

No .Fin. (Pen) A (3)-1/2021-Part-I  
Government of Himachal Pradesh  
Finance (Pension) Department

\*\*\*\*\*

Dated: Shimla-171002, the 27<sup>th</sup> January 2026

OFFICE MEMORANDUM

Subject:- Payment of arrears of gratuity & leave encashment to the Class-IV employees retired post 2016.

1. In continuation to this Department's Office Memorandum No. Fin(Pen)A(3)-1/2021-Part-II-Loose dated 17.09.2022, the undersigned is directed to say that the Governor, Himachal Pradesh is pleased to order that additional 50% of gratuity arrears shall be paid to those Class-IV employees who have retired/died in harness between the period 01.01.2016 to 31.01.2022, in the month of January/February, 2026. Accordingly, so far released cumulative gratuity arrears of Class-IV retired employees, after taking into account the present release, shall be 70% of the total gratuity arrears.

2. The Governor, Himachal Pradesh is further pleased to order that 70% of the total leave encashment arrears shall be paid to the Class-IV employees who had retired/died in harness between the period 01.01.2016 to 31.01.2022, in the month of January/February 2026. After this release, the balance leave encashment arrears payable to this category of Class -IV retired employees, will be 30% of the total arrears.

3. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, instalment of Interim Relief already paid on the basic pension and basic family pension vide this Department's Office Memoranda No. Fin.(Pen)B(10)-6/98-III dated 02.08.2016, 04.08.2017, 09.02.2018, 20.08.2018 and twelve Instalments of Dearness Relief sanctioned earlier vide Office Memoranda No. Fin (Pen) B (10)-6/98-III dated 03.10.2016, 07.04.2017, 11.09.2017, 08.01.2018, 30.10.2018 and Office Memoranda No. Fin (Pen) B (10)-6/98-IV dated 18.02.2019, 21.08.2019, 07.03.2020, 15.09.2021, respectively, will be adjusted against the gross arrears of gratuity/leave encashment and only net amount may be paid. In case the amount of gratuity/leave encashment arrears as stated in para 1 above is not sufficient to adjust the amount of Interim Relief and Dearness Relief already paid and any amount still remains to be adjusted, the same shall be adjusted against the future release of gratuity/leave encashment arrears and Dearness Relief.

4. All the Drawing and Disbursing Officers of the Government Departments will ensure that where gratuity and leave encashment paid earlier is

higher than the revised gratuity/leave encashment then the excess amount of such gratuity/leave encashment, be adjusted from the arrears and only balance amount may be paid to the post-2016 retired Class-IV employees.

5. It shall be the responsibility of the Drawing and Disbursing Officers, to ensure adjustment as stated at para-3 & 4 above from the arrears and only the balance amount may be paid to the retired Class-IV employees.

By order

(Devesh Kumar, IAS)

Principal Secretary (Finance) to the  
Government of Himachal Pradesh

To

All the Administrative Departments  
Government of Himachal Pradesh.

Visit Finance Department website - [www.https://himachal.nic.in/finance](https://himachal.nic.in/finance)

Endst. Fin. (Pen) A (3)-1/2021-Part-I Dated: 27<sup>th</sup> January 2026

1. The Divisional Commissioner Shimla, Mandi and Kangra at Dharamshala Himachal Pradesh.
2. All the Heads of Departments in Himachal Pradesh.
3. The Resident Commissioner, Himachal Pradesh, Himachal Bhawan, 27-Sikandra Road, New Delhi-110001 with 10 spare copies.
4. The Principal Accountant General (Audit) Himachal Pradesh, Shimla-171003 with 10 spare copies.
5. The Principal Accountant General (A&E) Himachal Pradesh Shimla-171003 with 10 spare copies for circulation to all the Accountant General in India with special stamp.
6. The Director (Accounts), Cabinet Secretariat, Govt. of India, Rashtrapati Bhavan, New Delhi-110004.
7. The Divisional Organizer, Punjab, Himachal Pradesh and J&K, Divisions SSB Directorate General of Security, Shimla-4.
8. The Director, H.P. Institute of Public Administration, Mashobra, Shimla-2.
9. The Registrar, H.P. High Court, Shimla-171001.
10. All the Deputy Commissioners in Himachal Pradesh.
11. All the District and Sessions Judges in Himachal Pradesh.
12. The Controller(F&A) Personnel Accounts Department, H.P. Sectt. Shimla-2.
13. All the Controllers/ Joint Controllers/ Deputy Controllers (F&A)/ Assistant Controllers (F&A)/ Section Officers (F&A) under the Control of Department Treasuries, Accounts & Lotteries, H.P.
14. All the District Treasury Officers/ Treasury Officers in H.P. with 10 spare copies.
15. The Pay & Accounts Officer, No. 6, Reserve Bank of India, Sansad Marg, New Delhi-110001.
16. The Deputy Commissioner (Relief & Rehabilitation) Raja ka Talab, Nurpur, Distt. Kangra, 176051.

17. The Chief General Manager, Reserve Bank of India, C-7, Bandra Kurla Complex, Bandra East Mumbai-400051 with 10 spare copies for necessary action.

18. The Executive Director, Reserve Bank of India, Central Office Building 17<sup>th</sup> Floor, Shahid Bhagat Singh Road Mumbai -400001.

19. The Managing Director, State Bank of Patiala, The Mall, Patiala, Punjab-147001.

20. The General Manager, UCO Bank, Head office- 10, Binlahi Trelocav Maharaj Sarani, Kolkata -700001 (West Bengal).

21. The General Manager, Union Bank of India, Union Bhavan-239, Vidhan Bhavan Marg, Nariman Point, Mumbai-400021 (Maharashtra).

22. The General Manager, Punjab National Bank, Head Office -5, Sansad Marg New Delhi-110001.

23. The General Manager, Central Bank of India, Chandramukhi 16<sup>th</sup> Floor Nariman Point, Mumbai-400021.

24. The Deputy General Manager, State Bank of India, Zonal Office, SDA- complex Kasumti, Shimla-171009 with 10 spare copies.

25. The Chief Manager, Central Bank of India, Central Bank Building Sector 17-B, Chandigarh-160017 with 10 spare copies for circulation amongst the Branches of the Bank situated in Himachal Pradesh.

26. The Deputy General Manager, Union Bank of India, 64/65 Bank Square Sector- 17-B, Chandigarh-160017 with 10 spare copies for circulation amongst the Branches of the Bank situated in Himachal Pradesh.

27. The Regional Manager, UCO Bank, Zonal Office, Himland Hotel, Shimla-1 with 10 spare copies.

28. The Regional Manager, UCO Bank, Regional Office, Shyamnagar, Dharamsala- 176215 (H.P.) with 10 spare copies.

29. The Deputy General Manager, Union Bank of India, Regional Office, CO 64/65, Bank Square, Sector 17-B, Chandigarh-160017 with 10 spare copies.

30. The Regional Manager, Central Bank of India, Timber House, Shimla-1 with 10 spare copies.

31. The Regional Manager, Punjab National Bank, The Mall, Shimla-1 (Regional Office) with 10 spare copies.

32. The Regional Manager, Punjab National Bank, 287, Civil Lines, Dharamshala, Distt. Kangra, H.P.-176215 with 10 spare copies.

33. The Regional Manager, Punjab National Bank, Circle Officer Jail Road Mandi, H.P.-175001 with 10 spare copies for circulation amongst the Branches of the Bank situated in Himachal Pradesh.

34. The Zonal Manager, Punjab National Bank, PNB House (Bank square) Sector-17, Chandigarh-160017 with 10 spare copies.

35. The General Manager, Bank of India, Star House C-5, G-Block, 7<sup>th</sup> Floor Bandra Kurla Complex, Bandra (Est) Mumbai-400051.

36. The Zonal Manager, SCO-181-182, Bank of India, Chandigarh Zone, Sector-17 -C, Post Box No.6, Chandigarh-160017.

37. The Senior Branch Manager, Bank of India, 45, The Mall Shimla 171001 with 10 spare copies.

38.The Chief Manager, State Bank of India, Greater Kailash-I (Zamroodpur), New Delhi-110048.

39.The General Manager, State Bank of India, Chandni Chowk Main Branch, New Delhi-110006.

40.The Manager, State Bank of India, Nirman Bhawan, Branch Maulana Azad Road, New Delhi-110011.

41.The Manager, UCO Bank, 35 Firozeshah Road, GPO ICSSR, New Mandi House Crossing, New Delhi-110002.

42.The Manager, State Bank of India (Pension Cell), Govindpura Bhopal (M.P.) - 462021.

43.The Manager, State Bank of India, Sector -35 C, Chandigarh.

44.The Manager, Bank of Baroda, CPPC, Head Office, 7<sup>th</sup> Floor, Suraj Plaza-I, Sayajigunj, Baroda, Vadodara, Gujarat-390005.

45.The Asstt. General Manager, State Bank of India, Centralised Pension Processing Centre, Chandigarh, Sector-5, Panchkula-134101 (Haryana).

46.The Manager, Corporation Bank, Bhikaji Kama Palace, New Delhi-110066.

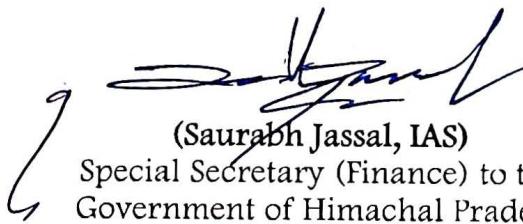
47.The Manager, Punjab & Sind Bank Ltd. SAS Nagar, Mohali, Punjab-160055.

48.The Under Secretary (Finance Commission), H.P. Sectt. Shimla-2.

49.All Sections of Finance Department, H.P. Sectt. Shimla-2.

50.The Deputy Chief Officer (Accounts), Regional Office, UCO Bank, Sansad Marg, New Delhi-110001.

51.Incharge, NIC, H.P. Sectt. Shimla-2 with the request that this order of the State Government may kindly be uploaded on State Finance Department Website so that the Pensioners/ Family Pensioners may get the benefit of this order in time.



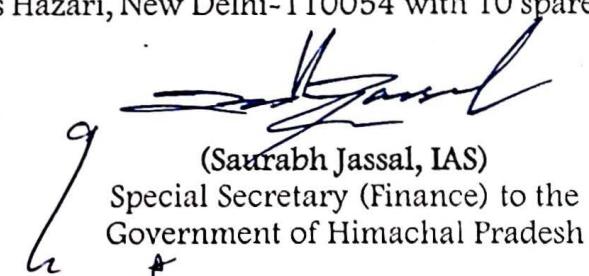
(Saurabh Jassal, IAS)  
Special Secretary (Finance) to the  
Government of Himachal Pradesh

Endst. Fin. (Pen) A (3)-1/2021-Part-I-Loose  
Copy forwarded to:-

Dated: 27<sup>th</sup> January 2026

1. The Principal Accountant General (A&E), Andhra Pradesh, Hyderabad with 10 spare copies.
2. The Accountant General (A&E), Assam, Guwahati with 10 spare copies.
3. The Accountant General (A&E), Nagaland, Kohima with 10 spare copies.
4. The Accountant General (A&E), Tripura, Agartala with 10 spare copies.
5. The Accountant General (A&E), Meghalaya, Shillong with 10 spare copies.
6. The Accountant General (A&E), Manipur, Imphal with 10 spare copies.
7. The Accountant General (A&E), Bihar, Patna with 10 spare copies.
8. The Accountant General (A&E), Maharashtra, Mumbai with 10 spare copies.
9. The Chief Accountant General (A&E), West Bengal, Kolkata with 10 spare copies.
10. The Accountant General (A&E), Gujarat, Ahmedabad with 10 spare copies.
11. The Accountant General (A&E), J&K Srinagar with 10 spare copies.
12. The Accountant General (A&E), Karnataka, Bangalore with 10 spare copies.
13. The Accountant General (A&E), Kerala, Thiruvananthapuram with 10 spare copies.

14. The Principal Accountant General A&E), Madhya Pradesh, Lekha Bhawan, Jhansi Road, Gwalior-474002 with 10 spare copies.
15. The Accountant General (A&E), Chhattisgarh at Raipur with 10 spare copies.
16. The Principal Accountant General (A&E), Odisha, Bhubaneswar with 10 spare copies.
17. The Accountant General (A&E), Punjab, Chandigarh with 10 spare copies.
18. The Accountant General (A&E), Rajasthan, Jaipur with 10 spare copies.
19. The Accountant General (A&E), Tamilnadu, Chennai with 10 spare copies.
20. The Accountant General (A&E), Haryana, Chandigarh with 10 spare copies.
21. The Accountant General (A&E) Uttar Pradesh, Allahabad with 10 spare copies.
22. The Accountant General (A&E), Sikkim, Gangtok with 10 spare copies.
23. The Accountant General (A&E) Jharkhand at Ranchi with 10 spare copies.
24. The Principal Accountant General (A&E) II, Uttarakhand, Oberai Motors Building, Saharanpur Road, Majra Dehradun with 10 spare copies.
25. The Controller of Accounts, Principal Accounts Office, Vikas Bhawan, A-Block, New Delhi with 10 spare copies.
26. The Pay & Accounts Officer, No.-5, Tis Hazari, New Delhi-110054 with 10 spare copies.



9  
Saurabh Jassal  
(Saurabh Jassal, IAS)  
Special Secretary (Finance) to the  
Government of Himachal Pradesh