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Government of Himachal Pradesh  
Finance (Pension) Department

No. Fin. (Pen)B(10)-3/2006

Dated Shimla-2, the 13-11-2006.

Office Memorandum

**Subject:-** Expeditious settlement of Pension Cases/retirement benefits.

The undersigned is directed to refer to this Department Office Memorandum No. Fin(Pen)B(10)-4/2005 dated 14.7.2005 and No. Fin(Pen)B(10)-3/2006 dated 26<sup>th</sup> September,2006 vide which it was emphasized upon all the Heads of Departments/Heads of Offices to strictly adhere to the time schedule prescribed under C.C.S(Pension) Rules, 1972 for processing and forwarding pension cases for authorization to the Office of the Senior Deputy Accountant General, Himachal Pradesh.

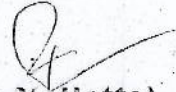
2. It has been brought to the notice of this Department by the Deputy Accountant General (A&E), Himachal Pradesh that most of the Departments are not complying with the provisions of Rules and pension cases are not being sent to the office of the Senior Deputy Accountant General as per the time scheduled prescribed, thereby causing delay and hardship to the retirees.

3. It is therefore, once again requested that the provisions of C.C.S (Pension) Rules, 1972 and time schedule prescribed for processing and forwarding pension cases to Senior Deputy Accountant General, H.P be strictly adhered to and finalize every pension case promptly and on priority basis.

4. In addition to above, the Office of the Senior Deputy Accountant General, H.P has devised a proforma for Departmental Data Sheet, a copy of which is enclosed herewith, for taking further necessary action. All Heads of Departments/Heads of Offices are requested to ensure that the Departmental Data Sheet duly filled in is enclosed with the pension papers while

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forwarding the Pension papers/case to the office of the Senior Deputy Accountant General, I.P.

  
(Dr. R.N. Batta)  
Additional Secretary (Fin-Pen) to the  
Government of Himachal Pradesh.

To

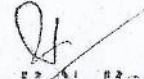
All Administrative Departments,  
Government of Himachal Pradesh.

Edist. No. As Above.

Dated Shimla-2/3-11-2006.

Copy forwarded for information and necessary action to :-

1. The Divisional Commissioner Shimla, Mandi and Kangra at Dharamshala Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. All Deputy Commissioners in Himachal Pradesh.
4. The Sr. Dy. Accountant General (A&F) Himachal Pradesh Shimla-3 with reference to discussion held on 17.10.2006 with the undersigned.

  
(Dr. R.N. Batta)  
Additional Secretary (Fin-Pen) to the  
Government of Himachal Pradesh.

Departmental Data Sheet

DDO Code  Class of Pension

Surname  First name  Middle name

Designation  Group/Class

GPF Account No.  Email ID

a) Address Before Retirement

b) Address After Retirement

Tel No  Mobile No  Tel No  Mobile No

Date of submission of pension papers by the pensioner  DD MMM YYYY

Department

Place/District of Retirement

DDO Retired from

T. O. for Pension  T. O. for DCRG

Bank Details  
a) Bank Name   
b) Bank Branch   
c) Bank A/c No.

Date of Birth  DD MMM YYYY  
Date of commencement of Pensionable Service

Date of Appointment  DD MMM YYYY  
Date of Retirement/Death

Date of Medical Certificate invalidating Government Servant  DD MMM YYYY

Date of lodging FIR in absconding cases  DD MMM YYYY

Period of Foreign Service: From  DD MMM YYYY To  DD MMM YYYY

Whether contributions received for the above period: Yes / No

Length of Military Service, if any: From  DD MMM YYYY To  DD MMM YYYY

	Year	Months*	Days
Gross Service	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Qualifying Service	<input type="text"/>	<input type="text"/>	<input type="text"/>
Weightage	<input type="text"/>	<input type="text"/>	<input type="text"/>
Net Qualifying Service	<input type="text"/>	<input type="text"/>	<input type="text"/>

Average Emoluments

Non-Practicing Allowance

Other Allowances

Last Pay drawn

DA/DP

Total of Pay & other allow.

Submitted

Signature of the Competent Authority