

No. 4-1(4) / 2025 - Pension
Government of India
Ministry of Communication
Department of Posts
(Pension Section)

Dak Bhawan, Sansad Marg
New Delhi – 110001
Dated: 12 March, 2025

To

All Heads of Postal Circles
Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
All Regional Postmasters General
Director, Rafi Ahmed Kidwai National Postal Academy, Ghaziabad
All Directors/Dy. Directors of Accounts (Postal)

Subject: Timelines for completion for various activities in the process of authorization of pension and gratuity on retirement on superannuation of a government servant.

Sir/Madam,

I am directed to forward herewith a copy of the O.M. No. 11/15/2022-P&PW(H) – 8363 (IV) dated 25.10.2024 of Department of Pension and Pensioners' Welfare, Ministry of Personnel, Public Grievances and Pensions regarding the aforesaid subject for information and necessary compliance.

Yours faithfully,


(Amit Ranjan)

Assistant Director General (Pension)

Encls.: As above (2 pages)

Copy along with enclosures to:

1. PPS to Secretary (Posts)/DG(Posts)
2. PPS to Member (Banking & DBT) / Plg.& HRD/Tech./Pers./Ops./PLI/Addl. DG(Cord.)
3. AS & FA/ Sr. DDG(PAF)
4. Secretary (PSB)/All DDsG
5. All Regional Postmasters General/GM(G)/DA(P)/DDA(P)
6. All Postal Training Centres
7. Director, CEPT Mysore-for uploading on the official website of the Dept. Of Posts
8. Guard File

11/15/2022-P&PW(II)-8363 (IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Pension and Pensioners' Welfare

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110 003
Date: 25-10-2024

OFFICE MEMORAN DUM

Subject: Timelines for completion of various activities in the process of authorization of pension and gratuity on retirement on superannuation of a government servant.

The undersigned is directed to refer to this Department's OM No. 11/15/2022-P&PW(II)-8363 (1) dated 28-10-2022 on the above subject and to say that the process of authorization of pension and gratuity involves various activities to be performed by different offices/authorities. Timelines have been prescribed in the Central Civil Service (Pension) Rules, 2021 for completion of each of these activities. These activities include:

A. As per Rule 54, every Head of Department (HoD) is required to have a list prepared by 15th day of every month, of all Government servants, who are due to retired within the next fifteen months of that date.

B. As per Rule 55, Complete details regarding the Government accommodation are required to be obtained from the Government servant at least one year before the anticipated date of retirement and send these details Directorate of Estates for issuing a 'No demand certificate' in respect of the period preceding eighth months of the retirement of the Government servant.

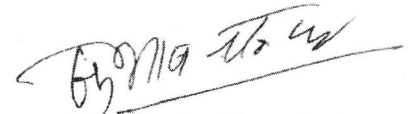
C. Elaborate procedure has been laid down in Rules 56 and 57 for preparatory work for processing of pension case on superannuation during the period of one year before retirement. This includes verification of service, making good the omissions, imperfections or deficiencies in the service book.

D. As per Rule 59 & 60, the HOO is required to send the pension case to the Pay & Accounts Office with a covering letter in Format 10 within two months from the date of receipt of pension forms from the Government servant.

E. On receipt of pension case the Accounts Officer shall apply the requisite checks and issue the pension payment order not later than two month in advance of the date of retirement of a Government servant on attaining the age of superannuation.

F. The Accounts Officer shall forward a copy of the Pension Payment Order to the Central Pension Accounting Office, within two months from the date of receipt of pension papers from the HOO. The CPAO shall issue the Special Seal Authority and forward the same to the Pension Disbursing Authority along with the copy of the Pension Payment Order within twenty one days from the date of receipt of the Pension Payment Order. The Pension Disbursing Authority shall thereafter take action to disburse the pension to the retired Government servant on the date on which it becomes due.

2. All Ministries/Departments are, therefore, requested that the above provisions may be brought to the notice of the personnel dealing with the pensionary benefits in the Ministry/Department and attached/subordinate offices thereunder for compliance.



(Subhash Chander)

Under Secretary to the Govt. of India
Tele. No. 24644631

To

All Ministries/Departments/Organizations (As per standard list)