

Date Bound

Subject: Regarding grant of the interest free festival advance to Permanent / temporary class-IV regular State Government Employees during the year 2025-26.

Will the

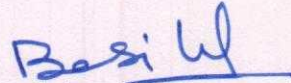
1. All Chief Staff Officers/Special Senior Secretaries/Senior Secretaries/Secretaries/Private Secretaries to CM/Ministers/State Ministers/CS/ CPSCM/APSCM/DPSCM/Special Officer to CM/ADC to CM/OSD to CM/Political Secretary to CM/Advisor to CM/ ACS/Principal Secretary/Commissioners/Secretary/Special Secretary,
2. Joint Secretaries/Deputy Secretaries/Under Secretaries/ Chief Protocol Officer/Superintendents and Branch In-charges working in Haryana Civil Secretariat, Chandigarh,

Kindly refer to Finance Department's letter no. 36/1/2010-WM(6)/1005, dated 29th September, 2025, 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 Festival Advance of Rs.13,000/- (Thirteen thousand only) 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 **14.10.2025**. Application form received after 14.10.2025 will not be considered.

3. The application form may be submitted between 4:00 PM and 5:00 PM in Accounts & 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/Commissioners/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.10/1/2025-3AP

Dated Chandigarh the 01.10.2025

FESTIVAL ADVANCE
APPLICATION FORM FOR ADVANCE DURING THE YEAR 2025-26

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.

Signature of the applicant

Recommendation of the branch Officer.

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

Dated Chandigarh, the 29th September, 2025

Subject: Grant of interest free Festival Advance to Class IV State Government employees during the year 2025-26.

Sir/Ma'am,

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.13,000/- (Rupees Thirteen thousand only) to all Class-IV State Government employees who apply for it upto 14.10.2025.

2. The advance will be admissible to permanent/temporary Class-IV regular State Government employees and will likely to continue in service for another ten months. The advance will be sanctioned by the Drawing & Disbursing Officers concerned. In case of temporary Government employee, the festival advance will be admissible on the basis of a surety of a permanent Government employee 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 17.10.2025.
- iv) The advance will not be admissible to **work charged/ contingent paid staff/ daily wagers and contractual employees.**
- v) The advance should not be granted by parent Departments to those Class-IV State Government 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/dispursed 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.
- viii) In case of sanction of festival advance to ineligible employee, the DDO concerned will be responsible and action will be initiated as per rules.
- ix) In case of misuse of advance, penal interest @10% will be charged from concerned employee.

Accounts & Partition Branch

Diary No. 123/68

Date 30/09/25

B. S. W.
30/9/2025

3AP

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.

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, 2025 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.

Yours faithfully,

Charanjeet Kaur
(Charanjeet Kaur)

Deputy Secretary Finance
for Additional Chief Secretary to Govt. Haryana,
Finance Department

Endst. No.36/1/2010-WM(6)/ 1006

Dated Chandigarh, the 29th September, 2025

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

1. 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".

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

Charanjeet Kaur
(Charanjeet Kaur)

Deputy Secretary Finance
for Additional Chief Secretary to Govt. Haryana,
Finance Department

Endst. No.36/1/2010-WM(6)/ 1007

Dated Chandigarh, the 29th September, 2025

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 17.10.2025. 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.

Charanjeet Kaur
(Charanjeet Kaur)

Deputy Secretary Finance
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.

Charanjeet Kaur
(Charanjeet Kaur)

Deputy Secretary Finance
for Additional Chief Secretary to Govt. Haryana,
Finance Department

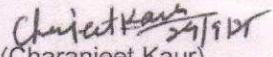
To

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)/ 1008

Dated Chandigarh, the 29th September, 2025

A copy each is forwarded to the Additional Chief Secretary/ Principal Secretary/ Additional Principal Secretary/Deputy Principal Secretary/ Chief Staff Officer to the Chief Minister, Haryana/Staff of Minister/Ministers/Ministers of State Haryana.


(Charanjeet Kaur)
Deputy Secretary Finance
for Additional Chief Secretary to Govt. Haryana,
Finance Department

To

The Chief Principal Secretary/Chief Staff Officer to the Chief Minister, Staff of Minister/Ministers/Ministers of State Haryana.

U.O.No.36/1/2010-WM(6)/ 1009

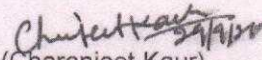
Dated Chandigarh, the 29th September, 2025

Endst. No.36/1/2010-WM(6)/ 1010

Dated Chandigarh, the 29th September, 2025

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.


(Charanjeet Kaur)
Deputy Secretary Finance
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, 2026 (@Rs. 1300/- 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