

DELHI DEVELOPMENT AUTHORITY
[FINANCE & EXPENDITURE]

O.O.No. 87

Dated : 31/12/2012

OFFICE ORDER

To streamline the proper functioning of the Pension Branch, the following changes in the existing procedure are made:-

<u>Existing System</u>	<u>Modified System</u>
<p>1. <u>Regarding delay in processing of the cases:</u> At present the pension cases are forwarded by the DDO to the Pension Cell who forwards the same to Personnel Department for acceptance of the documents and placing CNDC & VCR in the file. Thereafter, the cases are processed by the Pension Cell for approval of the Competent Authority.</p>	<p>To cut short the delay it is ordered that the Field officers will obtain two sets of the documents from the retiring officials/officers and after completing all the other formalities the DDOs shall prepare two set/files of the documents. One set will be forwarded direct to Personnel Department for acceptance of the documents and placing the CNDC & VCR in the file. The second set of the documents with Service Book, (after retaining the copy of Service Book), will be forwarded to the A.O.(Pension) who will get the retirement benefits calculated in the Pension Cell, get it audited from the WAC but will submit the case for approval of the Competent Authority only after the file sent to the personnel department is received with documents accepted and CNDC & VCR placed in the file.</p>
<p>2. <u>Colour for the File cover to be identified separately:</u> At present ordinary file covers are being used for Pension Cases.</p>	<p>To identify the Pension case quickly, it is ordered that Separate file covers with specific colour be got printed and used for Pension Cases by DDO as in case of RTI, Housing, Court Cases etc. so that the same are identified quickly and disposed off on priority.</p>
<p>3. <u>Regarding cutting short the delay in referred back cases:</u> The cases referred back to the DDO for certain clarification/ correction etc. are delayed considerably.</p>	<p>To avoid such delay, it may be ensured that clarification etc. will be provided by the DDO to the AO(P) within 02 days without fail otherwise Head Clerk/Divisional Accountant /DDO will be held responsible.</p>
<p>4. <u>Regarding attending the files received back from DDOs (such cases as in para above) are not attended to on priority.</u></p>	<p>It may be ensured that all fresh cases of pension be given priority and processed within 02 days of the receipt positively.</p>
<p>5. <u>Reg. Monitoring of the cases (mentioned in para 3 & 4 above.)</u></p>	<p>The files to be returned to the DDOs for clarification etc. as in para 3 above shall be sent through AD(Welfare) who will monitor the return of such files to the Pension Cell to eliminate the</p>

<p>6. <u>Regarding checking of Pay fixation:</u> At present the pay fixation (6th Central Pay Commission) is being checked by the Internal Audit. The cases where the pay fixation has not been checked as above, are being referred back to DDO by AO(WAC) for getting the pay fixation</p>	<p>The pay fixation be checked by the WAC(i.e. AO(Works)) itself and no case be referred for checking the pay fixation to the Internal Audit.</p>
<p>7. <u>Regarding Surrender of Identity Card:</u> Identity Card is generally surrendered at the end of the month which delays the issue of CNDC as pointed out by the Welfare Inspector.</p>	<p>AO(Pension) will hand over the PPO Book only after the retired official submits the acknowledgement from the Security Department about the I. Card having been surrendered after his retirement.</p>
<p>8. <u>Regarding Delay in issue of PPO Book.</u> The PPO book is being issued generally very late which delays in issue of the Medical Identity Card and facilities.</p>	<p>Pension Cell shall ensure that the PPO book is issued within 15 days of the date of finalization of pension cases.</p>
<p>9. <u>Post retirement cases:</u> Reg. delay in sending the files to the DDO for payment of arrears/differential amount becoming due because of grant of ACP/MACP.</p>	<p>Pension Cell will ensure that whenever a requisition is received from the DDO for making available the file of the retiree, the same shall be supplied within 7 days. A separate register shall be maintained by AAO(Pension) to keep a record of such requisitions from DDOs and the said Register will be reviewed by the AO(Pension) fortnightly.</p>
<p>10. <u>Regarding Delay in payment of the differential amount/pensioner benefits due to revision in the pay subsequent to retirement are not being disposed off in a time bound manner by the Pension Cell resulting in lot of inconvenience to the retirees.</u></p>	<p>All such cases of payment of differential amount/pensioner benefits due to revision in the pay subsequent to retirement shall be disposed off by the Pension Cell within 15 days after receipt of the revised LPC etc.</p>
<p>11. <u>Regarding supplying a copy of the service book to the retirees.</u></p>	<p>Copy of the complete Service Book with up to date entries be made available to the retirees if they desire so within 45 days of the retirement.</p>
<p>12. <u>Regarding restoration of Pension after 15 years. At present the restoration process is initiated only when the retired employee approaches Pension Dentt</u></p>	<p>Restoration of commuted portion of Pension be done by the department at its own. For this purpose a data base is required and Director(System) will provide the software and staff for this purpose.</p>

13. Payment of arrear on a/c of revision of pension benefits

To avoid delay, payment of arrear should not be subject to pre-audit and may be finalized at the level of AO(Pension) in supersession of Para-2 of F&E circular No. 13/2009 dated 05.10.2009.

This issues with the approval of F.M.,DDA.

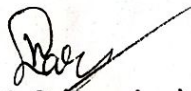

(MANISH KUMAR)
Chief Accounts Officer

No: FE (Misc.)/Pension/Coord./2012-13/ 625

Dated : 31/14/2012

Copy to :-

1. P. S. to VC/FM/EM/PCs/CVO/CLA for kind information of the latter;
2. All Commissioners/All Chief Engineers
3. FA(H), Director(LC), Director(Finance), Director(IA)/Dir.(Hort.)NW & SE;
4. Dy.CAO, HQ-I, II, III/LC-I, II/Dwk/NZ/SZ/EZ/RZ/P&CWG/Pension/Dy.FA(H)-I&II with the request to bring it to the notice of all DDOs/Officers under them;
5. Sr.A.O(Estt.)-Gaz./NG/Cash(H)/PE/PAO(EW)/Sports;
6. P.S. to C.A.O.;
7. Guard file.


Dy. C.A.O.(Pension)
D.D.A.