

No. IAS/HCS/Misc/2012/3S-IV

From

The Chief Secretary to Government, Haryana

To

1. All the Administrative Secretaries to Government, Haryana
2. All the Heads of Departments, Haryana
3. All the Commissioners, Ambala, Hisar, Gurgaon & Rohtak Division
4. All Deputy Commissioners in Haryana
5. The Managing Directors/Chief Administrators of all the Boards/Corporations in Haryana State.
6. The Registrars of all the Universities in the State of Haryana.

Dated Chandigarh, the 17-9-15

Subject:- Supply of Service Verification Certification Certificates in respect of IAS/HCS officers.

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Sir/Madam,

I am directed to refer to Haryana Government letter of even numbers dated 15.12.1982, 23.03.2005, 27.09.2010 and 06.09.2012 on the subject cited above and to inform you that due to non-availability of Service Verification Certificate and information regarding deposit of Leave Salary & Pension Contribution retiral benefits to the retired officers at the time of superannuation gets delayed. Service Verification and details of the deposit of Leave Salary and Pension Contribution are required to be furnished by the concerned DDO in accordance with the provisions of Rule 7.18 of the Punjab Financial Rules. It has been experienced that instructions mentioned above are not being complied with properly and in certain cases the retiral benefits like pension, gratuity, leave encashment etc. of retiring officers get delayed due to no-availability of service verification/ information about deposit of Leave Salary & Pension Contribution causing inconvenience to the retiree. In certain cases the retired officers approach the Court and claim payment of all such retiral benefits along with interest for the period of delay. The Courts have been allowing interest at varying rates from 12% to 18% on such delayed payment.

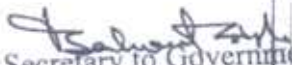
In view of above, it is requested to ensure that Service Verification/ Leave Salary and Pension Contribution of IAS/HCS officers be sent to this office well in time at the time of relinquish the charge of any post to avoid delays. It is also suggested that the officer may maintain a personal record and check that Service Verification and Leave Salary & Pension Contribution of every financial year of previous service rendered by him has been furnished by the concerned DDO. For the officers who are appointed on deputation on Foreign Service, his organisation has to pay leave salary and pension contribution as per the rates prescribed by the Finance Department. The Service Verification Certificate has to be furnished to the Chief Secretary to Government, Haryana (In Service-IV Branch) in duplicate within one month of relinquishing every charge along with charge leave report/ Last Pay Certificate

in the following format:-

Service in respect of Sh./Smt. \_\_\_\_\_ IAS/HCS for  
the period from \_\_\_\_\_ to \_\_\_\_\_ is verified from office copies  
of pay bills and Attendance Rolls"

It has been decided that if Service Verification Certificate and information about  
deposit of Leave Salary & Pension Contribution are not submitted by the concerned DDO in time  
which results in delay in release of the retiral benefits of the officer, then the interest on such  
delayed payments will be recovered from the employee(s) responsible for causing such delay in  
accordance with the instruction issued by the Finance Department letter No. 1/2(152)01-2FF dated  
dated 20.2.2012

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

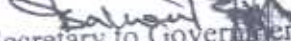
  
Under Secretary to Government, Haryana  
Personnel Department (Service IV)

Endst. No. IAS/HCS/Misc/2012/3S-IV

Dated Chandigarh, the

17-9-15

A copy is forwarded to All the IAS and 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 Service-IV Branch).

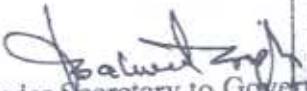
  
Under Secretary to Government, Haryana  
Personnel Department (Service IV)

Endst. No. IAS/HCS/Misc/2012/3S-IV

Dated Chandigarh, the

17-9-15

A copy is forwarded to the State Information Officer (NIC) Haryana Civil  
Secretariat, Chandigarh for uploading on the website of State Government and Chief Secretary's  
office as well.

  
Under Secretary to Government, Haryana  
Personnel Department (Service IV)