

**IMPORTANT**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
(SERVICES DEPARTMENT)  
7TH LEVEL, B-WING, DELHI SECRETARIAT,  
I.P.ESTATE, NEW DELHI-110002  
( <http://services.delhigovt.nic.in> )**

**NO.F.9(1)/2004/S.IV/741-745**

**DATED : 30/06/2004**

To

All Principal Secretaries/Secretaries/  
Heads of Departments,  
Local/Autonomous Bodies/PSUs,  
Govt. of N.C.T of Delhi.

**Subject : Strict observance of time schedule for disbursement of Pensionary benefits regarding.**

It has been observed that timely payment of pension/family pension and retirement dues are not being made to the retiring employee(s)/family of the deceased Government Servant(s). One such recent instance is the case of the late Sh. S.K. Gathwal, I.A.S. who expired on 04.11.2003. However, the terminal benefits due to be paid to his family could not be settled even after a period of more than six months. Such delays in payment of retirement dues is not acceptable. If it takes six months to settle the pensionary dues of a senior I.A.S. officer, who died prematurely it could be imagined as to what hardship the family of junior level officials who are no more, would face.

2. There is an urgent need to re-energize and sensitize the officers dealing with the settlement of pensionary benefits and claims. In this regard Statutory Rules have been laid down in the CCS (Pension) Rules, 1972 to ensure advance and timely action in the matter of preparation and processing of pension papers. A summary is enclosed ( Annexure – I ).

3. All the Head of Departments are therefore requested to personally ensure that the directions laid down vide GOI O.M dated 5<sup>th</sup> October, 99 in the matter of settlement of pensionary claims are strictly followed. A pendency list to monitor disposal of old cases and timely settlement of new cases may be called for and reviewed every month.

Yours sincerely,

Sd/ -

**( SHAILAJA CHANDRA )  
CHIEF SECRETARY, DELHI**

**ENCL : AS ABOVE**

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**Copy to :**

- 1.Pr. Secretary to Lt. Governor, Delhi, G.N.C.T. of Delh.
2. Pr. Secretary (Finance), G.N.C.T of Delhi.
- 3.Controller of Accounts, Pr. Accounts Office, G.N.C.T of Delhi, A-Block, Vikas Bhawan, I.P. Estate, New Delhi-110002.
- 4.Guard File

sd/ -

**( SHAKUNTALA D. GAMLIN )  
SECRETARY (SERVICES)**

**SUMMARY OF INSTRUCTIONS TO ENSURE TIMELY PAYMENT OF PENSION & RETIREMENT DUES**

1. Rules 77-82 of the CCS(Pension) Rules, 1972 which stipulates the various steps that have to be taken by the Head of Office to ensure prompt settlement of the pensionary dues of the deceased Government Servant. These rules are exhaustive and clearly reveal that it is the responsibility of the Head of Office to obtain and determine the claims for family pension, death gratuity etc. as soon as an intimation about the death of a Government Servant is received.

2. Rule 56-76 of the CCS (Pension) Rules, 1972 lays down the various steps that are to be taken by the Head of Office right from two years prior to the date on which a Government Servant is due for superannuation. In order to ensure that the payment of pension should in all cases commence on the first of the month in which they are due, it has been decided by the Govt. of India vide G.I., M.F. O.M. No. F.11(3)-E. V (A) 76 , dated the 28<sup>th</sup> February, 1976 and the 6<sup>th</sup> May, 1976 and O.M. No. F. 11 (14)-E. V (A)/76 dated the 30<sup>th</sup> October, 1976 that the progress of pension cases should be watched by the respective Heads of the Offices and the Heads of the Departments by means of monthly and quarterly statements, so that the various cut-off dates laid down are strictly followed.

3. Further, the Government of India, Ministry of Personnel. Public Grievances & Pensions (Department of Pension & Pensioners' Welfare) vide O.M No.38/64/98-P&PW(F) dated 5<sup>th</sup> October, 99 has laid down directions to ensure timely payment of pension and retirement dues as :

- (a) All pensioners dues are to be settled by strictly following the procedures laid down in Rules 56 to 76 of CCS(Pension) Rules, 1972.
- (b) Wherever delay are anticipated provisional pension should be sanctioned immediately.
- (c) Any delay in processing of pension resulting in pension not being authorized on the last working day of retirement of the government servant, should be reported by the Head of Office to the next higher authority who would watch the settlement of delayed cases.
- (d) In respect of delayed payment of gratuity wherever it results in payment of penal interest at the rate applicable to GPF deposits under Rule 68 of CCS(Pension) Rules 1972, Head of Department would initiate action to fix responsibility at all levels to recover the amount from the concerned officer in proportion to their salary by following the prescribed procedures for the purpose. This should be strictly enforced with immediate effect..
- (e) Once it has been decided to pay gratuity the amount should be paid immediately pending a decision regarding payment of interest. This would reduce the interest liability, if any, in payment of delayed gratuity.
- (f) In the matter of delayed payment of leave encashment, the Department of Personnel & Training has clarified that there is no provision under CCS (Leave) Rules for payment of interest or for fixing responsibility. Moreover, encashment of leave is a benefit granted under the leave rules and not a pensionary benefit.

In the matter of CGEIS the Department of Expenditure, Ministry of Finance has clarified that payments under CGEIS cannot be termed as terminal benefit. As payment under this Scheme are made in accordance with the Table of Benefit which takes into account interest upto date of cessation of service, no interest is payable on account of delayed payments under scheme. They have also clarified that CGEIS payment cannot be withheld and no Government dues can be recovered from the accumulation except the amount claimed by the financial institution as due from the employee on account of loans taken for house building purpose.