

ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈਸਿ), ਪੰਜਾਬ
ਚੌਥੀ ਮੰਜਿਲ, ਈ-ਬਲਾਕ, ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਕੰਪਲੈਕਸ, ਫੇਜ਼-8, ਮੋਹਾਲੀ
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸੈਲ)

ਸੇਵਾ ਵਿਖੇ

1. ਸਮੂਹ ਮੰਡਲ ਸਿੱਖਿਆ ਅਫਸਰ, ਪੰਜਾਬ।
2. ਸਮੂਹ ਜ਼ਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈਸਿ), ਪੰਜਾਬ।
3. ਸਮੂਹ ਪ੍ਰਿੰਸੀਪਲ/ਸਕੂਲ ਮੁੱਖੀ, ਪੰਜਾਬ।

ਮੀਮੋ ਨੰ: 15/19-2015 ਕੋ ਸੈਲ (1)/513

ਮਿਤੀ 21-10-2016.

ਵਿਸ਼ਾ: Regarding ensuring the pension cases are completed in all respect before submitting it to Office of the Accountant General (A & E), Punjab.

ਹਵਾਲਾ: Deputy Accountant General (Pension), Indian Audit and Accounts Department, Office of the Accountant General (A & E), Punjab ਦਾ ਪੱਤਰ ਨੰ: SAI Pen.1 /Clarification/2016-14/2410 ਮਿਤੀ 26-09-2016.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੀ ਕਾਪੀ ਆਪ ਜੀ ਨੂੰ ਰੁਤਨਾ ਅਤੇ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਨੱਥੀ : ਉਕਤ ਅਨੁਸਾਰ

—**ਸ. ਸੁਰਜੀਤ**
ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)
ਸ. ਸੁਰ

ਪਿੱਠ ਅੰ: ਨੰ: ਉਕਤ

ਮਿਤੀ : 21-10-2016

ਉਤਾਰਾ ਸਮੂਹ ਅਮਲਾ ਅਧਿਕਾਰੀ, ਦਫਤਰ ਡੀ.ਪੀ.ਆਈ (ਸੈਸਿ), ਪੰਜਾਬ ਨੂੰ ਰੁਤਨਾ ਅਤੇ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਸ. ਸੁਰ
ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)
ਸ. ਸੁਰ



Baljeet Kumar Mehra IA&AS
Dy. Accountant General (Pension)

INDIAN AUDIT AND ACCOUNTS DEPARTMENT

Office of the Accountant General (A&E), Punjab &
UT, Chandigarh 160017, Telephone No. 0172-
702143, 702174, 703559

Website: www.agpunjab.gov.in

Mail ID: agaepunjab@cag.gov.in

No.: SAI Pen. 1/Clarification/2016-17/2410

Dated:

26 SEP 2016

Dear Sir/Dal

As you are aware that this office authorises the pensionary benefits i.e. Pension, Family Pension, Death-cum-Retirement Gratuity and Commutation to Punjab Government retirees. While finalization of these cases, it has been observed that some common discrepancies are repeatedly committed by the Pension Sanctioning Authorities (PSAs) while submitting the pension case to this office. This results in return of about 25 to 30% cases to remove the deficiency and also causes hardship pensioners.

It is requested that before submitting of the pension case to this office, the concerned PSA may ensure that the pension cases are complete in all respect. The process of pension papers should start two years before retirement by reviewing of service book by the internal audit wing of concerned Deptt. This wing may remove the deficiencies relating to period of qualifying service, fixation of pay & allowances as per Punjab CSR and to ensure that the entries in service book are authenticated by the PSAs. Besides it should also be ensured that the pension case is being sanctioned and forward on prescribed forms as per Pb CSR Vol II. The prescribed forms and check list to process pension case are also displayed on our website i.e. <http://www.agpunjab.gov.in/howto.html>.

Some common discrepancies found in pension cases are also annexed as illustrations.

Co-ordination Cell

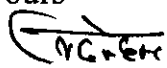
14/10/16

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18/10/16

In view of above, I request you to please direct all Pension Sanction Authorities/ Drawing and Disbursement Officers that while forwarding the pension cases, the points raised in the above paras may please be taken into account.

With regard

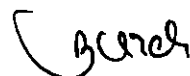
Yours sincerely


Sh. Balbir Singh Dhol, PCS
Director of Public Instructions (S)
Vidya Bhawan (Punjab School Education Board)
Block-E, 4th FLOOR
PHASE 8, MOHALI

Annexure

1. Three sets of joint (Single in case of widow/widower, divorcee and unmarried) photographs are not furnished duly attested by PSA.
2. Spelling/particular of retiree does not match with the service record.
3. Detail of family viz. name, relation, marital status, date of birth, occupation etc is not indicated/disclosed, incomplete.
4. Application in prescribed forms which are displayed at our Website (**WWW. www.agpunjab.gov.in**) is not submitted duly signed by Pension Sanction Authority as detailed in annexure enclosed.
5. Pension Application is forwarded in forms published by private publishers. These applications are having numbers of clerical errors but have significant affect to sanction/authorize pension.
6. No due certificate, No Complaint enquiry/departmental proceeding certificate, No Court Case Certificate/ No Judicial Proceeding Pending are not in prescribed format, ambiguous and contradictory.
7. Last Pay Certificate is ambiguous and does not disclose dues against official.
8. The pension papers are not forwarded/ attested by the appropriate pension sanction authority.
9. Family Pension case to child is not submitted in prescribed form i.e. Form 17 along with mandatory documents viz Income Certificate from Revenue Authority, Death Certificate of pensioner/family pensioner, Death Certificate of son-in-law of deceased pensioner in case of widow daughter, Medical certificate from Civil Surgeon in case of pension to handicapped/mentally retarded child.
10. Guardian certificate issued by the Court in case of authorization pension to minor child.
11. Regularization of Ad-hoc/work charged service, rendered by the employee, is not being recorded in Service Book.
12. DDO is admitting inadmissible pay, grade pay, and increment.
13. Entries in service book relating to increment, promotion etc are not countersigned by the DDO
14. The departmental/judicial proceedings are pending and case is sent for authorization of pension instead of consideration of provisional pension which results in unnecessary correspondence.

15. In some of the cases the employee is convicted by the court and awarded imprisonment even than PSA is sending the pension case and family pension case to this office.
16. On receipt of judgment of the court which is beyond rule, the case is forwarded to this office for authorization of pension instead of first obtaining concurrence of the finance department.
17. The employee/retiree is having more than one wife/family which needs to authorize pension in equal share to all. The facts are either not disclosed or whole pension is sanctioned in favour of one wife/family.
18. Benefit of increment/promotion during the period of extension in service is being admitted which is irregular.
19. The period of extension in service is being irregularly counted for Qualifying Service
20. Rate of DA at the time of retirement after extension in service is being taken into account instead of rate at the time of superannuation.
21. Rate of DA as notified by the Central Govt. is being taken into account instead of rate of DA announced by the State Govt. while forwarding the case
22. Annexure of sanction of DCRG in the death case not found enclosed.
23. Pension paper may also be filled in bilingual i.e. Punjabi as well as in English to avoid clerical error of name in pension authorization
24. Please provide Mobile number, PAN Number, Aadhar Number and Email ID for web based alert facility.


Dy. Accountant General (Pension)