



**HARYANA POWER GENERATION CORPORATION LIMITED**  
**Regd. Office: C-7, URJA BHAWAN, SECTOR-6, PANCHKULA**

**Corporate Identity Number: U45207HR1997SGC033517**

**Website: www.hpgcl.org.in**

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

**Tel. No. 0172-5022413**

**Fax No. 0172- 5023480**

**Office Order No: 469 /COA/HPGCL/FIN-06**

**Dated: - 27.10.2021**

**Subject: Grant of interest free Festival Advance to Class IV employees of HPGCL during the year 2021-22.**

HPGCL is pleased to grant of interest free festival advance of Rs. 10,000/- (Rs. Ten Thousand Only) to its Class-IV employees, who apply for it, on the terms and conditions as laid down in Haryana Govt. Finance Department order No. 36/1/2020-WM(6) dated 25.10.2021 (copy attached as per Annexure-A)

The expenditure will be debited to Group Head-27-203 " Festival Advance" and the recoveries to this effect will be credited to the same head.

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

DA/ as above

Sr.Accounts Officer/Finance  
for Controller of Accounts  
HPGCL, Panchkula

Endst. No. 828 /COA/HPGCL/FIN- 06

Dated:- 27.10.2021

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

1. All Chief Engineer in HPGCL at Projects/Panchkula.
2. Controller of Accounts, HPGCL, Panchkula.
3. Company Secretary, HPGCL, Panchkula
4. Chief Accounts Officer, HPGCL, Panchkula
5. All FA&CAO in HPGCL at Projects/Panchkula.
6. L.R. HVPNL, Shakti Bhawan, Panchkula.
7. Xen/ IT, HPGCL, Panchkula with the request to upload the same on HPGCL web.site pl.
8. All Sr. Accounts Officers in HPGCL at Projects/Panchkula.
9. All Accounts Officers in HPGCL at Projects/Panchkula.
10. PRO/LWO, HPGCL, Panchkula.

Sr.Accounts Officer/Finance,  
for Controller of Accounts,  
HPGCL, Panchkula

CC:

1. Sr. PS to ACS (Power) - cum- Chairman, HPGCL, for kind information of ACS (Power) - cum- Chairman please.
2. OSD (Tech.) to Managing Director, HPGCL, Panchkula.
3. SPS to Managing Director, HPGCL for kind information of Managing Director pl.
4. Sr. PS to Director/Generation, HPGCL for kind information of Director/Gen. pl.
5. Sr. PS to Director/Finance, HPGCL for kind information of Director/Finance pl.
6. Sr. PS to Director/Technical, HPGCL for kind information of Director/Technical pl.
7. PA to Conroller of Accounts, HPGCL, Panchkula.



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

From

The Additional Chief Secretary to Government Haryana,  
Finance Department.

To

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

Dated Chandigarh, the 25<sup>th</sup> October, 2021

**Subject: Grant of interest free Festival Advance to Class IV Government employees during the year 2021-22.**

Sir,

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.10,000/- (Rupees Ten thousand only) to all Class-IV Government employees in the State who apply for it.

2. The advance will be admissible to permanent/temporary Class-IV employees and to those adhoc employees who are continuing in service for the last one year and will likely to continue for another ten months, on furnishing surety of a permanent Government employee. The advance will be sanctioned by the Drawing & Disbursing Officers concerned. In case of temporary employees, allow festival advance on the basis of a surety to their satisfaction 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 03.11.2021.
- iv) The advance will not be admissible to work charged & contingent paid staff and daily wagers.
- v) The advance should not be granted by parent Departments to those Class-IV 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/dispensed 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.

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, 2021 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 down loaded from the site [www.finhry.gov.in](http://www.finhry.gov.in).

Yours faithfully,

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

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

Dated Chandigarh, the 25th October, 2021

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

2. The expenditure will be debited against Grant No.45 under Major head "7610-Loans to Govt. Servants etc.-800-Other advances-(98) Festival Advances-(50)-Advances".

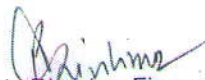
3. The detailed accounts of recoveries will be maintained by the Drawing and Disbursing Officers.

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

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

Dated Chandigarh, the 25<sup>th</sup> October, 2021

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 03.11.2021. 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.

  
Deputy Director, 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.

  
Deputy Director, 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)

Dated Chandigarh, the 25<sup>th</sup> October, 2021

A copy each is forwarded to the Additional Chief Secretary/ Principal Secretary/ Additional Principal Secretary/ Deputy Principal Secretary/ Officer on Special Duty/ Special Senior Secretaries/Secretaries/ Private Secretaries to the Chief Minister/Ministers/Ministers of State, Haryana.

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

To

The Principal Secretary/Additional Principal Secretary/ Deputy Principal Secretary/ Officer on Special Duty/ Special Senior Secretaries/Secretaries/ Private Secretaries to the Chief Minister/Ministers/Ministers of State, Haryana.

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

Dated Chandigarh, the 25<sup>th</sup> October, 2021

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

Dated Chandigarh, the 25<sup>th</sup> October, 2021

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.

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

**INTERNAL DISTRIBUTION**

1. PS/FM/CM
2. PS/ACSF
3. In-Charge, Computer Cell.

**PROFORMA-I**

**SCHEDULE OF RECOVERIES**

S. No.	Name & Designation of employee(s)	Total amount of advance Rs.	Recoveries upto September, 2022 (@Rs. 1000/- 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