From

Additional Chief 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 20.12.2013.

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

Sir/Madam,


It has again been observed that Administrative Departments are still not sending complete proposal in Finance Department for obtaining relaxation in rules, advice, sanction for interest of delayed payment, clarification etc. Finance Department (Pension Branch) is facing difficulties in finalization of such incomplete cases. Some time even relevant documents like copy of Court order is also not sent by Department/AD.

It is again advised that the following documents should be sent by Administrative Department alongwith the proposal in respect of

**Court Cases:-**

1. Office proposal in *duplicate* in all cases.
2. All the relevant documents such as Court order, appeal etc in *duplicate*.
3. Detailed comments of department CAO/AO/SO on the issue separately.
4. Advice of AG office as well as LR office.
5. Properly indicate the rules in relation to which relaxation, sanction etc is required.
6. Case be sent in Finance Department atleast **one month advance** before the date of hearing in Court case.

Apart from above, the following documents should be sent by

AD alongwith the proposal in respect of cases **other than Court Cases.**

1. Office proposal in *duplicate* in all cases.
2. 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.
3. Detailed comments of department CAO/AO/AS on the issue separately.
4. Copy of observation raised by Accountant General Office.
5. Properly indicate the rules in relation to which relaxation, sanction etc is required.
6. Case be sent in Finance Department well in time.
7. Detailed reasons of delay, if any, with the proposal.

It is again requested to send all the relevant documents as stated above while sending the proposal in Finance Department. Further, all proposals need to be sent through AD only and incomplete cases will not be entertained/received.

Yours faithfully,

[Signature]

Under Secretary Finance (Pension)
for Addl. Chief Secretary to Government of Haryana,
Finance Department


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

1. All the Additional Chief Secretaries to Government Haryana.
2. All Principal Secretaries to Government Haryana.
4. In-charge, Computer Cell, Finance Department for placing the same on FD’s website i.e www.finhr.gov.in

[U.O.]

Under Secretary Finance (Pension)
for Addl. Chief Secretary to Government, Haryana,
Finance Department

OFFICE OF DIRECTOR GENERAL, STATE TRANSPORT, HARYANA, CHD.

Endst.No. 516/7-IV2 SA/E4 Dated: 29-1-2014 (E-mail)

A copy is forwarded to the following for information and strict compliance:-

1. All Officers at Hqr./All Branch Incharges at Hqr.
2. All General Manager, Haryana Roadways.
3. FSIO, ISHT, Delhi.
4. SME, GCW, Haryana, Chandigarh.
5. GM, HREC, Gurgaon.
6. DTC (Tech.), CW, Karnal, Hisar & Rohtak.

[Signature]

for Director General, State Transport,
Haryana, Chandigarh.