

**GOVT. OF NCT OF DELHI**  
**OFFICE OF THE CHIEF ENGINEER**  
**IRRIGATION & FLOOD CONTROL DEPARTMENT**  
**4TH FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-110006**  
**PHONE NO. 011-23862901**

No. F.4 (2)/06-Estt./2013/Gen.Circular/CE(I&FC)/ 16912-24

Dated: 09/09/2014

**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.
2. All the Branch In-charge O/o CE (I&FC), I&FC Department, Govt. of NCT of 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.

(VIJAY KUMAR)

OFFICE SUPERINTENDENT (I&FC)

Sl.No.	Letter/Circular/Endorsement No. and date	Received from	Subject
1.	F.No.Misc./Pension/P AO-12/2256 dated 31.7.2014	Sunita Kesar, Pay and Accounts Officer-XII	Strict observance of time schedule for disbursement of Pensionary benefits.
2.	No.1(1)/01/Vig./Pr.AO /Admn-I/P/F/2850 dated 19.8.2014	M.M. Kuty, Pr. Secretary (Finance)	Quick disposal of cases of Pension/ family pension.



Rana (IT)

11/9

PAY & ACCOUNTS OFFICE-XII  
10 TH FLOOR, MSO BUILDING, I.P. ESTATE  
NEW DELHI-110002

F.No. Misc./pension/PAO-12/ 2256

Dated: 31/8/14.

To

The Chief Engineer,  
Public Work Department,  
Govt. of NCT of Delhi,  
M.S.O. Building,  
New Delhi.

Office of the Chief Engineer (IF&C),  
Govt. of NCT of Delhi  
29/8/14  
Dy. No. 6832  
ED/AOPAP&D/SSW/FA

Subject: Quick disposal of cases of Pension/Family Pension.

Sir,

A meeting was called by the worthy Deputy Controller of Accounts (Admn.), Principal Accounts Office, Vikas Bhawan, New Delhi in the conference hall at 11.00 A.M. on 30.07.2014 for discussing the performance of disposal of pension/Family Pension cases. The officers from Principal Account's office, PAO's, PWD, Delhi Police and Flood Department were present in the meeting.

During the meeting it was decided that the all the Head of Office should ensure before the submission to the concerned Pay and Account Office that the cases of pension/family pension should be completed in all respect and according to the checklist. It was also decided that the all pension/Family pension cases should be vetted though the Account Functionaries of concerned department and a certificate is also be issued for the same.

You are requested to please direct the concerned officers/Head of Office's under your control to ensure before submitted the case pension/family pension to PAO that the cases is completed in all respect and a certificate from account functionary is also attached.

(SUNITA KESAR)

Pay and Accounts Officer XII

Copy to:

1. The Director, PWD, MSO Building, New Delhi for information and necessary action.
2. The Chief Engineer, IF&C, ISBT, Kashmiri Gate, New Delhi for necessary action.
3. The DCA (Admn.), Principal Accounts Office, Vikas Bhawan, New Delhi

Office of the Chief Engineer (IF&C),  
Govt. of NCT of Delhi

26/08/14

Dy. No. 6832

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2/8/14 AD (IF&C)

(SUNITA KESAR)

Pay and Accounts Officer XII

Forward to All SEs/EEs & AO (IF&C) for necessary compliance - 29/8/14  
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GOVERNMENT OF NCT OF DELHI  
Principal Accounts Office  
Vikas Bhawan A Block N.Delhi

No.1(1)/01/Vig./Pr.AO/Admn-I/P/f 2856

Dated 19-8-14

CIRCULAR

Subject : Strict observance of time schedule for disbursement of Pensionary benefits :  
Regarding.

It is one of the important functions of Heads of offices to ensure that pension cases of their retiring employees are finalized expeditiously and that there is no delay in the payment of pension and DCRG. The rules and procedure for finalization of pension cases are laid down in Chapter VIII of the CCS (Pension) Rules, 1972 as amended from time to time. Some important provisions in this regard are given in the ensuing paragraphs.

890/ABR  
5/9/14

The head of office, or other authority responsible for preparing the pension papers should initiate work of preparation of pension case two years before the retirement of the Government servant. At this stage the essential information necessary for working out the qualifying service proposed to be admitted for purpose of pension and gratuity as also the emoluments and the average emoluments proposed to be reckoned for retirement gratuity and pension should be collected, and the entire service book should be examined with a view to remove deficiencies and imperfections, if any, in the service book/records. This process should be completed not later than eight months in advance of the date of retirement of the Government Servant.

After complying with the requirement of Rule 59 and 60, the Head of Office shall forward the proposal of authorization of the pensionary benefits to the Pay & Account Office alongwith the Service Book of the government servant not later than six month of the date of retirement of Government servant. The Pay & accounts Officer, shall apply the requisite checks and assess the amount of pension and gratuity and issue the pension payment order not later than one month advance of the date of the retirement of the government servant for payment of pension through the pension disbursing authority from where THE payment of pension is opted as per Rule 65 of the CCS (Pension) Rules, 1972.

Also in order to ensure the payment of the GPF final payment to the retirees on the date of superannuation, subscription are compulsorily discontinued during the last 3 months of service on superannuation as per the provisions of Rule-7 of the General Provident Rules so as enable the Head of office to complete the papers and send the proposal to the GPF Cell for authorization of the payment. The GPF Cell after

contd....2/-

H. Choudhary

Shri Anna

2/4/14

OS (Adm)

Office of the Chief Engineer (HFC)  
Govt. of NCT of Delhi



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verifying the records of their office will issue the authority of GPF final payment to the Head of Office for arrangement of payment. The procedure will also be followed by the Head of offices and the GPF Cell in the cases of the government servants retiring for reasons other than by way of superannuation and the case of deceased government servant.

All the Principal Secretaries/Secretaries/Head of Departments are advised to issue necessary instructions to their Head of Offices to strictly follow the procedure and time schedule laid down under the Rule 59-60 of the CCS (Pension) Rule, 1972 with regard to the preparation and submission of pensionary benefit proposals to the Pay & Accounts Offices so that the payment of pension in all cases commence on the first of the month in which they are due. Instructions may also be issued to the Head of Offices to arrange the submission of GPF Final Payment cases with necessary documents to the GPF Cell immediately after the discontinuance of the GPF subscriptions to ensure the payment on the date of retirement of the government servants. Also in the cases of the government servant retiring for reasons other than by way of superannuation and the case of deceased government servant, similar action may be ensured for timely payment of retirement benefits.

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

To

All Pr. Secretaries/Secretaries/H.O.Ds

No.1(1)/01/Vig./Pr.AO/Admn-UP/f 2856

Dated 14-8-14

Copy of DCA (Fund) and all PAOs, GNCT of Delhi to ensure the timely payment of retirement benefits.

13/08/2014  
(PARKASH CHAND)  
DY.CONTROLLER OF ACCOUNTS (ADMN/TECH)

To

The Development Commissioner  
Development Department,  
Govt. of NCT of Delhi,  
5/9, Under Hill Road, Delhi

FACMAO

