

No. 51/01/2024-1Ad.O.(P.F.II)
Government of Haryana
Chief Secretary Office
Administrative Officer Branch

Dated: Chandigarh, the 06th August, 2026.

To

- ✓ 1. The Additional Chief Secretary to Govt., Haryana and Financial Commissioner, Revenue & Disaster Management and Consolidation Deptt.
2. The Legal Remembrancer to Government, Haryana.
3. All the Heads of Department, Haryana. (at Chandigarh / Panchkula).
4. The Secretary, Haryana Public Service Commission. Bays 1-10, Block - B, Sector - 4, Panchkula.
5. The Secretary, Haryana Staff Selection Commission, Bays No. 67-70, Sector-2, Panchkula.
6. The Secretary, Haryana Vidhan Sabha, Haryana, Chandigarh.
7. The Director General of Police, Haryana.
8. The ADGP, CID, Haryana.
9. The EIC, PWD (B&R), Haryana Chandigarh, Nirman Sadan Sector-33, Chandigarh.

Subject:- Circulation of standard Operating Procedure (SoP) for Inspection of Government Residential Accommodation of General Pool U.T. Chandigarh.

Sir/ Madam

I am directed to invite your kind attention towards the subject noted above vide which the Secretary, House Allotment Committee, U.T., Chandigarh has informed that House Allotment Committee has been receiving complaints regarding subletting, unauthorized occupation, misuse and unauthorized alterations in Government residential accommodations allotted from the General Pool to employees of the Governments of Punjab and Haryana, the Punjab & Haryana High Court and the Chandigarh Administration in various Sectors of U.T., Chandigarh.

In order to discourage the misuse of Government houses, it has been decided that a certificate be sought from all Govt. servants to whom houses have been allotted by U.T. Chandigarh and Haryana State that they have not sub-let it and are occupying themselves.

Therefore, you are requested to seek the certificate in given format as Annexure 'A' from all Govt. servants under your administrative control to whom Govt. houses have been allotted by U.T. Chandigarh and Haryana State and forward to this office.


Administrative Officer
for Chief Secretary to Govt., Haryana

Dated Chandigarh, the 06th August, 2026

Endst. No. 51/01/2024-1Ad.O.(P.F.II)

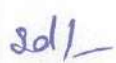
All the Administrative Secretaries / Secretaries/ Addl.Secretaries/ Spl. Secretaries/ Joint Secretaries/ Deputy Secretaries/ Under Secretaries to Govt. Haryana/ Spl. Senior Secretaries to Ministers/ Senior Secretaries to Ministers/ Secretaries to Ministers / Private Secretaries / Superintendents/ Dy.Superintendents / Section officer of Branches of Haryana Civil Secretariat are also requested to seek the certificate in given format as Annexure 'A' from all Govt. servants under your administrative control to whom Govt. houses have been allotted by U.T. Chandigarh and Haryana State and forward to this office.


Administrative Officer
for Chief Secretary to Govt., Haryana

Dated Chandigarh, the 06th August, 2026

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A copy is forwarded to the Secretary, House Allotment Committee, U.T., Chandigarh w.r.t. his letter No. HAC/A5/2026/244841 dated 17.07.2026, for information.


Administrative Officer,
for Chief Secretary to Govt., Haryana

Kindly see format of certificate overleaf

P.T.O.

Certificate

I S/o/D/o Sh.,
Designation.....Posted at O/odo
hereby certify and declare as under:-

1. That the House No.Sector.....allotted to me vide
order No..... dated.by House Allotment
Committee, U.T., Chandigarh / Haryana.
2. That any part or full of above mentioned house allotted to me is not sub-let and
is occupied by me and my family only.
3. That this statement of mine is true and correct to the best of my knowledge.

Chandigarh / Panchkula
Dated:

Deponent