

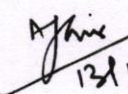
INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN: NEW DELHI

F. No. GAC-21-72/2020-CDN

Dated- 16<sup>th</sup> November, 2020

ENDORSEMENT

Office of the Chief Controller of Accounts, Ministry of Agriculture & Farmers' Welfare & Ministry of Fisheries, Animal Husbandry & Dairying, Govt. of India, Krishi Bhawan, New Delhi has issued OM No. Pao/Sectt.11/Agri/pen/2020-2021/706-723 dated 30.9.2020 regarding delay in finalization of pension cases due to non-timely and incomplete submission of pension papers. The above mentioned O.M dated 30.9.2020 is being uploaded on the ICAR website [www .icar.org.in](http://www.icar.org.in) and e-office for information and necessary action.

  
13/11/20  
(Ajai Verma)

Under Secretary (GAC)

Distribution :-

1. Directors/ Project Directors of all ICAR Institutes, National Research Centres/Project Coordinators/Coordinated Research Projects /ATARls / Bureaux for information and compliance.
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5. Secretary (SS), HJSC, ICAR.
6. Sr.PPS to DG, ICAR/ PPS FA (DARE)/ PPS to Secretary, ICAR
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No: Pao/Sectt-II/Agri/pen/2020-2021 / 706-723

Government of India

Ministry of Agriculture & Farmers' Welfare &  
Ministry of Fisheries, Animal Husbandry & Dairying  
O/o the Chief Controller of Accounts  
Krishi Bhavan, New Delhi 110001

Dated: 30<sup>th</sup> Sep. 2020

Office Memorandum

**Subject:- Delay in finalization of Pension cases due to non-timely and incomplete submission of Pension papers Reg.**

Of late, It has been observed that pension papers including family pension papers complete in all respect along with other related documents etc. in respect of officers/officials retiring on superannuation or in death cases are not being forwarded to Pay & Accounts Offices by the concerned Head of Office on time. As per Rule 61 of CCS (Pension) Rules, it is obligatory for Head of Office to submit the pension papers to Pay & Accounts Office not later than six months before the date of retirement of the Government servants.

2. Further, it has been also observed that the Vigilance Certificate, No dues Certificate (NDC) and Orders for continuation of ad-hoc promotion etc. upto retirement are sent to concerned Pay & Accounts Offices by respective Head of Office/Head of Department at fag end and that too incomplete, which further delays in finalization of pension cases on time and leads to Grievances/RTI/Court Cases etc. by the aggrieved pensioners.

3. In order to avoid delay, a General Check List has been prepared by this office which is enclosed at Annexure-'A'. Duly filled Check-List, vigilance clearance Certificate (ink signed) issued with the approval of Competent Authority or by the vigilance section as the case may be forwarded to concerned Pay & Accounts Offices on time along with pension papers with No-Dues Certificate issued by concerned Head of Office.

4. In view of above, Joint Secretary (Admn) of all the four Departments under the administrative control of Ministry of Agriculture and Farmers' Welfare and Ministry of Fisheries, Animal Husbandry & Dairying are requested to issue suitable directions to all the subordinate offices/attached offices including Head of Offices of field formation to strictly adhere to the time line as mentioned in CCS (Pension) Rules for timely submission of pension cases complete in all respect along with General Check-list to PAO to finalize the pension case on time to avoid any economic hardship to pensioners/family pensioners.

Encl: - As above

*Secretary in charge*  
*AS 47*

*Binod Kumar*  
(BINOD KUMAR) 30/9/2020  
Chief Controller of Accounts

Copy to:

- I. Joint Secretary (Admn), DAC&FW/Joint Secretary (Admn), AHD/Joint Secretary (Admn) Fisheries/Joint Secretary (Admn), DARE

Contd.

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(2) Copy for information and necessary action to all Pay & Accounts Offices with a direction to bring it to the notice of respective Head of Department/Head of Offices under their payment control and accounting jurisdiction.-

- I. All local PAOs i.e. PAO (Sectt. I)/PAO (Sectt. II)/PAO (Extn)/PAO (DMS)/PAO (PPM)
- II. PAO (AHD) & PAO (Agri), Mumbai/ PAO (DMI), Nagpur
- III. Pay & Accounts Offices at Chennai, Cochin & Kolkatta

(3) Copy for information to

- I. PPS to Secretary (DAC&FW)/PPS to Secretary (DAHD)/PPS to Secretary (Fisheries)/PPS to Secretary (DARE)
- II. PPS to SS & FA (DAC&FW/DAHD/DARE/Fisheries)

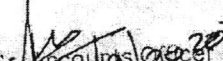
Annexure – AGeneral Check List for processing pension cases

Pension case on retirement on Superannuation/Death case.

1. Name and Designation of retiree/Family Pensioner: \_\_\_\_\_
2. Name of Office: \_\_\_\_\_
3. Date of Superannuation/Retirement/Date of Death: \_\_\_\_\_

Sr. No.	Points/Enclosure to be verified/Checked	Yes/No.	Remarks(If Any)
<b>Documents/Information to be submitted by the retiree/Family pensioner</b>			
1.	Form 1 (Common Nomination form for Gratuity, GPF and CGEGIS when govt. servant has a family) duly accepted/attested by the Head of Office		
2.	Form A (Nomination for arrear of Pension and Commuted value of Pension) duly accepted/attested by the Head of Office		
3.	Form 1-A (A separate application for commutation of superannuation pension is required to be submitted in case the retiring Government servant desires to apply for Commutation of Pension after submission of Form-5 but three months before retirement) duly accepted /attested by the Head of Office		
4.	Form-3 (Details of family) signed by the Govt. servant and Head of Office		
5.	Form-5 Particulars to be obtained by the Head of Office from the retiring Govt. Servant six months before the date of retirement which will include the following:		
(i)	Bank option form showing bank details with IFSC Code with copy of pass book/cheque book.		
(ii)	Single or Joint Passport size photograph in triplicate duly attested by Head of Office		
(iii)	Two sets of Specimen signature or left hand (for females)/right hand (for males) thumb impression mark in duplicate, duly attested by a Gazetted Govt. servant.		
(iv)	Two slips showing the particulars of height and personal identification marks (not less than two) duly attested by Gazetted Government servant.		
6.	Option for availing the CGHS /Fixed medical allowance after the retirement		
7.	Undertaking (to bank through CPAO) for refunding any excess payment made by the pension disbursing bank.		
8.	Copy of Aadhar card/PAN card for verification		
9.	Option for collecting pensioner portion of PPO either from Bank or last served Office		

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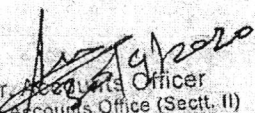
  
 Sr. Accounts Officer  
 Pay & Accounts Office (Sectt. II)  
 Ministry of Agriculture & F.W.  
 Hall No. 319, 3rd Floor, Jeevan Tara Building  
 5, Sansad Marg, New Delhi-110001



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Additional Document to be Provided by Family pensioner in Death cases.			
10.	Form 12 family pension (Application for the grant of death gratuity on the death of Government servant)		
11.	Form 14 Family Pension (Form for family pension on death of a Government servant or pensioner or on death or ineligibility of a family pensioner)		
12.	Certificate from a Medical Board in r/o Mentally retarded or Physically handicapped children, if applicable.		
13.	Income certificate in case of Unmarried/widow/legally separated Daughter, if applicable.		
14.	Guardian certificate or Person nominated by government servant/pensioner in case of minor or mentally retarded family pensioner, if applicable		
15.	Unmarried certificate or affidavit in case of Unmarried daughter.		

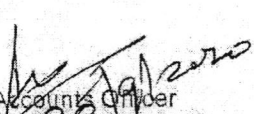
Documents/information to be submitted by the Head of Office along with service book to PAO			
1.	Form 7 (For assessing Pension/Family Pension (form18) and gratuity) duly signed by the Head of Office (To be sent six months before the date of retirement to PAO)		
2.	Form 8/Form19 as case may be (in case of family pension) (Letter to the Accounts Officer forwarding the pension papers of Govt. servant intimating the recovery, if any)		
3.	Form 24 (Form for certificate of Verification of service for pension) along with Service Verification Chart, with qualifying/non qualifying / additional qualifying service, if any.		
4.	Vigilance Clearance Certificate issued with the approval of the competent authority.		
5.	No Dues Certificate from the concerned office.		
6.	No Dues Certificate from Dte. Of Estates, Govt. of India, if applicable		
7.	Entry in Service Book regarding pro-rata pensioner liability/LSPC in case of service rendered in other department, if applicable.		

  
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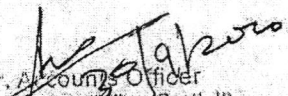
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Sr. No.	Points/Enclosure to be verified/Checked	Yes/No	Remarks (if any)
1.	Pension papers should be submitted through Bhavishya Portal to PAO		
2.	Two sets of pension papers (complete in all respect) by taking printout through Bhavishya Portal.		
3.	In case of retiring officer is a HoO also, his pension papers should be signed by his senior Officer		
4.	Period of non- qualifying period, if any, should be furnished through Bhavishya Portal. In case any mistake detected in PAO, pension case has to be returned by PAO through PFMS in Bhavishya Portal as there is no provision for correction in PAO at any level.		
5.	All forms/information as detailed above should be duly signed by the Govt. Servant and accepted/attested/signed by HoO (wherever applicable)		
6.	Check list for Head of Office (available/generate with Form 7 on Bhavishya Portal)		

  
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**General Check-list for processing pension cases**

1. Two sets of pension papers, complete in all respect, should be submitted by the Head of Office (HoO) to PAO before 06 months of retirement to avoid any financial hardship to retiring officer.
2. Period of non-qualifying period, if any, should be furnished through Bhavishya Portal. In case any mistake detected in PAO, pension case has to be returned by PAO through PFMS in Bhavishya Portal as there is no provision for correction in PAO at any level.
3. All forms (as detailed in enclosed statement) duly signed by the retiring officer and by the Head of Office, as applicable, should be submitted with pension papers.
4. Vigilance clearance Certificate issued with the approval of competent authority may be sent well in time.
5. No due Certificate from office.
6. No due Certificate regarding Govt. Accommodation
7. Joint photographs
8. Check list generated through Bhavishya Portal
9. Joint Photographs (03) passport size duly attested by the Head of Office from front side
10. Service verification Certificate, if any, mentioning the period of EOL with or without Medical Certificate
11. Details of authorized Bank, IFSC code (One copy of cancelled cheque leaf)
12. Contact Number, email ID of retiring officer
13. Photocopy of PAN card number and Aadhar card (Optional)
14. Undertaking in prescribed proforma to CPAO for overpayment

  
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