

Dated: 6.5.2015

O.O. No. 36

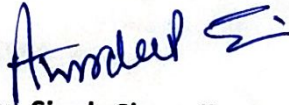
OFFICE ORDER

It has been observed that on account of error in pay fixation, the settlement of dues in r/o of the staff going to retire are either finalized at a very late stage or remain unsettled even after retirement. In order to avoid undue harassment to retiring staff on account of late detection of any error in pay fixation, Commissioner(Personnel) has suggested for checking of pay fixation in r/o retiring staff atleast 3 to 4 month before retirement.

Therefore, in order to streamline the process of checking the pay fixation of retiring staff and to avoid delay in finalizing the retirement benefits, following instructions are issued for follow-up action in the matter :-

1. All DDOs may ensure transfer of service book of such officers/officials to concerned Work Audit Cell for checking of pay fixation atleast 3 months prior to their date of retirement.
2. It may also be ensured by DDOs that all orders /clarifications /prescribed proforma on a/c of pay fixation under various Pay Commission Reports and ACPS /MACPS etc. are referenced /pasted in the Service Book under proper attestation.
3. After checking the fixation of pay, service books will be returned to the DDO concerned within a month by the concerned Accounts Officer(Works).
4. Welfare Inspector concerned shall coordinate and ensure timely transfer of service book to the concerned Audit Cell and its return to DDO concerned after checking of pay fixation.

This issues with the approval of Finance Member, DDA.



[Amardeep Singh Chowdhary]
Chief Accounts Officer

Dated: 6-5-15

No: FE.98(16)/2012/DDA/Pt./ 217

Copy to:-

1. PS to Finance Member/Engineer Member, DDA for information of the latter;
2. PS to Commissioner(Personnel) --do--;
3. Chief Engineer(HQ);
4. Director(Personnel)-I & II/IR&SW;
5. Director(Medical & Pension);
6. Dy. Director(Welfare);
7. All Zonal Dy. CAOs. This office order may also be circulated to the DDOs under their respective zones.
8. Dy. CAO(Works)/Dy. CAO(Estt.);
9. Accounts Officer(Sports)-I & II;
10. Guard file.


[D.S. Negi]
Sr. Accounts Officer(F&E)