कार्यालय प्रधान महालेखाकार
(लेखा व हकदारी) हरियाणा,
लेखा भवन, प्लाट नं 4 व 5 सैक्टर 33–बी,
चण्डीगढ–160020

SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

OFFICE OF THE PRINCIPAL
ACCOUNTANT GENERAL (A&E)
HARYANA, LEKHA BHAWAN
PLOT NO.-4 & 5, SECTOR 33-B
CHANDIGARH-160 020

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), HARYANA, CHANDIGARH

OFFICE ORDER

No.:- WMA/DAO-1/Service Book/26-27/730 **Dated:- 1.10.2026**

During test check of Service Books, some discrepancies in service books of Divisional Accountants/Divisional accounts Officers were pointed out by Internal Audit section of this office. As the Service Books of DAs cadre are being maintained in Divisions, the following rules may be adhered to:-

1. As per Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training Circular No. 17011/1199-Estt(L) dated 11.03.2008, the latest photograph of the Government Servant shall be affixed in box 1 at the time of first appointment and thereafter renewed after every 10 years and pasted in the designated boxes. Each photograph shall carry the dated signature of the Head of Office or any other officer duly authorized.
2. As per DoPT letter No. 2-200251912014-Estt.(AL) dated 03.11.2014 read with CAG's letter No. 185-Staff App-II/05-2014 dated 18.12.2014, Aadhar numbers of all Government Servants should be mentioned in their Service Books.
3. As per Para 13.47 of the Admin Manual, The GPF/PRAN allotted to the Govt. Servant should be entered in the right hand top of Page-1 of the Service Books by means of a rubber stamp, at the time of admission to Provident Fund/NPS of Govt. Servants.
4. As per GSR No. 1422, F No. 11012/1/77-E.IV(A) dated 21.11.1979, The leave account of every Government servant, shall be credited with earned leave and Half pay leave, in advance, in two installments of 15 days each on the first day of January and July of every Calendar year.
5. Section 10 of NPS Rules-2021 stipulates that Every Government servant covered under the National Pension System shall, at the time of joining Government service, exercise an option in Form 1 for availing benefits under the National Pension System or under the Central Civil Service (Pension) Rules, 1972 or the Central Civil Service (Extraordinary Pension) Rules 1939 in the event of his death or boarding out on account of disablement or retirement on invalidation. Every Government servant shall submit the details of family also.

All Executive Engineers in the State of Haryana are, therefore, requested that the Service Books of all DAs working under them are properly maintained and checked periodically to ensure that they are maintained strictly as per the above

instructions and rules in force.

(Authority:-Sr. DAG(Works) orders dated 1.10.2026.)

Digitally signed by
Amrit Talwar
Date: 01-10-2026
17:40:22

Sr. Accounts Officer(WMA)

No.:- WMA/DAO-1/Service Book/26-27/ 730 Dated:- 30.09.2026

A copy is forwarded to the following officers/officials for information and necessary action:-

1. All Executive Engineers, Public Health Engineering Department, Haryana.
2. Internal Audit Officer.
3. Concerned Officers/Officials.
4. Sr. Accounts Officer, IT Cell, for uploading on the office website.

Sr. Accounts Officer(WMA)

Phone: - 0172-2614931, 2613211, 2615382, 2608494 Fax No- 0172-2603824 E-mail:- agaeharyana@cag.gov.in