

DELHI URBAN SHELTER IMPROVEMENT BOARD
Govt. of NCT of Delhi
{OFFICE OF the Budget and Finance Officer}
Punarwas Bhawan, I.P.Estate,
New Delhi - 110 002

NO:AO(PF/Pension)/2019/Circular/DUSIB/D-

Dated: 18/04/ 2019

C I R C U L A R

Sub:-Simplification of Pension procedure, Timely submission of pension papers by the retiree and for Timely payment of Pensionary Benefits to the retiring Govt. Servants of DUSIB.

1. Govt. of India and Govt. of NCT of Delhi from time to time have simplified the procedure for processing pension papers of pensioners and to ensure timely payment of pensionary benefits to the retiring Govt. Servants /member of the family of the deceased Govt. Servant. It is one of the most important responsibilities of the Head of Office to ensure that pension cases of the retiring Govt. Servants/family of the deceased Govt servants are finalized expeditiously and that there is no delay in the payment of pension, DCRG and other retirement dues.

2. The Rules and Procedures for finalization of the pension cases are laid down in Chapter 8 of CCS Pension Rules 1972 i.e. Determination and authorization of the amount of pension and Gratuity as amended from time to time. Some of the important provisions of the CCS Pension Rules in this regard are given below :

i) The Head of office or other authority responsible for preparation the pension papers should initiate work of preparation of pension case two years before the retirement of the Government servant under **Rule 56 of CCS Pension Rule**. It include preparation of **list on Ist Jan and Ist July every year of Govt servants Retiring within 24-30 months** and sending on copy of it to Accounts Officer (Pension), DUSIB, writing to Estate officer for **issue of NO Demand Certificate (Rule 57), Preparation of Form No 7 (Rule 58)**, for assessing Pension, Family Pension, Gratuity and Commutation of Pension wherever applicable. At this stage the essential information necessary for working out the qualifying service proposed to be admitted for purpose of pension and gratuity as also the emoluments and the average emoluments proposed to be reckoned for retirement gratuity and pension should be collected, and the entire service book should be examined with a view to remove deficiencies and imperfections, if any, in the service book/ records. This

Handwritten signature
18.4.19

process should be completed not later than eight months in advance of the date of retirement of the Govt. Servant.

ii). After complying with the requirement of **Rule 59 (Stages for completion of Pension Papers) and 60 of CCS Pension Rules 1972**, the Head of Office shall forward the proposal of authorization of the pensionary benefits to the Accounts Officer (Pension) alongwith the Service Book of the Govt. Servant not later than six month of the date of retirement of Govt. servant. The Accounts Officer, shall apply the requisite checks and assess the amount of pension and gratuity and issue the pension payment order not later than one month advance of the date of the retirement of the govt. servant for payment of pension through the pension disbursing authority i.e. Central Bank of India, Vikas Kuteer Branch from where the **payment of the pension is opted as per Rule 65 of the CCS (Pension) Rules, 1972.**

3. In spite of all the provisions, it has been observed that instances of delay of payment of pensionary benefits are frequently reported. Some of the retiree also met CEO, DUSIB during public hearing and complaint that they have not received pensionary benefits even after 6 to 7 months of their retirement from Govt. Service. The main reasons of delay in payment of pensionary benefits as observed by the Accounts Officer (Pension) of DUSIB are as under:

- a) Retirement order of the Govt. Servant are being issued by the Head of Office in either in the last month of his retirement or even in some cases one day before the retirement which results that pension papers are filled and submitted by retiree after 3-6 months.
- b). Service record/ Service Book are not completed as per CCS Pension Rules.
- c). Non availability of valid nomination form from Govt. Servant in the Service Book regarding DCRG/GPF etc.
- d). Incorrect Pay fixation on Appointment, Promotion & Financial Up-gradation.
- e). Non-assessment of Govt. dues pertaining to Govt. accommodation and other than Govt. accommodation.
- f). Omission, imperfection or deficiency in Service Book of the Govt. Servant.
- g) Other short comings in the cases of pension, family pension and NPS cases as observed by the Pension Branch of DUSIB are attach **as Annexure A, B and C with this circular.**

4. In order to ensure that retiree Government Servants received payment of pension and other pensionary benefits on the day of their retirement, the Head of Office have to take adhere the following time schedule for completion of pension papers a year before the date of which the Govt. Servant due to retiree on superannuation.

Jusikaw 28
18.4.2019

TIMELINE OF FINALIZING THE PENSION CASES

1.	Rule - 58 of CCS (Pension) Rules, 1972	Undertake the work of preparation of pension paper by the HOD	One year before the date of retirement on superannuation or on the date on which he proceeds on leave preparatory to retirement, i.e. Determination of Emoluments/ average Emoluments, Verification of Nominations, Adjustment of Govt. dues (Govt Accommodation and other dues)
2.	Rule - 59 of CCS (Pension) Rules, 1972	Timelines for completion of two stages of preparation of papers	Not later than eight months prior to the date of retirement
3.	Rule - 59 of CCS (Pension) Rules, 1972	Forwarding Form-5 to retiring govt. servant of superannuation advising him to submit the form duly completed in all respect.	Not later than six months prior to the date of retirement
4.	Rule - 59 (A) of CCS (Pension) Rules, 1972	Forwarding Form-5 to the retiring govt. servant other than superannuation.	Should be forwarded before retirement but after the approval of such retirement by the competent authority or the retirement has become effective along with other pension forms.
5.	Rule - 60 of CCS (Pension) Rules, 1972	Completion of pension papers by HOO. i) Superannuation : Completion of Part-I of Form-7 by HOO. ii) Other than superannuation	Not later than four months before the retirement. Within 3 months after submission of Form-5 by the Govt. servant
6.	Rule - 61 of CCS (Pension) Rules, 1972	Forwarding of pension papers to Accounts Officer by HOO. i)	Not later than four months. Not later than three months after the date of submission of Form-5

K. S. K. S.
18.4.19

		Superannuation ii) Other than superannuation	
7.	Rule - 65 of CCS (Pension) Rules, 1972	Authorization of pension and gratuity by the Accounts Officer, Pension)	One month in advance of the date of retirement of the Govt. servant.

iii) The set of revised pension forms to be used by the Heads of Offices have been published on the websites of the Principal Accounts i.e. <http://coa.delhigovt.nic.in> and also on the website of the DUSIB Delhi Govt. i.e. <http://delhishelterboard.in>.

5. In the case of Govt. servant who retires on attaining the age of superannuation or otherwise and against whom any departmental or judicial proceedings are instituted or where department proceedings are continued, provisional pension as provided in Rule 69 of the CCS(Pension) Rules, 1972 shall be sanctioned. The Head of office are responsible for pension papers accordingly to Accounts Officer (Pension). No gratuity shall be paid to the Govt. Servant until the conclusion of the departmental or judicial proceedings and issue of final orders therein.

6. In case of retirement other than superannuation or death of the government servant while in service, since the pension sanction authority does not get adequate time for procession pension papers as available to them in the case of retirement of superannuation the Heads of office shall follow the above said procedure of verification of service, pay fixation nominations and assessment of government dues and shall ensure the completion of pension papers in a time bound manner to ensure the timely payment or retirement /death benefits to the government servant and the members of the family of the deceased.

7. The Establishment Branch under the concerned Heads of Office/Divisional Engineer/Superintending Engineers etc are directed to take following action:-

- i) Complete all the paper after proper scrutiny and accepting the pension papers.
- ii) The concerned Head of Office will have to sign each and every paper received by them from the retirees/ family of the deceased Government Servant.
- iii) The Concerned AAO/ACA will have to check all the pension papers, calculation of pensionary benefits and record a certificate that pension papers of the retiree/deceased government servant have been checked and found in order.

Arora
18.4.19

Iv) Thereafter all the pension papers alongwith Service Book of the Government Servant be forwarded by Head of Office well in time as per above time schedule to Accounts officer (Pension), DUSIB for releasing pensionary benefits in time.

8. CEO, DUSIB has further directed that every retiree will meet him on the last date of his / her retirement and apprised him about the pensionary benefits received by him/her. The Concerned Head of Office will be responsible for any delay in preparation of pension and payment of pensionary benefits, if papers are not submitted as per time schedule to Accounts Officer (Pension).

9. This issue with the prior approval of CEO, DUSIB.

H. S. NANRA
18.4.2018

(H. S. NANRA)

(Budget and Finance Officer, DUSIB)

Copy to :-

1. PS to CEO, DUSIB for information pl.
2. PS to Member (Admin/Finance/CVO) for information pl.
3. Chief Engineer -I, II (Coord) and CE (E) with the request to ensure timely submission of pension paper of the retirees/ family of the deceased govt servant.
4. Director (Administration) with the request to ensure that list of all the retirees be provided to Accounts Officer (Pension) as per time schedule as mentioned in the above circular. She is further requested that 44 pension cases for revision of pension as per 7th CPC are pending in the Establishment branch. All these cases after proper fixation of retirees pay as per 7th CPC be forwarded to Accounts Officer (pension) for revising their pension.
5. All Directors for similar action.
6. All the Suptd Engineers (Civil/Elect)/ Ex.En Civil C-01 to C-12 and Ex. En (Elect) for similar action.
7. All the Dy. C.A, ACA-I, II III and IV, FO Zone-I, II and CE(E), All AAO's
8. All Dy. Directors with the direction to brought this circular in the notice of staff working under their control.
9. DD(IT), DUSIB with the direction to upload circular on DUSIB website and also on e-office site.
10. office order file.

Common Observation of Pension Section :-

1. All the Cutting/Overwriting in service verification period are to be attested by the concerned Head of Office(HOO) with the remarks "Cutting /Overwriting attested"
2. All the period of service rendered by the Government Servant must be verified by the concerned Head of Office and it should be marked as 1 to upto last date of his / her retirement.
3. In service book the period of service has been shown as EOL but reason for grant of EOL such as on medical ground or on domestic/personal ground are not recorded in SB. It should be done with proper entry.
4. Although the following spell of EOL has shown in domestic ground / personal ground but the service verification for the same period has also been made by the Head of Office (HOO). It should be done as per Rules and modify accordingly.
5. Permission for retention of Staff quarter by the Competent Authority be attach with pension Papers.
6. Licence fee/ damage charges for the retention period duly vetted by the HAU section may please be placed on record shown in the proposal from where it is to be deducted.
7. List of Non Qualifying service be placed on record.
8. Entry of W/c to R/W/C may please be made in the service book.
9. Retirement entry may please be made in the service book.
10. Period of Deputation/diverted capacity, if any, be placed on record.
11. VCR for deputation period/diverted capacity period be placed on record.
12. Detail of leave salary/ pension contribution in R/o deputation period, remitted by the borrow organisation be placed on record and entry recorded in the SB.
13. Detail of Recovery, if any, be placed on record.
14. Court Case as regard to ACP/ MACP may please be placed on record.
15. The consolidated No Dues Certificate clearly indicate that "nothing is due against the official concerned"
16. Percentage of pension to be commuted may pl. be mentioned in the relevant coloum of Form-1A /Form-1.
17. All the coloum of Form-7, Form-8 & other relevant forms may pl. be filled up properly otherwise mentioned it as NIL or NA instead of left them blank.
18. The joint photograph of the retiree must be be attested along with stamp by the HOO on photograph.
19. Account Number be mentioned in the Form Disbursement of Pension through Bank.
20. Date and placed be mentioned in all the retirement Forms wherever applicable.
21. Entry of Vigilance / suspension period and subsequent exoneration as shown in the VCR be made in service book also.
22. The date of birth of the family member may please be shown in DD/MM/YY format instead of 56 years.
23. As per appointment entry at page-5/SB/Pt-I the official concerned appointed vide letter no _____ dated 18.08.1982 but the service verification was made w.e.f. 01.04.1982 It should be recorded properly with correct date.
24. In VCR, it has been directed that "suspension period of the official concerned w.e.f. _____ to _____ in respect of Sh _____, Designation _____ shall not be treated as a period spent on duty" but the effect of the same in form-24 and proposal is not reflecting. It should be done properly.
25. Leave account may please be closed.
26. If the retiree not applied for commutation of pension, may please filled up the Form 1A with the remarks "NOT APPLIED" duly signed and attested by Head of Office with stamp.
27. Witness signature and name & address may please be made in Form-1A.

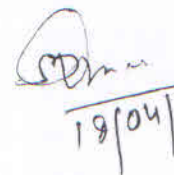

18/04/19


08/04/19

In the case of family pension of son/daughter/mother/father :-

2. As per CCS Pension Rule-54 –For the purpose of grant of Family Pension the 'Family' shall be categorized as " Son/ daughter (including widowed daughter), up to the date of his/ her marriage/ re-marriage or till the date he/she starts earning or till the age of 25 years, whichever is the earliest." The Date of Birth of each family members must be recorded as DD/MM/YEAR with supporting documents i.e. with Birth Certificate copy.
3. As per CCS Pension Rule-54(6) Explanation 4- " A member of the family shall be deemed to be earning his or her livelihood if his or her income from other sources is equal to or more than the minimum family pension
3. **As per CCS Pension Rule-54(8)(iii) " Family pension to the children shall be payable in the order of their birth and the younger of them will not be eligible for family pension unless the elder next above him/her has become ineligible for the grant of family pension**
4. As per CCS Pension Rule-54(21-A)(iii) "the production of Income Certificate is also required to be insisted upon before authorizing the family pension to the eligible sons and daughters (including widowed / divorced daughters).
5. As per CCS Pension Rule-54(2) under Govt. of India's decisions :-**The claim of family pension cannot be forgoes even if his eldest surviving son gives his consent in writing to forego his claim in favour of his younger brother or sister because since Government would not in such a case get a good discharge from the eldest son or other member of family having a prior claim to the pension, the safer and more appropriate course would be to sanction the pension only in favour of the members entitled to it under the rules.**
6. In view of the above mentioned CCS Pension rule Affidavit, Surety Bond and Indemnity Bond of first class magistrate/Special District Magistrate/Executive Magistrate etc. be attach with pension papers. The Head of the office is responsible for satisfying himself of the authenticity of these legal papers, otherwise, if deemed fit, take the legal opinion if required before forwarding with their signature of acceptance to AO(Pension).
7. Report of welfare officer in R/o legal heir as decided by the Head of the office on the basis of CCS pension rule be placed in the file.
8. All the Indemnity Bond, Surety Bond and Affidavits Cum No Objection Certificate should be forwarded through HOO/DDO by signing them with stamp.
9. Date of birth proof of the beneficiary i.e. election I card, Pan Card, School leaving Certificate, Aadhaar Card etc may please be placed in the file.


18/04/19


19/04/19

NPS Observation

1. Guidelines/orders in regard to settlement of dues of the deceased Government employees covered under NPS :- As per the Department of Pension & PW O.M. No.38/41/06 -P&PW(A) dated 5.5.2009 (photocopy placed opposite as 'Annexure-A/' (also available on website) the benefits under the CCS(Pension) Rules has been **provisionally extended to the families of deceased employees** covered under NPS. Family Pension/gratuity in terms of O.M. dated 5.5.2009 shall be payable to the family of the deceased employee if the deceased employee was covered under NPS and fulfils the conditions. These payments are provisional and will be adjusted as per the final provisions. As per Para 7 of the O.M., the accumulations in pension wealth of deceased employee under NPS will not be paid during the period provisional benefits under the aforementioned O.M. are payable.
2. Death of subscriber before attaining the age of 60 years :- In the unfortunate event of death of the subscriber, the entire accumulated pension wealth (100%) would be paid to the nominee / legal heir of the subscriber and there would not be any purchase of annuity/monthly pension. **As the provisional pension is to be paid by Department, therefore, the said accumulated pension wealth shall be transfer to the pension Account of DUSIB.**
3. Withdrawal Form for Claim of Accumulated Pension Wealth by Claimant(s) due to death of the subscriber and Documents to be enclosed with the application is placed opposite marked as 'Annexure-B' and Annexure-'C' for ready reference pl. The same may please also be obtained from <https://www.npscra.nsdل.ل.ل/all-citizens-faq.php>
4. For all type of withdrawal quarry/Forms required for withdrawal from NPS please visit: <https://www.npscra.nsdل.ل.ل/all-citizens-faq.php> Necessary information may please be obtain from the Head 'FAQs and Forms' as appear in the said website.
5. For more NPS related information, please visit the following links:
<https://www.npscra.nsdل.ل.ل/>
<https://cra-nsdl.com/CRA/>
<https://npscan-cra.com/CRA/>
<http://www.pfrda.org.in/>
<http://www.npstrust.org.in/>
<https://www.facebook.com/npsNSDL>
6. For more details as regard to Central Autonomous Body(CAB) interface -Contact details are 022-4090-4533, 022-40904305 or Email ID : cabcra@nsdl.co.in.
7. As per G.I., Dept. Of P. & P.W., O.M. No.7/5/2012-P&PW(F)/B dated 26th August, 2016 Point No.2, the issue of grant of gratuity in respect of government employees covered by the National Pension system has been under consideration of the Government. It has been decided that the government employees covered by National Pension System shall be eligible for benefit of 'Retirement gratuity and Death gratuity 'on the same terms and conditions, as are applicable to employees covered by Central Civil Service (Pension), Rule, 1972, therefore, put up the proposal of gratuity accordingly. Photocopy placed opposite marked as Annexure 'D'
8. Signatures of two Witnesses with names and full addresses are not available in Form-14. Check List for Documents to be submitted with Form 14 is neither filled up nor signed by the DDO/HOO concerned.


28/04/19


18/04/19