

A module  
on  
**HARYANA CIVIL SERVICES RULES 2016**  
**PAY, ASSURED CARRIER PROGRESSION (ACP), LEAVE**  
**&**  
**LOANS**



National Centre for School Leadership



विद्यालय नेतृत्व अकादमी  
राज्य शैक्षिक अनुसंधान एवं प्रशिक्षण परिषद्, हरियाणा  
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**PART-A**  
**HARYANA CIVIL SERVICES (PAY) RULES 2016/ HARYANA**  
**CIVIL SERVICES (REVISED PAY) RULES 2016**

Govt. Employee is entitled to get pay in a particular pay scale from the date of his joining and further pay fixation is required on grant of higher scale or promotion, reversion etc. These rules regulates pay fixation of the Govt. Employees on various occasions i.e. promotion, subsequent appointment, grant of ACP scales, reversion, re-employment etc.

**PAY OF NEW ENTRANT**

Figure at first cell in a particular level in pay matrix shall be the pay of the new entrant.

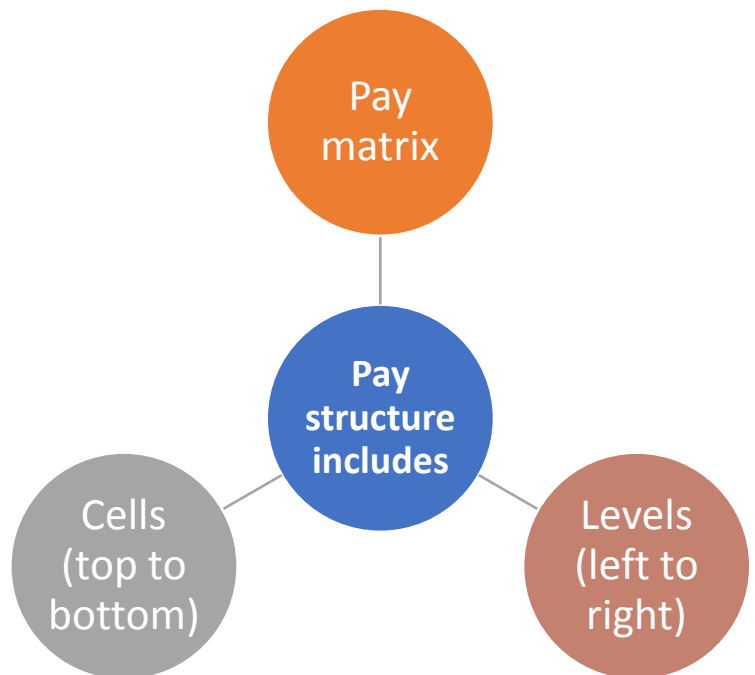
**INCREMENT IN PAY MATRIX**

The increment in pay matrix shall be next vertical cell of the

applicable level in the pay matrix subject to completion of prescribed qualifying service. It is admissible as matter of course unless it is withheld. GE shall not be entitled to any increment above the maximum or last cell of his level.

**DATE OF NEXT INCREMENT**

- There shall be two dates for grant of increment i.e. 1<sup>st</sup> January and 1<sup>st</sup> July of every year.
- Employee shall be entitled to only one increment either on 1<sup>st</sup> January or 1<sup>st</sup> July depending on the date of his appointment, promotion or grant of financial up gradation.
- A GE who does not complete six months qualifying service on whatever reasons such as due to EOL without medical certificate, period of dies non, undecided suspension period, treatment of suspension period as non-duty, period of unauthorized absence etc. before the date of normal increment due on 1<sup>st</sup> July or 1<sup>st</sup> January, as the case may be, his date of



next increment shall be changed to 1<sup>st</sup> January or 1<sup>st</sup> July and shall be granted subject to admissibility.

### **SERVICE QUALIFYING FOR INCREMENT**

- Service treated as duty;
- All leave except EOL
- EOL sanctioned on medical certificate or in continuation of study leave.
- The period of suspension, dismissal, removal, compulsory retirement followed by reinstatement and treated as duty for the purpose of pay by the competent authority.
- EOL taken for any cause beyond the control of GE or for prosecuting higher scientific, technical or professional studies connected with his duties with the approval of FD.

### **DATE OF NEXT INCREMENT**

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Date of Appointment, Promotion, FU	Date of Increment
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2 <sup>nd</sup> January to 1 <sup>st</sup> July	1 <sup>st</sup> January* *GE who did not draw any increment on 1 <sup>st</sup> July.
2 <sup>nd</sup> July to 1 <sup>st</sup> January	1 <sup>st</sup> July (Rule 10 RPR 2016, 19 ACP rules 2016)

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### **GRANT OF INCREMENT WHILE ON LEAVE**

- The increment shall be granted notionally if the GE is on leave (other than the casual leave) on that day and actual from the date of joining duty after return from leave, provided leave has been sanctioned by the competent authority.

### **GRANT OF INCREMENT IN CASE OF DEPARTMENTAL TEST IS A PRE-CONDITION**

- on appointment by direct recruitment to a post
- where passing of any departmental exam or
- fulfilling other conditions is a pre-requisite and condition is fulfilled –
- Before the due date of first increment (1<sup>st</sup> July or 1<sup>st</sup> January) normal increment shall be granted on the 1<sup>st</sup> July or 1<sup>st</sup> January, if otherwise admissible;
- After the due date of first increment (1<sup>st</sup> July or 1<sup>st</sup> January), increment shall be granted notionally from the due date(s) at the rate applicable from time to time and actually from the last date of appearance of test(s) which has been qualified.

## **GRANT OF INCREMENT IN CASE OF DEPARTMENTAL TEST IS A PRE-CONDITION**

- On appointment by promotion to such a post, the presumptive pay of the feeder post shall, if it is more advantageous, be admissible till qualifying the departmental test or other conditions prescribed for normal increment of the promotional post.

## **FIXATION OF PAY ON PROMOTION OR GRANT OF ACP LEVEL**

- One increment shall be granted in the level from which the employee is promoted and he shall be placed at cell equal to the figure so arrived at in the level of the post to which

### **ILLUSTRATION-1**

Before 01.01.06, the GP of school principal/BEO/Dy. DEO was Rs 6000 and GP of promotional post namely DEO was Rs 6400. Now, GP of Rs 6000 and Rs 6400 of all the post have been merged with GP Rs 6600 and the feeder and promotional post have come in identical level – 11. Pay of a Principal on promotion as DEO will be fixed as under –

1.	Level of pay of feeder as well as promotional post.	Level 11
2.	Basic Pay as on 01.07.16 in the level of Principal.	₹ 88400
3.	Date of Increment.	01.07.17
4.	Date of promotion as DEO.	31.08.16
5.	Level of pay of promotional post.	Level 11
6.	Pay after giving one increment in Level 11 of feeder post.	₹ 91100
7.	Date of next increment.	01.07.17

promoted and if no such cell is available in the level to which promoted, he shall be placed at the next higher cell in that level.

- On enhancement in presumptive pay of feeder post due to increment or otherwise while working on promotional post, the pay of promotional post shall be re-fixed as if the incumbent has been promoted on the date of such enhancement, if it is beneficial.

## **PAY ON PREMATURE PROMOTION**

- On premature promotion (before completion of prescribed experience) while drawing pay in the functional level, the pay for the period up to the date of completion of deficiency of prescribed experience shall be fixed equal to –
  - (i) entry level pay of promotional post; or
  - (ii) presumptive pay in the level of feeder post, whichever is more.
- After completion of prescribed experience, the pay shall be re-fixed under normal rules, as if the incumbent has been promoted on that day. At the time of re-fixation of pay of

promotional post, presumptive basic pay of the feeder post shall be taken into consideration.

## **FIXATION OF PAY ON MODIFICATION OF PAY STRUCTURE**

- On modification of level after 01.01.16, the pay shall be fixed at the same cell, if

### **ILLUSTRATION-2**

An employee was appointed as TGT Maths on 01.07.13 in pay band 2 and GP 4600. On 01.01.16 his pay was fixed at Rs 44900 in functional pay level 7. Further, he was promoted as PGT Maths on 01.03.16 in functional pay level 8. Pay will be fixed as under.

1	<b>Level of the feeder post (TGT)</b>	7
2	Basic pay on 01.01.16	44900
3	Date of next increment	01.07.16
4	Date of promotion as PGT	01.03.16
5	Level of the promotional post	8
6	Pay on promotion after one increment in level 7 on date of promotion	46200
7	Pay in level 8 on the date of promotion	47600
8	Date of next increment	01.01.17
9	Presumptive pay on normal date of increment 01.07.16	46200
10	Re fixation of pay on promotion due to enhancement of pay in feeder post on 01.07.16	47600 (Level 7) 47600 (Level 8)
11	Date of next increment	01.01.17

available in the modified level, otherwise at the next cell but not less than the first cell of the modified level.

- The modified level shall be admissible from the date of modification or option exercised by the govt. Employee.
- On modification of level, the option shall be exercised within 3 months from the date of order of the modification, for fixation of pay either from the date of modification or from the date of next increment, whichever is beneficial, otherwise it shall be deemed from the date of modification.
- Option once exercised shall be final and shall not be changed in any circumstances
- On modification of level of a post after 01.01.16, 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> ACP level of that post shall be corresponding to the modified functional pay level.

## **FIXATION OF PAY ON SUBSEQUENT APPOINTMENT TO A POST HIGHER OR IDENTICAL TO FPL/ACPL**

- On appointment to a post of level higher than or identical to FPL of ACPL in the same or any other department of Haryana govt and where the application for the same has –
  - (i) not been submitted through proper channel, pay shall be fixed at entry level pay of the post of subsequent appointment.

### **ILLUSTRATION-3**

Pay fixation of an employee from functional pay level 2 to level 4.

1	<b>Level of the feeder post</b>	2
2	Basic pay on 01.01.16	33000
3	Date of next increment	01.07.16
4	Date of promotion	08.03.16
5	Level of the promotional post	4
6	Pay on promotion after one increment in level 2 on date of promotion	34000
7	Pay in level 4 on the date of promotion	34300
8	Date of next increment	01.01.17
9	Presumptive pay on normal date of increment 01.07.16	34000
10	Re fixation of pay on promotion due to enhancement of pay in feeder post on 01.07.16	35000 (Level 2) 35300 (Level 4)
11	Date of next increment	01.07.17

(ii) been submitted through proper channel, the pay shall be fixed –

(a) at entry level pay of the post, or

(b) equal to the corresponding cell if available in the functional level of the new post,  
or

(c) at the next cell above the existing cell if the same cell is not available in the FPL of the new post.

- Where pay is fixed at the entry level pay, the DOI shall be 1<sup>st</sup> January or 1<sup>st</sup> July subject to completion of minimum six months qualifying service before that date.
- Where pay in pay level is fixed equal to the pay already drawn, the DOI shall remain unchanged.
- Where the pay in pay is fixed higher than the pay already drawn, the DOI shall be the 1<sup>st</sup> January or 1<sup>st</sup> July subject to completion of minimum six months qualifying service before that date.

## **FIXATION OF PAY ON SUBSEQUENT APPOINTMENT TO A POST OF LOWER THAN FPL OR ACP LEVEL**

On appointment from one post to another of lower level in the same or any other department of Haryana govt. While drawing pay in the higher level, the pay shall be fixed where the application for the same –

- (i) has not been submitted through proper channel, pay shall be fixed at entry level of post of subsequent appointment.
- (ii) has been submitted through proper channel, pay of the subsequent post shall be fixed equal to the pay drawn in higher level post, if no such stage, then on stage next below and difference will be personal pay to be absorbed in future increments.
- Where pay is fixed at entry level, the DOI shall be the 1<sup>st</sup> January or 1<sup>st</sup> July subject to the completion of minimum six months QS before that date on the post of subsequent appointment.
- Where pay is fixed by giving benefit of past QS towards increment, the DOI shall remain unchanged.

## **FIXATION OF PAY ON RE-EMPLOYMENT AFTER RETIREMENT**

- On re-employment of pensioner to a post of level –
- (a) identical to level last held, the pay shall be fixed at the cell equal to the last drawn pay; or
- (b) higher than the last level held, the pay shall be fixed at the cell equal to the last drawn pay or at the lower cell, which is available, but not less than entry level pay; or
- At maximum, if maximum of the level of the re-employed post is lower than the pay of post last held.
- minus pension.
- Actual pay admissible and pension total shall not exceed Rs. 2,24,100.
- The increment shall be admissible on the 1<sup>st</sup> January or 1<sup>st</sup> July subject to completion of minimum six months QS on re-employed post.
- Pay of the employees who has availed benefit under CPF/NPS at the time of retirement and has been re-employed in any department , the contribution made by the employer in

the CPF of the incumbent along with interest thereon shall be worked out and thereafter peg equivalent of CPF shall be calculated on the basis of commutation table as per this formula.

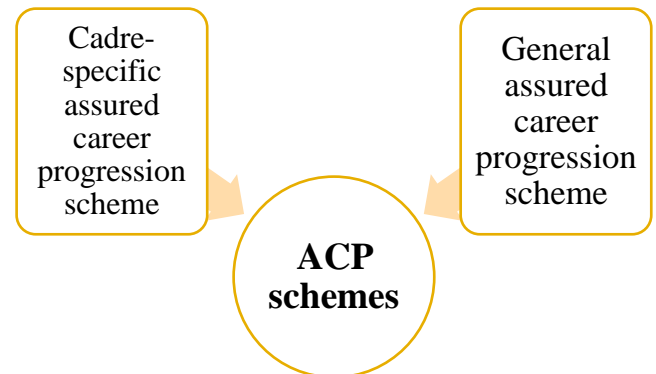
- $X = (a + \text{pension if any}) / (b * 12)$
- X – amount of pension equivalent of CPF plus actual pension, if any.
- A - amount of employer share of CPF plus interest thereon.
- B – commutation value to be ascertained from the commutation table against the relevant age on the next birthday after retirement.

## **PART-B**

### **HARYANA CIVIL SERVICES (ASSURED CARRIER PROGRESSION) RULES 2016**

#### **OBJECTIVES OF ACP SCHEME**

- To offset the financial stagnation due to non-availability or non-requirement of functional promotion posts.
- To provide reasonable financial up gradations at different stages of career in the absence of opportunity of functional promotion.
- To motivate employees by addressing problem of lack of promotional avenues and thereby lack of financial advantages at satisfactory levels.



#### **ACP RULES**

- First category of scheme is for some cadres/posts/services viz HCS executive services (Ex. Br.), HPS, ETO, HCMS etc. This scheme is admissible who becomes members of such specific cadres/posts.



- The second category is for all GEs other than above. GEs shall get three financial up gradations under this scheme during his entire career including promotion. No GE stagnates for more than eight years unless he has already availed three FUs.

### **ELIGIBILITY FOR GRANT OF CADRE SPECIFIC LEVEL**

- Cadre specific level is to be granted as per eligibility conditions i.e. Length of service as mentioned in rules apart from general conditions. It may be restricted to certain percentage of cadre strength. Cadre strength means total sanctioned post in a cadre.

### **ELIGIBILITY FOR GRANT OF ACP LEVEL UNDER THE GENERAL ACP SCHEME**

- Every govt. Employee covered under the general ACP scheme shall be eligible for the first ACP level in respect of the functional pay structure as on 01.01.16 if he has completed 8 years RSS and has not any got fu in these 8 years with reference to the functional pay structure of the post to which he was recruited as a direct recruit.
- Every govt. Employee covered under the general acp scheme shall be eligible for the second ACP level in respect of the functional pay structure as on 01.01.16 if he has completed 16 yrs RSS and has avail only one FU in these 16 years with reference to the functional pay structure of the post to which he was recruited as a direct recruit.
- Every govt. Employee covered under the general ACP scheme shall be eligible for the third ACP level in respect of the functional pay structure as on 01.01.16 if he has completed 24 yrs RSS and has avail only two FU in these 24 years with reference to the functional pay structure of the post to which he was recruited as a direct recruit.
- In case of a GE who gets promoted, he shall be considered for the next level after 8 years of RSS in the promotional post without any FU after promotion and shall be entitled to the next level with reference to the level of the promotional post he holds.

### **REGULAR SATISFACTORY SERVICE INCLUDES**

- No departmental or judicial proceeding, no adverse remarks about integrity in acr should be pending.
- Service from the date of joining to a post on regular basis in a department of haryana government by direct recruitment or otherwise.

- The period spent on deputation/foreign service.
- All kind of leave (excluding EOL without medical certificate) duly sanctioned by competent authority.
- On appointment from one department to another under the Haryana govt. Or otherwise, the past regular satisfactory service where the pay structure/pay level as well as line of service of both the posts are identical/same shall be counted after completion of satisfactory probation period. Financial Up gradation already availed shall also be kept in view.

### **RSS DOES NOT INCLUDE**

- Service rendered on ad hoc/contract/work-charged basis/daily wages.
- Past services of an employee on his subsequent appointment by direct recruitment or otherwise to post of lower or higher pay scale/ pay structure. The financial up gradation already availed shall not be taken into account.
- Past service rendered in any other state govt. /central govt. Before appointment in any department of Haryana Government.
- Military service (other than emergency military service counted towards seniority) rendered by an ex-serviceman before his re-employment in civil service. (explanation 1 rule 7)

### **CONDITIONS FOR GRANT OF ACP LEVEL**

- GE should be fit for promotion to immediate next higher post only in functional hierarchy in his cadre, but could not promoted due to lack of vacancy.
- If promotion involves passing of departmental or other test, acquisition of higher educational qualification, etc., it should be qualified except for group 'D' employees for which there is no promotional post in the hierarchy other than the post for which educational qualification of matriculation or above is essential.
- ACP level will be granted from the 1<sup>st</sup> day of the following month in which a ge becomes eligible for the same.
- Where there is no promotional post in the hierarchy, the ACP level shall be granted on completion of prescribed RSS. (rule 8)

## **COMPETENT AUTHORITY TO GRANT ACP SCALES**

Authority competent to grant promotion to the next promotional post in the hierarchy. (rule 11)

## **SPECIAL ENTITLEMENT OF ACP LEVEL**

Where a GE after promotion from one post to another is drawing pay in the level inferior than his presumptive pay and/or ACP level which shall have been admissible to him in 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> ACP level had he not been promoted, he shall be granted difference of pay of promotional post and presumptive pay of ACP pay structure and/or change of level to ACP level as a special entitlement. Such functional promotion to a post with such inferior pay structure shall not be counted as a financial up gradation for the purpose of these rules. (rule 13)

## **CEASING OF ENTITLEMENT OF ACP LEVEL**

- A GE who forgoes his promotion in the line of hierarchy or seeks reversion on his own accord to feeder post on any ground while drawing pay in –
  - 3<sup>rd</sup> ACP level, the pay shall be re fixed in 2<sup>nd</sup> ACP level.
  - 2<sup>nd</sup> ACP level, the pay shall be re fixed in 1<sup>st</sup> ACP level.
  - 1<sup>st</sup> ACP level, the pay shall be re-fixed in the functional pay structure.
- Equal to the presumptive pay which shall have been admissible had he not been granted 3<sup>rd</sup>/2<sup>nd</sup>/1<sup>st</sup> ACP level as the case may be.

## **CEASING OF ENTITLEMENT OF ACP LEVEL**

If such GE becomes ready to accept promotion, in such case the period of service between the date of foregoing promotion/reversion and date of application indicating readiness to accept the promotion, subject to minimum one year, shall be excluded from the regular satisfactory service for the purpose of grant of ACP level. On assuming the charge of promotional post the pay shall be re-fixed equal to the pay drawn in ACP pay structure immediately before foregoing promotion or fixation of pay of the promotional post under normal rules, whichever is higher.

The request for seeking reversion or foregoing promotion once accepted by the competent authority shall not be withdrawn. Once a GE has foregone his promotion or sought reversion to a feeder post, such foregoing/reversion shall remain in force for a minimum period of one

year or up to the period he gives in writing to re-consider his name for promotion, whichever is later.

## **PART-C**

### **HARYANA CIVIL SERVICES (LEAVE) RULES 2016**

#### **CASUAL LEAVE**

- Leave granted for unforeseen or occasional unauthorized absence.
- GE on casual leave (sanctioned) is treated as on duty for all purposes .

#### **Sanctioning Authority For CL**

Head of office	Full powers
<b>Officer in-charge under</b> 1. HOD at the HQ 2. HOO in the field offices	Up to 4 days for the employees serving under him.

Note – HOO may re-delegate the power to any gazetted officer working under him in his office.

#### **CL During The First Calendar Year Of Joining**

IF service is joined	Male	Female
<b>Before 30<sup>th</sup> June</b>	10	20
<b>Between 30<sup>th</sup> June and 30<sup>th</sup> September</b>	5	10
<b>After 30<sup>th</sup> September</b>	2	5
<b>After 30<sup>th</sup> November</b>	1	2

#### **CL During The Last Year Of Quitting Service**

If services is quitted	Rate of casual leave
<b>Before 1<sup>st</sup> July</b>	Half of the casual leave in that calendar year.
<b>On or after 1<sup>st</sup> July</b>	Full casual leave in that calendar year.

#### **CL During The Calendar Year**

The year during which an employee completes 10 or 20 years of service, he will be entitled for CL at enhanced rate from that calendar year.

Length of service	Male	Female
<b>Up to 10 years service</b>	10	20
<b>After 10 years but less than 20 years service</b>	15	20
<b>On or after 20 years service.</b>	20	20

#### **Accounting of Casual Leave**

- 1 January to 31 December every year.
- Balance of CL, if any, on 31 December will lapse on that day.

*[If an official takes leave from 30<sup>th</sup> December 18 to 2<sup>nd</sup> January 19, 2 CL each shall be debited to year 2018 and 2019.]*

### **Short Casual Leave**

Up to 2 hours	1/3 day
Up to 4 hours	½ Day

### **Late Attendance**

If at the end of the calendar year no casual leave is due to a GE, short casual leave and period of late attendance shall be debited to the earned leave account

Up to 2 hours	1/3 day
Up to 4 hours	Half day
After 4 hours	Full day

### **Combination of Leave**

C L can't be allowed to combined with other regular leave.

### **Maximum Limit of Casual Leave**

- An employee can be allowed to take a spell of 16 days casual leaves including holidays.
- Holidays shall not be debited to casual leave account.
- Casual leave may also be allowed to prefix or suffix to vacation.
- No GE Shall leave his/her headquarter, during casual leave, holiday or any other kind of leave without prior permission of the authority competent to sanction him/her casual leave.
- A GE under who is under suspension may not be granted any kind of leave including casual leave.

### **Unauthorized Absence**

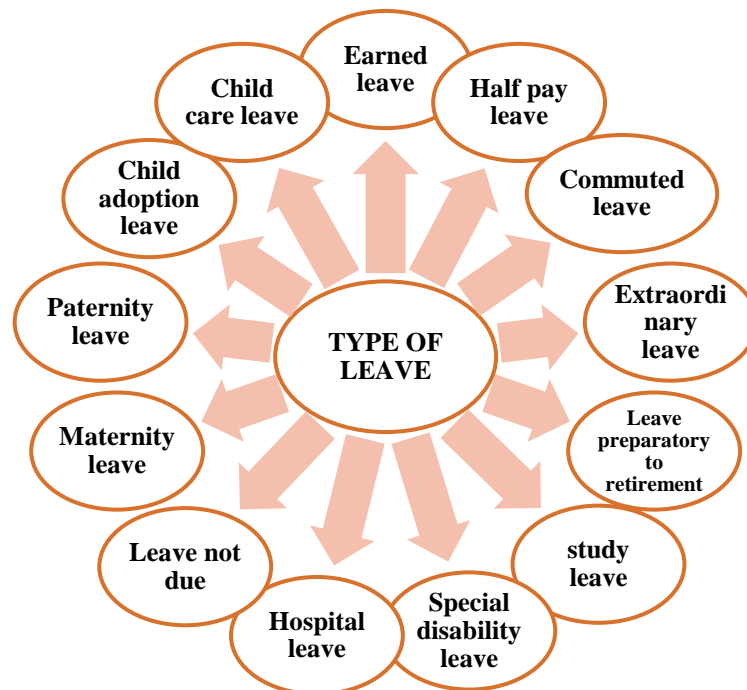
- Head of Office is responsible for sending detailed report of unauthorized absence for a period more than a week of a GE to the Head of Department.
- In case of employees of group A and B it shall be sent to the administrative department by the concerned HOD.

### **TYPE OF LEAVE**

Period of absence from the duty with proper permission of the competent authority.

### **GENERAL CONDITIONS FOR GRANT OF LEAVE**

- Leave cannot be claimed as a matter of right. Authority has discretion to refuse, revoke or recall from the leave or vacation in public interest.



- Prior sanction of competent authority is required except in exceptional circumstances otherwise it may be treated as willful absence.
- the nature of leave due and applied for by a GE cannot be altered by the sanctioning authority.
- Medical certificate issued by the competent authority does not in itself confer any right to the GE for grant of leave.
- Without prior permission of the competent authority GE cannot leave headquarters during casual leave or any kind of leave or holidays.

### **ACCEPTANCE OF EMPLOYMENT DURING LEAVE**

- A GE while on leave shall not take any service or accept any employment including the setting up of a private professional practice like accountant, consultant, legal or medical practitioner without obtaining previous sanction of the competent authority.

### **CONVERSION OF LEAVE**

- At the request of the GE, competent authority may convert leave from one kind to another retro respectively though it cannot be claimed as a matter of right.
- Request can be considered if it is received within a period of thirty days of joining of duty on return from leave and at that time leave of such kind were due to him.
- this conversion of leave shall not be allowed after the employee ceases to be in service.
- period of willful absence treated as extraordinary leave shall not be converted into another kind of leave.

## **MAXIMUM AMOUNT OF CONTINUOUS LEAVE**

- No government employee shall be granted leave of any kind for a continuous period exceeding five years except in exceptional circumstances.
- Unauthorized continuous absence exceeding five years shall be treated as deemed resignation from the service.

## **OVERSTAY OF LEAVE AND WILLFUL ABSENCE**

- For period of overstay of leave no leave salary shall be paid and period will be treated as willful absence unless leave is extended by the competent authority.
- Willful absence from the duty renders a GE liable to disciplinary action under HCS (Punishment and Appeal) rules and it shall become an interruption in service which entail forfeiture of past service for the purpose of pension.

## **APPLICATION FOR LEAVE**

An application for leave or extension of leave shall be made in prescribed form to the competent authority through Head of Office.

## **WHO CAN BE GRANTED LEAVE**

- Authority competent to grant leave shall take decision for grant of leave .
- Amount of leave due to the GE.
- Employee can be spared or not.
- Amount of service rendered by the applicant since his last return from leave.
- From last leave, applicant was compulsorily recalled or has been refused leave in public interest.

## **COMBINATIONS OF HOLIDAYS/VACATIONS AND LEAVE**

- Sunday or other recognized holidays or vacations may be allowed to be prefixed or suffixed to leave or both with certain conditions.
- Any kind of leave admissible may be granted in combination with or in continuation or any other kind of leave.

## **EARNED LEAVE**

Rate of EL admissible to employees other than vacation wing

<b>First 10 years of service</b>	<b>1/24<sup>th</sup> of the period spent on duty</b>
<b>Next 10 years of service</b>	<b>1/18<sup>th</sup> of the period spent on duty</b>
<b>After 20 years of service</b>	<b>1/12<sup>th</sup> of the period spent on duty</b>

## **Earned Leave to GE of Vacation Wing**

- El of ten days in lieu of half pay leave for each completed year of service shall be admissible to the teaching staff posted in vacation wing.

- GE of vacation wing shall be entitled to EL for the duty performed in any year in which full vacation is not availed.
- It shall be admissible for the year in which GE is prevented from availing full vacation or to undertake training or seminar in public interest during the period of vacation.
- No earned leave shall be admissible during the first year of service.
- EL shall be admissible in proportion of the following periods as the number of days of vacation not taken bear to the full vacation.
- GE prevented from enjoying more than 15 days of vacation, shall be considered to have availed himself of no portion of the vacation.

<b>Up to 10 years Service</b>	<b>15</b>
<b>More than 10 years, up to 20 years Service</b>	<b>20</b>
<b>Over 20 years service</b>	<b>30</b>

#### **Competent Authority to Sanction EL**

<b>Employees of group C and D</b>	<b>Head of office</b>	<b>Up to 120 days within or out of India</b>
<b>Employees of group A and B</b>	Head of office	Up to 30 days within or out of India
<b>Any GE under their control</b>	Head of department	Up to 240 days within or out of India
	Administrative department	Up to 365 days in India and up to 500 days out of India

#### **HALF PAY LEAVE**

- 20 days HPL shall be admissible on completion of one year continuous service except vacation wing staff.
- May be granted for any purpose.

#### **COMPETENT AUTHORITY TO GRANT HPL**

<b>Employees of group C and D</b>	<b>Head of office</b>	<b>Up to 120 days</b>
<b>Any GE under their control</b>	Head of department	Up to 240 days
	Administrative department	Full power

#### **COMMUTED LEAVE**

- May be granted not exceeding half the amount of HPL due on medical certificate. Double the amount of commuted leave will be debited to HPL account.
- Commuted leave may not be granted unless sanctioning authority believes that GE shall return on duty on expiry of leave.

#### **COMPETENT AUTHORITY TO GRANT COMMUTED LEAVE ON MEDICAL CERTIFICATE`**

<b>Employees of group C and D</b>	<b>Head of office</b>	<b>Up to 120 days</b>
<b>Any GE under their control</b>	Head of department	Up to 240 days



### LEAVE NOT DUE

- Leave not due on half pay may be granted on medical certificate to permanent GEs not exceeding 360 days during the entire service subject to following conditions –
- GE to return on duty after expiry of leave.
- Leave shall be limited to the HPL likely to earned thereafter and it shall be debited to HPL account.

### COMPETENT AUTHORITY TO GRANT LEAVE NOT DUE

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<b>Employees of group C and D</b>	<b>Head of office</b>	<b>Up to 60 days</b>
<b>Any GE under their control</b>	Head of department	Up to 120 days
	Administrative department	Up to 180 days

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### EXTRAORDINARY LEAVE

- May be granted to a GE when neither earned leave nor half pay leave is at his credit, if either of leave is at his credit but GE applies for EOL.
- Willful absence or absence without leave can be converted in to EOL only.
- EOL already granted can be converted into el or HPL, if the same was due at that time.

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### COMPETENT AUTHORITY TO SANCTION EOL

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<b>Employees of group C and D</b>	<b>Head of office</b>	<b>Up to 120 days</b>
<b>Any GE under their control</b>	Head of department	Up to 240 days
	Administrative department	Up to 365 days

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### LIMIT OF EOL ON ONE OCCASION

- 6 months
- 24 months on medical certificate
- 24 months for the purpose of higher studies/training in public interest provided the GE has completed three years continuous service.

### LEAVE PREPARATORY TO RETIREMENT

- May be granted to the extent of earned leave/HPL due not exceeding 180 days up to and including the date of retirement and GE shall not be allowed to join the duties during the period of LPR.

### MATERNITY LEAVE

- May be granted to a female GE on the recommendation of competent medical authority
- For a period not exceeding six months from the date of its commencement.
- For a period not exceeding 45 days during the entire service on account of miscarriage/abortion.

- Admissible up to 45 days or 7 days from the date of death of child in case woman gives birth to dead baby or the child dies during the currency of maternity leave.

#### **Competent Medical Authority**

- A physician not below the rank of medical officer of a government hospital (Ayurvedic, Unani, Homoeopathic), dispensary or a private hospital approved by Haryana government for the purpose of medical treatment and for non-gazetted GEs registered medical practitioners also.

#### **Competent Authority to Grant Maternity Leave**

- Head of office

### **CHILD ADOPTION LEAVE**

- May be granted to a female GE on valid adoption of a child below the age of one year for a period of six months or up to date of attaining the age of one year by the adopted child, whichever is earlier.
- It shall not be admissible to an adoptive mother already having two surviving children at the time of adoption except for adoption of girl child as third child.
- Leave of kind due and admissible including leave not due and commuted leave not exceeding sixty days without production of medical certificate or for a period up to the age of one year of the adoption child, whichever is less.
- Leave salary paid with interest (GPF rate of interest) shall be recovered or leave availed shall be deducted from the EL account if at any stage it is found that adoption was not genuine or adopted child is given back.

**Competent Authority to Grant Child Adoption Leave**  
**Head of department**

### **CHILD CARE LEAVE**

- Shall be admissible for a maximum period of 730 days during the entire service for taking care of her two eldest surviving children below the age of 18 years.
- can be availed only after prior proper sanction of the leave by competent authority.
- Shall be admissible during the probation period, which shall be extended by the period of CCL availed.
- May not be availed for a spell of less than 30 days.
- Period of other kind of leave already availed or unauthorized absence shall not be converted into CCL with retrospective effect.

- Leave not due (without medical certificate) may be granted under this rule beyond the period of 730 days CCL.
- CCL can be granted to ad-hoc, work charged women government employees after completing minimum two year service and single male GE as per FD notification dated 23.2.23.

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#### **COMPETENT AUTHORITY TO GRANT CCL**

<b>Appointing authority</b>	Group C & D employees	Full powers
<b>Head of department</b>	Group B employees	Full powers
<b>Administrative secretary</b>	Group A employees	Full powers

*Concerned District Education Officer has been delegated power to sanction CCL up to 30 days vide 1/100-2019-e Gov/IT Cell dated 30.05.22 through online portal.*

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### **PATERNITY LEAVE**

- May be granted to a GE having not more than two surviving children for 15 days during the confinement of his wife or from the date of valid adoption of the child less than one year. It can be availed 15 days before or up to 6 months from the date of delivery of child.
- If not availed during the above period, it shall be treated as lapsed.
- Head of office is competent to grant PL.

### **HOSPITAL LEAVE**

- May be granted up to 730 days in one or more spells during entire service to group C and D employees whose duties involves handling of dangerous machinery, explosive materials, poisonous drugs or the performance of hazardous tasks while under treatment in a hospital for illness or injury is directly attributable to their official duties.
- Shall be granted on production of medical certificate from the competent medical authority of a government hospital.
- Leave salary equal to EL for the first 120 days and HPL for the remaining period of leave. GE may opt for leave salary equal to earned leave for which his HPL account shall be debited concurrent with hospital leave.
- Can be combined with any other leave of kind due with total period of 28 months.

**Competent Authority to Grant Hospital Leave**  
 Administrative department with the prior approval of Finance department

### **SPECIAL DISABILITY LEAVE**

- May be granted to a GE in case the disability manifested itself within three months of the occurrence to which it attributed and the person disabled bring it to the notice of competent authority.

- To be granted for the period not exceeding 730 days on the recommendation of competent medical authority of a government hospital.
- May be granted more than once if the disability is aggravated in similar circumstances at a later date, but not more than 730 days in consequence of any one disability.
- Administrative department with prior approval of FD is competent to grant leave.

### **STUDY LEAVE**

- Leave admissible to a GE in public interest to enable him to study scientific, technical or to undergo special courses of instructions directly connected with the field of his duties.
- Leave salary equal to the amount admissible during HPL is payable.
- Administrative department with concurrence of FD is competent to grant study leave.

### **Maximum Amount of Study Leave**

- Ordinarily 12 months at any one time which shall not be exceeded save for exceptional reasons, and
- During the entire service, twenty four months in all.

### **COUNTING OF STUDY LEAVE FOR PROMOTION, PENSION, GRATUITY, SENIORITY, LEAVE AND INCREMENTS**

- Counted as service for promotion, pension, seniority and increment.
- Shall not count for earned leave but for half pay leave.

### **LEAVE SALARY DURING LEAVE**

Leave salary equal to the emoluments last drawn immediately before proceeding on leave and DA at the rate applicable from time to time shall be admissible during the period of earned leave, commuted leave, maternity leave, child adoption leave, child care leave, paternity leave. During HPL or leave not due it becomes half.

### **ALLOWANCES (During the period of leave except EOL GE shall be entitled to )**

- House rent allowance
- Hill compensatory allowance
- Fixed medical allowance
- Children education allowance

### **ALLOWANCES (During EOL, GE shall be entitled to)**

- House rent allowance for the first 180 days.
- Hill compensatory allowance for the first 180 days.
- Fixed medical allowance.
- Child education allowance.

## **ALLOWANCES (admissible proportionate to leave salary)-**

- Non practicing allowance to doctors.
- Cycle allowance to group D employees.
- Special allowance to sweeper.
- Special allowance to group D employees holding dual charge.

## **LEAVE ENCASHMENT**

May be sanctioned for unutilized earned leave at the credit of GE on the date of retirement or quitting service subject to maximum 300 days and in case of resignation it becomes half at the credit subject to maximum 150 days.

**Competent Authority for sanction of Leave Encashment**  
**Administrative department for group A & B**  
**Head of Office in case of group C & D**

### **Quarantine leave**

Leave granted by the head of office in consequence of suffering of a GE or his family member from an infectious disease (cholera, small-pox, plague, diphtheria, typhus and cerebrospinal meningitis). Such leave may be granted by the head of office on the certificate of a competent medical authority for a period up to 21 days, in exceptional circumstances for 30 days, including holidays (on each occasion). Any leave necessary for quarantine purposes in excess of this period shall be debited to leave of kind due.

### **Special casual leave**

- One day for the day of blood donation to GE who donates blood voluntarily.
- Up to 5 days for anti-rabid treatment subject to production of medical certificate of bed rest from the competent medical authority of govt. Hospital.
- Joining time not allowed to availed may be allowed to avail special CL in the same calendar year or in the next calendar year.
- May be granted up to 6 working days and 14 working days to male GE and female GE for adopting family welfare program.
- May be granted for three days to look after his wife who has adopted family welfare program.
- May be sanctioned for a period up to 30 days in a calendar year for sporting events of inter-state and international importance.
- May be granted to a GE who fall victim to the terrorist violence on duty and is injured, the period spent by him for recovery in hospital and for rest on the recommendation of medical authority.

## POWERS FOR SANCTIONING LEAVE

Kind of Leave	Head of Office (up to days)	Head of department (up to days)	Administrative Secretary (up to days)
<b>EL</b>	Group C & D/120 (in or out of India) Group A & B/30 (in or out of India)	240 (in or out of India)	65 (in India) 500 (out of India)
<b>HPL</b>	Group C & D/120	240	Full power
<b>CL</b>	Group C & D/ 120	240	Full power
<b>EOL</b>	Group C & D/ 120	240	365
<b>ML</b>	180	180	180
<b>PL</b>	15	15	15
<b>CCL</b>	Group C & D/730 Appointing authority	Group B/730	Group A/730
<b>CAL</b>	****	Max. 6 months or date of attaining age of 1 year	****
<b>LND</b>	Group C & D/60	120	180

- May be granted up to 5 days during the calendar year to the office bearers of the recognized associations of GE for participating in executive meetings, conferences and other activities of their associations.

### Leave during re-employment and extension in service

- On re-employment on a post in the prescribed pay structure or with fixed salary, the entitlement of leave including casual leave shall be at the rate applicable to the fresh entrant.
- On extension the rate of entitlement of leave applicable prior to extension shall remain continue.

## PART-D

### LOANS & ADVANCES TO HARYANA GOVT.EMPLOYEES

Haryana Govt. being a welfare Govt. provides various loan and advances facilities to their employees for building home, purchasing built up home, plot, flat, car, two wheeler, computer, repairs and addition alteration in house through Punjab National Banks at rate of interest fixed from time to time. These loan and advances are being granted as per eligibilities of the Govt. employees.

Revised norms of admissibility, recovery in installments, conditions for each type of advances as per Notification No.2/2/2004 WM(3), dated 18<sup>th</sup> Jul,2018 are given as under.

Loan portfolio in respect of House Building Advance, Vehicle Loan, Computer Loan and Marriage Loan to the govt. employees has been shifted to Punjab National Bank vide F.D.

Notification dated 04.11.16/29.11.16. DDO is loan sanctioning authority to the govt. employees at their own level under intimation to the HOD vide F.D. inst. Dated 20.03.17 as per instructions issued by the Govt. from time to time.

**ELIGIBILITY (GENERAL)**

1. Permanent Employees
  2. Regular GOVT. service
  3. Balance service not less than 5yrs
  4. No charge sheet under rule-7
  5. Who desire to build/ purchase house for self occupation
  6. He/ She does not have own residential house throughout India
  7. No advance-who is likely to retire before completion of recovery '
  8. If temporary (regular) -
    - a) Will furnish adequate surety of one/two permanent employees of Haryana.
    - b) Execute a bond on non-judicial stamp paper worth Rs. 15
    - c) Department would certify that employees would continue for a sufficient long period.
  9. No advance for purchase of built up house from any source other than any registered society or any GOVT. agency.
  10. Determination of admissibility of H.B.A. - Once when the first installment of loan is sanctioned and thereafter no benefit on the subsequent increase.
  11. Mortgage to Bank.- It is a must up to the value of property.
- Note- Only one advance shall be sanctioned up to 25 lakh during entire service and will be given to only one person (either husband or wife)

**HOUSE BUILDING ADVANCE**

Sr. No	Type of Advance	Admissibility Condition	Extent	Recoverable instalments	Month of recovery start	or to
1.	House Building Advance a) construction of House b) Built up House allotted by the Govt. agencies/ private source or any other registered . societies.	Drawing pay in any pay band.	34 month basic pay in pay matrix grade plus subject to max 25 lakhs which ever in less.	150 150	13th issue of pay 4th issue of pay	
2	Purchase of plot	-do-	60% of the total admissibility of House	150	4th issue of pay	

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building Advance i.e. 20 months basic pay, in any pay matrix subject to maximum of Rs. 15 Lakh. Remaining 10 lakh can be sanctioned for construction of house on the same plot.

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## **GENERAL CONDITIONS**

The Govt. employees, who desires to build/ purchase house for self occupation may be granted advance provided that he/ she does not have own any residential house throughout India.

- i) No advance is ordinarily permissible to a Govt. employee who is likely to retire before complete recovery can be affected.
- ii) No advance is admissible for the purchase of built up house other than any society or any Govt. agency.
- iii) In the case of construction of upper floors no loan will be granted for the fresh construction house. The applicant will be entitled for extension of house only.
- iv) Site Map/ Plan verified by the Tehsildar in case of plots lying in Lal Dora may be obtained and for plots in Municipal Limit, HSVP, the approval of the site map/ plan be concerned office is necessary.
- v) The advance shall be drawn in three instalments i.e.(1st instalment @ 40% of advance admissible - for construction up to plinth level.(2nd instalment @ 30% of advance admissible - for final completion.
- vi) 2nd/ 3rd instalment can be released only on submission of Utilization Certificate for the advance granted for 1st/ 2nd instalment respectively.
- vii) The house should be completed within three months of the drawal of the last instalment.
- viii) Recovery of the advance is made from the pay of the Govt. Employee as under.
  - a. Construction of the house shall start from 13th issue of the employee's pay from the drawal of the loan or the completion of house whichever is earlier.
  - b. Purchase of the plot, built of house, repair/ extension of the house: 4th issue of the pay after the repayment of advance.
- ix) The recovery of interest will commence from month following that which the repayment of the principal amount has been completed. The interest should be calculated on simple interest basis by reducing balance method.



x) The house or the plot in question must be mortgaged to Government in the following from:-

P.F.R. 15 - Form of Mortgage for H.B.A(Freehold property)

P.F.R. 16 - Form of re- conveyance for H.B.A.

P.F.R. 17 - Form of mortgage for house building advance granted to Govt. employee who do not possess full property right in the land upon which they intend to build a house.

P.F.R. 17-A - Form of mortgage deed to be executed when the property is freehold and is held in the joint names of husband and wife.

P.F.R. 17- B -Form of mortgage deed to be executed when the property is lease hold and is held in the joint of husband & wife.

P.F.R. 20 - Mortgage deed to be executed in connection with an advance for the purchase of land on which to construct house.

(xiii) The Govt. employee must satisfy the sanctioning authority regarding his title to the land upon which the house is to be built.

(xiv) In case of Katcha house, the Revenue Authority should verify that Katcha house actually need demolition, where one/ two Pucca room(s) have been constructed by the applicant is entitled for the advance for extension of house not for the construction of the house.

(xv) The admissibility of HBA to the Govt. employee will be calculated at the time of submission of application for the construction of house though he has obtained 60% of the advance for the purchase of plot of an earlier occasion. The balance amount will only be admissible for the same i.e. present admissibility minus advance already taken for plot.

(xvi) The admissibility for the grant of H.B.A. will be determined only once i.e. when the first instalment of loan is sanctioned and thereafter no benefit will be given subsequent increase in pay.

(xvii) **Purchase of built up House from private source**

a) Agreement deed with the owner of House from whom the built up house is to be purchased.

b) Department permission for purchase of house under Employees Conduct Rules.

c) Valuation of the house from appropriate revenue authority of MC etc.

(xiv) **From Housing Board**

a) Allotment letter of housing Board or from any other Govt. agency.

b) Surety of two confirmed Govt. employees on stamp paper worth Rs. 15/- in lieu of mortgage of house.

(xx) **From Registered Housing Society**

a) Proof of membership of society with complete details of society/land and cost of the unit.

b) Surety of two confirmed Govt. employees on stamp paper worth Rs. 15/- in lieu of mortgage of house.

c) The loanee will get the flat/ house mortgage to bank and in the event of default in repayment of bank loan the firsts claim would be of bank.

**CONDITIONS FOR GRANT FOR ADVANCE FOR REPAIR/  
EXTENSION OF HOUSE:**

(1) Advance for the **repair** of the house, who has not obtained any HBA from govt. earlier may be allowed after the expiry of **five years** to the date of purchase of the house or possession

**ELIGIBILITY CRITERIA**

Repair of House	Advance for the repair of house, in cases where any HBA advance has not been obtained from Govt. earlier, may be allowed after the expiry of five years from the date of purchase of house or taking possession thereof, whichever is later.	10 month pay in pay matrix subject to ceiling of 5 lakh	In 96 Months (Recovery)	<b>4th issue of pay</b>
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In case of employees, who had taken a House Building Advance earlier from the Government, this advance may be allowed after seven years of the start of drawl of the earlier advance.

Extension of house.	Advance for the extension of house, in cases where any HBA advance has not been obtained from Govt. earlier, may be allowed after the expiry of three	10 month pay in pay matrix subject to ceiling of 5	In 96 Months (Recovery)	<b>4th issue of pay</b>
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years from the date of purchase of lakh  
house or taking possession thereof,  
whichever is later.

In case of employees, who had taken a  
House Building Advance earlier from  
the Government, this advance may be  
allowed after five years of the start of  
drawl of the earlier advance.

- (2) thereof whichever is later. In the case of employee who had taken HBA earlier from the govt. may be allowed after **seven years** of the start of the drawls of the earlier advance.
- (3) Advance for the extension of the house who have not obtained any HBA from govt. earlier may be allowed after the expiry of **three years** to the date of purchase of house are taking possession thereof whichever is earlier. In case of employees. who had taken HBA earlier from the govt. may be allowed after **five year** of the start of the drawls of the earlier advance.
- (4) A fresh mortgage deed would be required to be executed by the Govt. employee concerned who has taken additional advance for extensive/ repair of house.

**The maximum limit of house building advance, repair of house and extension of house will be Rs. 25 lakh.**

- The repair are required to make the house habitable.
- They are not in the nature of ordinary repairs.
- (ix) They involve an outlay large in comparison with the value of the house.
- (x) Not more than one advance is admissible in respect of the same house.

Sr No.	Category	Admissibility conditions	Limit of Advance & Instilment of Recovery
1	Marriage advance	Govt. employees drawing revised pay in any band shall be eligible.	Rs. 3.00 lakh or ten months basic pay in any pay matrix of the employee, whichever is less, for the marriage of their Son's/Daughters/Dependent Sisters totaling up to two times and not more than that.

## **GENERAL CONDITIONS FOR THE MARRIAGE**

- i) The application for the grant of marriage advance complete in all respects shall be sent to competent authority at least one month before the actual date of marriage.
- ii) The age of the son and daughter /sister whose marriage is to be solemnized should not be less than 21 years and 18 years respectively. Regarding proof of age:

- (1) Attested copy of school leaving certificate or registration of birth certificate under Haryana Registration of birth and death rules, 1972.
- iii) If the applicant is a temporary Govt. employee, surety of two permanent Govt. employees on the Non-judicial stamp papers of Rs. 15/= is required to be attached with the application.
- iv) An affidavit on non-judicial paper Rs.10/- stating therein the date of birth of son/daughter /sister for whose marriage the advance is applied for and the certificate regarding his/ her wholly dependent on the applicant shall be submitted with the application.
- v) In case wife and husband both are Govt. employee the loan for marriage of son/ daughter/ sister is admissible to one spouse. A certificate that other spouse has not applied for the marriage advance for the purpose is required to be given in the application.
- vi) The prescribed rates of interest for the second advance shall be same as of first advance.
- vii) The marriage loan for sister of the employee can only be obtained if the employee is the eldest son of the parents and the financial condition of the parents is such that they cannot perform marriage by themselves or the parents are not alive and sister is residing with the employee and wholly dependent upon him.
- viii) An agreement shall have to be executed by the borrower while applying for advance for the celebration of the marriage of son/ daughter /sister.

Category	Admissibility condition	Limit of Advance and Installments of Recovery.
<b>Purchase of Motor Car</b>	Government employees drawing revised pay of Rs. 45000/- & above in any pay matrix	15 Months basic pay subject to ceiling of Rs. 6.50 lakh or 85 % of the actual price of the Motor Car whichever is less, which is recoverable along with the interest in 100 equal monthly installment.
<b>Purchase of Motor Cycle/ Scooter</b>	Government employees drawing pay in any pay level in pay matrix shall be eligible for this advance.	i) This advance can be applied only for purchasing a new Motor Cycle/ Scooter. ii) Rs.50000/- for Motor cycle and Rs.40000/- for scooter or actual price of the vehicle. Whichever is less, recoverable along with the interest in 100 equal monthly installments.

<b>Purchase of Bi-Cycle</b>	Government employees drawing pay in any pay level shall be eligible for this advance.	i) This advance can be applied only for purchasing a new Bi-Cycle. ii) Rs.4000/- or actual price of Bi-Cycle whichever is less, recoverable in 20 equal monthly installments.
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### **GENERAL CONDITION FOR CONVEYANCE ADVANCE**

- i) An advance shall be given only when the Govt., considers that it is the interest of public service that Govt. employee should use the conveyance in the discharge of his duties.
- ii) Advance should be applied for before purchase is made.
- iii) Possession of conveyance should not be taken by Govt. employee concerned until he has received an intimation that an advance has been sanctioned.
- iv) A govt., employee shall execute an agreement in form PFR21 before the drawal of advance.
- v) After the purchase of conveyance the sanctioned authority should obtain from Govt. Employee a letter in from PFR 23 to the address of insurance Co. notifying that the Govt. is interested in the insurance company and obtained its acknowledgement.
- vi) The sanctioning authority should furnish to the audit office the cash receipt and the bill for the purchase of conveyance for security that advance has been utilized for the purchase of conveyance with the prescribed period.
- vii) A govt. employee who takes an advance should furnish to the head of office with a certificate within one month after drawing ht advance giving full particulars of the conveyance purchased with the advance and the cash receipt obtained for the amount actually paid for it.
- viii) The actual price of the vehicle includes tax, octroi charges transportation charges and cost of spare wheel, a tyre/ tube etc. but does not include in the car plastic cover, insurance and registration charges.
- ix) Prior permission or intimation for the purchase of vehicle is necessary.
- x) The advance employees who furnish adequate security of permanent Govt. employee in addition to mortgaging their property.
- xi) The second /third conveyance advance will be granted only if the first /second advance was taken 8years back ( in case of Bi-cycle once every 3 years by the applicant).
- xii) The prescribed rates of interest for the second and third advance shall be 2% and 4% respectively above the normal rate of the interest prevailing at the time of disbursement in case of conveyance advance except for cycle advance.

- xiii) Any subsequent advance can be applied for only after clearing fully and finally the recovery/ repayment liability of the preceding account and NDC to his effect should be issued by the competent authority.
- xiv) The prescribed rates of interest of second and third advance shall be same as for first advance.
- xv) The second /third advance will be granted only if the first second advance was taken 10 years back.
- xvi) Any subsequent advance on this account shall be applied only after clearing fully and finally recovery/ repayment liability of the preceding account and NDC to this effect should be issued by the competent authority.

<b>Purchase of personal computer/ laptop</b>	<b>of Govt. employee drawing pay in any pay level</b>	<b>Rs.50000/- or actual price of the computer whichever is less</b>	<b>75</b>	<b>1<sup>st</sup> issue of pay after drawl of advance</b>
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**DDO MUST ENSURE THAT THE TOTAL EMI OF ALL ADVANCES TAKEN BY THE EMPLOYEE SHOULD NOT BE MORE THAN 1/3 OF THE TOTAL CARRY HOME SALARY.**

The following action can be taken against a Govt. employee who mis- utilizes HBA/Motor Car/ Scooter advance/ computer advance.

- i) The Govt. employee concerned shall be called upon to refund the entire amount of loan along with interest thereon in lump sum.
- ii) Penal interest at the rate of 10% over and above the normal rate of interest shall be recovered from the date of its drawal the Treasury till entire principal amount has been recovered.
- iii) Such employee shall be debarred from all kinds of loans from Govt. in future.

(F.D Haryana letter No. 2/1/93- WM(i), dated 23.08.93 and No. 34/2/94-WM(3), dated 13.01.2009)

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- [Finance Department Instructions \(NEW\)](#)

### **IMPORTANT WEBSITE**

- [NPS Trust](#)
- [Health Department](#)
- [Chief Secretary Haryana](#)
- [Treasury and Account Department](#)
- [HRMS](#)
- [MIS](#)
- [NIC](#)
- [Finance Department, Haryana](#)

- [Aadhaar Bio Metric Attendance](#)
- [CM Grievance](#)
- [NSDL \(PRAN\)](#)
- [E-office](#)
- [PM POSHAN for Mid Day Meal](#)

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