

From

The Comptroller,
CCS HAU, Hisar.

To

All Deans/Directors/HODs/D&DOs,
(Including outstations),
CCS HAU, Hisar.

Memo No. CAUH/B-IV/94/2026/ 1204-1324
Dated: 23/4/26

Subject:

Grant of interest free advance to Class-IV State Government employees for the purchase of wheat during the financial year 2026-27.

The Vice-Chancellor, CCSHAU, Hisar on the pattern of State Govt. is pleased to grant an interest free advance of Rs.27,000/- (Rs. Twenty Seven Thousand only) to all Class-IV employees who wish to purchase wheat for their own/their families consumption during the financial year 2026-27. The advance will be recoverable in monthly installments to be fixed by the Departments concerned so as to affect **its full recovery before the close of the financial year 2026-27 i.e. full loan should be recovered before 31.3.2027.**

2. The advance will be admissible to permanent/temporary class-IV regular State Government employees only. The advance will be sanctioned by the Drawing & Disbursing Officers concerned. In the case of temporary employees, allow advance on the basis of a surety to their satisfaction so that it is fully secured and its recovery is ensured from the loanee before the close of the financial year 2026-27.

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

- i) A certificate must be obtained within one month from the date of drawl of the advance from the loanee to the effect that he/she has utilized the amount for the purchase for which it was drawn.
- ii) The officer concerned, before sanctioning the advance, should satisfy himself/herself that the incumbent will continue in service until full recovery of the total amount of advance is affected.
- iii) These orders will cease to operate after the 15th May, 2026.
- iv) The recovery of the first installment of the advance should preferably be made from the pay for the month of May, 2026.
- v) The advance should not be granted to those employees who are on deputation to other Govt./Corporations and Local Bodies etc.
- vi) **The advance will not be admissible to work charged/contingent paid staff/daily wagers and contractual employees.**
- vii) Where both husband and wife are employed, the wheat advance should be allowed to only one of them.
- viii) In case of sanction of wheat advance to ineligible employee, the concerned DDO will be responsible and action will be initiated as per rules.

4. The entries of wheat loan of Rs.27,000/- are to be recorded in Service Book, ECR and Demand & Collection Register and for disbursement as well as recovery of wheat loan, D&DO will be personally responsible. The last date for drawal of Wheat Advance will be 15.05.2026.

sd/-
COMPTROLLER

Dated:

Endst. No. CAUH/B.IV/94/2026/

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

1. The Secretary to Vice-Chancellor, CCSHAU, Hisar.
2. The Public Relations Officer, CCSHAU, Hisar.
3. The Joint Director (Audit), CCSHAU, Hisar.
4. All ARs/A&AOs (internal).
5. The Incharge, Pay Cell, CCS HAU, Hisar.
6. The Incharge, Computer Centre for upload on the University website.

Pjm
22/04/2026
Assistant Registrar (B),
for Comptroller

PROFORMA

(Amount in Rupees)

Name of Department	Name of Office	Name of Drawing and Disbursing Officer and Designation	Amount of wheat advance granted to employees
1	2	3	4

PROFORMA
SCHEDULE OF RECOVERIES

(Amount in Rupees)

S. No.	Name & Designation of employees	Total amount of advance	Recoveries upto last month	Amount of advance recovered in this bill	Total amount recovered upto date	Balance	Remarks
1	2	3	4	5	6	7	8