Date Bound

Subject: Grant of interest free advance to permanent/temporary Class-IV regular State Government employees for the purchase of wheat during the financial year 2026-27.

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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/Commissioner/Secretary/Special Secretary,
2. Joint Secretaries/Deputy Secretaries/Under Secretaries/ Chief Protocol Officer/Superintendents and Branch In-charges working in Haryana Civil Secretariat, Chandigarh,

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Kindly refer to Finance Department's order no. 46/1/2011/WM(6)/1557-1562, dated 16.04.2026, 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.27,000/- 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 **07.05.2026**. Application form received after **07.05.2025** 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)

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/ Commissioner/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 16.04.2026

APPLICATION FORM FOR WHEAT ADVANCE DURING THE FINANCIAL YEAR 2026-27

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.

(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.

No. 46/1/2011-WM(6)/ 1557-1562

From

The Additional Chief Secretary to Government Haryana,
Finance Department.

To

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

Dated Chandigarh, the 16th April, 2026

Subject: **Grant of interest free advance to Class- IV State Government employees for the purchase of wheat during the financial year 2026-27.**

Sir,

I am directed to say that the State Government has decided to grant an interest free advance of Rs.27,000/- (Rupees twenty seven thousand only) to all Class-IV State Government employees in the State who wish to buy wheat for their own/their families consumption during the financial year 2026-27. The advance will be recoverable in monthly instalments to be fixed by the Department concerned so as to effect ***its full recovery before the close of the financial year 2026-27. Full loan amount should be recovered before 31.03.2027.***

2. The advance will be admissible to permanent/temporary **Class-IV regular State Government employees** only. The advance will be sanctioned by the Drawing & Disbursing Officers concerned. In the case of temporary employees, allow advance on the basis of a surety to their satisfaction so that it is fully secured and its recovery is ensured from the loanee before the close of the financial year 2026-27.

3. The following conditions should be complied with while sanctioning this loan:-

i) A certificate must be obtained within one month from the date of drawal of the advance from the loanee to the effect that he/she has utilized the amount for the purchase for which it was drawn.

ii) The officer concerned, before sanctioning the advance, should satisfy himself/herself that the incumbent official will continue in service until full recovery of the total amount of advance is affected.

iii) These orders will cease to operate after 15th May, 2026.

iv) The recovery of the first instalment of the advance should preferably be made from the pay for the month of May, 2026 paid in June, 2026.

v) The advance should not be granted to those employees who are on deputation to other Government/Corporations and Local Bodies etc.

vi) **The advance will not be admissible to work charged/contingent paid staff/ daily wagers and contractual employees.**

vii) Where both husband and wife are employed, the wheat advance should be allowed to only one of them. In such cases, an undertaking will be submitted by officials concerned that his/her spouse will not claim the same.

viii) In case of sanction of wheat advance to ineligible employee, the DDO concerned will be responsible and action will be initiated as per rules.

4. It is requested that the **schedule of recoveries should be attached with each pay bill in the Proforma enclosed.** 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 (A&E), Haryana every month.

Accounts & Pension Branch
Diary No. 42323
Date 16/4/26

5. **The expenditure incurred on grant of wheat advance may be communicated to the Finance Department (in Ways & Means Branch) by the Head of the Departments by 31.05.2026 positively in the enclosed Proforma.**

6. The expenditure may be debited to the Major Head, ***"7610-Loans to Govt. Servants. etc-800- Other Advances-(99) Advances for purchase of Foodgrains (P-01-07-7610-51-800-99-51).*** The recoveries made may be credited to the corresponding Receipt Head i.e. ***"7610-Loans to Govt. Servants. etc-800- Other Advances-(99) Advances for Purchase of Foodgrains {7610-51-800-99-51(Receipt)}.***

7. These instructions are also available on the website of Finance Department, Haryana i.e. **www.finhry.gov.in.**

Yours faithfully,

Charanjeet Kaur 16/4/26
Deputy Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department. 16/4/2026

Endst. No. 46/1/2011-WM(6)/ 1563-1564 Dated Chandigarh, the 16th April, 2026

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

1. The expenditure will be debited under Major Head ***"7610-Loans to Govt. Servants. etc-800- Other Advances-(99) Advances for purchase of Foodgrains (P-01-07-7610-51-800-99-51).***

2. Detailed accounts of recoveries will be maintained by the Drawing and Disbursing Officers.

Charanjeet Kaur 16/4/26
Deputy Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department. 16/4/2026

Endst. No. 46/1/2011-WM(6)/ 1565 Dated Chandigarh, the 16th April, 2026

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers of Haryana and Chandigarh/Delhi with the request to entertain sanctions **upto 15.05.2026**. No bills should be passed after that. These instructions may be followed strictly. The payment made on the basis of the sanction issued by the Department concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol.1.

Charanjeet Kaur 16/4/26
Deputy Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department. 16/4/2026

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

1. Additional Chief Secretary & Financial Commissioner to Government Haryana, Revenue & Disaster Management Department.
2. All Additional Chief Secretaries/Principal Secretaries/Administrative Secretaries to Government Haryana.

Charanjeet Kaur 16/4/26
Deputy Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department. 16/4/2026

To

1. The Additional Chief Secretary & Financial Commissioner to Government Haryana, Revenue & Disaster Management Department.
2. All the Additional Chief Secretaries/Principal Secretaries/Administrative Secretaries to Government Haryana.

U.O. No. 46/1/2011-WM(6)/ 1566-1567 Dated Chandigarh, the 16th April, 2026

A copy each is forwarded to the Chief Principal Secretary/Principal Secretary/Additional Principal Secretary/Deputy Principal Secretary/Officers on Special Duty/Media Advisor/Political Advisor to Chief Minister, Haryana for information.

Chhijeet Kaur 16/4/26
Deputy Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department. 16/4/2026

To

The Chief Principal Secretary/ Principal Secretary/ Additional Principal Secretary/ Deputy Principal Secretary/ Officers on Special Duty/ Media Advisor/ Political Advisor to Chief Minister, Haryana.

U.O. No. 46/1/2011-WM(6)/ 1568 Dated Chandigarh, the 16th April, 2026
Endst. No. 46/1/2011-WM(6)/ 1569-1571 Dated Chandigarh, the 16th April, 2026

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.

Chhijeet Kaur 16/4/26
Deputy Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department. 16/4/2026

Endst. No. 46/1/2011-WM(6)/ 1572-1573 Dated Chandigarh, the 16th April, 2026

A copy is forwarded to the following for information:-

1. The Special Senior Secretary to Chief Minister, Haryana.
2. The Special Senior Secretaries/Senior Secretaries/Secretaries/Private Secretaries to Ministers/Ministers of State in Haryana.

Chhijeet Kaur 16/4/26
Deputy Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department. 16/4/2026

Endst. No. 46/1/2011-WM(6)/ 1574 Dated Chandigarh, the 16th April, 2026

A copy of the above is forwarded to Incharge, Computer Cell, Finance Department, Haryana for uploading the above instructions on the website of Finance Department i.e. www.finhry.gov.in.

Chhijeet Kaur 16/4/26
Deputy Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department. 16/4/2026

Internal Distributions:

1. Sr. Secy./ACSF
2. Secy./C&SF-II(AB)
3. Secy./C&SF-III(CGR)
4. Secy./SSF(ISC)

PROFORMA

(Amount in Rupees)

Name of Department	Name of Office	Name of Drawing and Disbursing Officer and Designation	Amount of wheat advance granted to employees
1	2	3	4

PROFORMA
SCHEDULE OF RECOVERIES

(Amount in Rupees)

S. No.	Name & Designation of employees	Total amount of advance	Recoveries upto last month	Amount of advance recovered in this bill	Total amount recovered upto date	Balance	Remarks
1	2	3	4	5	6	7	8