

No. 21/4/2012-3Pol
HARYANA GOVERNMENT
CHIEF SECRETARY'S OFFICE
POLITICAL & PARLIAMENTARY AFFAIRS DEPARTMENT

Dated Chandigarh the 23rd August, 2012.

To

All the Special Senior Secretaries/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State and the Chief Parliamentary Secretaries, Haryana.

Subject:- Guidelines for the disbursement of Petty Grant by the Hon'ble Speaker/Deputy Speaker/ Chief Minister/Ministers/Ministers of State/ Chief Parliamentary Secretaries and Members of Legislative Assembly.

The Government has framed the following guidelines for the disbursement of Petty grants (Grant in aid):-

1. The concerned officer i.e. Private Secretary/Secretary/Senior Secretary/Special Senior Secretary attached with the Hon'ble Speaker/Deputy Speaker/Chief Minister/Ministers/Ministers of State/ Chief Parliamentary Secretaries and Members of Legislative Assembly (as the case may be) will keep the proper record of all these transactions in a register/cash book. Every entry should be signed by the DDO himself. The record should not be destroyed till the audit is conducted. In case of quitting the office by the DDO, the record relating to the Council of Ministers be handed over by him to Chief Minister's Secretariat and record relating to Speaker, Deputy Speaker, Chief Parliamentary Secretary/Parliamentary Secretary and Member of Legislative Assembly to the Office of Secretary to Haryana Vidhan Sabha

2) The maximum limit of amount to a beneficiary at one time by the following dignitaries shall be:-

(a) Chief Minister	Rs. 1.00 lakh
(b) Speaker and Deputy Speaker	Rs.50,000/-
(c) Ministers	Rs.50,000/-
(d) Minister of State	Rs.40,000/-
(e) Chief Parliamentary Secretary and Parliamentary Secretary	Rs.20,000/-
(f) Member of Legislative Assembly	Rs. 20,000/-

However, overall limit per annum shall remain as prescribed by the CMM.

3. The actual payee receipts (APR) be collected from the beneficiaries showing his/her full address, which should also be duly stamped where necessary. In case the APR could not be obtained then Minister/Speaker/Deputy Speaker/Chief Parliamentary Secretary/Parliamentary Secretary and Members of Legislative Assembly himself shall, produce certificate for the grant received by the beneficiary for purpose of audit.

4 Petty grants be provided to local institutions of a public or quasi-public character and individuals who deserve assistance from public funds. These grants should not be given to Government employees and residents/institutions of other States. No grant of recurring nature shall be made out of the fund.

5. The Utilization Certificate, in respect of Institutions, shall be obtained

from them or through the concerned Deputy Commissioners. However, in respect of individuals, the APR shall be treated as Utilization Certificate.

6. No grant shall be given for religious purposes out of the fund.

It is requested that these guidelines may be brought to the notice of the Hon'ble Chief Minister/Ministers/Ministers of State/ Chief Parliamentary Secretaries to follow these instructions.

This issues with the concurrence of Finance Department vide their U.O.No.2/62/2005/5FG-1/1241(12) dated 7th August, 2012.


(B.S. Negi)
Under Secretary Political

Endst.No. 21/4/2012-3Pol

Dated Chandigarh the 23rd August, 2012.

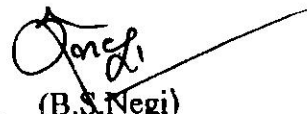
A copy is forwarded to the Secretary Haryana Vidhan Sabha with the request that the above guidelines may be brought in the notice of all Members of Legislative Assembly for strict compliance.


(B.S. Negi)
Under Secretary Political

Endst.No. 21/4/2012-3Pol

Dated Chandigarh the 23rd August, 2012.

A copy is forwarded to the Principal Accountant General (Audit) Haryana, Plot No.5, Sector-33B, Chandigarh with reference to his letter No. SS/Petty grants/2012-13/85 dated 07-05-2012 for information.


(B.S. Negi)
Under Secretary Political

Internal distribution

Special Sr. Secy. to CM.

Senior Secretary to PSCM

Secretary to CS.