

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE:
NEW DELHI DISTRICT: PATIALA HOUSE COURT: NEW DELHI

No. 17055 /LTC/Accounts/NDD/PHC/2022 dated Delhi the 05/07/2022

CIRCULAR

It has been noticed by the undersigned that some of employees of New Delhi District are not maintaining their own or their dependent family member's, name, Date of Birth and residential address registered in their Service Book, Pay Slip, GPF/NPS module/statement/passbook and Personal File in consonance with their Aadhar Card/Election ID Card/PAN Card/Cheque Book/Pass Book/Passport and thus making it difficult for the Office to clear all the retirement dues i.e. Pension/Family Pension Case, DCRG, Commutation of Pension, Terminal Leave Encashment, UTGEGIS etc. to the Retiree Govt. officials or their dependent legal heirs on time.

In order to streamline the procedure and to avoid undue delay in releasing the Pension/Family Pension or other retirement benefits, following guidelines have been framed with the request to ensure it's adherence henceforth:-

1. Ensure same name (with correct spelling) of the Retiree/dependent legal heir(s) with same Date of Birth and residential address should be recorded in all Office record (i.e. Service Book, Pay Slip, GPF/NPS module/statement/passbook and Personal File) with Personal Identity Proof (Aadhar Card/Election ID card/PAN card/Matriculation Certificate/ Cheque Book/Bank Pass Book/Passport).
2. Those Retiring employees who are in the possession of Government Accommodation if desire to seek extension in vacating Government Accommodation beyond the date of retirement, are required to submit No Dues Certificate from the Estate Department concerned or shall submit a letter from the Estate Department that their DCRG may be withheld by 10% for wear and tear and other dues related to Revised License fee.
3. The Saving Account opened in the Nationalized Bank/Kotak Mahindra Bank of the Retiree Government servant should be joint in the name of the Government Servant and his/her spouse.
4. Form No. 3 for family details and the nomination form for DCRG, Commutation, UTGEGIS, GPF etc should be updated in the service record immediately so that issue of legal heir(s) may not arise in future contingency or retirement date.


(MANISH KHURANA)

HEAD OF OFFICE

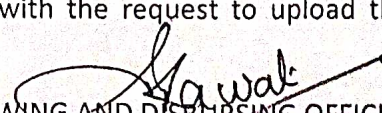
NEW DELHI DISTRICT

PATIALA HOUSE COURTS: NEW DELHI

No. 17055 - 17131 /Accounts/PB/PHC/2020-2021 Dated 05/07/2022

Copy forwarded for information and necessary action to:-

- 1) All the Ld. Judicial Officers, NDD, PHC, with the request to bring the above said to the notice of staff posted in their Courts.
- 2) The P.S to Ld. Principal District and Sessions Judge, New Delhi District, PHC, with the request to bring the above said to the notice of staff in the Personal Office.
- 3) The Pay and Accounts Officer No. XIV, Shankar Road, Fire Station Building, New Delhi.
- 4) The AO (J)/Branch Incharges, of all the branches of New Delhi District, PHC, with the request to bring the above said circular to the notice of the staff posted in the Branches.
- 5) The Incharge, Computer Branch, New Delhi District, PHC with the request to upload the circular on the official website of the office.


DRAWING AND DISBURSING OFFICER
NEW DELHI DISTRICT PATIALA
HOUSE COURT/ NEW DELHI