

From

The Additional Chief Secretary to Govt. Haryana,
Finance Department

To

1. All the Heads of Department in Haryana
2. All DDOs in Haryana
3. Branch Head, Punjab National Bank, SCO-136, Sector-14, Panchkula
4. Sh. J.Mendiratta, NIC, Haryana

Memo no. 2/2/2004-WM(3)
Dated Chandigarh, the 05.12.2017


Subject: Regarding correction/duplicate account in existing loan data.

Kindly refer to the subject noted above.

It is informed that if any correction is required in Principal Amount/Outstanding Amount by the DDOs in the existing loan data beside interest entries, Department will send details in below mentioned performa to Finance Department (Ways & Means Branch) for correction after duly verified by the DDOs concerned. For any discrepancy noted later on, the responsibility will be that of DDOs exclusively.

1	2	3	4	5	6	7	8	9
Employee's Name & Father's Name	Payee Code	Loan Purpose	Loan A/c No.	Amount of Outstanding Principal Amount sent earlier (as on 30.04.2017)	Correct Outstanding Amount of Principal Amount (as on 30.04.2017)	Instalments deducted amount	Balance (as on 31.12.2017)	Remarks (reason for correction)

Copy of above may also be downloaded from the website www.finhry.gov.in.


Joint Secretary Finance
for the Additional Chief Secretary to Govt Haryana,
Finance Department.

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