

**Through Email/Date Bound**

From

Director General Higher Education,  
Haryana, Panchkula.

To

All the Principals of Govt. Colleges.  
Situating in the State of Haryana.

Memo No. 22/100-2018 C-II (2)

Dated, Panchkula 18-2-2020

**Subject:- Leave Encashment for the service rendered in the previous College.**

Kindly refer to the subject cited above.

I have been directed to request you that the following information may be supplied to this office through email [hechrycollege2@gmail.com](mailto:hechrycollege2@gmail.com) today positively before leaving the office:-

Sr. No.	Name of Assistant Professor/Associate Professor who have rendered the service in Govt. Aided Colleges and taken over Colleges before entry in Govt. College as per Service Book record.	Whether the service already counted towards Pension/Gratuity by the Department in view of Memo No. 4/4-2001 C-I(4) dated 28.11.2011 or not?	If retired, No. of earned leave of Aided Colleges/Taken over Colleges before entry in Govt. Colleges <i>we f. 9-4-87</i>

If the above information is not supplied today before leaving the office disciplinary action will be initiated against the defaulting official/officer.



Deputy Superintendent College-II  
for Director General Higher Education, Haryana  
Panchkula.