

No.Fin(Pen)B(10)-4/98-II  
Government of Himachal Pradesh  
Finance (Pension) Department

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From

The Principal Secretary (Finance) to the  
Government of Himachal Pradesh

To

1. All the Administrative Secretaries,  
Government of Himachal Pradesh
2. All Heads of Departments,  
Himachal Pradesh.
3. All the Deputy Commissioners,  
Himachal Pradesh.

Dated: Shimla-2, the 25<sup>th</sup> August, 2012.

Subject: Expeditionary Settlement of Pension Cases/ Retirement Benefits.

Sir,

I am directed to invite a reference to letter of even number dated 29.09.2011 on the subject cited above and to say that instructions for eliminating delays in finalization of pension/ DCRG and other cases of Government servants have been issued by the Finance Department from time to time. But it has been observed that instructions issued by the Finance Department are not being followed strictly and pension and DCRG cases of retired Government servants are delayed for a considerable time and this causes undue hardship to the individuals. In this regard, the Accountant General (A&E), Himachal Pradesh, Shimla has also intimated that lists of Government Servants who are due to retire within next 24 to 30 months as required to be prepared and sent to Accountant General (A&E), Himachal Pradesh under Rule 56 of the CCS (Pension) Rules, 1972, are not being sent by the Heads of Departments. Further, Heads of Offices are not sending pension cases of Government servants, six months in advance before the retirement of Government servant in terms of Rule 61 of CCS (Pension) Rules, 1972. It has also been informed by the Accountant General (A&E) Himachal Pradesh that the majority of Departments e.g. Education, Health, PWD, Forest, I&PH, Police & H.P. Secretariat are forwarding pension cases of Government servants to the Accountant General (A&E) either at the end of the retirement or much after retirement of



Government servant. Besides, retirees have to wait for their pensionary benefits for a considerable period of time after retirement. As a result of this the A.G. H.P. is unable to prepare the correct budget estimates of pensionary expenditure under Major Head 2071 due to non availability of number of retirees.


All the Administrative Departments/ Heads of Departments are requested to issue necessary instructions to their subordinate offices to comply with the directions issued by this Department vide letter of even number dated 29.9.2011 and instructions from time to time for expeditious and prompt settlement of the pension matters of retired Government employees.

Yours faithfully,

  
Joint Secretary (Finance) to the  
Government of Himachal Pradesh

Endst. No. Fin (Pen) B (10) -4/98-II Dated: Shimla-2, the 25/08/2012.  
Copy forwarded for information and necessary action to:-

1. The Dy. Accountant General (Pen.), Office of the Accountant General, H.P., Shimla-3 w.r.t. his D.O. letter No:Pen-1/Pen.Data/2012-13/1045 dated 31<sup>st</sup> July, 2012.
2. The Divisional Commissioner Shimla, Mandi and Kangra at Dharamshala Himachal Pradesh.
3. The Resident Commissioner, Himachal Pradesh, Himachal Bhawan, 27-Sikandra Road, New Delhi-110001.
4. The Registrar, H.P. High Court, Shimla-171001.
5. All District and Session Judges in Himachal Pradesh.
6. All District Treasury Officers/ Treasury Officers in H.P.
7. All Controllers/Joint Controllers/ Deputy Controllers (F&A)/Asstt. Controllers (F&A)/ Section Officers (F&A) under the Control of Treasury & Accounts Organization.

  
Joint Secretary (Finance) to the  
Government of Himachal Pradesh.

**No. Fin (Pen) B (10) -4/98-II  
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Finance (Pension) Department**

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**From**

The Principal Secretary (Finance) to the  
Government of Himachal Pradesh

**To**

1. All the Administrative Secretaries,  
Government of Himachal Pradesh
2. All Heads of Departments,  
Himachal Pradesh.
3. All the Deputy Commissioners,  
Himachal Pradesh.

**Dated: Shimla-2, the**

**29<sup>th</sup> September, 2011.**

**Subject: Expedition Settlement of Pension Cases/ Retirement Benefits.**

Sir,

I am directed to invite a reference to the subject cited above and to say that instruction for eliminating delays in finalization of pension/ DCRG and other cases of Government servants have been issued by the Finance Department from time to time. But it has been observed that instruction issued by the Finance Department are not being followed strictly and pension and DCRG cases of retired Government servants are delayed for a considerable time and this causes undue hardship to the individuals. In this regard, the Accountant General (A&E), Himachal Pradesh, Shimla has also intimated that lists of Government Servants who are due to retire within next 24 to 30 months as required to be prepared and sent to Accountant General (A&E), Himachal Pradesh under Rule 56 of the CCS (Pension) Rules, 1972, are not being sent by the Heads of Departments. Further, Heads of Offices are not sending pension cases of Government servants, six months in advance before the retirement of Government servant in terms of Rule 61 of CCS (Pension) Rules, 1972. It has also been observed at Government level that majority of Departments are forwarding pension cases of Government servants to the Accountant General (A&E) either at lag end of the retirement or much after retirement of Government servant. Resultantly retirees have to wait for their pensionary benefits for a considerable period of time after

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retirement. Therefore, the undersigned is directed to say that following practice may kindly be adopted/ followed so that the pension cases are finalized promptly:

(i) There is a provision in the 'Pension Rules' for preparation of a list of Government servants retiring within next 24 to 30 months and sending a copy of the same to the Audit Office. But such a list is not being sent to the Accountant General (A&E) regularly. Therefore, a list of the employees retiring within next 24 to 30 months be prepared and sent to the Accountant General (A&E), as required under Rule 56 of the CCS (Pension) Rules, 1972.

(ii) The Pension papers be prepared 2 years before the date of superannuation and complete the process 6 months before the date of retirement as provided under Rule 59 & 60 of CCS (Pension) Rules, 1972. Pension papers complete in all respect may be sent to the office of Accountant General (A&E), at least a 6 months before the retirement in terms of Rule 61 of the CCS (Pension) Rules, 1972 and these should not be withheld by the Department, even if they are not in a position to indicate the dues outstanding against the retiring Government Servants.

(iii) The Heads of Departments/ Heads of Offices may sanction and arrange the payment of provisional pension and gratuity as per Rule 64 of the CCS (Pension) Rules, 1972 if it is not possible for them to forward the pension cases on the scheduled date to the office of Accountant General (A&E), H.P.

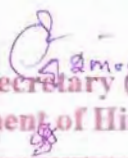
(iv) The Heads of Departments/ Heads of Offices may assess and ascertain the detail of dues to be recovered from retiring Government servant as provided under Rule 71 and furnish the details to the Accounts Officer at least 2 months before the date of superannuation of Government servant so that dues are recovered out of the gratuity before final payment is authorized. In cases, where they fail to do so or not suggest/ withholding of a specific amount and also do not indicate that Government dues are being assessed and will be intimated separately, it will be presumed by the Office of the Accountant General (A&E), H.P. that no Government dues are recoverable from Government servant in respect of the period prior to the date of forwarding the pension papers. If, no further intimation is received regarding dues recoverable by the Office of the Accountant General (A&E), H.P. by the due date, PPO will be issued by the Accountant General (A&E), H.P. after withholding over and above the amount of 10% of the gratuity. Besides the above, all the Administrative

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Departments/Heads of Departments are also well aware that Chapter VIII of CCS (Pension) Rules, 1972 specifically deals with determination and authorization of pension and gratuity of Government servants. Therefore, provisions contained under Rule 56, 58, 59, 60, 61, 62, 63, 71, 72 and 73 of CCS (Pension) Rules, 1972 must be followed strictly by all HOD/ HOO for prompt and expeditious settlement of pension cases of Government Servants.

All the Heads of Departments are requested to issue necessary directions to concerned HOO/ DDO to comply with the provision of CCS (Pension) Rules, 1972 as referred to above and instructions issued by the Finance Department from time to time for expeditious and prompt settlement of pension cases of the retired Government servants.

Yours faithfully,

  
Deputy Secretary (Fin.-Pen.) to the  
Government of Himachal Pradesh.

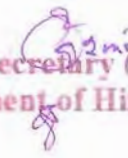
Endst. No. Fin (Pen) B (10) -4/98-II

Dated: Shimla-2, the

29-09-2011.

Copy forwarded for information and necessary action to:-

1. The Dy. Accountant General (Pen.), Office of the Accountant General, H.P., Shimla-3 w.r.t. his D.O. letter No:Pen-1/Pen.Data/2011-12/1245 dated 27<sup>th</sup> July, 2011.
2. The Divisional Commissioner Shimla, Mandi and Kangra at Dharamshala Himachal Pradesh.
3. The Resident Commissioner, Himachal Pradesh, Himachal Bhawan, 27- Sikandra Road, New Delhi-110001.
4. The Registrar, H.P. High Court, Shimla-171001.
5. All District and Session Judges in Himachal Pradesh.
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