

**Date Bound**

**Subject: Grant of interest free advance to permanent/temporary Class-IV regular State Government employees for the purchase of wheat during the year 2025-26.**

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Will the

1. All Chief Staff Officers/Special Senior Secretaries/Senior Secretaries/Secretaries/Private Secretaries to CM/Ministers/State Ministers/CS/ CPSCM/APSCM/DPSCM/Special Officer to CM/ADC to CM/OSD to CM/Political Secretary to CM/Advisor to CM/ ACS/Principal Secretary/Secretary/Special Secretary,
2. Joint Secretaries/Deputy Secretaries/Under Secretaries/ Chief Protocol Officer/Superintendents and Branch In-charges working in Haryana Civil Secretariat, Chandigarh,

Kindly refer to Finance Department's order no. 46/1/2011/WM(6)-303-308, dated 18.04.2025, on the subject noted above?

2. It is requested to them to kindly inform the permanent/temporary Class-IV regular State Government employees working under them that the Government has decided to grant an interest free wheat advance of Rs.25,000/- to all the permanent/temporary Class-IV regular State Government employees who wish to avail themselves of this advance. Interested employees may apply using the prescribed application form and submit it in the Accounts and Partition Branch by 01.05.2025. Application form received after 01.05.2025 will not be considered.

3. The application form may be submitted between 4:00 PM and 5:00PM in Account & Partition Branch.

**(Application form may be download from the website [www.csharyana.gov.in](http://www.csharyana.gov.in))**

Superintendent Accounts & Partition  
for Chief Secretary to Government, Haryana.

To

1. All Chief Staff Officers/Special Senior Secretaries/Senior Secretaries/Secretaries/Private Secretaries to CM/Ministers/State Ministers/CS /CPSCM/APSCM/DPSCM/Special Officer to CM/ADC to CM/OSD to CM/Political Secretary to CM/Advisor to CM/ ACS/Principal Secretary/Secretary/Special Secretary,
2. Joint Secretaries/Deputy Secretaries/Under Secretaries/ Chief Protocol Officer/Superintendents and Branch In-charges working in Haryana Civil Secretariat, Chandigarh.

U.O.No.10/2/2019-3AP

Dated Chandigarh the 18.04.2025



## APPLICATION FORM FOR WHEAT ADVANCE DURING THE YEAR 2025-26

1. Name (in Block Letter) \_\_\_\_\_
2. Father's/ Husband's Name \_\_\_\_\_
3. Designation \_\_\_\_\_
4. GPF /PRAN Account No. \_\_\_\_\_
5. Bank A/c No. \_\_\_\_\_
6. Branch /Officer with which whom attached \_\_\_\_\_
7. Whether Permanent /temporary (if temporary Surety may be furnished in the attached form) \_\_\_\_\_
8. Date of joining \_\_\_\_\_
9. Date of retirement \_\_\_\_\_
10. Amount of advance required \_\_\_\_\_
11. No of installments in which recoveries desired \_\_\_\_\_
12. Payee Code No. \_\_\_\_\_
13. Mobile No. \_\_\_\_\_

I promise to produce a certificate that the amount of loan has been utilized for the purpose of wheat within one month from the date of drawal of the loan.

Certified that my husband/ wife is a Government employee and he/ she is not drawing such loan.

(Signature of the Applicant)

Recommendation of the Branch Officer.

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(SURETY FORM FOR THE TEMPORARY GOVT EMPLOYEE)

I----- (Name /designation of surety) permanent employee of the Haryana Civil Secretariat stand surety for ----- (Name of the Borrower) for the sum of Rs. -----.

(Signature of the Surety)

Name in Block Letter -----

Designation -----

Branch -----

Certified that Shri ----- who has signed above surety for Shri ----- is a permanent Govt. Servant.

Signature of the certifying  
Officer with designation.