

No. IAS/HCS (Misc-03)/2025-3SIV
Government of Haryana
Chief Secretary's Office
(Department of Personnel)

Dated Chandigarh, the 18.05.2026

To

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

Subject: **Circular regarding amendment in the format of Last Pay Certificate (LPC) as notified by the Finance Department vide Haryana Government Gazette Notification No. 11/05/2025-2FR dated 01.04.2026.**

Sir/Madam,

I am directed to invite your attention to Haryana Government Gazette Notification No. 11/05/2025-2FR dated 01.04.2026, published in the Haryana Government Gazette (Part-I) on 3rd April, 2026, pertaining to amendment in the format of Last Pay Certificate (LPC) defined under the Punjab Treasury Rules, Volume II.

2. It has been observed that at the time of retirement/transfer of IAS/HCS Officers, the office has to repeatedly request the concerned departments to send pending service verification and provide challans of leave salary and pension contribution. Despite repeated reminders, these records are not provided timely by the concerned departments, thereby causing delays in processing of pension cases. Therefore, LPC based verification ensures that each department certifies service contemporaneously, i.e., at the time of transfer or relieving, thereby maintaining continuous service record.

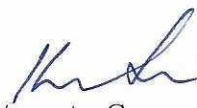
3. Therefore, you are hereby directed as under:

(i) All LPCs hereafter shall be issued strictly in the latest amended format as notified vide Gazette Notification No. 11/05/2025-2FR dated 01.04.2026. The LPC must mandatorily include service verification at Sr. No. 10 of the prescribed format, duly certified by the competent authority.

(ii) A copy of every Last Pay Certificate (LPC) issued in respect of IAS/HCS officers shall be forwarded to the Office of the Chief Secretary to Government of Haryana (Services-IV Branch) to ensure proper maintenance of service records and facilitate timely processing of pension and retirement cases. Further, challans relating to leave salary and pension contributions in respect of IAS/HCS officers serving in Boards and Corporations may also be forwarded to the said office.

4. A copy of the aforesaid Gazette Notification is available on the official website of the Finance Department i.e. finhry.gov.in. Copy of said amendment dated 01.04.2026 was also uploaded by Printing and Stationary Department, Haryana, Pachkula on its website i.e. <http://www.egazetteharyana.gov.in> for reference and strict compliance.

5. These instructions may please be brought to the notice of all concerned for immediate compliance.


J/c Joint Secretary to Government, Haryana.
Personnel Department

Endst. No. IAS/HCS (Misc-03)/2025-3SIV

^{19/5/26}
Dated, Chandigarh the 18.05.2026

A Copy is forwarded to Services-II Branch, with a request to issue necessary directions to concerned authorities to incorporate in the transfer/posting orders of IAS/HCS officers, to the effect that the LPC, leave salary and pension contributions (in respect of IAS/HCS officers serving in Boards and Corporations) should be issued within 7 days of relinquishing the charge by the officer concerned, in the latest prescribed format as notified vide Gazette Notification No. 11/05/2025-2FR dated 01.04.2026, and a copy thereof shall invariably be endorsed to the Chief Secretary Office (Services-IV Branch) for record and further action.

o/c


Joint Secretary to Government, Haryana.
Personnel Department

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CHANDIGARH, FRIDAY, APRIL 3, 2026 (CHAITRA 13, 1948 SAKA)

PART-I

Notifications, Orders and Declarations by Haryana Government

हरियाणा सरकार

वित्त विभाग

अधिसूचना

दिनांक 1 अप्रैल, 2026

संख्या 11/05/2025-2एफ.आर./15592.- भारत के संविधान के अनुच्छेद 283 के खण्ड (2) के अधीन प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, पंजाब खजाना नियम, जिल्द-II हरियाणा राज्यार्थ, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:-

- (1) ये नियम पंजाब खजाना जिल्द-II (हरियाणा संशोधन) नियम, 2026 कहे जा सकते हैं।
- (2) ये राजपत्र में इनके प्रकाशन की तिथि से लागू होंगे।
- पंजाब खजाना नियम, जिल्द-II (हरियाणा में लागू) में, नियम 4.176 में, परिशिष्ट ग में, "अंतिम वेतन प्रमाण-पत्र" के स्थान पर, निम्नलिखित "अंतिम वेतन प्रमाण-पत्र" प्रतिस्थापित किया जाएगा, अर्थात् :-

क्रम संख्या	अंतिम वेतन प्रमाण पत्र श्री / श्रीमती / सुश्री.....(पदनाम)							
1.	श्री / श्रीमती / सुश्री....., जिस ने इस कार्यालय में दिनांक से तक कार्य किया है।							
2.	उसे कार्यालय द्वारा जारी आदेश पृष्ठांकन संख्या.....दिनांक.....द्वारा कार्यालय.....से कार्यालय में स्थानांतरित किया गया है।							
3.	उसे सक्षम प्राधिकारी के आदेश पृष्ठांकन संख्या.....दिनांक..... द्वारा से..... (पूर्वाह्न/दोपहर) से प्रभावी नए कार्यालय में अथवा जाने के लिए कार्यमुक्त कर दिया गया है।							
4.	उसने.....(पूर्वाह्न/दोपहर) को.....के कार्यालय का प्रभार त्याग दिया है।							
5.	कर्मचारी की जानकारी:— <table><tr><td>(i)</td><td>विशिष्ट कोड प्राप्तकर्ता (यूसीपी) संख्या</td><td></td></tr><tr><td>(ii)</td><td>मोबाईल संख्या</td><td></td></tr></table>		(i)	विशिष्ट कोड प्राप्तकर्ता (यूसीपी) संख्या		(ii)	मोबाईल संख्या	
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