

No. 16/24/86-6GSII

From

The Chief Secretary to Govt., Haryana

To

- (i) All Heads of Departments,
- (ii) All the Commissioners of Divisions, Deputy Commissioners and S.D.Ms. (Civil) in the State.
- (iii) All the Districts and Sessions Judges.
- (iv) The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated Chandigarh, the 25-5-87

Subject :—Delegation of powers under ex-gratia Scheme to the Heads of Departments—payment to the members of the family of deceased Govt. employees Procedure regarding.

Sir,

In continuation of Haryana Government circular letter No. 16/24/86-6GSII, dated 25-3-87 on the above subject, I am directed to say that it was mentioned in the said circular that procedure regarding conveying sanction, preparing bills, drawing payment from banks and making disbursements to the claimant of deceased Govt. employee will be explained separately. Accordingly the procedure is explained hereunder for guidance and necessary action. You may, however, adopt any change in this procedure according to your convenience and circumstances depending upon merits of each case :—

Procedure :

- (i) Sanction (by the Head of Deptt.) will be issued as per specimen enclosed for guidance after completion of all formalities as were hitherto being done by the Departments.
- (ii) Bills will be prepared by the D.D.O's office on the proforma S.T.R. 23 prescribed for detailed pay bills of the Permanent Establishments etc.
- (iii) Payments will be made to the concerned family member/member of the deceased by means of Bank Drafts drawn at the State Bank of India after getting the said Bills passed from the Treasury concerned.
- (iv) The amount to be paid to the minor children of the deceased Govt. employee will remain with D.D.O. in the form of F.D.R. got prepared from Haryana State Cooperative Bank by writing to the Bank as per specimen enclosed. Period of each F.D.R. will depend upon the age of minors which will mature for payment after the minor (Male & Female) becomes major i.e. attains the age of 18 years. Where there are more than one minor, F.D.R. will be prepared of equal amount in respect of each of the minors in equal distribution. A copy of Govt. instructions regarding this is also enclosed.

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

Yours faithfully,

Sd/-

Deputy Secretary (Protocol),
for Chief Secretary to Govt., Haryana.