



कार्यालय, रक्षा लेखा नियंत्रक,

नं. 1, स्टाफ रोड, सिकंदराबाद-500 009

Office of the Controller of Defence Accounts

No.1, Staff Road, Secunderabad-500 009

दूरभाष/Telephone: 040-27843385

फैक्स/Fax:040-27817275

No.Pay Tech/ 4024/Superannuation

Dated: 07.07.2015

To

All Units/Sub-Offices,
Secunderabad & Visakhapatnam.

Sub: Submission of Superannuation list & Pension Papers -Reg.

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Of late it is observed from the records held in the office that some of the units and formations under CDA Secunderabad are not forwarding superannuation lists as per instructions laid down in AI 37/66 and 141/67.

As per AI 37/66 and 141/67 departments/offices to prepare a list every six months i.e. on the 1st January and 1st July of all officers, Gazetted and Non-Gazetted and all Industrial personal who will attain the age of superannuation within the next 12 to 18 months.

It is therefore, requested to take immediate necessary action wherever not taken so far, and sent the superannuation lists to the concerned pay section of CDA Secunderabad immediately to take necessary action at this end. The pension papers shall be forwarded to the Accounts office not later than six months before the date of retirement of Government servant. It is therefore advised to ensure that all pension papers of your office are strictly reaching invariably six months before the date of retirement of Government servant. Please ensure that instructions are complied with so as to avoid delay in processing the pension and gratuity claims.

In case, any pension paper received after the date said above this may at time tend to delay the processing of the pension and gratuity claims to the beneficiary, for which the Administrative offices of concerned Units will be held responsible.

All MES formations are also requested to forward such lists of basic, Non-basic employees to the concerned pay section of CDA, Secunderabad and AAO(Army) respectively and list of Industrial Personal to their respective AO GEs.

Please acknowledge the receipt.

Sr. Accounts Officer (Pay)