

No. 5/15/2014-3Pension (FD)

Establishment Branch

Dairy No.

Dated

From

Principal Secretary to Government, Haryana,  
Finance Department

PS/DPS

4370

Receipt No.

Date

02/09/15

To

1. All Heads of Departments in Haryana.
2. Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions.
3. All Deputy Commissioners, Haryana.
4. Registrar, Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh, the 27<sup>th</sup> August, 2015.

*Already seen*  
**Subject:- Observation of time schedule for sending Pension Cases of employees of Haryana Government.**

*DD Adm* Sir/Madam,

*No sp*  
I am directed to invite your attention to the instructions issued by this Department vide letters No. 68/2/2001/FD/Pension/SAP dated 10.10.2006, 18.06.2012, 29.08.2012 and 11.12.2014 on the subject cited above.

*DS/PS*

*Balant*

*9/9*

*6/8/15*

It has come to the notice of Finance Department that though instructions have been issued by the State Government from time to time, some departments have not followed the said Time Schedule and have very casual approach in sending the concerned No Dues Certificate. Even the **Certificate & Report (C&R)** are replied to by these departments after the expiry of date of retirement just mentioning therein that NDC will follow. Further, PAG Haryana has pointed out that while sending the Pension Cases of Haryana Govt. employees, the concerned Pension Sanctioning Authorities do not indicate whether sanction for release of pensionary benefits has been obtained from the competent authority and also recommendations for release of Certificate & Report only or for issue of PPO/GPO etc. are also not made clear and cases are sent merely mentioning sent for further necessary action to this office. Non-mentioning of these facts clearly in the case results in confusion at the time of releasing pensionary benefits which may lead to irregular payment specifically in cases where departmental/judicial proceedings are initiated.

To avoid such delay in finalizing the pension, now it has been decided that all Pension Sanctioning Authorities are directed to ensure to furnish the case to Principal Accountant General Haryana complete in all respects after observing the time schedule so that un-necessary delay in issuing the pensionary benefits and undue complaint/Court cases from pensioner/family pensioner could be avoided.

Further it must be ensured that while sending the pension cases of Haryana Govt. employees, the concerned Pension Sanctioning Authorities do indicate whether sanction for release of pensionary benefits has been obtained from the competent authority and also made proper recommendations for release of Certificate & Report only or for issue of PPO/GPO etc.

Apart from above, Pension Sanctioning Authorities are also directed to send the reply of C&R issued by Principal Accountant General Haryana in respect of employees at least one month before the date of retirement.

You are, therefore, requested that the above instructions be conveyed to all officers/officials dealing with pension cases for strict compliance.

A copy of these instructions is also available on Finance Department website and can be downloaded from the site [www.finhry.gov.in](http://www.finhry.gov.in).

The receipt of these instructions may be acknowledged.

Yours faithfully,

*Santom Sharma*  
**Under Secretary Finance (Pension)**  
for Principal Secretary to Government, Haryana,  
Finance Department

A copy is forwarded to following for information and necessary action:-

1. The Chief Secretary to Government Haryana.
2. All the Additional Chief Secretaries to Government Haryana.
3. All the Principal/Administrative Secretaries to Govt. Haryana.

*Santom Sharma*  
**Under Secretary Finance (Pension)**  
for Principal Secretary to Government, Haryana,  
Finance Department

To

1. The Chief Secretary to Government Haryana.
2. All the Additional Chief Secretaries to Government Haryana.
3. All the Principal/Administrative Secretaries to Govt. Haryana.

U.O. No. 5/15/2014-3Pension (FD) Dated, Chandigarh the **27.08.2015**  
Endst No. 5/15/2014-3Pension (FD) Dated, Chandigarh the **27.08.2015**

A copy alongwith 10 spare copies is forwarded to Principal Accountant General (A&E)/Audit, Haryana, Chandigarh for information and necessary action.

*Santom Sharma*  
**Under Secretary Finance (Pension)**  
for Principal Secretary to Government, Haryana,  
Finance Department

Endst No. 5/15/2014-3Pension (FD) Dated, Chandigarh the **27.08.2015**

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I & II/Officers on Special Duty I & II/Special Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers/Ministers of State, Haryana for information and necessary action.

*Santom Sharma*  
**Under Secretary Finance (Pension)**  
for Principal Secretary to Government, Haryana,  
Finance Department

To

The Principal Secretary/Additional Principal Secretary I & II/  
Officers on Special Duty I & II/Special Senior Secretaries/Secretaries/Private  
Secretaries to Chief Minister/Ministers/Ministers of State, Haryana for  
information and necessary action:-

Endst No. 5/15/2014-3Pension (FD) Dated, Chandigarh the **27.08.2015**

A copy alongwith 50 spare copies is forwarded to the Director  
Treasuries and Accounts Department Haryana for circulating amongst  
TOs/ATOs.

*Santosh Sharma*  
**Under Secretary Finance (Pension)**  
for Principal Secretary to Government, Haryana,  
Finance Department *AS*

Endst No. 5/15/2014-3Pension (FD) Dated, Chandigarh the **27.08.2015**

A copy is forwarded to the In-charge, Computer Cell, Finance  
Department for placing it on the official website of Finance Department.

*Santosh Sharma*  
**Under Secretary Finance (Pension)**  
for Principal Secretary to Government, Haryana,  
Finance Department *AS*

3 of 3

53643—F.D.—H.G.P., Chd.

**OFFICE OF DIRECTOR GENERAL FOOD & SUPPLIES, HARYANA, CHANDIGARH**

Endst. No. 6E(I)-2015/ *28057* Dated, Chandigarh, the *11/09/2015*  
A copy of the above is forwarded to the following for information and strict compliance:-

1. All the District Food & Supplies Controllers in the State of Haryana.
2. All Officers/In-charges at Hqrs.
3. DCLM, Haryana, Near Football Chowk, Ambala Cantt.

*1082 and 11/9/2015*  
Deputy Superintendent Estt.-I  
for Director General Food & Supplies,  
Haryana  
*M*