

POLICE CIRCULAR ORDER No. 331 /2008.

Sub: - Timely Submission of Pension Cases.

Pension cases of State Government employees including Police personnel are regulated in accordance with provisions contained in OCS (Pension) Rules-1992 and OCS (Commutation Pension) Rules-1992. Rules 58 to 64 of OCS (P) Rules 1992 prescribe a time frame for preparation, submission and sanction of pension cases.

It has been noticed that timely steps are not initiated for the preparation and transmission of pension cases as prescribed in the aforesaid rules. The pension papers of retiring Police personnel should be prepared well in advance. Utmost care should be taken to prepare pension papers correctly and without mistakes to prevent undue delay and consequent avoidable hardship to retiring Police personnel.

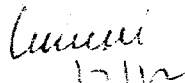
Therefore, it is impressed upon all concerned that preparation of pension papers should be initiated not later than 2 years before the date of retirement. The S.B./Service records of retiring staff due for retirement in next 2 years may be verified thoroughly and it should be ensured that leave, Service Verification Certificate, Pay and other entries have been correctly entered. In case of any discrepancy/deficiency immediate steps be taken to rectify the deficiencies. After completing all the formalities, the papers may be sent to the Pension Sanctioning Authority not later than 6 months and to the A.G., (A&E), Orissa, Bhubaneswar not later than 4 months before the date of retirement.

All the Heads of Police District/Establishment should submit the following returns/statements about pension cases.

- 1- Half yearly Return in OCS (Pension) Form-1 (Annexure-I) and
- 2- Quarterly Return in the enclosed proforma (Annexure-II).

Regular review and personal attention of the Head of Establishment is necessary to ensure that the Police personnel get their retirement dues in time.

(Previous P.C.O. No 89 and P.C.O. No. 17).


D.G. & I.G. of Police
Orissa, Cuttack.

: 02 :

Memo No. 59122 Accts.

Dated. 15.12.2008.

Copy forwarded to All Heads of Police Establishments (Including Home Guards, Fire Service & Vigilance Organisations) for information and necessary action.

(IIIA-2-2008)

O.D.

- memo 59123/15 Accts 15 XII-08*
- Old memo 12/14*
- I.G. of Police (Finance),
Orissa, Cuttack.
- i) Copy to All G.Os. and Sectional Heads of S.P. Hdqrs., Cuttack for information and necessary action.
 - ii) Copy to Police Circular File of Supply Section.
 - iii) Ten Extra copy.

ANNEXURE-1

O.C.S. (PENSION) FORM-1

[See rule 57 (2)]

List of Government servants employed in the Office/Departmentas on the
1st January/1st July/who are due to retire between 1st
January to the 30th June...../1st July to the 31st December
To be sent to the Accountants-General, Orissa, Bhubaneswar/Appointing
Authority/Administrative Department concerned/ Director of Treasuries and Inspection, Orissa,
Bhubaneswar/Estate Office or the competent allowing authority in case the Government servant
is an allottee of Government accommodation, by the 31st January/31st July at the latest).

Sl. No.	Name of the Government Servant	Designation	date of birth	Date of superannuation	Whether action for processing of pension paper initiated 2 years in advance as per Rule.
(1)	(2)	(3)	(4)	(5)	(6)

U. Singh
SP
17/12

ANNEXURE-II

Quarterly Report regarding the position of sanction of Pension paper for the quarter ending _____
(to be furnished by Head of Office to the Head of Department by 15th of the month succeeding
the quarter).

Name and Designation of the Head of Office. :-

Name and Designation of the Head of the Department :-

A. Position of sanction of pension in respect of the employees for whom Head of Office is the pension sanctioning Authority. :-

(I) No of Pension cases pending at the beginning of the quarter for sanction. :-

(II) No. of Pension cases added during the quarter due to retirement/death etc. :-

(III) Total No of pension cases due for sanction during the quarter (I&II) :-

(IV) No. of pension cases sanctioned and sent to the A.G. Office during the quarter :-

(V) Balance pending at the end of the quarter for sanction (III-IV). :-

(VI) Reasons of pendency and the persons responsible for the delay and action taken against such persons (Separate sheet to be attached, if necessary) :-

B. Position of processing of pension papers in respect of the employees for whom the Head of office is not the Pension sanctioning authority. :-

(i) No. of Pension cases pending at the beginning of the quarter for submission to the next higher authority/pension-sanctioning authority. :-

(ii) No. of Pension cases added during the quarter due to retirement/death etc. :-

(iii) Total No. of pension cases due for sending to the next higher authority/pension sanctioning authority during the quarter (i+ii). :-

(iv) No. of pension cases processed and sent to the Pension sanctioning authority/higher authority during the quarter. :-

(v) Balance pending at the end of the quarter for processing (iii-iv). :-

(vi) Reasons of pendency and the persons responsible for the delay and action taken against such persons. (Separate sheet to be attached if necessary). :-

Signature of Head of Office

Date:-

Office seal.