

**HARYANA GOVERNMENT**  
**PERSONNEL DEPARTMENT**  
**ORDER**

Consequent upon revision of pay of IAS officers of Haryana cadre as per the Pay Matrix included in IAS (Pay) Rules, 2016, the Governor of Haryana is pleased to allow the payment of arrears, in cash, for the period from 1.1.2016 to 30.9.2016 on account of increased pay to the IAS officers of Haryana on the following modalities :-

- (i) The fixation of pay in the entitled Cell of the applicable Level of the Pay Matrix after obtaining the option from the concerned officer must be done before action regarding drawal of arrears is initiated.
- (ii) The calculation of entitled arrears for the duration starting from 1.1.2016 and ending upto 30.9.2016 shall be done by the DDO concerned who is currently drawing the pay and allowances with reference to the concerned members of service.
- (iii) The arrears for the duration starting from 1.1.2016 and ending upto 30.9.2016 shall be paid in cash during the financial year 2016-17. The entitled payment of arrears as worked out shall be calculated by the concerned DDO who is currently drawing the pay and allowances of the concerned members of Service and the DDO concerned may draw the bills in respect of the entitled arrears as calculated.
- (iv) It is not unlikely that during the relevant period i.e. between 1.1.2016 to 30.9.2016, the concerned member of Service might have drawn his pay and allowances through different heads and sources. The entitled payment of arrears shall be debited from the respective heads and sources starting from 1.1.2016 and terminating at the point where the entitled amount to be paid in cash. The DDO concerned who is currently drawing the pay and allowances of the concerned member of Service shall then prepare a detailed account as to from which head and source the amount is to be drawn and adjusted. A requisition for drawing the arrears from the relevant head and source shall thereafter be sent from the concerned DDO who is currently drawing the pay and allowances of the concerned member of Service and after receipt of such requisition the relevant DDO shall draw the amount and forward the payment to the concerned DDO who is currently drawing the pay and allowances of the concerned member of Service for adjustment. It shall be the duty of the concerned DDO who is currently drawing the pay and allowances of the concerned member of Service to adjust the amount so drawn and paid in cash to the concerned member of Service by receiving the payments from the relevant authorities.
- (v) The arrear claims shall be drawn only after the fixation of pay in the entitled Cell of the applicable Level of Pay Matrix has been pre-checked and a certificate to that effect is endorsed by the concerned Drawing & Disbursing Officer authenticating the correctness of pay fixation and calculation of arrears.
- (vi) While computing and authorizing the arrears, the relevant installment of Dearness Allowance paid between July 1, 2016 and October 31, 2016 shall also be adjusted while computing and authorizing arrear.
- (vii) It is not unlikely that the arrears due to some cases may be computed incorrectly leading to over-payments that might have to be recovered subsequently even after this exercise. The Drawing & Disbursing Officers should, therefore, make it clear to the employees under their administrative control, while drawing arrears that the payments are being made subject to adjustment from

amount that may be due to them subsequently should any discrepancies be noted later. For this purpose, an undertaking may also be obtained in writing from every employee at the time of drawal of arrears to the effect that in such cases excess payment that may be found to have been made as a result of incorrect fixation of pay in the revised pay structure or incorrect computation of arrear will be refunded by him to Government either by adjustment against future payments or otherwise. A specimen form of the undertaking is also enclosed (Annexure-I).

- (viii) In authorizing the drawal of arrears, Income Tax as due shall be deducted and credited to Government in accordance with the instructions on the subject and after deducting the Income Tax, the balance amount only shall be paid in cash to the concerned member of the Service.
- (ix) Action for drawal and disbursement of the entitled amount of arrears to be disbursed during this financial year (2016-17) should be completed immediately.

2. This issues with the concurrence of the Finance Department conveyed vide their U.O. No.1/101/2008-5PR(FD) dated 22.11.2016.

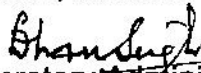
Dated, Chandigarh,  
the 3<sup>rd</sup> December, 2016.

NEERJA SEKHAR  
Secretary to Government, Haryana,  
Personnel Department.

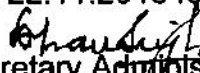
No.16/1/2016-1S(I), Dated, Chandigarh, the 6<sup>th</sup> December, 2016.

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

1. Principal Accountant General (A&E)/(Audit), Haryana, Chandigarh.
2. All the Administrative Secretaries to Government, Haryana.
3. Adviser to the Administrator, Chandigarh Administration, Chandigarh.
4. Principal Resident Commissioner, Haryana Bhawan, New Delhi.
5. Commissioner, Ambala/Hisar/Rohtak/Gurgaon Division.
6. All Heads of Departments in Haryana.
7. Secretary to Governor of Haryana.
8. All Deputy Commissioners in Haryana.
9. Managing Directors of all Boards/Corporations (State Government Undertakings).
10. Under Secretary (General) to Government, Haryana.
11. Under Secretary to Government, Haryana, Revenue Administration, office of the Additional Chief Secretary to Government, Haryana and Financial Commissioner, Revenue and Disaster Management Department.
12. Under Secretary to Government, Haryana, Services-IV Branch.

  
Deputy Secretary Administration,  
for Chief Secretary to Government, Haryana.

A copy of the above is forwarded to the Additional Chief Secretary to Government, Haryana, Finance Department (in Pay Revision Branch) with reference to his U.O. No.1/101/2008-5PR(FD) dated 22.11.2016 for information.

  
Deputy Secretary Administration,  
for Chief Secretary to Government, Haryana.

To

The Additional Chief Secretary to Government, Haryana,  
Finance Department (in Pay Revision Branch).

U.O. No.16/01/2016-1S(I), Dated, Chandigarh, the 6<sup>th</sup> December, 2016.

**UNDERTAKING**

I hereby undertake that any excess payment that may be found to have been made as a result of incorrect fixation of pay or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date :

Station :