

**GOVERNMENT OF NCT OF DELHI**  
**PUBLIC WORKS DEPARTMENT**  
**5TH LEVEL "B" WING**  
**DELHI SECRETARIAT: NEW DELHI**

Dated: 10/08/18

No.F.10(6)/ PWD-I/Misc./2016/Vol-II/ 11167

To,  
 The Engineer-in-Chief,  
 Public Works Department  
 Govt. of NCT of Delhi  
 MSO Building, IP Estate  
 New Delhi-110002

**Sub: Forwarding of letters/orders.**

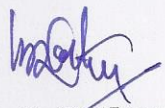
Sir,

Please find enclosed herewith the copy of the following letters/orders with necessary action as mentioned against them.

Sl.No.	PUC No. and Subject	Remarks
1.	Office order no. 30/12/2016-EC-I(A)/Part.II/EW-I/ dated 01.08.2018 received from Under Secretary to the Govt. of India, Ministry of Housing and Urban Affairs.	For information
2.	Letter No. F.3/3/2018/GAD/CN/2900-2911 dated 24.07.2018 received from Secretary (GAD), Coordination Branch, Delhi Secretariat regarding Minutes of the meeting of the Council of Ministers dated 24.07.2018.	For information.
3.	Letter no. F.20.2016/2014/AR/12819-88/ dated 26.07.2018 received from Dy. Director (AR), Administrative Reforms Department, GNCTD regarding proposals for financial assistance under State Collaboration Initiative (SCI) scheme.	For information & necessary action
4.	Letter no. F.9(01)/2015/T-1/Pr.A.O/1453-1577 dated 01.08.2018 received from Pr. Secretary (Finance), Pr, Accounts Office, GNCTD regarding timely payment of pensionary-entitlement to the retirees and family members.	For information & necessary action
5.	Letter No. 3/3/2018/GAD/CN/2962-2973 dated 02.08.2018 received from Joint Secretary to the Council, Coordination Branch, Delhi Secretariat regarding Minutes of the meeting of the Council of Ministers dated 31.07.2018.	For information

Yours Sincerely,


Encl: As above.

  
 (L.R. Meena)

Deputy Secretary (PWD/ADMN)

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 10/8/18  
 AD (12)

कार्योन्मुख कार्रवाई को प्रारंभ  
 10/8/18 5333  
 प्रतिलिपि प्रेषण एवं कार्रवाई हेतु प्रार्थना  
 लोकरेकर्ता के सम्मान और मजदूरी/अनुदान कार्रवाई  
 (वेब-साइट के माध्यम से)

  
 सहायक प्रशासनिक अधिकारी  
 कार्यालय प्रमुख अभियंता  
 लो० नि० वि०, दिल्ली सरकार  
 12वां तल, पुलिस मुख्यालय,  
 नई दिल्ली-110002



No. 30/12/2016-EC-I(A)/Part.II/EW-I  
Government of India  
Ministry of Housing and Urban Affairs  
(Works Division)

PWD SECRETARIAT  
Govt. of NCT of Delhi  
5th Floor, W Wing

Dy No. PWD/2018/20202  
Date 06/08/2018

Nirman Bhawan, New Delhi  
Dated 1<sup>st</sup> August, 2018

**OFFICE ORDER**

In pursuance of DoP&T's O.M. No. AB.14017/64/2008-Estt (RR) dated 24/4/2009 and O.M. No. AB.14017/30/2011-Estt (RR) dated 30/07/2014, the competent authority has considered and approved grant of Non-Functional Upgradation to Shri Rajesh Mittal, CE(C), CPWD (D.O.B.-04.04.1961) belonging to 1982 Batch, to the grade of Additional Secretary (HAG) in the Pay Scale of Rs. 67,000-annual increment @3% - Rs. 79000 (pre-revised) w.e.f. 01.04.2015.

2. This issues with the approval of Hon'ble HUAM.

*SSC(Pwd)*  
*710*  
*DS(A)*  
*So (Admin)*  
*Per. B.B.*  
*Madhavi Mohan*  
(Madhavi Mohan)  
Under Secretary to the Government of India  
Tel No. 23060639

To

1. Director General, CPWD, New Delhi.
2. All Spl.DGs/ADGs in CPWD.
3. DDG(Pers.) for internal circulation in CPWD and displaying the office order on the CPWD website.
4. Secretary (PWD), Govt. of GNCTD, New Delhi.
5. Officer concerned.
6. PAO concerned.
7. Pay and Accounts Office, O/o DG, CPWD, Nirman Bhawan, New Delhi.
8. DDA-I, EC-I/EC-II Sections, CPWD, Nirman Bhawan, New Delhi.

Copy for information to: -

1. PS to Hon'ble HUAM.
2. PSO to Secretary (HUA).
3. PS to JS(Works)/PS to DS (Works).
4. US (Vigilance-I), MoHUA.
5. All Desks functionaries in Works Division.
6. Hindi Section for Hindi Version.
7. Office Order File.

*SL*  
*870*  
*Ms. Arun*  
*Madhavi Mohan*  
(Madhavi Mohan)  
Under Secretary to the Government of India



वसुधा मिश्रा, आई.ए.एस.  
Vasudha Mishra, IAS  
र सचिव  
ADDITIONAL SECRETARY



सत्यमेव जयते

भारत सरकार,  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
प्रशासनिक सुधार और लोक शिकायत विभाग  
सरदार पटेल भवन, संसद मार्ग  
नई दिल्ली-110001

GOVERNMENT OF INDIA  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS  
DEPARTMENT OF ADMINISTRATIVE REFORMS  
& PUBLIC GRIEVANCES  
SARDAR PATEL BHAVAN, SANSAD MARG  
NEW DELHI-110001

DO No.K-11022/03/2017-AR (e. No.5448)

Dated: 18<sup>th</sup> May, 2018

Dear Secretaries (Administrative Reform)

Please refer to this Department's D.O. letter of even number dated 6<sup>th</sup> October, 2017 from Secretary, DARPG to Chief Secretaries requesting for sending proposals for financial assistance under State Collaboration Initiative (SCI) scheme.

2. It was informed that in order to catalyse reforms at cutting edge or quality of service delivery to the citizen, the scheme not only promotes replication of the initiatives which have been conferred PM Awards for Excellence in Public Administration and the National e- Governance Award but also for piloting a new idea, concept, structure or system that would require technical assistance in the form of knowledge inputs not available with the host organisation/ department/ ministry.

3. A set of guidelines have been prepared for the States to identify and propose project(s) under this Scheme. A copy of the guidelines and list of PM Award and National e-Governance Award is available on Department's website ([www.darpg.gov.in](http://www.darpg.gov.in))

4. I shall be grateful if you could arrange to send proposals under State Collaboration Initiative Scheme from your State at an early date.

With regards,

Yours sincerely,

(Vasudha Mishra)

AR Secretaries of all States/UTs



Please Visit our Website : <http://darpg.gov.in>, <http://goicharters.nic.in>

Ph. : 91-11-23741004, Fax : 91-11-23741005 Email : [adlsecy-darpg@nic.in](mailto:adlsecy-darpg@nic.in)



PWD SECRETARIAT  
Govt. of NCT of Delhi  
5th Level, 'B' Wing  
Dy No. AR/2018/5162  
Date 30/07/2018

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7th FLOOR, 'C' WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI 110002  
Email- arupdate@nic.in

No.F.20/06/2014/AR/12819-88

Dated: 26/07/18

To

The Pr. Secretaries/Secretaries/HODs of Govt. of NCT of Delhi/  
Local Bodies /Autonomous Bodies.

**Sub: Proposals for financial assistance under State Collaboration Initiative (SCI) scheme  
- regarding.**

Sir,

I am directed to enclose a copy of D.O. letter No.K-11022/03/2017-AR (e. No.5448) dated 18.05.2018 of Additional Secretary, DARPG, Ministry of Personnel, PG & Pensions, Govt. of India on the above noted subject for information and necessary action.

In the D.O. letter referred to above, it is requested that proposals for financial assistance under State Collaboration Initiative (SCI) scheme may be sent to them for their kind consideration. A set of guidelines for the State to identify propose project(s) under the aforementioned Scheme is available on DAR&PG's website ([www.darpg.gov.in](http://www.darpg.gov.in)). The scheme not only promotes replication of the initiatives which have been conferred PM Awards for Excellence in Public Administration and the National e-Governance Award but also for piloting a new idea, concept, structure or system that would require technical assistance in the form of knowledge inputs not available with the host organisation/department/ministry.

It is, therefore, requested the matter may kindly be looked into personally and send the proposals under State Collaboration Initiative Scheme of your Department/Institute/Organisation at an early date to this office for onward transmission to Govt. of India.

Encl.: As above.

Yours faithfully,

(LAKSHMI RAJ SINGH)  
DY. DIRECTOR (AR)  
PH: 23392483

Dated: 26/07/18

No.F.20/06/2014/AR/12819-88

Copy for information to:

1. The Additional Secretary, DARPG, Ministry of Personnel, PG & Pensions, Govt. of India, Sardar Patel Bhavan, Sansad Marg, New Delhi-110001.
- 2.
3. The OSD to Minister (AR), 8th Level, A-Wing, Delhi Secretariat, New Delhi-110002.

(LAKSHMI RAJ SINGH)  
DY. DIRECTOR (AR)



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
GENERAL ADMINISTRATION DEPARTMENT  
(CO-ORDINATION BRANCH)  
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI

No.F.3/3/2018/GAD/CN/2900-2911

Dated: 24-7-18

- 1 Pr. Secretary to Lt. Governor, Delhi.
- 2 Spl. Secretary to the Chief Minister, Delhi.
- 3 Secretary to Dy. Chief Minister, Govt. of NCT of Delhi.
- 4 Secretary to Minister, Labour, Govt. of NCT of Delhi.
- 5 Secretary to Minister, Health, Govt. of NCT of Delhi.
- 6 Secretary to Minister, Food and Supply, Govt. of NCT of Delhi.
- 7 Secretary to Minister, Tourism, Govt. of NCT of Delhi.
- 8 Secretary to Minister, Transport, Govt. of NCT of Delhi.
- 9 Chief Secretary, Govt. of NCT of Delhi.
- 10 Additional Chief Secretary (Home) Govt. of NCT of Delhi.
- 11 Additional Chief Secretary (PWD) Govt. of NCT of Delhi.
- 12 All Pr. Secretaries/Secretaries, Govt. of NCT of Delhi.

PWD SECRETARIAT  
Govt. of NCT of Delhi  
Sd/- Lt. Govt., NCT of Delhi  
Dy No. PWD/2018/1933  
Date: 25.07.2018

Sub: Minutes of the meeting of the Council of Ministers dated 24.07.2018.

Sir/Madam,

The Minutes of the meeting of the Council of Ministers held on 24.07.2018 signed by Chief Secretary/ Secretary to the Council are circulated herewith.

Yours sincerely,

*Gitanjali Gupta*  
(Gitanjali Gupta)  
Secretary (GAD)

Encl: As above.

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*has been*

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*Mc. Army*



SECRET

GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI  
(GENERAL ADMINISTRATION DEPARTMENT)

The Council of Ministers met on Tuesday the 24<sup>th</sup> July, 2018 at 3.00 PM in CM Office, Delhi Secretariat.

Present :

1. Shri Arvind Kejriwal, Chief Minister/Minister (Water) In Chair
2. Shri Manish Sisodia, Deputy Chief Minister [Edn/Fin/Plg/L&B/Vig/Services/WCD/Tourism/ACL]
3. Shri Gopal Rai, Minister [Emp/Dev/Lab/GAD]
4. Shri Satyendar Jain, Minister [H&FW/Inds/PWD/Power/Home/UD/I&FC]
5. Shri Imran Husain, Minister [F&S/E&F/Election]
6. Shri Rajendra Pal Gautam, Minister [Gurudwara Elections/SC&ST/SW/Cooperative]
7. Shri Kailash Gahlot, Minister [L&J/Tpt/AR/IT/Rev]

The following officers were present:

1. Shri Anshu Prakash, Chief Secretary
  2. Smt. Renu Sharma, Pr. Secretary (Finance)
  3. Shri A.K. Mendiratta, Pr. Secretary (LJ&LA)
  4. Ms. Gitanjali Gupta, Secretary (GAD) – Link Officer
  5. Shri H. Rajesh Prasad, Secretary (Revenue) – Link Officer
  6. Ms. Varsha Joshi, Secretary (Power)
- For their  
respective items

CIRCULATED ITEMS

ITEM 1: Scheme for grant of Ex-gratia payment to War Widow, War Disabled, Prisoners of War/Missing person in War/Operation etc. of Defence Personnel.

Decision: The Council of Ministers considered the note of Secretary (Revenue) and approved the proposal contained in para-14 of the Cabinet Note, subject to the following:-

(i) Para-6 of the Cabinet Note is amended as under:-

6. Scale of grant of Ex-gratia

S.No.	Topic	Amount
1.	In case of Death in War/Operation or Duties/Action as defined in Para 5	
	a. To parents, if martyr is married and they are alive	40,00,000
	and	60,00,000
	To widow, if parents of martyr are alive	1,00,00,000
	Or	1,00,00,000
	b. To widow, if martyr's parents are not alive	1,00,00,000
	Or	1,00,00,000
	c. To parents, if martyr is unmarried	1,00,00,000
	Or	1,00,00,000
	d. To legal heir, if martyr is married/unmarried & wife/parents not alive	
2.	In case of Disability in performing Duties/Action	
	Disability 60% and above	10,00,000
	Below 60% disability	6,00,000



3.	In case of Prisoner of War/Missing in War/ Operations/Prisoner of War	
	Missing in War/Operations/Prisoner of War (Division of amount would be in the same manner as given in SI No. 6.1 above)	Rs. 50,000 per month to Next of Kin

(ii) Para-7 shall be replaced as:-

"The proposed grant will be in addition to the payments made by respective departments / organisations of GNCTD / Gol.

The GoM headed by Dy. CM shall make appropriate recommendations to the CM in individual case based upon the facts placed before GoM by Secretary (Revenue). The CM shall take final decision. In case of ambiguities, the same will be resolved with the approval of the CM on the basis of the recommendations of the Group of Ministers constituted under this para. The GoM shall consist of, apart from Dy. Chief Minister, two Ministers to be nominated by Chief Minister. The GoM shall be authorised to requisition details from any Authority / Department in order to enable it to make appropriate recommendations."

(iii) Para-14(f) will read as under:-

"Delegation of powers to Secretary (Revenue)-cum-Divisional Commissioner for grant of Ex-gratia as per the scale "

(iv) Para-14(g) deleted.

(v) Para 4(a) shall be replaced as:-

"A defence personnel dying in operations / war if his permanent address recorded at the time of joining the services is Delhi or is posted in Delhi at the time of action / incident."

**ITEM 2:** Proposal for approval of Agriculture-cum-Solar Farm Scheme in NCT of Delhi.

**Decision:** The Council of Ministers considered the note of Secretary (Power) and approved the proposal contained in para-12 of the Cabinet Note.

**2603**

The Council of Ministers also decided that the scheme will be named as "Mukhya Mantri Kisaan Aay Badhotari Solar Yojana".

Sd/-  
(Anshu Prakash)  
Secretary to the Cabinet

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
GENERAL ADMINISTRATION DEPARTMENT  
(CO-ORDINATION BRANCH)

DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI

No.F.3/3/2018/GAD/CN/2962-2973

Dated: 2/08/2018

- 1 Pr. Secretary to Lt. Governor, Delhi.
- 2 Spl. Secretary to the Chief Minister, Delhi.
- 3 Secretary to Dy. Chief Minister, Govt. of NCT of Delhi.
- 4 Secretary to Minister, Labour, Govt. of NCT of Delhi.
- 5 Secretary to Minister, Health, Govt. of NCT of Delhi.
- 6 Secretary to Minister, Food and Supply, Govt. of NCT of Delhi.
- 7 Secretary to Minister, Tourism, Govt. of NCT of Delhi.
- 8 Secretary to Minister, Transport, Govt. of NCT of Delhi.
- 9 Chief Secretary, Govt. of NCT of Delhi.
- 10 Additional Chief Secretary (Home) Govt. of NCT of Delhi.
- 11 Additional Chief Secretary (PWD) Govt. of NCT of Delhi.
- 12 All Pr. Secretaries/Secretaries, Govt. of NCT of Delhi.

PR. SECRETARY  
GAD/2018/363/0  
02/08/18

Sub: Minutes of the meeting of the Council of Ministers dated 31.07.2018.

Sir/Madam,

The Minutes of the meeting of the Council of Ministers held on 31.07.2018 signed by Chief Secretary/ Secretary to the Council are circulated herewith.

Yours sincerely,

Encl: As above.

(Manoj Parida)

Joint Secretary to the Council

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**GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI  
(GENERAL ADMINISTRATION DEPARTMENT)**

The Council of Ministers met on Tuesday the 31<sup>st</sup> July, 2018 at 3.00 PM in CM Office, Delhi Secretariat.

**Present :**

- |    |   |          |
|----|---|----------|
| 1. | Shri Arvind Kejriwal, Chief Minister/Minister (Water)   | In Chair |
| 2. | Shri Manish Sisodia, Deputy Chief Minister [Edn/Fin/Plg/<br>L&B/Vig/Services/WCD/Tourism/ACL] |          |
| 3. | Shri Gopal Rai, Minister [Emp/Dev/Lab/GAD]  |          |
| 4. | Shri Satyendar Jain, Minister [H&FW/Inds/PWD/Power/<br>Home/UD/I&FC]                          |          |
| 5. | Shri Imran Husain, Minister [F&S/E&F/Election]  |          |
| 6. | Shri Rajendra Pal Gautam, Minister [Gurudwara Elections/<br>SC&ST/SW/Cooperative]             |          |
| 7. | Shri Kailash Gahlot, Minister [L&J/Tpt/AR/IT/Rev]   |          |

The following officers were present:

- |    |  |                               |
|----|--|-------------------------------|
| 1. | Shri Anshu Prakash, Chief Secretary                  |                               |
| 2. | Shri Manoj Kumar Parida, Addl. Chief Secretary (GAD) |                               |
| 3. | Smt. Renu Sharma, Pr. Secretary (Finance)            |                               |
| 4. | Ms. Varsha Joshi, Secretary (Power)                  | For their<br>respective items |
| 5. | Ms. Rashmi Krishnan, Secretary (Social Welfare)      |                               |

**CIRCULATED ITEM**

**ITEM 1:** Policy on the shifting of HT (11KV & 33KV) / LT400V) Electricity Transmission Lines posing threat to human lives – Modification of Cabinet decision No. 1588 dated 09.11.2009 thereof.

**Decision:** The Council of Ministers considered the note of Secretary (Power) and approved as follows:-  
2604

- (a) Extending the scope of the policy of Power Department conveyed by the letter No. F.11(09)/2007/Power/4040 dated 27.11.2009 issued in compliance of the Cabinet decision No. 1588 dated 09.11.2009 to HT 66KV lines.
- (b) Shifting of HT/LT line will be permissible in all unauthorised colonies except those areas which violate the provisions of Ancient Monuments and Archaeological Sites and Remains Act, 1958, Forest (Conservation) Act, 1980.
- (c) Rest of the Policy for HT (33KV & 11KV) / LT (400V) remain in line with the letter No. F.11(09)/2007/Power/4040 dated 27.11.2009.
- (d) The cost of shifting of all the lines [HT (66KV, 33KV & 11KV) / LT (400V)] will be borne, subject to Budget availability, by GNCTD in all cases, except for farm houses.

42



**TABLED ITEM**

**ITEM 2:** Requirement of Aadhaar and Aadhaar-linked Bank account for receiving enhanced financial assistance in the schemes (Old Age Pension and Disability Pension) of Department of Social Welfare.

**Decision:** The Council of Ministers considered the note of Secretary (Social Welfare) and approved the proposal contained in para-17 (a) of the Cabinet Note with the following addition:-

"The approval being accorded will also be applicable to widow pensions being given by GNCTD."

In respect of para 17(b), (c) and (d), the Council of Ministers decided that their approval is not required and the Administrative Department may take its own decision.

Sd/-  
(Anshu Prakash)  
Secretary to the Cabinet



**PRINCIPAL ACCOUNTS OFFICE  
GOVT. OF NCT OF DELHI  
A-BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI**

No. F.9(01)/2015/T-1/Pr.A.O./ 1453-1577

Date : 01/08/2018

To,

All the Pr. Secretaries/Secretaries,  
Heads of the Departments,  
Govt. of NCT of Delhi, Delhi/ New Delhi

PWD SECRETARIAT  
GOVT. OF NCT OF DELHI  
5th Floor, 1st Wing  
Dy. No. PWD/2018/20228  
Date : 06/08/2018

**Sub: Timely payment of pensionary entitlement to the retirees and family members.**

Sir/Madam

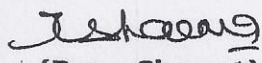
In order to ensure the timely payment of pensionary entitlements to the retiring government servants and family members of the deceased government servants, procedure for processing their pension papers at the level of Heads of Offices has been codified under the CCS (Pension) Rules, 1972.

All Heads of Departments of the government were advised vide Finance Department letter dated 19-08-2015 (copy enclosed) to advise their Heads of offices to follow the procedure of verification of service, fixation of pay, verification of nominations and assessment of government dues and timely completion and submission of pension papers of the retirees and family members of the deceased government servants to the Pay & Accounts Offices.

Incidents of delayed and in complete submission pension cases are still noticed in Pay & Accounts Offices which causes delay in the timely finalization of the pensionary benefits to the retirees and family members. The incidents of delay in payment of pensionary entitlements also invites grievances, complaints from the retirees and family members of the deceased government servants.

It is, therefore, again advised to ask the Heads of Offices under your departments to ensure the processing and submission of pension cases of the retirees and family members of the deceased government servants as per the provisions of CCS (Pension) Rules, 1972 and their timely submission of the Pay & Accounts Offices to ensure the timely payments of pensionary entitlements to the retirees and family members.


Encl. As above

  
(Renu Sharma)  
Pr. Secretary (Finance)

No. F.9(01)/2015/T-1/Pr.A.O./ 1453-1577

Date : 01/08/2018

Copy for information to all Pay & Accounts Offices, Delhi/New Delhi.

  
21.8.18  
Controller of Accounts

SS (PwD)

M/6/8

7/8

DS(A)

7.8.18

SO (Admn.)

SL  
21.8.18  
Sh. Sanjay



8/c

**FINANCE DEPARTMENT  
GOVT. OF NCT OF DELHI**

No.F.9(01)/2015/T-I/Pr.AO/1731-1840

Date : 19/08/2015

To

All the Pr. Secretaries/Secretaries/  
Heads of the Departments,  
Govt. of NCT of Delhi,  
Delhi/New Delhi

**Sub : Timely payment of Pensionary benefits to the employees of the Govt. of NCT of Delhi.**

Sir/Madam,

The Govt. of India have from time to time simplified the procedure for processing pension papers of pensioners to ensure timely payments of pensionary entitlement to the retiring government servant or the members of the family of the deceased government servant. It has been still observed that despite the simplified guidelines instance of delayed payment of pensionary benefits are frequently reported. This is mainly due to the following reasons :

- 1) Omission, imperfections or deficiencies in the Service Records.
- 2) Non-availability of valid Nominations.
- 3) Incorrect pay fixation on appointment, promotion, financial upgradation etc.
- 4) Non-assessment of the government dues pertaining to the Government Accommodation and other than pertaining to the government accommodation.
- 5) Non-issue of Vigilance Clearance.

The other reason for delay in releasing the pensionary benefits as observed are that the government employees have no knowledge of submission of relevant documents for sanctioning the pensionary benefits and also Heads of Offices are not fully aware about the relevant provisions of the Rules including latest changes and the set of Forms to be used for preparation of pension case and information/documents to be submitted to the Pay & Accounts Offices for sanctioning/authorization of pensionary/death benefits in respect of the government servants retiring on superannuation, retiring other than superannuation, died during service.



In order to ensure that the payment of pension should in all case commence on the 1<sup>st</sup> of the month in which they are due it is advised to issue necessary instructions to the Heads of Offices under your control to take the following steps for completion of pension papers a year before the date on which the government servant is due to retire on superannuation :-

**1) Verification of service**

(i) The Heads of Offices shall go through the service book of the government servant and ensure himself that the periods of his entire service are recorded therein and if there is unverified portion of service the same shall be verified with reference to the pay bills or other relevant records and wherever required in consultation with the other offices and necessary certificates to this effect are recorded in the service book.

(ii) Any omission, imperfection or deficiency which is not possible to verify shall be ignored and service qualifying for pension shall be determined on the basis of the entries of the service book.

**2) Determination of Emoluments/Average Emoluments**

The Heads of Offices shall verify the correctness of pay fixation from the service book for the purpose of determination of emoluments/average emoluments to be taken into account for calculation of pensionary benefits.

**3) Verification of Nomination**

The Heads of Offices shall verify the nominations and details of family members filed by the government servant and ensure that the nomination in respect of all claims (DCRG, CGEIS/UTGIS, Family Pension & GPF) are existing and are duly countersigned by the Heads of Office. Wherever incomplete Nominations on Family Details are found the same may be completed after obtaining necessary details from the government servant.

**4) Adjustment of Government dues :-**

(i) The dues that pertain to government accommodation shall be assessed by the Heads of Offices in consultation with the Director of Estate Office at least one year before the anticipated date of retirement of the government servant who is in occupation of government accommodation and recovered out of the DCRG.



The dues pertaining to government accommodation shall be withheld only on the recommendation of the Director of Estate Office.

- (ii) Dues other than pertaining to the government accommodation shall be assessed by the Heads of Offices before 08 months of the date of retirement of government servant and recovered out of the DCRG. It is not permissible to withhold any amount of unassessed dues out of the DCRG.

**5) Filling up of forms for authorization of pensionary benefits :-**

- (i) The Heads of Offices after completion of qualifying service, emoluments/average emoluments, nominations and assessment of government dues shall obtain from the retiring government servant 02 specimen signatures/thumb impression, 03 copies of passport size joint photographs with wife or husband and where it is not possible separate photographs of husband and wife, Details of Family in Form-3 Nomination for Gratuity, CGEGIS and GPF in Common Nomination Form, Nomination for arrears of pension and commuted value of pension, Undertaking for refunding any excess payment, Option for availing Fixed Medical Allowance or Health Scheme (DGEHS), Bank Account Details.

- (ii) The Heads of Offices shall complete Part-I of Form-7 & Form-8 not later than 6 months of the date of retirement and forward the pension papers along with service book and other related documents to the PAOs for authorization of pensionary benefits. If after the pension papers have been forwarded to the Accounts Officer any event occurs which has a bearing on the amount of pension admissible, the fact shall be promptly reported to the Pay & Accounts Officer by the Head of Office.

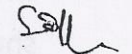
- (iii) The set of revised pension forms to be used by the Heads of Offices have been published on the websites of the Principal Accounts Office i.e. <http://coa.delhigovt.nic.in> and also on the website of the Delhi Government i.e. <http://delhigovt.nic.in>.

- 6) In the case of Government Servant who retires on attaining the age of superannuation or otherwise and against whom any departmental or judicial proceedings are instituted or where department proceedings are continued, a provisional pension as provided in Rule 69 of the CCS (Pension) Rules, 1972 shall be sanctioned. No gratuity shall be paid to the Government servant until the conclusion of the departmental or judicial proceedings and issue of final orders therein.



In the case of retirement other than non superannuation or death of the government servant while in service since the Pension Sanction Authority does not get adequate time for processing pension papers as available to them in the case of retirement on superannuation, the Heads of Office shall follow the above said procedure of verification of service, pay fixation, nominations and assessment of government dues and shall ensure the completion of pension papers in a time bound manner to ensure the timely payment of retirement/death benefits to the government servant and the members of the family of deceased.

Yours faithfully,



(S.N. Sahai)

Pr. Secretary (Finance)

Date : 19/08/2015

No.F.9(01)/2015/T-I/Pr.AO/1841-1865

Copy forwarded for information to All Pay & Accounts Offices, Delhi/New Delhi.



DCA (Admn./Tech.)