

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

No.F.10(6)/PWD-I/Misc./2016/Vol-IV(a)/ 6210
(CD No. 057482636)

Dated: 31/05/19

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

Sub: Forwarding of various letters/orders etc.

Sir,

Please find enclosed herewith the copy of the following letters/orders etc. received from various departments/agencies with necessary action as mentioned against them.

S.N	PUC No. and Date	Subject	Remarks
1.	Letter No. 2019/120G dated 18.05.2019 received from Director, Jaipur Productivity Centre.	Regarding 120 th Residential Programme on "Effective Office Administration & Management, Focus: RTI Act" at Hotel Redfox, Jaipur from August 05-09,2019.	For information and necessary action.
2.	Letter no. F.53/285/GAD/CN/2019/1496 dated 01.05.2019 received from Spl. Secretary (GAD), Coordination Branch.	Appraisal regarding overall implementation of the Directive Principles of the State Policy with specific focus on Articles 47 & 48 by inter-State Council Secretariat (ISCS).	For information and necessary action.
3.	Letter No. F.12(04)/2018/T-1/Pr.AO/1056-1151 dated 14.05.2018 received from Controller of Accounts, Pr. Accounts Office, GNCTD.	(i) Timely payment of Pensionary entitlement to the retirees and family members. (ii) Submission of undertaking by retirees' alongwith Form '5' of Pension Rules to the Pension Disbursing Bank before commencement of pension to refund or make good any amount to which he is not entitled.	For information and necessary action.
4.	Letter No. (1) SE/Pr. Br./OSD/PA/2019/363-411 dated 17.05.2019 received from OSD to Secretary (Education), Education Department GNCTD.	Intimation regarding correct address of Office of Secretary (Education).	For information.
5.	No. F.20/06/2019-AC/ jsfina/1252-1367 dated 16/05/2019 received from Secretary (Finance), Finance (Accounts) Department, GNCTD.	Declaration of HoD of Police Complaint Authority.	For information.
6.	U.O. No. minhealth/2019/ 2744-55 dated 15/05/2019 received from Secretary to Minister of PWD, Govt. of Delhi.	Work Order during leave period of Secretary to Hon'ble Minister.	For information.

Encl: As above.

Yours Sincerely

कार्यालय प्रमुख अभियंता, लोनि वि.
सं: ई-इन-सी/पी/10(1)/2019/2712 दि: 6/6/19
प्रतिलिपि: सूचना एवं आवश्यक कार्यवाही हेतु प्रेषित
1) लो० नि० वि० की वेबसाइट

(L.R. MEENA)

Deputy Secretary (PWD/ADMN)

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

जयपुर उत्पादकता केन्द्र

41, ईन्कम टैक्स कॉलोनी-2,
पोस्ट मालवीय नगर,
गगतपुरा रोड़, जयपुर- 302 017



Jaipur Productivity Centre
41, Income Tax Colony - 2, P.O. Malviya Nagar,
Jagatpura Road, Jaipur - 302 017
Fax : 0141-2750473 Ph.: 09414271490, 09610111392
Website : www.jpcjaipur.org
E-mail : jpcjaipur@rediffmail.com

No.2019 / 120 G
May 18, 2019

PRINCIPAL SECRETARY
PUBLIC WORKS DEPARTMENT
GOVERNMENT OF NCT OF DELHI
PWD SECRETARIAT, 5th LEVEL, 'B' WING
DELHI SECRETARIAT, I.P.ESTATE
NEW DELHI- 110002
NCT OF DELHI

PWD
C
D
PWD/2019/11229
29/05/2019

Dear Sir / Madam,

You will be glad to know that Jaipur Productivity Centre (JPC), Jaipur is organising its 120th Residential Programme on "Effective Office Administration & Management, Focus: RTI Act" at Hotel Redfox, Jaipur from August 05-09, 2019.

The programme aims at improving the effectiveness of decision making and implementing process through modern office management, administration and man management. It also aims to provide insight to concepts and steps required for successful implementation of provisions of RTI Act 2005.

The brochure outlining details of programme coverage and programme methodology is enclosed for your kind perusal. The programme fee of Rs.45000/- plus GST @18.00% (Rs. Forty Five Thousand plus GST @18.00%) per participant is inclusive of boarding and lodging for the participant, cost of reading material, stationery etc.

We are sure you will take full advantage of the programme and nominate a couple of middle / senior officers and executives from your organisation. The nomination form is also enclosed with the brochure. The last date of receiving nominations is July 21, 2019.

Kindly feel free to write to us if you have any queries.

Thanking you and looking forward for an early response.

Yours sincerely,

C.M.Khurana
(C.M.Khurana)
Director

PK Singh
29/5/19

DA

Encl: Brochure and Nomination Form

Productivity for Growth and Prosperity

**EFFECTIVE OFFICE
ADMINISTRATION
& MANAGEMENT
(FOCUS: RTI)**

At
Hotel Redfox
Jaipur

August 05-09, 2019



**JAIPUR PRODUCTIVITY CENTRE
JAIPUR**

Programmes	Dates
Finance for Non-Financial Officials, Focus: Financial Decisions	June 17-21, 2019 at Ooty (T.N.)
Development Programme for Executive Secretaries, Personal Assistants & Office Staff	July 15-19, 2019 at Udaipur
Effective Office Administration & Management, Focus: RTI Act	August 05-09, 2019 at Jaipur
Development Programme for Executive Secretaries, Personal Assistants & Office Staff	September 04-08, 2019 in Goa
Emotional Intelligence for Managerial & Personal Effectiveness	September 23-27, 2019 at Ooty (T.N.)
Knowledge Management	October 21-25, 2019 at Jaipur
Systematic Problem Solving	November 18-22, 2019 at Goa
Managerial Leadership & High Performing Teams	December 16-20, 2019 at Udaipur

* Participation Fee is Rs.45000/- plus GST
@18.00 % thereafter per participant

* Last date for registration is 14 days before
commencement of each programme.

Jaipur Productivity Centre (JPC) is an autonomous not-for-profit organization established to promote productivity culture in India. JPC provides consultancy, training and undertakes research in the areas of productivity.

Our Major activity is to promote productivity consciousness in Government Departments / Organizations, Public Sector Undertakings (PSUs), Corporate, Banks, Small & Medium industries, Co-operative Societies, Research Organizations and Educational Institutions etc. through Training & Consultancy in Managerial Skills, Management Innovation, Modernization, Human Resource Development (HRD) and e-Governance. We undertake the training and consultancy in the below mentioned areas.

CONSULTANCY

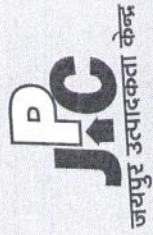
- Organisational Process Re-engineering
- System & Procedure Analysis
- Manpower Assessment & Planning
- Designing Productivity Norms
- TQM, Quality Circles, Kaizen, 5-S
- Six Sigma and Data Analytics

TRAINING

- HRD customized programmes
- Project Management
- Systematic Problem Solving
- Organisational Effectiveness
- Effective Office Secretary
- E-Governance
- Stress & Time Management
- Zero Base & Outcome Budgeting
- TQM, Quality Circles & Six Sigma

Detailed Information of our activities is available on our website: www.jpcaipur.org

Director
Jaipur Productivity Centre
41, Income Tax Colony -2,
Jagatpura Road, P.O.Malviya Nagar
JAIPUR 302017



**120th Residential Programme on
Effective Office Administration
& Management (Focus: RTI Act)
August 05-09, 2019**

The programme has been designed for senior and middle level officers /executives from Government departments, Public and Private sector organisations, Banks, Corporations, Research and Service organisations, TEQIP/Research Institutions etc.

FACULTY:

Senior JPC consultants and experts from the field would conduct the training programme.

VENUE & DURATION:

Hotel Redfox, Jaipur

August 05-09, 2019

Check-in 05-08-2019 (FN)

Check-out 09-08-2019 (AN)

For accompanying spouse, charges would be approximately Rs 5000/- for the whole duration, payable at the hotel.

PARTICIPANTION FEE:

Rs 45000/- plus GST @ 18.00% (Rs. Forty Five Thousand plus GST @ 18.00%) per participant. This is inclusive of Course Material and the arrangement of boarding and lodging for the participant during the training programme.

Demand Draft should be drawn in favour of "Jaipur Productivity Centre, Jaipur" payable at Jaipur

PAN : AABTJ3316K
GSTIN : 08AABTJ3316K1ZN

LAST DATE FOR REGISTRATION:

Nominations accompanied by participation fee should reach JPC Jaipur latest by **July 21, 2019**

ENQUIRIES:

Programme Director (RTI)
Jaipur Productivity Centre
41, Income Tax Colony -2,
P.O.Malviya Nagar,
Jagatpura Road,
Jaipur- 302 017
PHONE: 9414271490, 9610111392, 8209671541
FAX: 0141-2750473
e-mail: jpcjaipur@rediffmail.com
cmkhurana.jpr@gmail.com

OBJECTIVES:

- To expose the participants to the new concepts of the office in e-age.
- To develop and discuss implementation plan for taking advantage of new tools and techniques.
- To share experiences on various aspects of RTI Act 2005.

COVERAGE:

- Future Work
- Office Administration & Management
- Lean Management
- RTI Act 2005 and its applicability
- Obligations of Public Authorities
- Disposal of RTI Applications
- TQM & Knowledge Management
- Managing Conflicts
- Employee Empowerment
- Stress Management
- Time Management
- Managing Change

SPONSORING ORGANISATION:	
ADDRESS:	
Fax:	
Phone:	
E-mail:	
PARTICIPANTS DETAILS (Name & Designation)	ADDRESS E-mail, Mobile
1.	
2.	
3.	
4.	
FEE: Rs 45000/- plus GST @ 18% (Rs. Forty Five Thousand plus GST @ 18.00%) per participant . Demand Draft to be drawn in favour of JAIPUR PRODUCTIVITY CENTRE, JAIPUR.	
D.D.No.	Date:
Amount:	Bank:
Bank details for payment by RTGS	
A/c Name :	Jaipur Productivity Centre
Bank :	Axis Bank Ltd
Branch :	Tilak Nagar, Jaipur
Account No.:	910010013083057
Type of A/c :	Savings
MICR Code :	302211003
IFSC Code :	UTIB00000031

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMN DEPARTMENT (CO-ORDINATION BRANCH)
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI - 110002

No F 53-285/GAD/CN/2019/1496

Date 01/05/2019

To All Pr. Secretaries/Secretaries/HODs
Govt of NCT of Delhi

Sub - Appraisal regarding overall implementation of the Directive Principles of the State Policy with specific focus on articles 47 & 48 by Inter-State Council Secretariat (ISCS)

Sir/Madam

Please refer to the D.O. letter No 1/2/2019-ISC dated 27.03.2019 of Spl. Secretary to the Government of India, Inter-State Council Secretariat, Ministry of Home Affairs on the subject cited above, vide which it has been requested that guidelines relating to issues to be brought before the ISC also stipulate that a National Appraisal of the measures taken to implement the Directive Principles of State Policy incorporated in Part-IV of the Constitution may also be conducted and put up before it. Since independence, there has been considerable achievement in realizing the ideals set out in the Directive Principles with varying degrees of progress. Therefore, the Inter-State Council Secretariat (ISCS) intends to carry out an Appraisal regarding overall implementation of the Directive Principles of the State Policy with specific focus on Articles 47 & 48 through some reputed research institutions. Accordingly, it has been desired to suggest some issues/parameters keeping in view various schemes/programmes formulated by Govt. of NCT of Delhi which can be included in the scope of study of this Appraisal regarding implementation of the Directive Principles. A copy of Directive Principles of State Policy is enclosed.

I am directed to request to provide requisite input on the subject cited above.

Yours Sincerely,

(Signature)
(OP MISHRA)
SPL SECRETARY (GAD)

Encls - As above

DS/(A)

Per
3/5/19

Arshad
3/5/19

So(Admng)

DA

PWD Comment

PWD/2019/19752

Dy. No. 02/10/5/19
Date 02/10/5/19

3/5/19

SS(PWD)

Sanjeev Gupta आई.ए.एस.
विशेष सचिव
SANJEEV GUPTA I.A.S.
Special Secretary

D.O No 1/2/2019-ISC



अन्तर्राज्य परिषद सचिवालय
गृह मंत्रालय, भारत सरकार
Inter-State Council Secretariat
Ministry of Home Affairs
Government of India

27 March 2019

Dy. No. 987/2019/167.S.O.

Dear Mr. Dev,

Identify
03-11-19

ACS (Home)
ACS (Reg)

The Inter-State Council (ISC) headed by the Hon'ble Prime Minister was set up on May 25, 1990 vide a Presidential Order under Article 263 of the Constitution of India, for investigating and discussing subjects, in which some or all of the States and the Union have a common interest and for making recommendations for better coordination of policy & follow-up action on the subject. The guidelines relating to issues to be brought before the ISC also stipulate that a National Appraisal of the measures taken to implement the Directive Principles of State Policy incorporated in Part-IV of the Constitution may also be conducted and put up before it.

2-11
Sanghvi
Sanghvi
@Pur
JDE (18-11)

2. Since independence, there has been considerable achievement in realising the ideals set out in the Directive Principles with varying degrees of progress. Therefore, the Inter-State Council Secretariat (ISCS) intends to carry out an Appraisal regarding overall implementation of the Directive Principles of the State Policy with specific focus on Articles 47 & 48 through some reputed research institution(s). I shall be grateful if you could kindly suggest some issues/parameters (keeping in view various schemes/programmes formulated by your State) which can be included in the scope of study of this Appraisal regarding implementation of the Directive Principles

With best wishes,

Yours Sincerely

(Sanjeev Gupta)

Shri Vijay Kumar Dev
Chief Secretary
Union Territory of Delhi
Delhi Secretariat, IP Estate,
New Delhi - 110002

Room No. 360, 2nd Floor, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi - 110011
Tel. : 011-23022124 Fax : 23022147 E-mail : gupta sanjeev@gov.in

Article 48A - Environmental protection and improvement

Protection of environment and ecological balance and safeguarding forests and wild life

Protection of monuments, places and objects of national importance

Separation of judiciary from executive

Provision for international treaties and awards

48A. The State shall endeavour to protect and improve the environment and to safeguard the forests and wild life of the country.

49. It shall be the obligation of the State to protect every monument or place or object of artistic or historic interest, [declared by or under law made by Parliament to be of national importance, from spoliation, disfigurement, destruction, removal, disposal or export as the case may be.

50. The State shall take steps to separate the judiciary from the executive in the public services of the State.

51. The State shall endeavour to:

- (a) promote international peace and security;
- (b) maintain just and honourable relations between nations;
- (c) foster respect for international law and treaty obligations in the dealings of organised peoples with one another; and
- (d) encourage settlement of international disputes by arbitration.

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
EDUCATION DEPARTMENT
OLD SECRETARIAT
DELHI- 110 054

File No. (1) SE/Pr. Br./OSD/PA/2019/363-411

Dated:- 17/5/19

Subject:- Intimation regarding correct address of Office of Secretary (Education).

Sir/ Madam,

I am directed to inform that a few letters addressed to Secretary (Education) are not getting delivered due to incorrect address being mentioned in the letter.

It is to inform that the correct address of the Secretary, Education Department, GNCTD is as follows:-

Secretary
Education Department
Govt. of NCT of Delhi
Old Secretariat
Delhi- 110054

PWD SECRETARIAT
GOVT. OF NCT OF DELHI
Dr. No. PWD/2019/10711
Date: 20/05/2019

Sil
(Sunil Kumar)
17-5-19

OSD to Secretary (Education)

Copy to:-

1. PS/PA to Addl. Chief Secretary (Finance Department), Delhi Secretariat.
2. PS/PA to Addl. Chief Secretary (Home Department), Delhi Secretariat.
3. PS/PA to Pr. Secretary (Directorate of Audit), Delhi Secretariat.
4. PS/PA to Pr. Secretary (Land & Building Department) Delhi Secretariat.
5. PS/PA to Pr. Secretary (PWD), Delhi Secretariat
6. PS/PA to Pr. Secretary (Urban Development Department), Delhi Secretariat
7. PS/PA to Pr. Secretary (Law, Justice & Legislative Affairs), Delhi Secretariat
8. PS/PA to Chief Electoral Officer, Old St. Stephene's College Building, Kashmere Gate, Delhi
9. PS/PA to Chairman (DSSSB), FC-18, Institutional Area, Karkardooma Delhi
10. PS/PA to State Election Commissioner (Delhi State Election Commission) Nigam Bhawan, Kashmere Gate, Delhi.
11. PS/PA to Secretary (Food & Supplies Department), Delhi Secretariat.
12. PS/PA to Secretary (Health & Family Welfare), Delhi Secretariat
13. PS/PA to Secretary (Services Department) Delhi Secretariat

JS(A)
28/5

R
29.5.19


50/10/19

R. Singh
29/5/19

DR

14. PS/PA to Secretary (Power Department) Delhi Secretariat
15. PS/PA to CEO, Delhi Jal Board, Jhandewalan, Karol Bagh, Delhi.
16. PS/PA to Secretary (Environment Department), Delhi Secretariat.
17. PS/PA to Secretary (General Administrative Department), Delhi Secretariat.
18. PS/PA to Secretary (Art, Culture and Language Department), Delhi Secretariat.
19. PS/PA to Secretary (IT Department), Delhi Secretariat.
20. PS/PA to Secretary (Irrigation & Flood Control Department), Shastri Nagar, Delhi.
21. PS/PA to Commissioner (VAT), Dept of Trade & Taxes, IP Estate New Delhi.
22. PS/PA to Divisional Commissioner, Revenue Department, Shamnath Marg, Delhi
23. PS/PA to Secretary (Planning) Delhi Secretariat
24. PS/PA to Commissioner, North Delhi Municipal Corporation, Dr. SP Marg, Civic Centre, New Delhi
25. PS/PA to Commissioner, East Delhi Municipal Corporation, 419, FIE, Patparganj Industrial Area, New Delhi
26. PS/PA to Commissioner, South Delhi Municipal Corporation, Dr. SP Marg, Civic Centre, New Delhi
27. PS/PA to Chairman, New Delhi Municipal Council, Sansad Marg, Palika Kendra, New Delhi
28. PS/PA to Secretary (Deptt. Of Archaeology), B Block, Vikas Bhawan-II, Civil Lines, Delhi
29. PS/PA to Secretary (Department of Forest & Wildlife), A- Block, Vikas Bhawan, New Delhi
30. PS/PA to Commissioner (Department of Industries), 419, F.I.E., Udyog Sadan, Patparganj Industrial Area, New Delhi
31. PS/PA to Secretary (Department of Archives), A-18, Satsang Vihar Marg, Special Institutional Area, New Delhi
32. PS/PA to Chairman, Public Grievances Commission, M-Block, Vikas Bhawan, IP Estate, New Delhi
33. PS/PA to Chairman Cum Managing Director (Delhi State Civil Supplies Corporation Ltd) 7-9, Ram Bagh, Pahar Ganj, New Delhi
34. PS/PA to Managing Director (DSIIDC) N-36 Bombay Life Building Cannaught Circus New Delhi
35. PS/PA to Secretary (Department of Higher Education) B Wing, 5 Shamnath Marg Delhi
36. PS/PA to Secretary (Administrative Reforms Department) Delhi Secretariat
37. PS/PA to Secretary (Delhi Minority Commission) C Block 1st Floor Vikas Bhawan IP Estate New Delhi
38. PS/PA to Secretary cum Commissioner (Labour Department) 5 Shamnath Marg Delhi
39. PS/PA to Secretary (Training & Technical Education) Muni Maya Ram Marg, Pitampura, Delhi
40. PS/PA to Director (Directorate of Gurudwara Elections), Vikas Bhawan ITO Delhi
41. PS/PA to Secretary (Social Welfare Department), GLNS Complex Delhi
42. PS/PA to Secretary-cum-Registrar (Registrar Cooperative Society), Old Court Bulding, Parliament Street, New Delhi

44. PS/PA to Secretary (Women & Child Development), GLNS Complex, Delhi
45. PS/PA to CEO (Delhi Urban Shelter Improvement Board) Punarwas Bhawan IP Estate, New Delhi
46. PS/PA to CEO (Delhi Cantonment Board) Sadar Bazar, Delhi Cantt, New Delhi
47. PS/PA to Drugs Controller (Department of Drugs Control), F-17, Karkardooma, Delhi
48. PS/PA to Commissioner (Department of Excise, Entertainment & Luxury Tax) L Block, Vikas Bhawan, New Delhi
49. PS/PA to Commissioner (Department of Food & Safety), Mayur Bhawan, 8th Floor, Cannaught Place, New Delhi
50. PS/PA to Secretary, Delhi Commission for Protection of Child Rights, 5th Floor, ISBT Building, Kashmere Gate, Delhi


(Sunil Kumar)
OSD to Secretary (Education)

PWD

No.F.20/06/2019-AC/1567/1252-1367
GOVERNMENT OF NCT OF DELHI
FINANCE (ACCOUNTS) DEPARTMENT

PWD SECRETARIAT
G.O. No. PWD/2019/10589
Dt. No. 16/05/2019

'A' WING, 4th Level
Delhi Secretariat
I.P.Estate, New Delhi.

Dated: 16/05/2019

OFFICE ORDER

The Lt. Governor, Delhi is pleased to declare the Chairman of Police Complaint Authority as Head of Department of Police Complaint Authority, Govt. of NCT of Delhi under SR-2(10) and Rule 3(f) of Delegation of Financial Powers Rules, 1978.



[S.P.Singh]
Secretary (Finance)

No. F.20/06/2019-AC/1567/1252-1367

Dated: 16/05/2019

Copy forwarded for information and necessary action :-

1. Pr. Secretary to the Lt. Governor, GNCT of Delhi.
2. All Pr. Secretaries/Secretaries/HODs GNCT of Delhi.
3. OSD to Chief Secretary, GNCT of Delhi.
4. PS to Additional Chief Secretary (Home), GNCTD.
5. PS to Pr. Secretary (GAD), GNCTD.
6. Audit Officer, Office of AG (Delhi), I.P.Estate, New Delhi.
7. Controller of Accounts, Principal Accounts Office, GNCTD
8. DCA, Directorate of Audit, GNCT of Delhi.
9. PAO concerned, GNCT of Delhi.
10. Official Website.

G.




[S.P.Singh]
Secretary (Finance)


17/5
SS(PWD)


12/5

DS (A)

S. (A) 
17.5.19


27/5/19



Timeline of finalizing the pension cases

9 49/c

1.	Rule-58 of CCS (Pension) Rules, 1972	Undertake the work of preparation of pension paper by the HOO.	One year before the date of retirement on superannuation or on the date on which he proceeds on leave preparatory to retirement.
2.	Rule-59 of CCS Pension Rules, 1972	Timelines for completion of two stages of preparation of paper.	Not later than eight months prior to the date of retirement
3.	Rule-59 of CCS (Pension) Rules, 1972	Forwarding Form-5 to retiring govt. servant of superannuation advising him to submit the form duly completed in all respect.	Not later than six months prior to the date of his retirement
4.	Rule-59 (A) of CCS (Pension) Rules, 1972	Forwarding Form-5 to the retiring govt. servant other than superannuation	Should be forwarded before retirement but after the approval of such retirement by the competent authority or the retirement has become effective.
5.	Rule-60 of CCS (Pension) Rules, 1972	Completion of pension papers by HOO. i) Superannuation: Completion of Part-I of Form-7 by HOO. ii) other than superannuation	Not later than four months before the retirement Within 3 months after submission of Form-5 by the Govt. servant.
6.	Rule-61 of CCS (Pension) Rules, 1972	Forwarding of pension papers to Accounts Officer by HOO. i) Superannuation ii) other than superannuation	Not later than four months Not later than three months after the date of submission of Form-5
7.	Rule-65 of CCS (Pension) Rules, 1972	Authorisation of pension and gratuity by the Accounts Officer of PAO.	One month in advance of the date of retirement of the Govt. servant.

OFFICE OF MINISTER OF HEALTH,
POWER, PWD, HOME, UD, I&FC & INDUSTRIES
GOVT. OF DELHI: DELHI SECRETARIAT
ROOM NO.704: 7TH LEVEL : 'A' WING
I.P. ESTATE: NEW DELHI

Min 4/2019/4293
16/05/2019

Sub: Work Order during Leave period of Secretary to Hon'ble Minister.

The undersigned is proceeding on 05 days leave w.e.f. 16/5/2019 to 22/5/2019. During my leave period, all OSDs to Hon'ble Minister must ensure that important matters, files, papers etc. are brought to the notice of Hon'ble Minister immediately for appropriate action. All the letters/reference received in Dak in this office is to be marked to the OSDs concerned for appropriate action.

Gm
15/5/19
(G. SUDHAKAR)
Secretary to Minister of
Health, Power, PWD, Home, UD, I&FC & Industries

U.O. No. minhealth/2019/2744-55

Dated: 15/05/19

To

1. OSD (Health & FW) – Dr. Pawan Kumar
2. OSD (Inds.) – Sh. S.N. Sharan
3. OSD (PWD) – Sh. Sanjiv Rastogi
4. OSD (Power) – Sh. B. D. Shastri with the instructions to coordinate regarding files/matters pertaining to Home Department
5. Consultant (UD) - Shri R.K. Gupta
6. OSD – Sh. Sanjay Tripathi
7. OSD (I&FC) – Sh. B.B. Nagpal
8. OSD (Admn.) – Sh. S.P. Singh Sisodia to coordinate for files and dak received in this office

Copy for information to:

1. OSD to Chief Secretary, Delhi.
2. Addl. Secretary to Hon'ble Chief Minister
3. PPS/PS to Addl.Chief Secretary (Home)/ Pr. Secretary (PWD)/Pr. Secretary (UD) / Pr. Secretary-cum-Commissioner (Inds.)/ Pr. Secretary (H&FW)/Secretary (Power)/Secretary (I&FC)
4. Sr. PA to Hon'ble Minister

17/5

SS(PWD)

17/5

OSD(A)

17.5.19
So (Admin)

17/5/19

PM

3

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 : 01/05/2015

To,

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

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
(Renu Sharma)
Pr. Secretary (Finance)

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

Date : 01/05/2015

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

Je
01.8.2015
Controller of Accounts

No. 1/27/2011-P&PW (E)
Government of India
Ministry of Personnel, P.G. & Pensions
Department of Pension & Pensioners' Welfare

3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi,
the 7th May, 2014

Office Memorandum

Sub: Simplification of pension procedure – submission of undertaking by retiring Government servant along with pension papers - reg.

'The Scheme for Payment of pensions to Central Government Civil Pensioners through Authorised Banks', issued by the Central Pension Accounting Office provides for an undertaking to be submitted by the retiring Government servant/pensioner to the pension disbursing bank before commencement of pension. The pensioner undertakes to refund or make good any amount to which he is not entitled.

2. It has been found that the first payment of pension after retirement gets delayed mainly due to two reasons. One, the delay in receipt of intimation by the pensioner that pension papers have reached the bank and two, delay on part of the pensioner in approaching the bank for submission of undertaking.
3. The feasibility of submission of undertaking by the retiring Government servant along with pension papers had been under consideration in the Government for some time. The following simplification has therefore been approved with the concurrence of Department of Expenditure, vide their I.D. No.130/E.V/2014, dated 24th February, 2014. The required undertaking may be obtained by the Head of Office from the retiring Government servant along with Form 5 and other documents before his retirement. This undertaking shall be forwarded to the pension disbursing bank along with the Pension Payment Order by the Accounts Officer/CPAO following the usual procedure. The bank shall credit the pension to the account of the pensioner as soon as this Undertaking is received along with the pension documents.
4. The pensioner would no longer be required to visit the bank to activate the first payment of pension. Therefore, after ascertaining that the Bank's copy has been despatched by the Central Pension Accounting Office, the pensioner's copy of the Pension Payment Order (PPO) may be handed over to him at the time of retirement along with other retirement dues. This should be feasible in all cases where the Government servant had submitted pension papers within the time-limits prescribed in the Central Civil Services (Pension) Rules, 1972.
5. An employee posted at a location away from the office of the Head of Office or who for any other reasons feels that it would be more convenient to him to obtain his copy of PPO from the bank, may inform the Head of Office of his option in writing while submitting his pension papers.



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SPECIMEN LETTER OF UNDERTAKING BY THE PENSIONER

Date _____

To

The Branch Manager

_____ (Bank)

_____ (Branch & address)

Dear Sir,

Payment of pension under A/C No. _____ through your Bank.

In consideration of your having, at my request, agreed to make payment of pension due to ~~me~~ every month by credit to my account with you. I the undersigned agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further ~~heroby~~ undertake and agree to bind myself and my heirs, successor, executors and administrators to indemnify the bank from and against any loss, suffered or incurred by the bank in ~~so~~ crediting my pension to my account under the scheme and to forthwith pay the same to the bank and also irrevocably authorise the bank to recover the amount due by debit to my ~~said~~ account or any other account/ deposits belonging to me in the possession of the bank

Yours faithfully,

Signature:

Name:

Address:

Witnesses:

(1) Signature:

Name:

Address:

Date:

(2) Signature:

Name:

Address:

Date:

भारत सरकार
वित्त मन्त्रालय, व्यय विभाग
केन्द्रीय पेंशन लेख कार्यालय
त्रिकूट-II भीकाजी कामा प्लेस
नई दिल्ली-110066
फोन : 26174596, 26174456, 26174438



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GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CENTRAL PENSION ACCOUNTING OFFICE
TRIKOOT-II, BHIKAJI CAMA PLACE,
NEW DELHI-110066
PHONES : 26174596, 26174456, 26174438

CPAO/IT&Tech/11(Vol-VI)/Simplification/2018-19/01

01.04.2019

OFFICE MEMORANDUM

Subject: Simplification of pension procedure-submission of undertaking by retiring Government servant along with pension papers & Handing over of PPO booklet to Pensioners by Head of Office -reg.

The Scheme for Payment of pensions to Central Government Civil Pensioners through Authorized Banks', issued by the Central Pension Accounting Office provides for an undertaking to be submitted by the retiring Government servant/pensioner to the pension disbursing bank before commencement of pension. The pensioner undertakes to refund or make good any amount to which he is not entitled.

2. In view of the above Department of Pension & Pensioners' Welfare issued instructions vide its O.M. No. 1/27/2011-P&PW(E) dated 07.05.2014 which were also communicated through this office O.M. No. CPAO/Tech/Simplification/2014-15/53 dated 28.05.2014. These provisions are reiterated below:

- (a) It has been established that the first payment of pension after retirement gets delayed mainly due to two reasons. One, the delay in receipt of intimation by the pensioner that pension papers have reached the bank and two, delay on part of the pensioner in approaching the bank for submission of the undertaking.
- (b) The required undertaking may be obtained by the Head of Office from the retiring Government servant along with Form 5 and other documents before his retirement. This undertaking shall be forwarded to the pension disbursing bank along with the Pension Payment Order by the Accounts Officer/CPAO following the usual procedure.
- (c) The pensioner would no longer be required to visit the bank to activate the first payment of pension. Therefore, after ascertaining that the Bank's copy has been dispatched by the Central Pension Accounting Office, the pensioner's copy of the Pension Payment Order (PPO) may be handed over to him at the time of retirement along with other retirement dues. This should be feasible in all cases where the Government servant had submitted pension papers within the time-limits prescribed in the Central Civil Services (Pension) Rules, 1972.

- (d) However, if any employee posted at a location away from the office of the Head of Office or who for any other reasons feels that it would be more convenient to him to

Received on
01/04/19
by
[Signature]

[Signature]

54155
15-4-19

obtain his copy of PPO from the bank, may inform the Head of Office of his option in writing while submitting his pension papers. 8 - 57c 8

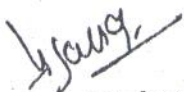
3. Pay & Account Office/Head of Office should not wait for the copy of PPO (SSA) for confirmation of the dispatch of the same by CPAO to bank for handing over of the pensioner's copy to the retiring government servant along with other retirement dues. PAO/HoO may confirm the dispatch of Banks Copy of PPO by visiting CPAO's website i.e www.cpao.nic.in → See your PPO Status.

4. It has been observed that pensioner's portion of the PPO is not being handed over to the pensioner, but being sent to the bank through CPAO. It seems that the timeline for submission of finalizing the pension cases as mentioned in the CCS (Pension) Rules, 1972 are not being adhered to by HoO/PAO.

5. All Pr. CCAs/CCA/CAs/AGs (with independent charge)/JS(Admin) are requested to issue instructions to all Pay and Accounts Offices/ Head of Offices under their jurisdiction to ensure timely submission of pension papers so that the correct procedure is followed strictly. Timeline for finalization of pension cases as prescribed in CCS (Pension) Rules, 1972 is annexed herewith.

This issues with the approval of Chief Controller (Pension).

Encl.: Annexure


(Praful Dabral)
Sr. A.O. (IT & Technical)

To,

- 1) All Pr.CCAs/CCAs/CAs/AGs (with independent charge)/JS(Admin.)
- 2) All General Managers to all authorized CPPC Banks

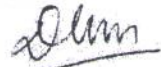
Copy to:-

- 1) Sr.PS to CGA, O/o the CGA, Mahalekha Niyantarak Bhawan, E-Block, General Pool Office (GPO) Complex, INA, New Delhi.
- 2) PS to Addl. CGA (JPSC), Mahalekha Niyantarak Bhawan, E-Block, General Pool Office (GPO) Complex, INA, New Delhi.
- 3) PS to CC (P), CPAO, New Delhi
- 4) The Director, DP&PW, Lok Nayak Bhawan, Khan Market, New Delhi - 110003.
- 5) Sr. TD(NIC), CPAO, New Delhi
- 6) PA to ACA, CPAO

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6. Office of Controller General of Accounts is requested to instruct all Pay and Accounts Offices and all pension disbursing banks to follow the above procedure as well as make necessary amendments to the pension sanction and payment procedures and the Scheme Booklet.

7. All Ministries/Departments are requested to follow the above procedure henceforth. Department of Posts and Department of Telecommunications are requested to make suitable amendments to the instructions to the Accounts Officers and pension disbursing Post Offices/Banks to adhere to the above procedure.



(D.K. Solanki)

Under Secretary to the Government of India

Ph: 24644632

1. All Ministries/Departments of the Government of India as per list
2. O/o Controller General of Accounts, 7th Floor, Lok Nayak Bhavan, Khan Market, New Delhi.
3. Central Pension Accounting Office, Trikot -II, Bhikaji Kama Place, New Delhi.
4. Department of Expenditure (E.V Branch, w.r.t. their I.D. No.130/E.V/2014, dated 24th February, 2014), North Block, New Delhi.
5. Department of Posts, Dak Bhavan, New Delhi
6. Department of Telecommunications, Sanchar Bhavan, New Delhi.

No. 1/27/2011-P&PW (E)
Government of India
Ministry of Personnel, P.G. & Pensions
Department of Pension & Pensioners' Welfare

3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi,
the 7th May, 2014

Office Memorandum

Sub: Simplification of pension procedure - submission of undertaking by retiring Government servant along with pension papers - reg.

'The Scheme for Payment of pensions to Central Government Civil Pensioners through Authorised Banks', issued by the Central Pension Accounting Office provides for an undertaking to be submitted by the retiring Government servant/pensioner to the pension disbursing bank before commencement of pension. The pensioner undertakes to refund or make good any amount to which he is not entitled.

2. It has been found that the first payment of pension after retirement gets delayed mainly due to two reasons. One, the delay in receipt of intimation by the pensioner that pension papers have reached the bank and two, delay on part of the pensioner in approaching the bank for submission of undertaking.

3. The feasibility of submission of undertaking by the retiring Government servant along with pension papers had been under consideration in the Government for some time. The following simplification has therefore been approved with the concurrence of Department of Expenditure, vide their I.D. No.130/E.V/2014, dated 24th February, 2014. The required undertaking may be obtained by the Head of Office from the retiring Government servant along with Form 5 and other documents before his retirement. This undertaking shall be forwarded to the pension disbursing bank along with the Pension Payment Order by the Accounts Officer/CPAO following the usual procedure. The bank shall credit the pension to the account of the pensioner as soon as this Undertaking is received along with the pension documents.

4. The pensioner would no longer be required to visit the bank to activate the first payment of pension. Therefore, after ascertaining that the Bank's copy has been despatched by the Central Pension Accounting Office, the pensioner's copy of the Pension Payment Order (PPO) may be handed over to him at the time of retirement along with other retirement dues. This should be feasible in all cases where the Government servant had submitted pension papers within the time-limits prescribed in the Central Civil Services (Pension) Rules, 1972.

5. An employee posted at a location away from the office of the Head of Office or who for any other reasons feels that it would be more convenient to him to obtain his copy of PPO from the bank, may inform the Head of Office of his option in writing while submitting his pension papers.

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6. Office of Controller General of Accounts is requested to instruct all Pay and Accounts Offices and all pension disbursing banks to follow the above procedure as well as make necessary amendments to the pension sanction and payment procedures and the Scheme Booklet.

7. All Ministries/Departments are requested to follow the above procedure henceforth. Department of Posts and Department of Telecommunications are requested to make suitable amendments to the instructions to the Accounts Officers and pension disbursing Post Offices/Banks to adhere to the above procedure.

D.K. Solanki

(D.K. Solanki)

Under Secretary to the Government of India

Ph: 24644632

1. All Ministries/Departments of the Government of India as per list
2. O/o Controller General of Accounts, 7th Floor, Lok Nayak Bhavan, Khan Market, New Delhi.
3. Central Pension Accounting Office, Trikot -II, Bhikaji Kama Place, New Delhi.
4. Department of Expenditure (E.V Branch, w.r.t. their I.D. No.130/E.V/2014, dated 24th February, 2014), North Block, New Delhi.
5. Department of Posts, Dak Bhavan, New Delhi
6. Department of Telecommunications, Sanchar Bhavan, New Delhi.

PRINCIPAL ACCOUNTS OFFICE
GOVT. OF NCT OF DELHI
A-BLOCK, VIKAS BHAWAN, I.P. ESTATE,
NEW DELHI-110002.

No: F.12(04)/2018/T-1/Pr.AO/ 1056-1151

Dated: 14/05/2019

To, ✓

- ✓ All the Pr. Secretaries/Secretaries,
Head of the Departments,
Govt. of NCT of Delhi,
Delhi/New Delhi.

PWD SECRETARIAT
C. I. ...
Dy. No. PWD/2019/10774
D. 20/05/2019

- Sub:-(i) Timely Payment of Pensionary entitlement to the retirees and family members.**
- (ii) Submission of undertaking by retirees' alongwith Form '5' of Pension Rules to the Pension Disbursing Bank before commencement of pension to refund or make good any amount to which he is not entitled.**

Sir/Madam,

SS(PWD) Please refer to letter No. F.9(01)/2015/T-1/Pr.AO/1453-1577 dated 01.08.2018 of Pr. Secretary (Finance), GNCT of Delhi in which it was 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 (copy enclosed).

DS(A) 2. The Government of India vide their Office Memorandum No. 1/27/2011-P&PW(E) dated 7th May, 2014 (copy enclosed) had also advised to hand over the pensioner's portion of Pension Payment Order (PPO) to the retirees at the time of retirement to obtain and submit the undertaking by retirees alongwith Form '5' of Pension Rules to the Pension Disbursing Bank before commencement of pension to refund or make good any amount to which he is not entitled.


29/5/19
29/5/19
Pr. Secy
3. The CPAO vide their Office Memorandum No. CPAO/IT&Tech/11(Vol-VI)/Simplification/2018-19/01 dated 01.04.2019 (copy enclosed) has advised this office to ask the Head of the Offices to take steps for timely submission of pension case and submit the undertaking to refund or make good any amount to which he is not entitled.

Contd...2

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4. It is, therefore, requested that the Head of the Offices under your control may be advised to take steps for timely submission of pension cases to PAOs to ensure the timely payment of pensionary entitlement to the retirees & family members and also submission of undertaking of the retirees' to refund or make good any amount to which he is not entitled to PAOs alongwith pension papers.

Yours faithfully,


12/5/2019

(Parkash Chand)
Controller of Accounts
011-23370762

Dated:

Encl: As above.

No: F.12(04)/2018/T-1/Pr.AO/

Copy to:

1. The Additional Chief Secretary (Finance), Department of Finance, Govt. of NCT of Delhi, A-Wing, 4th Level, Delhi Secretariat, New Delhi for kind information.
2. All Pay & Accounts Officers, Pay & Accounts Offices, Govt. of NCT of Delhi, Delhi/New Delhi alongwith copy of O.M. dated 01.04.2019 of the office of CPAO referred to above with the advice to issue similar instructions to the Head of the Offices under your payment control under intimation to this office.

Controller of Accounts