

स्थापना शाखा - II
डायरी क्रमांक 469 1778
दिनांक 7/9/15 4/9/15

No. 3/1/2012-2Pension

From

The Principal Secretary to Government Haryana,
Finance Department

To

1. All the Heads of Departments, Commissioners of Divisions.
2. All the Deputy Commissioners & Sub Divisional Officers (Civil) in Haryana.
3. The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh, the 27.08.2015

Subject:- Submission of cases in Finance Department (Pension Branch) by the Administrative Departments.

Sir/ Madam,

Kindly refer to Finance Department letter no. 3/1/2012-2Pension dated 24.1.2012 17.12.2012 and 20.12.2013 on the subject cited above.

It has been observed that Administrative Departments are not sending complete proposal to the Finance Department for obtaining relaxation in rules, advice, sanction for interest on delayed payment, clarification etc. Some time even relevant documents like copy of Court order are also not sent by Department/AD. Finance Department (Pension Branch) is unable to examine the case in proper perspective in the absence of complete facts of the case.

It is advised that following documents should invariably be sent by the Administrative Department.

1. Office proposal in **duplicate** in all cases.
2. All the relevant documents such as Court order, appeal etc in **duplicate.**
3. All the relevant documents such as **retirement order/ pay fixation order/promotion order/ dropping of charge-sheet** order etc (as the case may be) in **duplicate.**
4. Detailed comments of SAS Cadre Officer of the department on the issue.
5. Advice of Advocate General as well as LR office (if available).
6. Observations of Principal Accountant General (if any).
6. Properly indicate the rules under which relaxation, sanction etc. is required.
7. Case be sent at least **one month advance** before the date of hearing in Court case.

It is requested to follow these instructions scrupulously and forward the complete proposal for proper examination of the case by the Finance Department.

Yours faithfully,

Santam Swarna
Under Secretary Finance (Pension)
for Principal Secretary to Government Haryana,
Finance Department

U.O. No. 3/1/2012-2Pension (FD)

Dated, Chandigarh, the **27.08.2015**

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

1. Chief Secretary to Government, Haryana.
2. All the Additional Chief Secretaries/Principal Secretaries to Government Haryana.

Santosh Sharma
Under Secretary Finance (Pension)
for Principal Secretary to Government Haryana,
Finance Department

To

1. Chief Secretary to Government, Haryana.
2. All the Additional Chief Secretaries/Principal Secretaries to Government Haryana.

U.O. No. 3/1/2012-2Pension (FD)

Dated, Chandigarh, the **27.08.2015**

Endst. No. 3/1/2012-2Pension (FD)

Dated, Chandigarh, the **27.08.2015**

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

1. Principal Accountant General (A&E/Audit) Haryana, Chandigarh alongwith 10 spare copies.
2. In-charge, Computer Cell, Finance Department for placing the same on Finance Department's website i.e. www.finhry.gov.in.

Santosh Sharma
Under Secretary Finance (Pension)
for Principal Secretary to Government Haryana,
Finance Department