

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](http://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.

  
o/c Joint Secretary to Government, Haryana.  
Personnel Department  
Eh.

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.

*Kudh*  
o/c Joint Secretary to Government, Haryana.  
Personnel Department

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## 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 border="1"><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	
(i)	विशिष्ट कोड प्राप्तकर्ता (यूसीपी) संख्या						
(ii)	मोबाईल संख्या						

	(iii)	सामान्य भविष्य निधि (जीपीएफ) संख्या या स्थायी सेवानिवृत्ति खाता संख्या (पीआरएएन)	
	(iv)	स्थायी खाता संख्या (पैन)	
6.	उन्हें निम्नलिखित विवरण के अनुसार कार्यमुक्त मास के दौरान .....तक वेतन का भुगतान किया गया है:-		
	क्रम संख्या	विवरण	पूर्ण दर (प्रति मास) (रुपये में) .....मास के लिए भुगतान की गई राशि (.....से.....तक) (रुपये में)
	(i)	अंतिम बार लिया गया वेतन स्तर	
	(ii)	मूल वेतन	रुपये
	(iii)	विशेष वेतन	रुपये
	(iv)	व्यक्तिगत वेतन	रुपये
	(v)	गैर-अभ्यास भत्ता	रुपये
	(vi)	महंगाई भत्ता	रुपये
	(vii)	मकान किराया भत्ता	रुपये
	(viii)	निश्चित चिकित्सा भत्ता	रुपये
	(ix)	वाहन भत्ता	रुपये
	(x)	धुलाई भत्ता	रुपये
		कोई अन्य भत्ता	
	(xi)		रुपये
	(xii)		रुपये
	(xiii)		रुपये
		कुल	रुपये

.....मास के वेतन से की गई कटौती और वसूली (.....से.....तक):-

	क्रम संख्या	विवरण	कटौती की गई राशि (रुपये में)
	(i)	सामान्य भविष्य निधि अंशदान या नई पेंशन योजना अंशदान	रुपये
	(ii)	सामान्य बीमा योजना राशि	रुपये
	(iii)	स्रोत पर आयकर कटौती	रुपये
		ऋण एवं अग्रिम राशि की वसूली, यदि कोई हो:-	रुपये
	(iv)	गृह निर्माण अग्रिम	रुपये
	(v)	कार अग्रिम	रुपये
	(vi)	विवाह अग्रिम	रुपये
	(vii)	सामान्य भविष्य निधि अग्रिम	रुपये
	(viii)	स्टाफ कार उपयोग राशि, यदि कोई हो	रुपये
	(ix)	आदेश दिनांक.....के अधीन अधिक भुगतान की वसूली	रुपये
	(x)	अदालती कुर्की की वसूली	रुपये
			रुपये
7.	वह लोकहित में.....दिन के लिए कार्यभार ग्रहण करने का हकदार है। या वह नियमों ..... के अधीन कार्यभार ग्रहण करने का हकदार नहीं है।		

8.	चालू वित्तीय वर्ष के दौरान (.....से.....तक) उसके मासिक वेतन से स्रोत पर कटौती किए गए आयकर का विवरण निम्नानुसार है:-						
	क्रम संख्या	मास	वेतन की कुल राशि	कुल कटौतियाँ	वेतन की शुद्ध राशि	आयकर कटौती	खजाना वाउचर संख्या और दिनांक
	(i)						
	(ii)						
	(iii)						
	(iv)						
	(v)						
	(vi)						
	(vii)						
	(viii)						
	(ix)						
	(x)						
	(xi)						
	(xii)						
	(xiii)						
	(xiv)						
	(xv)						
9.	वेतन से संबंधित कोई अन्य जानकारी						
10.	वेतन बिल रिकॉर्ड के अनुसार.....से.....तक की अवधि (इस कार्यालय में उनके कार्यकाल के दौरान) के लिए सेवा का सत्यापन किया गया है।						

दिनांक.....  
स्थान.....

हस्ताक्षर.....  
बड़े अक्षरों में नाम.....

पदनाम.....  
रबड़ की मोहर....."।

अरुण कुमार गुप्ता,  
अपर मुख्य सचिव, हरियाणा सरकार,  
वित्त विभाग।

**HARYANA GOVERNMENT****FINANCE DEPARTMENT****Notification**

The 1st April, 2026

**No. 11/05/2025-2FR/15592.**— In exercise of the powers conferred under clause (2) of article 283 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Punjab Treasury Rules, Volume II in their application to the State of Haryana, namely:-

1. (1) These rules may be called the Punjab Treasury, Volume II (Haryana Amendment), Rules, 2026.
- (2) They shall come into force from the date of their publication in the Official Gazette.
2. In the Punjab Treasury Rules, Volume II in rule 4.176, in Appendix C, for “Last Pay Certificate” the following “Last Pay Certificate” shall be substituted, namely:-

Serial Number	<b>LAST PAY CERTIFICATE OF Shri/Smt./Ms. _____, _____ (Designation)</b>		
1.	S/Shri/Smt./Ms. _____, who has worked during ____ to ____ in this office.		
2.	He/she has been transferred from office of _____ to office of _____ vide orders Endorsement No. _____ dated _____ issued by office of the _____.		
3.	He/she has been relieved by the competent authority vide orders Endorsement No. _____ dated _____ with effect from _____ (forenoon/afternoon) for proceeding to new office i.e. _____.		
4.	He/she has relinquished the charge of the office of _____ on _____ (forenoon/afternoon).		
5.	Employee's information:-		
	(i)	Unique Code Payee (UCP) Number	
	(ii)	Mobile Number	
	(iii)	General Provident Fund (GPF) Number OR Permanent Retirement Account Number (PRAN)	
	(iv)	Permanent Account Number (PAN)	
6.	He/she has been paid salary during the month he/she relieved up to _____ as per following details:-		
	<b>Serial Number</b>	<b>Particulars</b>	<b>Full Rate (Per month) (in ₹)</b>
	<b>Amount paid for the month of _____ (from _____ to _____) (in ₹)</b>		
	(i)	Pay Level last held	
	(ii)	Basic pay	₹
	(iii)	Special Pay	₹
	(iv)	Personal Pay	₹
	(v)	Non Practising Allowance	₹
	(vi)	Dearness Allowance	₹
	(vii)	House Rent Allowance	₹

(viii)	Fixed Medical Allowance	₹	₹			
(ix)	Conveyance Allowance	₹	₹			
(x)	Washing Allowance	₹	₹			
	Any other allowance					
(xi)		₹	₹			
(xii)		₹	₹			
(xiii)		₹	₹			
	Total	₹	₹			
Deductions and Recoveries made from the salary of the month of _____ (from _____ to _____):-						
Serial Number	Particulars	Amount deducted (in ₹)				
(i)	Subscription to General Provident Fund OR Subscription to PRAN	₹				
(ii)	General Insurance Scheme amount	₹				
(iii)	Income Tax deducted at source	₹				
	<b>Recovery of Loan and Advances, if any:-</b>					
(iv)	House Building Advance	₹				
(v)	Car Advance	₹				
(vi)	Marriage Advance	₹				
(vii)	GPF Advance	₹				
(viii)	Staff Car Usage amount, if any	₹				
(ix)	Recovery of over payment under order dated _____	₹				
(x)	Recovery of Court Attachment	₹				
		₹				
7.	He/She is entitled to joining time for _____ days in public interest. OR He/She is not entitled to joining time under the rules.					
8.	The details of Income Tax Deducted at Source from his/her monthly salary during the current financial year (from _____ to _____) are as under:-					
Serial Number	Month	Gross amount of salary	Total deductions	Net amount of salary	Income Tax deducted	Treasury Voucher Number and Date
(i)		₹	₹	₹	₹	
(ii)		₹	₹	₹	₹	
(iii)		₹	₹	₹	₹	
(iv)		₹	₹	₹	₹	
(v)		₹	₹	₹	₹	
(vi)		₹	₹	₹	₹	
(vii)		₹	₹	₹	₹	
(viii)		₹	₹	₹	₹	

	(ix)		₹	₹	₹	₹		
	(x)		₹	₹	₹	₹		
	(xi)		₹	₹	₹	₹		
	(xii)		₹	₹	₹	₹		
	(xiii)		₹	₹	₹	₹		
	(xiv)		₹	₹	₹	₹		
	(xv)		₹	₹	₹	₹		
9.	<b>Any other information pertaining to Salary</b>							
10.	<b>Service for the period as per pay bill record from _____ to _____ (during his stay in this Office) has been verified.</b>							

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Name in Capital letters: \_\_\_\_\_

Designation: \_\_\_\_\_

Rubber Stamp \_\_\_\_\_ ”,

ARUN KUMAR GUPTA,  
Additional Chief Secretary to Government Haryana,  
Finance Department.