

From

The Chief Secretary to Government Haryana.

To

1. All the Administrative Secretaries to Govt. Haryana.
2. All Heads of Departments, Haryana
3. All the Divisional Commissioners in Haryana.
4. All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
5. The Managing Director/Chief Administrator of all the Boards/Corporations in Haryana State.
6. The Registrars of all the Universities in the State of Haryana.

Dated Chandigarh, the 17/12/2020

Subject: Supply of details of recovery of long term advances, Service Verification Certificates Challans of Leave Salary and Pension Contributions etc. in respect of all IAS/ HCS officers.

Sir/ Madam,

I am directed to refer to Haryana Government letter of even number dated 17.9.2015 on the subject noted above and to inform you that due to non-availability of recovery statement of long terms advances, Service Verification certificates and information regarding deposit of leave salary and pension contribution, retiral benefits to the retired officers at the time of superannuation often gets delayed. Statements of long terms advances, Service Verification certificate and details of the deposited Leave Salary Pension Contribution are required to be furnished by the concerned DDO in accordance with the provisions in Haryana Civil Services (General) Rules, 2016. It has been experienced that instructions mentioned above are not being complied properly and in certain cases the retiral benefits like pension gratuity and leave encashment etc. of retiring officer get delayed due to non-availability of above said information causing inconvenience to the retirees. In certain cases, the retired officers approach the Courts and claim interest at varying rates from 12% to 18% on such delayed payment from Hon'ble Courts

In view of above , it is requested to ensure that service verification certificate, recovery statement of long terms advances information about deposit of leave salary & pension contribution of IAS/HCS officers be sent to this office well in time at the time of relinquishing the charge of any post to avoid delays. It is also suggested that the officer may maintain a personal record and check that recovery statement of long terms advances, service verification/ information about deposit of leave salary & pension contribution of every financial year of previous service rendered by him/her has been furnished by the concerned DDO. For the officers who are appointed on deputation on Foreign Service

his/her organisation has to pay leave salary & pension contribution as per rates prescribed by the Finance Department. The service verification certificate has to be furnished to the Chief Secretary to Govt. Haryana (in Services-IV Branch) in duplicate within one month of relinquishing every charge in the following format:-

Service in respect of Sh/Smt. _____ for the period from _____
to _____ is verified from the office copies of pay bills & A.Rolls.

Signature of D.D.O.
with stamp.

The recovery statement of loans and advances for every financial year on relinquishing the charge as the case may be also be sent as per the following format:-

Tablel (format for recovery statement)				
Sal. Month	Tr. Vr. No. & Date	Amount Recovered	Balance Amount	Salary Head

It has been decided that if statement of long terms advances, service verification certificate and information about deposit of leave salary & pension contribution are not submitted by the concerned DDO in time which results in to delay in release of the retiral benefits to the officer, then the interest on such delayed payment will be recovered from the employee(s) responsible for causing such delay in accordance with the instruction issued by the Finance Department letter No. ½(152)01-2FR-II dated 20.2.2012

These instructions may be brought to the notice of all concerned for strict compliance.

Rashmi Grover
Joint Secretary to Government, Haryana
Personnel Department
dated 17/12/2020

Endst. No. IAS/HCS/Misc/2012-13-3SIV

A copy is forwarded to All the IAS/HCS officers for immediate necessary action and to ensure that the service verification/leave salary and pension contribution are sent well in time to the Personnel Department(in Services-IV Branch) for every financial year or after relinquishing the charge after every transfer.

Rashmi Grover
Joint Secretary to Government, Haryana
Personnel Department
dated 17/12/2020

Endst. No. IAS/HCS/Misc/2012-13-3SIV

A copy is forwarded to the State Information Officer(NIC) Haryana Civil secretariat, Chandigarh for uploading on the web site of Chief Secretary organisation, Haryana

Rashmi Grover
Joint Secretary to Government, Haryana
Personnel Department