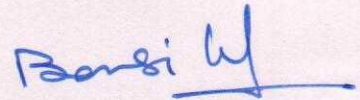


**विषय:-** त्यौहार मनाने के लिए अग्रिम ऋण देने बारे ।

क्या मुख्यमंत्री/उप मुख्यमंत्री/मन्त्रीगण/मुख्य प्रधान सचिव मुख्यमंत्री/मुख्य सचिव/ अतिरिक्त मुख्य सचिव/ प्रधान सचिव/ प्रधान सचिव मुख्यमंत्री/अतिरिक्त प्रधान सचिव मुख्यमंत्री/सचिव/ उप प्रधान सचिव-1 एवं 11 मुख्यमंत्री/विशेष सचिव/अतिरिक्त सचिव/संयुक्त सचिव/उप सचिव/अवर सचिव/विशेष वरिष्ठ सचिव/वरिष्ठ सचिव/सचिव/निजी सचिव तथा सचिवालय के सभी शाखा इन्चार्ज वित्त विभाग के क्रमांक-36/1/2010-डबल्यू.एम./24958 दिनांक, चण्डीगढ़, 27.10.2023 की ओर ध्यान देने की कृपा करेंगे ?

2. उनसे अनुरोध है कि कृपया उनके अधीन कार्य कर रहे चतुर्थ श्रेणी के कर्मचारियों के ध्यान में ला दिया जाये कि जो कर्मचारी त्यौहार पर बिना ब्याज के अग्रिम ऋण प्राप्त करना चाहते हैं वे अपना आवेदन पत्र उचित माध्यम द्वारा दिनांक 31.10.2023 तक लेखा तथा विभाजन शाखा में भेजना सुनिश्चित करें । निर्धारित तिथि के पश्चात प्राप्त होने वाले आवेदन पत्रों पर विचार नहीं किया जायेगा ।

3. प्रार्थना पत्र फॉर्म लेखा तथा विभाजन शाखा से प्रातः 9 बजे से 12 बजे तक प्राप्त किए जा सकते हैं ।



**अधीक्षक, लेखा तथा विभाजन**

कृते: मुख्य सचिव हरियाणा सरकार ।

सेवा में

मुख्यमंत्री/उप मुख्यमंत्री/मन्त्रीगण/मुख्य प्रधान सचिव मुख्यमंत्री/मुख्य सचिव/ अतिरिक्त मुख्य सचिव/ प्रधान सचिव/ प्रधान सचिव मुख्यमंत्री/अतिरिक्त प्रधान सचिव मुख्यमंत्री/सचिव/ उप प्रधान सचिव-1 एवं 11 मुख्यमंत्री/विशेष सचिव/अतिरिक्त सचिव/संयुक्त सचिव/उप सचिव/अवर सचिव /विशेष वरिष्ठ सचिव/वरिष्ठ सचिव/सचिव/निजी सचिव तथा सचिवालय के सभी शाखा इन्चार्ज ।

अशा10 क्रमांक-10/01/2023-3 ए.पी.

दिनांक, चण्डीगढ़, 30.10.2023

FESTIVAL ADVANCE  
**APPLICATION FORM FOR ADVANCE DURING THE YEAR 2023-2024**

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

A certificate to the effect that the amount withdrawn has been utilized for the purpose for which it was sanctioned be furnished within one month from the date of drawal.

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

Recommendation of the branch Officer. \_\_\_\_\_

Signature of the applicant \_\_\_\_\_

**SURETY FORM FOR TEMPORARY EMPLOYEE**

I ----- a permanent employee of the Haryana Civil secretariat stand surety for Rs.----- ( Rupees -----Only) on account of advance for Diwali festival advance applied for by -----  
-----a temporary -----in the -----Branch.

In case any amount in respect of the above advance is left unrecovered, I shall have no objection to the realization of that amount from pay, TA or any other dues admissible to from Govt.

Signature -----

Designation-----

Branch-----

Certified that -----the official who has signed above in my presence as Surety for -----is permanent Govt. Employee.

Signature & Designation of the Certifying Officer

From

The Additional Chief Secretary to Government Haryana,  
Finance Department.

To

1. All Head of Departments in Haryana.
2. Commissioner of Divisions in Haryana.
3. All Deputy Commissioners in Haryana.
4. All Sub Divisional Officers (Civil) in Haryana.
5. The Registrar, Punjab & Haryana High Court, Chandigarh.
6. All District & Session Judges in Haryana.

Dated Chandigarh, the 27<sup>th</sup> October, 2023

Subject: Grant of interest free Festival Advance to Class IV Government employees during the year 2023-24.

Sir,

With reference to subject noted above, I am directed to say that the State Government has decided to grant an interest free festival advance of Rs.12,000/- (Rupees Twelve thousand only) to all Class-IV Government employees in the State who apply for it upto 31.10.2023.

2. The advance will be admissible to permanent/temporary Class-IV employees and to those adhoc employees who are continuing in service for the last one year and will likely to continue for another ten months, on furnishing surety of a permanent Government employee. The advance will be sanctioned by the Drawing & Disbursing Officers concerned. In case of temporary employees, allow festival advance on the basis of a surety to their satisfaction so that it will be fully secured and its recovery will be ensured from the loanee in equal ten instalments.

3. The following conditions should also be observed in sanctioning this advance:-

- i) The Drawing & Disbursing officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of the advance is effected.
- ii) The advance will be recovered in ten equal monthly instalments.
- iii) The advance may be drawn and disbursed on or before 08.11.2023.
- iv) The advance will not be admissible to work charged & contingent paid staff and daily wagers.
- v) The advance should not be granted by parent Departments to those Class-IV employees who are on deputation to other Government/Corporations and Local Bodies etc.
- vi) If both husband and wife are employed, the advance should be allowed to only one of them.
- vii) No application for the purpose of Grant of festival advance shall be entertained and no advance shall be sanctioned/dispensed to Government employee who are under suspension or against whom proceedings are pending under Rule 7 of HCS (Punishment and appeal Rule 2016) as per letter dated 27.9.2021.

4. It is requested that the Schedule of Recoveries should be attached with each bill in the enclosed Performa-I. It is also requested that the detailed accounts of the recoveries of the advance should be maintained by the Drawing and Disbursing Officers which should be reconciled with the office of the Accountant General, Haryana (A&E) Chandigarh every month.



Basil W  
27/10/2023  
3A8

5. The expenditure incurred on the grant of festival advance may be communicated to the Finance Department (in Ways & Means Branch) by the Head of Departments by the end of November, 2023 positively in the enclosed Performa-II.

6. The expenditure will be debited to the Major Head, "7610-Loans to Government Servants. etc-800-Other Advances (98) Festival Advances 50-Advances". The recoveries made will be credited to the corresponding receipt head i.e. "7610-Loans to Government Servants etc. 800-Other Advances-(98) Festival Advances (Receipt).

Copy of this letter can be downloaded from the website of Finance Department, Haryana i.e. [www.finhry.gov.in](http://www.finhry.gov.in).

Yours faithfully,

*Chamjeet Kaur*  
Under Secretary  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department.

Endst. No.36/1/2010-WM(6)/24958

Dated Chandigarh, the 27<sup>th</sup> October, 2023

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

2. The expenditure will be debited against Grant No. 07 under Major head "7610-Loans to Govt. Servants etc.-800-Other advances-(98) Festival Advances-(50)-Advances".

3. The detailed accounts of recoveries will be maintained by the Drawing and Disbursing Officers.

*Chamjeet Kaur*  
Under Secretary  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department.

Endst. No.36/1/2010-WM(6)/24958

Dated Chandigarh, the 27<sup>th</sup> October, 2023

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers, of Haryana at Chandigarh/Delhi and in Haryana with the request that the stipulated date may please be strictly followed and no bill be passed after 08.11.2023. The payment made on the basis of the sanction issued by the departments concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol.1.

*Chamjeet Kaur*  
Under Secretary  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department.

Copies are forwarded to:-

1. The Additional Chief Secretary to Govt. Haryana, Revenue & Disaster Management Department.
2. All the Administrative Secretaries to Govt. Haryana for information and necessary action.

*Chamjeet Kaur*  
Under Secretary  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department.

To

1. The Additional Chief Secretary to Govt. Haryana, Revenue & Disaster Management Department.
2. All the Administrative Secretaries to Govt. Haryana.

U.O.No.36/1/2010-WM(6)/24958

Dated Chandigarh, the 27<sup>th</sup> October, 2023

A copy each is forwarded to the Additional Chief Secretary/ Principal Secretary/ Additional Principal Secretary/ Deputy Principal Secretary/ Officer on Special Duty/ Special Senior Secretaries/Secretaries/ Private Secretaries to the Chief Minister/Ministers/Ministers of State, Haryana.

*Chandigarh 27/10/23*  
Under Secretary  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department.

To

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

U.O.No.36/1/2010-WM(6)/24958

Dated Chandigarh, the 27<sup>th</sup> October, 2023

Endst. No.36/1/2010-WM(6)/24958

Dated Chandigarh, the 27<sup>th</sup> October, 2023

A Copy is forwarded to the following for information & necessary action:-

1. The State Election Commissioner, Haryana
2. The Secretary to Governor, Haryana
3. The Secretary, Haryana Vidhan Sabha.
4. Chairman/Chief Administrator/Managing Director of all Boards/Corporations in Haryana.
5. Vice Chancellor of all the Universities of Haryana.

*Chandigarh 27/10/23*  
Under Secretary  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department.

#### INTERNAL DISTRIBUTION

1. PS/FM/CM
2. PS/ACSF
3. In-Charge, Computer Cell for uploading on website.

#### PROFORMA-I

##### SCHEDULE OF RECOVERIES

| S. No. | Name & Designation of employee(s) | Total amount of advance Rs. | Recoveries upto August, 2024 (@Rs. 1200/- X 10) |
|--------|-----------------------------------|-----------------------------|-------------------------------------------------|
| 1      | 2                                 | 3                           | 4                                               |

#### PROFORMA-II

| Name of Department | Name of Office | Drawing and Disbursing Officer | Amount of Festival advance granted to the employees (Rs.) |
|--------------------|----------------|--------------------------------|-----------------------------------------------------------|
| 1                  | 2              | 3                              | 4                                                         |