

केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन (मु.)/KENDRIYA VIDYALAYA SANGATHAN (HQ)
18 संस्थागत क्षेत्र/18 INSTITUTIONAL AREA,
शहीद जीत सिंह मार्ग/SHAHEED JEET SINGH MARG,
नई दिल्ली - 110016/ NEW DELHI -110016
दूरभाष/TELEPHONE NO.: 26858570

F.No.110238/2/2020/KVS(HQ)/Budget

Date: 23.3.2021

The Deputy Commissioner/Director,
Kendriya Vidyalaya Sangathan,
All Regional Offices/ZIETs.c

Subject : Timely payment of retirement benefits to the retiring employees.

Madam/Sir,

Please refer to the DoP&PW, Ministry of Personnel & Public Grievance, GoI OM No.3(6)/2021-P&PW(H)-7083 dated 09.03.2021 on the subject cited above wherein necessary instructions are issued by the Ministry to ensure that all retirement dues are paid on time to the retiring employees.

Further, it is to inform you that the funds for retirement benefits (DCRG, Commutation and Leave Encashment) for the employees retired/retiring during 2020-21 have already been released. It is to mention that there is no paucity of funds under Revenue Head for the year 2020-21 in KVS, hence ensure timely release of retirement benefits to the employees retired/retiring during 2020-21 by 31.03.2021, so that there will be no pending liability for the FY 2021-22.

Yours sincerely,



(Satya Narain Gulia)

Joint Commissioner (Finance)

Enclosures: As above

No. 3(6)/2021-P&PW(H)-7083
Government of India
Ministry of Personnel & Public Grievance
Department of Pension and pensioners' Welfare

8th Floor, Janpath Bhavan,
Janpath, New Delhi,
Dated: 9th March, 2021

OFFICE MEMORANDUM

Subject:--Timely payment of retirement benefits to the retiring employees

The undersigned is directed to say that timelines have been prescribed under the CCS (Pension) Rules, 1972 for each activity involved in the processing of a pension case and for payment of pension and gratuity to a retiring Government servant. As per this timeline, the process of verification of service and other preparatory work should be undertaken one year before a Government servant is due to retire on superannuation, the Government servant should submit the forms six months before retirement, the Head of Office should send the pension case to the PAO four months before retirement and the PAO should issue PPO and send it to CPAO one month before retirement. The CPAO is required to issue the Special Seal Authority within 21 days, thereafter.

2. Instructions have been issued vide this Department's OM No 1/27/2011- P &PW (E) dated 01.08.2017 for handing over the copy of pensioner PPO to him/her at the time of retirement along with other retirement dues. The Rules also provide for sanction of provisional pension in cases where a Government servant is likely to retire before finalization of his pension and gratuity.

3. 'BHAVISHYA', the online Pension Sanction & Payment Tracking System, facilitates online tracking of pension sanction and payment process by the individual as well as the administrative authorities and keeps the retiring employees informed of the progress of pension sanction process through SMS/E-Mail. The system is, therefore, very useful for ensuring timely payment of pensionary benefits to the retiring Government servant.

4. In spite of the timelines prescribed in the rules/instructions and simplification/streamlining of the procedures through BHAVISHYA, issue of the PPO and payment of retirement benefits continue to be delayed in a large number of cases. A significant percentage of the grievances registered on the CPENGRAMS relate to non-payment of retirement dues for several months after retirement. Delay in settlement of retirement dues also leads to avoidable litigation. In a number of cases, the courts have directed payment of interest for the delayed period to the affected pensioners, besides making adverse comments on the functioning of the administration.

5. In order to ensure timely payment of retirement dues in all cases, it has been decided that the progress of the pension cases should be regularly monitored by the

Heads of the organizations and the Heads of Departments. An effective monitoring mechanism is required to be established in every office/Department to review the progress of processing of the pension cases. The information available from the BHAVISHYA software may be utilized for this purpose.

6. Farewell programs are often organized in the offices on the occasion of retirement of employees. This is one of the most appropriate occasions that can be utilized to review the progress of the pension cases and to sensitize the concerned staff about the importance of timely payment of retirement dues. Accordingly, in every farewell function, Heads of organizations/Departments/offices may review the progress of pension cases of all the employees of that organization/Department/office, who are due for retirement in the next six months. Wherever the processing of any pension case is found to be behind schedule, proactive action must be taken to ensure that all retirement dues are paid on time to the retiring Government servant.

7. A half-yearly statement may be submitted by each Department/organization/office to the Secretary of the administrative Ministry/Department indicating the particulars of the Government servants in whose case issue of PPO was delayed by more than two months after retirement on superannuation. The statement may also contain the reasons for the delay in issuing the PPO and remedial action taken to avoid such delays in future.

8. All the Ministries/Departments are requested to bring the above instructions to the notice of the offices/field organizations under their administrative control for strict compliance.

Rajesh Kumar
(Rajesh Kumar)

Under Secretary to the Government of India

To,

1. Admin Division of all Ministries/Departments of Govt. of India:-for strict compliance.
2. NIC: to upload in the website of this Department

No. 12(19)/2020-P&PW(H)-6569
Government of India
Ministry of Personnel & Public Grievance
Department of Pension and pensioners' Welfare

8th Floor, Janpath Bhavan,
Janpath, New Delhi,
Dated: 18th February, 2021

OFFICE MEMORANDUM

Subject: – Process to be adopted for settlement of pension dues where a retiree expires prior to filing Pension papers.

The undersigned is directed to say that Rule 59 of the Central Civil Services (Pension) Rule, 1972 provides for a definite timeline for preparatory work for processing of pension case of a retiring Government servant. The Rule inter alia provides for submission of pension papers by the retiring Government servant six months before the date of superannuation. Instances have, however, been brought to the notice of this Department where a Government servant died after retirement without having submitted the pension papers. As a result of this, the PPO could not be issued to the Government servant after his retirement. This also makes it difficult to sanction family pension to the eligible member of the family of the deceased retired Government. It is, therefore, again emphasized that the timeline for submission and processing of pension papers may be strictly adhered to avoid such situations.

2 The claim of a Government servant for pension accrues as soon as he retires from Government service. Similarly, the claim of the family for family pension accrues on death of a Government servant during service or after retirement. In order to avoid any hardship to the family of a retired Government servant, who dies without submitting the pension papers, it has been decided, in consultation with the office of Controller General of Accounts, that the following procedure may be adopted for processing of the case for sanction of pension in respect of the deceased retired Government servant and for sanction of family pension to his/her family:-

- i. The spouse of the deceased retired Government servant or, in the absence of the spouse, a member of his/her family eligible for family pension, may submit the claim in Form 14 (Application for family pension on death of a Government servant/pensioner/family pensioner) along with Form 3 (Details of family), to the Head of Office.
- ii. The Head of Office shall process the case in Form 7 (Form for assessing pension, family pension and gratuity) and send Form 7, Form 3, Form 14, Form 20 (Sanction for family pension on death of a pensioner/family pensioner) and a forwarding letter in Form 8 to the PAO for authorization of pension and family pension in respect of the deceased retired Government servant.
- iii. The PAO shall authorize the pension (in respect of the deceased retired Government servant) and family pension to the spouse/eligible family member.

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- Only one PPO shall be issued by the PAO authorizing pension and family pension in Part-II of the PPO. Part-III of the PPO, which is applicable on death of a Government servant while in service, would not be relevant in such cases.
- iv. The payment of arrears of pension for the period from the date following the date of retirement upto the date of death shall be made by the PAO to the family pensioner.
 - v. The PPO shall, thereafter, be sent to the Pension Disbursing Authority, through the Central Pension Accounting Office (CPAO), for payment of family pension.
3. While forwarding the pension papers to the PAO, the Head of Office shall make an indication in the Check List of Form 7 to the effect that the case pertains to a retired Government servant, who died without submitting the pension papers.
4. The Administrative Divisions of all Ministries/Department, their attached/subordinate offices and Pay & Accounts Offices are requested to bring these instructions to the notice of all concerned for compliance.

Rajesh Kumar
(Rajesh Kumar)

Under Secretary to the Government of India

To,

1. All Ministries/Departments of Govt. of India
2. Office of CGA: with reference to comments submitted by them in F.No.12(19)/2020-P&PW(C)-6569
3. US (Bhavishya)
4. NIC: to upload in the website of this Department and incorporate the change in Bhavishya module.