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4/2/25

OFFICE OF THE HARYANA STATE AGRICULTURAL MARKETING BOARD, PANCHKULA *56117*

To

All Z.A's, Z.M.E.O's & D.M.E.O's,
HSAMB in the State.

All the Superintending Engineers,
HSAMB in the State.

All the Executive Engineers,
HSAMB in the State.

ADO-I & ADO-II, All Supdt., Dy. Supdt. Admn at H.Q/field offices
of HSAM Board in the State

All the E.O.-cum-Secretaries,
Market Committees in the State.

Memo No. *6966-7145*

Dated:- *4-2-2025*

Sub:- Correctness of pay fixation before sending cases for finalization of pension cases.

Your kind attention is invited towards HCS (Pension) Rules, 2016 wherein it has been prescribed that every DDO/Head of office shall prepare list of all employees who have to retire within next six months i.e Ist January and Ist July of each year. Further, the authorities shall go through service book of the employee, two years before the date of retirement, to satisfy himself as to whether the certificate of verification of entire service are recorded therein. All efforts shall be made to make good of the omissions, imperfections or deficiencies which have a direct bearing on the length of service, verifying for pension that the emoluments have been correctly shown in service book. The correctness of fixation of pay may be got verified prior to the date of retirement of a employee. Further, it is observed that most of the cases are delayed due to non-verification of service and without correctness of emoluments/pay fixation etc.

You are, therefore, asked to get prepare a list of employees who are going to retire within next two years and get verify the correctness of fixation of pay in order to avoid complications at the time of retirement of employees.

[Signature]
**Account Officer (Pension)
For Chief Administrator**

P.T.O.

Endst. No. 7146-49.

Dated:- 4.12.25

A copy of above is forwarded to the following for information and necessary action please:

1. PS/CA, & PA/Secretary, PA/EIC HSAMB, Panchkula.
2. XEN (IT), HSAMB, Panchkula.


Account Officer (Pension)
HSAM Board, Panchkula.
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