

**GOVERNMENT OF N.C.T. OF DELHI  
DIRECTORATE OF TRAINING AND TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI**

No.F.DTTE/AC/X(5)/Cir./2008-09/ 5932

Dated 30/7/14

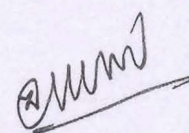
ENDORSEMENT

A copy of the under mentioned paper is forwarded for information & necessary action to the following:-

1. N.S.I.T./D.T.U./DIPSAR/C.O.A./S.U.S.A./G.B.P. Eng. College/Govt. Eng. College Jaffarpur/Ambedkar Institute of Technology/ IIIT Okhla
2. The Principals of Polytechnics/ITIs /BPIBS/CSI/BTC.
3. The Registrar, Board of Technical Education, Delhi.
4. The Dy. App. Advisor, Office of the Dy. App. Advisor, Delhi.
5. P.S. to Pr. Secretary, Director, TTE.  
Programmer, DTTE (HQ) for uploading on the website under the link circulars.

List of paper forwarded:-

S.No.	Name of the Department	Letter No. and date	Subject
1.	Pr. Secretary (Finance), Govt. of NCT of Delhi	F.No.Pr.AO/Pension/06/ T-1/2010/578-678 Dated 08/07/2014	Intimation regarding Timely Payment of Pensionary benefits Simplification of Pension procedure.



(Z. MATHEW)  
ACCOUNTS OFFICER

5018/PAT/DIR

18-7-14

2360/242  
16/7/14GOVT. OF NCT OF DELHI  
FINANCE DEPARTMENT

Dated: 08/07/2014

No.Pr.AO/Pension/06/T-1/2010/578-678

Dated: 08/07/2014

To:

To:

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

Sub: Timely payment of pensionary benefits-Simplification of Pension procedure.

Sir/Madam,

Attention is invited to the Finance Department's letter of even number dated 08.06.2011 (copy enclosed) regarding up-dating the service records of all employees and using the set of pension forms and check of documents to be submitted by the retirees to the Head of Offices and by the Head of Offices to the Pay & Accounts Offices alongwith the proposals of sanctioning/authorization of the pensionary benefits placed on the website of the Principal Accounts Office so ensure the timely payment of the pensionary benefits to the retirees of the government.

To simplify the pension payment procedure to the retirees, the Government of India has made lot of changes in the rules/instructions and Pension Forms. The changes made from time to time have been consolidated and modified pension forms have been introduced by the Government of India, Department of Pensions and Pensioners Welfare for their use by the Retirees and the Head of Offices which are available on their website. A set of the revised pension forms has also been published on the websites of the Principal Accounts Office i.e. <http://coa.delhigovt.nic.in> and also on the website of the Delhi Government i.e. <http://delhigovt.nic.in>.

All the Pr. Secretaries/Secretaries/Head of Departments of the Government are advised to issue necessary instructions to their Heads of offices to take immediate steps to up-date the service records of all the employees of

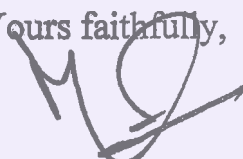
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their offices and to use the set of pension forms and the check list placed on the above mentioned websites. Instructions may also be issued to the Heads of Offices to strictly follow the procedure laid-down under the Rules, 56-72 of the CCS (Pension) Rules, 1972 with regard to the preparation and submission of pensionary benefits proposals to the Pay & Accounts offices so as to ensure payment of retirement benefits to the Government servants on time.

Yours faithfully,



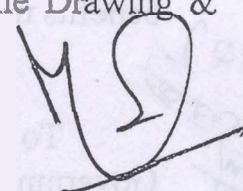
( Dr. M.M. Kutty )  
Pr. Secretary (Finance)

No..Pr.Ao/Pension/06/T-I/2010/

Dated:

Copy to:-

1. Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.
2. All Pay & Accounts Offices, Delhi/New Delhi with the advice to follow the simplified pension procedure. A copy of these instructions may also be placed on their notice board for the information of the Drawing & Disbursing Offices/Head of Offices.



( Dr. M.M. Kutty )  
Pr. Secretary (Finance)



20/6  
18/6/29/

**PRINCIPAL ACCOUNTS OFFICE  
GOVERNMENT OF NCT OF DELHI  
'A' BLOCK:VIKAS BHAWAN:NEW DELHI**

A.O./Pension/06/T-II/2010 / 753-862

Dated: 8/06/29/

**All Principal Secretaries/Secretaries/Head of Department,  
GNCT of Delhi,**

**Sub: Timely payment of Pensionary benefits to the employees of  
the GNCT of Delhi**

Sir/Madam,

Despite guidelines issued by this department from time to time conveying instructions of the Government of India regarding simplification of procedure for processing pension papers, cases of delayed payment of pensionary benefits are frequently being reported, causing undue hardship to the retirees and the family members of the deceased government servant. Non-fulfillment of mainly the following requirements under the relevant rules attract objections at the level of the Pay & Accounts Office:

- (1) non-availability of Service Book
- (2) omission, imperfections or deficiencies in Service Book
- (3) non-completion of Service Book by the other department.
- (4) non-availability of 'No Dues Certificate' from Estate Officer, Government of India/PWD of GNCT of Delhi in respect of the Govt. Accommodation allotted to Govt. servant..
- (5) non-adjustment of Govt. dues other than pertaining to the Govt. accommodation.
- (6) non-availability of valid nomination(s)

The other reasons for delay in timely payments of pensionary benefits are that government employees do not have knowledge regarding submission of relevant documents required for sanctioning the pensionary benefits and also Heads of Offices are not fully aware about the relevant provisions of the rules including the set of Forms to be used and information/documents to be submitted to Pay & Accounts Offices for sanctioning/authorizing the pensionary/death benefits in respect of government servants retiring on superannuation, retiring otherwise than on superannuation, dies while in service.



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To deal with these problems and with a view to ensure the timely payment of retirement benefits, set of forms to be used for each category of retirement has been placed on the website of the Principal Accounts Office i.e. <http://coa.delhigovt.nic.in> and also on the website of the Delhi Government i.e. <http://delhigovt.nic.in>. A booklet "Pension Action Time" which would facilitate the Heads of Offices for updation of some records and check list to be used by all the Heads of Offices for preparation and submission of pensionary benefit cases to the Pay & Accounts Offices has also been placed on the website of the Principal Accounts Office.

All the Principal Secretaries/Secretaries/Heads of Departments are advised to issue necessary instructions to their Head of Offices to take steps to up-date the service records of all the employees of their offices, to use the set of Forms and the check list placed on the above mentioned websites. Instructions may also be issued to Head of Offices to strictly follow the procedure laid-down under the Rules 56-72 of the CCS(Pension) Rules, 1972 with regard to the preparation and submission of pensionary benefit proposals to Pay & Accounts Offices.

Yours faithfully,

*Sanjeev S. J.*  
(D.M. SPOLIA)  
Pr. Secretary (Finance)