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 E-mail-cao.pkl@hpgcl.org.in
Tel. No. 0172-5022421 Fax No. 0172- 5022412

Finance Section

Office Order No: 572/CAO/HPGCL/FIN-06 **Dated 22.10.2026**

Subject:- Grant of interest free Festival Advance to Class-IV Government employees during the year 2026-27.

HPGCL is pleased to grant an interest free festival advance of Rs. 15,000/- (Rs. Fifteen thousand only) to its Class IV employees, who apply for it, on the terms and conditions as laid down in Finance Department, Govt. of Haryana order No.36/1/2010-WM(6)/ 2171-76 dated 14.10.2026 (attached as per Annexure-A).

The advance may be drawn and disbursed on or before 30.10.2026

The expenditure will be debited to GH-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.

DA/ as above

Accounts Officer/Finance,
for Chief Accounts Officer,
HPGCL, Panchkula

Endst. No. 2651 /CAO/HPGCL/FIN-06 Dated: - 22.10.2026

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 Financial Officer, HPGCL, Panchkula.
4. Chief Accounts Officer, HPGCL, Panchkula.
5. All FA&CAO's in HPGCL at Projects/Panchkula.
6. L.R., HPU's, Shakti Bhawan, Panchkula.
7. All Deputy Secretary's / Under Secretary's in HPGCL.
8. Xen/IT,HPGCL, Panchkula to upload the same on HPGCL Website.
9. All Sr. Account Officers / Account Officers in HPGCL.
10. PRO/LWO, HPGCL, Panchkula/PTPS, Panipat.

Accounts Officer/Finance,
for Chief Accounts Officer,
HPGCL, Panchkula

CC:

1. Sr. PS to Chairperson, HPGCL for kind information please.
2. Sr. PS to Managing Director, HPGCL, for kind information please.
3. Sr. PS to Director/Finance, HPGCL, for kind information please.
4. Sr. PS to Director/Technical-I, HPGCL, for kind information please.
5. Sr. PS to Director/Technical-II, HPGCL, for kind information please.

Annexure-A

From

No.38/1/2010-WM(6)/ 2171-76

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 14th October, 2026

Subject: **Grant of interest free Festival Advance to Class IV State Government employees during the year 2026-27.**

Sir/Ma'am,

With reference to the subject noted above, I am directed to say that the State Government has decided to grant an interest free festival advance of Rs.15,000/- (Rupees Fifteen Thousand only) to all Class-IV State Government employees who apply for it upto 24.10.2026.

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 Class IV temporary State Government employee, the festival advance will be admissible on the basis of a surety of a permanent State 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 advance will be admissible to permanent/temporary Class-IV regular State Government employees.

ii. 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.

iii. The advance will be recovered in ten equal monthly instalments.

iv. The advance may be drawn and disbursed on or before 30.10.2026.

v. The advance will not be admissible to work charged/ contingent paid staff/ daily wagers and contractual employees.

vi. 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.

vii. [illegible] the advance should be allowed to only one of

Annexure-'A'

No.36/1/2010-WM(6) / 2171-76

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.

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

I. The advance will be admissible to permanent/temporary Class-IV regular State Government employees.

II. 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.

III. The advance will be recovered in ten equal monthly instalments.

IV. The advance may be drawn and disbursed on or before **30.10.2026.**

V. The advance will not be admissible to **work charged/ contingent paid staff/ daily wagers and contractual employees.**

VI. 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.

VII. If both husband and wife are employed, the advance should be allowed to only one of them.

VIII. No application for the purpose of Grant of festival advance shall be entertained and no advance shall be sanctioned/disbursed 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.

IX. **In case of sanction of festival advance to ineligible employee, the DDO concerned will be responsible and action will be initiated against him/her as per rules.**

X. **In case of misuse of advance, penal interest @10% will be charged from concerned employee.**

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 Principal Accountant General (A&E), Haryana 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, 2026 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)
Deputy Secretary, Finance
for Additional Chief Secretary to Govt. Haryana,
Finance Department.

Endst. No.36/1/2010-WM(6)/ 2177-78 Dated Chandigarh, the 14th October, 2026

A copy is forwarded to the Principal Accountant General (Audit) and Principal Accountant General (A&E), Haryana, Sector- 33 B, 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)
Deputy Secretary, Finance
for Additional Chief Secretary to Govt. Haryana,
Finance Department.

Endst. No.36/1/2010-WM(6)/ 2179 Dated Chandigarh, the 14th October, 2026

A copy is forwarded to all the 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 **30.10.2026**. 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)
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)
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)/ 2180 Dated Chandigarh, the 14th October, 2026

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 14/10/26
(Charanjeet Kaur)
Deputy Secretary, Finance
for Additional Chief Secretary to Govt. Haryana,
Finance Department. 14/10/2026

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)/ 2181 Dated Chandigarh, the 14th October, 2026

Endst. No. 36/1/2010-WM(6)/ 2182-86 Dated Chandigarh, the 14th October, 2026

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. The Chairman/Chief Administrator/Managing Director of all Boards/Corporations in Haryana.
5. The Vice Chancellor of all the Universities of Haryana.

Charanjeet Kaur 14/10/26
(Charanjeet Kaur)
Deputy Secretary, Finance
for Additional Chief Secretary to Govt. Haryana,
Finance Department. 14/10/2026

INTERNAL DISTRIBUTION

1. PS/FM/CM
2. PS/ACSF
3. In-Charge, Computer Cell for uploading on website of FD.

PROFORMA-I

SCHEDULE OF RECOVERIES

S. No.	Name & Designation of employee(s)	Total amount of advance (in Rupees)	Recoveries upto August, 2027 (@Rs. 1500/- 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 (in Rupees)
1	2	3	4