



HOUSING BOARD HARYANA

PLOT NO.C-15, AWAS BHAWAN, SECTOR-6, PANCHKULA

E-mail: cahbhpk@gmail.com, Website: www.hbh.nic.in

HOUSING BOARD
HARYANA

No.HBH/Admn-2/2024/

Dated:

MOST URGENT To
DATE BOUND

1. The Chief Accounts Officer,
Housing Board Haryana,
Panchkula.
2. The Executive Engineer,
Housing Board Haryana,
Panchkula, Karnal, Rohtak, Gurugram,
Faridabad.

Subject: Renewal of Group Gratuity Scheme of the Board (Policy No. GGCA 315700 and Policy No.102001714) for the year 2023-2024.

Kindly refer on the subject cited above.

You are requested to send the following details by 21.06.2024 positively through email supdtadmnhbh@gmail.com to this office duly filled in the proforma given below:-

Renewal of Group Gratuity Scheme of the Board (Policy. No. GGCA 315700 and Policy No.102001714) for the year 2023-2024.

Sr. No.	Name of employee.	Employees' ID number.	Date of birth.	Date of Appointment	Salary (Basic Pay+DA) + G. P.			Leave in credit as on 31.03.2024 (For leave encashment Scheme only).
					Basic Pay	DA	Total	

This may be treated most urgent.

Sd/-
Supdt.(Admn.),
Housing Board Haryana,
Panchkula.

No.HBH/Admn-3/2024/ 3428-30

Dated: 11-6-2024

A copy of the above is forwarded to the following for information:

1. PS/Chief Administrator, Secretary, Housing Board Haryana, Panchkula.
- ✓ 2. I.T. Incharge to up load the above letter on the web site of Housing Board Haryana.

Sd/-
Supdt.(Admn.),
Housing Board Haryana,
Panchkula.