


दिल्ली विकास प्रधिकरण
वित्त एवं व्यय
DELHI DEVELOPMENT AUTHORITY
FINANCE & EXPENDITURE

F&E CIRCULAR No. 3 /2025

Subject: Grant of notional increment on 1st July/1st January to the employees who retired on 30th June/31st December respectively for the purpose of calculating their pensionary benefits-regarding.


The Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, notified vide OM No. 19/116/2024-Pers.Pol. (Pay) (Pt) dated 14.10.2024 issued guidelines on the aforementioned subject. The said OM has been adopted in DDA vide F&E Circular No. 02/2025. Accordingly, the following directions are issued for implementation of these rules.

1. The matter regarding O.A. No. 2004/2019 of Som Prakash & Others Vs DDA, of CAT vide its Order dt. 09.11.2022 and OA No. 721/2023 titled Triloki Nath Gupta Vs DDA has been deliberated and it has been decided that one notional increment shall be granted, in respect of one year of qualifying eligible service, during preceding one year, from the date of retirement, with good conduct and satisfactory service, for the purpose of calculating their pensionary benefits (pension and gratuity only). Enhanced pensionary benefits, by taking one increment, shall be paid from the date of retirement.
2. In case of third parties, on their superannuation, who are not covered in Pt. (1) above, their pension shall be revised after grant of one notional increment on 1st July/1st January for those who have retired on 30th June/31st December respectively, on completion of one year of eligible service, during one year preceding the date of retirement, with good conduct and satisfactory services, for the purpose of calculating pension only.
3. In such cases covered in (2) above, as per DoP&T OM No. 19/116/2024-Pers.Pol. (Pay) (Pt) dated 14.10.2024, sr. no. 6(a), the enhanced pension will be payable on and after 01.05.2023. Enhanced pension for the period prior to 30.04.2023 will not be paid. Also, as mentioned in Sr. no. 7 of the said OM, the grant of notional increment on 1st January/ 1st July shall be reckoned only for the purpose of calculating the pension admissible and not for the purpose of calculation of other pensionary benefits.
4. It may also be noted that the respective DDOs, CAUs, Pension cell and WAC shall ensure compliance of the following:
 - a. The concerned retirees have rendered requisite qualifying service of one year as on the date of their superannuation for grant of one notional increment on 1st July/1st January.
 - b. For pensioners, who are retiring on superannuation on 30th June, and seeking notional increment on 1st July, it may be ensured that they are retiring after 01.01.2006 (effective date of implementation of 6th CPC).
 - c. For pensioners, who are retiring on superannuation on 31st December, and seeking notional increment on 1st January, it may be ensured that they are retiring after 01.01.2016 (effective date of implementation of 7th CPC).


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- d. The retirees who have superannuated, and are desirous of notional increment on 1st July/1st January, must have rendered satisfactory work with good conduct as on the date of retirement.
 - e. An undertaking may be obtained from the concerned pensioner on a Rs. 100/- non-judicial stamp paper, to effect the recovery of pension in case of any over payment.
 - f. If any penalty gets imposed upon the pensioner (post retirement), such cases shall not be eligible for notional increment.
5. It may be noted that these instructions are issued in compliance of the DoP&T OM No. 19/116/2024-Pers.Pol. (Pay) (Pt) dated 14.10.2024 and are subject to change on revision of guidelines issued by DoP&T in this respect.

This issues with the approval of the Competent Authority.


[Bhawna Gulati]
Chief Accounts Officer


Encl. Checklist to be drawn on case to case basis before grant of notional increment.

No. FE.98(01)/2014-25/DDA/ 41
E File No. 16446

Dated: 18/02/2025

Copy to:-

1. VC, DDA;
2. FM/EM, DDA
3. All Pr. Commissioners/CVO/CLA, DDA;
4. All Commissioners/Commr.-cum-Secy;
5. All Chief Engineers/ Chief Architect/ HoDs;
6. Director (Personnel)/System/ Vigilance/Finance/LC/Audit/FA (H)
7. Dy. Dir (P)-I/CR/Vig.-I/System
8. All Concerned Dy. CAO/DDOs
9. Dy. FA (H)-I/ Dy. FA (H)-II
10. AO/Estt. (Gaz.)/Estt. (H)/NG-II/NG-III/NG-IV
11. E.O. Book/Guard File


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Chief Accounts Officer

CHECKLIST

Name of Pensioner	
PPO No.	
Designation	
Last Annual Increment Given	
Date Of Superannuation	
Penalty Imposed	
Satisfactory APAR	
Good Conduct of Officer (VCR/ Penalty)	
Notional Increment Due Date (1 st January/ 1 st July)	
Retiring After 01/01/2006 or 01/01/2016	
Notional Increment Sought on 1 st January and Retiring Between 01/01/2006 And 31/12/2015	
Undertaking on Non Judicial Stamp Paper of Rs. 100/-	
Third Party/Writ Petitioner (successful Petition)	
Covered Under Sl. No. 1 and 2 of the Circular (Yes/No)	
Remarks (if any)	


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