass the examination;
 - (ii) That the candidate does not possess doubtful integrity;
 - (iii) That the candidate has obtained 70% or more reports of "Good" or above categories during the last ten years.
5. The Secretary to Government, Haryana, Finance Department reserves authority to reject the request of any applicant for appearing in the examination.
 6. No candidate who has not passed Part-I of the Examination shall be allowed to take the examination for Part-II.
 7. The maximum number of chances for passing the two parts of the Examination shall be rigidly limited to 6 chances of which not more than 4 chances may be taken for passing Part-I of the Examination. Permission to an official to appear at any particular examination shall count as a chance unless he is allowed by the Secretary to Government, Haryana, Finance Department to withdraw his name.

8. In order to secure a pass a candidate must obtain not less than 40 percent marks in each subject and 45 percent in the aggregate of all the subjects in each part of the examination. A candidate who obtains not less than 50 percent marks in the précis and Draft and 60 percent marks in any other subject will not be required to reappear in that subject.

Note: Where a subject of examination consists of two papers on practical and other theoretical, it will be necessary to secure these percentage separately in the practical paper to be answered with aid of books.

9. A candidate shall be debarred from appearing in the examination for two years if he fails to secure 20 percent marks in the aggregate.

-
10. Each candidate for the Ordinary Branch shall pay a fee of Rs. 40/- (Rs. Forty only) by Indian Postal Orders duly crossed in the name of the Deputy Director, Treasuries and Accounts, Department, Haryana payable at Chandigarh and attached with the application. The fee will be refunded if the candidate is not allowed to appear in the examination.
11. Candidates shall bring their own books of reference for answering question papers to be answered with the aid of books.
12. (a) The services of a candidate who passes the State Subordinate Accounts Services Examination can be requisitioned by the Finance Department for filling in posts to be manned by members of the Subordinate Accounts Services in any of the department of the State Government.
- (b) The Finance Department shall maintain a seniority list of officials who have passed the Subordinate Accounts Services Examination (Ordinary Branch). For the purpose of determining interse seniority of officials who qualify in the State Subordinate Accounts Service Examination (Ordinary Branch) the criteria shall be:-
- (i) That a candidate who passes Part-II of the Examination at any examination shall be senior to persons passing Part-II in subsequent examinations;
 - (ii) That in the case of candidate passing Part-II of the Examination together, the candidates obtaining more marks in Parts I & II combined shall be senior to the candidate obtaining less marks; and
 - (iii) that in case two or more officials obtain the same number of marks, the seniority of the officials in the parent office will be maintained if they belong to the same office. In case they belong to different offices the official senior in age will be treated senior.
13. The syllabus for the examination in given in Annexure I to these regulations.
14. Application for seeking permission to appear in the State S.A.S. Examination shall be in the form prescribed in Annexure-II to these regulations. The applications should be submitted through the Head of the Departments to the Director, Treasuries and Accounts Department, Haryana to reach him by the time that may be fixed by him.

Part II

Sr. No.	Subject	Hours	Marks	Topics/Books Prescribed	
1	2	3	4	5	
1.	Budget and Treasury Rules (with books)	3	150	(i)	Punjab Budget Manual.
				(ii)	Treasury Rules and Subsidiary Treasury Rules except Chapter V, VII & VIII.
				(iii)	Punjab Financial Rules Vol. II, Appendix 6 (Part II) & 9.
				Note: 1. At least 50% questions would be practical.	
				2. Students should be conversant with the constitutional provisions relevant to budget and finance.	
2.	Company Law and Allied Acts (Elementary) (with bare acts)	3	150	(i)	Elementary knowledge of the Indian Companies Act, 1956 with reference to Borrowing Powers, Powers of Directors, Accounts & Audit Returns.
				(ii)	Elementary Knowledge of the following Acts :-
				(a)	Indian Contract Act.
				(b)	Payment of Gratuity Act.
				(c)	Payment of Wages Act.
				(d)	Minimum Wages Act.
(e)	Workman Compensation Act.				
(f)	Employees Provident Fund Act.				
3.	Advance Accountancy (without Books)	3	150	Advanced study of topics prescribed for book-keeping in Part I examination of S.A.S. Syllabus plus:-	
				(i)	Joint Stock Company Accounts including final accounts of Govt. Companies.
				(ii)	Hire Purchase Accounts
				(iii)	Branch & Departmental Accounts
4.	Cost Accounts & Financial Management	3	150	(i)	Element of Cost-material, labour and over-head & their control.
				(ii)	Method of costing job (this includes batch processing).
				(iii)	Reconciliation between cost and Financial Accounts.
				(iv)	Function and importance of Finance Management.
				(v)	Techniques of Sales budgeting.
				(vi)	Management of working capital.
				(vii)	Arrangement of Finances.
				(viii)	Cash flow statements
				(ix)	Inventory Control.
		Total	600		

***These instructions have been Revised partly vide
No. 14/209/81-3FA, Dated 18.10.1993.***

(Copy of F.D. Hr. No. 14/209/81-3FA dated 3rd February, 1987)

Subject : Revision of Syllabus for State Accounts Service Examination, Haryana.

I am directed to invite a reference to Haryana Government Finance Department circular letter No. 14/209/81-3FA dated 15th April, 1986 on the Subject noted above.

2. It was represented to Government that the revised syllabus was difficult and lengthy and on re-consideration it has been decided to draw a fresh syllabus for State SAS Part I & II (Ordinary Branch) as per Annexure 'A'.
3. Only those officials who possess a degree of a recognised university and have rendered three years ministerial service will be eligible to sit in this examination.
4. It has also been decided that there will be no restriction of age limit for sitting in this examination, in future. Regulation issued vide No. 3200-TA(T)57/2492 dated 13th February, 1957 are being revised separately.

ANNEXURE-A

Syllabus for Haryana Subordinate Accounts Service Examination

PART-I

Sr. No.	Subject			Topics/Books Prescribed
		Hours	Marks	
1	2	3	4	5
1.	Precis and Drafting	3	100	1. English (i) Letter writing (ii) Grammar 2. Hindi (i) Precis writing (ii) Letter writing Knowledge of administrative terminology.
2.	Commerce, Book-keeping (Elementary)	3	100	(i) Book-keeping upto Trial Balance (ii) Trading, profit & Loss Accounts & Balance Sheet. (iii) Correction of Errors. (iv) Depreciation, Sinking Funds, Reserve Funds (v) Bills of Exchange, Promissory Notes & Cheques (vi) Account current, Average Due Date. (vii) Self Balancing Ledgers. (viii) Capital & Revenue Receipts & Payments Account, Income & Expenditure Account. (ix) Manufacturing & working Accounts.

Sr. No.	Subject			Topics/Books Prescribed
		Hours	Marks	
1	2	3	4	5
				(x) Cost Accounts. (ix) Double Account System.
3.	Pb. Civil Services	3	150	(i) Pb. C.S.R. Vol. I, Part I. (ii) Pb. C.S.R. Vol. I, Part II (Appendix 12, 17, 20, 23 & 24 only (iii) Pb. C.S.R. Vol. II (Except Chapter XIV)
				Note: At least 50% questions would be practical.
4.	Audit & Accounts Codes (with Books)	3	150	(i) An introduction to Indian Govt. Accounts & Audit Excluding chapter 5, 9 (Sections C.D. & E) Chapter 22, 23 & 31 (Section C, D & E) Chapter, 32, 33 & 34 (ii) Account Code Vol. I (iii) Form of Union & States (Basic) Rules (iv) Account Code for Accountant General (Chapter 5 only) (v) P.F.R. Vol. I Chapter II (excluding Section VI) III (Section I, II, & III) V, VI, VII, VIII, X, XIII and XVII.
				Note I : Candidates will be expected prepare salary bill to test their upto date knowledge on the admissibility of pay & allowances etc. deductions due on account of income tax and other such compulsory/optional recoveries & classification thereto.
				Note II : At least 50% questions would be practical.
5.	Local Rules & Public Works Account Code (with books)	3	100	(i) Pb. Financial Hand Book No. 3, Departmental Financial Rules relating to Public Works Department & Forest Department. Chapters I, II, (A—C) III, V, VI & VII. (ii) Public Works Department Code Chapters II, III, IV (excluding portion dealing with administrative matters) (iii) Account Code Vol. III, Chapter I, II, III, (Section 1, 2, 3, 5 & 6) (iv) C.S.R. Vol. III (T.A. Rules)
				Note : At least 50% questions would be practical.
		Total	600	

PART-II

Sr. No.	Subject			Topics/Books Prescribed
		Hours	Marks	
1	2	3	4	5
1	Budget & Treasury Rules (with books)	3	150	(i) Punjab Budget Manual. (ii) Treasury Rules and Subsidiary Treasury Rules except Chapter V, VII & VIII. (iii) Punjab Financial Rules Vol. II, Appendix 6 (Part II) & 9. Note : 1. Atleast 50% questions would be practical. 2. Students should be conversant with the constitutional Provisions relevant to budget and finance.
2.	Company Law and Allied Acts (Elementary) (with bare acts)	3	150	(i) Elementary knowledge of the Indian Companies Act, 1956 with reference to Borrowing Powers, Powers of Directors, Accounts & Audit Returns. (ii) Elementary knowledge of the following Acts: (a) Indian Contract Act (b) Payment of Gratuity Act (c) Payment of Wages Act. (d) Minimum Wages Act. (e) Workman Compensation Act. (f) Employees Provident Fund Act.
3.	Advanced Accountancy (without books)	3	150	Advanced study of topics prescribed for Book-keeping in Part I examination of S.A.S. plus:- (i) Joint Stock Company Accounts including final Accounts of Govt. Companies. (ii) Hire Purchase Accounts. (iii) Branch & Departmental Accounts.
4.	Cost Accounts & Financial Management	3	150	(i) Element of Cost-material, labour and over-head & their control. (ii) Method of costing job (this includes batch processing). (iii) Reconciliation between Cost and Financial Accounts. (iv) Function and Importance of Financial Management. (v) Techniques of Sales Budgeting. (vi) Management of Working Capital. (vii) Arrangement of Finances. (viii) Cash Flow Statements. (ix) Inventor Control.
		Total	600	

No. 14/300/84-5FA

From

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

To

All Heads of Departments, Haryana,
All the Managing Directors of Corporation/
Boards, Haryana.

Dated, Chandigarh, the 5th July, 1985**Subject : Maintenance of accounts - Duties and Functions of Section Officers.**

Sir,

Various posts of Section Officers have been sanctioned in Government Departments/Corporations/Boards and S.A.S. qualified Section Officers are posted against these posts by the Director, Treasuries and Accounts. In order to see that the Section Officers post carry out the functions for which they have been provided it has been considered necessary to mention the areas of their responsibility as below:-

ACCOUNTS WING

- (i) Preparation of budget estimates, supplementary estimates and scrutiny of departmental schemes.
- (ii) Watching of actual against the appropriations, scrutiny of proposals for transfer/re-appropriations of funds from one Head of Account to another.
- (iii) Reconciliation of departmental accounts with those maintained by the A.G. Haryana.
- (iv) Scrutiny of pension cases.
- (v) Scrutiny of proposals for sanction of permanent advance and submission of annual certificates to A.G.
- (vi) Preparation of personal claims of all categories of establishment such as pay and allowances, leave salary, medical reimbursement and T.A. claims and scrutiny of contingent expenditure.
- (vii) Maintenance of service record of all categories of establishment, G.P. Fund Accounts, Accounts of Loans and advances etc. and determination of interest thereon.
- (viii) He will also work as one of the members (as representative of Accounts & Finance) on various Committees constituted by the Department having financial implications, in case, there is no other accounts personnel senior to him in the department.

-
- (ix) To render advice on all matter involving financial implications/expenditure of Govt. money.
- (x) **OUT AUDIT WING**
- (i) To conduct Internal Audit of the accounts kept in the office of Head of the Department and its subordinate offices.
 - (ii) To conduct investigation of irregularities revealed as a result of scrutiny of accounts maintained by subordinate offices.
 - (iii) To deal with A.G.'s Audit & Inspection Reports and to suggest action to rectify the persistent irregularities.
 - (iv) To render advice to departmental officers in preparation of replies to the P.A.C. etc.
 - (v) To render advice on all matters involving Financial implications/ expenditure of Govt. money.

Besides this, the Head of the Department/ Head of the Institutions may, however, assign any specific duty to a Section Officer.

Yours faithfully,

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

FINANCE DEPARTMENT**The 30th August, 1984**

No. 14/186/83-3FA.—In exercise of powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana State subordinate Accounts (Group C) Service Rules, 1982, namely:-

1. These rules may be called the Haryana State Subordinate Accounts (Group C) Service (First Amendment) Rules, 1984.
2. In the Haryana State Subordinate Accounts (Group C) Service (First Amendment) Rules, 1982, in Appendices A, B, C and D in column I, for the words "Senior Auditor" or "Senior Auditors", the words "Section Officer" shall be substituted.

M.C. Gupta,
Secretary to Government, Haryana,
Finance Department.

(Copy of Gazette Notification issued by Finance Department vide No. 14/186/83-1FA Dated, Chandigarh, the 2nd January, 1984)

The posts of Accounts Officer, Assistant Accounts Officer and Senior Auditor in the cadre of Treasury and Accounts Department are hereby re-designated as Senior Accounts Officer, Accounts and Section Officer, respectively, with immediate effect.

2. There will, however, be no change in the duties, responsibilities and scales of pay, etc. of the Accounts Officers, Assistant Accounts Officers and Senior Auditors consequent upon the change of their designations as Senior Accounts Officer, Accounts Officer and Section Officer and they will continue to perform the duties and responsibilities in the scale of pay as heretofore as Accounts Officers, Assistant Accounts Officers and Senior Auditors.

No. 13/36/79/PEIC(FD)

From

The Secretary to Government, Haryana,
Finance Department.

To

The Chairmen/Managing Directors, of all Govt. Corporations/
Companies/Boards/Major Cooperative Institutions.

Dated, Chandigarh, the 6th November, 1980**Subject : Appointment of Accounts Personnel in Govt. Corporations/Companies/
Boards/Cooperative Institutions etc.**

Sir,

I am directed to invite a reference to the subject noted above and to say that the State Government have had under their active consideration for some time past to form a uniform policy for appointment of accounts personnel in all the State Government Corporations / Companies/Boards/Cooperative Institutions etc. After careful consideration it has been decided by the Government that in future the following policy should be adopted for filling the posts of Accounts Personnel in all State Undertakings:-

- (i) All the posts of Accounts Personnel up to the level of Sr. Accounts Officers shall be filled by all Government Companies/Corporation/Boards (except Haryana State Electricity Board)/Major Cooperative Institutions (except Haryana State Coop. Bank and Haryana State Coop. Land Development Bank) from State Account Services (S.A.S.) Cadre of the Finance Department, Haryana. In case the Finance Department is not in a position to depute officers/officials then only the post may be filled from open market.
- (ii) The Government will send State Accounts Personnel in all the undertakings on deputation on usual terms and conditions framed by the State Government from time to time.
- (iii) The undertakings will send their demands to the Deputy Secretary to Govt. Haryana Finance Department (Treasury & Accounts) stipulating a target date by which the Personnel should be appointed. The Finance Department/ Finance Accounts Branch and Treasury Accounts Branch will make all efforts to depute the officers/officials against the post requisitioned by the Undertakings immediately within the stipulated time.
- (iv) State Undertakings shall not revert/ transfer the State Accounts Personnel on deputation without taking the substitute from the Finance Department.

2. I am to request that the decision of the State Government may be strictly adhered to while making appointments of Accounts Personnel in your organisation.

3. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(Sailendra Narain)
Joint Secretary (IF)

for Secretary to Government, Haryana,
Finance Department.

No. 13/5(5)/86-5FR-I

From

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

To

All Head of Departments,
Commissioner, 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 17th March, 1987

Subject : Transfer of Haryana Government employees to other Governments, Companies, Corporations, Boards, Municipal Committees etc. Grant of Deputation Allowance.

Sir,

I am directed to invite a reference to the Haryana Government, Finance Department circular letter No. 2528-5FR(1)-76/14020, dated the 11th May, 1977 on the above subject wherein the salient features of the instructions, issued on the subject from time to time, were brought out and consolidated at one place. A need of modifying the same in the light of the instructions No. 13/5(5)/86-5-FR-I dated 20.2.86 and No. 13/5(25)/86-5FR-I, dated 25-2-87, issued later on, has been felt for some time past and it has now been decided by the Government to issue the following instructions for your information/guidance and strict compliance.

(2) Principles of Admissibility of Deputation allowance:-

2.1 For purposes of admissibility of deputation allowance the term deputation will cover only appointments made by transfer on a temporary basis and in public interest. Appointments of serving Government employees made either by promotion or by direct recruitment in competition with open market candidates, whether on a permanent or temporary basis, will not be regarded as deputation. Similarly, permanent appointments made by transfer will not also be treated as deputation

2.2. The deputation would only be allowed on the standard terms as given in the Annexure 'A' and 'B' in respect of persons who opt for the pay scales plus deputation allowance and in Annexure 'A-1 and B-1' in respect of persons who opt for the pay scales of the deputation post and the cases in which any departure is involved or any relaxation of these principles and conditions is necessary will be required to be referred to the Finance Department.

2.3. The transfer of Government employees on deputation to other State Government including Central Government and on foreign service to bodies (incorporated or not) wholly or substantially owned or controlled by the Government, shall be treated as on deputation provided that the transfer is outside the regular line and is in the public interest.

2.4. The transfer of a Haryana Government employee from one Department to another Department under Haryana Government, Bhakra Nangal Project, Beas Project and Soil Conservation Board etc. will not be considered on deputation and no deputation allowance will be admissible.

(3) Counting of Deputation Allowance for other purposes:-

The deputation allowance will be treated as pay for purposes of grant of dearness allowance, leave salary and for the calculation of traveling/daily allowance. The deputation allowance will not, however, count as emoluments for purposes of Pension unless it is mutually agreed upon between the two Governments that it shall so count as emoluments for purposes of pension in an individual case, and the sharing of additional pensionary liability is also settled before hand.

(4) Rates of Deputation Allowance:-

4.1. The Haryana Government employees proceeding on deputation to other Governments including Central Government or Bodies (incorporated or not) wholly or substantially owned or controlled by the State Government/other State Governments/Central Government will be entitled to a deputation allowance at the rate of 10 percent of their basic pay subject to a maximum of Rs. 100/- per mensem and further subject to the condition that their pay plus deputation allowance shall not exceed the maximum of the pay scale of the post held on deputation in all cases whether the transfer of the employee concerned on deputation involves the change of the station or not.

4.2. Where a special rate of deputation allowance is admissible under separate orders in any area on account of conditions of living there being particularly arduous or unattractive, such a special rate being more favorable than that under sub para 4.1 above, employees deputed to the area will be given that benefit of the special rate.

(5) Exercise of option:-

5.1. An employee placed on deputation may elect to draw either the pay in the scale of pay of the new post, as may be fixed under the normal rules/ instructions of the Haryana State Govt. or his basic pay in the parent Government plus personal pay, if any, the latter being subject to the provisions of para 8(b) of this instruction plus deputation allowance.

5.2. The option once exercised shall be final except that on each occasion when (i) such an employee receives performa promotion in his parent Government under the next below rule or is reverted to a lower grade in the parent Government or is appointed to another grade in the borrowing Government/Organization and (ii) when the scale of the deputation post or that of the post held by a deputationist in his parent cadre is revised with retrospective effect or from a prospective date, a fresh option shall be allowed to him.

5.3. A fresh option may also be allowed to a Government employee on deputation to an ex-cadre post who had earlier opted for his grade pay plus deputation allowance from the date the three conditions mentioned in rule 4.4 and 4.9 of Punjab Civil Services Rules, Volume I, Part I as amended vide composite Punjab Government Notification No. 2250-5-FR-II-66/10038, dated the 1st June, 1966, are fulfilled and one of his juniors is actually promoted to higher post in the parent cadre in a scale identical to or lower than that of the deputation post even though all the conditions of next below rule are not fulfilled.

(6) Abnormal Increase in pay:-

6.1. In order that no employee receives an abnormal pay increase by virtue of being posted on deputation the appointing authorities are expected to apply the provisions of rule 4.16 of the Punjab Civil Services, Rules, Volume I, Part I, and restrict the pay of the deputationist to suitable figure below the minimum Pay of the post if the minimum of the scale of deputation post

is substantially in excess of the deputationists basic pay plus deputation allowance at the rate of 10% subject to a maximum of Rs. 100/- or Rs. 250/- per month as the case may be. To ensure uniformity, in the application of rule 4.16 ibid in such cases, it has also been decided that the pay allowed under this rule should not exceed the basic pay of the deputationist by more than 10% of the basic pay, subject to a maximum of Rs. 100/-. Once the initial pay has been fixed in deputation post the grant of further increments will be regulated as under:-

- (i) To determine the rate of increment, the difference between the pay initially, fixed and the minimum of the deputation post should be worked out. The rate or increment to be allowed should be more or less equivalent to the rate of increment admissible in the substantive/officiating post covered by para 7(1) below, or in the deputation post, whichever is beneficial but it should be so regulated that the whole difference is divided by a number of years so as to enable Govt. employee concerned to reach the minimum of the scale of the deputation post on the last such year.
- (ii) Once the initial pay and rate of increment has been fixed/ determined on the above basis no further deputation allowance shall be allowed thereon in the deputation post. Similarly, no further increase in terms of Finance Department circular letter dated the 5th December, 1974 would be admissible on element of increment so worked out.
- (iii) The increment so worked out will be considered as an increase in pay on adhoc basis in the deputation post and is to be allowed after one year's service put in by the Government employee on the deputation post in the stage on which his pay was initially fixed below the minimum and not from the date on which he earns increment in his grade pay under his own parent department even though he retains a lien on his substantive/officiating post.
- (iv) In those cases where the period of deputation is more than one year, it would be necessary for the appointing authority to indicate in the sanctioning order the amount of adhoc increase and the date from which it should be allowed in the deputation post.

(7) Definition of the term pay:-

7.1. Basic Pay: The basic pay for this purpose shall mean the pay drawn in the scale of pay of the substantive appointment held or the pay in the scale of pay of the officiating appointment in an employee's parent cadre, provided that the officiating appointment so held was not in a tenure post and it is certified by the appointing authority from time to time that but for the deputation the employee would have continued to hold the officiating appointment during the period of deputation.

7.2. Special Pay: The Special pay' drawn in a particular appointment shall be deemed as part of 'basic pay' only in the following circumstances:-

- (a) the appointment to which the special pay is attached is not a tenure appointment and
- (b) the special pay has been specifically sanctioned for the post in addition to a scale of pay, in lieu of a separate scale of pay, for the post.

(8) Admissibility of any other pay and allowances while on Deputation:-

- (a) Any other special pay drawn by an employee in the parent Government should not be allowed in addition to the deputation allowance.

- (b) Personal pay, if any, drawn by an employee in his parent Government may be allowed in addition. This will not be absorbed in the deputation allowance but will be absorbed in other increases in pay, e.g. increment or increase of pay by promotion or for any other reason.
- (c) Any project allowance admissible in a project area may be drawn in addition to the deputation allowance.

(9) Appointment made by selection/direct recruitment/promotion:-

Appointments of serving Haryana Government employees made either by promotion or by direct recruitment to other State Governments including Central Government on the recommendations of the Public Service Commission etc., in competition with open market candidates whether on permanent or temporary basis are not to be regarded as deputation as mentioned in sub-paras 2.1 to 2.4 and their provisions will not apply in such cases and pay in such cases is to be fixed according to the recommendations of the Public Service Commission/Subordinate Service Selection Boards. In the case of Government employees recruited by the Corporations, Autonomous bodies etc. in competition with open market candidates through their own selection boards, pay should be fixed on the basis of the recommendations made by them.

(10) Promotion of persons drawing deputation allowance:-

10.1 When a person already on deputation is to be promoted to another post by the borrowing authority, the borrowing authority should obtain the concurrence of the lending authority prior to the promotion so that the latter might decide as to how the pay in the higher post is to be regulated in accordance with rule 4.16 of the Punjab Civil Service Rules, Vol. I, Part I.

10.2. The employee on deputation may be given the benefit of the 'Next Below Rule' subject to (a) the application of the conditions mentioned in sub paras 4.1 and 4.4 above in regard to the regulation of deputation allowance and (b) the reversion of the employee to the parent Government where his basic pay as fixed under the 'Next Below Rule' exceeds the maximum of the scale of pay of the deputation post.

(11) Period of deputation:-

11.1 The period of deputation should not ordinarily exceed one year at a time and should not normally be extended beyond 3 years. Where it is considered necessary in the public interest and in exceptional circumstances to extend the period of the deputation on Foreign Service prior approval of the Finance Department should always be obtained well in time, giving full justification in this regard.

Government has inherent powers to terminate deputation earlier than the period specified in the terms and conditions of deputation. The Government may, therefore, recall a Government employee, at any time before the expiry of the period of deputation, when the exigencies of public service so require. Similarly, the foreign employer can also make a recommendation to Government for the recall of the Government employee concerned. A specific clause to this effect may invariably be incorporated in all orders deputing Government employees to Foreign Service.

11.2. A Government employee who has served on deputation in a State or Central organisation should not be allowed to proceed on deputation to some other foreign organisation again unless he has worked for a minimum period of 2 years on a post in his parent department subsequent to his reversion.

11.3. A Government employee already on deputation/foreign service with some other Government should not be allowed to proceed on deputation/foreign service to another

Government/body direct from his first deputation/foreign service without the approval of the Finance Department.

11.4. The period of deputation to Public Enterprises under the Central Government will not, in any case, be more than 3 years, during service in Government.

11.5. The period of deputation of a Haryana Government employee to other State Government including Central Government or Bodies (incorporated or not) wholly or substantially owned or controlled by them, should not ordinarily exceed one year at a time and should not normally be extended beyond three years. This limit will be strictly observed and any extension allowed even for short period with the approval of the competent authority beyond the maximum limit of FOUR YEARS will be on the condition that no deputation allowance will be admissible during the extended period.

11.6. If during the period of deputation the basic pay of an employee exceeds the maximum of the scale of the pay of the deputation post or the fixed pay of the deputation post, the deputation of the employee should be restricted to a period of six months from the date on which his pay thus exceeds such maximum after which he should be reverted to his parent department. It is obvious that under this clause no deputation allowance will be admissible to an employee from the date his basic pay either equals or exceeds the maximum of the scale of the post which he holds on deputation.

(12) Grant of retirement benefit on permanent absorption in:

A. Public Sector Undertaking:-

- (i) A permanent Government servant on absorption in a Public Sector Undertaking will be eligible for pro-rata pension and death-cum-retirement gratuity based on the length of his qualifying service under Government till the date of absorption. The pension will be calculated on the basis of average emoluments under rule 6.24 of the C.S.R. Vol. II, presenting the date of absorption and the death-cum-retirement gratuity on the basis of the emoluments immediately before absorption. In cases where an officer at the time of absorption has less than 10 years service and is not entitled to pension, the question of proportionate pension will not arise; he will only be eligible to proportionate service gratuity in lieu of pension and, the death-cum-retirement gratuity based on length of service.
- (ii) The amounts of pension/gratuity and the death-cum-retirement gratuity would be currently worked out and will be intimated to the officer as well as to the undertaking as and when an officer is absorbed.
- (iii) The pro-rata gratuity etc. admissible in respect of the service rendered under Government would be disbursable either from the earliest date from which the Government servant could have retired voluntarily under the rules applicable to him or from the date of absorption in the undertaking/ corporation whichever is later.
- (iv) Every officer will exercise an option, within six months of his absorption for either of the alternatives indicated below:-
 - (a) Receiving the monthly pension and death-cum-retirement gratuity already worked out under the usual Government arrangements.
 - (b) Receiving the gratuity and a lump sum amount in lieu of pension worked out with reference to commutation tables obtaining on the date from which the pro-rata pension, gratuity etc. would be disbursable.

Where no option is exercised within the prescribed period, the officer will automatically be governed by alternative (b) above. Option once exercised shall be final. The option shall be exercised in writing and communicated by the officer concerned to the undertaking.

- (v) Cases of resignation from a public undertaking will for purposes of these orders be treated as resignation from Government entailing forfeiture of the earlier service under Government and loss of the pensionary benefits under these orders.
- (vi) For the period of service rendered in a public undertaking the absorbed officers will be entitled to all the benefits admissible to other corresponding employees of the organisation.
- (vii) The total gratuity admissible in respect of service rendered under the Government and that under the public undertaking should not exceed the amount that would have been admissible had the officer continued in Government service and retired on the same pay which he drew on retirement from the public undertaking.
- (viii) Government would have no liability for family pension in such cases.
- (ix) Any further liberalization of pension rules decided upon by Government after the permanent absorption of a Government servant in a Public Sector Undertaking would not be extended to him.
- (x) In case where an officer has opted to receive pension as at (iv) (a) above but wishes to commute a portion of the pension, such commutation will be regulated in accordance with the Government rules in force at the time of his superannuation

(B) Public Enterprises under the Central Government:-

- (i) Officers/Officials opting for permanent absorption in the Public Enterprises under the Central Government may be given their pension/gratuity immediately, on their absorption provided they give an undertaking that in the event of their service with the Public Enterprises terminating at the instance either of the employer or of the employee within a period of two years from the date of their retirement from Government service and permanent absorption in the Public Enterprises, the approval of the Government would be obtained by them before they take up any private employment
- (ii) Officers/Officials, who get themselves absorbed in the Public Enterprises should be eligible to membership of the CPF operated by the Enterprises from the date their resignation from Government service takes effect and they are absorbed in the permanent cadre of Public Enterprises.
- (iii) Officer/Officials, who opts for absorption in an Enterprise has to forfeit all the leave he has to his credit at the time of leaving the Government service. But in case the Public Enterprises take over the liability in regard to leave on average pay/earned leave that the officer has to his credit at the time of leaving Government service the Government in return will pay to the Public Enterprises a lump-sum equal to leave salary for the leave on average pay/earned leave due to Government servant on the date of his permanent absorption in the Public Enterprises.
- (iv) Officer/Officials who get absorbed in Public Enterprises under these instructions but whose normal dates of superannuation would fall within the

period of 3 years from the date of issue of these instructions or from the date of Commencement of deputation in respect of such Government servants who are sent on deputation after the issue of these instructions they would be allowed pay of the post less pensionary equivalent of retirement benefits on re-employment in Public Enterprises on their superannuation.

- (v) **Provident Fund:-** The amount of subscription, together with the interest standing in the provident fund account of a Government Officer/Official opting for service under an enterprise may, if he so desires, be transferred to his new Provident Fund Account under the Enterprise provided the concerned Enterprise also agrees to such a transfer. If, however, the concerned Enterprise does not operate a Provident Fund the amount, in question, should be refunded to the subscriber. An Officer covered by Government Contributory Provident Fund will also be allowed if he so desires to carry forward the corpus of the amount, including Government contributions to his new Provident Fund Account under the Enterprise. Once such a transfer of Provident Fund balance has taken place, the Officer/Official will be governed by Provident Fund Rules of the concerned enterprise and not by the Provident Fund Rules of the Government.
- (vi) **Seniority:-** The seniority of Officers/Officials opting for service in enterprises should be fixed in a particular grade with effect from the date of their original deputation to that grade and not from the date of exercise of their option regardless of the terms offered to them.
- (vii) **Pension:-**
 - (i) Government would not have liability for family pension in the case of those who get absorbed in the Public Enterprises.
 - (ii) Every Officer will exercise an option within six months of his absorption for either of the alternatives indicated below:-
 - (a) Receiving the monthly pension and D.C.R. Gratuity already worked out under the usual Government arrangements, or
 - (b) Receiving the gratuity and a lump-sum amount in lieu of pension worked out with reference to commutation tables obtaining on the date from which pension will be admissible and payable under option orders.
 - (iii) Any further liberalisation of pension rules decided upon by Government after the permanent absorption of a Government servant in a Public Enterprise would not be extended to them,
 - (iv) In cases where in Officer/Official, at the time of absorption, has less than 10 years service and is not entitled to pension, the question of proportionate pension will not arise; he will only be eligible to proportionate service gratuity in lieu of pension and to D.C.R. Gratuity based on length of service.

The decision mentioned above will apply only where the permanent transfer is in Public interest and not in other cases.

(13) Sanctioning of Deputation Allowance:-

13.1. No employee whose basic pay at the time of his proposed deputation exceeds the maximum of the scale of pay of the deputation post or the fixed pay of such post shall be deputed to that post.

13.2. Departments of Government and Heads of Department, as the case may be, will be competent to sanction the terms and conditions of deputation of their employees under the existing instructions upto a period of one year at a time which should not normally be extended beyond three years.

(14) Relaxation of conditions:-

14.1. Any relaxation of these conditions and principles will require the prior concurrence of the Finance Department.

14.2. These orders will not apply to :

- (a) Members of the All India Services and to appointments to posts whose terms are regulated under specific statutory rules or orders;
- (b) Deputation to posts outside India; and
- (c) Appointments of a specific category of employees to a specified class of posts where special orders already exist.

Yours faithfully,

Sd/-
(N.C VASISHTHA)
Joint Secretary Finance,
for Commissioner and Secretary to Government,
Haryana, Finance Department.

No. 13/5(5)/86-5FR-I,

Dated, Chandigarh, the 17th March, 1987

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information and necessary action.

Sd/-
(N.C VASISHTHA)
Joint Secretary Finance,
for Commissioner and Secretary to Government,
Haryana, Finance Department.

Copies are forwarded to:-

The Financial Commissioners, Haryana;
All Administrative Secretaries to Government, Haryana for information and guidance.

Sd/-
(SHAMSHER SHUKLA)
Under Secretary Finance (R),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Financial Commissioners, Haryana.
All Administrative Secretaries to Government, Haryana.

U.O. No. 13/5(5)86-5FR-I

Dated, Chandigarh, the 17th March, 1987.

ANNEXURE A

Standard terms of deputation in respect of Haryana Government employees, who opt for their own pay scales plus deputation allowance, deputed to other State Governments including Central Government or bodies (incorporated or not) wholly or substantially owned or controlled by them.

1. **Period of deputation:-** From _____ to _____ unless he is recalled by the Government earlier.
2. **Pay:-** During the period of deputation Shri _____ will draw pay of the post held by him in his parent department plus a deputation allowance in accordance with and subject to the condition laid down in Hr. Govt. circular letter No. 13/5(5)/86-5FR-I, dated the 20th February, 1986 as may be modified from time to time.
3. **Dearness Allowance:-** Shri _____ will be entitled to dearness allowance and additional dearness allowance under the rules of the parent Government.
4. **Local Allowance:-** Like Compensatory (City) Allowance, House Rent Allowance to be regulated under the rules of the borrowing Government Foreign employer. However the borrowing employer may, if they so desire, apply the Haryana Government rules to such a deputationist.
5. **Joining Time/Pay and Transfer T.A.:-** He will be entitled to T.A and joining time pay both on joining the post on deputation and on reversion there from to the parent Government under the rules of the Government/ autonomous body to which he is deputed. The expenditure on this account will be borne by the borrowing Government/foreign employer.
6. **Traveling Allowance:-** TA for journey on duty during the period of deputation to be regulated under the rules of the Government/autonomous body to which he proceeds on deputation.
7. **Leave and Pension:-** During the period of deputation on temporary transfer, he will continue to be governed by the leave and Pension Rules of the parent employer applicable to him before such transfer:-
 - (i) The allocation of leave salary and pensionary charges between the borrowing/ lending Government will be regulated under the rules of allocation contained in Appendix 3 to Account Code Vol. I.
 - (ii) The Autonomous Body shall pay leave salary/Pension contributions within fifteen days from the end of the month in which the pay on which it is based has been drawn by the Government servant concerned after which penal rate of interest will be charged as per rule 10.12 of Civil Service Rules Vol. I, Part I.

Pension contribution Rs. _____.

Leave salary Rs. _____ the amounts of contributions are to be credited under the following Heads of Accounts:-

(i) Pension:-

“066 Contributions & recoveries towards Pension and other retirement benefits (Provl.) Subscriptions and contributions-contributions of officers lent on Foreign Service.

(ii) Leave _____ (Head of Account to be filled by the Department).

(Provisional rates of leave salary and pension contribution will be calculated by the authority sanctioning the transfer of the Govt. servant concerned to foreign service in accordance with the provisions contained in Annexure-A of the Punjab Civil Services Rules, Volume I, Part I.

8. Extraordinary Pension/Gratuity:- This will be regulated in accordance with the Ministry of Finance (Department of Expenditure) memorandum No. F-19(23)-3V(A)/64 dated the 2nd August, 1965 which has been circulated vide composite Punjab Government Finance Department endorsement No. 7645-7FR-I-65/18952, dated the 2nd November, 1965.

9. Leave Travel Concession:- He will be entitled to leave travel concession under the rules of the Haryana Government as amended from time to time and cost thereof will be borne by the borrowing Government/foreign employer.

10. Leave:- To be regulated under the rules of Haryana Government.

11. Medical Concession:- He will be entitled to those concessions under the rules of the borrowing Government/foreign employer. The borrowing Government/foreign employer may, however, if they so desire apply the Haryana Government rules to such a deputationist.

12. Provident Fund benefits:- During the period of deputation, he will continue to subscribe to the provident fund of his parent Government to which he may be subscribing, when he is placed on deputation in accordance with the rules of such fund.

13. Disability Leave:- The payment of salary in respect of disability incurred in or through foreign service even though such disability manifests itself after the termination of foreign service shall be made by the borrowing Government/foreign employer.

14. Residential Accommodation:- He will be entitled to residential accommodation according to the rules of the borrowing Government/foreign employer to which he is deputed.

No free house or free car will be allowed nor any conveyance or conveyance allowance be provided at Government/Bodies expense unless such benefits are normally attached as a condition of service to the post to which he is deputed.

15. Commencement of deputation:- The deputation will commence on the date on which he hands over charge of his post under the Haryana Government and end on the date on which he assumes charge of the post under that Government.

16. Group Insurance Scheme benefit:- The officer/official will continue to subscribe to the group insurance scheme, 1985. The foreign employer shall effect recovery of the usual subscription from the pay of the officer/ official and regularly deposit the same every month into Haryana Govt. Head of Account "811-Insurance-GIS, 1985." In case of delay/default, the foreign employer will deposit the arrears of subscription along with interest at the rate and manner prescribed in the Scheme.

ANNEXURE 'A-1'

Standard terms of deputation in respect of Haryana Government employees who opt for the pay scales of the deputation post deputed to other State Governments including Central Government or bodies (incorporated or not) wholly or substantially owned or controlled by them.

1. Period of deputation:- From _____ to _____ unless he is recalled by the Government earlier.

2. Pay:- During the period of deputation Shri _____ will get his pay fixed in the deputation post in accordance with the Haryana Govt. circular letter No. 6344-5FR-1-74/1666, dated the 5th December, 1974 as may be modified from time to time.

3. Dearness Allowance:- Shri _____ will be entitled to dearness allowance and addl. dearness allowance under the rules of the borrowing Government/foreign employer.

4. Local Allowance:- Like Compensatory (City) Allowance and House Rent Allowance to be regulated under the rules of the borrowing Government/foreign employer. However the borrowing Govt./foreign employer may, if they so desire, apply the Haryana Government rules to such a deputationist.

5. Joining time pay and Transfer T.A.:- He will be entitled to T.A. and joining time pay both on joining the post on deputation and on reversion there-from to the parent Govt. under the rules of the Govt./autonomous body to which he is deputed. The expenditure on this account will be borne by the borrowing Govt./foreign employer.

6. T.A. for journey on duty during the period of deputation:- To be regulated under the rules of the borrowing Govt./foreign employer to which he proceeds on deputation.

7. Leave and pension:- During the period of deputation on temporary transfer, he will continue to be governed by the Leave and Pension Rules of the parent employer applicable to him before such-transfer.

(i) The allocation of leave salary and pensionary charges between the borrowing/lending Government will be regulated under the rules of allocation contained in Appendix 3 to Account Code Volume I.

(ii) The autonomous body shall pay leave salary/pension contributions within fifteen days from the end of the month in which the pay on which it is based has been drawn by the Government servant concerned after which penal rate of interest will be charged as per rule 10.12 of Civil Service Rules Volume I, Part I.

Leave salary contributions _____ Rs. P.M

Pension Contributions _____ Rs. P.M

The amounts of contributions are to be credit under the following heads of accounts:-

Pension: "066 Contributions & recoveries towards Pension and other retirement benefits (Provl.) Subscriptions and contributions-contributions of officers lent on Foreign Service."

Leave _____ (to be written by the Department)

(Provisional rates of leave salary and pension contributions will be calculated by the authority sanctioning the transfer of the Govt. servant concerned to Foreign Service in accordance with the Provisions contained in Annexure A of the Pb. C.S.R. Volume I, Part-I.

8. Extraordinary Pension/Gratuity:- This will be regulated in accordance with the Ministry of Finance (Department of Expenditure) memorandum No. F-19(23)-3V(A)/64 dated the 2nd August, 1965, which has been circulated vide composite Punjab Govt., Finance Department endorsement No. 7645-7FR-I-65/18952, dated the, 2nd November, 1965.

9. Leave Travel Concession:- He will be entitled to leave travel concession under the rules of the Haryana Government as amended from time to time and the cost thereof will be borne by the Borrowing Government/foreign employer.

10. Leave:- To be regulated under the rules of Haryana Government.

11. Medical Concession:- He will be entitled to those concessions under the rules of the borrowing Government/foreign employer. The borrowing Government/foreign employer, may, however, if they so desire apply the Haryana Government Rules to such a deputationist.

12. Provident Fund benefits:- During the period of deputation he will continue to subscribe to the provident fund of his parent Government to which he may be subscribing, when he is placed on deputation in accordance with the rules of such fund.

13. Disability leave:- The payment of leave salary in respect of disability incurred in or through Foreign Service even though such disability manifests itself after the termination of foreign service shall be made by the borrowing Government/foreign employer,

14. Residential Accommodation:- He will be entitled to residential accommodation according to the rules of the borrowing Government/foreign employer.

No free house or free car will be allowed nor any conveyance be provided at Government/body expense, unless such benefits are normally attached as a condition of service to the post to which he is deputed.

15. Commencement of deputation:- The deputation will commence on the date on which he hands over charge of his post under the Haryana Government and end on the date on which he assumes charge of the post under that Government.

16. Group Insurance Scheme benefit:- The officer/official will continue to subscribe to the Group Insurance Scheme, 1985. The foreign employer shall effect recovery of the usual subscription from the pay of the officer/official regularly & deposit the same every month into Haryana Govt. Head of Account, "811 -Insurance-GIS, 1985. "In case of delay/default the foreign employer will deposit the arrears of subscription alongwith interest at the rate and manner prescribed in the scheme.

ANNEXURE-B

Standard terms of deputation in respect of Haryana Government employees who opt for their own pay scales plus deputation allowance, deputed to Government Undertakings, Local Bodies, Autonomous Bodies and Companies substantially owned or controlled by the Haryana State Government.

1. Period of deputation:- From _____ to _____ unless he is recalled by the Government earlier.

2. Pay:- During the period of deputation Shri _____ will draw pay of the post held by him in his parent department plus deputation allowance in accordance with and subject to the conditions laid down in Haryana Government circular letter No. 13/5(5)86-5FR-I, dated the 20th February, 1986.

3. Dearness Allowance:- Shri _____ will be entitled to dearness allowance/additional dearness allowance under the rules of the Government.

4. Local Allowances:- Like Compensatory (City) Allowance and House Rent Allowance to be regulated under the rules of the Government.

Accommodation:- (i) If the Government employee 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 and instructions of the Government. (ii) If the Government employee continues to occupy a Government residence he shall be required to pay the rent thereof at the rate of 10% of his pay and the different between this amount and the rent charged by the Government shall be paid by the foreign employer.

5. Joining time pay and transfer T.A.:- He will be entitled to T.A. and joining time pay both on joining the post on deputation and on reversion there-from to the parent Government under the rules of the Haryana Government. The expenditure on this account will be borne by the foreign employer.

6. Traveling Allowance/Daily allowance:- T.A. /D.A. for journey on duty, during the period of deputation will be regulated under the rule of Haryana Government.

7. Leave Travel Concession:- He will be entitled to leave travel concession under the rules of Haryana Government as amended from time to time.

8. Disability Leave:- The payment of leave in respect of disability incurred in or through Foreign Service even such disability manifests itself after the termination of Foreign Service shall be made by the foreign employer.

9. Leave and Pension:- During the period of deputation on temporary transfer, he will continue to be governed by the leave and Pension rules of the parent employer applicable to him before such transfer.

The foreign employer shall pay leave salary/pension contributions within fifteen days from the end of the month in which the pay of which it is based has been drawn by the Government servant concerned after which penal rate of interest will be charged as per rule 10.12 of Civil Service Rules Volume I Part I.

Leave salary contribution Rs. _____ P.M.

Pension contributions Rs. _____ P.M.

The amount of contributions is to be credited under the following heads of accounts:-

Pension: "066 Contributions and recoveries towards Pension and other retirement benefits (Provl.) Subscriptions and contributions, contributions of officers lent on Foreign Service.

Leave _____ (to be written by the Departments)

(Provisional rates of leave salary and pension contributions as will be calculated by the authority sanctioning the transfer of the Govt. servant concerned to foreign service in accordance with the provisions contained in Annexure A of the Pb. C.S.R. Vol. I Part I.

10. Extraordinary Pension/Gratuity:- This will be regulated in accordance with the Ministry of Finance (Department of Expenditure) memorandum No. F.19(23)3V(A)64 dated the 2nd August, 1965, which has been circulated Vide Punjab Government Finance Department endorsement No. 7645-7FR-I-65/18952, dated the 2nd Nov., 1965.

11. Provident Fund benefits:- During the period of deputation, he will continue to subscribe to the Provident Fund of his parent Government to which has been be subscribing when he is placed on deputation in accordance with the rules of such fund.

12. Medical concession:- He will be entitled to medical concession according to the rules of State Government.

13. Commencement of deputation:- The deputation will commence, on the date on which he hands over of his post under the Haryana Government and end on the date on which he assumes charge of a post under that Government.

14. Duration of deputation:- The period of deputation of a Government servant on Foreign Service should not ordinarily exceed one year at a time and should not normally be extended beyond three years.

15. Other Concession:- Foreign employer shall furnish a certificate after the initial 3 months of foreign service and thereafter immediately on the close of each year of deputation or reversion of the employee to the Government service, whichever may be earlier, that the Government employee concerned has not been paid any adhoc pay or allowances including bonus/incentive bonus (which is not covered under the rules) or concessions of any kind except that specified in the terms and conditions of his transfer. Similarly, a certificate should also be obtained from the Government employee concerned that he has not received pay adhoc pay or allowances or concession of any kind except those specified in the terms and conditions of his transfer.

16. Group Insurance Scheme benefit:- The officer/official will continue to subscribe to the Group Insurance scheme, 1985. The foreign employer shall effect recovery of the usual subscription from the pay of the officer/official and regularly deposit the same every month into Haryana Govt. Head of Account, "811-Insurance-GIS, 1985. " In case of delay/default the foreign employer will deposit the arrears of subscription alongwith interest at the rate and manner prescribed in the Scheme.

ANNEXURE 'B-1'

Standard terms of deputation in respect of Haryana Government employees, who opt for the pay scales of the deputation post deputed to Government Undertaking Local Bodies, Autonomous Bodies and Companies substantially owned controlled by the Haryana State Government.

1. **Period of deputation:-** From _____ to _____ unless he is recalled by the Government earlier.
2. **Pay:-** During the period of deputation Shri _____ will get his pay fixed on the deputation post in accordance with and subject to the conditions laid down in Haryana Government circular letter No. 6344-5FR-I-74/1666, dated the 5th December, 1974 as may be modified from time to time.
3. **Dearness Allowance:-** Shri _____ will be entitled to dearness allowance/additional dearness allowance under the rules of the foreign employer.
4. **Local Allowance:-** Like Compensatory (City) Allowance and house rent allowance to be regulated. under the rules of the foreign employer.
5. **Accommodation:-** He will be governed, according to the rules of foreign employer.
6. **Joining time pay and transfer T.A.:-** He will be entitled to T.A. and joining time pay both on joining the post on deputation and on reversion there-from to the parent Government under the rules of the foreign employer to which he is deputed. The expenditure on this account will be borne by the foreign employee.
7. **Traveling allowance for journey on duty during, the period of deputation:-** To be regulated under the rules of foreign employer.
8. **Leave Travel Concession:-** He will be entitled to leave travel concession under the rules of Haryana Government as amended from time to time and the expenditure thereof will be borne by the foreign employer.
9. **Leave:-** To be regulated under the rules of Haryana Government.
10. **Disability Leave:-** The payment of leave salary in respect of disability incurred in or through Foreign Service even though such disability manifests itself after the termination of foreign service shall be made by the foreign employer.
11. **Leave and Pension:-** During the period of deputation on temporary transfer, he will continue to be governed by the leave and pension Rules of the parent employer applicable to him before such transfer.

The foreign employer shall pay leave salary/Pension contributions within fifteen days from the end of the month in which the pay on which it is based has been drawn by the Government servant concerned after which penal rate of interest will be charged as per rule 10.12 of Civil Service, Rules Volume I, Part I.

Pension Contributions Rs. _____ P.M.

Leave salary contributions Rs. _____ P.M.

The amounts of contributions are to be credited under the Following heads accounts:-

Pension: - "066 Contributions & recoveries towards Pension and other retirement benefits (Provl.) Subscriptions and contributions-contributions of officers lent on Foreign Service."

Leave:- _____(Head of Account to be written by the Departments)

(Provisional rates of leave salary and pension contribution as will be calculated by the authority sanctioning the transfer of the Govt. servant concerned to Foreign Service in accordance with the provisions contained in Annexure A of the Pb. C.S.R. Volume I, Part I.

12. Extraordinary Pension/Gratuity:- This will be regulated in accordance with the Ministry of Finance (Department of Expenditure) memorandum No. F. 19(23)3 V(A)164, dated the 2nd August, 1965 which has been circulated vide composite Punjab Government Finance Department endorsement No. 7645-7FR-I-65/18952 dated the 2nd November, 1965.

13. Medical concession:- He will be allowed medical concession according to the rules of foreign employer but the privileges offered by the foreign employer shall not be inferior to those which he would have enjoyed under the State Govt. Rules.

14. Provident Fund benefits:- During the period of deputation, he will continue to subscribe to the Provident Fund of his parent Government to which he may be subscribing when he is placed on deputation in accordance with the rules of such fund.

15. Commencement of deputation:- The deputation will commence on the date he hands over charge of his post under the Haryana Government and end on the date on which he assumes charge of the post under that Govt.

16. Other Concession:- Foreign employer shall furnish a certificate after the initial 3 months of foreign service and thereafter immediately on the close of each year of deputation or reversion of the employee to the Government service whichever may be earlier, that the Government employee concerned has not been paid any adhoc pay or Allowance including bonus/incentive bonus, which is not covered under the rules or concessions of any kind except that specified in the terms and conditions of his transfer. Similarly, a certificate should also be obtained from the Government employee concerned that he has not received any adhoc pay or allowances or concession of any kind except those specified in the terms and conditions of his transfer.

17. Duration of deputation:- The period of deputation of a Government servant on foreign service should not ordinarily exceed one year at a time and should not normally be extended beyond three years.

18. Group Insurance scheme benefit:- The officer/official will continue to subscribe to the Group Insurance Scheme, 1985. The foreign employer shall effect recovery of the usual subscription from the pay of the officer/official and regularly, deposit the same every month into Haryana Govt., Head of Account. "811-Insurance-GIS 1985." In case of delay/default the foreign employer will deposit the arrears of subscription alongwith interest at the rate and manner prescribed in the scheme.

No. 10508(3)-FR-II-62/508

From

Shri Sapuran Singh, I.A.S,
Secretary to Government, Punjab.
Finance Department.

To

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

Dated, Chandigarh, the 28th/31st January, 1963

FINANCE

Regulations II

Subject : Transfer of Punjab Government employees to other Governments, Companies, Corporations, etc. - Grant of Deputation allowance.

Sir,

I am directed to say that the question regarding the grant of deputation allowance to Punjab Government employees transferred on deputation/foreign service to other Governments, Companies, Corporations, etc., has been under the consideration of Government for some time past. It has now been decided that the following orders shall govern the grant of deputation allowance to Punjab Government employees who are transferred on deputation/foreign service to other State Governments including Central Government or bodies (incorporated or not) wholly or substantially owned or controlled by the Government PROVIDED that the transfer is outside the regular line and is in public interest:-

- (i) (a) The term 'deputation' will cover only appointments made by transfer on a temporary basis. Appointments of serving Government servants made either by promotion or by direct recruitment in competition with open market candidates whether on a permanent or temporary basis, will not be regarded as deputation. Similarly, permanent appointments made will not also be treated as deputation.
 - (b) The transfer of a Punjab Government servant from one Department to another Department under the Punjab Government including Bhakra Nangal Project, Beas Project and Soil Conservation Board will not be considered as on deputation and no deputation allowance will be admissible.
 - (c) The transfer of Government employees on foreign service to bodies (incorporated or not) wholly or substantially owned or controlled by the Government, shall be treated as on deputation.
- (ii) The deputation allowance shall be at a uniform rate of 20 per cent of the employee's basic pay and shall be subject to a maximum of Rs. 300 per mensem, provided that the Basic Pay plus the deputation allowance shall, at no

time exceed Rs. 3,000 per mensem. This shall equally apply in cases of 'Foreign Service' where at present deputation allowance of 25 per cent of the basic pay is admissible under Serial No. 40 of Rule 15.1 of Punjab C.S.R., Volume I, Part I. 'Basic Pay' for the above purpose shall mean the pay drawn in the scale of pay of the substantive appointment held or the pay in the scale of pay of the officiating appointment in an employees' parent cadre, provided that the officiating appointment so held was not in a tenure post and it is certified by the appointing authority that but for the deputation the employee would have continued to hold the officiating appointment indefinitely.

'Special Pay' drawn in a particular appointment shall be deemed as part of 'Basic Pay' only in the following circumstances:-

- (a) the appointment to which the special pay is attached is not a tenure appointment; and
 - (b) the Special Pay has been specifically sanctioned for the post in addition to a scale of pay, in lieu of a separate scale of pay for the post.
- (iii) Any other special pay drawn by an employee in the parent Government should not be allowed in addition to the Deputation allowance.
- (iv) Personal pay, if any, drawn by an employee in his parent Government may be allowed in addition. This will not be absorbed in the deputation allowance, but will be absorbed in other increases in pay, e.g., increments or increase of pay by promotion or for any other reason.
- (v) An employee placed on deputation may elect to draw either the pay in the scale of pay of the new post as may be fixed under the normal rules or his basic pay in the parent Government plus personal pay, if any, under para (iv) above plus deputation allowance. For determining the pay under the normal rules for this purpose in case of deputation to autonomous bodies, it may be assumed that the Government rules apply. The option once exercised shall be final except that on each occasion when such an employee receives proforma promotion in his parent Government under the next below rule or reverted to a lower grade in the parent Government or is appointed to another grade in the borrowing Government a fresh option shall be allowed to him.
- (vi) The deputation allowance admissible under the previous clauses shall further be so restricted that the basic pay of the Government employee in his parent Government from time to time plus the deputation allowance does not exceed the maximum of the scale of pay of the post held on deputation or where the post on deputation has a fixed pay, that fixed pay. Where subsequent to deputation this is not possible by virtue of the basic pay of an employee itself exceeding the maximum of the scale of pay of the post or the fixed pay of the post the deputation of the employee shall be restricted to a period of six months from the date on which his pay, thus, exceeds such maximum and the employee should be reverted to his parent Government. It is obvious that under this clause no deputation allowance will be admissible to an employee from the date of his basic pay either equals or exceeds the maximum of the scale of the post which he holds on deputation pay of the new post.

No employee whose basic pay at the time of his proposed deputation exceeds the maximum of the scale of pay of the new post or the fixed pay of the new post shall be deputed to such a post.

- (vii) The employee on deputation may be given the benefit of the 'next below rule' subject to (a) the application of the conditions mentioned in subparagraph (vi) above in regard to the regulation of deputation allowance and (b) the reversion of the employee to the parent Government where his basic pay as fixed under the 'next below rule' exceeds the maximum of the scale of pay of the new post.
- (viii) Any project allowance admissible in a project area may be drawn in addition to the deputation allowance.
- (ix) Where a special rate of deputation allowance is admissible under separate orders in any area on account of conditions of living there being particularly arduous or unattractive, such a special rate being more favourable than that under (ii) above, employees deputed to the area will be given the benefit of the special rate.
- (x) The deputation allowance will be treated as 'pay for purpose of grant of dearness allowance', leave salary and for purposes of calculation of travelling/daily allowance. The deputation allowance will not, however, count as emoluments for purposes of pension unless it is mutually agreed upon between the two Governments that it shall so count as emoluments for purposes of pension in an individual case, and the sharing of additional pensionary liability is also settled before hand.

2. Any relaxation of these conditions and principles will require the prior concurrence of the Finance Department.

3. With a view to ensuring that no employee receives an abnormal pay increase because of his deputation, the authority ordering the deputation will ensure that where an employee is transferred on deputation, the minimum pay of the scale of pay of the post to which such deputation is made is not substantially in excess of his basic pay plus deputation allowance at 20 per cent. Where such minimum substantially exceeds the emoluments admissible under the alternative of drawing deputation allowance at 20 per cent the appointing authorities are expected to apply the provisions of rule 4.16 of Punjab C.S.R., Volume I, Part I and specially restrict the pay of the deputation to a suitable figure below the minimum pay of the post. The deputing authority should watch that an officer on deputation does not get an abnormal increase in pay on account of deputation and should also decide the manner in which pay on deputation should be restricted. In the case of original deputation the exercise of such watch is not difficult. The lending authority can indicate the pay to be given. But difficulty will arise when a person already on deputation is promoted to another post by the borrowing Government. In such case, the borrowing Government should obtain the concurrence of the lending Government prior to the promotion so that the latter may decide how pay in the higher post should be regulated.

4. These orders will also apply to the cases of appointment of employees of other State Governments, including Central Government to posts under the Punjab Government. Where, however, special orders already exist in respect of appointments of a specific category of employees to a specified class of posts, those orders will continue to be applied instead of the orders contained in this circular letter.

5. These orders will apply to cases of deputation commencing hereafter. Past cases already decided otherwise than in accordance with these orders will not be re-opened.

6. These orders will not apply to members of the All India Services and to appointments to posts whose terms are regulated under specific statutory rules or orders.

7. These orders will not also apply to cases of deputation to posts outside India.

Yours faithfully,

SAPURAN SINGH,
Secretary to Government, Punjab,
Finance Department.

No. 4/9/2009-5FR/1858

From

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

To

All Head 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 13th January, 2010

Subject : Calculation of monthly contribution towards cost of pension and leave salary payable during foreign service.

Sir,

I am directed to invite a reference to the Finance Department letter No. 13/2(37)2000-5FR-I, dated 22-6-2001 on the subject noted above and to say that the Government of Haryana have revised the pay scales of all the state Government employees with effect from 1-1-2006. The matter regarding calculation of pension contribution payable in respect of the Government employees during active period of their foreign service has been engaging the attention of the Government. Hence the Government of Haryana is pleased to decide that the pension contribution payable in respect of Government employees during the active period of their foreign service shall be based on the existing basic pay (Pay in the Pay Band plus Grade Pay) of the post held by Government employees at the time of proceeding on foreign service or to which he may receive proforma promotion/financial up-gradation while on foreign service on the basic pay (Pay in the Pay Band plus Grade Pay).

2. The rates of pension contributions shall continue to be calculated as provided in Annexure to this department's letter No. 13/5/(8)/82-5FR-I dated 31st December, 1982. Similarly, the rates of leave salary will continue to be calculated as provided in Annexure 'B' with reference to Note 1 under Rule 10.10 of Punjab C.S.R. Vol. I, Part I.

3. These orders will apply w.e.f. 1-1-2006, in respect of persons who are already on foreign service as on 1-1-2006, the rates of pension contribution and leave salary contribution will be calculated as per above formula with effect from the date they opt to come over to the revised pay scale in their parent cadres. For earlier periods the pension contribution and leave salary contribution will be as per existing orders i.e. the orders in force prior to 1-1-2006 from time-to-time.

Sd/-

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

No. 4/9/2009-5FR/1858

Dated, Chandigarh, the 13th January, 2010

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

Accountant General (A&E) and Audit, Haryana, Chandigarh with 50 spare copies.

Director, HIPA, Gurgaon.

The Finance Secretary, Chandigarh Administration, Chandigarh.

The Director, Treasuries & Accounts, Haryana with 100 spare copies for information of TOs / ATOs etc:

Principal, Account Training Institute, Haryana, Panchkula.

Treasury Officers, Haryana, Chandigarh/Teas Hazari Court, Delhi

Incharge, Computer Cell (F.D) 7th Floor, Haryana Civil Secretariat for placing these orders on FD's website.

Sd/-

Joint Advisor Finance

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

A copy is forwarded to all the Financial Commissioners & Principal Secretaries/ Administrative Secretaries to Government of Haryana for information and necessary action.

Sd/-

Joint Advisor Finance

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

To

All the Financial Commissioners & Principal Secretaries to Govt. Haryana.
All Administrative Secretaries to Government, Haryana.

No. 4/9/2009-5FR/1858

Dated, Chandigarh, the 13th January, 2010

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I, II/Officers on Special Duty I, II/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries/ Deputy Chairman Planning Board for the information of Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman Planning Board, Haryana.

Sd/-

Joint Advisor Finance

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

To

The Principal Secretary/Additional Principal Secretary I, II/
Officers on Special Duty I, II/Senior Secretaries/Secretaries/
Private Secretaries to the Chief Minister/Ministers/ Ministers of State/
Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy
Chairman Planning Board Haryana.

No. 4/9/2009-5FR/1858

Dated, Chandigarh, the 13th January, 2010.

***These instructions have been Revised vide
No. 4/9/2009-5FR/1858, Dated 13.01.2010.***

No. 13/2(37)2000-5FR-I

From

The Financial Commissioner & Secretary 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 22nd June, 2001

Subject : Calculation of monthly contribution towards cost of pension and leave salary payable during foreign service.

Sir,

I am directed to invite a reference to the Haryana Government Finance Department letter No. 13/5/(8)/82-5FR-I, dated 31/12/1982 (copy enclosed) on the subject noted above and to say that Government have revised the pay scales of all the State Govt. employees w.e.f. 1-1-1996. The matter regarding calculation of Pension contribution payable in respect of the Govt. employees during active period of their foreign service has been engaging the attention of the Government since 1.1.96. The Governor of Haryana is please to decide that the pension contribution payable in respect of Government employees during the active period of their foreign service shall be based on the maximum of the pay as defined in Rule 2.44 (a) (i) of Punjab C.S.R. Vol.-I, Part-I of the revised pay scale of the post held by Government employees at the time of proceeding on foreign service or to which he may receive proforma promotion while on foreign service.

2. The rates of pension contributions shall continue to be calculated as provided in Annexure to this department's letter No. 13/5(8)/82-5FR-I, dated 31-12-1982. Similarly, the rates of leave salary will continue to be calculated as provided in Annexure 'B' with reference to note 1 under rule 10.10 of Punjab C.S.R. Vol. I, Part-I.

3. These orders will apply w.e.f. 1.1.1996. In respect of persons who are already on foreign service as on 1.1.1996, the rates of pension contribution and leave salary contribution will be calculated as per above formula with effect from the date they opt to come over to the revised pay scale in their parent cadres. For earlier periods the pension contribution and leave salary contribution will be as per existing orders i.e. the orders in force prior to 1.1.1996 from time-to-time.

Yours faithfully,

Sd/-

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

No.13/1(33)/83-5FR-I

From

The Commissioner and 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, Chandigarh.

Dated, Chandigarh, the 22nd September, 1986**Subject : Transfer of State Government employees on Deputation/Foreign service recovery of Leave salary and Pension contributions.**

Sir,

I am directed to invite a reference to joint Punjab Government, Finance Department circular letter No, 10484-FR-II-60/10613, dated the 1st December, 1960 and No. 5564-(3)-FR-II-65/11803, dated 5th July, 1965 on the subject noted above and to say that it has come to the notice of Government that the instructions contained in the above mentioned letters are not being followed strictly. Instances have come to the notice of Government wherein several Departments allowed their employees to proceed on deputation/foreign service without settling beforehand the terms and conditions thereof and the sanctions to this effect were issued long after the actual transfer or in some cases sanctions have not been issued at all. This is also the position in a large number of cases of the employees who are on deputation to Chandigarh Administration.

2. With a view to facilitating the recovery of leave salary and pension contributions in time and thereby avoiding the payment of penal interest thereof, it is once again emphasized that, in future the terms and conditions of all the employees of the Government be settled before their release for deputation/foreign service. In the case of the employee who are, at present, on deputation/foreign service, and whose terms and conditions have not yet been issued, the same should be issued within one month positively of the issue of this letter and up-to-date recovery of leave salary and pension contributions be made immediately from the foreign employer/ deputationists, as the case may be.

Yours faithfully,

Sd/-
(PIUS PANDARWANI)
Joint Secretary Finance (R),
for Commissioner and Secretary to Government,
Haryana, Finance Department.

No. 13/5(1)-78-5FR-I

From

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

To

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

Dated, Chandigarh, the 5th October, 1983**Subject : Watching recovery of Leave salary & Pension Contributions.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department Letter No. 13/5(1)78-5FR-I dated the 28th Dec. 1981 according to which State Government took decision to withdraw the work of watching recovery of leave salary and pension/Contributory Provident Fund contributions except in cases of foreign service out of India or where the contributions are payable by the Government servants themselves, from the Accountant General Haryana w.e.f. 1-4-82 and entrust this work to the Heads of Departments. Necessary modalities for the transfer of connected records from the office of the Accountant General Haryana were also conveyed vide Haryana Government Finance Department letter No. 13/5(1)78-5FR-I dated the 29th March, 1982. The matter regarding the issue of instructions to ensure the uniformity of procedure and effective control on the recovery of leave salary and pension/C.P.F. contributions has been under the consideration of the Government for sometime past. It has now been decided that the following procedure and instructions may strictly be observed in maintaining accounts of these contributions:-

- (1) The accounts will be maintained in the office of the Heads of Departments, who shall nominate an officer for ensuring the proper maintenance and authentication of leave salary and pension/C.P.F. contributions account.
- (2) The payment of leave salary and pension/CPF contributions shall be made by the foreign employer by means of a demand draft/RTR drawn in favour of the Heads of Department on the bank conducting Treasury cash business at the station where office of the Head of Department concern is located. The demand draft/RTR will be drawn in favour of the officer working as Drawing and Disbursing officer for the headquarter office. Separate Demand Drafts/RTR should be got prepared for pension/CPF contribution and leave salary contributions, as they are creditable to separate heads of accounts. Where a demand draft/RTR includes both contribution and penal interest their break up should be given in the forwarding letter to facilitate check and separate posting in the accounts.
- (3) The following registers will be maintained for up-keep of the accounts:
 - (i) List of officers/officials on foreign service.
 - (ii) Register showing service particulars of the officers/officials on foreign service required to calculate leave salary and Pension/CPF contributions.
 - (iii) Demand and collection Register of leave salary and pension/CPF contributions.

The columns of the register are self explanatory. In case of any doubt, the qualified accounts personnel working in various departments may be consulted. As regards the supply of the above register the matters may be taken up with the Controller, Printing & Stationary. However a sample each of these forms is attached.

- (4) The rates of Leave Salary and Pension/Contributory Provident Fund contributions will be calculated by the authority sanctioning the transfer of the Government servant concerned to foreign service in accordance with the provisions of relevant rules and instructions with the help of qualified accounts personnel, where available, and indicate in the deputation terms of the officers/ officials concerned. Subsequent changes in the rates, when and if necessary, will also be intimated by such authorities to the Head of Department and Foreign employer. A form which will help in collecting date for working out rates is enclosed for information. Deputation terms regarding the payment contributions may be amended as under:-

“The foreign employer/Government servant shall pay leave salary/ pension/CPF contributions within fifteen days from the end of each financial year or the end of the foreign service, whichever may be earlier.

However, there is no objection to the contributions being paid monthly. The rates are as follow:-

Leave Salary Contributions..... Rs. P.M.

Pension/CPF Contributions..... Rs. P.M.

The amount of contributions are to be credit under the following Heads of accounts.

Pension/CPF “060- Contributions & recoveries towards pension and other retirement benefits (provl.) subscriptions and contributions- Contributions of officers lent on foreign service.

Leave Salary:-Receipt Heads of accounts of the Department (to be written by Department).

Demand and collection Register should be tallied with the Treasury figures. Total collections during the month as posted in the further Demand and Collection register should be proved annually in the month of April immediately succeeding the close of the financial year. The total demand including previous years arrears less collections should tally with the arrears shown outstanding at the close of the year. Penal interest for belated payments of contributions should also be recovered according to the rules where necessary. It is clarified that penal interest on arrears of contributions towards leave salary and pension/CPF contributions of the employees of foreign service is creditable to the heads of accounts to which contributions are credited. Entries regarding penal interest should however be made separately immediately below the entries for relevant contributions in order to facilities their check.

Yours faithfully,

Sd/-

(S.L. Dhani)

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

***These instructions have been Modified partly vide
No. 13/2(37)2000-5FR-I, Dated 22.06.2001.***

(To be substituted letter bearing same number and date)

No. 13/5(8)/82-5FR-I

From

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

To

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

Dated, Chandigarh, the 31st December, 1982

Subject : Revision of rates of Pension Contribution during foreign service.

Sir,

I am directed to invite a reference to the Haryana Government Finance Department Notification No.10747-(5)-FR-67/2102, dt. 23rd January, 1968 on the subject mentioned above and to state that the question of revising the rates of pension contribution payable by State Govt. employees during active period of their foreign service (with reference to Annexure 'C' of Rule 10.10 of the Pb. CSR Vol. I Part-I) has been under consideration for some time as many changes have taken place including the revision of scales of pay of State Government employees with effect from 1.4.1979 after merging the elements of Dearness pay, Basic pay, Dearness Allowance, Adhoc Relief and Additional Dearness Allowance I & II sanctioned up to 12 monthly average consumer price index 320. The Governor of Haryana is pleased to decide that the rates of Pension Contribution shown in Annexure 'C' to the above said notification will stand revised as in the Annexure to this letter. These revised rates shall be chargeable on the maximum monthly pay of the post in the substantive/officiating grade, as the case may be, held by the officer/official at the time of proceeding on foreign service or to which he may receive Proforma Promotion while in foreign service.

2. The revised rates will take effect from 1st December, 1982.

Yours faithfully,

Sd/-

(R.S. KAILEY)

Joint Secretary Finance (R)

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

Encls.

**ANNEXURE TO HARYANA GOVERNMENT FINANCE DEPARTMENT LETTER
No. 13/5/(8)82-5FR-I dated 31.12.1982
Rates of monthly contribution for pensionary benefits payable during
active foreign service in respect of :**

Year of Service		Class-I Officer (Group-A employees)		Class-II Officer (Group-B employees)		Class-III Employees (Group C employees)		Class IV Employees (Group-D employees)	
1		2		3		4		5	
0-1	Year	7% of the maximum monthly pay of the post in the officiating/ substantive grade, as the case may be, held by the officer at the time of proceeding on foreign service or to which he may receive proforma promotion while in foreign service		6% of the maximum monthly pay of the post in the officiating/ substantive grade, as the case may be, held by the officer at the time of proceeding on foreign service or to which he may receive proforma promotion while in foreign service		5% of the maximum monthly pay of the post in the officiating/ substantive grade, as the case may be, held by the official at the time of proceeding on foreign service or to which he may receive proforma promotion while in foreign service		4% of the maximum monthly pay of the post in the officiating/ substantive grade, as the case may be, held by the official at the time of proceeding on foreign service or to which he may receive proforma promotion while in foreign service	
1-2	"	7%	-do-	6%	-do-	6%	-do-	4%	-do-
2-3	"	8%	-do-	7%	-do-	6%	-do-	5%	-do-
3-4	"	8%	-do-	7%	-do-	7%	-do-	5%	-do-
4-5	"	9%	-do-	8%	-do-	7%	-do-	5%	-do-
5-6	"	10%	-do-	8%	-do-	7%	-do-	6%	-do-
6-7	"	10%	-do-	9%	-do-	8%	-do-	6%	-do-
7-8	"	11%	-do-	9%	-do-	8%	-do-	6%	-do-
8-9	"	11%	-do-	10%	-do-	9%	-do-	7%	-do-
9-10	"	12%	-do-	10%	-do-	9%	-do-	7%	-do-
10-11	"	12%	-do-	11%	-do-	10%	-do-	7%	-do-
11-12	"	13%	-do-	11%	-do-	10%	-do-	8%	-do-
12-13	"	14%	-do-	12%	-do-	10%	-do-	8%	-do-
13-14	"	14%	-do-	12%	-do-	11%	-do-	8%	-do-
14-15	"	15%	-do-	13%	-do-	11%	-do-	9%	-do-
15-16	"	15%	-do-	13%	-do-	12%	-do-	9%	-do-
16-17	"	16%	-do-	14%	-do-	12%	-do-	9%	-do-
17-18	"	16%	-do-	14%	-do-	13%	-do-	10%	-do-
18-19	"	17%	-do-	15%	-do-	13%	-do-	10%	-do-
19-20	"	17%	-do-	15%	-do-	13%	-do-	10%	-do-
20-21	"	18%	-do-	16%	-do-	14%	-do-	11%	-do-
21-22	"	19%	-do-	16%	-do-	14%	-do-	11%	-do-
22-23	"	19%	-do-	17%	-do-	15%	-do-	11%	-do-
23-24	"	20%	-do-	17%	-do-	15%	-do-	12%	-do-
24-25	"	20%	-do-	17%	-do-	16%	-do-	12%	-do-
25-26	"	21%	-do-	18%	-do-	16%	-do-	12%	-do-
26-27	"	21%	-do-	18%	-do-	16%	-do-	13%	-do-
27-28	"	22%	-do-	19%	-do-	17%	-do-	13%	-do-
28-29	"	23%	-do-	19%	-do-	17%	-do-	13%	-do-
29-30	"	23%	-do-	20%	-do-	18%	-do-	13%	-do-
Over 30 yrs.	"	23%	-do-	20%	-do-	18%	-do-	14%	-do-

***These instructions have been Revised vide
No. 13/5(1)-78-5FR(I), Dated 05.10.1983.***

No. 13/5(1)/78-5FR-I

From

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

To

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

Dated, Chandigarh, the 28th December, 1981

Subject : Watching recovery of leave salary and Pension Contributions.

Sir,

I am directed to invite a reference to rule 10.12 of the Punjab Civil Services Rules, Volume I, Part I according to which the subsidiary records of leave salary and pension contributions are maintained by the Accountant General, Haryana, with a view to facilitating the recovery of leave salary and pension contributions in time except in cases where the contributions are payable by the Government servants themselves has been under consideration of the Government for some time past. It has now been decided that the work of maintaining the subsidiary records of leave salary and pension contributions may be withdrawn from the Accountant General, Haryana w.e.f. 1.4.1982 and from that date onwards the recovery may be watched by the concerned Departments and in future a copy of the terms of deputation/foreign service in respect of such officials may not be sent to Accountant General, Haryana except who are sent on deputation/foreign service out of India or the contributions are payable by the official concerned himself. Necessary modalities for the transfer of connected records from the Accountant General, Haryana are being finalized in consultation with the Accountant General, Haryana and the same will be conveyed to you in due course.

The Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(Rajani Razdan)

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

No. 842-FD(Pen)-SAP-77/14815

From

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

To

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

Dated, Chandigarh, the 19th May, 1977**Subject : Simplification of Pension Procedure - Foreign/Deputation.**

Sir,

I am directed to say that with a view to further accelerate the disposal of pension cases, so that payment of pension/Gratuity is made on the first of the month in which they are due, it has been decided that where Deputation/Foreign Service is involved and responsibility for making pension contributions is that of the borrowing organization and where either some of the contributions have not been recovered or the records in respect of the recoveries of such contributions are not complete, while the authorities concerned should pursue the matter with the borrowing organization separately for appropriate action, this should have no bearing on the finalization of pension and D.C.R.G., which should be released on due date.

2. There are some cases in which it is the responsibility of the Government servant himself to make payment of contributions. The Government servant is sometime put to difficulty because of defective or incomplete record maintained by the Administrative/Accounts offices. In such cases, while the Government servant could be reasonably asked to show that he had indeed made the contributions, the administrative authority should show a spirit of reasonableness and accommodation in accepting such evidence and not insist rigidly on formal proof with reference to service or accounts records for the maintenance of which Government servant is not responsible.

3. It is further stated that Rule 7.3 of C.S.R. Vol. I Part-I requires that in cases other than those in which suspension has been held to be wholly unjustified, the competent authority should at the appropriate time declare whether and to what extent the period of suspension will count towards the qualifying service. Specific entries in this regard in the service book/records will be taken note at the time of reckoning qualifying service. In the absence of any specific entry, period of suspension shall be taken as counting towards the qualifying service.

4. You are requested to bring these instructions to the notice of all the Government employees working under your control so that they may pursue the completion of their pension cases on due date.

Please acknowledge receipt of this letter.

Yours faithfully,

Sd/-

Deputy Secretary Finance (Pen),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been revised vide
No. 13/5(1)/78-5FR-I, Dated 28.12.1981.***

No. 3351-5FR-75/31300

From

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

To

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

Dated, Chandigarh, the 22nd December, 1975

Subject : Payment of leave salary to Government Servants on foreign service in India.

Sir,

I am directed to address you on the subject noted above and say that under the existing system of payment of leave salary to Government servants on foreign service in India, the Audit Office is required to certify the admissibility of leave, determine the leave salary payable to the Government servants and to authorise the payment of leave salary in the case of Gazetted Officers and intimate the amount of leave salary to the Head of the Office of his parent department in the case of non-gazetted Government servants for drawal and disbursement. This procedure involves the issue of a last pay certificate by the foreign employer when the Government servant proceeds on leave to enable him to draw leave salary from the Treasury and again issue of a last pay certificate by the Treasury/Head of the office after disbursement of the leave salary to enable the Government Servant to draw his salary on re-joining duty. Any delay at any stage results in delay in payment of leave salary to Government Servants on foreign service.

2. Government have considered the matter carefully and it has been decided that the Foreign employer, henceforth, will maintain a leave account of the Government servant concerned. An extract of the leave account can be supplied to him by the Audit office in the case of Gazetted officers and by the Head of the Office in the case of non-gazetted officers. The Foreign employer will determine the leave admissible to the Government servant concerned and sanction it under intimation to the Audit office in the case of Gazetted Govt. servant and the Head of the office in the case of non-gazetted servant, as the case may be. The foreign employer will then make payment of the leave salary to the officer concerned. Thereafter, he may claim half yearly reimbursement of leave salary so paid from the Audit office/ Head of the office, as the case may be. For this purpose he may send his claims duly supported with details of the employees on foreign service, nature and period of leave sanctioned, rate of leave salary and amount of leave salary paid to the Audit office in the case of Gazetted officers and to the Head of the parent Department in the case of non-gazetted officers. The half yearly reimbursement suggested may be in respect of the period from 1st April to 30th September and

1st October to 31st March. The Audit office or the Head of the department should verify the claims preferred by the foreign employer and arrange to reimburse the amount through Bank Draft within a month of the receipt of the claim.

3. In the case of non-gazetted employees the Head of Department will draw the amount reimbursable to the foreign employer on the pay bills and will attach an attested copy of the demand statement and other particulars supplied by the foreign employer in support of his reimbursement claim.

4. These orders will take effect from 1st April, 1975

5. Its receipt may please be acknowledged.

Yours faithfully,

Sd/-

(PIUS PANDARWANI)

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

No. 13/5(3)98-5FR-I

From

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

To

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

Dated, Chandigarh, the 2nd December, 1998

Subject : Transfer of Haryana Government employees to other State Government including Central Government, Companies, Board, Municipal Committee etc.– Period of Deputation.

Sir,

I am directed to refer to the Finance Department letter No. 13/2(65)97 5FR-I dated 23.1.98 on the subject stated above and to say that some of the Departments still are not observing proper procedure for extension of deputation period of employees beyond the period of 3 years. Some of such proposals are received in Finance Department without proper justification and even after the expiry of term of deputation.

The employees continue, unauthorisedly, on deputation. For this no action is taken against the employee concerned and against the officer/official responsible for not taking action in time. The matter has been considered afresh and it has been decided that the above referred instructions be followed strictly. In case an officer/official fails to join after the expiry of his term of deputation suitable disciplinary action be initiated against the employee and if the department fails to initiate such action, explanation in this behalf should become part of the case being submitted to Finance Department for extension of deputation period.

The above instructions may be brought to the notice of all concerned for strict compliance.

The receipt of this communication may be acknowledged.

Yours faithfully,

Sd/-

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

No. 13/5(3)/98-5FR-I

Dated, Chandigarh, the 2nd December, 1998

A copy is forwarded to the Accountant General, Haryana (i) Accounts and Entitlement (ii) Audit, for information and necessary action.

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

A copy each is forwarded to all the :-

1. Financial Commissioners, Haryana.
2. Administrative Secretaries to Government, Haryana, for information and necessary action.

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

To

1. The Financial Commissioners, Haryana,
2. All the Administrative Secretaries to Government, Haryana.

U.O. No. 13/5(3)98-5FR-I

Dated, Chandigarh, the 2nd Dec., 1998

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary for information of the Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary.

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

To

The Principal Secretary/Secretaries/Private Secretaries to the
Chief Minister/ Ministers/Ministers of State/Chief Parliamentary
Secretary/Parliamentary Secretary.

U.O. No. 13/5(3)98-5FR-I

Dated, Chandigarh, the 2nd Dec., 1998.

No. 13/2(65)97-5FRI

From

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

To

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

Dated, Chandigarh, the 23rd January, 1998**Subject : Transfer of Haryana Government employees to other State Governments including Central Government, Companies, Boards, Municipal Committee etc. – Period of Deputation.**

Sir,

I am directed to refer to the Finance Departments circular letter No. 13/5(5)86-5FR-I dated 17.3.87 on the subject noted above and to say that as per policy of deputation, a Deputationists should not remain on deputation for more than one year at a time and the period should not be extended beyond 3 years. But instances have come to the notice of the Government that many Departments refer the cases for extending the period of Deputation without giving any justification for the same. At times, the request is made by the Department much after the expiry of period of deputation. In order to curb this wrong tendency, the State Government considered this issue afresh and after careful consideration, it has been decided to add a new general condition in all terms and conditions of deputation as under :-

"The employee shall report on duty to his parent Department on the expiry of the term of deputation period. Under no circumstances, the deputationists shall remain on duty beyond the expiry of the term of his deputation. In the event of failure to abide by this condition, the entire term spent on deputation is liable to be considered as the break in service of the concerned employee".

The above general terms and conditions of deputation will be applicable on fresh deputationists or extension of term of ongoing deputationists. It is made clear that failure to abide by the above terms of deputation, the Head of Department etc. shall personally be responsible for the lapse.

The above instructions may be brought into the notice of all concerned for strict compliance.

The receipt of this communication may be acknowledged.

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

No. 13/5(1)-89-5FR-I

From

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

To

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

Dated, Chandigarh, the 14th May, 1993**Subject : Transfer of Haryana Govt. employees to the other Govts. Companies, Boards, Corporations and Municipal Committees etc. period of deputation.**

Sir,

I am directed to refer to Haryana Govt. Finance Department circular letter No. 13/5(1)-5FR-I dated 6th February, 1989 (copy enclosed) on the subject noted above, wherein it has been laid down that the period of deputation should not ordinarily be exceeded beyond one year at one time and should not normally be extended beyond 3 years and if it is felt necessary in public interest to extend the period of deputation beyond that limit prior approval of Finance Department should be obtained well in time. But it has been observed that the proposals for extension in deputation period beyond 3 years are sent by the departments quite late with the result the officers/officials continue to remain on deputation beyond the prescribed limit without any cogent reasons/justification. Govt. view this tendency on the part of Departments quite seriously.

In order to curb this tendency on the part of departments, Finance Department reiterate its earlier instructions dated 6.2.89 and further make it mandatory for all concerned to kindly ensure that such proposals are sent to the Finance Department well in advance viz. 2 months prior to the expiry of deputation period failing which their proposals will not be regularized and action would be taken against the defaulting officials/officers.

2. These instructions may kindly be brought to the notice of all concerned for strict compliance in future.
3. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-
(RAJ RUP FULIYA)
Joint Secretary Finance (R)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 13/5(1)/89-5FR-I

From

The Financial Commissioner and 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 6th February, 1989**Subject : Transfer of Haryana Government employees to other Governments, Companies, Boards, Municipal Committees etc. – Period of deputation.**

Sir,

I am directed to invite a reference to the to the Haryana Government Finance Department circular letter No. 13/5/(5)/86-5FR-I dated the 17th March, 1987 on the subject noted above and to say that para 11.1 of this letter provides that the period of deputation should not ordinarily exceed one year at a time and should not normally be extended beyond 3 years and where it is considered necessary in public interest and in exceptional circumstances to extend the period of deputation on foreign service prior approval of the Finance Department should always be obtained well in time, giving full justification in this regard. Instances have come to the notice of the Government that many departments do not consider about the justification in public interest and without any exceptional circumstances forward the cases for extension of deputation period beyond 3 years or more. The matter has been under consideration of the Government for some time past and it has now been decided that normally no deputationists should be allowed to remain on deputation after 3 years. If it is considered necessary in public interest to extend the deputation period beyond 3 years in rare and exceptional cases, the proposals may be sent for prior approval of Finance Department giving full justification in public interest. You are, therefore, requested to first consider the case at your own level before recommending it to the Finance Department whether it is an exceptional case in public interest or not. If it is not found fit for recommendation to the Finance Department the proposal may be turned down at your own level. If in any case the foreign employer fails to send proposal for extension well in time or do not relieve the deputationists even after a request of the department in writing and stress to extend the deputation period without any exceptional circumstances in public interest then the department should write direct to the deputationists ordering him to join in the parent department. If the deputationists disobey the orders, disciplinary proceedings under rule 7 of the Punishment and Appeal Rules may be initiated against him. It will be the responsibility of the Administrative Department that no deputationists except in U.T. Chandigarh should remain on deputation after a period of 5 years. The employees who have already completed continuous five years on deputation should be arranged to call back by the general transfer of the year 1989 or 31-5-1989, whichever is earlier.

Yours faithfully,

Sd/-

(J.P. Narang)

Joint Secretary Finance (R),

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

No. 13/5(13)/88-5FR-I

From

The Financial Commissioner and 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 16th August, 1988**Subject : Deputation of Haryana Government employees to other State Govts., Companies, Corporations, Boards, Municipal Committee etc. – Grant of Deputation Allowance.**

Sir,

I am directed to invite a reference to the Haryana Government Finance Department circular letter No. 13/5(5)/86-5FR-I dated 17th March, 1987, on the subject noted above and to say that according to para 11.3 of the said letter a Government employee already on deputation/foreign service with some other Government/body cannot be allowed to proceed on deputation/foreign service to another Government/body direct from his first deputation/foreign service without the prior approval of the Finance Department. The matter has been considered in detail and it has been decided to delegate these powers, for allowing to proceed on deputation from the one Government/body to another Government/body direct to the Administrative Departments subject to the condition that the total years from the date of proceeding on deputation to the first Government/body. A copy of such sanctions will be endorsed to the Finance Department also. In case an employee is to be sent on deputation to another Government/body beyond the period of three years, the prior approval of the Finance Department should always be obtained well in time giving full justification in this respect. The whole period of deputation to various Governments/bodies should be treated as one spell and deputation allowance will be admissible for four year only commencing from the date of proceeding of deputation to first Government/body.

2. These instructions may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-

(J.P. NARANG)

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

No. 13/5(3)/87-5FR-I

From

The Financial Commissioner and Secretary to Govt.,
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 7th September, 1987

Subject : Transfer of Haryana Government employees on foreign service to other Governments, Companies/Corporations.

Sir,

I am directed to invite a reference to the Haryana Government, Finance Department circular letter No. 853-5FR-75/20872, dated the 30th June, 1975 on the above subject wherein it was clarified that a Government servant who had served on deputation in a State or Central organization should not be allowed to proceed on deputation to some other foreign organization again unless he had worked for a minimum period of 2 years on a post in his parent department subsequent to his reversion. However, it has now been decided that the deputation allowance to an employee who is sent on a subsequent deputation strictly in the public interest and not on his own request or the request of the foreign employer before the expiry of the cooling period of 2 years should not be withheld.

Yours faithfully,

Sd/-

(J.P. Narang)

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

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

No.13/2(79)/2001-5FR-I

Dated, Chandigarh, the 1st February, 2002

OFFICE MEMORANDUM

Subject : Deputation of Government employees to other State Government(s) including Central Government or bodies, Companies, Corporations under their control - Deputation Allowance.

1. The undersigned is directed to invite your attention to the subject mentioned above and to state that the matter regarding admissibility of deputation allowance to the Haryana Government employees on deputation with the other State Government(s), Central Government or Bodies, under such other Government(s) including Central Government has been engaging the attention of the State Government for some time in the past.

2. The relevant instructions on the subject mentioned above issued by the State Government in the past are as under:-

Instructions:

- (i) FD Hr. No. 13/5(5)/86-5FRI dated 17.3.1987
- (ii) FD Hr. No. 13/5(1)/89-5FRI dated 6.2.1989
- (iii) FD Hr. No. 13/5(13)/88-5FR-I dated 16.8.1980
- (iv) FD Hr. No. 13/2(65)97-5FR-I dated 23.1 1998
- (v) FD Hr. No. 13/5(3)98-5FR-I dated 2.12.1998
- (vi) FD Hr. No. 13/2(1)2000-5FR-I dated 7.1.2000
- (vii) FD Hr. No. 13/2(37)2000-5FR-I dated 22.6.2001

3. As per the instructions bearing No. 13/2(1)2000-5FR-I dated 7.1.2000 issued by the Finance Department, the deputation allowance is admissible @ 5% of the basic pay subject to maximum of Rs. 250/- per month (when the deputation post does not involve change of station) and subject to a maximum of Rs. 500/- per month (involving change of station) without changing the rate of deputation allowance i.e. 5% of the basic pay. It has been further provided that the pay plus deputation allowance shall not exceed the maximum of the pay scale of the post held on deputation notwithstanding the station criterion.

4. The deputation allowance as mentioned above, is admissible only in cases of employees coming over to the state of Haryana from other states including the Central Government and vice versa. No deputation allowance is admissible if the deputation is with the Societies/Boards/Corporations and Universities under the Haryana Government and vice-versa.

5. It has been observed that certain State Governments/Central Government and the organisations under their control allow higher rates of deputation allowance to employees going over on deputation as compared with the rates permissible in Haryana Government. Certain employees have approached the Government with the requests that they may be allowed to accept such higher rates of deputation allowance as per the rules of the borrowing organizations.

6. The matter has been considered further and it has been decided that, henceforth, the Haryana Government employees, when sent on deputation from the State Government to

any other Government including Central Government or Bodies (incorporated or not) wholly or substantially owned or controlled by them, shall be allowed to get deputation allowance as per the rules/instructions of the such borrowing organisations subject to a minimum of what the State Government pays while borrowing the services of an officer/employee of Central Government/other State Government or Body to Haryana Government as per Finance Department instructions bearing No.13/2(1)2000-5FR-I dated 7.10.2000 mentioned above. However, the pay plus deputation allowance shall not exceed the maximum of the pay scale of the post held on deputation whether the deputation involved change of station or not. However, no deputation allowance will be admissible to Haryana Government employees working in U.T. Administration, Chandigarh.

7. These instructions will not apply to Haryana Government employees when deputed to Boards, Corporations and Universities etc. under the control of the Government of Haryana or vice-versa.

Sd/-
(S.P. Gupta)
Under Secretary Finance
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Administrative Secretaries to Government of Haryana/
Heads of Departments in Haryana/Divisional Commissioners/
Deputy Commissioners/Sub Divisional Officers (Civil) in Haryana/
Registrar, Punjab & Haryana High Court, Chandigarh/Accountant
General, Haryana (Audit)/(A&E), Chandigarh.

No. 13/2(1)2000-5FR-I

From

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

To

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

Dated, Chandigarh, the 7th January, 2000**Subject : Deputation of Government employees to other State Governments including Central Government or Bodies/Companies/Corporations-Deputation allowance.**

Sir,

I am directed to invite a reference to Haryana Government, Finance Department circular letters No. 13/5/(5)/86-5FR-I dated the 20th February, 1986 and No. 13/5(13)/88-5FR-I dated the 8th June, 1988 on the subject noted above and to state that the matter of grant of deputation allowance for deputation from the Central Government/other State Govts. to Haryana Government and also deputation of State Govt. employees to Boards and Corporations/Universities under the control of Haryana Government or vice-versa have been under the consideration of the State Government for some time past. After careful consideration it has now been decided to modify the instructions regarding grant of deputation allowance as under:-

Deputation from the Central Government/other State Governments to Haryana Govt.	
(i) Same Station	@ 5% of basic pay subject to maximum of Rs. 250/- p.m.
(ii) Other Stations	@ 5% of basic pay subject to maximum of Rs. 500/- p.m.
Deputation to Boards and Corporations, Universities under Haryana Government or vice-versa.	No deputation allowance

All other conditions including the condition that the pay plus deputation allowance shall not exceed the maximum of the pay scale of the post held on deputation in all cases whether the transfer of the employee concerned on deputation involves the change of station or not will remain unchanged.

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

Yours faithfully,

Sd/-

(Vivek Joshi)

Joint Secretary Finance (R)

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

***These instructions have been Revised vide
No. 13/2(1)2000-5FR-I, Dated 07.01.2000.***

No. 13/5(15)/87-5FR-I

From

The Financial Commissioner and Secretary to Govt.,
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, Chandigarh.

Dated, Chandigarh, the 2nd November, 1988

Subject : Deputation of Government employee to other State Governments including Central Govt. or bodies/Companies/Corporations – Terms and Conditions.

Sir,

I am directed to invite a reference to the Haryana Government Finance Department circular letter No. 6344-5FR-74/41666, dated the 5th December, 1974 on the subject noted above whereby pay fixation formula in regard to the deputationists who had opted or might opt for the pay scale of the post under foreign employer in pre revised pay scales was issued. A question has arisen as to whether the same formula hold good in the revised scales also. The State Government have considered the matter and it has now been decided that in such cases, if the minimum of the pay scale of the deputation post is substantially in excess of the deputationist's basic pay plus deputation allowance at the rate of 5% subject to a maximum of Rs. 100/-, the appointing authorities are expected to apply the provisions of rule 4.16 of Punjab Civil Services. Rules, Volume-I, Part-I and restrict the pay of the deputationist to a suitable figure below the minimum pay of the post. To ensure uniformity in the application of rule 4.16 ibid in such cases, it has also been decided that the pay allowed under this rule should not exceed the basic pay of the deputationist by more than 5% of basic pay subject to a maximum of Rs. 100/-. Once the initial pay has been fixed in the deputation post, the grant of further increments will be regulated in accordance with the provisions of para 6.1 (i) to (iv) and para 7.1 of the Haryana Government Finance Department letter No. 13/5(5)/86-5FR-I, dated the 17th March, 1987 as heretofore.

2. The above decision will be applicable in the revised scales of pay which are applicable with effect from 1.1.86 or from the date an employee draws pay in the revised scales of pay in accordance with the Haryana Civil Services (Revised Pay) Rules, 1987.

Yours faithfully,

Sd/-

(J. P. NARANG)

Joint Secretary Finance (R),
for Financial Commissioner and Secretary to Govt.,
Haryana, Finance Department.

No. 1643-(5)-FR-70/11999

From

The Commissioner for Planning & Finance and Secy.
to Govt., Haryana, Planning and Finance Department.

To

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

Dated, Chandigarh, the 19th May, 1970

Subject : Government servants on deputation to ex-cadre posts, on their permanent absorption in such posts fixation of pay of.

Sir,

I am directed to address you on the subject noted above and say that the question of fixation of pay of Government servants, appointed on transfer on deputation to ex-cadre posts on their permanent absorption in the borrowing Organisation/ Departments etc., has been under consideration of the Government. According to para I (v) of the Composite Punjab Government letter No. 10508-(3)-FR-II-62/508, dated the 28th/31st January, 1963 an employee placed on deputation has the option to draw either the pay in the scale of the deputation post as may be fixed under the normal rules or his basic pay in the parent Government plus deputation allowance. The option once exercised is final except that a fresh option is allowed if such an employee receives proforma promotion in his parent Government under the next below rule or is reverted to a lower grade in the parent Government or is appointed to another grade in the borrowing Organisation Department.

2. In the case of persons who opt to draw pay in the scale of the deputation post, the service rendered in that scale prior to permanent absorption counts for purposes of fixation of pay under the normal rules. As regards persons who draw pay in their parent grade plus deputation allowance, it has been decided that in such a case when a Government servant is absorbed in a Public Sector Undertaking/another Government etc. in public interest his pay on such absorption shall be fixed in the relevant scale of pay of the post as if the person concerned had elected to draw pay in the scale of the post from the date of his initial appointment on deputation/ foreign service subject to the restrictions laid down in Composite Punjab Government letter No. 3003-(3)-FR-II-64/4029, dated the 25th April, 1964. This would be further subject to the condition that the pay, thus, fixed is not more than the pay plus deputation allowance drawn immediately before permanent absorption. No arrears should, however, be paid on account of such fixation nor any adjustment made in the deputation allowance already drawn till the date of absorption. However, in cases where such fixation of pay on permanent absorption results in drop in the emoluments drawn by the Government servant concerned, the difference between the pay so fixed and pay plus deputation allowance drawn prior to absorption may be allowed as personal pay to be absorbed in future increases in pay.

3. These orders will take effect from the date of their issue and cases already decided otherwise need not be re-opened.

Yours faithfully,

Sd/-

(S.K. Sharma)

Deputy Secretary Planning and Finance,
for Commissioner for Planning & Finance and Secy.
to Govt., Haryana, Finance Department.

Deputation Allowance as Pay for Compensatory Allowance.—'Deputation Allowance' to Punjab Government employees, who are transferred on deputation/foreign service to other Governments including Central Government or bodies incorporated or not wholly or substantially owned or controlled by the Government will be treated as 'pay' for the purposes of grant of 'Compensatory Allowances' subject to the condition laid down in Para 1(X) of letter No. 16508-(3)-FRIL-62/508, dated 28th/31st January, 1963.

(No. 8795-3FRI-64/11067, dated 30th November, 1964).

Treatment of Deputation Allowance for the purpose of Compensatory Allowance.— It has been decided that the deputation allowance will be treated as 'pay' for the purpose of grant of compensatory allowance in respect of employees of other State Governments as well as Government of India who are on deputation with the Punjab Government.

(No. 5210-3FR-I-63/6126, dated the 31st May, 1963).

Classification of “deputation allowance” drawn in foreign service for purposes of Dearness Allowance, leave salary, etc.— The question regarding the classification and treatment of ‘deputation allowance’ paid in foreign service as a percentage of pay actually drawn by a Government employee under the State Government, has been under the consideration of Government, for some time past. It has now been decided that the “deputation allowance” drawn by a Government employee while on foreign service should be treated as “pay” for purposes of grant of Dearness Allowance, leave salary, etc., but it is not to be treated as “special pay” for pension purposes unless in any case it is clearly stated to be so treated.

(To the Accountant General, Punjab, with copies to All Administrative Secretaries,— vide **No. 378-FR-II-60, dated 27th January, 1960**)

No. 13/5(19)/87-5FR-I

From

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

To

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

Dated, Chandigarh, the 11th December, 1987**Subject : Grant of Bonus/Ex-Gratia to Government employees on deputation to Public Sector undertakings etc.**

Sir,

I am directed to invite a reference to the Haryana Govt., Finance Department, circular letter No. 13/5(7)/83-5FR-I, dated 12th October, 1987 on the subject noted above and to say that some references received in the Finance Department reveal that some of the Public Sector Undertakings have stopped allowing bonus/ex-gratia to those deputationist as well, who fulfill the conditions laid down in the Finance Department circular letter No. 4018(8)-FR-68/24961, dated 11th Oct., 1968 and No. 2250-5FR-75/25425, dated 31st July, 1975 for the grant of Bonus/Ex-gratia, as the case may be. Accordingly I am to say that such an inference was not intended and, therefore, you are advised to recover the amounts of bonus/ex-gratia from those deputationists only to whom it was allowed in contravention of the instructions dated 11th October, 1968 and 31st July, 1975.

Yours faithfully,

Sd/-

(J.P NARANG)

Joint Secretary, Finance (R),
for Financial Commissioner and Secretary to Govt.,
Haryana, Finance Department.

No. 13/5(7)83-5FR-I

From

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

To

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

Dated, Chandigarh, the 12th October, 1987**Subject : Grant of Ex-gratia/Bonus to Government employees on deputation to Public undertakings etc.**

Sir,

I am directed to invite a reference to the Haryana Government, Finance Department circular letter No. 4018(3)-FR-68/24961, Dt. 11.10.1968 and 2250-5FR-75/25425, dated 31st July, 1975 on the subject noted above and to say that it has come to notice of the Government that in many Public Sector undertakings, Boards, Corporations, Companies etc. the Haryana Government employees on deputation are drawing Ex-gratia/Bonus against the provisions of the instructions referred to above. This practice should immediately be stopped. It is, therefore, emphasized that the instructions referred to above shall be strictly complied with and no deputationist should draw the benefit of Ex-gratia/Bonus against the provisions of the Instructions referred to above. The employees who have already drawn the amount against the provisions of the instructions referred to above should be recovered urgently.

2. These instruction may please be brought to the notice of all the institutions/bodies wherein the employees of your Department are working on deputation.

Yours faithfully,

Sd/-

(J.P NARANG)

Joint Secretary Finance (R),
for Financial Commissioner and Secretary to Govt.,
Haryana, Finance Department.

No. 1788-2FICW-91/

From

The Financial Commissioner and 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/-

(Praveen Kumar)

Joint Secretary Finance,

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

No. 3296-WM(4)-77/21750

From

The 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 25th July, 1977

Subject : Advance to Government servants for the celebration of Marriages.

Sir,

I am directed to invite your attention to the Finance Department instructions on the subject vide its circular letter No. 6470-WM(4)-77/3537, dated the 6th February, 1975, and to say that in supersession of these instructions the State Government has now decided to extend this facility to its employees on deputation/foreign service with autonomous bodies and other administrations.

Yours faithfully,

Sd/-

Under Secretary Finance,
for Secretary to Government, 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 travelling 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 and Secretary to Government,
Haryana, Finance Department.

No. 1182-(2)-FR-73/18281

From

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

To

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

Dated, Chandigarh, the 2nd May, 1973

Subject : Permanent transfer of Government servants to Government Companies, Corporations etc. - Grant of retirement benefits.

Sir,

I am directed to refer to Finance Department circular letter No. 6226-(2)-FR-68/25062, dated the 7th October, 1968, on the above subject and to say that the following amendments may be made therein as under:-

- (a) Para I(iii) may be amended to read as follows:-
 - (iii) The pro-rata pension, gratuity etc. admissible in respect of the service rendered under Government would be disburseable either from the earliest date from which the Government servant could have retired voluntarily under the rules applicable to him or from the date of absorption in the undertaking/corporation whichever is later.
- (b) In Para 1(iv)(b) for the words "on the date of superannuation", the words "on the date from which the pro-rate pension, gratuity etc. would be disburseable" may be substituted.
- (c) Para 1(v) may be deleted.

Yours faithfully,

Sd/-

(TIRLOCHAN SINGH)
Joint Secretary Finance

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

Haryana Government letter No. 6033-WM(I)-72/37128 dated 28th November, 1972.—

I am directed to refer to the subject cited above and to say that according to the existing instruction loans to Government employees for various purposes are sanctioned by the Heads of Department/Department of Government under the power delegated to them vide serial No. 1-3 of Rule 19.10 of Punjab Financial Rules Volume I. However, in case of Government employees who are on deputation/transfer to other Departments under Haryana Government, it has not been specified in the rules whether advances are to be sanctioned to them by the Heads of Departments under whom they are working or by the competent authority in their parent department. The Accountant General, Haryana has been consulted in this matter. He has advised as under which may be adhered to in future in such cases:-

"In the case of Government employees who are on deputation/transfer to other Department, the Head of Departments/ Department of Government of the parent department will be the sanctioning authorities for the purposes of rule 19.10 of P.F.R. Volume I".

This advice of the Accountant General, Haryana is brought to your notice for compliance.

The recovery of the loan, however, shall be made by the Department in which the Government employee is on deputation till he reverts to his parent Department.

***These instructions have been partly Revised vide
No. 1182-2FR-73/18281, Dt. 02.05.1973.***

No. 6226-2FR-68/25062

From

The Commissioner for Planning & Finance and Secy.
to Govt., Haryana, Finance Department.

To

All Heads of Departments,
The Commissioner, Ambala Division,
All Deputy Commissioners and
Sub Divisional Officers.
The Registrar, Punjab & Haryana High Court and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 7th October, 1968

**Subject : Permanent transfer of Government servants to Government Companies/
Corporations - Grant of retirement benefits.**

Sir,

I am directed to invite a reference to Finance Department Circular letter No. 898-5FRI-61/1631, dated the 9th February, 1961, wherein retirement benefits were granted to Government servants who were permanently absorbed in a Public Sector Undertaking. The Governor of Haryana is pleased to sanction the following revised terms in respect of those absorbed hereafter :-

- (i) A permanent Government servant on absorption in a Public Undertaking will be eligible for pro-rata pension and death-cum-retirement-gratuity based on the length of his qualifying service under Government till the date of absorption. The pension will be calculated on the basis of average emoluments for three years preceding the date of absorption and the death-cum-retirement gratuity on the basis of the emoluments immediately before absorption.

In cases where an officer at the time of absorption has less than 10 years' service and is not entitled to pension, the question of proportionate pension will not arise; he will only be eligible to proportionate service gratuity in lieu of pension and, to death-cum-retirement gratuity based on length of service.

- (ii) The amounts of pension/gratuity and the death-cum-retirement gratuity would be currently worked out and will be intimated to the officer as well as to the undertaking as and when an officer is absorbed.
- (iii) The pro-rata pension, gratuity etc. admissible in respect of the service rendered under Government would be disbursable only from the date the Government servant would have normally superannuated had he continued in Government service.
- (iv) Every officer will exercise an option, within six months of his absorption; for either of the alternatives indicated below:-
 - (a) Receiving the monthly pension and death-cum-retirement gratuity already worked out, under the usual Government arrangements.

- (b) Receiving the gratuity and a lump sum amount in lieu of pension worked out with reference to commutation tables obtaining on the date of superannuation.

Where no option is exercised within the prescribed period, the officer will automatically be governed by alternative (b) above. Option once exercised shall be final. The option shall be exercised in writing and communicated by the officer concerned to the undertaking.

- (v) Where an officer retires from the service of a public undertaking before his date of superannuation, the proportionate pension and death-cum-retirement gratuity will not be paid to him till such time as he actually attains the age of superannuation. This will be the case irrespective of the option exercised by him.
- (vi) Cases of resignation from a public undertaking for purposes of these orders be treated as resignation from Government entailing forfeiture of the earlier service under Government and loss of the pensionary benefits under these orders.
- (vii) For the period of service rendered in a public undertaking the absorbed Officers will be entitled to all the benefits admissible to other corresponding employees of the organisation.
- (viii) The total gratuity admissible in respect of service rendered under the Government and that under the public undertaking should not exceed the amount that would have been admissible had the officer continued in Government service and retired on the same pay which he drew on retirement from the public undertaking.
- (ix) Government would have no liability for family pension in such cases.
- (x) Any further liberalization of pension rules decided upon by Government after the permanent absorption of a Government servant in a public undertaking would not be extended to him.
- (xi) In case where an officer has opted to receive pension as at (iv) (a) above but wishes to commute a portion of the pension, such communication will be regulated in accordance with the Government rules in force at the time of his superannuation.

2. The above decision will apply only where the permanent transfer from Government service to a public undertaking is in the public interest. In all other cases, Government will not accept liability to pay any retirement benefits for the period of service rendered by the officer before his transfer.

Yours faithfully,

Sd/-

(SHER JANG SINGH)

Deputy Secretary Finance (R),

for Commissioner for Planning & Finance and Secy.
to Govt., Haryana, Finance Department.

***These instructions have been revised vide
No. 2056-WM(1)-68/10451, dated 04.05.1968.***

No. 12-WM(I)-68/

Form

Shri B.S. Manchanda, I.A.S,
Commissioner for Planning & Finance and Secy. to Govt.,
Haryana, Planning & Finance Department.

To

All Heads of Departments,
The Commissioner, Ambala Division and
All the Deputy Commissioner and
Sub Divisional Officers (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court,
All the District and Session Judges in Haryana.

Dated: 19th March, 1968

Subject : Grant of House building advance to Government servants on deputation with other Governments.

Sir,

I am directed to say that certain departments have enquired from the Finance Department :-

- (i) Whether house building advance can be sanctioned to the employees to whom it is admissible under the rules contained in Chapter X of the Punjab Financial Rules, Volume I and the other instructions on the subject but who are on deputation to other Governments or any statutory bodies in India; and
- (ii) If so, whether it can be sanctioned by virtue of the power delegated under rule 19.10 of the Punjab Financial Rules, Volume I.

It is clarified that:-

- (i) the fact of a Government employee being on deputation does not debar him from the facility of drawing house building advance; and
- (ii) the powers delegated under serial No. 1 of the table below Rule 19.10 of the Punjab Financial Rules, Volume I to sanction house building advances can be exercised in cases where a Government employee is on deputation with other Government or any statutory body in India but the sanctioning authorities should make suitable arrangements with the employer in consultation with the Accountant General to ensure that the recovery of the advances in prescribed installments is made punctually and credited to State account during the period of deputation of the Government employee.

Yours faithfully,

Sd/-

Deputy Secretary Finance,
for Commissioner for Planning & Finance and Secy. to Govt.,
Haryana, Planning & Finance Department.

No. 5919(7)FR-II-64/6613

From

Shri Sapuran Singh, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

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

Dated, Chandigarh, the 4th August, 1964**Subject : Termination of lien of permanent Government servants on Foreign Service in the event of their permanent absorption under the foreign employer.**

Sir,

I am directed to invite a reference to rule 3.15 (a) of the Punjab Civil Services Rules, Volume I, Part I, which provides that a Government servant's lien on a post may in no circumstances be terminated even with his consent, if the result will be to leave him without a lien or a suspended lien upon a permanent post.

2. A question has been raised as to what procedure should be followed for terminating the lien of a permanent Government servant who is transferred on Foreign Service and is subsequently absorbed in the service of the foreign employer. In this connection it is hereby clarified that Rules 3.15 *ibid* applies only so long as Government servant remains in Government service. Obtaining of consent of the Government servant to the termination of lien is necessary in certain circumstances where the Government servant is to be confirmed in another post under Government. Such consent is not necessary in cases where the Government servant ceases to be in Government employ. The proper course in such cases, where it is proposed to absorb him in non-Government service in public interest, would be to ask the Government servant concerned to resign his appointment under the Government with effect from the date of such permanent absorption and the lien will stand automatically terminated with the cessation of Government service. Such resignation from Government service will be without prejudice to the entitlement of the Government servants to the retirement benefits admissible under Punjab Government, Finance Department circular letter No. 898(5)FR-I-61/1631, dated the 9th February, 1961 (copy enclosed), provided the transfer to the Public Sector Undertakings or Government or semi-Government Corporations is in the public interest.

3. In all cases where a Government servant is to be absorbed permanently by the foreign employer under his organisation, it would be incumbent on him to consult the parent employer before issuing orders absorbing the Government servant permanently in his service. The orders of permanent absorption should be issued only after the resignation of the Government servant has been accepted by the Government and with effect from the date of such acceptance.

Yours faithfully,

Sd/-

(Arjan Singh),

Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Transfer of State Government employee to Foreign Service – Procedure regarding grant of leave and leave salary during foreign service.—

(1) Instances have come to notice where leave salary was paid by the foreign employers directly to the Government employees without either the verification of admissibility of leave or leave salary by the audit office or the sanction of the competent authority. After payment of leave salary, it was represented by such foreign employers that the amounts paid by them to Government employees while in foreign service, by way of leave salary, should be reimbursed to them by adjustment against leave salary contribution due from them.

(2) According to Note 3 below Rule 10.9 of the Punjab C.S.R. Volume I, Part I, the liability of leave salary in respect of leave taken by a Government employee during foreign service devolves on Government, in return for leave salary contributions which are payable by the foreign employer or the Government employee himself, according to the terms of foreign. Further no leave can be granted or leave salary paid to a Government employee whether gazetted or non-gazetted, while on foreign service, without a certificate of admissibility from the Audit office, vide rules 8.20 and 8.48 *ibid* read with instructions No. 5 under the caption "Certificate of Admissibility" in Annexure B of Chapter 2, Section IV of the Audit Code. The irregular procedure adopted by the foreign employer in this regard is mainly due to the fact that the provisions of the above rules are not brought to their notice by the various authorities while settling terms and conditions of foreign service. It is, therefore, emphasized that while settling terms and conditions of foreign service the provisions of the above rules regulating the grant of leave and leave salary to Government employees should be brought to the notice of the foreign employers.

Instructions contained in Punjab Government circular letter No. 10484-FR-II-60/10613, dated 1st December, 1960, may also be strictly followed issuing in regard to the terms and conditions of the Government employees transferred to foreign service.

(No. 11715-(3)FR-II-61/686, dated the 3rd February, 1962).

Grant of Compensatory and house-rent allowance during deputation abroad.— Under Rule 5.2(b) of Punjab Civil Services Rules, Volume I, a Punjab Government employee is entitled to draw compensatory allowance and house-rent allowance during deputation not exceeding four months subject to fulfilment of the conditions laid down in Rules 5.3(b) and 5.5 *ibid*. These allowances are not admissible under the existing rules in cases of deputation exceeding four months. The question of grant of compensatory and house-rent allowance to officers sent on deputation abroad for a period exceeding four months has, therefore, been under consideration for some time. It was decided that officers going on deputation abroad for a period eligible to draw compensatory and house-rent allowance subject to fulfilment of the conditions indicated below:-

- (i) Cases of deputation not exceeding one year.— Compensatory and house-rent allowances will be admissible for the entire period of deputation 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.
- (ii) Cases of deputation exceeding one year.— In cases of deputation exceeding one year, family passages to the place of deputation abroad are normally admissible. When the officer concerned does not avail himself of the concession of family passage abroad, claims for grant of transfer travelling allowance, subject to the restriction imposed by Rule 2.61 of Punjab Civil Services Rules, Volume III, in respect of his family's journey from the headquarters of the officer to his home town or to any other station are considered and sanctioned on individual merits. It has accordingly been decided that in cases of deputation exceeding one year, compensatory and house-rent allowances will be admissible for the entire period of deputation subject to fulfilment of the conditions prescribed in Rules 5.3(b) and 5.5 of Punjab Civil Services Rules, Volume I, Part I, only if either family passages to the place of deputation abroad have not been availed of or transfer travelling allowance for the journey of the officer's family from the headquarters in India to the home town/village or to any other station has not been sanctioned or availed of by the family of the deputationist concerned, if, however, a deputationist retains his family at his headquarters in India and enjoys the concession of compensatory and house-rent allowances for some time and then applies for family passages abroad or/transfer travelling allowance in respect of his family's journey from his headquarters in India to the home town/village or to any other station, he shall refund the amount of compensatory and house-rent allowances already drawn before availing of family passages abroad/transfer T.A. for family to his home town or any other station in India.
- (iii) Cases of deputation initially not exceeding one year but subsequently extended beyond one year.— In cases, where the period of deputation initially not exceeding one year is subsequently extended so as to exceed one year, compensatory and house-rent allowances will be admissible, 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, up to the date of the orders extending the period of deputation beyond one year. Thereafter, compensatory and house-rent allowance will be admissible, provided the provisions in Rule 5.3(b) and 5.5 *ibid* are fulfilled and also the deputationist concerned does not avail of family passages to the place of deputation abroad or transfer travelling allowance for the journey of his family from his headquarters in India to the home town/village or to any other station. Where, however, such a

deputationist continues to draw compensatory and house-rent allowances even after the date of orders extending the period of his deputation beyond one year and then decides to avail of family passages to the place of deputation abroad/transfer travelling allowance for his family's journey to his home town/village or to any other station, he shall refund the amount of compensatory and house-rent allowances drawn after the date of such orders.

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

(No. 1351-FR-I-59/3666, dated the 8th April, 1959)

Procedure regarding disbursement of leave salary to Government employees on foreign service in India.— According to note 3 below Rule 10.9 of the Punjab Civil Services Rules, Volume I, Part I, contributions on account of leave salary in the case of Government employee on foreign service in India are recoverable from the foreign employers, and in return for such contributions, Government accept the charge for leave salary in respect of any period of leave availed of by the Government employee in or at the end of foreign service. The expenditure in respect of any compensatory allowance payable for such leave is, however, borne by the foreign employer.

A question has been raised in this connection, whether the leave salary and allowance should in such cases be paid to the Government employee in the first instance, wholly by the foreign employer, Government's share being subsequently reimbursed or whether the leave salary and allowances be paid in the first instance by the Government, the foreign employer reimbursing the Government subsequently his liability for the allowances or whether Government and foreign employer should each pay what are their respective liabilities and thus avoid further adjustments between themselves.

After carefully considering the matter it has been decided that the following procedure should be observed in this respect in future :-

- (i) In respect of the leave salary and compensatory allowances payable to the Government employee for periods of leave availed of by him in or at the end of foreign service, the parent department of the Government and the foreign employer should discharge their respective liabilities directly in accordance with the terms of transfer on foreign service of the Government employee concerned
- (ii) In accordance with the procedure laid down, in paragraph 5 of Appendix II to the Punjab Civil Services Rules, Volume I, Part II, leave to a Government employee on foreign service can be sanctioned only after the Accountant General, Punjab, has certified the amount of leave and the leave salary including compensatory allowances admissible. While certifying the above, the Accountant General, Punjab should, therefore, indicate separately the leave salary and compensatory allowances, payable by the Government and the foreign employer, respectively, to facilitate the discharge by them of their respective liabilities in the manner indicated in (i) above.
- (iii) A copy of the orders sanctioning leave whether by the Government or by the foreign employer, should invariably be endorsed to the Accountant General, Punjab.
- (iv) When a Government employee on foreign service proceeds on leave, the foreign employer should issue immediately after payment for the duty period, a Last Pay Certificate, in which he should indicate specifically that the compensatory allowances during leave to the extent admissible under the rules would continue to be paid to the Government employee by him. Similarly head of office in the case of non-gazetted employees, or the Accountant General, Punjab, in the case of gazetted officers, should issue a Last Pay Certificate after paying the leave salary if the Government employee joins back the foreign service or is transferred outside their control at the end of the leave.
- (v) In the case of a gazetted Government employee on foreign service payment of leave salary shall be arranged through the treasury, while in the case of non-gazetted Government employees payment shall be arranged through the department concerned.

(No. 7959-5FR-II-57/3855, dated the 10th March, 1958).

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

No.13/2(79)/2001-5FR-I

Dated, Chandigarh, the 1st February, 2002

OFFICE MEMORANDUM

Subject : Deputation of Government employees to other State Government(s) including Central Government or bodies, Companies, Corporations under their control - Deputation Allowance.

1. The undersigned is directed to invite your attention to the subject mentioned above and to state that tile matter regarding admissibility of deputation allowance to the Haryana Government employees on deputation with the other State Government(s), Central Government or Bodies, under such other Government(s) including Central Government has been engaging the attention of the State Government for some time in the past.

2. The relevant instructions on the subject mentioned above issued by the State Government in the past are as under:-

Instructions:

- (i) FD Hr. No. 13/5(5)/86-5FRI dated 17.3.1987
- (ii) FD Hr. No. 13/5(1)/89-5FRI dated 6.2.1989
- (iii) FD Hr. No. 13/5(13)/88-5FR-I dated 16.8.1980
- (iv) FD Hr. No. 13/2(65)97-5FR-I dated 23.1.1998
- (v) FD Hr. No. 13/5(3)98-5FR-I dated 2.12.1998
- (vi) FD Hr. No. 13/2(1)2000-5FR-I dated 7.1.2000
- (vii) FD Hr. No. 13/2(37)2000-5FR-I dated 22.6.2001

3. As per the instructions bearing No. 13/2(1)2000-5FR-I dated 7.1.2000 issued by the Finance Department, the deputation allowance is admissible @ 5% of the basic pay subject to maximum of Rs. 250/- per month (when the deputation post does not involve change of station) and subject to a maximum of Rs. 500/- per month (involving change of station) without changing the rate of deputation allowance i.e. 5% of the basic pay. It has been further provided that the pay plus deputation allowance shall not exceed the maximum of the pay scale of the post held on deputation notwithstanding the station criterion.

4. The deputation allowance as mentioned above is admissible only in cases of employees coming over to the State of Haryana from other States including the Central Government and vice versa. No deputation allowance is admissible if the deputation is with the Societies/Boards/Corporations and Universities under the Haryana Government and vice-versa.

5. It has been observed that certain State Governments/Central Government and the organisations under their control allow higher rates of deputation allowance to employees going over on deputation as compared with the rates permissible in Haryana Government. Certain employees have approached the Government with the requests that they may be allowed to accept such higher rates of deputation allowance as per the rules of the borrowing organizations.

6. The matter has been considered further and it has been decided that, henceforth, the Haryana Government employees, when sent on deputation from the State Government to

any other Government including Central Government or Bodies (incorporated or not) wholly or substantially owned or controlled by them, shall be allowed to get deputation allowance as per the rules/instructions of the such borrowing organisations subject to a minimum of what the State Government pays while borrowing the services of an officer/employee of Central Government/other State Government or Body to Haryana Government as per Finance Department instructions bearing No.13/2(1)2000-5FR-I dated 7.10.2000 mentioned above. However, the pay plus deputation allowance shall not exceed the maximum of the pay scale of the post held on deputation whether the deputation involved change of station or not. However, no deputation allowance will be admissible to Haryana Government employees working in U.T. Administration, Chandigarh.

7. These instructions will not apply to Haryana Government employees when deputed to Boards, Corporations and Universities etc. under the control of the Government of Haryana or vice-versa.

Sd/-
(S.P. Gupta)
Under Secretary Finance
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Administrative Secretaries to Government of Haryana/
Heads of Departments in Haryana/Divisional Commissioners/
Deputy Commissioners/Sub Divisional Officers (Civil) in Haryana/
Registrar, Punjab & Haryana High Court, Chandigarh/Accountant
General, Haryana (Audit)/(A&E), Chandigarh.

No. 13/2/98-5FR-I

From

The Financial Commissioner & 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 Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 2nd April, 1999**Subject : Standard Terms and Conditions of the Government employees on deputation with Chandigarh Administration.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department letter No. 13/1(42)/79-5FR-I, dated 8.2.79 on the subject noted above and to send revised consolidated and conditions of service of the State Government employees on deputation with Chandigarh Administration for information and necessary action.

Yours faithfully,

Sd/-

(K.K JALAN)

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

ANNEXURE

STANDARD TERMS AND CONDITIONS OF THE GOVERNMENT EMPLOYEES ON DEPUTATION WITH CHANDIGARH ADMINISTRATION		
1.	Period of deputation	One year in the first instance and to be extended from time to time or reduced according to requirements.
2.	Pay	He will draw pay in his own scale of pay without any deputation allowance
3.	D.A Local Allowances	According to the rules of the Govt. to which deputed.
4.	T.A Joining Time and Transfer T.A	According to the rules of the Govt. to which deputed.
5.	Leave and pension	According to the rules of the parent Government
6.	Leave travel concession, Medical concession and Accommodation.	According to Central Government Rules.
7.	Leave salary and Pension contribution.	The allocation of leave salary and pension contribution be regulated according to the provision of Appendix 3 to Account Code Volume-I.

No. 13/2(65)97-5FR-I

From

The Financial Commissioner & 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,
All District & Session Judges in Haryana.

Dated, Chandigarh, the 18th March, 1998**Subject : Transfer of Haryana Government employees to other State Government including Central Government, Companies, Boards, Municipal Committee etc. Period of Deputation**

Sir,

I am directed to refer to Haryana Government Finance Department's letter No. 13/2(65)97-5FR-I dated 23rd Jan., 1998 on the subject noted above and to say that the instructions issued vide above referred letter will not apply to the Deputationists in the Chandigarh Administration.

These instructions may be brought into the notice of all concerned for compliance.

The receipt of this letter may be acknowledged.

Yours faithfully,

Sd/-

(S. N. ROY)

Joint Secretary, Finance,

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

No. 13/5(1)/78-5FR-I

From

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

To

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

Dated, Chandigarh, the 27th February, 1992

Subject : Regarding maintaining the accounts pertaining to leave salary and pension contribution of Government servants on deputation out of India.

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department circular letter No. 13/5/(1)/78-5FR-I dated the 28th December, 1981 on the subject noted above and to say that it has been noticed that the leave salary and pension contributions are not remitted regularly by the Government servants sent on foreign service out of India or where the contributions are payable by individuals, on due dates. The contributions are generally deposited in treasuries through treasury challans, after returning from deputation/foreign service, in lump sum amount, with the result that Accountant General office is unable to identify and bifurcate the contributions pertaining to two categories, viz within India or out of India. To overcome this accounting problem, it has now been decided that all the employees in whose cases leave salary and pension contributions are watched by Accountant General, Haryana, be directed to remit the amount to the A.G. Haryana, only through the Bank Drafts in favour of A.G. (A&E), Haryana, Chandigarh, payable at Chandigarh, so that the Amounts may be adjusted against the individuals.

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. 13/5(5)/81-5FR-I

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, and
All District & Session Judges, in Haryana.

Dated, Chandigarh, the 20th April, 1982**Subject : Payment of pension/CPF contributions and/or GPF subscription and repayment of loan and advances during the period of foreign service out of India.**

Sir,

I am directed to invite a reference to the instructions contained in para 3 of Finance Department circular letter No. 26-5FR-I-77/8011, dated the 28th March, 1977 on the subject noted above wherein it was indicated that all pensions/CPF and GPF subscriptions and repayment of outstanding loans and advances in respect of Govt. employees on foreign service out of India should be made in the foreign currency in which salary is paid and that for purposes of remittances of money, the normal banking channels should be adopted in places where there are no restrictions on remittances. It has come to the notice of Govt. that this condition about remittance in foreign currency through normal banking channels causes hardship to the Govt. employees on account of fluctuations in exchange rates and also in making arrangements for periodical remittances of demand drafts costing considerable money in foreign exchange etc. After careful consideration it has been decided that a Govt. employee proceeding on foreign service out of India can make standing arrangements with his local bankers in India whereby the bankers would arrange to remit to the Accountant General, Haryana, payments out of non-resident bank account opened for this purpose in rupees on account on monthly subscriptions to the G.P.Fund and also on account of Pension/CPF contributions, and repayment of loans and advances, if any, during the period of foreign service out of India. After making arrangements for this, it would be the responsibility of the Govt. employee to ensure that remittances in foreign currency to cover these payments are arranged by him at least once a year and he would produce the requisite certificate about the remittances in foreign exchange to cover these payments from the non-resident account to the Accountant General, Haryana. The exchange rate applicable will be the official accounting rate at the time the actual remittances in foreign exchange are arranged by the Govt. employee.

2. The revised arrangements will come into force with immediate effect.
3. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(R.S.KAILAY)

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

No. 26-5FR(I)-77/8011

From

The Commissioner & Secretary to Government,
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, &
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 28th March, 1977

Subject : Payment of Pension/CPF Contributions and/or GPF subscription and repayment of Loan and Advances during the period of Foreign Service out of India.

Sir,

I am directed to invite your attention to rule 10.9 of C.S.R. Vol. I Part I and to say that according to the provision of this rule Contributions towards the cost of pension are required to be paid to Government in respect of a Government servant while on foreign service out of India. Similarly, in the case of an employee governed by the Contributory Provident Fund rules, employee share of State Provident Fund Contributions is required to be paid during the period of foreign service. Such contributions have to be paid by the Government servant himself, unless the foreign employer consents to pay them on his behalf. In addition to the above contributions, a Government servant deputed on foreign service is invariably required to subscribe to the Provident Fund to which he was subscribing at the time of proceeding on foreign service in accordance with the rules of such fund. Government servants deputed on foreign service have also to repay the balance towards any loan and advances e.g. House Building Advance, Scooter/Motors Car Advance, etc. which may be outstanding against them at the time of proceeding on foreign service.

2. It has come to notice that, at present, there is no uniform procedure in regard to the currency in which the above contributions/repayments are to be made by the Government servants on foreign service out of India. While in certain cases, the contributions are paid in Rupees, in other cases these are paid in foreign currency.

3. The matter has been examined in detail by the Government and it has been decided that, in future, all pensions/CPF and G. P. Fund contributions and repayment of outstanding loan and advances in respect of Government servants on foreign service out of India should be made in the foreign currency in which salary is paid.

- 4 (a) The exchange rate applicable will be the official accounting rates.
- (b) For purposes of remittance of money, the normal banking channels should be adopted in places where there are no restrictions on remittances. In countries where such remittance facilities through normal banking channels are not

permissible, the contributions should be deposited with the concerned India Mission.

The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-
(PARTAP SINGH)
Deputy Secretary Finance (Budget),
for Commissioner and Secretary to Government,
Haryana, Finance Department.

No. 1278-5FR-74/23948

From

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

To

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

Dated, Chandigarh, the 12th July, 1974

**Subject : Deputation of State Government Officers on foreign service to the
Developing Countries – Gratuity payable by foreign Government.**

Sir,

I am directed to invite your attention to the provision contained in rule 10.7 of Punjab Civil Service Rules Vol. I (Part I) which inter alia, lays down that a Government servant transferred to foreign service may not, without the sanction of the Government, accept pension or gratuity from his foreign employer in respect of such service. A question has arisen whether State Government Officers on foreign service to the developing countries of Asia, Africa and Latin America who receive gratuity from the foreign Governments should have the option to make pension contributions to the State Revenue and count foreign service for pension. As the gratuity offered by these foreign Governments is not a pensioner benefit the Governor of Haryana is pleased to order that officers/officials of the Haryana State Government, who are deputed to the foreign Governments at the behest of Government of India should be required to pay the usual pension contributions to Haryana State Government, and thus count the period for pension under the Haryana State Government, and that a specific condition to this effect should invariably be included in the orders containing the terms and conditions of their deputation.

2. As regards employees already on foreign service with such Governments on the date of issue of the orders, I am to point out that they will have the option of paying pension contributions to Haryana Government to enable them to count the period of Foreign Service towards pension under the State Government. The option shall have to be exercised within three months from the date of issue of these orders. Those who opt to count this period towards pension should pay the pension contribution of past service on deputation in monthly statements not exceeding 12 along with the contribution for the current period. These instructions may be brought to the notice of all the State Government employees concerned.

Yours faithfully,

Sd/-

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

No. 9870-5FR-67/24975

From

The Commissioner for Planning and Finance and Secy.
to Govt., Haryana, Planning and Finance Departments.

To

All Heads of Departments,
The Commissioner, Ambala Division,
Deputy Commissioners and Sub Divisional Officers,
The Registrar, Punjab and Haryana High Court and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 24th October, 1967

Subject : Training of Government employees, on Foreign Service, abroad or in India.

Sir,

I am directed to address you on the subject noted above and say that according to the instructions issued from time to time the Government employees who proceed on training abroad or in India are required to execute a service bond for a specified period. It has now been decided that Government servants on foreign service who proceed on training abroad or in India at the expense of the foreign employer or any other body institution should also be required to execute a bond to serve either the Government or with the permission of the Government, the said foreign employer, for a period to be determined in accordance with instructions laid down in Finance Department letter No. 8709(3)FR11-64/9821, dated 22nd October, 1964. The bond should be executed before the Government employees on foreign service, actually proceed for training abroad or in India.

Yours faithfully,

Sd/-

(M.SETH)

Deputy Secretary, Finance (R)
for Commissioner for Planning & Finance and Secy. to
Govt., Haryana, Planning and Finance Departments.

No. 7593-FRII-60/7300

From

Shri Jaswant Singh Basur, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and the High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 24th August, 1960

Subject : Grant of "equipment allowance" to official deputed abroad on temporary duty.

Sir,

I am directed to say that the Punjab Government have had under consideration the question of grant of "equipment allowance" to Government Servants who are deputed to foreign countries on temporary duty. It has now been decided that a Government servant drawing a basic pay of Rs. 750 p.m. or less who is deputed abroad on 'temporary' duty such as attending International Conferences, etc., at State expenses or as a member of Government sponsored delegations for a period of a month or more in a place where the climate at the time of deputation/duty is generally colder than winter in Chandigarh may be reimbursed the actual expenses incurred by him in connection with additional clothing which he prepares for himself, subject to a maximum of Rs. 300. In cases where the period of deputation abroad on temporary duty exceeds one year the maximum amount up to which the actual expenses incurred by him for preparation of additional clothing for himself can be reimbursed to him will be Rs. 500. As such clothing will remain with the officer concerned after the period of deputation is over and should normally last for a number of years, it has further been decided that the concession of equipment allowance should not be allowed for a second time to the same individual until at least a period of seven years has elapsed from the date of his return from a previous deputation for which he received the allowance.

2. The allowance mentioned in paragraph 1 above will not be admissible to officers sent abroad on training schemes.

Yours faithfully,

Sd/-

J.S.BASUR

Secretary to Government, Punjab,
Finance Department.

Counting of deputation on full pay for increments.— It has been decided that the period of deputation on full pay sanctioned under Rule 6.2 of Punjab Civil Services Rules, Volume I, Part I, and the first six months of deputation on full pay in case of deputation-cum-special leave granted under Finance Department circular letter No. 64-FR-54/576, dated the 2nd February, 1954, may be allowed to count for increment in an officiating post as well as a post in which a Government employee has been declared quasi-permanent. For counting the period for increment in an officiating post, however, it should be clarified by the appointing authority that the Government employee would have continued to officiate in that post or a post on the “same time scale” but for his going on deputation.

(No. 3292-FR-II-59/6588, dated the 11th July, 1959).

No. 5/6(II)-85-4FR

From

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

To

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

Dated, Chandigarh, the 18th August, 2008**Subject : Deputation of Government employees on Training to various courses in India -
Delegation of powers.**

Sir,

I am directed to refer to this Department letters No. 5/6(II)-85-3FR-II dated 28-3-1985 and 22.1.2003 on the subject cited above and to say that with a view to expeditious disposal of work the matter regarding delegation of powers in connection with the Training courses/ Seminars etc. within India has been engaging the attention of Government for some time past. After careful consideration, it has now been decided that where the duration of a Training course, including a Conference, Seminar, Refresher courses or departmental course etc., does not exceed sixty days, the Administrative Department may depute Government employee for training etc. within India at their own level subject to the terms & conditions mentioned in the above referred letter. However, the above condition of sixty days will not apply in the case of Training/Courses/Refresher courses etc., organized by Haryana Institute of Public Administration, Panchkula or any other institution under Haryana Government and Refresher Courses organized by the different Departments

2. The Administrative Department will continue be competent to sanction expenditure upto Rs. 5000/- (Rupees five thousand only) in connection with the fee of the above mentioned courses etc., provided funds are available in the sanctioned Budget of the Department.

3. All proposals regarding foreign training/courses and seminar etc. and those within India but not covered by the above instructions, should continue to be referred to the Finance Department for their prior concurrence as here-to-fore.

4. These instructions will come into force from the date of issue of this letter.

5. The contents of these instructions may kindly be brought to the notice of all concerned under your control, for information and necessary action.

Yours faithfully,

Sd/-

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

No. 5/6-(II)-85-3FR-II

From

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

To

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

Dated, Chandigarh, the 22nd January, 2003**Subject : Deputation of Government employee on Training to various Courses in India -
Delegation of powers.**

Sir,

I am directed to invite your attention to para-2 of Letter No.5/6(II)85-3FR-II, dated 2nd February, 1999 vide which the Administrative Departments were allowed to sanction 2000/- (Rupees Two thousand only) at their own level in connection with the fees of the training/courses/ seminars etc. within India.

2. Keeping in view the fact that work relating to this matter be disposed off expeditiously the case for raising the limit of expenditure was under active consideration of the State Government. And now after careful consideration of the matter, it has been decided that henceforth the Administrative Department shall be competent to sanction expenditure up to Rs. 5000/- (Rupees Five thousand only) in connection with the fees of the training courses including conferences, seminars, refresher courses or departmental courses etc. which do not exceed thirty days, within India provided funds are available in the sanctioned budget of the department for this purpose.

3. The other terms & conditions as contained in FD's letter No. 5/6(II)-85-3FR-II, dated 28-3-1985 will remain unchanged,

4. These Instructions will come into force from the date of issue of this letter.

5. The contents of these instructions may kindly be brought to the notice of all concerned under your control for Information and necessary action.

Yours faithfully,

Sd/-

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

***These instructions have been Revised vide
No. 5/6-(II)-85-3FR-II, Dated 22.01.2003.***

**Subject : Deputation of Government employee on Training to various courses in India,
Delegation of powers.**

(Copy of letter No. 5/6-(II)-85-3FR-II, dt. 2nd February, 1999)

I am directed to invite your attention to para-3 of letter No. 5/6(II)85-3FR-II dated 28th March, 1985 vide which the Administrative Departments were allowed to sanction Rs. 1000/- (Rs. One thousand only) at their own level in connection with the fees of the training/courses/seminars etc. within India.

2. In view to expeditious disposal of work the matter for raising the limit of expenditure was under consideration of the State Government. After careful consideration of the matter, it has now been decided that henceforth the Administrative Department shall be competent to sanction expenditure upto Rs. 2000/- (Rs. Two thousand only) in connection with training courses including a Conference, Seminars, Refresher Courses or Departmental courses etc. does not exceed thirty days, within India provided funds are available in the sanctioned Budget of the Department for the purpose.

3. The other terms & conditions will remain unchanged.

4. These instructions will come into force from the date of issue of this letter.

No. 7/8/97-3FR-II

From

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

To

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

Dated, Chandigarh, the 4th July, 1997

Subject : Approval regarding foreign visits for attending Seminars and Trainings.

Sir,

I am directed to invite a reference on the subject cited above and to state that it has been observed by the Finance Department that there is an increasing tendency on the part of the departments to refer the cases of foreign visits for ex-post-facto approval which is not a healthy practice. The Government views this tendency seriously. In order to curb this practice it has been decided that in future approval of Finance Department for foreign visits for attending Seminars and Trainings may kindly be obtained in advance before performing such visits. It may please be clearly understood that in future no ex-post-facto concurrence would be given by the Finance Department.

2. These instruction may kindly be noted for strict compliance.

Yours faithfully,

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

These instructions have been Revised partly vide No. 5/6-(II)-85-3FR-II, Dated 02.02.1999 & 22.01.2003 and No. 5/6(II)-85-4FR, Dated 18.08.2008.

No. 5/6-(II)-85-3FR-II

From

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 & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 28th March, 1985

**Subject : Deputation of Government employees on Training to various courses in India
Delegation of powers.**

Sir,

I am directed to refer to this Department U.O. No. 5/6(II)-82-3FR-II, dated 9.12.82, addressed to all Administrative Departments (copy enclosed), on the subject cited above, and to say that, with a view to expeditious disposal of work, the question of delegation of powers in connection with the Training Courses/Seminars etc. within India has been engaging the attention of Govt. for sometime past. After careful consideration of the matter, it has now been decided that where the duration of a Training course, including a conference, Seminar, Refresher Course or departmental course etc., does not exceed thirty days, the Administrative Department may depute Govt. employees for training etc. within India at their own level subject to the following conditions:-

- (i) The officer/official concerned will be treated on duty for the period of the Training/Course etc.
- (ii) He will be entitled to full pay and allowances for the period on the same rates as he would have drawn but for his proceeding on the, said course/training. Consequently, remuneration, if any received, by him on account of having attended such course/training will be got refunded and deposited into the Haryana Govt. Treasury.
- (iii) His TA/DA will be regulated under rule 2.88 of the Punjab CSR Volume III (TA Rules as applicable to Haryana) read with the instructions contained in Haryana Govt., circular letter No. 5/6(II)78-3FR-II, dated 9.1.81.
- (iv) He will not claim any promotion, special pay or additional allowance in lieu of having attended course/training etc.
- (v) No substitute will be allowed during the period of the Course/Training etc., and the work in his absence will be carried on from within the existing sanctioned strength.
- (vi) The Administrative Department should certify in the sanction that the participation of the officer/official in the said Training/Course etc., is

necessary in public interest and that the fees etc., for attending such courses, Conferences & Seminars etc., are at normal rates & no abnormal expenditure is involved.

- (vii) The expenditure involved will be met from within sanctioned Budget allotment of Department

2. However, the above condition of 30 days will not apply in the case of Training/ Courses/Refresher Courses etc., organized by (i) Haryana Institution of Public Administration, Chandigarh; (ii) any other institution under the Haryana Govt.; and (iii) Refresher Courses organized by the Departments.

3. The Administrative Department will be competent to sanction expenditure upto Rs. 1000/- (Rs. one thousand only) in connection with the fees of the above mentioned courses etc., provided funds are available in the sanctioned Budget of the Department for the purpose.

4. All Proposals regarding foreign training / Course & Seminar etc. and within those India but not covered by the above instructions, should continue to be referred to the Finance Department for their prior concurrence as here-to-fore.

5. These instructions will come into force from the date of issue of this letter.

6. The contents of these instructions may kindly be brought to the notice of all concerned under your control, for information and necessary action.

7. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(MEENAXI ANAND CHAUDHRY)

Joint Secretary Finance (R)

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

प्रतिलिपि क्रमांक 10/16(7)-84-3एफ0आर0।।/2840,
दिनांक 26 नवम्बर, 1984 (26th November, 1984)

विषय : कर्मचारियों/अधिकारियों को प्रशिक्षण/सैमिनार इत्यादि में भाग लेने की सामान्य शर्तों का ब्यौरा भेजने बारे।

उपरोक्त विषय पर मुझे यह कहने का निदेश हुआ है कि वित्त विभाग में प्रशिक्षण संबंधित जो प्रस्ताव प्राप्त होते हैं उनमें प्रायः प्रशिक्षण से संबंधित सामान्य शर्तों का उल्लेख नहीं किया जाता है जिससे ऐसे केसों के निपटान में अनावश्यक विलम्ब हो जाता है तथा इस विभाग का कार्य भी बढ़ जाता है। इस त्रुटि को दूर करने के लिये आपस अनुरोध है कि भविष्य में प्रशिक्षण से संबंधित मामले इस विभाग को भेजते समय उनमें शर्तों का उल्लेख किया करें। प्रशिक्षण संबंधित सामान्य शर्तों की एक प्रति मार्गदर्शन हेतु संलग्न की जाती है। इन हिदायतों का दृढ़ता से पालन करने के लिये इन्हे सभी कर्मचारियों/अधिकारियों के ध्यान में ला दिया जाये।

हस्ता/-

अवर सचिव वित्त (आर)

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

1. इस कोर्स का समय जिस तिथि से कर्मचारियों/अधिकारी जायेंगे और प्रशिक्षण प्राप्त करने के बाद वापिस ड्यूटी पर उपस्थित होंगे ड्यूटी पर समझे जायेंगे और इनको उस समय का पूरा वेतन तथा भत्ते दिये जायेंगे।
2. इन कर्मचारियों/अधिकारियों को यात्रा भत्ता नियम 2.88 ऑफ टी.ए. रूल्ज के अनुसार दौरे के रेट्स पर जो सफर वह ड्यूटी स्थान ट्रेनिंग स्थान तक और वापिसी ड्यूटी स्थान पर रूकेंगे, दिया जायेगा। ये अधिकारी यदि कोई सफर स्टडी टूर के संबंध में करेंगे तो यात्रा भत्ता ऊपर लिखे रेट पर नियमों के अनुसार दिया जाएगा। इन कर्मचारियों/अधिकारियों को प्रशिक्षण के दौरान ट्रेनिंग भत्ता वित्त विभाग के परिपत्र क्रं0 5/6(1)-78-3एफ0आर0।। दिनांक 9.1.81 के अनुसार दिया जाये।
3. प्रशिक्षण अवधि के दौरान संबंधित कर्मचारी/अधिकारी को उसके पद के साथ लगा हुआ विशेष वेतन उसी सूरत में देय होगा यदि सक्षम अधिकारी यह प्रमाणित करे कि संबंधित कर्मचारी/अधिकारी इस पद पर लगा हुआ रहता तो पद के साथ लगा हुआ विशेष वेतन प्राप्त करता, यदि उसे प्रशिक्षण पर न भेजा जाता।
4. इन अधिकारियों/कर्मचारियों की गैर हाजरी पर इनके काम-काज का प्रबन्ध अदरूनी तौर पर किया जायेगा।
5. यह अधिकारी/कर्मचारी ट्रेनिंग के आधार पर कोई अतिरिक्त भत्ता या तरक्की की माँग नहीं करेगे।
6. प्रशासकीय विभाग सैंक्शन जारी करते समय वित्त विभाग के परिपत्र क्रं0 64-1एफ.आर.-।।-60/4380, दिनांक 12.5.60 के पैरा 2 में दिये गये प्रमाण-पत्र भी शामिल करें तथा स्पष्ट करें कि यह ट्रेनिंग लोकहित में है तथा विभाग को वास्तविक व एक्टिव परसोनल की आवश्यकता है।
7. ये अधिकारी/कर्मचारी इस ट्रेनिंग के बाद एक वर्ष का प्रशिक्षण की अवधि के दुगुने समय के लिए विभाग में नौकरी के लिए भी बाध्य होंगे।

विषय : अधिकारियों/कर्मचारियों को प्रशिक्षण सैमिनार इत्यादि में भाग लेने के लिए केसिज समय पर भेजने बारे।

क्या सभी वित्तायुक्त एव प्रशासकीय सचिव, हरियाणा सरकार कृपया उपरोक्त विषय पर विभाग के अशा: क्रमांक 5/6(11)-82-3एफ.आर.॥ दिनांक 16-7-82 की ओर ध्यान देगे?

2. उपरोक्त पत्र द्वारा उनसे अनुरोध किया गया था कि संबंधित अधिकारियों/कर्मचारियों का प्रशिक्षण पर भेजने से पूर्व ही मामला वित्त विभाग की सहमति के लिए कम से कम 15 दिन पहले भेजा जाए। परन्तु यह देखने में आया है कि कई विभागों द्वारा इन हिदायतों का दृढ़ता से पालन नहीं किया जा रहा और अधिकांश केसिज में वित्त विभाग की पूर्व अनुमति प्राप्त किए बिना ही अधिकारियों/कर्मचारियों को प्रशिक्षण/सैमिनार इत्यादि में भाग लेने के लिए भेज दिया जाता है और बाद में मामलों को वित्त विभाग के साथ अपेक्षित सहमति के लिए उठाया जाता है जिस से मामलों की ठीक प्रकार से जांच नहीं हो पाती और कर्मचारियों/अधिकारियों को कठिनाई से बचने के लिए सामान्य तौर पर इन मामलों को विनियमित किए जाने के सिवाये और कोई रास्ता नहीं रह जाता। कई विभागों द्वारा अपनाई जा रही इस प्रवृत्ति को सरकार गम्भीर दृष्टि से देखती है तथा इस प्रवृत्ति को रोकने की आवश्यकता है। अतः उनसे पुनः अनुरोध किया जाता है कि प्रशासकीय विभाग यह सुनिश्चित करें कि भविष्य में किसी भी कर्मचारी/अधिकारी को इस विभाग की सहमति लिये बिना रिलीव न करें और प्रशिक्षण से संबंधित केसिज वित्त विभाग में कम से कम 15 दिन पूर्व भेजे जायें अन्यथा इस प्रकार की गई अनियमितता के मामलों को किसी भी सूरत में नियमित नहीं किया जायेगा।

3. कृपया हिदायते अपने अधीनस्थ कार्यालयों के ध्यान में ला दी जायें ताकि इनका दृढ़ता से पालन किया जा सके।

4. कृपया इस पत्र की पावती भेजें।

हस्ता/-

संयुक्त सचिव, वित्त (आर)

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

सेवा में

सभी वित्तायुक्त एव
सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा: क्रमांक 5/6(11)-82-3एफ.आर.-॥

दिनांक 9-12-1982 (9th December, 1982).

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 tour 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.
	(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

		Upto first 60 days
	1	2
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. Travelling 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.

No. 6757-5FR-68/34558

From

The Secretary to Government, Haryana,
Finance Department.

To

All the Heads of Departments,
Commissioner, Ambala Division,
Deputy Commissioners and
Sub Divisional Officers in the State,
The Registrar, Punjab and Haryana High Court,
District and Session Judges, in Haryana.

Dated, Chandigarh, the 7th February, 1969

Subject : Admissibility of dearness allowance, compensatory (city) Allowance and House Rent Allowance during the period of leave granted immediately after completion of training abroad to cover stay overs/stop overs which results in the absence of trainees beyond a period of six months.

Sir,

I am directed to refer to F.D. letter No. 3624-(3)FR-II-62/9900 dated 21.9.1962 and to say that a question has arisen with regard to the admissibility of dearness allowance, house rent allowance and compensatory (city) allowance for the period of leave taken during the course of training or that taken immediately after the completion of training abroad to cover stay overs/stop overs resulting in the absence of the trainees abroad beyond a period of six month.

2. It has been decided that leave taken during the course of training or immediately after the completion of training abroad cannot be treated as part of period of training and as such the Government servant concerned will not be entitled to any compensatory (city) and house rent allowances during the period of leave taken on training aboard irrespective of whether the leave falls within the first six months of the training or immediately after the completion of training abroad. The drawal of dearness allowance during such leave will be regulated in accordance with the provisions of F.D. letter No. 3624-(3)FRII-62/9900 dated 21.9.1962, referred to above.

Yours faithfully,

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

No. 9870-5FR-67/24975

From

The Commissioner for Planning and Finance and Secy.
to Govt., Haryana, Planning and Finance Departments.

To

All Heads of Departments,
The Commissioner, Ambala Division,
Deputy Commissioners and Sub Divisional Officers,
The Registrar, Punjab and Haryana High Court and
All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 24th October, 1967

Subject : Training of Government employees on Foreign Service, abroad or in India.

Sir,

I am directed to address you on the subject noted above and say that according to the instructions issued from time to time the Government employees who proceed on training abroad or in India are required to execute a service bond for a specified period. It has now been decided that Government servants on foreign service who proceed on training abroad or in India at the expense of the foreign employer or any other body institution should also be required to execute a bond to serve either the Government or with the permission of the Government, the said foreign employer, for a period to be determined in accordance with instructions laid down in Finance Department letter No. 8709(3)FR11-64/9821, dated 22nd October, 1964. The bond should be executed before the Government employees on foreign service, actually proceed for training abroad or in India.

Yours faithfully,

Sd/-

(M.SETH)

Deputy Secretary, Finance (R)
for Commissioner for Planning & Finance and Secy. to
Govt., Haryana, Planning and Finance Departments.

Subject : Terms and conditions of Government employees proceeding on training within India - submission of proposals.

Will the Administrative Secretaries to Government Haryana, please refer to the subject noted above?

2. It has been observed for some time past that proposals from various Departments for training of Government employees within India are received in the Finance Department for approval of the terms and conditions of deputation of the officials/officers for undergoing such training/course at a very late stage, i.e., after the trainees have actually left for training. Instances are also not lacking where the officials/officers have proceeded on training, etc, even without the approval of the Administrative Department. In certain cases the bond to serve the State Government for a specified period in consequence of training was not got executed before proceeding on training and subsequent the official/officer showed reluctance to do so. This tendency of sending officers/officials for training in anticipation of Government/Finance Department's approval and without going through the required formalities needs to be checked.

3. It is, therefore, requested that all proposals for the training of Government employees within India should be referred to the Finance Department well in time in future, i.e. before the official/officers concerned actually leave for the course of training. The bond to serve the State Government should be got executed before they are relieved and allowed to proceed on training

4. A duplicate copy of Administrative Department notice may also be invariably supplied while referring such cases to Finance Department.

Yours faithfully,

Sd/-

(G.D. MALIK)

Deputy Secretary Finance (R),

for Commissioner for Planning & Finance and Secy. to
Govt., Haryana, Planning and Finance Departments.

To

The Financial Commissioner, Revenue,
All the Administrative Secretaries to Government, Haryana.

U.O. No. 5128-FR-67,

Dated, Chandigarh, the 7th September, 1967.

Deputation abroad for training under various Technical Assistance Programmes.— A copy of Government of India, Ministry of Finance (Department of Economic Affairs) letter No. 16/1/61-UN, dated 27th August, 1965, alongwith the enclosures referred to in paras 6 & 7 thereof, is forwarded to all Heads of Department and the Registrar, High Court, Punjab, Commissioners of Divisions, District & Sessions Judges and All Deputy Commissioners in the Punjab for information and guidance (Reproduced below).—

Deputation abroad for training under various Technical Assistance Programmes.— Technical assistance in the form of Training facilities for Indians abroad, provision of foreign experts and equipment ancillary to the services of experts is being received from abroad under various multilateral and bilateral technical Assistance Programmes.

2. This Department is mainly concerned with the selection of candidates and approval of requests for experts under the following Technical Assistance Programme:—

- (i) The United Nations Expended Programme for Technical Assistance,
- (ii) Bilateral Agreements with U.S.A., France and Yugoslavia,
- (iii) Adhoc offers of assistance from Federal Republic of Germany, Finland, Italy, West Germany, Denmark, Switzerland, Norway, Yugoslavia, Sweden, Netherlands, etc.
- (iv) Training awards from Rock-feller and Ford Foundations, Populations Council, etc.

3. The programming procedures of the various Technical Assistance Programmes differ from each other according to the requirements of the aid giving agencies. For instance, UNEPTA Programme is framed once in two years, U.S.A.I.D. Programme is framed on year to year basis and all the proposals have to be related to agreed projects; there are no target dates for submission of Programmes to the donor countries under the Colombo Plan, etc.

4. This Department periodically invites proposals from Ministries and the State Governments keeping in view the requirements of the aid giving agencies. In addition to the regular programmes of Technical Assistance, a number of ad hoc offers for participation in Courses, Seminars, etc. are also received and they are processed on ad hoc basis.

5. The final selection of candidates for training abroad is vested in the Technical Assistance Selection Committee set up in this Department. Every proposal is considered by this Committee in its meetings in which representatives from the Ministries also participate. The Committee has by now laid down certain working principles and criteria which the candidates should meet in order to qualify for training abroad. These criteria are contained in the circular letters issued by this Department from time to time.

6. If it desired that the training proposals are approved by the Technical Assistance Selection Committee as expeditiously as possible. It is necessary that the sponsoring authorities keep in mind the criteria on the basis of which T.A.S.C. makes the selection. There is an elaborate proforma which has to be filled in by the Sponsoring Authorities. The proforma is the documents containing a number of questions, the answer to which provides the Committee with all the relevant information concerning the project, the candidate and the type of training required. This document provides the necessary information to facilitate consideration and approval of the proposal by the Committee. If the proforma is filled in with due care and sufficient information is furnished, it will be possible for the Committee to consider the concerned case at the earliest opportunity. However, there are countless instances in which this Department has to go back to the sponsoring authorities for detailed information which should

have been contained in the proforma. Those come-backs unnecessarily delay consideration of the proposals and cause unnecessary work and avoidable correspondence.

7. A set of the criteria applicable to all candidates for deputation abroad for training is enclosed for ready reference. A set of those criteria may be kept handy by those concerned with the initial selection of candidates in the Sponsoring Ministries, Departments, etc. Due care should also be taken in the Ministries to examine the proforma of the candidates in order to ensure that the proposals are in accordance with the criteria laid down. If the Sponsoring Authorities desire relaxation from the general criteria in particular cases, detailed justification should be furnished in the proforma itself or in the communication to this Department sponsoring the candidates.

8. It is important that the highest Technical Officers in the Central Ministries examine the proposals thoroughly and certify in the proforma that the training asked for is not available in India. The training places offered by the aid-giving agencies are limited and, therefore, it is the best interest of the country that the limited available training opportunities are utilised in obtained raining only in fields in which the facilities in the country do not exist at all.

9. It has been noticed that after approval of the proposals by the Technical Assistance Selection Committee, the Sponsoring Authorities take a long time in getting the relevant application forms filled up and forwarded to this Department. Expeditious action in getting the forms filled up will curtail delay in obtaining the training facilities.

10. It has also been noticed that the Ministries, etc. take a long time in communicating acceptance or otherwise of the training facilities offered by the aid-giving agencies on the basis of the applications made to them. In a large number of cases, offers of the training facilities are received from the aid-giving agencies only a few weeks before the start of the course in the donor countries. It is, therefore, necessary that expeditious consideration is given to the offers and our acceptance or otherwise is communicated to the aid-giving agencies as early as possible. In order to ensure that expeditious action may be taken by the sponsoring authorities as the High Commissions/Embassies send copies of communications addressed to this Department direct to the sponsoring authorities. It is requested that action may be initiated on such communications without waiting for a formal reference from this Department. Similar action is also requested in cases where extension of the training period is requested by the aid-giving agencies.

11. The aid-giving agencies organise certain training Seminars Course in which participation is requested by them on short notice. While the aid-giving agencies have been requested to give as long a notice as possible it is also necessary at our end to deal with such requests on priority basis. As and when such offers are communicated to the Ministries of Food and Agriculture etc. most expeditious action is required in order the sponsor nominations by the date fixed by aid-giving agencies. It may be possible to select candidates for participation in such Courses by picking them from the applications pending with the Ministries or with this Department.

(Letter No. 16/1/61-UN, dated the 27th August, 1965 from the Government of India, Ministry of Finance (Department of Economic Affairs) (enclosure to para 7 follows).

Criteria to be borne in mind while formulating proposals for training under various Technical Assistance Programmes:

- (1) The Sponsoring Authorities should ensure that the training proposal fulfils the following requirements:—
 - (a) The proposals should be for technical training of a practical kind as distinct from purely 'academic training'.

- (b) Only such training facilities should be sought so far as are not obtainable in India.
 - (c) The proposal should be related to a specific development project included in the Plan.
 - (d) The proposal should be made in respect of a person who is already in employment, has normally not less than 5 year experience and in whose case it is considered that the acquisition of expert knowledge would help in the efficient implementation of a project on his return. Special justification should be given if a person with less than five years experience is recommended.
 - (e) The person recommended for training should possess qualifications and experience sufficient to enable him to benefit from his training abroad,
 - (f) The candidates should be below 45 years of age (relaxation upto 48 years in exceptional cases may be considered if full justification is furnished). This age limit will, however, not apply in cases of observation tours by senior persons.
 - (g) If foreign experts have already been obtained in a particular field, special justification in support of a request for training in that field should be given.
 - (h) A candidate recommended under one programme should not be recommended simultaneously under another Technical Aid Programme.
- (2) In sponsoring proposal for training abroad, the following points should also be borne in mind:-
- (a) It has been observed that some of the persons recommended in the past were not of a high caliber. It is evidently desirable that persons who are sent abroad for training under the programme should be of a high caliber who would do credit to the country. They should also be engaged in that particular occupation or field of study or should have been earmarked for the same Technical assistance under these programmes is not intended to provide for the normal educational "higher studies".
 - (b) Candidates whose applications have already been filed with the respective foreign Government but in whose case the desired training arrangements have not yet materialized should not be re-sponsored. Similarly, those who have already been considered and rejected should not be responsored, except in cases in which the reasons for rejection no longer exist.
 - (c) It has come to notice in a number of cases that the sponsoring authorities withdraw their proposals for training or ask for postponements of the training at the stage when the Aid-giving Agency has completed the processing and has intimated the date

when the trainee should proceed for training. This causes the Government of India great embarrassment. Withdrawal of proposals and request of postponement of training must, therefore, be strictly avoided, especially so on grounds of personal convenience.

- (d) Sometime the Aid Giving Agencies recommend an extension of the training period of the candidate which they consider necessary for effectively rounding off the training imparted by them. Since such a recommendation is aimed at contributing still further to the basic objectives of the training originally sought by the sponsors, such recommendations for extension, when received, should be given careful and prompt consideration. In some cases in the past, the response in this matter has not been quick and convincing. The possibility of such an extension should not, therefore, be ruled out while deciding to sponsor any one for foreign training.
- (e) Normally, wives of the trainees will not be permitted to join them while abroad.
- (f) Instances have come to the notice of the Government of India that the trainees raise the question of extension/variation of their training on their own initiative on their arrival in the country of training, which causes embarrassment all rounds. To avoid this state of affairs, it is requested that in future the Ministries etc., may include in their bonds/undertakings, which they get signed/executed by the candidates before their departure abroad for training, a clause to the effect that no trainee shall, on his own initiative, on arrival or during his stay in the country of his training take up the question of extension/variation of his training, with the authorities responsible for his training abroad. He may, however, if he thinks it to be necessary, approach his sponsors in India for extension/variation of his training abroad who after necessary consultation with the authorities concerned will decide the issue.
- (g) The training before they are sponsored should be specifically told that the fellowships offered under the Technical Assistance Programmes are meant for practical training for specialization in particular fields and not for obtaining academic degrees and, therefore, no extensions in training periods will be allowed to them for that purpose.
- (h) Instances have come to the notice of the Government of India that the trainees try to save money out of the living allowances by adopting lower standards of living than those considered reasonable by aid-giving in fixing the scale of allowances. An undertaking should be obtained from trainees before they are sponsored that they will maintain appropriate standard of living while abroad.

(Endst. No. 466-(3)FR-II-66/1626, dated 19th March, 1966.)

No. 9354-(3)FRII-65/43.

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments,
Registrar, Punjab and Haryana High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 4th/5th January, 1966

Subject : Terms to be granted to Government servants sent abroad for training under the various training schemes.

Sir,

I am directed to invite a reference to the Punjab Government, Finance Department Circular letter No. 3624-(3)FRII-62/9900, dated the 21st September, 1962 (since incorporated as Appendix 20-A to Punjab C.S.R. Volume I, Part II—vide notification No. GSR.165/Const/Art. 309/63, dated the 16th May, 1963), on the subject mentioned above and to say that certain doubts have been raised as to when the deputation terms contained therein should be allowed and when these terms should not be allowed in cases of Officers going abroad for training or for the course of study. The following clarifications are accordingly given for guidance:-

- (i) The liberalised deputation terms contained in the circular letter cited above should, as a rule, be allowed only in cases where a Government servant has been sponsored by Government for the proposed training. The test of sponsorship should be strictly applied and normally only those cases should be treated as 'sponsored' where the initiative is taken by Government and not by the individual concerned. In other words, where under the terms of the scheme the nomination for the training has to be made by the Government, the person selected should be taken to have been sponsored by them. Where, on the other hand, the initiative comes from the Government servant himself, such a case will not be treated as sponsored by Government even though the application for selection might have been forwarded by them in such cases only study leave terms should be allowed in accordance with the provisions of Study Leave Rules.
- (ii) The deputation terms under the circular letter referred to above, are applicable equally to deputationists for training in scientific, and technical fields as well as fields of economic development and public administration. The training should be in specialised fields, and, irrespective of whether it leads to the award of an academic degree or diploma or not, the training should be such as to benefit the employing Department and not merely the individual personally. Further the period of deputation should be restricted to a maximum of 18 months.

2. The principles indicated above should be strictly observed in future.

Yours faithfully,

Sd/-

(A. C. TULI)

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

No. 9273-(3)FR-II-65/22599

From

The Secretary to Government, Punjab,
Finance Department.

To

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

Dated, Chandigarh, the 4th December, 1965

Subject : Procedure for the selection of candidates for Post-Graduate Training or Technical Training in India - Execution of Bond.

Sir,

I am directed to state that the question of prescribing suitable forms of bonds which are required to be executed by the Government employees who proceed for Post-Graduate Training or Technical Training within India, has been considered and it has been decided that the Government employees who are sent for training within India, should be required to execute a bond/supplementary bond on the prescribed form. Separate forms of bonds/supplementary bonds in respect of permanent and temporary Government employees are attached.

2. The lump sum amount of refund to be specified in the bond/ supplementary bond should include all the monies paid to the Government employees concerned or expended on his account, by way of pay and allowances, leave salary, cost of fees, cost of books, travelling and other expenses, compensatory allowance/out of pocket allowance, etc., and other payments made to the Government employee concerned by any other agency such as Government of India or the training centre, etc., during the period of training/extended period of training respectively.

3. The period of service bond which is to be specified in the bond/ supplementary bond should be fixed/determined in accordance with the instructions laid down in Punjab Government, Finance Department circular letter No. 8709(3)FR-II-64/9821, dated the 22nd October, 1964.

Yours faithfully,

Sd/-

(A.C. Tuli)

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

No. 9273-(3)-FR-II-65/22600,

Dated, Chandigarh, the 4th December, 1965

A copy is forwarded to the Accountant General, Punjab, Simla, for information, with reference to his U.O. No. TM-II/31-1/64-65/144, dated the 23rd April, 1964.

By order

Sd/-
(A.C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to the Financial Commissioners, Punjab, and all Administrative Secretaries to Government, Punjab, for information and guidance.

Sd/-
(A.C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

1. Financial Commissioners, Punjab, and
2. All Administrative Secretaries to Government, Punjab.

U.O. No. 9273-(3)-FR-II-65,

Dated, Chandigarh, the 4th December, 1965

Copies are forwarded to the Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Deputy Ministers and Chief Parliamentary Secretary, for information of Chief Minister/Ministers/Ministers of State/Deputy Ministers and Chief Parliamentary Secretary.

Sd/-
(A.C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/Private Secretaries to Chief Minister/Ministers/
Ministers of State/ Deputy Ministers/Chief Parliamentary Secretary.

U.O. No. 9273-(3)-FR-II-65,

Dated, Chandigarh., the 4th December, 1965.

FORM A

BOND FOR PERMANENT GOVERNMENT EMPLOYEES PROCEEDING ON DEPUTATION FOR TRAINING WITHIN INDIA

KNOW all men by these presents that I _____ resident of _____ in the District of _____ at present employed as _____ in the Department/office of _____, Government of Punjab, (hereinafter referred to as the obligor) do hereby bind myself and my heirs, executors and administrators to pay to the Governor of Punjab (hereinafter called "the Government"), on demand, the sum of Rs. _____, (Rupees _____), together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

Dated this _____, day of _____ one thousand, nine hundred and _____ at _____.

Whereas the Government has selected the obligor for undergoing training connected *with (*Particular of nature of training) _____ for the period from _____ to _____ at _____ at the cost of the Government on the condition of his furnishing a bond as is herein contained;

And whereas in consideration aforesaid the obligor has executed the above written bond;

Now the condition of the above written obligation is such that if the obligor shall return to duty after the expiry or termination of the period of said training and shall serve the Government for a period of _____ after his return to duty then the above written bond shall be void but otherwise it shall remain in full force and virtue.

The stamp duty, if any, leviable on this bond shall be borne by the Government.

Signed and delivered by the above

bounden _____ in the presence of witness.

1. _____
2. _____

Accepted

for and on behalf of the Governor of Punjab

Signatures :-

- * _____
- * _____

*Designation of the officer

FORM B**BOND FOR TEMPORARY GOVERNMENT EMPLOYEES PROCEEDING ON DEPUTATION FOR TRAINING WITHIN INDIA**

Know all men by these presents that We, _____ resident of _____ in the District of _____ at present employed as _____ in the Department/office of _____ Government of Punjab (Hereinafter referred to as "the Obligor"), Shri _____, son of _____ and Shri _____ son of _____, (hereinafter jointly and severally referred to as "the sureties") do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Governor of Punjab (hereinafter referred to as "The Government") on demand the sum of _____ (Rupees _____), together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

Dated this _____, day of _____ one thousand, nine hundred and _____ at _____.

Whereas the Government has selected the obligor for undergoing training connected with (Particular of nature of training) _____ for the period from _____ to _____ at _____ at the cost of the Government on the condition of the obligor and the sureties furnishing a bond as is herein contained;

And whereas in consideration aforesaid the obligor and the sureties have executed the above written bond;

Now the condition of the above written obligation is such that if the obligor shall return to duty after the expiry or termination of the period of said training and shall serve the Government for a period of _____ after his return to duty then the above written bond shall be void but otherwise it shall remain in full force and virtue.

Provided always that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the said obligor before suing the sureties or any of them for the amount due hereunder

The stamp duty, if any, leviable on this bond shall be borne by the Government

Signed and delivered by the above bounden persons in the presence of witnesses.

(Obligor)

(Surety)

(Surety)

Witness.

1. _____

2. _____

Accepted
for and on behalf of the Governor of Punjab
Signatures :-

* _____

* _____

* Designation of the officer.

FORM A-I

**SUPPLEMENTARY BOND FOR PERMANENT GOVERNMENT EMPLOYEES GRANTED
EXTENSION OF DEPUTATION FOR TRAINING WITHIN INDIA**

KNOW all men by these presents that I _____ resident of _____ in the District of _____ at present employed as _____ in the Department/office of _____, Government of Punjab, (hereinafter referred to as the obligor) do hereby bind myself and my heirs, executors and administrators to pay to the Governor of Punjab (hereinafter called "the Government"), on demand, the sum of Rs. _____, (Rupees _____), together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

Dated this _____, day of _____ one thousand, nine hundred and _____ at _____.

WHEREAS THE above bounden was deputed for training by Government for the period from to _____ in consideration of which a bond dated _____, for Rs. _____ was executed by him in favour of the Governor of Punjab;

And whereas the period of training of the above bounden _____ at _____, has been/is being extended up to _____.

And whereas for the better protection of the Government the above bounden has agreed to execute this Supplementary bond with such condition as hereunder is written;

Now the condition of the above written obligation is such that if the obligor shall return to duty after the expiry or sooner determination, as the case may be, of the extended period of said training and shall serve the Government for a period of _____ years (to be determined in accordance with Punjab Government Circular Letter No. 8709-(3)-FRII-64/9821, dated 22nd October, 1964) after his return to duty then the above written bond shall be void but otherwise it shall remain in full force and virtue.

The stamp duty, if any, leviable on this bond shall be borne by the Government.

Signed and delivered by the above

bounden _____ in the presence of witness.

1. _____
2. _____

Accepted

for and on behalf of the Governor of Punjab

Signatures :-

- * _____
- * _____

* Designation of the officer

FORM B-I**SUPPLEMENTARY BOND FOR TEMPORARY GOVERNMENT EMPLOYEES GRANTED
EXTENSION OF DEPUTATION FOR TRAINING WITHIN INDIA**

Know all men by these presents that We, _____ resident of _____ in the District of _____ at present employed as _____ in the Department/office of _____ Government of Punjab (Hereinafter referred to as "the Obligor"), Shri _____, son of _____ and Shri _____ son of _____, (hereinafter jointly and severally referred to as "the sureties") do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Governor of Punjab (hereinafter referred to as "The Government") on demand the sum of _____ (Rupees _____), together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

Dated this _____, day of _____ one thousand, nine hundred and _____ at _____.

WHEREAS THE above bounden _____ was deputed for training by Government for the period from _____ to _____, in consideration of which a bond dated _____, for Rs. _____, was executed by him in favour of the Governor of Punjab;

And whereas the period of training of the above bounden at _____, has been/is being extended up to _____.

And whereas for the better protection of the Government the above bounden has agreed to execute this Supplementary bond with such condition as hereunder is written;

Now the condition of the above written obligation is such that if the obligor shall return to duty after the expiry or sooner determination, as the case may be, of the extended period of the said training and shall serve the Government for a period of _____ years (to be determined in accordance with the provisions of Punjab Government Circular Letter No. 8709-(3)-FRII-64/9821, dated 22nd October, 1964) after his return to duty then the above written bond shall be void but otherwise it shall remain in full force and virtue.

Provided always that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the said obligor before suing the sureties or any of them for the amount due hereunder.

The stamp duty, if any, leviable on this bond shall be borne by the Government.

Subject : Indo-U.S. Technical Co-operation Programme - International travel costs of training participants - Change in liability, effective Fy-1966 Programme.

Will the Financial Commissioners in the Punjab/Administrative Secretaries to Government, Punjab, kindly refer to Chief Secretary's (Political Branch) U.O. No. 5869-Pol(5)-65, dated the 28th June, 1965, under which a copy of letter No. 1/7/64-TCM, dated the 31st May, 1965, from the Government of India, Ministry of Finance on the above subject was circulated ?

2. Since the liability for International travel costs from India to U.S.A. and back of the training participants, sponsored for training in U.S.A., under Indo-U.S. Technical Co-operation Programme or the Fy-1966 Programme onwards will now belong to the Punjab Government as administrative agency sponsoring the candidates for training, it is requested that all proposals for sending Punjab Government employees for training abroad should invariably be got approved from the Finance Department before communicating State Government's recommendations to the Government of India. It is further requested that in order to minimize the expenditure, such employees should be allowed to travel in economy class by purchase of return air ticket/sea passage, as the case may be, and that the officers should be recommended after thorough screening and for training in those subjects only where the training is not available in India and is absolutely necessary especially for technical subjects.

A.C. Tuli,
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

- (i) All Financial Commissioners in the Punjab.
- (ii) All Administrative Secretaries to Government, Punjab.

U.O. No. 6072-(3)FRII-65,

Dated, Chandigarh, the 1st September, 1965.

Copy of letter **No. 4122-FRI-65/7278, Dated, Chandigarh, the 17th/24th May, 1965**, from Secretary to Government, Punjab, Finance Department, to the All Heads of Departments.

FINANCE
Regulations I

Subject : Grant of out of pocket allowances to the Officers deputed to various courses of training.

Sir,

I am directed to address you on the subject noted above and to State that rule 2.88 of the Punjab Civil Services Rules, Volume III (T.A. Rules) inter alia provides that when a Government servant or a student not already in Government service is selected to undergo a course of training, a competent authority may decide the scale, if any, on which he shall draw T.A./D.A., for undertaking journeys in connection with the training concerned.

According to the present practice if the period of training exceeds six weeks the trainee is not allowed any D.A., though he is allowed transfer T.A. for self only both ways the original journey to and the last journey from the place of training.

2. It has, therefore, been felt that while officers go on training and where the period of training is more than 6 weeks duration, they are not as a matter of fact entitled to either daily allowance or any compensatory allowance. Here and there some officers do get some relief as in the case of I.A.S. Officers but that relief is not uniformly applicable. The need of for a uniform and systematic procedure for straight application to individual cases without reference to Finance Department has since long been felt. Keeping this in view it has now been decided that the T.A./D.A. of this category of Trainees may be regulated as under: -

- (i) An out of pocket allowance equal to 20 per cent of pay as if the trainees were in the nature of deputation subject to a maximum of Rs. 200 per mensem where free food is not available. This amount may be reduced to half, i.e., 10 per cent subject to a maximum of Rs. 100 in case free food is provided at Government expenses. The bachelor officers should be allowed this allowance at the rate of 10 per cent subject to a ceiling of Rs. 100.
- (ii) T.A. may be allowed at tour rates without any D.A.

Copy of Endorsement No. 4122-FRI-65/7277, of even date from the same Officer.

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

No. 3323-(3)FRII-65/4226

From

The Secretary to Government, Punjab,
Finance Department.

To

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

Dated, Chandigarh, the 22nd/27th April, 1965

Subject : Terms to be granted to Government servants sent abroad for training under the various training Schemes.

Sir,

I am directed to invite a reference to para 5 of Punjab Government, Finance circular letter No. 3624-(3)FRII-62/9900, dated the 21st September, 1962, and para 2 of Punjab Government, Finance Department Circular letter No. 7957(3)FRII-64/5737, dated the 29th August, 1964, on the subject mentioned above, wherein it is stated that the lump-sum amount of refund to be specified in the bond/supplementary bond should include all the monies paid to the Government servant concerned or expended on his account during the period of training, i.e., pay and all allowances, leave salary, cost of fees, travelling and other expenses, cost of international travel and cost of training abroad met by the foreign Government/Agency concerned.

2. As regards the lump sum amount to be specified in the bonds, it has been decided that since the bond is required to be executed before an Officer proceeds abroad for training, the lump sum amount to be mentioned in the bond, should include estimated expenditure in respect of the items mentioned in paragraph 1 above to be incurred on the Officer's deputation both by the Punjab Government and foreign Government/ Agency. In case the expenditure to be incurred by the foreign Government/Agency is not known, it should be ascertained from the Ministry/ Department of the Government of India who sponsors the Officer's training abroad.

Yours faithfully,

Sd/-

(A. C. Tuli)

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

No. 776(3)FRII-65/1636

From

The Secretary to Government, Punjab,
Finance Department.

To

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

Dated, Chandigarh, the 20th/22nd February, 1965

FINANCE

Regulations II

Subject : Procedure for the selection of candidates for Post-Graduate training or Technical Training in India or abroad - Execution of Bond.

Sir,

I am directed to state that according to the instructions issued by the Finance Department, from time to time, on the above subject, the Government employees who proceed for Post-Graduate Training or Technical Training in India or abroad, are required to execute a service bond for a specified period before proceeding for such training. Instances have come to notice in which this essential formality regarding the execution of service bond by the Government employees before proceeding for training has not been observed thus resulting in wastage of Government funds and other complications. It is, therefore, requested that the Government employees who proceed for training in India or abroad should invariably be made to execute the required service bond before they are allowed to proceed for training, failing which the Government will be constrained to take a serious view of any default in this behalf.

Yours faithfully,

Sd/-

(Arjan Singh)

Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 8709-(3)FR-II-64/9821

From

The Secretary to Government, Punjab,
Finance Department.

To

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

Dated, Chandigarh, the 22nd October, 1964

FINANCE
Regulations II

Subject : Procedure for the selection of Graduate Training or Technical abroad - Execution of Bond.

Sir,

I am directed to invite a reference to Punjab Government, Finance Department circular letter notifications noted in the margin¹ and to state that the question affixing the period of Service Bond on rational basis in respect of Government employees who proceed abroad for training under the various Training Schemes has been considered. It has been decided that the period of Service Bond in such cases should be fixed/determined on the following basis and the necessary bonds executed accordingly:

- (a) Basic minimum period applicable in all cases... One year.
- (b) Add to this twice the period of training, e.g., if the period of training is two years, add four years, if it is six months, add one year.
- (c) Maximum period applicable in all cases ... Five years,

2. The above orders in regard to the determination of the period of Service Bond are equally applicable in respect of Government employees.

- (a) Who proceed abroad for higher studies on study leave terms or by taking extraordinary leave in relaxation of rules; and
- (b) Who proceed for training within India and in whose case the period of training is treated duty/study leave/extraordinary leave.

¹ (1) Circular letter No. 235-FRII- 60/ 3568 dt. 12.4.60
(2) Circular letter No. 9315-(5)FRII- 61/ 10865 dt. 9.10.61
(3) Circular letter No. 3624-(3)FRII- 62/ 9900 dt. 21.9.62
(4) Circular letter No. 676-(5)FRII- 64/1013, dt. 1-2-64.
(5) Notification No.14241-(5) FRII-63/ 533, dt. 30-12-63.
(6) Notification No. 6716 (5)FRII-64/ 5898, dt. 25-6-64.
(7) Circular letter No. 7957-(3) FRII-64/ 7537, dt. 29-8-64.

3. These orders take effect from the date of issue of this letter and the past cases will not be re-opened.

Yours faithfully,

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 11509-FR-II-60/10616

From

Shri Jaswant Singh Basur, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

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

Dated, Chandigarh, the 1st December, 1960

Subject : Deputation on training of Government servants in India and abroad - Grant of special pay during such training period.

Sir,

I AM directed to invite a reference to the Punjab Government circular letter No. 3937-FR-56/5394, dated the 24th July, 1956 (copy enclosed for ready reference) on the subject noted above and to say that the State Government have reviewed the whole position and decided that, during the period of his training in India or abroad, a Government servant under the rule making control of the State Government will be entitled to the special pay (if any) attached to the post he is holding at the time of his proceeding on such training, provided it is certified by the competent authority that he would have continued to hold the post and draw the special pay, attached to it but for his deputation on such training.

2. Necessary action to issue amendments, to note 4 below rule 6.2 of Punjab Civil Services Rules, Vol. I, Part I, and to Appendix 20-A to Punjab Civil Services Rules, Vol. I, Part II, is being taken separately.

Yours faithfully,

J.S.BASUR
Secretary to Government, Punjab,
Finance Department.

No. 3264-FRII-60/4380

From

Shri Jaswant Singh Basur, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

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

Dated, Chandigarh, the 12th May, 1960

Subject : Terms regarding pay, etc., to be granted to Government servants sent on training within India.

Sir,

I AM directed to invite a reference to Finance Department circular letter No. 1001-FRII-59/3186, dated the 31st March, 1959, on the subject noted above in which the general criterion for purpose of determining whether a Government servant during the period of training within India should be considered to be on duty or not was laid down. It was indicated therein that if the training to be imparted was "obligatory" to the performance of the duties of the post held by a Government servant then the period of such training should be treated as "duty" and if the training was only 'desirable' or meant to better the prospects of the individual, then the period of such training was not to be treated as 'duty' and instead leave of the kind due or study leave was to be granted.

2. In actual practice, however, some difficulty has been experienced in the matter of determining whether the training was really obligatory or merely desirable or intended to better the prospects of the individual concerned. The whole position has, therefore, been examined further and it has now been decided that the criterion for the treatment of a period of particular training as "duty" should be whether the organisation really needs the services of such trained personnel. Where this need is established, the period of such training can be treated as "duty". In such cases, departments should certify that there is a real need of such trained personnel. The period of training can then be treated as "duty".

3. Cases in which the period of training has been treated as "duty" provisionally pending further clarification of the term "obligatory", should now be reviewed in the light of the criterion indicated above and forwarded to the Finance Department.

Yours faithfully,

J.S.BASUR
Secretary to Government, Punjab,
Finance Department.

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.)

Terms regarding pay, special leave, etc, to be granted to Government employees sent on training abroad under the various training Schemes.— With reference to the Finance Department circular letter No. 8186-FR-55/8683, dated 1st September, 1955, the question of counting study leave and special leave on half pay sanctioned under Finance Department circular letter No. 64-FR-54/576, dated the 2nd February, 1954, for increments in an officiating post has further been considered by Government. It has now been decided that study leave and special leave on half pay under Finance Department circular letter, dated 2nd February, 1954, mentioned above may be allowed to count for increments in an officiating post if an officer has put in at least three years of service under Government at the time of procession on such leave, provided that a certificate is given by the appointing authority that the officer would have continued to officiate in that post or a post on the same time-scale but for his proceeding on leave.

(No. 243-FR-II-59/2159, dated the 10th March, 1959).

DATEWISE LIST OF INSTRUCTIONS OF SUBJECTS OF VOLUME –VII**LEAVE, LEAVE ENCASHMENT, FEE, HONORARIUM, ADHOC BONUS, SUBSISTENCE ALLOWANCE, JOINING TIME, COMPULSORY WAITING PERIOD, SUPERNUMERARY POST, SAS PERSONNEL, DEPUTATION/FOREIGN SERVICE, TRAINING, ETC.**

Sr. No.	Date	Number	Subject	Remarks	Page No.
1.	03.06.2011	No. 11/102/2009-3FR	Introduction of Child Care Leave (CCL) for women Government employees.		20
2.	08.12.2010	No. 7/8/2010-4FR	Restriction on official/private foreign visits.		115
3.	01.10.2010	No. 11/102/2009-3FR	Introduction of Child Care Leave (CCL) during probation period.		18
4.	05.02.2010	No. 11/102/2009-3FR	Introduction of Child Care Leave (CCL) for women Government employees.	Modified partly and clarified vide dt.1.10.10 & 3.06.2011	15
5.	13.01.2010	No. 4/9/2009-5FR/1858	Calculation of monthly contribution towards cost of pension and leave salary payable during foreign service		187
6.	08.01.2010	No. 181-TA-HR-(4T) 2010/224-400	State S.A.S. Part-I and II (OB/LAD) Examination.	Obsolete.	133
7.	19.08.2009	No. 11/109/2009-2FD-III/1287	Settlement of Labour Disputes - Lok Adalats on 21.8.2009.		117
8.	06.07.2009	No. 5/7/2009-1B&C	Transfer/utilisation (otherwise than initially envisaged) of posts within the organisation - instructions regarding.		118
9.	22.06.2009	No. 11/126/2009-1FR	Scheme for grant of maternity leave to female employees of Haryana Government engaged on contract basis - instruction regarding.		1
10.	18.08.2008	No. 5/6(II)-85-4FR	Deputation of Government employees on Training to various courses in India - Delegation of powers.		243
11.	17.05.2007	No. 5/1/2007-1B&C	Creation of supernumerary posts and adjustment of staff appointed against such posts - Clarification thereof.		109
12.	22.01.2003	No. 5/6-(II)-85-3FR-II	Deputation of Government Employee on Training to various Courses in India, Delegation of powers.		244
13.	29.04.2002	No. 11/111/01-4FR-II	Regarding sanction of cash payment in lieu of unutilised earned leave on the date of retirement/superannuation from Government service.		53
14.	01.02.2002	No. 13/2(79)/2001-5FR-I	Deputation of Government employees to other State Government(s) including Central Government or bodies, Companies, Corporations under their control - Deputation Allowance.		231
15.	01.02.2002	No. 13/2(79)/2001-5FR-I	Deputation of Govt. employees to other State Government(s) including Central Govt. or bodies, Companies, Corp. under their control - Deputation Allowance.		207

Sr. No.	Date	Number	Subject	Remarks	Page No.
16.	24.12.2001	No. 28/61/2001-1B&C	Appointment of representative of Finance Department in various Committees of Corporation/Boards.		139
17.	19.10.2001	No. 10/6/99-3FR-II	Policy decision regarding higher studies for employees of the State Government.		27
18.	22.06.2001	No. 13/2(37)2000-5FR-I	Calculation of monthly contribution towards cost of pension and leave salary payable during foreign service.	Revised vide dated 13.01.2010	189
19.	01.06.2000	No. 9/3/2000-2FICW	Payment of back wages to the daily wages staff in compliance with the judgment of Courts – Instructions regarding follow up of the mandatory provisions of Section 25-F & 25-G of Industrial Dispute Act, 1971.		120
20.	07.01.2000	No. 13/2(1)2000-5FR-I	Deputation of Government employees to other State Governments including Central Government or Bodies/ Companies/Corporations - Deputation allowance.		209
21.	06.10.1999	No. 11/33/98-1एफ. आर.-II	उच्च तकनीकी शिक्षा प्राप्त करने के लिए विभिन्न प्रकार का अवकाश स्वीकृत करने बारे		30
22.	06.10.1999	No. 11/82/99-1FR-II	Curbing of practice of willful absence.		25
23.	06.07.1999	No. 14/59/93-1FA	Filling up the Vacancies of Section Officers in S.A.S. Cadre.		140
24.	25.05.1999	No. 28/37/97-5B&C	Proper procedure of routing the cases to Finance Deptt.		122
25.	02.04.1999	No. 13/2/98-5FR-I	Standard Terms & Conditions of the Government employee on Deputation with Chandigarh Administration.		233
26.	26.02.1999	क्र. 2/15/89-3FR	अनिवार्य प्रतीक्षा अवधि को नियमित करने बारे ।		91
27.	02.02.1999	No. 5/6-(II)-85-3FR-II	Training to various courses in India, Delegation of powers.	Revised vide dated 22.01.2003	245
28.	02.12.1998	No. 13/5(3)98-5FR-I	Transfer of Haryana Government Employees to other State Governments including Central Government, Companies, Boards, Municipal Committee etc.- Period of Deputation.		199
29.	17.11.1998	No. 4/5/96-4FR-II	Grant of Adhoc Bonus to the Haryana Government employees for the year 1996-97.	Obsolete.	81
30.	12.08.1998	No. 11/12/98-4FR-II	Encashment of unutilised earned leave.		56
31.	18.03.1998	No. 13/2(65)/97-5FR-I	Transfer of Haryana Government Employees to other State Governments including Central Government, Companies, Boards, Municipal Committee etc.- Period of Deputation.		234

Sr. No.	Date	Number	Subject	Remarks	Page No.
32.	23.01.1998	No. 13/2(65)97-5FR-I	Transfer of Haryana Government Employees to other State Government including Central Government, companies, boards, municipal committee etc. - period of deputation.		201
33.	22.12.1997	No. 16/7/89-1FA	Appoint of Accounts Personnel/Audit Staff in Government Departments/Corporations/Boards/Companies/Co-operative institutions etc.		142
34.	29.10.1997	No. 4/5/96-4FR-II	Grant of Adhoc Bonus to the Haryana Government employees for the year 1995-96.	Obsolete.	83
35.	06.10.1997	No. 28/37/97-5B&C	Proper procedure of routine the cases to F.D.	Reiterated vide dt.25.05.99	123
36.	04.07.1997	No. 7/8/97-3FR-II	Approval regarding foreign visits for attending Seminars and Trainings.		246
37.	20.01.1997	No. 4/19/95-4FR-II	Grant of Adhoc Bonus to the Haryana Government employees for the year 1994-95.	Obsolete.	Not Printed
38.	04.07.1996	No. 16/2/88-1FA	Appointment of Accounts Personnel in Government Corporations/Companies/Boards/Co-operative Institutions etc.		144
39.	16.06.1995	No. 4/16/94-4FR-II/3284	Grant of Adhoc Bonus to the Haryana Government employees for the year 1993-94.	Obsolete.	Not Printed
40.	17.05.1995	No. 14/59/93-1FA	Filling of Vacancies of Section Officers in S.A.S. Cadre.		146
41.	04.04.1995	No. 14/209/81-1FA	Revision of regulations for the S.A.S. Examination Haryana.		148
42.	31.03.1995	No. 2(42)/94-3FR-I	Delay in issue of posting order and regularization of compulsory waiting period of Govt. employees.		92
43.	28.10.1994	No. 11/84/83-1FR-II/1968	Maternity Leave on account of miscarriage/abortion-Modification in the period of admissibility.		2
44.	17.10.1994	No. 4/14/93-4FR-II/2290	Grant of Adhoc Bonus to the Haryana Government employees for the year 1992-93.	Obsolete.	Not Printed
45.	27.05.1994	क्र. 16 / 7 / 89-1वि.ले.	एस.ए.एस. काडर के अधिकारियों के स्थानान्तरण/भार-मुक्त करने बारे।	Revised vide dt. 22.12.1997	Not Printed
46.	20.05.1994	No. 4/11/91-4FR-II/3418-A	Grant of Adhoc Bonus to the Haryana Government Employees for the year 1991-92.	Obsolete.	Not Printed
47.	23.11.1993	क्र. 4 / 5 / 93-1एफ.आर. - II	बोनस तथा डी.ए. के एरियर की राशि की अदायगी संबंधी अनियमितता।	Obsolete.	Not Printed
48.	18.10.1993	No. 14/209/81-1FA	Revision of syllabus for the State Subordinate Accounts Service, Examination (Part-I) (ordinary).		149

Sr. No.	Date	Number	Subject	Remarks	Page No.
49.	14.05.1993	No. 13/5(1)-89-5FR-I	Transfer of Haryana Govt. employees to the other Govts. Companies, Boards, Corporations and Municipal Committees etc. etc.–Period of deputation.		202
50.	05.02.1993	No. 11/16/89-1FR-II	Grant of Maternity Leave - Clarification		3
51.	16.12.1992	No. 11/96/92-1FR-II	Admissibility of Maternity leave in case of miscarriage including abortion and abortion induced under the medical Termination of Pregnancy Act.		4
52.	25.09.1992	No. 11/16/89-1FR-II	Grant of Maternity Leave.		5
53.	24.08.1992	No. 4/139/91-3FR-II	Grant of Adhoc bonus to the Haryana Government employees - clarification regarding work-charged/Daily Wage employees.	Obsolete.	Not Printed
54.	19.08.1992	No. 16/7/89-1FA	Appoint of Accounts Personnel/Audit Staff in Government Departments/Corporations/Boards/Companies/Co-operative institutions etc.	Revised vide dated 22.12.1997.	Not Printed
55.	11.03.1992	No. 4/11/91-3FR-II	Grant of adhoc bonus to the Haryana Government employees for the year 1990-91.	Obsolete.	Not Printed
56.	27.02.1992	No. 13/5(1)/78-5FR-I	Regarding maintaining the accounts pertaining to leave salary and pension contributions of Government servants on deputation out of India.		235
57.	01.01.1992	No. 4/11/91-3FR-II	Grant of adhoc bonus to the Haryana Government employees for the year 1990-91.	Obsolete.	Not Printed
58.	19.11.1991	No. 11/16/89-1FR-II	Grant of Casual Leave to female Govt. employees.		39
59.	19.11.1991	No. 11/16/89-1FR-II	Grant of Maternity Leave	Modified partly vide dated 25.09.1992	6
60.	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.		217
61.	03.04.1991	No. 2(15)/89-3FR-I	Regularisation of compulsory waiting period of Government employees.	Reiterated vide dated 31.03.1995	93
62.	14.01.1991	क्र. 12(4)/90-4एफ.आर. II	हरियाणा राज्य के कर्मचारियों/अधिकारियों को मासिक आधार पर मानदेय/अनुदान की राशि को संशोधित करने बारे।		71
63.	15.10.1990	No. 14/496/88/PE(FD)	Regarding creation of supernumerary posts.		110
64.	30.03.1990	No. 4/11/89-3FR-II	Grant of adhoc bonus to the Haryana Government employees for the year 1988-89.	Obsolete.	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
65.	27.02.1990	No. 13/5(3)/90-5FR-I	Transfer of Haryana Government employees to other Governments, Companies, Boards, Municipal Committees etc. Clarification regarding grant of retirement benefit on permanent absorption.	Revised vide dated 07.01.2002	43
66.	30.01.1990	No. 11/50/88-1FR-II(12/1990)	Cash payment in lieu of unutilized earned leave on the date of invalid retirement.		58
67.	13.12.1989	क्र. 11/51/89-1एफ आर।।(2096)	उच्च शिक्षा प्राप्त करने के लिए पंजाब सी.एस. आर. वाल्यूम-1, पार्ट-1 के नियम 8.137 के अन्तर्गत असाधारण अवकाश प्रदान करना।		31
68.	06.02.1989	No. 13/5(1)89-5FR-I	Transfer of Haryana Government employees to other government, companies, boards, municipal committee etc. – Period of deputation.		203
69.	20.01.1989	No. 4/11/88-3FR-II	Grant of adhoc bonus to the Haryana Government employees for the year 1987-88.	Obsolete.	Not Printed
70.	02.11.1988	No. 13/5(15)87-5FR-I	Deputation of Government employee to other State Governments including Central Government or bodies/ Companies/Corporations - Terms and Conditions.	Revised vide dated 07.01.2000	210
71.	07.10.1988	क्र. 14/209/81-1FA	राज्य एस.ए.एस. परीक्षा में एक ग्रेस अंक देने बारे।		153
72.	16.08.1988	No. 13/5(13)/88-5FR-I	Deputation of Haryana Govt. employees to other State Govts., Companies, Corporations, Boards, Municipal Committees etc. – Grant of Deputation Allowance.		204
73.	10.06.1988	No. 11/47/88-1FR-II	Cash equivalent of leave salary to be paid to the family of Govt. Employee who dies while in service.		59
74.	08.06.1988	No. 13/5(13)/88-5FR-I	Deputation of Government employees to other State Government including Central Government or Bodies/ Companies/Corporation - Deputation Allowance.	Revised vide dt. 07.01.2000.	Not Printed
75.	15.03.1988	No. 11/61/83-1FR-II	Grant of maternity leave to female Government employees appointed on ad-hoc basis.		7
76.	09.03.1988	No. 11/24/88-1FR-II	Cash payment in lieu of unutilized earned leave on the date of retirement.		60
77.	11.12.1987	No. 13/5(19)/87-5FR-I	Grant of Bonus/Ex-gratia to Government employees on deputation to Public Sector undertakings etc.		215
78.	12.10.1987	No. 13/5(7)/83-5FR-I	Grant of Ex-gratia/Bonus to Government employees on deputation to Public Sector undertakings etc.		216

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79.	05.10.1987	No. 6/3(6)85-1FR-I	Continued employment of Female employees in the state of Pregnancy employed on adhoc basis.	Revised partly vide dated 15.03.1988	124
80.	05.10.1987	No. 6/3(6)85-1FR-I	Continued employment of Female employees in the state of Pregnancy employed on adhoc basis.	Revised partly vide dated 15.03.1988	8
81.	29.09.1987	No. 14/209/81-1FA	Revision of regulations for the State Subordinate Accounts Services Examination, Haryana.		154
82.	07.09.1987	No. 13/5(3)/87-5FR-I	Transfer of Haryana Government employees on foreign service to other Govts., Companies/Corporations.		205
83.	04.06.1987	No. 2(70)/86-3FR-I	Regularisation of compulsory waiting period of Government employees.	Modified partly vide dt.03.04.91	94
84.	26.05.1987	No. 11/29/86-1FR-II	Delegation of powers to the leave sanctioning authority for grant of Extra Ordinary Leave.		40
85.	13.05.1987	No. 13/5(3)/87-5FR-I	Transfer of Haryana Government Employees on deputation/foreign service to other Governments, Companies, Corporations etc.	Obsolete	Not Printed
86.	29.04.1987	No. 11/50/87-1FR-II	Cash Payment in lieu of unutilised earned leave on the date of retirement.	Revised vide dated 12.08.1998	Not Printed
87.	09.04.1987	No. 11/30/87-1FR-II	Earned leave for person serving in vacation department.		42
88.	02.04.1987	क्र. 11/77/84-1एफ.आर.-II	उच्च शिक्षा प्राप्त करने के लिए पंजाब सी.एस.आर.वाल्थूम- I, पार्ट- I के नियम 8.137 के अन्तर्गत असाधारण अवकाश स्वीकृत किया जाना।		33
89.	17.03.1987	No. 13/5(5)/86-5FR-I	Transfer of Haryana Govt. employees to other Governments, Companies, Corporations Boards, Municipal Committees etc. Grant of Deputation Allowance.		167
90.	13.03.1987	No. 2(70)/86-3FR-I	Regularisation of compulsory waiting period of Government employees.	Revised vide dated 04.06.1987	95
91.	25.02.1987	No. 13/5(25)/86-5FR-I	Deputation of Government employees to other Governments, Companies, Corporation, Boards etc.-Terms and conditions there-of.	Superseded vide dated 17.03.1987	Not Printed
92.	03.02.1987	No. 14/209/81-3FA	Revision of syllabus for State Subordinate Accounts Service Examination Haryana.	Revised partly vide dated 18.10.1993	159

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93.	22.09.1986	No. 13/1(33)/83-5FR-I	Transfer of State Government employees on Deputation/Foreign service - recovery of Leave salary and Pension Contributions.		190
94.	18.08.1986	No. 11/43/86-1FR-II	Maternity Leave on account of 'Threatened Abortion' - Clarification regarding.		9
95.	28.07.1986	No. 13/5(5)/86-5FR-I	Deputation of Haryana Govt. employees to other State Governments including Central Govt. or Bodies/Companies/Corporations Deputation Allowance.	Superseded vide dated 17.03.1987	Not Printed
96.	15.04.1986	No. 14/209/81-3FA	Revision of syllabus for State Subordinate Accounts Service Examination Haryana.	Revised vide dated 03.02.1987	Not Printed
97.	20.02.1986	No. 13/5(5)/86-5FR-I	Deputation of Government employees to other State Government including Central Government or Bodies/Companies/Corporation - Deputation Allowance.	Modified vide dated 17.03.1987 & 07.01.2000	Not Printed
98.	07.11.1985	No. 13/5(I)/78-5FR-I	Watching recovery of Leave salary and Pension Contributions.	Obsolete	Not Printed
99.	05.07.1985	No. 14/300/84-5FA	Maintenance of accounts - Duties and functions of Section Officers.		162
100.	27.05.1985	क्र. 11 / 77 / 84-1एफ. आर.- 11 /	उच्च शिक्षा प्राप्त करने के लिए पंजाब सी0एस0आर0वालयूम-1, पार्ट-1 के नियम 8. 137 के अन्तर्गत असाधारण अवकाश प्रदान करना		34
101.	28.03.1985	No. 5/6-(II)-85-3FR-II	Deputation of Government employees on Training to various courses in India Delegation of powers.	Revised partly vide dated 2.02.1999, 22.01.2003 & 18.08.2008	247
102.	26.11.1984	क्र. 10 / 16 / (7)-84-3एफ.आर. 11 / 2840	कर्मचारियों/अधिकारियों को प्रशिक्षण/सैमिनार इत्यादि में भाग लेने की सामान्य शर्तों का ब्यौरा भेजने बारे ।		249
103.	20.11.1984	No. 13/5(1)/78-5FR(I)	Watching recovery of leave salary and pension contributions.	Obsolete	Not Printed
104.	14.09.1984	No. 13/5(1)/78-5FR(I)	Watching recovery of Leave salary and Pension Contributions.- Supply of Registers for maintaining the accounts.	Obsolete	Not Printed
105.	30.08.1984	No. 14/186/83-3FA	Amendment in Haryana State Subordinate Accounts (Group C) Service Rules, 1982.		164
106.	04.07.1984	No. 11/95/83-1FR-II	Cash payment in lieu of unutilised earned leave on the date of retirement.	Clarified vide dated 29.04.2002	61

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107.	04.07.1984	No. 11/61/83-1FR-II	Grant of maternity leave to female Government employees appointed on adhoc basis.	Modified vide dated 15.03.1988	10
108.	13/14.02.1984	No. 11/1/84-1FR-II	Grant of Maternity Leave to female Government employees.		11
109.	02.01.1984	No. 14/186/83-1FA	Notification regarding change of designation of SAO/AO/AAO/Sr. Auditor etc.	To be compared from original.	165
110.	05.10.1983	No. 13/5(1)-78-5FR(I)	Watching recovery of leave salary & pension contribution.		191
111.	10.08.1983	No. 11/61/83-1FR-II	Grant of maternity leave to female Government employee appointed on adhoc basis.	Revised vide dated 04.07.1984	12
112.	23.05.1983	No. 13/5(7)-82-5FR(I)	Deputation of Government employees to other Govts. Companies/Corporations etc. - Deputation Allowance.	Revised vide dated 17.03.1987	Not Printed
113.	23.02.1983	No. 15/57/82-1FA	Appointment of Accounts Personnel in Government Corporations/Companies/Boards/Co-operative Institutions etc.	Revised vide dated 19.08.1992	Not Printed
114.	31.12.1982	No. 13/5(8)/82-5FR(I) (Substitution)	Revision of rates of Pension Contribution payable during foreign service.	Revised partly vide dated 22.06.2001	193
115.	28.12.1982	No. 13/5(1)/78-5FR(I)	Watching recovery of Leave Salary and Pension Contributions.	Obsolete	Not Printed
116.	09.12.1982	क्र. 5/6(11)-82-3एफ आर-11	अधिकारियों/कर्मचारियों को प्रशिक्षण सैमीनार इत्यादि में भाग लेने के लिए केसिज समय पर भेजने बारे।		250
117.	17.11.1982	No. 1/239/82/1FG-I	Watching recovery of leave salary and pension contributions.	Obsolete	Not Printed
118.	09.09.1982	No. 11/5(5)-81-1FR-II	Grant of lumpsum benefit of leave salary to Haryana Govt. employees invalidated from service.	Revised vide dated 30.01.1990	62
119.	16.08.1982	No. 11/5(13)-1FR-II-82	Cash payment in lieu of un-utilised earned leave on the date of retirement - revision of the method of calculation of cash payment.		63
120.	01.07.1982	No. 11/5/(15)-1FR-II-82	Cash equivalent of leave salary payment to be made in one lumpsum as a one time settlement - Entitlement to increase in DA/AD ordered with retrospective effect.		64
121.	20.04.1982	No. 13/5(5)/81-5FR(I)	Payment of pension/CPF contributions and/or GPF subscription and repayment of loan and advances during the period of foreign service out of India.		236
122.	29.03.1982	No. 13/5(1)/78-5FR(I)	Watching recovery of Leave Salary and Pension Contribution.	Obsolete	Not Printed

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123.	16.03.1982	No. 5/1/3PR(FD)-80	Treatment of joining time.		96
124.	28.12.1981	No. 13/5(1)/78-5FR(I)	Watching recovery of Leave Salary and Pension Contributions.	Revised vide dated 05.10.1983	195
125.	25.09.1981	No. 11/5(5)-81-1FR-II	Grant of lumpsum benefits of leave salary to Haryana Govt. employees invalidated from service.	Revised vide dated 09.09.1982 & dated 30.01.1990	65
126.	09.01.1981	No. 5/6(II)-78-3FR-II	Daily Allowance during training within India.		251
127.	17.11.1980	No. 11/5(2)-80-1FR-II	Leave Salary admissible on half pay leave.	Inserted in rules.	Not Printed
128.	06.11.1980	No. 13/36/79-PE/C(FD)	Appointment of Accounts Personnel in Government Corporations/Companies/Boards/Co-operative Institutions etc.		166
129.	20.06.1980	No. 3532-2SS-79/311	Implementation of Pay Roll Savings Groups Scheme in Govt. Offices.	Obsolete.	Not Printed
130.	05.11.1979	No. 11/5/79-1FR-II	Admissibility of Maternity Leave in case of Mis-carriage including Abortion and abortion induced under the medical termination of pregnancy Act, 1971.	Obsolete.	Not Printed
131.	28.09.1979	No. 13/5(12)79-5FR-I	Deputation of Govt. Employees to other State Government including Central Government or Bodies/Companies/Corporations - Deputation allowance.	Obsolete	Not Printed
132.	22.08.1979	No. 11/5/78-1FR-II	Cash payment in lieu of unutilised earned leave on the date of retirement.	Substituted vide same number and date.	67
133.	22.08.1979	No. 11/5/78-1FR-II (Substituted)	Cash payment in lieu of unutilised earned leave on the date of retirement.	Revised vide dated 12.08.1998	66
134.	04.06.1979	No. 13/5(12)79-5FR-I	Deputation of Government employees to other State Government including Central Government or Bodies Companies/Corporation - deputation allowance.	Revised vide dated 17.03.1987 & 07.01.2000	Not Printed
135.	21.04.1979	No. 11/5/78-1FR-II	Cash payment in lieu of unutilised earned leave on the date of retirement.	Revised vide dated 09.03.1988 & 12.08.1998	68
136.	07.04.1979	No. 11/5(2)-79-1FR-II	Cash equivalent of leave salary to be paid to the family of a Government Employee who dies while in service.	Revised vide dated 10.06.1988	Not Printed
137.	27.02.1979	No. 11/5/78-1FR-II	Cash payment in lieu of unutilised earned leave on the date of retirement.	Revised/modified partly from time to time.	Not Printed

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138.	08.02.1979	No. 13/1(42)/79-5FR(I)	Standard terms and conditions of Government employees on deputation with Chandigarh Administration.	Revised vide dated 02.04.1999	Not Printed
139.	21.09.1978	No. 5/6(II)-78-3FR-II	Daily Allowance during training within India.	Revised vide dt.09.01.1981	Not Printed
140.	21.08.1978	No. 11/5/78-1FR-II	Cash payment in lieu of unutilized earned leave on the date of retirement.		69
141.	09.06.1978	No. 13/2/(41)/78-5FR(I)	Transfer of Haryana Government employees to other Government/Companies/Corporation/Boards/Municipal Committee etc. Grant of Deputation Allowance.	Superseded vide dated 17.03.1987	Not Printed
142.	16.05.1978	No. 13/2(41)/78-5FR(I)	Deputation of Government employees to other Government companies/corporation etc. Deputation Allowance	Modified vide dated 17.03.1987	Not Printed
143.	21.02.1978	No. 13/5(3)/78-5FR-I	Recovery of leave salary/pension contribution due in respect of a Government servant on foreign service.	Revised vide dated 05.10.1983	Not Printed
144.	13.02.1978	No. 11/5/78-FR-II	Cash payment in lieu of unutilised earned leave on the date of retirement.	Modified from time to time.	70
145.	13.09.1977	No. 1948-2FR-I-77/27560	Relinquishment of charge of office by a retiring Govt. servant when the last day of the month on which he is to retire happens to be a holiday.		125
146.	25.07.1977	No. 3296-WM-(4)-77/21750	Advance to Government servants for the celebration of marriages.		219
147.	19.05.1977	No. 842-FD(Pen)-SAP-77/14815	Simplification of Pension procedures - Foreign/Deputation.		196
148.	11.05.1977	No. 2528-5FR(1)-76/14020	Transfer of Haryana Government employees to other Government companies, Corporations, Boards, Municipal Committee etc. Grant of Deputation Allowance.	Revised vide dated 17.03.1987	Not Printed
149.	28.03.1977	No. 26-5FR(I)-77/8011	Payment of pension/CPF contributions and/or GPF subscription and repayment of loan and advances during the period of foreign service out of India.		237
150.	15.12.1976	No. 2714-5FR(I)-76/42222	Transfer of Government employees on 'Foreign Service' to Private Bodies, Corporations etc.	Superseded vide dated 11.05.1977	Not Printed
151.	28.05.1976	No. 1130-1FR-II-76/18446	Simplification of the method of calculation of leave salary for Haryana Government employees.	Substituted vide same No. & date.	Not Printed
152.	28.05.1976	No. 1130-1FR-II-76/18446 (Substituted)	Simplification of the method of calculation of leave salary for Haryana Government employees.	Inserted in rules.	Not Printed
153.	16.04.1976	No. 1216-5FR(I)-76/13097	Information regarding Leave Salary/Pension contribution in respect of Employees working on Deputation to Chandigarh Administration to be sent to Accountant General, Haryana.	Obsolete	Not Printed

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154.	30.03.1976	No. 1169-2FR-I-76/9922	Date of retirement of Haryana Govt. employees.		126
155.	22.12.1975	No. 3351-5FR-75/31300	Payment of leave salary to Government Servants on foreign service in India.	Revised vide dated 28.12.1981	197
156.	22.12.1975	No. 6700-7FR-75/43778	Cash equivalent of leave salary to be paid to the family of a Government employee who dies while in service – Applicability to re-employed pensioners.	Revised vide dated 21.08.1978	Not Printed
157.	19.11.1975	No. 7056-7FR-75/40201	Date of retirement of Haryana Government Employees.		127
158.	31.10.1975	No. 5387-3FR-75/36327	Grant of compensatory Allowance/ House Rent Allowance during Extraordinary Leave.		44
159.	30.09.1975	No. 2269-5FR-75/34821	Deputation of Government Employees to Corporations etc. Terms and Conditions.	Superseded vide dated 11.05.1977	Not Printed
160.	28.08.1975	No. 3893-7FR-75/46	Medical Termination of Pregnancy Act, 1971 - Admissibility of Maternity leave.		13
161.	31.07.1975	No. 2250-5FR-75/25425	Grant of bonus to Government employees on deputation to Public Sector Undertakings etc.	Superseded vide dated 11.05.1977	Not Printed
162.	15.07.1975	No. 3912-5FR-75/22899	Deputation of Government Employees to other Governments/Companies/Corporations etc. Deputation allowance.	Revised vide dated 11.05.1977	Not Printed
163.	30.06.1975	No. 853-5FR-75/20872	Transfer of Haryana Government Employees on foreign service to other Governments, Companies Corporations.	Revised vide dated 11.05.1977	Not Printed
164.	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.		220
165.	06.02.1975	No. 6470-WM-(4)-74/3537	Advance to Government servants for the celebration of marriages.	Superseded vide dated 25.07.1977	Not Printed
166.	05.12.1974	No. 6344-5FR-74/41666	Deputation of Govt. Employees to Corporations etc. Terms and Conditions.	Superseded vide dated 11.05.1977	Not Printed
167.	12.07.1974	No. 1278-5FR-74/23948	Deputation of State Government Officers on foreign service to the Developing Countries - Gratuity payable by foreign Government.		239
168.	28.06.1974	No. 686-5FR-74/23055	Deputation of Government employees to Corporations etc. - Terms and conditions	Superseded vide dated 11.05.1977	Not Printed
169.	20.06.1974	क्र. - 1-A.O (F.D)-74/22047	पंजाब सिविल नियमावल भाग 1 को दोबारा छिपवाना।	Obsolete.	Not Printed

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170.	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.		72
171.	10.10.1973	No. 4418-5FR-73/39584	Amendment in Punjab CSR Volume I Part I in Rule 8.86 and 8.137-A.	Revised vide dated 25.09.1992.	Not Printed
172.	15.05.1973	No. 637-5FR-73/19504	Grant of benefit of refused L.P.R. after the expiry for the period of re-employment.	Obsolete	Not Printed
173.	02.05.1973	No. 1182-2FR-73/18281	Permanent transfer of Government servants to Government Companies, Corporations – Grant of retirement benefits.		221
174.	20.04.1973	No. 1169-5FR-73/15547	Leave for Higher Education.		36
175.	10.04.1973	No. 1573-5FR-73/14763	Grant of leave preparatory to retirement under Rules 8.116 (iii) of CSR Vol. I, Part I.	Inserted in rules.	Not Printed
176.	28.11.1972	No. 6033-WM(1)72/37128	Regarding Sanction and recovery of Loans/Advances from Govt. employees on deputation.		222
177.	28.01.1972	No. 7591-(5)-FR-71/2378	Transfer of Haryana Government employees to other Government Departments, Companies etc. - Deputation (Duty) allowance.	Superseded vide dated 11.05.1977.	Not Printed
178.	21.07.1971	क्र. 2677-1एफ.आर.-71/19510	अनिवार्य सेवा निवृत्ति की आयु बढ़ाना।	Obsolete.	Not Printed
179.	08.06.1971	No. 3081-5FR-71/14257	Transfer of Haryana Government servants on deputation to 'foreign service' with autonomous organisations - Carry forward of leave on their permanent absorption.	Revised vide dated 07.01.2002.	Not Printed
180.	08.06.1971	No. 2796-5FR-71/15322	Transfer of Haryana Government employees to other Governments Corporations etc.	Revised vide dated 11.05.1977.	Not Printed
181.	19.05.1970	No. 1643-(5)-FR-70/11999	Government servants on deputation to ex-cadre posts, on their permanent absorption in such post fixation of pay of.		211
182.	31.03.1970	No. 856-(5)-FR-70-6913	Rounding off 'Foreign Service' contribution to the nearest rupee.	Obsolete	Not Printed
183.	31.12.1969	No. 9446-5FR-69/362450	Transfer of Government employees on foreign service terms - Grant of residential accommodation to Government employees by foreign employers.	Obsolete.	Not Printed
184.	19.12.1969	No. 8711-5FR-69/34214	Transfer of Haryana Government employees to other Governments Companies, Corporations etc., Grant of deputation allowance.	Superseded vide dated 11.05.1977	Not Printed

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185.	24.03.1969	No. 143-(5)-FR-69/7649	Transfer of Haryana Government employees on foreign service to Private Bodies Corporation etc.	Superseded vide dated 11.05.1977	Not Printed
186.	07.02.1969	No. 6757-5FR-68/34558	Admissibility of dearness allowance, c+L3404ompensatory (city) Allowance and House Rent Allowance during the period of leave granted immediately after completion of training abroad to cover stay overs/stop overs which results in the absence of trainees beyond a period of six months.		253
187.	05.02.1969	No. 21-GOI-B&C-69/1993	Recoveries from salaries of Central Govt. servants on account of dues of Cooperative Societies registered under the Cooperative Societies Act by the disbursing Officers situated outside the area of the State concerned - consideration of.	Obsolete	Not Printed
188.	20/24.01.1969	No. 6498-3FR-68/2355	Fees, travelling allowance etc. of Government servants appointed as Directors, Representatives or nominees of Government on Industrial Undertakings, etc.		73
189.	11.10.1968	No. 4018-3FR-68/24961	Grant of bonus to Government employees on deputation to Public Sector Undertakings etc.	Obsolete.	Not Printed
190.	07.10.1968	No. 6226-2FR-68/25062	Permanent transfer of Government servants to Government Companies/Corporations - Grant of retirement benefits.	Modified partly vide dt. 02.05.1973	223
191.	04.05.1968	No. 2056-WM(I)-68/10451	Grant of House Building Advances to Government servants on deputation to other Governments or on foreign service in India.	Modified vide dt. 14.12.1977	Not Printed
192.	19.03.1968	No. 12-WM(I)-68	Grant of House Building Advance to Government servants on deputation with other Governments.		225
193.	24.10.1967	No. 9870-5FR-67/24975	Training of Government Employees, on foreign service, abroad or in India.		254
194.	24.10.1967	No. 9870-5FR-67/24975	Training of Government Employees, on foreign service, abroad or in India.		240
195.	11.10.1967	No. 9426-5FR-67/24126	Transfer of Government employees to other Government Companies/Corporation etc.- Grant of deputation allowance.	Superseded vide dated 11.05.1977	Not Printed
196.	07.09.1967	No. 5128-FR-67	Terms and conditions of Government employees proceeding on training within India - submission of proposals.		255
197.	20/22.05.1967	No. 1720-(5)-FR-67/9282	Transfer of Government employees to other Govt./companies, corporation, and etc. Grant of Deputation Allowance.	Superseded vide dated 11.05.1977	Not Printed

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198.	19.10.1966	No. 5090-3FR-I-66/17816	Payment of pay and allowances due in respect of a Government employee certified to be lunatic.		128
199.	06.10.1966	No. 5069-FR-II-66/18294	Procedure regarding the grant of leave and disbursement of leave salary to Punjab Government employees transferred temporarily to service under other States Governments	Obsolete.	Not Printed
200.	24.09.1966	No. 4249-(IV)-FR-I-66/16534	Indication of Provident Fund account number in the service book of a subscriber.		103
201.	02.08.1966	No. 4553-FR-II-66/15252	Clarification in connection with the rate of subsistence allowance admissible under rules application of rules.		85
202.	16.06.1966	No. 1369-3FR-I-66/10938	Grant of Compensatory Allowance and House Rent Allowance during leave.	Obsolete.	Not Printed
203.	25.04.1966	No. 2047-5FR-II-66/8090	Earning of leave by officers serving in vacation Departments.	Obsolete.	Not Printed
204.	19.03.1966	No. 466-(3)FR-II-66/1626	Deputation abroad for training under various Technical Assistance Programmes.		256
205.	04.03.1966	No. 609(5)FR-II-66/3811	Leave salary admissible during refused leave under Rule 8.21 of the Punjab Civil Services Rules, Volume-I, Part I	Obsolete.	Not Printed
206.	7/9.02.1966	No. 356-3FR-II-66/1331	Terms of deputation of Officers deputed from the Punjab State to the Central Government and other State Governments and vice versa.	Superseded vide dated 11.05.1977	Not Printed
207.	4/5.01.1966	No. 9354-3FR-II-65/43	Terms to be granted to Government employees on training abroad under various schemes conditions for grant of terms of deputation.		260
208.	15/16.12.1965	No. 8353-(3)-FR-II-65/23377	Transfer of Punjab Government employees to other Governments Companies/Corporations, etc. Grant of Deputation Allowance	Superseded vide dated 11.05.1977	Not Printed
209.	06.12.1965	No. 9245-(5)-FR-II-65/22640	Leave salary of Government employees lent for service in vacation department.	Revised vide dated 24.10.1996	Not Printed
210.	04.12.1965	No. 9273-3FR-II-65/22599	Procedure for the selection of candidates for Post Graduate Training or Technical Training in India - execution of bond.		261
211.	01.12.1965	No. 9091-(5)-FR-II-65/22367	Leave salary admissible during refused leave under Rule 8.21 of the Punjab Civil Services Rules, Volume-I, Part I.	Obsolete.	Not Printed
212.	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	Modified partly vide dated 20/24.01.1969.	74

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213.	22/27.10.1965	No. 5826-(i)-FR-II-65/17990	Creation of supernumerary posts.	Clarified vide dt. 17.05.07	111
214.	11.09.1965	No. 6624-(4)-FR-I-65/15920	Travelling allowance on Training.	Revised vide dated 21.09.1978	Not Printed
215.	01.09.1965	No. 6072-3FR-II-65/7276	Indo USTCP international travel cost of training participants - Change in liability effective Fy-1966 Programme.		268
216.	03.08.1965	No. 221-FD(Pen)-65/13779	Fixation of time limit for the disposal of cases accompanied by Service Books - expeditious disposal thereof.		104
217.	28.07.1965	No. 4816-FR-II-65/13258	Rounding off of fractions of earned leave in leave accounts.		45
218.	22.07.1965	No. 4966(3)-FR-II-65/11467	Transfer of Punjab Government employees on Foreign Service to private bodies.	Obsolete	Not Printed
219.	05.07.1965	No. 5564-3FR-II-65/11803	Transfer of State Government servants to foreign service - Procedure regarding.	Obsolete	Not Printed
220.	19/21.06.1965	No. 4557-(3)-FR-II-65/9861	Transfer of Punjab Government employees to other Governments Companies/Corporations, etc. Grant of Deputation Allowance	Obsolete	Not Printed
221.	01.06.1965	No. 4605(5)-FR-II-65/9135	Grant of refused leave under rule 8.21 of the Punjab Civil Services Rules, Volume I (Part I).	Obsolete.	Not Printed
222.	27.05.1965	No. 3485-7FR-II-65/8750	Handing over and taking over charge by a Government employee availing of regular leave in combination with quarantine leave.		46
223.	18.05.1965	No. 4060-FR-II-65/7799	Grant of good service reward/bonus.	Obsolete.	Not Printed
224.	17/24.05.1965	No. 4122-FR-I-65/7278	Grant of out of pocket allowances to the Officers deputed to various courses of training.		269
225.	12.05.1965	No. 4127-2FR-I-65/7270	Condonation of break in service of temporary Government Employees retrenched from one State Government office and selected for appointment in another such office.	Obsolete.	Not Printed
226.	22/27.04.1965	No. 3323-(3)FR-II-65/4226	Terms to be granted to Government servants sent abroad for training under the various training Schemes.		270
227.	20/22.02.1965	No. 776(3)-FR-II-65/1636	Procedure for the selection of candidates for Post Graduate Training or Technical Training in India or abroad - execution of bond.		271
228.	16.02.1965	No. 603-(3)FR-II-65/1413	Transfer of Punjab Government employees to other Government/ Companies, Corporation, etc-Grant of Deputation Allowance.	Superseded vide dated 11.05.1977	Not Printed

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229.	27.01.1965	No. 513(5)-FR-II-65/867	Provisional Payment of pay on promotion/transfer/leave/resumption of duty.	Obsolete.	Not Printed
230.	18.12.1964	No. 11829-(3)-FR-II-64/12543	Transfer of Punjab Government employees to other government/Companies, Corporations, etc. Grant of deputation allowance.	Superseded vide dated 11.05.1977	Not Printed
231.	30.11.1964	No. 8795-3FR-I-64/11067	Transfer of Punjab Government employees to other Government Companies, Corporations, etc, Grant of Deputation allowance.		212
232.	24.11.1964	No. 11082-FR-II-(7)-64/10790	Classification of Payments made by Government to a Government Employee for work assigned to him on behalf of non-Government Organisation.		76
233.	06.11.1964	No. 9121-3FR-I-64/9562	Local verification of entries in Service Book of the Employees of erstwhile Punjab.	Obsolete.	Not Printed
234.	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.	Obsolete	Not Printed
235.	22.10.1964	No. 8709-3FR-II-64/9821	Procedure for the selection of candidate for Post Graduate Training or Technical Training in India or abroad - Execution of bond.		272
236.	18.09.1964	No. 8675-3FR-II-64/8861	Transfer of Punjab Government employees to other Government Companies, Corporations, etc, Grant of Deputation allowance.	Obsolete	Not Printed
237.	29.08.1964	No. 7957-(3)FR-II-64/7537	Terms to be granted to Government employees on training abroad under various schemes.	Inserted in App. 20-A of Pb. CSR Vol-I, P-II	Not Printed
238.	27.08.1964	No. 7818-3FR-II-64/7977	Terms of deputation of officers deputed from the Punjab State to the Central Government and other State Government and vice versa regarding local allowances.	Obsolete.	Not Printed
239.	10.08.1964	No. 4313(3)-FR-I64/7222	Transfer of Punjab Government employees to other Government, Companies, corporations etc.	Obsolete	Not Printed
240.	07.08.1964	No. 8057(5)FR-II-64/7511	Provisional Payment of pay on promotion/transfer/leave/ resumption of duty	Obsolete.	Not Printed
241.	04.08.1964	No. 5919-7FR-II-64/6613	Termination of lien of permanent Government servant on foreign service in the event of their permanent absorption under the foreign employer.		226
242.	04.08.1964	No. 5919-7FR-II-64/6613	Termination of lien of permanent Government servant on foreign service in the event of their permanent absorption under the foreign employer.		129

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243.	30.05.1964	No. 5289-(3)-FR-II-64/4591	Transfer of State Government servants to foreign Service - Procedure regarding	Obsolete	Not Printed
244.	30.05.1964	No. 5564-3FR-II/64/4591	Regarding Penal interest on Leave Salary and Pension contribution.	Obsolete	Not Printed
245.	4/6.05.1964	No. 3348(3)-FR-II-64/4067	Calculation of leave salary in respect of Government employees on deputation from a State Government to the Central Government and vice versa.	Obsolete.	Not Printed
246.	25.04.1964	No. 3003-(3)-FR-II-64/4029	Transfer of Punjab Government employees to other Government Companies, Corporations, etc, Grant of Deputation allowance.	Obsolete	Not Printed
247.	20.03.1964	No. 1646-6FR-I-64/2551	Verification of Service Books by Audit.	Obsolete.	Not Printed
248.	10.03.1964	No. 2315-(3)-FR-II-64/1985	Regarding completion of formalities for Training Abroad.	Obsolete.	Not Printed
249.	01.02.1964	No. 676(5)FR-II-64/1013	Extraordinary leave Bond to be executed by temporary Government servants.		21
250.	28.10.1963	No. 13205-7FR-II-63/11511	Permission to Government employees to work as arbitrators and accept fee/honorarium therefore.		77
251.	24.10.1963	No. 12297-3FR-II-63/10970	Transfer of Punjab Government employees to other Governments, Companies, Corporations etc. - Grant of deputation allowance.	Obsolete	Not Printed
252.	14.10.1963	No. 11913-3FR-II-63/10533	Transfer of State Government servants to foreign Service - Procedure regarding	Obsolete	Not Printed
253.	04.10.1963	No. 5454(7)FR-I-63/10397	Fixation of time limit for the disposal of cases accompanied by Service Books.		106
254.	09.09.1963	No. 9549(3)-FR-II-63/9059	Transfer of State Government servant to Foreign Service - Procedure regarding recovery of foreign service contributions	Obsolete	Not Printed
255.	31.05.1963	No. 5210-3FR-I-63/6126	Treatment of Deputation Allowance for the purpose of Compensatory Allowance.		213
256.	04.04.1963	No. 10576-(3)-FR-II-62/3576	Terms of deputation of officers deputed from the Punjab State to the Central Government and other State Government and vice versa.	Superseded vide dt. 11.05.1977	Not Printed
257.	28/31.01.1963	No. 10508(3)-FR-II-62/508	Transfer of Punjab Government employees to other Government companies, Corporation, etc. Grant of Deputation allowance.	Superseded vide dt. 11.05.1977	183
258.	21.09.1962	No. 3624-(3)FR-II-62/9900	Training abroad under various Training Schemes and procedure. Training within India.	Also inserted in App. 20-A of Pb. CSR Vol. I, P II	Not Printed

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259.	17.09.1962	No. 7561-FR-II-62/ 9647	Clarification in connection with the application of rule 7.3 of Punjab Civil Services Rules, Volume I, Part I.		87
260.	07.03.1962	No. 1325-(3)-FR-II-62/ 2084	Transfer of State Government employees to foreign Service.	Obsolete	Not Printed
261.	03.02.1962	No. 11715-(3)FR-II-61/ 686	Accumulation of interest on the overdue contributions recoverable from the foreign employer of the Government employee.		227
262.	30.01.1962	No. 296-(5)-FR-II-62/ 1007	Supply of Copy of Service Book to a Government employee on his quitting Government Service.		108
263.	08.12.1961	No. 10935(5)-FR-II-61/ 15848	Procedure regarding the grant of leave and disbursement of leave salary to Government employees transferred from one department to another department.		47
264.	24.11.1961	No. 8156-4FR-II-61/ 15430	Officiating Promotions in short terms vacancies.	Inserted in rules.	Not Printed
265.	09.10.1961	No. 9315(5)FR-II-61/ 10865	Criteria for relaxing the provisions of Rule 8.137 of the Punjab Civil Services Rules, Volume I, Part I, in the case of Temporary Government employees, other than those suffering from T.B. and Leprosy.		24
266.	25.09.1961	No. 8286-(3)-FR-II-61/ 10399	Transfer of State Government employee to Foreign Service - procedure, regarding	Obsolete	Not Printed
267.	30.08.1961	No. 6125-(7)FR-II-61/ 8192	Study leave/Extraordinary leave etc.		37
268.	16.08.1961	No. 7252(7)FR-I-61/ 9106	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
269.	05.07.1961	No. 6420-3FR-I-61/ 8054	Payment of leave salary in advance.		48
270.	27/31.01.1961	No. 836-6FR-I-61/ 1048	Delegations of powers to Appointing Authorities/Expeditious disposal of pension cases.	Obsolete.	Not Printed
271.	01.12.1960	No. 11509-FR-II-60/ 10616	Deputation on training of Government employee in India and abroad Grant of Special pay during such training period.		274
272.	01.12.1960	No. 10484-FR-II-60/ 10613	Transfer of State Government servants to Foreign Service Procedure - regarding	Superseded vide dt. 11.05.1977	Not Printed
273.	06.10.1960	No. 8741-(7)FR-II-60/ 8550	Recoveries from subsistence allowance.		88
274.	27.09.1960	No. 9123-FR-II-60/ 8384	Additional accumulation of earned leave allowed during the last war.	Obsolete.	Not Printed

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275.	24.08.1960	No. 7593-FR-II-60/ 7300	Grant of equipment allowance to officials deputed abroad on temporary duty.		241
276.	01.07.1960	No. 6203-FR-II-60/ 15712	Income derived by Government employees from sale or royalties of books.		78
277.	15.06.1960	No. 4897(2)-FR-I-60/ 5334	Grant of joining time to retrenched to Government employees.		97
278.	12.05.1960	No. 3264-FR-II-60/ 4380	Terms regarding pay, etc to be granted to Government servants sent on training within India.		275
279.	12.04.1960	No. 255-FR-II-60/3568	Study Leave - Penalty for default	Inserted in rules.	Not Printed
280.	01.03.1960	No. 1503-FR-II-60/ 1719	Grant of extraordinary leave in continuation of and beyond a period of continuous absence on leave with allowances preparatory to retirement.	Obsolete.	Not Printed
281.	27.01.1960	No. 378-FR-II-60	Classification of 'deputation allowance' drawn in foreign service for purpose of D.A, Leave salary etc.		214
282.	10.12.1959	No. 9722-FR-II-59/ 17415	Grant of extraordinary leave to temporary Government employees.	Inserted in rules.	Not Printed
283.	24.11.1959	No. 7561-FR-II-59/ 16052	Recoveries from subsistence allowance.		89
284.	21.10.1959	No. 7942-3FR-I-59/ 13401	Dearness Allowance during LPR.		49
285.	24.08.1959	No. 6210-(1)FR-I-59/ 8073	Conveyance allowance on re-instatement.		90
286.	11.07.1959	No. 3292-FR-II-59/ 6588	Counting of deputation on full pay for increments.		242
287.	09.07.1959	No. 4936-FR-I-59/ 6506	Compensatory (City) and House Rent Allowance to Government Employees.		276
288.	01.07.1959	No. 4555-FR-II-59/ 6981	Payment of study allowance, cost of fees and scholarship or stipend to Government employees who are granted study leave.	Inserted in rules.	Not Printed
289.	08.04.1959	No. 1351-FR-I-59/ 3666	Grant of Compensatory and house rent allowance during deputation abroad.		228
290.	31.03.1959	No. 1001-FR-II-59/ 3186	Terms regarding pay, etc. to be granted to Government employees sent on training within India.	Revised vide dt. 12.05.1960.	Not Printed
291.	10.03.1959	No. 243-FR-II-59/2159	Terms regarding pay, etc to be granted to Government servant sent on training within India.		277
292.	27.11.1958	No. 6797-FR-II-58/	Delegation of powers to Administrative Secretaries in regard to the period of deputation on foreign service of Government employees.	Obsolete.	Not Printed

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293.	23.10.1958	No. 7935-FR-I-58/ 15272	Admissibility of Allowance during joining time.		98
294.	13.08.1958	No. 5914-FR-II-58/ 12503	Provisional payment of leave salary to gazetted Government employees.	Obsolete.	Not Printed
295.	11.06.1958	No. 3838-FR-II-58/ 9245	Steps to be taken to prevent abuse of leave rules.		50
296.	08.04.1958	No. 2367-FR-II-58/ 6051	Carry forward of the Additional Accumulation of earned leave allowed during the last war.	Obsolete.	Not Printed
297.	10.03.1958	No. 7959-5FR-II-57/ 3855	Procedure regarding disbursement of leave salary to Government employees on foreign service in india.		230
298.	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 dated 21.10.1959.	Not Printed
299.	09.09.1957	No. 6121-FR-II-57/ 8650	Leave rules.	Obsolete.	Not Printed
300.	14.09.1956	No. 8398-FR-56/6165	Benefit of past service towards increment and leave.		51
301.	24.07.1956	No. 3937-FR-56/5394	Terms regarding Pay, Special Leave etc. to be granted to Government employees sent on training abroad under the various training schemes.	Superseded vide dated 21.09.1962.	Not Printed
302.	04.04.1956	No. 11391-FR-56/ 2977	Grant of leave instead of joining time on transfer on his own request.		130
303.	04.04.1956	No. 11391-FR-56/ 2977	Grant of leave instead of joining time on transfer on his own request.		99
304.	13.03.1956	No. 874-FR-II-56/1769	Grant of Honorarium.		79
305.	04.01.1956	No. 14169-FR-55/128	Admissibility of C.A during leave.		52
306.	11.11.1955	No. 10409-FR-55/ 10506	Grant of joining time to temporary Government employees on transfer.		100
307.	05.09.1955	No. 7708-FR/55/8812	Grant of joining time to retrenched Government employees.		101
308.	01.09.1955	No. 8186-FR-55/8633	Terms regarding pay special leave etc. to be granted to Government employees sent of training abroad under various training schemes.	Superseded vide dated 21.09.1962.	Not Printed
309.	26.04.1955	No. 2314-FR-55/3478	Relaxation of rules in favour of individuals by the Governor under the Constitution.	Obsolete.	Not Printed
310.	14.02.1955	No. 58-FR-55/1172,	Entrustment of functions of Cashier and Accountant to one person.		131
311.	02.02.1954	No. 64-FR-54/576	Terms regarding pay, special pay etc. to be granted to Government servants sent on training abroad under the various training schemes.	Superseded vide dated 21.09.1962.	Not Printed
312.	01.10.1953	No. 7388-FR-53/7778	Displaced Government servants from Sind Baluchistan and N.W.F.P.	Obsolete	Not Printed

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313.	28.07.1950	No. 4485-FR-50/3616	Liberalisation of the revised Leave Rules.	Inserted in rules.	Not Printed
314.	09.05.1950	No. 2393-FR-50/2431	Payment of leave salary etc. to displaced Government employees from Punjab (Pakistan).	Obsolete.	Not Printed
315.	14.01.1950	No. 6784-FR-49/49	Creation of supernumerary post.	Clarified vide dated 17.05.2007.	113
316.	23.11.1949	No. 5960-FR-49/3163	Preparation of service books, etc., of staff whose service records have not yet been received from the West Punjab.	Obsolete.	Not Printed
317.	01.12.1948	No. 1861-FR-48/63947	Grant of Leave after the date of compulsory retirement.	Obsolete.	Not Printed
318.	03.02.1948	No. 330-FG-48/4668	Drawal of pay and allowances against a vacancy caused by suspension of a Government employee whether permanent or temporary - creation of post.	Obsolete.	Not Printed
319.	03.02.1948	No. 330-FG-48/4668	Enhancement in the Rates of Subsistence Allowance admissible to officers under suspension.	Obsolete.	Not Printed
320.	20.05.1938	No. 1182-F-38/18910 (Fin.- Genl.)	Regarding relaxation in age limit for entry into Government service.	Obsolete.	Not Printed
321.	03.08.1932	No. 27344(Fin-Genl.)	Exemption of discharged Government servants from the age limit prescribed in rule 3.5 of the Subsidiary Rules.	Obsolete.	Not Printed
322.	29.06.1932	No. 24818(Fin.-Genl.)	Exemption of discharge Government servants from the age limit prescribed in rule 3.5 of Subsidiary Rules.	Obsolete.	Not Printed

Note : Instructions not printed in Compendium are available on website of Finance Department www.finharyana.gov.in.
