



**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](http://www.hpgcl.org.in)

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**Finance Section**

Office Order No: **500** /CFO/HPGCL/FIN-28

Dated 12.04.2023

**Subject:- Grant of interest free advance to Group 'D' Government employees for the purchase of wheat during the financial year 2023-24.**

HPGCL is pleased to adopt the Government of Haryana, Finance Department order No 46/1/2011/MM(6)/1361, dated 05.04.2023 (attached as per **Annex. 'A'**) with respect to grant an interest free advance of Rs. 22,000/- (Rupees Twenty-two thousand only) to all Class-IV HPGCL employees who wish to buy wheat for their own/their families consumption during the financial year 2023-24 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 2023-24. Full loan should be recoverable before 31.03.2024.

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.

DA/ As above

Sr. Accounts Officer/Finance,  
for Chief Financial Officer,  
HPGCL, Panchkula

Endst. No. **584** /CFO/HPGCL/FIN-28

Dated: - 12.04.2023

A 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 Officer's / Accounts Officer's in HPGCL.
9. PRO/LWO, HPGCL, Panchkula.

Sr. Accounts Officer/Finance,  
for Chief Financial Officer,  
HPGCL, Panchkula

CC:

1. Sr. PS to 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/Finance, HPGCL, for kind information please.
5. Sr. PS to Director/Technical-I, HPGCL, for kind information please
6. Sr. PS to Director/Technical-II, HPGCL, for kind information please.
7. PA to Chief Financial Officer, HPGCL, Panchkula.



No. 46/1/2011/WM(6)/ 1361

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

Dated Chandigarh, the 5<sup>th</sup> April, 2023.

Subject: Grant of interest free advance to Group 'D' Government employees for the purchase of wheat during the financial year 2023-24.

Sir,

I am directed to say that the State Government has decided to grant an interest free advance of Rs.22,000/- (Rupees twenty two thousand only) to all Class-IV Government employees in the State who wish to buy wheat for their own/their families consumption during the financial year 2023-24. 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 2023-24. Full loan should be recovered before 31.03.2024.*

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 2023-24.

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

- i) A certificate may 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 will continue in service until full recovery of the total amount of advance is affected.
- iii) These orders will cease to operate after 10<sup>th</sup> May, 2023.
- iv) The recovery of the first instalment of the advance should preferably be made from the pay for the month of June, 2023.
- 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 15.06.2023 positively in the enclosed Proforma.

740 7-4-23  
S.M.S. D. /  
S.A.O/Finance/HPSC/

50/57  
A  
6/4/23



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](http://www.finhry.gov.in).

Yours faithfully,

*Charanjit Kaur*  
5/4/23  
Under Secretary, Finance,  
for Additional Chief Secretary to Government Haryana,  
Finance Department

Endst. No. 46/1/2011/WM(6)/ 1362

Dated Chandigarh, the 5<sup>th</sup> April, 2023

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 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.

*Charanjit Kaur*  
5/4/23  
Under Secretary, Finance,  
for Additional Chief Secretary to Government Haryana,  
Finance Department

Endst. No. 46/1/2011/WM(6)/ 1363

Dated Chandigarh, the 5<sup>th</sup> April, 2023

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers, of Haryana and Chandigarh/Delhi with the request to entertain sanctions upto 10.05.2023. 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.

*Charanjit Kaur*  
5/4/23  
Under Secretary, Finance,  
for Additional Chief Secretary to Government Haryana,  
Finance Department

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.

*Charanjit Kaur*  
5/4/23  
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)/ 1364-65

Dated Chandigarh, the 5<sup>th</sup> April, 2023

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.

*Charanjit Kaur*  
5/4/23

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)/ 1366

Dated Chandigarh, the 5<sup>th</sup> April, 2023

Endst. No. 46/1/2011/WM(6)/ 1367-71

Dated Chandigarh, the 5<sup>th</sup> April, 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. Chief Administrator/Managing Director of all Boards/Corporations in Haryana.
5. Vice Chancellor of all the Universities/Directors Medical Colleges in Haryana.

*Charanjit Kaur*  
5/4/23

Under Secretary, Finance,  
for Additional Chief Secretary to Government Haryana,  
Finance Department.

Endst. No. 46/1/2011/WM(6)/ 1372-74

Dated Chandigarh, the 5<sup>th</sup> April, 2023

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.

*Charanjit Kaur*  
5/4/23

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