

(13)

No. Fin(pen)B(10)-56/90
Government of Himachal Pradesh
Finance Department(Pension Cell)

Dated Shimla -171002 the 4th August, 1999

OFFICE MEMORANDUM

Subject:- Expeditious settlement of pension cases.

The undersigned is directed to invite a reference on the subject cited above and to say that with a view to ensure timely settlement of pension cases necessity to follow the prescribed rules and procedures governing the payment of pension has been emphasised upon all concerned from time to time. A time schedule for processing and forwarding pension cases to Accountant General H.P. has also been prescribed under the CCS(Pension) Rules.

In order to ensure that the payment of pension should in all cases, commence on the first of the month in which it is due, progress of pension cases is required to be watched by the Heads of Offices/ Heads of Department by means of prescribed statements so that various cut-off dates laid down are strictly followed. A system of monitoring these cases both at the level of Finance Department as well as at the level of Heads of Departments has already been prescribed and in any case where payment of pension is delayed, has to be viewed seriously. The causes of delay have to be identified and remedial steps taken so that such delays should not occur in future.

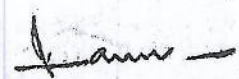
A time table which can be followed by all Heads of Offices/ Heads of Departments is enclosed which would ensure that the papers get processed in time and a State Government employee retiring gets his PRD/ dues on his retirement.

Administrative Departments are requested to instruct all offices under their control suitably to follow the

11

. . 2 . .

time table in letter and spirit and ensure forwarding of these cases, complete in all respects, to the Senior Deputy Accountant General (A&E) Himachal Pradesh for authorisation. Suitable action may also be taken against those found responsible for any lapse in this behalf.



Additional Secretary (Fin-Pen) to
Government of Himachal Pradesh

To

All Administrative Departments
Government of Himachal Pradesh.

No. Fin (Pen) B(10)-56/90

dated Shimla-171002 the 24th Aug, '90

Copy forward to:-

1. The Divisional Commissioners Shimla, Mandi and Kangra at Dharamsala, Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. All Deputy Commissioners in Himachal Pradesh.
4. Senior Deputy Accountant General (A&E) HF Shimla-3 with 10 spare copies.
5. Guard File - 50 copies.



Additional Secretary (Fin-Pen)
Government of Himachal Pradesh

STEPS TO ENSURE TIMELY SANCTION OF PENSION1. PREPARATION OF LIST OF GOVERNMENT SERVANTS DUE FOR RETIREMENT

- Prepare six monthly list (1st January and 1st July) of all Government servants due to retire within next 24 to 30 months.
- Send copy of the list to Accounts Office not later than 31st Jan. or 31st Jul. as the case may be.
- Endorse copy to Directorate of Estates if Government servant is an allottee of Government accommodation for issue of "No Demand Certificate."
- In case of Government servant retiring for reasons other than superannuation, promptly inform Accounts Office.

2. PREPARATION OF PENSION PAPERS

(Stage for completion of pension papers

(Date of Retirement = D):

First Stage -- Verification of Service

- Prelude: -- Ensure verification of qualifying service after 25 years, or 3 years before retirement in consultation with Accounts Office.

The following activities must start at D - 24 months.

Ensure that the Service Book contains the certificates of verification for the entire service.

- In respect of unverified portion, verify with reference to paybills or other relevant records, and record necessary certificates.
- For verification of past service rendered elsewhere, promptly make reference to the concerned Head of the Office.
- If all efforts fail, ask the Government servant to file written statement certifying service rendered and produce all available evidence.

Complete above activities by D - 12 months.

Second Stage - Calculation of average emoluments

- Verify from the Service Book correctness of the last 10 months' emoluments to be drawn.
 - Confine cross verification of Service Book records only to 24 months preceding retirement - not to earlier periods.
- Complete latest by D- 10 months.

Third Stage - Forwarding of Pension Papers to the Government servant

Provide the retiring Government servant with a certificate regarding the length of qualifying service proposed to be admitted for for pension and gratuity.

- Forward pension papers in triplicate to the individual. Advice him to complete and submit the same within D-8 months.

FORWARDING OF PENSION PAPERS: A checklist.

Ensure attestation of joint photograph to be pasted in the application form.

Ensure completion of all columns in the Data Sheet.

Ensure correctness of the Calculation Sheet.

Ensure that Saving Bank Account Number is invariably indicated in Data Sheet. If Government servant prefers to draw pension through Bank.

The following documents should invariably accompany the pension claims being forwarded to the Accounts Office.

- | | | |
|----|--|--------------|
| 1. | Data Sheet | : Two copies |
| 2. | Pension Application | : Two copies |
| 3. | Photograph/joint photograph | : Two copies |
| 4. | Slip containing specimen signature/
thumb impression, Fingers impression
of the claimant | : Two copies |
| 5. | Slip containing specimen signature /
thumb impression of spouse | : Two copies |
| 6. | Details of the members of the
Government servant under Family pension
scheme | : One copy |

.. 3..

- 7. Nomination for DCRG (Retirement gratuity) : One copy
- 8. Statement showing non-qualifying service. : One copy
- 9. Report regarding verification of qualifying service after completion of 25 years : One copy
- 10. Commutation application (where applicable) : One copy
- 11. Certificate to the effect that no judicial/departmental Proceedings have been instituted/are pending against The individual : One copy
- 12. Identification marks of the individual : One copy
- 13. Identification mark of the spouse : One copy
- 14. Detailed calculation sheet : One copy

Forward all above documents duly completed along with Service Book to the Accounts Office.

Copy of each document should be kept for record.

The pension documents should reach the Accounts Office latest by D - 6 months.

17

- 7. Nomination for DCRG (Retirement gratuity) : One copy
- 8. Statement showing non-qualifying service. : One copy
- 9. Report regarding verification of qualifying service after completion of 25 years : One copy
- 10. Computation application (where applicable) : One copy
- 11. Certificate to the effect that no judicial/detachment proceedings have been instituted/pending against the individual : One copy
- 12. Identification marks of the individual : One copy
- 13. Identification mark of the spouse : One copy
- 14. Detailed calculation sheet : One copy

Forward all above documents duly completed along with Service Book to the Accounts Office.

Copy of each document should be kept for record.

The pension documents should reach the Accounts Office latest by 15 - 6 months.