


**GOVT. OF NCT OF DELHI**  
**OFFICE OF THE CHIEF ENGINEER ZONE-I**  
**IRRIGATION & FLOOD CONTROL DEPARTMENT**  
**(ESTABLISHMENT BRANCH)**  
**4<sup>TH</sup> FLOOR, I.S.B.T BUILDING, KASHMERE GATE,**  
**DELHI-110006, PH-23862901**

No.F.4 (2)/2013-Estt./Gen. Cir./CE-I (I&FC)/ **5760-73** Dated: 18/03/2013

**CIRCULARS**

Copy of the under mentioned papers (circular/notification) is forwarded for information and necessary action to the following:-

1. All the SEs **with the request to forward the same to All EEs under their control.** I&FC Department, Govt. of NCT of Delhi, Delhi.
2. All the Branch In-Charges O/o CE(I&FC), I&FC Department, Govt. of NCT of Delhi, Delhi.
3. Nodal Officer(IT)/SE(FC-III), I&FC Department, **with the request to upload the same on the official website of this Department.**

  
**(KAUSHAL KISHORE)**  
**ADMINISTRATIVE OFFICER (I&FC)**

**List of paper forwarded**

Sl. No.	Letter/ Circular/Endorsement no. and date	Received from	Subject
1.	D.O. No. F.68/Pr.AO/T-I/2012-13/3257-3365 dated 25.02.2013	Secretary (Finance), Delhi Sectt., Delhi.	Reg. The bill presented in PAOs are required to be cleared before the closing of financial year i.e. March 31 <sup>st</sup> , 2013.
2.	F.No.Pr.A.O/Pension/06/T-II/2010/2521-2620 dated 6.3.13	Secretary (Finance), Delhi Sectt., Delhi.	Reg. Timely payment of pensionary benefits to the retirees/family members of the deceased Govt. Servant.



*for uploadip.*  
*ASUB*  
*21/3*  
*ASUB II (for IT)*  
*21*  
*22/3/13*



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

467e  
Dev. Commissioner  
Dev. H.Q. (Personal Br.)  
No. 3257  
10/3/13

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.

480  
Diary No. 13/53/13  
Dated 13/03/13  
I.&F.C. Deptt.  
Govt. of N.C.T. of Delhi

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

Sir/Madam,

*SS (I & F.C.)*  
*Pr. Secy.*  
*13/3/13*  
*AO (H.A.)*  
*AO (H.A.)*

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.

*Plan a copy to*  
*CE - I*  
*14/3*  
*CE (I)*

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 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.



*Copy to all SAs, VAs & branches  
to review compliance  
instructions with our file.*

Yours faithfully,

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

Office of the Chief Engineer  
Govt. of NCT of Delhi  
RECEIVED  
15/03/13  
No. 2329  
EO/AG/P&B/SSW/FA

*14/3*  
*Pl. note:*  
*15/3/13*



AMIT YADAV

सचिव, वित्त  
Secretary, Finance



सत्यमेव जयते

राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार  
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
दिल्ली सचिवालय, आई. पी. एस्टेट, नई दिल्ली-110002  
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110002  
TELEFAX : 23392132

D.O.NO. F.68/Pr.AO/T-I/2012-13/3257-3365

47  
13/03/13

Dev. Commissioner  
Dev. H.O. (Personal Br.)  
Dy. No. 1357/118  
13/03/13

दिनांक  
Dated 25.02.2013

Dear Sir,

During the closing month of Financial Year, generally a large number of bills are presented by the departments in PAOs on daily basis. This creates a lot of work pressure on the staff. The bills presented in PAOs are required to be cleared before the closing of financial year i.e. 31<sup>st</sup> March. Although the Pay & Accounts Officers have been instructed to take appropriate action to streamline their working to deal with the temporary increase in volume of work, and extend full co-operation to the Drawing and Disbursing Officers for accepting bills on daily basis, but it is also desirable that Drawing and Disbursing Officers maintain an even flow of bills to avoid unnecessary accumulation of bills during the last days of March.

W  
SS(2FC)

Although, bills will be received in PAOs on all working days during the month of March, but in view of increase in volume of bills in comparison of other months, I would request you to direct all the DDOs under your administrative control to ensure that the salary bills for the month of March, 2013 are presented by them to their respective PAOs before 15<sup>th</sup> March so that the salary of staff is credited into the accounts of the Government Servants on due date.

4067/PAO  
14/3/13

I would also request you to issue suitable instructions to all the DDOs working under your administrative control to ensure the regular flow of bills to the PAOs, by submitting bills on day-to-day basis as per expenditure sanctioned and also to avoid accumulation of sanctions and bills at the end of the financial year.

Bills will be accepted in PAOs only up to 6.00 P.M on March 31<sup>st</sup>, 2013.

SSAO (RD) /  
AO (RD) /  
LFA/cum Account Officer.

With best regards.

Yours sincerely,

(AMIT YADAV)

Sh. Ved Prakash,  
Pr. Secretary,  
Department of Irrigation & Flood Control,  
Govt. of NCT of Delhi,  
IVth Floor, I.S.B.T. Building,  
Kashmiri Gate,  
Delhi-110006.

Copy to OS(9bfc)  
ACB/cashier to note

701/AIC  
13/03/13  
14/3/13

Office of the Chief Engineer (I&FC)  
Govt. of NCT of Delhi

RECEIVED  
15/03/13

No. 2333

14/3/13  
A. Arora