

From

The Director General, Treasuries and Accounts  
Department Haryana, Chandigarh.

To

1. All the Financial Commissioner & Principal Secretaries to Govt.  
Haryana, Chandigarh.
2. All the Heads of Deptt. In the State.
3. All the Managing Directors/Chief Administrators,  
Boards/Corporation in the State.

Memo. No.1289- TA-HR (4T)-2016/

8296-8301

Date: - 6/12/16

Subject: - INFORMATION REQUIRED FOR FINALIZATION OF GRADATION LIST OF  
SECTION OFFICERS (SAS CADRE).

Reference on the subject cited above.

1. It is hereby informed that finalizing of Gradation List of Section Officer (SAS Cadre) is under process for which some information is required in respect of Section Officers (SAS Cadre 2011 batch) who is presently working in your office.
2. Accordingly, please find enclosed herewith a <sup>blank</sup> black proforma with the request to furnish the requisite information therein duly attested by the Head of Office concerned on the basis of service book and send the same to this department within 15 days, positively.

i. Encl: Proforma

Joint Director  
for Director General, Treasuries and Accounts  
Department Haryana, Chandigarh.

Endst. No 1289/TA-HR(4T) 2016

dated:

A copy is forwarded to all the Section Officer of batch 2011 for information and necessary action.

sd -  
Joint Director  
for Director General, Treasuries and Accounts  
Department Haryana, Chandigarh.

## Gradation/Seniority List of Section Officers (SAS /OB Cadre)

Batch 2011

Sr. No	Name	Father's/Husband Name	Date of Birth	Qualification	Home District	a) Date of entry into service b) Date of attaining the age of 55 years c) Date of superannuation	a) Present appointment b) Group/Class of service	Date of appointment as Section Officer (SAS Cadre)	Basic pay on joining as SO	Remarks
1	2	3	4	5	6	7	8	9	10	11
	S/Sh./Smt.									

It is certified that above information has been checked & filled up from service book of the official.

Place:

Dated:

Signature of the authorized person

With office seal

Office of the

Address:

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