

**No. IAS/HCS/(Misc) 82-2SIH**

From

The Chief Secretary to Government, Haryana.

To

(1) All Heads of Department,  
Commissioners Ambala & Hissar Divisions.

(2) All Deputy Commissioners and Sub-Divisional  
Officers (C), Haryana State.

Dated, Chandigarh, the 15<sup>th</sup> Feb., 1982.

Subject: Supply of service verification on certificates in respect of  
IAS/HCS Officers.

Sir,

I am directed to refer to the subject noted above and to say that entitlement functions in the respect of IAS/HCS officers were transferred to Haryana State w.e.f. 1.9.76 by the Amount General, Haryana. The pay of these officers has since been drawn by various drawing and disbursing officers. The work pertaining to maintenance of record and fixation of pay has been done at the state level in the secretariat since 1.9.76 in accordance with the decision taken Service of accordance with the provisions of rule 7.18 of the Punjab Financial Rules. It is, therefore, requested that the all DDOS working under them my please be directed to issue the following certificate in duplicate in respect of all IAS and HCS officers for the period from 1.9.76 upto date:

Service in respect of Shri\_\_\_\_\_ IAS/HCS for the period from \_\_\_\_\_ to \_\_\_\_\_ is verified from office copies of pay bills and A. Rolls.

Signature of DDO  
with stamp

2. The DDOS' may also please be directed to supply such certificates in future also to the Chief Secretary to Government Haryana (in the Services – III Branch) immediately on transfer of the officer alongwith his charge leaving report.

3. The receipt of this letter may please be acknowledge

Yours faithfully,

(O.P. DUBEY)

Under Secretary (General)

for chief Secretary to Govt., Haryana

No. IAS/HCS (Misc.) 82-2SIII, dated , Chandigarh, the 15-2-1982.

A copy is forward to the Joint Secretary to Government Haryana, Secretariat Establishment (in Accounts Branch) for information and similar necessary action.

Under Secretary (General)  
for Chief Secretary to Govt. Haryana

**No.IAS/HCS/Misc 2005-3SIII**

From

The Chief Secretary to Govt- Haryana.

To

1. All Heads of Departments,  
Commissioners Ambala, Gurgaon, Hissar and Rohtak  
Divisions.
2. All Deputy Commissioners and Sub-Divisional Officers, (C),  
Haryana State.
3. All Managing Directors of Boards/Corporations, Haryana  
State.

Dated, Chandigarh, the 28.03.2005

Sub: Supply of Service Verification Certificate in respect of  
IAS/HCS Officers.

Sir,

I am directed to refer to Government letter no. IAS/HCS/(Misc-)1982-2SIII dated 15<sup>th</sup> February, 1982 on the subject cited above and to say that the Service Verification Certificates in respect of IAS/HCS Officers are to be sent to Government. The service of these officers is to be verified by the concerned Drawing and Disbursing Officers in accordance with the provisions of Rule 7.18 of the Punjab Financial Rules. It has been

experienced that the instructions mentioned above are not being complied with properly. The pension cases of the officers are delayed due to non receipt of Service Verification Certificates in time. To avoid such type of delay, it is requested that All the Drawing and Disbursing Officers working under them may please be directed to issue the Service Verification Certificates in duplicate in respect of these officers alongwith charge leaving report in the following format:-

|                                               |    |             |
|-----------------------------------------------|----|-------------|
| Service in respect of Sh.                     |    | IAS/HCS for |
| the period from                               | to | is verified |
| from officer copies of pay bills and A. Roll. |    |             |

Yours faithfully,

Under Secretary (General)  
for Chief Secretary to Govt. Haryana

Endst. No. IAS/HCS/(Misc.) 2005-3SIII

A copy is forwarded to the Under Secretary (General) to Government Haryana, Secretariat Establishment (in Account Branch) for information and necessary action.

Under Secretary (General)  
for Chief Secretary to Govt. Haryana