

No.Fin(Pen)B(10)-3/2006-Vol-1
Government of Himachal Pradesh
Finance (Pension) Department

1626798
16/8/16

From

The Addl. Chief Secretary (Finance) to the
Government of Himachal Pradesh, Shimla-2.

To

1. All the Administrative Secretaries to the
Government of Himachal Pradesh.
2. All the Heads of Departments
in Himachal Pradesh.

Dated: Shimla-2, the 5th Aug., 2016.

**Subject: Regarding discrepancies/shortcomings and delay in settlement of Pension
Cases of Government Employees.**

Sir,

I am directed to refer the subject cited above and to say that the Accountant General (A&E) H.P. Shimla in Entry Conference held on 23-06-2016 has brought to the notice of Finance Department the following discrepancies/shortcomings and delays caused by Departments/Offices in settlement of pension cases of Government employees. The Finance Department has already issued instruction to all ADs/HODs etc. for the expeditious settlement of pension cases /retiral benefits of Government employees vide this Department letter of even number dated 29-06-2015 and 19-09-2015 respectively.

The shortcomings/discrepancies pointed out by the Accountant General (A&E) Himachal Pradesh, Shimla in Entry Conference are as under:-

1. Non supply of Data Sheet of pensioners:-

The pension authorization in the office of Accountant General (A&E) Himachal Pradesh is fully computerized and in order to capture complete data of pensioners in the system a revised Data Sheet to provide the complete details of the retirees with the pension cases was supplied to all the Heads of Departments by the aforesaid office vide letter No.Pen-1/2011-12/1246-1300 dated 22-7-2011 for further transmission to the respective Pension Sanctioning Authorities under their control.

The Accountant General (A&E) Himachal Pradesh has informed that pension Data Sheet is either not sent with the pension cases or is sent incomplete, which results in delay in processing the cases.

2. **Non supply of lists of Pensioners in advance:-**

In terms of Rule 56 of CCS (Pension) Rules, 1972, every Head of Department is required to get a list prepared from the Head of Offices in every six months i.e. 1st of January and 1st of July each year in respect of Government servants who are due to retire in the next 24 to 30 months and send the consolidated lists to the Accountant General (A&E), Himachal Pradesh not later than 31st January and 31st July.

All the Heads of Departments may comply with the provision of Rule 56 of CCS (Pension) Rules, 1972 and to send the consolidated list of the employees retiring within next 24 to 30 months to the Accountant General (A&E) Himachal Pradesh.

3. **Late submission of Pension cases:-**

Pension cases of the Government employees are required to be sent to the Accountant General (A&E) Himachal Pradesh within prescribed time schedule in terms of Rule 61 (4) of CCS (Pension) Rules, 1972. But, it has been pointed out by the Accountant General (A&E) Himachal Pradesh that many times pension cases are sent in the Office of Accountant General (A&E), after the retirement of the employees resulting in delay in the finalization of pension cases. Besides, pension cases returned by the Accountant General (A&E) Himachal Pradesh with certain observations are not re-submitted quickly by the Departments resulting in delay in authorizing pensionary benefits to the retirees.

All Heads of Departments/Heads of Offices and Pension Sanctioning Authorities may comply with the provisions of Rule 59 to Rule 61 of the CCS (Pension) Rules, 1972.

4. **Non removal of deficiencies in Service Books:-**

It has been observed that while sending the pension cases to Accountant General (A&E) Himachal Pradesh the entries of service verification, pay fixation and the entries regarding non-qualifying period of service are not recorded in the Service Book(s) under proper attestation by the competent authority. This information is also not mentioned in the Form/Data Sheets enclosed with the pension cases, which

results in unnecessary correspondence with the concerned department and ultimately delay the authorization of pension.

All the Departments/ Heads of Departments/ Heads of Offices are requested to send the pension cases complete in all respect duly attested by the Competent Authority.

5. Submission of incomplete Pension Papers:-

The Accountant General (A&E) Himachal Pradesh has pointed out that in many cases **Form-7** are not signed by the Departments, non-qualifying period is also not shown in the relevant columns and many times Departmental or judicial proceedings, if any, constituted against the retiree are also not mentioned in the relevant columns.

In most of the cases the orders of retirement are not enclosed with the pension cases resulting in un-necessary correspondence and delay in authorizing pensionary benefits.

All the Heads of Departments/Heads of Offices are requested to undertake the work of preparation of pension papers in accordance with Rule 58 to 60 of the CCS (Pension) Rules, 1972 and send the pension cases to the Accountant General (A&E) Himachal Pradesh at list Six months before the date of retirement of Government employees as per Rules 61 of the Rules, *ibid*.

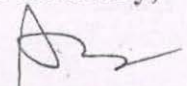
6. Verification of qualifying services after 25 years services or 5 years before retirement:-

The Government of India's decision No.(1) below Rule 32 of CCS (Pension) Rules, 1972 makes it obligatory that whenever a government servant is completing 25 years of service or on his being left 5 years service, before the date of retirement whichever is earlier, the Head of Office in consultation with the Accounts Officer/ Accountant General Office shall, in accordance with the Rules in force, verify the service rendered by such Government servants determine the qualifying service and communicate to him in **Form-24**.

All the Heads of Departments/ Heads of Offices may comply with the provision of Rule 32 of the CCS (Pension) Rules, 1972 and service record of the Government servant may be updated accordingly.

All the Administrative Departments/ Heads of Departments are requested to remove the shortcomings/discrepancies in pension matters as pointed out above. Besides, necessary directions may also be issued to their Subordinate Offices to comply with the provision of Pension Rules and Government Instructions issued from time to time.

Yours faithfully,



(Akshay Sood)

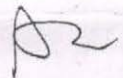
Special Secretary (Finance) to the Government of Himachal Pradesh.

Phone No. 0177-2621798

Endst.No.Fin(Pen)B(10)-3/2006-Vol-1 Dated: Shimla-2, the 5/08/2016.

Copy forwarded for information and similar necessary action to:-

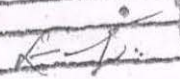
1. The Sr. Dy. Accountant General (Admn. & VLC), Office of the Accountant General, H.P., Shimla-3 w.r.t. his letter No.T.M./Entry.Conf./2016-17/1588 dated 12.07.2016.
2. All the Deputy Commissioners in Himachal Pradesh.
3. The Director Treasury, Accounts & Lotteries, Shimla-9.
4. The Director, H.P. Institute of Public Administration, Mashobra, Shimla-171012.
5. The Registrar, H.P. High Court, Shimla-171001.
6. All District and Session Judges in Himachal Pradesh.
7. All District Treasury Officers/ Treasury Officers in H.P.



(Akshay Sood)

Special Secretary (Finance) to the Government of Himachal Pradesh.

Phone No. 0177-2621798

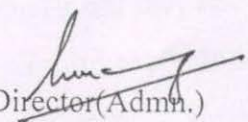
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**Directorate of Hr. Education
Himachal Pradesh**

Endst. No. No. EDN-HE(1)B(15)-1/2010-Imp. Instt. Dated Shimla - 171001 the **27/8/2016**
Copy for information and further necessary action is forwarded to :-

1. The Addl. Chief Secretary (finance) to the Govt. of H.P. w.r.t. letter No.Fin(Pen)B(10)-3/2006- dated 05.08.2016 for information please.
2. The Sr. Dy. Accountant General(Admn. & VLC),HP. Shimla for information please.
3. The Addl. Director of Hr. Education (C), H.P.
4. The Addl. Director of Hr. Education (S), H.P.
5. The Joint Director of Hr. Education (Admn.), H.P.
6. The Joint Director of Hr. Education, (C-I/ C-II), H.P.
7. The Joint Controller (F&A), Dte. of Hr. Education, H.P.
8. The DDO, to the Directorate of Hr. Education, H.P.
9. **All the DDOs of Higher Education in Himachal Pradesh to take further necessary action in the matter accordingly.**
10. **The Supdt./ B.O. B&P branch, Directorate of Hr. Education, H.P. to take further necessary action in the matter accordingly.**
11. All the Principals of Govt. Degree/ B.ed /SKT. Colleges in the H.P.
12. All the Deputy Directors of Hr. Education, H.P. with the remarks that same letter be circulated offices / institutions situated in your district for strict compliance.
13. The Group Commander, GP HQ, Shimla -4.
14. The Chief Librarian, Center State Library Solan.
15. All the District libraries in the H.P.
16. All the NCC units in the Pradesh.
17. The PS to the Director of Higher Education, H.P.
18. **The Incharge Computer Cell, Dte. of Hr. Education, H.P with the remarks to upload the said order on the deptt. Website**
19. Guard File.


Joint Director(Admn.)
Directorate of Hr. Education