



Government of Haryana/हरियाणा सरकार
Directorate of Food Civil Supplies & Consumer Affairs
 निदेशालय, खाद्य नागरिक आपूर्ति एवं उपभोक्ता मामले

MOST URGENT

PERSONAL ATTENTION

सेवा में

समस्त जिला खाद्य एवं पूर्ति नियन्त्रक **(BY NAME)**

(हरियाणा राज्य में)

यादि क्रमांक:पैन-3-2022/470

दिनांक, चण्डीगढ़ : 07.01.2022

विषय:- विभाग के क्षेत्रीय कार्यालयों से सेवानिवृत्त होने वाले अधिकारियों/कर्मचारियों के पेंशन/NPS केसों का तत्परता से समयबद्ध तरीके से निपटान करने बारे।

उपरोक्त विषय के संदर्भ में।

2. जैसाकि आपको विदित है कि कि वर्तमान में क्षेत्रीय कार्यालयों से सेवानिवृत्त होने वाले द्वितीय एवं तृतीय श्रेणी के अधिकारियों/कर्मचारियों के पक्ष में सभी जिला खाद्य एवं पूर्ति नियन्त्रकों तथा मुख्यालय की सभी शाखाओं से No Dues Certificates प्राप्त करके Consolidate NDC महा-लेखाकार, हरियाणा को भेजने की प्रक्रिया मुख्यालय की पेंशन शाखा द्वारा की जा रही है।

3. महालेखाकार, हरियाणा द्वारा पायलेट प्रोजेक्ट के तौर पर 4 खजाना अधिकारियों चण्डीगढ़, गुरुग्राम, हिसार व पंचकुला से पेंशन केस ONLINE माध्यम से प्राप्त किए जा रहे हैं तथा भविष्य में राज्य के सभी जिलों से सभी पेंशन केस ONLINE माध्यम से ही प्राप्त किए जाने हैं। ONLINE केस समस्त महा-लेखाकार, हरियाणा की Website पर दस्तावेजों के साथ केवल सम्बन्धित Pension Sanction Authority के द्वारा ही UPLOAD किए जाने हैं।

4. सेवानिवृत्तियों को देय लाभ समय पर प्रदान करने के लिए हरियाणा सरकार द्वारा दिनांक 19.07.2016 को Haryana Civil Services (Pension) Rules, 2016 अधिसूचित किए गए हैं जो कि वित्त विभाग की वेबसाइट (<http://www.finhry.gov.in/Haryana-Civil-Services-Pension-Rules-2016-English>) पर उपलब्ध है। इन नियमों के नियम-8 के उप-नियम-17 में निम्न प्रावधान हैं :-

8(17) “pension sanctioning authority” means the Head of office who shall be competent to sanction any pension admissible under these rules to Government employees of any Group subordinate to him, however, in case of Head of office and Head of Department, the next higher authority shall be the pension sanctioning authority. In case, a pension or family pension is to be sanctioned with retrospective effect of a period of more than three years, the same shall not be sanctioned by the authority lower than the Head of Department.

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5. उपरोक्त नियमानुसार सभी DFSCs बतौर Head of Office अपने अधीनस्थ उन सभी अधिकारियों/कर्मचारियों की Pension Sanctioning Authority हैं जो इन नियमों के अनुसार पेंशन के पात्र हैं। तथापि DFSC अथवा अन्य अधिकारी जो DFSC का कार्यभार सम्भाल रहा है, वह अपने स्वयं के पेंशन केस में Pension Sanctioning Authority नहीं होगा अपितु उनके मामलों में Head of Department यानि महा-निदेशक खाद्य नागरिक आपूर्ति एवं उपभोक्ता मामले विभाग, हरियाणा, चण्डीगढ़ Pension Sanctioning Authority है।

6. इस प्रकार विभाग के क्षेत्रीय कार्यालयों से सेवानिवृत्त होने वाले द्वितीय एवं तृतीय श्रेणी के अधिकारियों/कर्मचारियों के पक्ष में सभी स्त्रोतों से NDC प्राप्त करने का उत्तरदायित्व सम्बन्धित Pension Sanctioning Authority का बनता है। इसलिए आपको निर्देश दिए जाते हैं कि भविष्य में यानि वर्ष 2022 से ही आप बतौर Pension Sanctioning Authority आपके अधीनस्थ सेवानिवृत्त होने वाले द्वितीय एवं तृतीय श्रेणी के सभी अधिकारियों/कर्मचारियों के पक्ष में सभी सम्बन्धित स्त्रोतों से अपने स्तर पर NDC प्राप्त करेंगे और उन्हें समय से महा-लेखाकार, हरियाणा को भिजवा कर अपने स्तर पर उनके सेवानिवृत्ति देय लाभ जैसेकि पेंशन, कुमुटेशन-आफ-पेंशन तथा ग्रेच्युटी जारी करवाना सुनिश्चित करेंगे। जिन अधिकारियों/कर्मचारियों के विरुद्ध HCS(P&A) Rules-7/8 अथवा HCS(Pension) Rules, 2016 के नियम-12.2बी के तहत कोई कार्यवाही लम्बित है या किसी अधिकारी/कर्मचारी के विरुद्ध कोई वसूली/वसूली योग्य राशि है तो उसका भी स्पष्ट उल्लेख पेंशन पेपरों में किया जाए अन्यथा यदि इसके अभाव में महा-लेखाकार हरियाणा द्वारा किसी सेवानिवृत्ति के सेवानिवृत्ति लाभ जारी कर दिए जायेंगे तो उसके लिए आप स्वयं जिम्मेवार होंगे।

7. DFSC अथवा अन्य अधिकारी जो DFSC office का कार्यभार सम्भाल रहा है, केवल उन्हीं के पेंशन केस मुख्यालय को आगामी कार्यवाही हेतु भेजे जाएं।

8. प्रायः यह भी देखने में आ रहा है कि कुछ जिला नियन्त्रकों द्वारा उनके कार्यालयों में कार्यरत चतुर्थ श्रेणी के कर्मचारियों के पेंशन केसों की प्रति मुख्यालय को पृष्ठांकित की जाती है। चूँकि क्षेत्रीय कार्यालयों में कार्यरत चतुर्थ श्रेणी के कर्मचारियों की Appointing Authority सम्बन्धित जिला खाद्य एवं पूर्ति नियन्त्रक ही होते हैं तथा मुख्यालय की पेंशन शाखा द्वारा इनके मामलों में किसी भी प्रकार की कोई कार्यवाही नहीं की जाती है। इसलिए भविष्य में इन कर्मचारियों के पेंशन केसों की प्रति मुख्यालय पृष्ठांकित न की जाए।

9. वर्ष 2022 में क्षेत्रीय कार्यालयों से सेवानिवृत्त होने वाले अधिकारियों/कर्मचारियों के पक्ष में मुख्यालय स्तर पर प्राप्त हो चुके NDCs की विवरणी साथ संलग्न है जिसके दृष्टिगत सम्बन्धित DFSC केवल बकाया NDCs अपने स्तर पर प्राप्त करें तथा

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Government of Haryana/हरियाणा सरकार
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भविष्य में आगामी वर्षों यानि 2023 से सेवानिवृत्त होने वाले अधिकारियों/कर्मचारियों के पक्ष में NDCs प्राप्त करने की प्रक्रिया समय पूर्व प्रारम्भ करें। द्वितीय श्रेणी के अधिकारियों के पक्ष में राज्य चौकसी ब्यूरो से NDC मुख्यालय द्वारा प्राप्त करके आपको उपलब्ध करवाया जायेगा।

अतः आपको यह भी निर्देश दिए जाते हैं कि आप उपरोक्त हिदायतों की पालना करते हुए अपने अधीनस्थ सभी अधिकारियों/कर्मचारियों के पेंशन केसों को HCS(Pension) Rules, 2016 में दिए गए प्रावधान अनुसार समयबद्ध तरीके से तत्परता से निपटाएंगे तथा सेवानिवृत्तियों की Gratuity, Commutation of Pension तथा Leave-encashment जारी करवाते समय HCS(Pension) Rules, 2016 के नियम- 80, 81 व 108 तथा HCS(Leave) Rules, 2016 के नियम-69 व 70 को मध्यनजर रखेंगे। किसी भी मामले में आपके स्तर पर की गई देरी/लापरवाही की वजह से यदि विभाग द्वारा सेवानिवृत्ति को ब्याज की अदायगी करनी पड़ेगी तो उसके लिए HCS(Pension) Rules, 2016 के नियम-79(4)के तहत आप ही स्वयं जिम्मेवार होंगे।

संलग्न: यथोपरि (कुल पृ0 10)

Yogender SPSL-14-1-22.

जिला खाद्य एवं पूर्ति नियन्त्रक (पेंशन),

कृते: महानिदेशक, खाद्य, नागरिक आपूर्ति एवं उपभोक्ता
 (R) मामले विभाग, हरियाणा, चण्डीगढ़।

पृष्ठांकन क्रमांक:पैन-3-2022/ 471,

दिनांक, चण्डीगढ़ 07.01.2022

उपरोक्त की प्रति प्रधान महा-लेखाकार (ले0 एवं ह0), हरियाणा (PEN-8),
 सैक्टर-33, चण्डीगढ़ को सूचनार्थ एवं आगामी आवश्यक कार्यवाही हेतु प्रेषित की जाती है।

Yogender SPSL-14-1-22.

जिला खाद्य एवं पूर्ति नियन्त्रक (पेंशन),

कृते: महानिदेशक, खाद्य, नागरिक आपूर्ति एवं उपभोक्ता
 (R) मामले विभाग, हरियाणा, चण्डीगढ़।

पृष्ठांकन क्रमांक:पैन-3-2022/471

दिनांक, चण्डीगढ़ 07.01.2022

उपरोक्त की प्रति सभी शाखा अधिकारी/इन्चार्ज, मुख्यालय को सूचनार्थ एवं आगामी आवश्यक कार्यवाही हेतु प्रेषित की जाती है।

Yogender SPSL-14-1-22.

जिला खाद्य एवं पूर्ति नियन्त्रक (पेंशन),

कृते: महानिदेशक, खाद्य, नागरिक आपूर्ति एवं उपभोक्ता
 (R) मामले विभाग, हरियाणा, चण्डीगढ़।

CC:

SCO(HQ) for uploading this letter on the departmental website.

2nd Floor, 30 Bays Building, Sector:17-B, Chandigarh/दूसरी मंजिल, 30 बेज बिल्डिंग, सैक्टर-17-बी, चण्डीगढ़

Please visit us <http://haryanafood.gov.in>

E-mail/ई-मेल: dir.foodhry@gmail.com

HARYANA GOVERNMENT

FINANCE DEPARTMENT

Notification

The 19th July, 2016

No.2/22/2016-1Pension.— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules, regulating the terms and conditions of service of Government employees of the State of Haryana:-

Chapter – I

Preliminary

1. (1) These rules may be called the Haryana Civil Services (Pension) Rules, 2016. Short title and commencement.
(2) These rules shall be deemed to have come into force from 19th July, 2016.
2. Except as otherwise provided, these rules shall apply to all *Government employees* appointed to a post on regular basis on or before the 31st December, 2005 in any Department under Haryana Government. Extent of application.
- Note 1.—** The Speaker of the Legislative Assembly has agreed under clause (3) article 187 of the Constitution that until a law is made by the Legislature of the State under clause (2) of article 187 of the Constitution or rules are framed by the Governor in consultation with the Speaker of the Legislative Assembly under clause (3) of article 187 of the Constitution of India, these rules and amendments thereof, if any, after prior consent of the Speaker, shall apply to the secretarial staff of the Haryana Legislative Assembly.
- Note 2.—** The Chairman, Haryana Public Service Commission, has agreed to the application of these rules as amended from time to time, in the case of officers and employees of the Haryana Public Service Commission.
- Note 3.—** If any doubt arises as to whether these rules apply to any person or not, the decision shall lie with the Finance Department
3. Unless otherwise provided in these rules or in the terms and conditions offered at the time of appointment and accepted by the person, nothing in these rules shall operate to deprive any person of any right or privilege to which he is entitled by or under any law. Right and privilege under any law.
4. Any claim to pension or family pension shall be regulated by the provisions of the rules in force at the time when a Government employee is retired, discharged or allowed to resign from service or dies, as the case may be. Regulation of claims to pension or family pension.
5. When in the opinion of the competent authority, special provisions inconsistent with these rules are required with reference to any particular post or any conditions of service, that authority may, notwithstanding anything otherwise contained in these rules, and subject to the provisions of clause (2) of article 310 of the Constitution of India, provide in the terms and conditions of appointment of the person appointed to such post for any matter in respect of which in the opinion of that authority special provisions are required to be made. Special provisions, if any, inconsistent with these rules.
Provided that where no special provision has been made in respect of any matter in the terms and conditions of appointment, provisions of these rules shall apply.
6. The power to interpret, change, amend, relax and removal of doubt of these rules shall lie with the Finance Department. Power to interpret, amend and relax.
- Note 1.—** Communications regarding the interpretation and alteration of these rules shall be addressed to the Finance Department through the Administrative Department concerned.

Note.— Where punishment awarded by the punishing authority is set aside by the Court of law due to lack of evidence or by giving the benefit of doubt, in such cases the interest on delayed payment of pensionary benefits shall not be admissible.

80. (1) The various stages of action laid down in rules of this chapter shall be strictly followed by the pension sanctioning authority. There shall be an isolated case where, in spite of following the procedure laid down in rule 69, it shall not be possible for him to forward the pension papers referred to in rule 75 to the Principal Accountant General (A&E), Haryana not later than six months before the date of retirement or where the pension papers have been forwarded to the Principal Accountant General (A&E), Haryana within the prescribed period but the Principal Accountant General (A&E), Haryana may have returned the pension papers to the pension sanctioning authority for eliciting other information before issue of pension payment order and order for the payment of gratuity. If the pension sanctioning authority in such a case is of the opinion that the Government employee is likely to retire before his pension and gratuity or both shall be finally assessed and settled in accordance with the provisions of these rules, he shall, without delay, take steps to determine the period of qualifying service and the emoluments qualifying for pension after the most careful summary investigations that may be made. For this purpose he shall—

- (i) rely upon such information as may be available in the official records, and
- (ii) ask the retiring Government employee to file an undertaking on plain paper stating the total length of qualifying service but excluding the breaks and other non-qualifying periods of service.

(2) The Government employees while furnishing the undertaking as in clause (ii) of sub-rule (1) shall, at the foot of the statement, make a declaration as to the truth of the statement.

(3) The pension sanctioning authority shall thereafter determine the qualifying years of service and the emoluments qualifying for pension in accordance with the information available in the official record and the information obtained from the retiring Government employee under sub-rule (1). He shall, then, determine the amount of provisional pension and amount of provisional death-cum-retirement-gratuity.

(4) After the amount of pension and gratuity has been determined under sub-rule (3), the pension sanctioning authority shall take further action as follows:-

- (a) he shall issue a sanction letter and endorse a copy thereof to the Principal Accountant General (A&E), Haryana for authorising payment at a treasury of the following:-
 - (i) 100% pension as determined under sub-rule (3) as provisional pension for a period not exceeding six months to be reckoned from the date of retirement of the Government employee; and
 - (ii) 100% of gratuity as provisional gratuity determined under sub-rule (3) after deducting therefrom the Government dues;
- (b) he shall indicate in the sanction letter, the amount of Government dues recoverable from the gratuity.

(5) The amount of provisional pension and gratuity payable under sub-rule (4) shall, if necessary, be revised on the completion of the detailed scrutiny of the records.

(6) (a) The payment of provisional pension shall not continue beyond the period of six months from the date of retirement of Government employee. If the amount of final pension and the amount of final gratuity had been determined by the pension sanctioning authority in consultation with the Principal Accountant General (A&E), Haryana before the expiry of the said period of six months, the Principal Accountant General (A&E), Haryana shall—

- (i) issue the pension payment order; and
- (ii) authorise the difference between the final amount of gratuity and the amount of provisional gratuity paid under sub-clause (ii) of clause (a) of sub-rule (4) after adjusting the Government dues, if any, which may have come to notice after the payment of provisional gratuity. If the Government employee was an allottee of Government accommodation, the amount of gratuity withheld, if any, shall be refunded on receipt of no demand certificate from the Accounts Officer (Rent)/Rent Assessing Authority.

Grant of provisional pension where disciplinary proceedings are not pending.

(b) If the amount of provisional pension disbursed to a Government employee under sub-rule (4) is, on its final assessment, found to be in excess of the final pension assessed by Accountant General, Haryana, it shall be open to the Principal Accountant General (A&E), Haryana to adjust the excess amount of pension out of gratuity withheld, if any, or recover the excess amount of pension in installments by making short payments of pension payable in future.

(c) (i) If the amount of provisional gratuity authorised by the pension sanctioning authority under sub-rule (4) is larger than the amount finally assessed, the retired Government employee shall not be required to refund excess amount actually disbursed to him.

(ii) The pension sanctioning authority shall ensure that chances of authorising the amount of gratuity in excess of the amount finally assessed are minimised and the official responsible for the excess payment shall be accountable for the over-payment.

(7) If the final amount of pension and gratuity have not been determined by the pension sanctioning authority in consultation with the Principal Accountant General (A&E), Haryana within a period of six months referred to in clause (a) of sub-rule (6) the Principal Accountant General (A&E), Haryana shall treat the provisional pension and gratuity as final and issue pension payment order immediately on the expiry of the period of six months.

Provisional pension where proceedings are pending at the time of retirement.

81. (1) (a) In respect of a Government employee against whom departmental or judicial proceedings are pending at the time of retirement, the Principal Accountant General (A&E), Haryana shall authorize the provisional pension equal to the maximum pension which shall have been admissible on the basis of qualifying service up to the date of retirement of the Government employee, or if he was under suspension on the date of retirement, upto the date of immediately preceding the date on which he was placed under suspension.
- (b) The provisional pension shall be authorised by the Principal Accountant General (A&E), Haryana during the period commencing from the date of retirement up to and including the date on which, after the concluding of departmental or judicial proceedings. Final orders are passed by the competent authority.
- (c) No gratuity and commuted value of pension shall be authorised to the Government employee until the conclusion of the departmental or judicial proceedings and issue of final orders thereon.

Note.— This provision shall also be applicable where—

- (i) the departmental proceedings under Rule 8 of Haryana Civil Services (Punishment & Appeal) Rules, 2016 involving any financial loss to Government are pending at the time of retirement.
- (ii) any complaint against the Government employee pertaining to his dishonesty is pending in State Vigilance Bureau, Lok Ayukat or in any Government Investigation Agency at the time of retirement.

(2) Payment of provisional pension made under sub-rule (1) (a) shall be adjusted against final pensionary benefits sanctioned to such Government employee upon conclusion of such proceedings but no recovery shall be made where the pension finally sanctioned is less than the provisional pension or the pension is reduced or withheld either permanently or for a specified period.

Note.— Where any complaint against a Government employee is pending in the office of Lokayukat Haryana shall be given pensionary benefits after consultation with the Lokayukat.

82. (A) Procedure for sanction of Death Gratuity to nominee.—

(1) Where the Head of Office/Pension Sanctioning Authority has received an intimation about the death of Government employee while in service, he shall ascertain whether any death-cum-retirement gratuity, compassionate financial assistance, family pension, is/are payable to the family of deceased Government employee subordinate to him.

(2) (a) Where the family of the deceased Government employee is eligible for death-cum-retirement gratuity under these rules, the pension sanctioning authority shall ascertain whether the deceased Government employee had—

- (i) nominated any person(s) to receive the gratuity ; or
- (ii) not made any nomination or the nomination made does not subsist, the person(s) to whom the gratuity shall be payable.

(b) The pension sanctioning authority shall intimate to the person(s) concerned in Form Pen-5 for making a claim for death-cum-retirement gratuity in Form Pen-6.

(3) If on the date of death, the Government employee was occupying the Government accommodation, the pension sanctioning authority shall address the Accounts Officer (Rent)/Rent Assessing Authority for the issue of 'No Due Certificate' in accordance with the provisions of rule 84.

(B) Procedure for sanction of family pension.—

In case of death while in service, where the family of the deceased Government employee is eligible for family pension after the cessation of entitlement of compassionate financial assistance under these rules—

(a) the pension sanctioning authority shall, six months before the cessation of compassionate financial assistance, intimate to the widow/widower or other eligible family member in Form Pen-7 for making a claim for family pension in Form Pen-8;

(b) where the eligible family member of the deceased Government employee is below the age of 18 years, the guardian of such eligible family member shall submit a claim in Form Pen-8.

83. (1) After obtaining the claim(s) from the family in accordance with the provisions of sub-rule (A) and (B) of rule 82, the pension sanctioning authority shall undertake the completion of Form Pen-6 for sanction of death-cum-retirement gratuity and Form Pen-8 for family pension. The work for sanction of death-cum-retirement gratuity shall be completed within one month of the date on which intimation regarding the date of death of the Government employee has been received.

(2) The pension sanctioning authority shall take steps to ascertain the Government dues, if any, other than the dues pertaining to the Government accommodation recoverable from the deceased Government employee. Such ascertained dues shall be recovered from the amount of death-cum-retirement-gratuity payable to the family of the deceased Government employee.

(3) The pension sanctioning authority shall draw the attention of the Principal Accountant General (A&E), Haryana to the details of Government dues outstanding against the deceased Government employee, namely:—

- (a) Government dues pertaining to Government accommodation, if any, recoverable out of the gratuity before payment is authorised;
- (b) amount of death gratuity to be withheld partly as a margin for adjustment of Government dues which have not been assessed so far;
- (c) the maximum amount of death gratuity to be withheld for the purpose of clause (b) shall be limited to ten percent of the amount of gratuity in addition to the amount of Government dues already assessed.

(4) The pension sanctioning authority shall send Form Pen-6 to the Principal Accountant General (A&E), Haryana with a covering letter in Form Pen-9 alongwith the Government employee's service book duly completed up-to-date and any other documents relied upon for the verification of service and recovery from death gratuity.

(5) The pension sanctioning authority shall retain one copy of the Form Pen-6 for his office record. If the payment is desired in other State or accounting circle, Form Pen-6 shall be sent in duplicate to the Principal Accountant General (A&E), Haryana.

Procedure for sanction of pensionary benefits to the family of deceased Government employee.

Steps to be taken by pension sanctioning authority in case of death of a Government employee.

8

(3) The Principal Accountant General (A&E), Haryana after necessary verification of the information furnished in Form Pen-3 shall—

- (a) issue authority for the payment of commuted value of pension to the disbursing authority concerned;
- (b) draw the attention of the pension disbursing authority concerned for recovery of commuted portion of pension so that the disbursing authority may make entry in the pension payment order regarding the date on which the amount of pension is to be reduced on account of commuted part of pension;
- (c) endorse to the applicant a copy of the authority referred to in clause (a) with the instruction that he should collect the commuted value of pension from the disbursing authority.

106. The commutation of pension is subject to recovery from pension, therefore, the recovery of the commuted portion of pension shall be operative from the pension of the same month in which the commuted value of pension is credited in the bank account of pensioner. The amount of recovery shall not be less than the commuted portion of pension. Whenever a pensioner desires to make payment over and above the amount of commuted portion of pension it may be allowed by the pension disbursing authority during the period of 15 years from the date of authorization of commutation of pension provided total of the amount already recovered or to be recovered shall not exceed the total amount of 180 installments of commuted portion of pension.

Recovery of commuted portion from pension.

Note 1.- Where the commutation of pension is authorized or revised with retrospective effect, the Principal Accountant General (A&E), Haryana, shall adjust the recovery of commuted portion of pension upto the month commutation of pension is authorised or revised, as the case may be.

Note 2.- No recovery of commuted portion of pension shall be made from the family pension.

107. The date on which the payment of the commuted value of pension is credited to the applicant's account it shall be entered in the both halves of the pension payment order by the pension disbursing authority under intimation to the Principal Accountant General (A&E), Haryana.

Intimation of payment of commuted value.

108. Provisional pension shall not be commuted until final decision is taken on departmental or judicial proceedings, as the case may be. In such case, the commutation of pension to the pensioner shall be admissible after the final decision—

Commutation of provisional pension where proceedings were pending.

- (i) if the decision is taken to reduce the pension, the commutation of pension shall be admissible as per commutation factor corresponding to his age on next birth day on the date of final decision on the reduced pension: Provided that this benefit shall not be admissible without medical examination where the final decision is taken after one year from the date of retirement.
- (ii) if fully exonerated, he shall be entitled to the commutation of pension equal to the amount which would have been admissible had he been granted superannuation pension instead of provisional pension, with the recovery of commuted portion of pension from retrospective effect, provided application is submitted within one year from the date of final decision.

109. Where the pension has been revised and enhanced retrospectively on whatsoever reason, the applicant shall be paid the difference between the commuted value due on enhanced pension and actually drawn with the recovery of enhanced commuted portion of pension with retrospective effect. For the payment of difference the applicant shall need not to apply afresh.

Refixation of pension with retrospective effect.

Note.- See also Note 1 below Rule 106.

CHAPTER - XII
LEAVE ENCASHMENT

65. (1) A Government employee, in addition to leave preparatory to retirement, is entitled to benefit of leave encashment of unutilized earned leave standing at his credit on the date of retirement or quitting service subject to maximum of 300 days, in any one or more of the following circumstances :-

Leave encashment on the date of retirement or quitting service.

1. retirement on superannuation;
2. compulsorily retirement as a measure of punishment;
3. voluntary retirement;
4. premature retirement;
5. retirement on grounds of invalidation advised by a competent medical authority;
6. on completion of term of service of re-employment after retirement in a prescribed pay structure;
7. termination due to retrenchment or abolition of the post, provided the Government employee is not adjusted against any vacancy in any Department of Haryana Government;
8. absorption/adjustment of a Government employee in an Organization under any Government including Haryana Government;
9. subsequent appointment in a Department under any Government other than Haryana;
10. death or disappearance while in service, to the family of the deceased or disappeared Government employee.

Note.— The total benefit of leave encashment availed from any Department or Organization under any Government including Haryana Government at one or more of the above said occasions shall not exceed 300 days or upto the limit prescribed from time to time.

(2) In case of resignation from service, leave encashment shall be restricted to the extent of half of earned leave at the credit of Government employee or half of the maximum limit prescribed from time to time, whichever is less.

66. (1) In the event of the death of a Government employee while in service or after retirement or after final cessation of duties but before actual receipt of leave encashment payable under these rules, such amount shall be payable to the family.

Leave encashment in case of death or disappearance of a Government employee.

(2) In case of disappearance while in service whose whereabouts are not known, the benefit of leave encashment shall also be admissible to the family of missing Government employee after six months from the date of lodging FIR by the family regarding disappearance of Government employee.

67. (1) If any increase in pay (actual or notional) and/or dearness allowance is sanctioned by the competent authority with retrospective effect and the employee concerned was eligible for the same on the date of his retirement/quitting service, then the difference between the leave salary already paid and the leave salary admissible according to the new rates of dearness allowance and/or refixed pay, may be paid, notwithstanding the fact that one time settlement had already been made prior to the date of issue of orders regarding increase in pay and dearness allowance.

Calculation of leave encashment.

(2) Any amount becoming recoverable from a Government employee on account of Government dues, such as overpayment of pay and allowances, travelling allowance, medical reimbursement, loans and advances etc. may be recovered from the amount of leave encashment.

68. A Government employee dismissed or removed from Government service, shall not be entitled to leave encashment.

Leave encashment not admissible.

69. The authority competent to sanction leave may withhold whole or part of cash equivalent of leave salary in lieu of unutilized earned leave in the case of a Government employee who

Withholding of leave encashment.

retires from service while under suspension or against whom disciplinary or criminal proceedings are pending at the time of retirement or quitting service, if in the view of such authority there is a possibility of some money becoming recoverable from him on the conclusion of the proceedings against him. On the conclusion of the proceedings he shall become eligible to the amount so withheld after adjustment of Government dues, if any. In cases where disciplinary or criminal proceedings in case of grave misconduct are likely to result in withholding of pension in full, no amount of leave encashment shall be paid until conclusion of such proceedings.

Competent
authority for
sanction of leave
encashment.

70. (1) Head of Department for Group A and B employees and Head of Office for Group C and D employees shall be competent to sanction the leave encashment.

(2) The sanction order may be issued 15 days prior to the date of retirement on superannuation but the payment in lieu thereof shall be released on the date of retirement. The sanction order in advance shall only facilitate preparation of the bill and clearance thereof from the treasury.

Note.— Where the departmental or judicial proceedings are pending at the time of retirement or quitting service, the competent authority for sanction of leave encashment of Group A and B employees shall be the Administrative Department and appointing authority in case of Group C and D employees.

CHAPTER - XIII
MISCELLANEOUS

71. On re-employment after retirement on a post in the prescribed pay structure or with fixed salary, the entitlement of leave (including casual leave) shall be at the rate as applicable to fresh entrant. However, during the period of extension, the rate of entitlement of leave applicable prior to extension shall remain continue.

Leave during the period of re-employment after retirement and extension in service.

72. Except as otherwise provided in these rules or any other rule, during the period of probation, a Government employee is entitled to leave as admissible to a Government employee working on regular basis. If for any reason it is proposed to terminate the services of a probationer, any leave which may be granted to him shall not extend beyond the date on which the original probation period or extended period expires, or any earlier date on which his services are to be terminated by the order of appointing authority.

Leave to probationers.

Note.— The probation period shall be extended by the period of leave availed during the probation.


73. The leave to the Advocate General, Haryana shall be admissible as under: -

Leave to the Advocate General.


- (a) Leave, on full pay and allowances @ 1/12th of the period spent on duty as Advocate General.
- (b) Leave on medical certificate on half pay @ 20 days in a year.
- (c) Extraordinary leave without any remuneration, subject to a maximum of four months at any one time.
- (d) Leave of the various kinds may be granted in combination upto a maximum of six months only at any one time.
- (e) For the first two years of the appointment, the Advocate General shall not be entitled to more than one month's leave, except on medical certificate in any one year.
- (f) Casual leave @ 20 days per calendaryear.
- (g) The competent authority for grant of leave shall be the Administrative Department concerned.

List of Retiree from January, 2022 to December, 2022 of Field

Sr. No.	Name of Retiree and Designation	Employee Code	Place of Last Posting	DOR/DOD	NDCs awaited From	
					Name of District	Name of Branch of Hqrs.
1	Anil Kumar Batra, IF&S	1B36Q7	Ambala	30.06.2022	Faridabad, Fatehabad, Kurukshetra	Esstt-III(U/R-8), Shortage & Recovery
2	Mahender Singh, Driver	3C2BGS	Bhiwani	30.11.2022	Ambala, Faridabad, Fatehabad, Gurugram, Jhajjar, Jind, Kurukshetra, Narnaul, Panchkula, Panipat, Rewari, Rohtak, Sirsa, Yamunanagar	Esstt. A/cs, Supplies, Mandi Proforma, SO(Comp.), SO(Sum.), SO(Audit), Inspection, Storage
3	Rajinder Kumar Sharma, IF&S	0H1GSJ	Fatehabad	31.05.2022	Faridabad, Panipat	Esstt.-III(U/R-7), Food General, Storage, Shortage & Recovery
4	Savita, Assistant	7H218J	Hissar	30.06.2022	Charkhi Dadri, Faridabad, Fatehabad, Gurugram, Hissar, Panipat, Rohtak, Sonipat, Sirsa	All Branches except Esstt.A/c.
5	Tek Chand, Head Analyst	7D2185	Hissar	31.07.2022	Ambala, Charkhi Dadri, Faridabad, Fatehabad, Gurugram, Panipat, Palwal, Rohtak, Sonipat, Sirsa	All Branches except Esstt.A/c.
6	Ramphal, IF&S	4D0B3N	Hissar	30.09.2022	Ambala, Charkhi Dadri, Faridabad, Fatehabad, Gurugram, Hissar, Kurukshetra, Panipat, Palwal, Rohtak, Sonipat, Sirsa	All Branches except Esstt.A/c.
7	Suresh Chander, IF&S	612VE1	Hissar	30.11.2022	Charkhi Dadri, Faridabad, Fatehabad, Gurugram, Kurukshetra, Mewat, Panipat, Palwal, Rohtak, Sonipat, Sirsa	All Branches except Esstt.A/c.
8	Patel Kumar, AF&SO	110LCB	Jind	31.01.2022	Faridabad, Fatehabad, Hissar, Karnal, Kurukshetra, Sirsa, Jind	Esstt-III(U/R-7), Storage and Shortage/Recovery (6 cases are pending of U/R-8 for recovery total amount of Rs. 15,24,614/-)
9	Suresh Kumar Arya, IF&S	5I5GGC	Jind	31.03.2022	Faridabad, Fatehabad, Jhajjar, Karnal, Kurukshetra, Rohtak, Sonipat, Sirsa	Esstt-III(U/R-7), Food General, SOFA (U/R-7), Inspection (Not Clear), Storage, Shortage/Recovery
10	Dharampal chahal, IF&S	2A2V8J	Jind	31.05.2022	Faridabad, Fatehabad, Kurukshetra, Jind	Food General, Shortage/Recovery (1 case is pending of U/R-8 for recovery amount of Rs. 1,43,349/-)
11	Desh Raj, Accountant	3I3QT2	Kaithal	30.06.2022	Faridabad, Fatehabad	Nil
12	Satyawan, Accountant	3H3QUK	Kaithal	31.07.2022	Faridabad, Fatehabad	Food General (U/R-7), Shortage & Recovery



Satpal Singh, Assistant
Pension Branch, Hqrs.



Raj Kumar Verma, Assistant,
Pension Branch, Hqrs.



Rakesh Kumar, Auditor
Pension Branch, Hqrs.

13	Tejpal Singh, SIF&S	2G2VPL	Kaithal	31.07.2022	All Districts	All Branches (As the Circular for seeking NDC had not been issued by Hqrs.)
14	Vinod Saini, Head Analyst	0E016X	KKR	31.01.2022	Faridabad, Fatehabad	Shortage/Recovery Branch
15	Baldev Singh, Accountant	1G36OV	KKR	31.03.2022	All Districts	All Branches (As the Circular for seeking NDC had not been issued by Hqrs.)
16	Harish Arora, IF&S	3E4BSU	KKR	30.09.2022	Faridabad, Fatehabad, Karnal, Panchkula (U/R-8)	Esstt.-III, SO(Sums.), Storage, Shortage/Recovery
17	Krishan Kumar, Supdt.	4F0B33	Narnaul	31.01.2022	Received Clear NDC from all districts.	Food General, Storage
18	Suresh Panchal, AF&SO	1D0LFD	Palwal	31.03.2022	Faridabad, Kurukshetra, Panipat, Palwal, Sirsa	Esstt-III (U/R-7), Food General (U/R-7), SOFA-I & II(U/R-7), Storage
19	Sudesh Kumari, Supdt.	2I2V91	Rohtak	30.09.2022	Charkhi Dadri, Faridabad, Fatehabad, Hissar, Panipat, Palwal, Rohtak, Sonapat, Sirsa, Gurugram	All Branches except Esstt.A/c.
20	Jayanti Parshad, Saini, IF&S	0F2L8Q	Rohtak	31.12.2022	Faridabad, Fatehabad, Jhajjar	Esstt.-III(Not Clear), Procurement, SOFA (U/R-7)
21	Satbir Singh, Clerk	1F36R2	Sonipat	31.05.2022	Charkhi Dadri, Faridabad, Fatehabad, Hissar, Panipat, Palwal, Rohtak, Sonapat, Sirsa	All Branches except Esstt.A/c.
22	Mahender, SIF&S	5M2B9W	Sonipat	30.11.2022	All Districts	All Branches (As the Circular for seeking NDC had not been issued by Hqrs.)
23	Krishan chander Jangra, AF&SO	5A5QTO	Sirsa	31.01.2022	Faridabad, Fatehabad, Sirsa	Food General, Procurement, SO (Comp.), Shortage and Recovery.
24	Jagmal Singh, Accountant	2B2BG3	Yamuna - Nagar	30.04.2022	Faridabad, Fatehabad, Rohtak, Sirsa	Esstt-III(U/R-8), Food General, Procurement, SOFA, Mandi Proforma, SO (Comp.), SO(Sums.) SO(Audit), Inspection, Storage, Shortage/Recovery
25	Virender Kumar, AF&SO	2H2BGF	Yamuna- Nagar	31.10.2022	Charkhi Dadri, Faridabad, Fatehabad, Gurugram, Hissar, Kurukshetra, Panipat, Palwal, Rohtak, Sonipat, Sirsa.	All Branches except Esstt.A/c.

Note: The NDCs of the officials mentioned at Sr.No.13,15 & 22 i.e. S/Sh. Tejpal Singh, SIFS, Kaithal, Baldev Singh, Accountant, Kurukshetra and Sh. Mahender Singh, SIFS, Sonapat are pending from all corners as the same were not sought by the HQ. The concerned DFSCs are directed to seek the NDC from all the concerned corners on TOP PRIORITY.


Satpal Singh, Assistant
Pension Branch, Hqrs.


Raj Kumar Verma, Assistant,
Pension Branch, Hqrs.


Rakesh Kumar, Auditor
Pension Branch, Hqrs.