

**DIRECTORATE OF TRAINING & TECHNICAL EDUCATION, GNCTD
PITAMPURA, DELHI-110 034
(ADMINISTRATION BRANCH)**

No. F.3(26)/2022/Misc/TTE//E-IV/188-94

Dated: January 12, 2023

OFFICE MEMORANDUM

Sub: Finalization of pensionary benefits.

All Head of Offices, Campus Directors of Institutes of Technology, Principals of ITIs are required to settle the pension / death cases in a time bound manner as per provisions of CCS (Pension) Rules, 2021 .

Rule No.56 of CCS (Pension) Rules, 2021 prescribes regarding Preparation for processing of pension cases "Every Head of Office shall undertake the preparatory work for processing of pension case one year before the date on which a Government servant is due to retire on superannuation, or on the date on which he proceeds on leave preparatory to retirement, whichever is earlier."

Further, Rule No.57 of CCS (Pension) Rules prescribes the three stages of one year duration for processing of pension case on superannuation. In the first stage, the Head of Office shall complete the verification of service and in the second stage the omissions, imperfections or deficiencies which have been noticed during the verification of service shall be removed in the service book, in consultation with the official concerned. The first and second stage should be completed in four months. As soon as the second stage is completed, but not later than eight months prior to the date of retirement of the Government servant, the Head of Office shall, in the third stage, furnish a certificate to the retiring Government servants regarding length of qualifying service proposed to be admitted for the purpose of pension and gratuity within two months and thereafter advise the retiring Government servant to submit pension papers not later than six months prior to his date of retirement.

Whereas Rule No. 57 prescribed for pension cases on superannuation, the Rule No. 58 of CCS (Pension) Rules prescribes regarding submission of forms in respect of Government servants retiring for reason other than superannuation which may include voluntary/compulsory retirement, resignation and death cases, etc.

Rule No. 59 prescribes on Completion of pension case.- (1) In cases under rule 57, the Head of Office shall complete Part I of Form 7 along with the check list and the pension calculation sheet not later than four months before the date of retirement of a Government servant. In cases under rule 58, the Head of Office shall complete Part I of Form 7 along with the check list and the pension calculation sheet within two months after submission of Form 4 and Form 6 by a Government servant or his or her spouse or member of his or her family, as the case may be.

After complying with the requirement of Rule 57, 58 & 59, the Head of Office/Account Officer shall forward the pension case to the PAO concerned not later than four months before the date of superannuation of a Government servant and in cases other than 'retirement on superannuation' not later than two months after the date of submission of Form 4 & 6.

Further, as per Sub-Rule 3 of Rule (62) of CCS Pension Rule, where the amount of pension and gratuity cannot be determined for reasons other than departmental or judicial proceedings, a provisional pension and provisional gratuity is required to be sanctioned by the Head of Office in accordance with Sub-Rule (1) of Sub-Rule (2) of Rule 62 of CCS Pension Rule.

1715(CB)
12/01/23



From the above quoted provisions of CCS (Pension) Rules, it is clear that no occasion should arise when the Government servant is not given pensionary and retiral benefits on the date of his retirement. All the Head of Office/Account Officers under DTTE are, therefore, advised to scrupulously follow the above provision of CSS (Pension) Rules so that pensionary benefits are released to the superannuating/retiring Government servants well in time. **In future any deviation from the time line given above will be viewed seriously.**

All Head of Offices including Registrars of DSEU, NSUT, DTU, IGDTUW & DPSRU, Campus Directors of all Institutes of Technology, Principals of all ITIs, Registrar (BTE) and HOO, DTTE (HQ) are required to follow the above provisions of CCS (Pension) Rules, 2021 and to ensure that all the pensionary benefits are settled positively by the date of superannuation. In death cases, the final settlement should be made within 3 months from the date of death.

This issues with the approval of the Director (TTE).

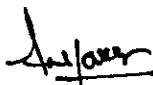

(A.N. GAUR)
DY. DIRECTOR (ADMN.)

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Copy forwarded for information & necessary action to:-

1. PPS to Secretary (TTE) / PS to Director (TTE) / PA to Jt. Director (TTE)
2. Registrars of DSEU, NSUT, DTU, IGDTUW & DPSRU
3. Dy. Directors of E-I, E-II, SB, E-IV, Planning, Skill Development & Training and Registrar BTE/DCA.
4. Campus Directors of all Institutes of Technology under DSEU
5. Principals of all ITIs/BTC.
6. System Analyst for uploading this circular on the website of Department.
7. Guard file.


(A.N. GAUR)
DY. DIRECTOR (ADMN.)