

**Document No.:- CO2395-031120**

**Subject:** Grant of Festival Advance to Group – III and IV regular employees of LUVAS during the year 2020-21

From

The Comptroller,

LUVAS, Hisar

To

All Deans/Directors/Officers/HODs/DDOs/Sections

(Including outstations)

LUVAS, Hisar

Memo No. LUVAS/CVU/B-1/2020/4061-4105

Dated: - 03.11.2020

**Subject: Grant of Festival Advance to Group – III and IV regular employees of LUVAS during the year 2020-21**

**This is with ref. to this office memo no. LUVAS/CVU/B-1/2020/4000-4045 dated 30.10.2020. Now, the Finance Department, Haryana vide No. 36/1/2010-WM (6) dated Chandigarh, the 30th October, 2020 (copy attached) has issued the instructions on the subject. Therefore, the following instructions may also be kept in view on the above cited subject.**

2. The advance of Rs.18000/- to Group – III and Rs.12000/- Group – IV will be admissible to regular University employees who are continuing in service for last one year and apply for it. The advance will be sanctioned by the Drawing & Disbursing officer concerned.

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

1. 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.
2. The advance will be recovered in 12 equal monthly installments from the pay of the employee concerned.
3. The advance may be drawn and disbursed by 30th November, 2020. Recovery will start from the month of December, 2020.
4. The advance will not be admissible to work charged & contingent paid staff and daily wages employees.
5. The advance should not be granted by parent Departments to those Class-III and IV employees who are on deputation to other Governments/Corporations and Local Bodies etc.
6. **If both husband & wife are employed, the advance should be allowed to only one of them.**
7. The terms and conditions issued by the State Govt. from time to time on the subject will be followed.

4. **All the applications complete in respects on prescribed proforma (copy enclosed) alongwith service book must receive in the office of Comptroller by 25.11.2020 positively.**

5. The employees who have already applied for festival advance need not apply afresh.

Sd/-

Dy. Comptroller

cc:

1. Secretary to Vice-Chancellor for kind information of Worthy Vice-Chancellor, LUVAS, Hisar.
2. SPS to Vice-Chancellor, LUVAS, Hisar
3. DDO O/o Comptroller, LUVAS, Hisar - The expenditure may be booked under each respective scheme and recovery be effected for credit to that very scheme as per prescribed procedure.
4. RSA (Internal Audit), LUVAS, Hisar.
5. J.D. Local Audit, Haryana, LUVAS, Hisar.
6. Dr. Neelesh Sindhu, In-charge, E-Gov. Cell, LUVAS for uploading the same on the website of LUVAS, Hisar.

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**APPROVED**

Surender Kumar  
Deputy Comptroller  
Office of Comptroller  
Nov 3 2020 6:47PM

FYI and n/a, pl.

Naresh Jindal  
Professor,HOD, Coordinator Research  
Department of Vety. Public Health & Epidemiology  
Nov 3 2020 8:04PM

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Submitted to Worthy Vice-Chancellor for kind information. Forwarded to Mr. Sandeep Kumar, Dealing Clerk for information and circulation amongst VC office Class III and IV employees.

Satish Kumar Grover  
Sr. Private Secretary  
Vice - Chancellor's Secretariat  
Nov 3 2020 8:36PM

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Mr Tarun Kumar, Assistant, and Mr Mohan Kumar, Clerk, for record and necessary action, if any, please. Mr Surender, JSS, to inform all staff members of VPB.

Manoj Kumar Rose  
Professor,HOD, Co-ordinator of Examinations COVS  
Department of Vety. Physiology and Biochemistry  
Nov 4 2020 9:16AM

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For information of Class III & IV employee of the Department.

Sajjan Sihag  
Principal Scientist,Landscape officer, HOD  
Department of Animal Nutrition  
Nov 4 2020 9:35AM

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No. 36/1/2010-WM (6)  
Government of Haryana  
Finance Department (Ways and Means)

Haryana, Civil Secretariat,  
Dated Chandigarh, the 30 October, 2020

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. Registrar General, Punjab and Haryana High Court, Chandigarh.
6. All District and Session Judges in Haryana.

**Subject: Grant of festival advance to Group-C and D-regular Government employees of State during 2020-21.**

Sir,

I am directed to refer to the aforementioned subject and say that State Government has decided to grant festival advance of Rs 18000/ to Group- C and Rs 12000/ to Group D- regular Government employees of State during 2020-21, who apply for it.

2 The advance will be admissible to Group - C and Group D - regular Government employees who are continuing in service for the last one year. The advance will be sanctioned by the Drawing & Disbursing Officers concerned.

3. The following conditions should also be observed for 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 12 equal monthly installments from the pay of the employee concerned.
- iii. The advance may be drawn and disbursed by **30<sup>th</sup> November, 2020**. Recovery will start from the month of December, 2020.
- 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 Groups - C and Group- D 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.
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 Principle Accountant General, (A&E), Haryana 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 December 2020 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).
7. The detailed accounts of recoveries will be maintained by the Drawing and Disbursing Officer concerned.
8. Copy of this letter can be down loaded from the Finance Department website site: [www.finhry.gov.in](http://www.finhry.gov.in).

Yours faithfully,



Deputy Director, Finance,  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department. 8

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

Dated Chandigarh, the 30 October, 2020

A copy is forwarded to the Principal Accountant General (A&E and Audit), Haryana, Chandigarh with 20 spare copies for information and necessary action.



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

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

Dated Chandigarh, the 30 October, 2020

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 **30.11.2020**. 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.



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

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

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. *g*

To

1. The Additional Chief Secretary to Government Haryana, Revenue & Disaster Management Department.
2. All the Administrative Secretaries to Govt. Haryana.

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

Dated Chandigarh, the 30 October, 2020.

A copy each is forwarded to the Chief Principal Secretary/ Principal Secretary / Additional Principal Secretary/ Deputy Principal Secretary/ Officer on Special Duty/ Special Senior Secretaries/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 Chief Principal Secretary/Additional Principal Secretary/ Deputy Principal Secretary/ Officer on Special Duty/ Special Senior Secretaries/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 30 October, 2020.

Endst. No.36/1/2010-WM(6) Dated Chandigarh, the 30 October, 2020.

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.
6. Vice Chancellor Pt. B.D. Sharma Health University, Rohtak.

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

**INTERNAL DISTRIBUTION:**

1. Special Senior Secretary/CM
2. PS/ACSF
3. Record Section FD with 20 spare copies.
4. In-Charge, Computer Cell.

**PROFORMA-I**

**SCHEDULE OF RECOVERIES**

<b>S. No.</b>	<b>Name &amp; Designation of employee(s)</b>	<b>Total amount of advance (Rs.)</b>	<b>Recoveries in next 12 months (Rs.)</b>
1	2	3	4

**PROFORMA-II**

<b>Name of Department</b>	<b>Name of Office</b>	<b>Drawing and Disbursing Officer</b>	<b>Amount of Festival advance granted to the employees (Rs.)</b>
1	2	3	4