

No.36/5/2006-4 Pol.
Government of Haryana
Chief Secretary's Office
Political & Parliamentary Affairs Department

Dated Chandigarh the, 18th November, 2017.

To

- i) **All the Additional Chief Secretaries to Government, Haryana.**
- ii) **All Principal Secretaries to Government, Haryana.**

Subject:- Standard Terms and Conditions for appointment of non-officials as Chairmen and Deputy/Vice Chairmen in Bodies other than PSUs, Statutory Commissions and Constitutional Bodies of Haryana.

Sir/Madam,

I am directed to refer to the subject noted above and to say that the State Government has prescribed Standard Terms and Conditions for non-officials who are appointed as Chairmen and Deputy/Vice Chairmen in Bodies other than PSUs, Statutory Commissions and Constitutional Bodies of Haryana. The terms and conditions of such appointments shall be as follows:-

(1) Tenure of Office

The tenure of the office shall, in the first instance be one year from the date of assuming charge. The Government may, however, curtail the period of tenure at any time or extend it from time to time.

(2) Honorarium

(i) Chairman

Honorarium may be allowed at such monthly rate as may be determined by the concerned Department, but not exceeding Rs.50,000/- (Rupees fifty thousand only) per month subject to the condition that if an MLA is appointed as Chairman, the total emoluments admissible under these instructions and any other rules/instructions as an MLA, shall not exceed the total emoluments admissible to a Minister at any point of time.

(ii) Deputy/Vice Chairman

Honorarium may be allowed at such monthly rate as may be determined by the concerned Department, but not exceeding Rs.45,000/- (Rupees forty five thousand only) per month subject to the condition that if an MLA is appointed as Deputy/Vice Chairman, the total emoluments shall not exceed the total emoluments admissible to a Minister at any point of time.

(3) Perquisites

(i) House Rent

a) Chairman

House Rent allowance shall be applicable @ Rs.50,000/- (Rupees fifty thousand only) per month or actual rent whichever is less. However, a duly furnished flat in the Haryana Legislators Flats at Chandigarh may have been provided for residential purposes in case the non-official appointed as Chairman is an MLA. In such cases, the licence fee of the furnished flat will be reimbursed to the Chairman and no house rent allowance will be admissible.

b) Deputy/Vice Chairman

House rent allowance shall be admissible @ 45,000/- (Rupees forty five thousand only) per month or actual rent whichever is less. However, a duly furnished flat in the Haryana Legislators Flats at Chandigarh may have been provided for residential purposes in case the non-official appointed as Deputy/Vice Chairman is an MLA. In such cases, the rent of the furnished flat will be reimbursed to the Deputy/Vice Chairman and no house rent allowance will be admissible.

(ii) Telephone Facility

Telephone facility may be provided at the office as well as residence alongwith one cell phone equivalent to entitlement of Group-A Officers of State Government.

(iii) Travelling Allowance/Daily Allowance

The rate of travelling allowance and daily allowance will be admissible to the Chairman and Deputy/Vice Chairman as per entitlement of Grade-I Officers of State Services in Haryana Civil Services (Travelling Allowance) Rules, 2016 as amended from time to time.

Note-1: Daily allowance shall not be admissible for more than 10 days in a calendar month, for the tour in public interest.

Note-2: When journeys are undertaken to places outside the State and Delhi and the staff car is not used, travelling allowance will be payable for distance beyond the State limits/Delhi at the rate as admissible to Grade-I Officers, provided that total journey should not exceed the maximum limit prescribed in these instructions.

(iv) **Medical Facilities**

The Chairman and Deputy/Vice Chairman may be given medical facilities as admissible to Group-A Officers of State Government.

(v) **Staff Car**

- a) A staff car equivalent to the car entitled to Additional Chief Secretary to Govt. Haryana along with driver may be placed at the disposal of Chairman and Deputy/Vice Chairman for official journey at the headquarters and also for outside official journeys.

Provided that a non-official Chairman and Deputy/Vice Chairman who is provided with a staff car may perform journey on official duty at headquarters and outside the headquarters upto a total limit of 5000 KM in calendar month and when such journeys are either in excess of 1000 KM at headquarters or the total journeys both at headquarter and outside headquarters exceed 5000 KM in a calendar month, the excess journeys would be treated as private journeys.

- b) The Chairman and Deputy/Vice Chairman may utilize his private vehicle as per his option with the reimbursement of mileage allowance @ Rs.18/- per KM provided that the journey performed in staff car and private vehicle should not exceed the maximum limit as prescribed above.

(vi) **Staff**

The following staff may be provided to the Chairman and Deputy/Vice Chairman:-

- | | | |
|----|---|-----|
| a) | Private Secretary or Personal Assistant | - 1 |
| b) | Clerk | - 1 |
| c) | Peon | - 1 |
| d) | Home Peon | - 1 |

Note: The above staff as well as the Driver, if staff car is opted for, shall be engaged on contractual basis as per provisions of the State Outsourcing Policy and their term of appointment will be coterminous with the term of the Chairman and Deputy/Vice Chairman and they will have no claim for regularisation on Government posts, it shall clearly be mentioned in their agreement of appointment through service provider or otherwise.

2 These instructions shall apply in all cases where there is no provision in any governing Act and /or Rules/Regulations framed under the Act on the matters covered in these instructions. Where any such provisions exist, the same shall override these instructions. Where any Act mandates the terms and conditions to be prescribed by Rules, the Administrative Department will ensure that terms and conditions are fixed in accordance with such Rules only. Where such Rules have not yet been framed, the Administrative Departments are requested to frame these immediately.

3. These instructions issue with the concurrence of the Finance Department conveyed vide their Number 40/63/Acctt./HBPE(FD)/34578/2017, dated 09-11-2017. These shall come into force with immediate effect.

Yours faithfully,


(Devinder Kapil)
Under Secretary Political

Endst. No.36/5/2006-4 Pol.

Dated Chandigarh the, 18th November, 2017.

A copy is forwarded to the Additional Chief Secretary to Government Haryana, Finance Department for information with reference to his Number 40/63/Acctt./HBPE(FD)/34578/2017, dated 09-11-2017.


Under Secretary Political

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Dated Chandigarh the, 18th November, 2017.

A copy is forwarded to the Chief Executive Officers/Secretaries/Heads of Organisations of Bodies other than PSUs, Statutory Commissions and Constitutional Bodies of Haryana for information and necessary action.


Under Secretary Political

Endst. No.36/5/2006-4 Pol.

Dated Chandigarh the, 18th November, 2017.

A copy, each, is forwarded for information to the:-

- 1) Principal Accountant General (Accounts) and Entitlement), Haryana, Chandigarh.
- 2) Principal Accountant General (Audit), Haryana, Chandigarh.


Under Secretary Political