

169/Pals  
21/3/10

**PRINCIPAL ACCOUNTS OFFICE  
GOVT. OF NCT OF DELHI  
A BLOCK, VIKAS BHAWAN, I.P. ESTATE,  
NEW DELHI**

No.F.No Pr.A.O/Pension/06/T-II/2010/2521-2620

Dated: 06/03/2013

To

All Pr. Secretaries/Secretaries/Head of Department,  
GNCT of Delhi, Delhi/New Delhi.

Sub.: Timely payment of pensionary benefits to the retirees/family members of  
the deceased Government Servant

Sir/Madam,

Instructions have been issued by the Principal Secretary (Finance) vide letter dated 08.6.2011 to all the departments to initiate the process of preparation and finalization of the pension papers of the retirees/deceased government servant as laid down in relevant rules under the CCS (Pension) Rules, 1972 so that due pensionary benefits could be paid/authorized in time. Instructions have also been issued by the Principal Secretary (Finance) vide letter dated 16.6.2011 to the updation/completion of service records of all employees of the government in 6 months campaign to avoid the delay in the processing and finalization of the pensionary benefit cases at the time of the retirement/death of the employees.

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Despite that it has been noticed that in the case of an employee who expired while in service on 21.1.2012, the department has submitted the pensionary benefit case to the Pay & Accounts office concerned on 05.10.2012 i.e. almost 9 months after the date of death. Further, the papers were incomplete which has not only resulted in returning the case for clarification/queries but also caused hardship to the family members of the deceased government servant.

It is once again advised that necessary instructions are issued to officers working under your control to take immediate steps to the updation/completion of service records of all employees and also to ensure timely preparation and submission of pension papers to the Pay & Accounts Offices by following the procedure as laid down in Rules 56-72 of the CCS (Pension) Rules, 1972, so that pensionary benefits could be paid in time.

Yours faithfully,

*(Signature)*

**(AMIT YADAV)  
SECRETARY (FINANCE)**

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