

**No IAS/HCS (Misc-1)/2025-3SIV
Government of Haryana
Chief Secretary's Office
(Department of Personnel)**

Dated Chandigarh, the 28.02.2025

To,

1. The Chief Secretary, U.T., Chandigarh.
2. All the Administrative Secretaries to Govt. Haryana.
3. Chief Resident Commissioner, Haryana Bhawan, New Delhi.
4. Commissioner, Ambala / Hisar / Rohtak / Gurugram / Faridabad / Karnal Division.
5. All the Heads of Departments, Haryana.
6. Secretary to Governor, Haryana.
7. All the Deputy Commissioners of Haryana State
8. Managing Directors / Chief Administrators of all the Boards / Corporations in Haryana State.
9. The Registrars of all the Universities in the State of Haryana.
10. Additional Director, HIPA, Sector-18, Gurugram
11. All the Sub Divisional Officers (Civil) of Haryana.
12. All the City Magistrates of Haryana State.

Subject: Supply of details of recovery of long-term advances, Service Verification Certificates Challans in respect of all IAS/ HCS (EB) officers.

Sir/ Madam,

I am directed to invite your attention on the subject noted above and to inform you that Statements of long term advances, Service Verification certificate and details of the depositing the 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. These are essential for sending to Principal Accountant General, Haryana for processing the pension cases.

2. Off late, it has been experienced that in some of the 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 retiring officers. 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.

3. It is, therefore, requested that the recovery statement of long-term advances, service verification certificate and information about deposit of leave salary & pension contribution of IAS/HCS (EB) officers should be sent to this office as soon as the officer relinquishes his/her charge from the post, 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.**

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

Suren Kumar
Deputy Secretary to Government, Haryana.
Personnel Department. *A*

Endst. No. IAS/HCS (Misc-1)/2025-3SIV

Dated Chandigarh, the **28.02.2025**

A copy is forwarded to Under Secretary General with a request to furnish the service verification certificate in case salary in respect of IAS/ HCS (EB) Officers is disbursed from O/o the Chief Secretary to Government, Haryana.

Deputy Secretary to Government, Haryana.
Personnel Department.