

Copy has been received from the Special Secretary (Finance)-cum-Director, Treasuries, Accounts & Lotteries, Himachal Pradesh, vide letter No.FIN (TR) B (15)-18/75-XI-Loose dated 16<sup>th</sup> March, 2017 addressed to all the Head of Departments, in Himachal Pradesh.

**Subject:** Regarding preparation of list of Government employees due for retirement in e-salary application.

As per rule 56 of CCS Pension Rules 1972, every Head of Department shall have a list prepared every six months, on the 1<sup>st</sup> of January, and the 1<sup>st</sup> July each year of all Government servants who are due to retire within the next 24 to 30 months of that date and supply such list to the Accountant General Office.

In order to facilitate preparation of such list, provision of report containing list of prospective retiring employees has been made online in e-Kosh portal of department of treasuries. HODs may access the said report in e-kosh ([www.himkosh.hp.in](http://www.himkosh.hp.in)) and the report is also available in the Dashboard Menu>AG Dashboard.



Yours faithfully,

Sd/

Special Secretary (Finance)-Cum-Director,  
Treasuries, Accounts and Lotteries, H.P.

Directorate of Higher Education  
Himachal Pradesh.

(Pension & Building Branch)

Endst.Even. No.EDN-HE(13)-1/2012 (Pension Instruction)

Copy is forwarded for information and further necessary action.

1. The PA to DHE, HP Shimla-1
2. The Additional Director (A), (S) Directorate of Higher Education, H.P.Shimla-
3. All the Branch Officers in Directorate of Higher Education, HP. Shimla
4. All the Principal Govt. College & Sanskrit College Himachal Pradesh.
5. All the Branch Supdts., Directorate of Higher Education, HP. Shimla
6. All the Deputy Director of Higher Education to the Govt. of Himachal Pradesh, you are directed to issue this instruction to all the DDOs under your control immediately, also you are directed to list prepared every six months, on the 1<sup>st</sup> of January, and the 1<sup>st</sup> July each year of all Government servants who are due to retire within the next 24 to 30 months of that date and supply such list to the Accountant General Office positively, under intimation to this Directorate.
7. The Technical Officer, Directorate of Higher Education H.P. (for updating the web site).
8. Guard file.

Director of Higher Education  
Himachal Pradesh.