

OFFICE OF FINANCIAL ADVISOR
NEW DELHI MUNICIPAL COUNCIL
 PALIKA KENDRA, NEW DELHI-110001

Dated 06/11/2020

2/PS/FA/D/2020

CIRCULAR

Subject: - Timely settlement of Pensionary benefits.

Attention is drawn to the contents of the circular issued by the then FA on 09.08.2017 emphasizing the need to follow rule 32 and 61 of CCS Pension Rule 1972 so as to avoid delay in settlement of pensionary benefits. It has been observed that Personnel Department has not taken initiative to follow the procedure for sending the files to I.A.B. for verification of the qualifying service i.e. after 18 years' and 05 years' before retirement in a phased manner as per Rule 31 and forwarding the pension papers to Accounts Officer not later than 04 months of retirement as per rule 61 of CCS (Pension) Rules 1972.

In order to preclude the delays in disbursement of retiral benefits of Govt. Servant and with the objective of eliminating delays in processing the cases of retiring Govt. Servants, the following criteria/ calendar is to be adhered to by all the concerned Departments/Divisions.

Sl. No.	Event	Schedule	Action Required
1.	Rule 32 - Prioritizing the up-dation of service verification details (i) First phase - cases relating to 05 years' before retirement. (ii) Second phase - remaining cases.	After 18 years' service (and) 05 years' before retirement	Personnel/ Education Deptt.
2.	Checking of files received from Establishment for verification	Within 15 days	I.A.B.
3.	Rule 56 - (i) Preparation of list of Govt. Servants due for retirement. (ii) Forwarding the list to A.O. (Pension) and Directorate of Mpl. Housing)	Every 03 months i.e. 1 st January, 1 st April, 1 st July and 1 st October. Not later than 31 st January, 30 th April, 31 st July and 31 st October.	
4.	Rule 57 - Intimation to the Directorate of Estates regarding issue of 'No demand Certificate'	01 year before the anticipated D.O.R. of Govt. Servant, allottee of Govt. accommodation	Personnel / Education Deptt.
5.	Rule 58 - Preparation of pension papers in Form-7	01 year before the DOR or on the date on which he proceeds on leave preparatory to retirement, which ever is earlier	
6.	Rule 59 - Stages for completion of pension papers on superannuation (i) First Stage - Verification of Service (ii) Second Stage - Making good omission in service book. (iii) Third Stage - Completing remaining formalities.	Not later than six months before DOR	

7	Rule 60 – Completion of pension papers	Not later than four months before DOR	Personnel / Education Deptt.
	Rule 61 – Forwarding of pension papers to Accounts Officer (Pension) along with Personal File/Checklist and undertaking from Pensioner/Family Pensioner for refunding excess payment made by Pension Branch.	Not later than four months before the date of superannuation and in other cases, not later than three months	
	Rule 62 – Intimation to Accounts Officer regarding any event having bearing on pension.	Immediately after occurrence of any event	
10	Submission of SLGIS Claim Form	Immediately after DOR/DOD	Estate, Rates, C.B.S., Accounts
11	Rule 63 – Intimation of the particulars of Government dues to the Accounts Officer.	Ascertain and assess by the concerned deptt. before the D.O.R.	
12	Pension Calculation Sheet	Immediately on receipt of Pension Paper	
13	Payment of DCRG & Commutation	First working day after date of retirement	
14	Issuance of PPO	On the date of retirement	
15	Start of Pension	On the last working day of Next month of the retirement	Pension Branch

Administrative action would be taken against officials for not complying with the timelines. HOD may ensure.

This has the approval of Chairman, NDMC.


(PUSKAL UPADHYAY)
FINANCIAL ADVISOR

Copy to:-

- 1 Director (Education)
- 2 Director (Personnel)
- 3 Director (Accounts)
- 4 Director (Commercial)
- 5 Director (MH)
- 6 AO (IAB-I & II)
- 7 AO (Pension-I & II)
- 8 PS to Chairman for kind information, please

G-28011/113/2022-IAB
 OFFICE OF FINANCIAL ADVISOR
 NEW DELHI MUNICIPAL COUNCIL, NEW DELHI

59/81

No. 950/PS/FA/D/2017

Dated: 29-08-2017

Subject: - Timely settlement of Pensionary benefits.

It has been observed that the cases for settlement of Pensionary benefits are being delayed very badly due to non-following the guidelines prescribed under CCS (Pension) Rules, 1972 in spite of the fact that CCS (Pension) Rules, 1972 has been adopted in the NDMC. Rule 32 of CCS (Pension) Rules provides as under: -

- “32. [Verification of qualifying service after eighteen years service or five years before retirement]
- (i) On a government servant completing [eighteen years] of service or on his being left with five years of service before the date of retirement, whichever is earlier, the Head of Office in consultation with the Accounts Officer shall, in accordance with the rules for the time being in force, verify the service rendered by such a Government servant, determine the qualifying service and communicate to him, in Form 24, the period of qualifying service so determined.
- (ii) Notwithstanding anything contained in sub-rule (1), where a Government servant is transferred to another department from a temporary department or on account of the closure of the department he had been previously serving or because the post he held had been declared surplus, the verification of his service may be done whenever such event occurs.
- (iii) The verification done under sub-rules (1) and (2) shall be treated as final and shall not be reopened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for pension.”

In order to avoid delay in settlement of Pensionary benefits and to move towards applying the guidelines of CCS (Pension) Rules, 1972 in the NDMC, the Director (Education), Director (Personnel)-I and Director (Personnel)-II are directed to get implemented the following: -

- (i) To follow Rule 32 in NDMC in a phased manner, the files of employees who have completed 18 years of service or who have five years left in their retirement, whichever is earlier, be completed in all respect and sent to Internal Audit Branch for checking and freezing that period so as to avoid rush during last months of retirement of employee. For this purpose, Establishment-wise schedule for sending the files in IAB will be prepared and communicated to Establishments so as to disperse the work load of IAB very shortly.
- (ii) A check list has been formulated and annexed herewith. This checklist will be filled in by the Establishments and sent along with cases for settlement of Pensionary benefits.

Getali Tare

(GETALI TARE)
FINANCIAL ADVISOR

Encls.: - As above.

Copy to: -

1. Director (Education) *MS 10/8/17*
2. Director (Personnel)-I
3. Director (Personnel)-II
4. AO (IAB - I & II)
5. AO (Pension - I & II)

M. J. H. 10/8/17

29/10/81