

**Government of Haryana  
Chief Secretary's Office  
Political & Parliamentary Affairs Department  
Political-II Branch**

To

1. All Additional Chief Secretaries to Government, Haryana.
2. All Principal Secretaries to Government, Haryana.

Memo No. 36/05/2006-4Pol-II  
Dated Chandigarh the, 26.05.2026

**Subject:- Consolidated Standard Terms and Conditions for appointment of non-officials as Chairmen/ Chairpersons and Deputy/Vice Chairmen/ Chairpersons in the Bodies other than Public Sector Undertakings, Statutory Commissions and Constitutional Bodies of Haryana.**

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Sir/Madam,

I am directed to refer to the subject noted above and to say that the State Government had laid down Standard Terms and Conditions for non-officials who are appointed as Chairmen and Deputy/Vice Chairmen in Bodies other than PSUs, Statutory Commissions and Constitutional Bodies of Haryana at the first instance vide Letter bearing No. 36/05/2006-4Pol, dated 18.11.2017. Subsequently, from time to time certain amendments were carried out therein vide Letters No. 36/05/2006-4Pol, dated 03.06.2019 and dated 22.10.2021. Since the amendments so carried out are numerous and there may be chance at the end of any of Bodies/Functionaries to miss out thereupon, inadvertently. Now, it has been decided that relevant extract(s)/provision(s) of ibid original letter and all amendments as above may be consolidated at one place and accordingly in supersession of hereinabove mentioned all letters, a consolidated letter, as such, is hereby issued as following:-

**1. Tenure of Office**

The tenure of the office of the incumbent shall, at the first instance, be one year from the date of assuming charge. The Government may, however, curtail the period of tenure at any time or extend it from time to time.

**2. Honorarium**

**(i) Chairman/Chairperson:**

Honorarium may be allowed at such monthly rate as may be determined by the concerned Department, but not exceeding ₹75,000/- (Rupees Seventy five thousand only) per month subject to the condition that if an MLA is appointed as Chairman, the total emoluments admissible under these instructions and any other rules/instructions as an MLA, shall not exceed the total emoluments admissible to a Minister at any point of time.

**(ii) Deputy/Vice Chairman/Chairperson:**

Honorarium may be allowed at such monthly rate as may be determined by the concerned Department, but not exceeding ₹45,000/- (Rupees Forty five

thousand only) as Deputy/Vice Chairman, the total emoluments shall not exceed the total emoluments admissible to a Minister at any point of time.

**(iii) Members:**

Members who are assigned regular work by the competent authority, shall be paid honorarium of ₹30,000/- per month.

**3. PERQUISITES**

**(i) HOUSE RENT**

**A) Chairman/Chairperson:**

House Rent allowance shall be applicable @ ₹50,000/- (Rupees fifty thousand only) per month or actual rent whichever is less.

**B) Deputy/Vice Chairman/Chairperson:**

House rent allowance shall be admissible @ ₹45,000/- (Rupees forty five thousand only) per month or actual rent whichever is less.

**C) Common Conditions regarding House Rent for Chairman/Chairperson & Deputy/ Vice Chairman/Chairperson:**

- (a) In case a non-official incumbent, who is an MLA and is in occupation of a duly furnished flat in the Legislators Flats, is appointed as Chairman/Chairperson or Deputy/ Vice Chairman/Chairperson, then no House Rent will be admissible but only the License Fee shall be reimbursed to him.

**(ii) Telephone Facility:**

Telephone facility may be provided at the office as well as residence alongwith one cell phone equivalent to entitlement of Group-A Officers of the State Government.

**(iii) Travelling Allowance/Daily Allowance:**

The rate of travelling allowance and daily allowance will be admissible to the Chairman/Chairperson and Deputy/Vice Chairman/Chairperson equivalent to the entitlement of Grade-I Officers of State Services as per Haryana Civil Services (Travelling Allowance) Rules, 2016 as amended from time to time.

Note-1: Daily allowance shall not be admissible for more than 10 days in a calendar month, for the tour in public interest.

Note-2: When journeys are undertaken to places outside the State and Delhi and the staff car is not used, travelling allowance will be payable for distance beyond the State limits/Delhi at the rate as admissible to Grade-I Officers, provided that total journey should not exceed the maximum limit prescribed in these instructions.

**(iv) Medical Facilities:**

The Chairman and Deputy/Vice Chairman shall be entitled to medical facilities as admissible to Group-A Officers of State Governments.

**v) Staff Car:**

A staff car equivalent to the car entitled to Additional Chief Secretary to Govt. Haryana along with a driver shall be placed at the disposal of Chairman and

Deputy/Vice Chairman for official use at the headquarters and also for outside official journeys.

Provided further that a non-official as Chairman and Deputy/Vice Chairman who is provided with a staff car may perform journey on official duty at headquarters and outside the headquarters upto a total limit of 5000 KM in calendar month and when such journeys are either in excess of 1000 KM at headquarters or the total journeys both at headquarter and outside headquarters exceed 5000 KM in a calendar month, the excess journeys would be treated as private journeys.

OR

Journey at headquarter or outside the headquarter during a calendar month in a private vehicle (with own Driver)	Rate of Road Mileage Allowance including toll taxes/parking charges etc.	Maximum amount in a calendar month
Journey upto 5000 kms.	Road mileage Allowance @ ₹ 20/- pkm.	₹ 1,00,000/-
Journey beyond 5000 kms.	No road mileage Allowance, it will be treated as private journey.	.....
	Total	₹ 1,00,000/-

vi) **Staff :**

The following staff may be provided to the Chairman and Deputy/Vice Chairman:-

a)	Private Secretary or Personal Assistant	1 (one)
b)	Clerk	1 (one)
c)	Peon	1 (one)
d)	Home Peon	1 (one)

**Note:** The above staff as well as the Driver, if staff car is opted for, shall be engaged on contractual basis as per provisions of the relevant Policy of the State Government for hiring of staff on contractual basis and the term of appointment will be coterminous with the term of the Chairman and Deputy/Vice Chairman, as the case may be, and they will have no claim for regularization on Government posts, it shall clearly be mentioned in their agreement of appointment.

4. These instructions shall apply in all cases where there is no provision in any governing Act and/or Rules/Regulations framed under the Act on the matters covered in these instructions and where any such provisions exist, the same shall override these instructions. Where any Act mandates the terms and conditions to be prescribed by Rules, the Administrative Department will ensure that terms and conditions are fixed in accordance with such Rules only. Where such Rules have not yet been framed, the Administrative Departments are requested to frame those immediately.
5. It is also clearly informed that no request/case for relaxation in/deviation from the ibid provisions shall be entertained in any circumstances.
6. If the Chief Minister, Haryana is designated as Chairman/ Chairperson of any of the Bodies other than Public Sector Undertakings, Statutory Commissions and Constitutional Bodies of Haryana, the Deputy/Vice Chairman/Chairperson of such Bodies shall be entitled to the facilities equivalent to the Chairman/ Chairperson as defined in these instructions.

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7. No approvals of the Political & Parliamentary Department and Finance Department shall be required for finalization of the Terms and Conditions as per these instructions in respect of so appointed non-official as Chairman/Chairperson and Deputy/Vice Chairman/ Chairperson in Bodies other than PSUs, Statutory Commissions and Constitutional Bodies of Haryana by the Competent Authority.

This issues with approval of the Competent Authority.

Yours faithfully,

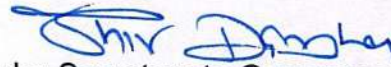


Under Secretary to Government, Haryana,  
Political & Parliamentary Affairs Department

Endst. No. 36/05/2006-4Pol-II

Dated Chandigarh the, 26.05.2026

A copy is forwarded to the Additional Chief Secretary to Government, Haryana Finance Department (in HBPE) w.r.t. U.O. No.40/142/Acctt./HBPE(FD)/2019/9288 dated 26.05.2026 with a request no to allow any deviation/relaxation in the ibid Instructions at its end.

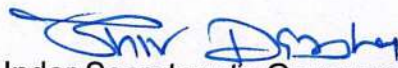


Under Secretary to Government, Haryana,  
Political & Parliamentary Affairs Department

Endst. No. 36/05/2006-4Pol-II

Dated Chandigarh the, 26.05.2026

A copy is forwarded to the Chief Executive Officers/Secretaries/Heads of Organizations of Bodies other than PSUs, Statutory Commissions and Constitutional Bodies of Haryana for strict compliance.



Under Secretary to Government, Haryana,  
Political & Parliamentary Affairs Department

Endst. No. 36/05/2006-4Pol-II

Dated Chandigarh the, 26.05.2026

A copy, each, is forwarded for information to the:-

- 1) Principal Accountant General (Accounts) Haryana, Chandigarh.
- 2) Principal Accountant General (Audit) Haryana, Chandigarh.



Under Secretary to Government, Haryana,  
Political & Parliamentary Affairs Department

