

**FINANCE DEPARTMENT
GOVT. OF NCT OF DELHI**

No. F.9(01)/2015/T-UP-AO/1731-1840

Date: 19/08/2015

To

All the Pr. Secretaries/Secretaries/
Heads of the Departments,
Govt. of NCT of Delhi,
Delhi/New Delhi

Sub : Timely payment of Pensionary benefits to the employees of the Govt. of NCT of Delhi.

Sir/Madam,

The Govt. of India have from time to time simplified the procedure for processing pension papers of pensioners to ensure timely payments of pensionary entitlement to the retiring government servant or the members of the family of the deceased government servant. It has been still observed that despite the simplified guidelines instance of delayed payment of pensionary benefits are frequently reported. This is mainly due to the following reasons :

- 1) Omission, Imperfections or deficiencies in the Service Records.
- 2) Non-availability of valid Nominations.
- 3) Incorrect pay fixation on appointment, promotion, financial upgradation etc.
- 4) Non-assessment of the government dues pertaining to the Government Accommodation and other than pertaining to the government accommodation.
- 5) Non-issue of Vigilance Clearance.

The other reason for delay in releasing the pensionary benefits as observed are that the government employees have no knowledge of submission of relevant documents for sanctioning the pensionary benefits and also Heads of Offices are not fully aware about the relevant provisions of the Rules including latest changes and the set of Forms to be used for preparation of pension case and information/documents to be submitted to the Pay & Accounts Offices for sanctioning/authorization of pensionary/death benefits in respect of the government servants retiring on superannuation, retiring other than superannuation, died during service.

In order to ensure that the payment of pension should in all case commence on the 1st of the month in which they are due it is advised to issue necessary instructions to the Heads of Offices under your control to take the following steps for completion of pension papers a year before the date on which the government servant is due to retire on superannuation :-

1) Verification of service

- (i) The Heads of Offices shall go through the service book of the government servant and ensure himself that the periods of his entire service are recorded therein and if there is unverified portion of service the same shall be verified with reference to the pay bills or other relevant records and wherever required in consultation with the other offices and necessary certificates to this effect are recorded in the service book.
- (ii) Any omission, imperfection or deficiency which is not possible to verify shall be ignored and service qualifying for pension shall be determined on the basis of the entries of the service book.

2) Determination of Emoluments/Average Emoluments

The Heads of Offices shall verify the correctness of pay fixation from the service book for the purpose of determination of emoluments/average emoluments to be taken into account for calculation of pensionary benefits.

3) Verification of Nomination

The Heads of Offices shall verify the nominations and details of family members filed by the government servant and ensure that the nomination in respect of all claims (DCRG, CGEIS/UTGIS, Family Pension & GPF) are existing and are duly countersigned by the Heads of Office. Wherever incomplete Nominations on Family Details are found the same may be completed after obtaining necessary details from the government servant.

4) Adjustment of Government dues :-

- (i) The dues that pertain to government accommodation shall be assessed by the Heads of Offices in consultation with the Director of Estate Office at least one year before the anticipated date of retirement of the government servant who is in

The dues pertaining to government accommodation shall be withheld only on the recommendation of the Director of Estate Office.

(ii) Dues other than pertaining to the government accommodation shall be assessed by the Heads of Offices before 08 months of the date of retirement of government servant and recovered out of the DCRG. It is not permissible to withhold any amount of unassessed dues out of the DCRG.

5) Filling up of forms for authorization of pensionary benefits :-

(i) The Heads of Offices after completion of qualifying service, emoluments/average emoluments, nominations and assessment of government dues shall obtain from the retiring government servant 02 specimen signatures/thumb impression, 03 copies of passport size joint photographs with wife or husband and where it is not possible separate photographs of husband and wife, Details of Family in Form-3 Nomination for Gratuity, CGEGIS and GPF in Common Nomination Form, Nomination for arrears of pension and commuted value of pension, Undertaking for refunding any excess payment, Option for availing Fixed Medical Allowance or Health Scheme (DGEHS), Bank Account Details.

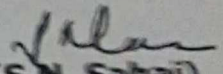
(ii) The Heads of Offices shall complete Part-I of Form-7 & Form-8 not later than 6 months of the date of retirement and forward the pension papers along with service book and other related documents to the PAOs for authorization of pensionary benefits. If after the pension papers have been forwarded to the Accounts Officer any event occurs which has a bearing on the amount of pension admissible, the fact shall be promptly reported to the Pay & Accounts Officer by the Head of Office.

(iii) The set of revised pension forms to be used by the Heads of Offices have 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>.

6) In the case of Government Servant who retires on attaining the age of superannuation or otherwise and against whom any departmental or judicial proceedings are instituted or where department proceedings are continued, a provisional pension as provided in Rule 69 of the CCS (Pension) Rules, 1972 shall be sanctioned. No gratuity shall be paid to the Government servant until the conclusion of the departmental or judicial proceedings and issue of final orders therein.

In the case of retirement other than non superannuation or death of the government servant while in service since the Pension Sanction Authority does not get adequate time for processing pension papers as available to them in the case of retirement on superannuation, the Heads of Office shall follow the above said procedure of verification of service, pay fixation, nominations and assessment of government dues and shall ensure the completion of pension papers in a time bound manner to ensure the timely payment of retirement/death benefits to the government servant and the members of the family of deceased.

Yours faithfully,



(S.N. Sahai)

Pr. Secretary (Finance)

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Date :

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DCA (Admn./Tech.)