

From

The Director General Higher Education,
Haryana, Panchkula.

To

✓ All the Principal
Govt. Colleges in the State of Haryana.

Memo No 2/70/2020 C-III(1)
Dated :-09.12.2020

Subject:- Time schedule for payment of retiral benefits to the retiring Government employee on the date of this retirement-Procedure related to Pension.

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For the expeditions finalization of case pensioners of benefits, finance Department has issued a circular No. 68/2/2001/FD/Pension /SAP dated 10.10.2006 (Copy enclosed) where in certain guidelines have been issued where in one of the guideline is with regard to submission of pension papers. For ready reference the relevant clause is reproduced as under:-

"To get the pension papers filed form the reitree 24 months before the date of his retirement. A set of pension paper will be provided to the pensioner, In the case of employee borne on transferable State cadre (like HCS,SAS, DA, DDA, ADA, etc.) the pension papers will be got filled by the Head of Office one year prior to his date of retirement where the official/Officer is working and in the case of officers working in State Public Undertakings, the pension papers will be sent by his parent department. "

Further Finance Department issued another instruction dated 28.07.2009 (copy enclosed) where by it was desired as under:-

" Sanctioning Authority shall forward pension papers to the Accountant General not later than six months before the date of retirement of government employee.

That above all even the procedure is prescribed in Chapter IX of HCS (Pension) Rules, 2016. Rule 69 talks about the stages of preparatory work for pension papers. Rule 69 is reproduced as under:-

"69 Stages of preparatory work for pension papers:-

"Every pension sanctioning authority shall undertake the work of preparation of pension papers in Form Pen-3 **Two Years before** the date on which a government employee is due to retire on superannuation. The pension sanctioning authority shall divide the period of preparatory work of **two years in the following stages, namely:-**


First Stage	Verification of service, emoluments and making good omission in the service book.
Second stage	Obtaining form Pen-2 from the Government employee concerned
Third stage	No due certificate.
Fourth stage	Forwarding of pension papers to the Principal Accountant General (A&E) Haryana

However, it has been observed that the pension papers are not being submitted by the persons /employees as per the guidelines issued by the financial department and what to talk to submit the papers twenty four months before the date of his /her retirement, even the pension papers are not being submitted even two months ago. Even some time the retirees submit their pension papers after their retirement and all this is resulting the late submission of pension papers by the sanctioning authority to the

office of Accountant General Haryana. Some times retirees do not see their fault in not adhering to the Government instructions/ Pension Rules for submission of pension papers, but after submission of late pension papers starts making complaints or starts making pressure for expeditious finalization of cases of their pension case. Some times even such a situation arises that the pension papers received in the branch prior to one or two days before and pressure is being created for early finalization of their pension case and even approach the Higher authorities .

In view of above you are requested to adhere the guidelines issued by the finance department as well as to the Pension Rules, 2016 in letter and spirit. The relevant instructions are attached.

Encl: As above.


Accounts Officer
For Director General Higher Education,
Haryana, Panchkula.





**These instructions have been Revised partly vide
No. 68/2/2001/FD/Pension/SAP, Dt. 23.07.2008.**

From No. 68/2/2001/FD/Pension/SAP

The Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar Punjab & Haryana High Court, Chandigarh.

Dated: 10th October, 2006

Subject : Time Schedule for payment of retiral benefits to the retiring Government employee on the date of his retirement.

Sir,

I am directed to invite your attention to the instructions issued by this department vide letter No. 68/2/2001/FD/Pension/SAP dated 3.9.2001, 3.1.2002, 13.12.2002, 6.11.2003 and 2.6.2005 on the issue of timely disposal of pension cases and to adhere to the time schedule for payment of retiral benefits to the retiring Govt. employee. It has been observed that the time schedule fixed by the Finance Department is not being followed resulting thereby in delay in the finalization of pension cases.

2. It has also been observed that many departments are not even forwarding the monthly progress report of pension cases and in certain cases the report is not being sent in the Proformas prescribed vide this department letter No. 68/2/2001/FD/Pension/SO-3, dated 6.11.2003.

3. In view of above position, the following guidelines are now being issued to streamline the existing procedure regarding expeditious finalization of cases of pensionary benefits :-

The Head of Office will ensure the following

- (i) To get the pension papers filed from the retiree 24 months before the date of his retirement. A set of pension paper will be provided to the pensioner. In the case of employee borne on transferable State Cadre (like HCS, SAS, DA, DDA, ADA, etc.) the pension papers will be got filled by the Head of Office one year prior to his date of retirement where the official/Officer is working and in the case of officers working in State Public Undertakings, the pension papers will be sent by his parent department.
- (ii) Immediately on receipt of pension papers, action will be initiated for verification/ completion of service book/record.
- (iii) In the case of transfer of an employee from one office to another, the service book will be completed with regard to service verification, entitlement of leave etc. The service book should be forwarded at the time of issuance of LPC.

- (iv) Steps should be taken to finalize long standing advances/recoveries against the retiree.
- (v) It should be ensured that steps are taken to expedite enquiries, if any, pending against the official.
- (vi) In the case of Gazetted Officer, a reference should be made to the Govt. for getting clearance certificate from the Vigilance Department in favour of the retiring officer one year before the date of retirement.
- (vii) In the case of employees residing in Govt. accommodation, steps should be taken for obtaining No Due Certificate from the concerned authority well in time.
- (viii) Where the employee wants to retain Govt. accommodation for the permissible period of 4 months after the date of retirement, the licence fee be deposited in advance after obtaining consent of concerned employee to facilitate issuance of "No Due Certificate".
- (ix) The pension case should be sent to the Account General (A&E) Haryana for the issue of Certificate and Report at least one year before the date of retirement.
- (x) The pension case after removing the objections raised by the A.G. (A&E) Haryana in the Certificate & Report should be resubmitted to the Accountant Govt., General (A&E) so as to reach him at least one month before the date of retirement of the employee concerned alongwith "No Dues Certificate" for the issue of pension/gratuity/commutation payment order by the A.G. (A&E) Haryana on the date of his retirement.
- (xi) An authenticated photocopy of the entire case shall be retained by the Head of Office before forwarding the same to the Accountant General Haryana in order to avoid the difficulties arising out of the loss of the record in transit.
- (xii) It may please be noted that any amount required to be withheld for adjustment of outstanding dues should be intimated while sending the reply to C&R which should accompany NDC. In the absence of NDC alongwith reply of C&R it will be presumed by the A.G. office that nothing is due against the retiree and the full amount of DCRG will be released to the retiree. Later on if any amount is found recoverable, the same shall be recovered from the Drawing and Disbursing officer.
- (xiii) The order of leave encashment should be issued 15 days prior to date of retirement. It should be ensured that this payment is made on the date of retirement.
- (xiv) In case of employees against whom departmental/judicial proceedings are pending, steps should be taken for the grant of provisional pension and the case should be sent to A&G (A&E) Haryana 6 months before retirement. However, it may be ensured that provisional pension is authorized on merits depending upon gravity of offence and it should not be sanctioned to the delinquent employee who is likely to be dismissed from Govt. Service. Therefore, orders of competent authority be obtained in such cases before forwarding case to A.G. (A&E) Haryana.
- (xv) A certificate of verification of service may be issued to every Govt. employee when he completes 10 years of qualifying service. Thereafter this certificate may be issued at periodic intervals of 5 years.

The Head of Department shall ensure the following:

- (i) That all Head of Offices working under him undertake the assessment of Govt. dues recoverable from the Govt. employees 18 months before the date of retirement.
 - (ii) The Govt. employee is given an opportunity of putting his/her view point about the recoverable dues. The Head of Department shall obtain a certificate every 6 months from the Head of Offices working under them that the assessment of dues in all cases due for retirement coming up in the next one year have been finalized.
 - (iii) A "Nodal Officer" is appointed for each office to review and monitor the pension cases in his office. The names of Nodal Officers so appointed may be forwarded to the Administrative department as well as Finance Department. This exercise should be completed within one month of issuance of these instructions.
 - (iv) That review of pending pension cases is undertaken through quarterly meetings to be held in the month of Jan., April, Sept. and December. The proceedings of each meeting should be forwarded to Administrative Department and Finance Department.
 - (v) The retirement order may be issued by 7th of the date of retirement.
 - (vi) It should be ensured that retiring employee of Haryana Govt. are given PPO/CPO/GPO on the date of their retirement.
4. The Administrative Secretaries concerned will review the pension cases of his department at least twice a year.
 5. The representative of Accountant General (A&E) should be called in the meeting conveyed at the level of Head of Department/Administrative Secretaries.
 6. The monthly progress report of pension cases may now onward be send by 7th of the following months in the enclosed Performas. If it is feasible to send the consolidated report of the department (only in the case of big departments like PWD, Education, Police etc.) the Divisional Heads directly with copy endorsed to Head of Department and AG (A&E) Haryana.
 7. You are therefore, requested that above instructions are noted by all Officers/ Officials dealing with pension cases for strict compliance.
 8. The receipt of these instructions may be acknowledged.

Yours faithfully,

Sd/-
Accounts Officer (Pension),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 68/2/2001/FD/Pension/4P

Dated, Chandigarh, the 10th October, 2006

A copy is forwarding to Accounts General (A&E) Haryana for information w.r.t. his letter No. Pen-I/Gen-9/Minutes of Meeting/06-07/857/25.7.2006 for information and necessary action.

Sd/-
Accounts Officer (Pension),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy for information and necessary action is forwarded to :-

Chief Secretary to Govt., Haryana,
All the Financial Commissioners in Haryana and
All the Commissioner & Secretaries to Government, Haryana.

Sd/-
Accounts Officer (Pension),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

Chief Secretary to Govt., Haryana.
All the Financial Commissioners in Haryana and
All the Commissioner & Secretaries to Government, Haryana.

Sd/-
Accounts Officer (Pension),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 68/2/2001/FD/Pension/4P

Dated, Chandigarh, the 10th October, 2006

Statement No. I

Statement showing the up to date position of pending pension cases who have already retired from the department of _____ for the month of _____

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
Sr. No.	Name & Designation	Date of retirement/ Death (DOR)	Date on which pension papers were submitted by the retiree	Letter No. & date vide which pension Papers were sent to A.G. Haryana.	Authority with whom pending.	Reasons for pendency and steps being taken	Whether Provident Fund payment has been made	Whether leave encashment payment has been made.	Whether GIS payment has been made.

*These instructions have been Revised/Clarified vide
No. 68/2/2001/FD/Pension/SAP, Dt. 27.12.2010.*

No. 68/2/2001/FD/Pension/SAP

From

The Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,
All Deputy Commissioners/SDO (Civil) in Haryana,
Registrar Punjab and Haryana High Court.

Dated Chandigarh, the 28th July, 2009

Subject: Non adherence of Rules/instructions of Haryana Govt. by Pension Sanctioning Authorities regarding timely preparation and submission of pension cases.

Sir,

I am directed to invite your attention to the instructions issued by this department vide letter No. 68/2/2001/FD/Pension/SAP dated 10-10-2006, 19-12-2007, 17-4-2008, 23-7-2008 and 10-9-2008 on the issue of timely disposal of pension cases in a time bound manner.

2. It has been pointed out by the Accountant General (A&E) Haryana that Pension Sanctioning Authorities are not adhering to the time schedule prescribed in the Rules for submission of the pension cases. Specifically attention has been drawn to the following provision of Pb. CSR Volume-II :-

- (i) Rule 9.7 of Pb. CSR Volume-II provides that the Pension Sanctioning Authority shall forward pension papers to the Accountant General not later than **six months before the date of retirement of Government employee**. The pension sanctioning authorities are not submitting all the cases in time. During the period January, 2007 to December, 2007 out of total 9354 cases received, 1404 cases (i.e. only 15%) were submitted six months before the date of retirement, whereas 5706 (61%) cases were submitted less than 6 months before retirement and remaining 2244 cases (24%) were received after the date of retirement.
- (ii) Rule 9.2 of Pb. CSR Volume-II provides that every Head of Department/office shall have a list prepared every six months i.e. on 1st January, and 1st July each year of all the Government employees who are due to retire within the next 24 to 30 months of the date of retirement. A copy of every such list shall be sent to the AG(A&E) Haryana not later than 31st January and 31st July, as the case may be. It was observed that during the period from January, 2007 to December, 2007, only 20 lists were received from 10 Heads of Departments against the required 240 lists from 120 of Heads of Departments.

3. From the above position brought out by the Accountant General (A&E) Haryana it is evident that pension cases are not being sent in time by most of the Pension Sanctioning Authorities and the same are required to be submitted atleast six months before the date of retirement as per Rule 9.7 of Pb. CSR. Volume-II. You are, therefore, requested to issue

instructions to all Pension Sanctioning Authorities/Heads of Offices to adhere to the time schedule fixed by the FD for submission of pension cases vide instructions dated 10-10-2006. In any case the pension cases must be submitted atleast six months before the date of retirement as provided under Rule 9.2 of Pb. CSR Volume-II.

4. Further, the instructions may also be issued to all Pension Sanctioning Authorities/Heads of Offices that the list of Government employees who are due to retire within next 24 to 30 months of date of retirement may be submitted six monthly to AG (A&E) Haryana as prescribed under Rule 9.2 of Pb. CSR Volume-II with a copy endorsed to Finance Department.

5. The receipt of these instructions may please be acknowledged.

Yours faithfully,
Sd/-
Accounts Officer (Pension),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy is forwarded to the following for, information and necessary action :-

All the Financial Commissioners & Principal Secretaries to Govt., Haryana.
All the Administrative Secretaries to Government, Haryana.

Sd/-
Accounts Officer (Pension),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries to Govt., Haryana.
All the Administrative Secretaries to Government, Haryana.

U.O. No. 68/2/2001/FD/Pension/SAP

Dated, Chandigarh, the 28-7-2009

Endst. No. 68/2/2001/FD/Pension/SAP

Dated, Chandigarh, the 28-7-2009

A copy with 100 spare copies is forwarded to Accountant General (A&E) Haryana, Chandigarh with reference to his demi official letter No. Pen-1/Gen-3A/09-10/681 dated 9-6-2009 for information and necessary action.

Sd/-
Accounts Officer (Pension),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Endst. No. 68/2/2001/FD/Pension/SAP

Dated, Chandigarh, the 28-7-2009

A copy is forwarded to the In-charge, Computer Cell, Finance Department for information and necessary action.

Sd/-
Accounts Officer (Pension),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.
