

**Office of the Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt.-110010.**

No. AT/V/DAD/00163/02/2016

Dated: 23.02.2016

To,

All CDAs/PCDAs (Heads of Offices)

Sub: Timely processing of pension claims and other retirement claims and timely release of pensionary benefits to the retiring employees of DAD.

This HQrs Office has been in receipt of number of complaints seeking interest on delayed payments of DCRG monthly pension, commuted value of pension and other retirement benefits. In number of cases interest has become due on account of delays in release of pension payments to the retiring DAD personnel.

2. As per Rule 60 & 61 of CCS (P) Rules, the Head of Office shall process pension claims, documents and other details complete in all respects not later than 6 months before the date of retirement of the employees. Further, it has to be ensured by the respective Head of Office that all formalities are completed before the retirement of the employees ensuring that pension papers are processed timely, seamlessly and all dues/other demands are adjusted well before the date of retirement of the individual inter-alia ensuring that pension payments are notified timely and reach the concerned Pension Disbursing Agency (PDA) timely to enable first disbursement of pension benefits immediately following the date of retirement of the employees. Further, Rule 68 of CCS (P) Rules provides for payment of interest at the rate applicable to GPF deposit in case of delays in release of gratuity beyond 3 months. It is also required that the Head of the Office would fix responsibilities for delays in payment of gratuity and other retirement benefits.

3. It has been observed by the HQrs Office that the pension claims of the retiring DAD personnel are not being processed as per laid down procedure and timelines quoted *ibid* and the pension claims in some cases are processed only close to the retirement date leading to delays in sanction of pension and subsequent release of pension payments to the retiring employees. It is also noticed that pension claims are not initiated with complete records, documents and details leading to observations being made between the Pension Sanctioning Authority (PSAs) and the Heads of Offices, which at times seriously delays sanction and final disbursement of pensions leading to complaints for grant of interest on delayed payments. It has also been observed that the bank account and PDAs details are not captured timely leading to incorrect dispatch of PPOs.

4. Keeping in view the position as brought above and to avoid delays in sanction and final disbursement of pensioners benefits, the Competent Authority has desired that all Head of Offices in DAD are hereby advised to strictly adhere to the timelines as prescribed in Rule 60 & 61 of CSS (P) Rules for processing of pension claims timely and to ensure that pensionary benefits are notified well before the date of retirement of the retiring individuals and the PPOs are transmitted to the concerned Pension Disbursing Agency (PDA) to enable them to release pensionary benefits forthwith following the date of retirement of the retiring employees. All pension handling officers may be strictly instructed to adhere with the above directions.

This issues with the Jt CGDA's approval.



**Senior Accounts Officer
(Pension)**

Copy to

OIC

AN-IV

O/o the CGDA
Palam, Delhi Cantt
110010

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For information and necessary
action as above

*2) O/pc, EDP Section
(local)*

For uploading on website.

SAO (Pen)