

advance, overpayment of pay and allowances or leave salary and arrears of income tax deduction at source under the Income Tax Act, 1961 (43 of 1961).

Note.— Where incomplete pension cases and/or without no due certificate of loan and advance(s), if any, are sent to the Principal Accountant General Haryana (Accounts & Entitlement), the pension sanctioning authority concerned shall be made responsible for initiating disciplinary action against him.

74. Preparation and forwarding of pension papers in case of retirement or death while on deputation or foreign service.—

Action for preparation and forwarding of pension papers in accordance with the provisions of these rules shall be taken by the *pension sanctioning authority* of the—

- (1) parent department, in case of retirement or death of a Government employee while on foreign service;
- (2) department in which he was last working, in case of retirement or death of a Government employee while on deputation in any department of Haryana Government; and
- (3) Government/department to which he belongs at that time, in case of retirement or death while on deputation in a department other than of Haryana Government.

✓ **75. Forwarding of pension papers to the Principal Accountant General (A&E).—**

- (1) The *pension sanctioning authority* shall complete Form Pen- 3 prior to the date of retirement of the Government employee and after completion shall forward, not later than one year before the date of retirement of Government employee, to the Principal Accountant General (Accounts & Entitlement), Haryana in Form Pen-4 alongwith the following documents :-

1.	Form Pen-1, Pen-2 and Pen-3 duly completed.
2.	Medical certificate of incapacity (if the claim is for invalid pension).
3.	Copy of order of retirement or death certificate in case of death while in service

4.	Last Pay Certificate generated from e-salary system duly signed by DDO.
5.	Statement of qualifying and non-qualifying service with reference to entries of verification made in service book.
6.	Calculation sheet of pension, commutation of pension, death-cum-retirement gratuity and family pension (normal and enhanced).
7.	Service book complete in all respects (date of retirement to be indicated in the service book).
8.	Certificate regarding no judicial or departmental proceedings are pending at the time of retirement.
9.	Clearance certificate from Vigilance Department, in case of Group A and B Government employees.
10.	Brief statement regarding re-instatement of the Government employee in case he has been re-instated after having been suspended, compulsorily retired, removed or dismissed from service.
11.	Four copies of passport size photograph with and without spouse duly attested by the Head of Office or any other Gazetted Officer authorized by him.
12.	Two slips of three specimen signatures or thumb impressions of Government employee and spouse, duly attested by Head of Office or any other Gazetted Officer authorized by him.
13.	Photo copy of Aadhar Card of Government employee and family member(s) eligible for family pension, if any.
14.	Undertaking regarding refund of excess payment of pension, commutation of pension and gratuity, if found at a later stage. <i>(to be submitted by the retiring Government employee)</i>
15.	Undertaking regarding adjustment of long term loans and advances and rent of Government accommodation. <i>(to be submitted by the retiring Government employee)</i>
16.	Option for Medical Allowance. <i>(to be submitted by the retiring Government employee)</i>

Note.— *The pension sanctioning authority shall retain a copy of each of the forms referred above for its record.*

- (2) Where the payment of pensionary benefits is desired from an accounting circle other than that of Principal Accountant General, Haryana, the *pension sanctioning authority* shall send Form Pen-4 in duplicate to the Principal Accountant General (Accounts & Entitlement), Haryana.
- (3) The *pension sanctioning authority* shall supply a certified copy of the calculation sheet of pension, commutation of pension, death-cum-retirement gratuity and family pension (normal and enhanced) to the Government employee after submission of pension case to the Principal Accountant General (Accounts & Entitlement), Haryana.

- (4) The *pension sanctioning authority* after ascertaining and assessing the Government dues as in rule 73, shall furnish the particulars thereof to the Principal Accountant General (Accounts & Entitlement), Haryana at least two months before the date of retirement of the Government employee so that the dues are recovered out of the gratuity before its payment is authorised.

76. Intimation of any event which occurs after forwarding pension papers.—

- (1) After forwarding the pension papers to the Principal Accountant General (Accounts & Entitlement), Haryana, If any event occurs which has a bearing on the amount of pension admissible, the facts shall be reported to the Principal Accountant General (Accounts & Entitlement), Haryana, by the *pension sanctioning authority*.
- (2) If, after the particulars of Government dues have been intimated to the Principal Accountant General (Accounts & Entitlement), Haryana, any additional Government dues come to the notice of the *pension sanctioning authority*, such dues shall be reported to the Principal Accountant General (Accounts & Entitlement), Haryana. He shall also record these additional dues in the last pay certificate.

77. Authorization of pension and gratuity by Principal Accountant General (A&E), Haryana.—

- (1) (a) On receipt of pension papers, the Principal Accountant General (Accounts & Entitlement), Haryana shall apply the requisite checks and assess the amount of pension and gratuity and issue the pension payment order not later than one month in advance of the date of the retirement of the Government employee if the pension is payable in his circle of accounting unit.
- (b) If the pension is payable in another circle of accounting unit, the Principal Accountant General (Accounts & Entitlement), Haryana shall send the pension payment order alongwith a copy of Form Pen-3 to the Principal Accountant General (Accounts & Entitlement) of that unit for arranging payment.
- (2) The payment of the amount of gratuity to the retired Government employee as determined by the Principal Accountant General (Accounts