



HARYANA POWER GENERATION CORPORATION LIMITED

Regd. Office: Urja Bhawan, C-7, Sector- 6, PANCHKULA

(ISO: 9001, ISO: 14001 and OHSAS:18001 Certified Company)

Corporate Identity Number: U45207HR1997SGC033517

Website: www.hpgcl.org.in

Tel. No. 0172-5022413

E-mail-cao.pkl@hpgcl.org.in

Fax No. 0172- 5023480

Finance Section

Office Order No: **483** /CFO/HPGCL/FIN-28

Dated 12.04.2022

Subject:- Grant of interest free advance to Government employees for the purchase of wheat during the year 2022-23.

HPGCL is pleased to adopt the Government of Haryana, Finance Department order No 46/1/2011/MM(6)/5547, dated 01.04.2022 (attached as per **Annex. 'A'**) with respect to grant an interest free advance of Rs. 20,000/- (Rupees Twenty thousand only) to all Class-IV employees of HPGCL who wish to buy wheat for their own/their families consumption during the year 2022-23 on the same terms and condition as laid down in ibid order of State Government.

The advance will be recoverable in monthly installments so as to effect its full recovery before the close of the financial year 2022-23. Full loan should be recoverable before 31.03.2023.

The expenditure may be debited to GH-27.204-Wheat Advance and the recoveries made thereof may be credited to the same head.

This issue with the approval of Wholetime Directors, HPGCL, Panchkula.

DA/ as above

[Signature]
13/4/22
Sr. Accounts Officer/Finance,
for Chief Financial Officer,
HPGCL, Panchkula

Endst. No. **85** /CFO/HPGCL/FIN-28

Dated: - 12.04.2022

Copy of the above is forwarded to the following for information and necessary action please.

1. All Chief Engineer's in HPGCL at Projects/Panchkula.
2. Company Secretary, HPGCL, Panchkula.
3. Chief Accounts Officer, HPGCL, Panchkula.
4. All FA&CAO's in HPGCL at Projects/Panchkula.
5. L.R., HPU's, Shakti Bhawan, Panchkula.
6. All Deputy Secretary's / Under Secretary's in HPGCL.
7. Xen/IT, HPGCL, Panchkula with request to upload the same on HPGCL Website.
8. All Sr. Accounts Officers / Accounts Officers in HPGCL.
9. PRO/LWO, HPGCL, Panchkula.

[Signature]
13/4/22
Sr. Accounts Officer/Finance,
for Chief Financial Officer,
HPGCL, Panchkula

CC:

1. Sr. PS to ACS (Power) – cum – Chairman, HPGCL for kind information please.
2. OSD (Tech.) to Managing Director, HPGCL, Panchkula.
3. Sr. PS to Managing Director, HPGCL, for kind information please.
4. Sr. PS to Director/Generation, HPGCL, for kind information please.
5. Sr. PS to Director/Finance, HPGCL, for kind information please.
6. Sr. PS to Director/Technical, HPGCL, for kind information please.
7. PA to Chief Financial Officer, HPGCL, Panchkula.

No. 46/1/2011/WM(6)/5547

From

The Additional Chief Secretary to Government Haryana,
Finance Department.

Chief Accounts Officer
HPGCL Panchkula
Dairy No:- 516
Date:- 05-04-22
Sr. Accounts Officer
P&A, Pension, Pay Fix
EAD, Admn., PF, P&P
GPF, Ext. Audit
A&R, Exam, NPS
Sat. Audit Int. Audit

To

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

Dated Chandigarh, the 1st April, 2022.

Subject: Grant of interest free advance to Government employees for the purchase of wheat during the year 2022-23.

Sir,

With reference to subject noted above, I am directed to say that the State Government has decided to grant an interest free advance of Rs.20,000/- (Rupees Twenty thousand only) to all Class-IV Government employees in the State who wish to buy wheat for their own/their families consumption during the year 2022-23. 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 2022-23. Full loan should be recovered before 31.03.2023.*

2. The advance will be admissible to permanent/temporary/regular Class-IV 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 2022-23.

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

- i) A certificate may be obtained within one month of the drawl of the advance from the loanee to the effect that he/she has utilized the loan for the purchase of wheat.
- ii) The officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of advance is affected.
- iii) These orders will cease to operate after 1st May, 2022.
- iv) The recovery of the first instalment of the advance should preferably be made from the pay for the month of June, 2022.
- 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, contractual and daily wages employees.
- vii) Where both husband and wife are employed, the wheat advance should be allowed to only one of them.

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.

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 15.06.2022 positively in the enclosed Proforma.**

CAO
2/5/22

DA/Sm
A
5/4/22

SECRET

6. Expenditure may be debited to the Major Head. "7610-Loans to Govt. Servants, etc-800- Other Advances-(99) Advances for purchase of Foodgrains (P-01-45-7610-51-800-99-51). The receipt 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,



(Prabhu Dayal)
Under Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department

Endst. No. 46/1/2011/WM(6)/5547

Dated Chandigarh, the 1st April, 2022

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

1. The expenditure will be debited against Grant No.45 under Major Head "7610-Loans to Govt. Servants, etc-800- Other Advances-(99) Advances for purchase of Foodgrains (P-01-45-7610-51-800-99-51).

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



(Prabhu Dayal)
Under Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department

Endst. No. 46/1/2011/WM(6)/5547

Dated Chandigarh, the 1st April, 2022

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers, of Haryana and Chandigarh/Delhi with the request to entertain Sanctions upto 01.05.2022. No bills should be passed after that. These instructions may be strictly followed. 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.I.



(Prabhu Dayal)
Under Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department

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

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.



(Prabhu Dayal)
Under Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department

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)/5547

Dated Chandigarh, the 1st April, 2022

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.



(Prabhu Dayal)

Under Secretary, Finance,

for Additional Chief Secretary to Government Haryana,
Finance Department

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)/5547

Dated Chandigarh, the 1st April, 2022

Endst. No. 46/1/2011/WM(6)/5547

Dated Chandigarh, the 1st April, 2022

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. Chief Administrator/Managing Director of all Boards/Corporations in Haryana.
5. Vice Chancellor of all the Universities/Directors Medical Colleges in Haryana.



(Prabhu Dayal)

Under Secretary, Finance,

for Additional Chief Secretary to Government Haryana,
Finance Department

Endst. No. 46/1/2011/WM(6)/5547

Dated Chandigarh, the 1st April, 2022

A copy is forwarded to the following for information:-

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



(Prabhu Dayal)

Under Secretary, Finance,

for Additional Chief Secretary to Government Haryana,
Finance Department

Internal Distributions:

1. PS/ACSF,
2. Record Section FD with 20 spare copies.
3. In-Charge, Computer Cell, Finance Department.

PROFORMA

| Name of Department | Name of Office | Drawing and Disbursing Officer | Amount of wheat advance granted to employees (in Rupees) |
|--------------------|----------------|--------------------------------|--|
| 1 | 2 | 3 | 4 |

PROFORMA
SCHEDULE OF RECOVERIES

| 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 | (in Rupees) | |
|--------|---------------------------------|-------------------------|----------------------------|--|----------------------------------|-------------|---------|
| | | | | | | Balance | Remarks |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |