

Government of Madhya Pradesh
General Administration Department
(Secretariat Administration Section)

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Bhopal, dated the 8th May, 1967
18th Vaisakha, 1889.

To

All Departments of Government,
The President, Board of Revenue,
All Commissioners of Divisions,
All Heads of Departments,
All Collectors,

Madhya Pradesh.

Sub:- Expeditious disposal of pension cases.

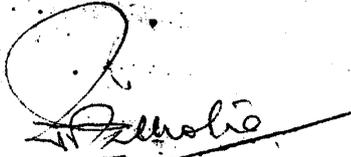
Attention is invited to Finance Department Memo. No. 653/IV.R.II dated the 12th February, 1962 on the above subject. It has come to notice that delays are still taking place in the finalisation of pension cases. One of the main reasons for such delays is that 'no demand certificates' are not received from PWD/PHE in regard to the recovery of house rent/water charges from the Government servants who were occupying Government quarters. As a result, the payment of pension/gratuity is delayed and this causes great hardship to the Pensioners. It is, therefore, desired that a list of Government servants due for retirement should be prepared and sent to the Executive Engineers of the PWD/PHE one year in advance to enable them complete the account of house rent/water charges of the Government servants concerned.

2/ Further, with a view to maintaining a proper check on the progress of pension cases, the procedure laid down in paragraph 2 of Finance Department's memo quoted above should be followed strictly. So far as the Secretariat is concerned, an officer of the rank of Under Secretary/ Assistant Secretary should be nominated with the responsibility of initiating timely action regarding completion of pension records and documents of a Government servant due for retirement one year in advance. He should get the pension cases finalised in

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in consultation with Accountant General, Madhya Pradesh within six months. The next superior authority i.e. Deputy Secretary to Government should closely watch periodically the progress of each pension case and ensure that no delay occurs in the finalisation of pension cases. Similar action should also be taken by every Head of Department/ Office in regard to their employees to ensure that payment authorities are not delayed in favour of pensioners.

3/ It would be useful to maintain an order sheet in respect of each case showing the action taken each month, beginning one year prior to the date of retirement of the employee concerned, and to ensure that an officer of Gazetted rank reviews the progress in each case every month till its finalisation.


(L.K. Malhotra)
Deputy Secretary to Government
Madhya Pradesh
General Administration Department

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