



CIRCULAR

	<p>कार्यालय रक्षा लेखा नियंत्रक :</p> <p>OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS</p> <p>नं. 1 स्टाफ रोड, सिकंदराबाद -500 009</p> <p>NO.1, STAFF ROAD, SECUNDERABAD - 500 009.</p> <p>फोन:/PHONE: 040-27843385 फैक्स/FAX NO:040-27817275</p>	
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No: PayTech/4024/Pension Corr

Date: 14.07.2023

✓ To  
All HOOs/Units  
Under CDA Secunderabad

Sub:- Payment of terminal benefits in respect superannuation /Death cases in r/o Defence Civilian employees

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It has come to notice in the recent times that the claims on the above subject has not been submitted within in the prescribed time limits after Superannuation /Death cases to this office along with other Pay Accounts Office which in turn is delaying the payments of terminal benefits.

In this connection it is requested to process the Pension and Terminal benefits claims within stipulated period and submitted to concern PAOs.

Further it is advised to submit the documents to concerned PAOs for rendering Audit Report regarding Verification of qualifying service before 5 years of the superannuation duly enclosing EOL w/o MC and Dies-non list after completing of Leave Account and Service Book audit by concern LAO's/RAO's.

GO (Pay) has seen.



  
SAO (PAYTECH)

Copy to

1. PAY Sections(LOCAL)
  2. The AAO(Army) Visakhapatnam
  3. All AO/AAO's-GE/AGE's Offices under CDA Secunderabad
  4. IT Section (LOCAL)
- } :- For information
- } :- For uploading on website

  
SAO (PAYTECH)

परिपत्र

	कार्यालय रक्षा लेखा नियंत्रक : OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS नं. 1 स्टाफ रोड, सिकंदराबाद -500 009 NO.1, STAFF ROAD, SECUNDERABAD - 500 009. फोन/PHONE: 040-27843385 फैक्स/FAX NO:040-27817275	 भारत 2023 भारत कृतम्वरुण ONE EARTH - ONE FAMILY - ONE FUTURE
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सं. PayTech/4024/Pension corr

दिनांक: 14.07.2023

सेवा में,  
र.ले.नि., सिकंदराबाद के अधीन  
सभी कार्यालयाध्यक्ष/यूनिट

विषय:- रक्षा सिविलियन कर्मचारियों के संबंध में सेवानिवृत्ति/मृत्यु  
मामलों में सेवांत लाभों का भुगतान ।

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हाल के दिनों में यह पाया गया है कि सेवानिवृत्ति/मृत्यु के उपरांत उपरोक्त विषय पर दावे इस कार्यालय के साथ-साथ अन्य वेतन लेखा कार्यालय में निर्धारित समय सीमा के भीतर प्रस्तुत नहीं किए गए हैं, जिसके परिणामस्वरूप सेवांत लाभों के भुगतान में विलंब हो रहा है।

इस संबंध में यह अनुरोध किया जाता है कि पेंशन और सेवांत लाभ के दावों को निर्धारित अवधि के भीतर संसाधित किया जाए और संबंधित वेतन लेखा कार्यालय को प्रस्तुत किया जाए।

इसके अतिरिक्त यह निदेश दिया जाता है कि सेवानिवृत्ति के 5 साल से पहले अर्हक सेवा के सत्यापन के संबंध में लेखापरीक्षा रिपोर्ट प्रस्तुत करने के लिए संबंधित स्था.ले.प.का./आं.ले.प.का. द्वारा छुट्टी के लेखा और सेवापंजी की लेखापरीक्षा पूरी करने के बाद चिकित्सा प्रमाण-पत्र के बिना ली गई असाधारण छुट्टी और अकार्य-दिवस (Dies-non) की सूची को विधिवत संलग्न करते हुए सभी दस्तावेज संबंधित वेतन लेखा कार्यालय को प्रस्तुत करें।

ग्रूप अधिकारी (वेतन) ने देख लिया है ।

प्रतिलिपि:

1. वेतन अनुभाग (स्थानीय)
2. क्षेत्रीय लेखा कार्यालय (थलसेना), विशाखापट्टणम
3. र.ले.नि., सिकंदराबाद के अधीन सभी  
ले.अ./स.ले.अ., जी.ई./सहा.जी.ई. कार्यालय
4. आई.टी. अनुभाग

वरिष्ठ लेखा अधिकारी (वेतन-तकनीकी)

सूचनार्थ

: वेबसाइट में अपलोड करने के लिए

वरिष्ठ लेखा अधिकारी (वेतन-तकनीकी)

No.1/19/2013-P&PW(E)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Pension and Pensioners Welfare

Lok Nayak Bhavan, Khan Market,  
New Delhi-110003,  
Dated the 16.9.2015

**OFFICE MEMORANDUM**

**Sub : Verification of qualifying service after 18 years service and 5 years before retirement.**

It has been observed by this Department that processing of pension cases of the employees retiring from the government service quite often get delayed on account of the issues relating to verification of service from time to time by the concerned authorities during the service of the concerned employee. Although detailed instructions regarding verification of service have been issued by Department of Personnel & Training and by this Department, these instructions are not meticulously adhered to resulting in delay in sanctioning of retirement benefit of the employees.

2. Rule 32 of the CCS (Pension) rules, which existed prior to December, 2012 provided for issuing of a certificate in Form 24 by the Head of Office in consultation with by the Account Officer regarding completion of qualifying service of 25 years. These rules have been amended subsequently and as per the existing provisions, a certificate regarding qualifying service is required to be issued by the HOO after completion of 18 years of service and again 5 years before the date of retirement of an employee. Rule further provide that verification done under that rule shall be treated as final and shall not be reopened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for pension.

3. It has been noticed that the certificates regarding qualifying service are not invariably issued to the government servant as required under the rules. All Ministries/ Departments etc. are therefore requested to bring these provisions to the notice of Heads of Offices and PAOs for strict compliance. Non-compliance of this statutory requirements may be viewed seriously.

4. In order to review status regarding compliance of these rules, all Ministries/ Departments are requested that the information may be collected from all establishments /office under them and the same may be compiled and sent to this Department by 15<sup>th</sup> October, 2015 in the enclosed proforma.

  
(Sujasha Choudhury)

Deputy Secretary to the Government of India  
Tel:24635979

Encl : As above

Copy to :

1. All Ministries/ Departments of the Government of India.
2. President's Secretariat/ Vice President's Secretariat/Prime Minister's Office/ Supreme Court / Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat /UPSC/CVC/C&AG/ Central Administrative Tribunal (Principal Bench), New Delhi.
3. Estt. Section of DOP&PW-100.
4. NIC, DOP&PW, 3<sup>rd</sup> Floor, Khan Market, New Delhi for placing this OM on the Website.
5. Hindi Section for Hindi Version.

Copy to -- DOPT for similar action in respect of All India Services Officers.