



GOVERNMENT OF HARYANA

**FINANCE DEPARTMENT**

**PENSION OF POST-2006  
PENSIONERS & DEFINED  
CONTRIBUTORY PENSION  
SCHEME**

*COMPENDIUM OF INSTRUCTIONS*

**Volume - III**

**(UPTO 30-06-2011)**



**Harmohinder Singh Chattha**



D.O. No.....

Finance, Planning, Irrigation &  
Renewable Energy Minister,  
Haryana, Chandigarh.

Dated : 30<sup>th</sup> June, 2011...

## MESSAGE

I am pleased to know that a team of officers of Finance Department under the guidance of Shri Ajit M. Sharan, IAS, Financial Commissioner & Principal Secretary to Government Haryana, Finance Department, has prepared a unique set of 17 Compendia of the instructions/notifications of Finance Department on various subjects issued from time to time from 1947 onwards.

2. I am sure that these Compendia of instructions/ notifications will be maximum helpful for Government employees of all Departments/ Boards/ Corporations of Haryana Government for proper examination of cases in accordance with the provision in rules/ instructions expeditiously and will also help in reducing the unnecessary litigation and financial burden on the State exchequer.

3. The efforts made by the team to consolidate all the instructions in Compendia and also on website of Finance Department subject-wise and date-wise are indeed praiseworthy.

*H.S. Chattha*

**(H.S. Chattha)**

## PREFACE

The State Government since its formation in November, 1966 has issued/ revised instructions and policy guidelines on various subjects from time to time relating to civil service and financial matters.

The number of such instructions has been large but non-availability of these instructions at one place results in delay in the disposal of work and sometimes decisions are taken in contravention of spirit of instructions resulting in un-necessary correspondence and litigation. It has, therefore, been decided to bring out compendia of Finance Department instructions on various subjects like Pay Fixation, Revision of Pay Scales, Pension, Compensatory Allowances, Dearness Allowance, General Provident Fund, Loans and Advances, Amendments in CSR/PFR etc., Misc. of CSR, Economy in Expenditure, PAC/CAG Matters, Budget Formulation, Financial Regulations etc. etc.

The instructions/notifications/policies issued upto 30.06.2011 including the instructions issued prior to 1<sup>st</sup> November, 1966 have been compiled in sixteen compendia. Efforts have been made to include all available instructions indicating their status/ applicability distinctly in a block at the top of instructions.

Seventeenth Compendium contains only a date-wise list of all the instructions whether printed in these compendia or not. For the facility of readers a list of important subjects alphabetically indicating their number of Compendium has also been given at the back cover of each Volume.

The compendium in hand is Volume-III in series and contains instructions relating to entitlement of Pension, Family Pension, DCRG, Commutation of Pension of Post-2006 Pensioners, expeditious disposal of pension cases etc. It also contains Defined Contributory Pension Scheme applicable to Government employees entered in service on or after 01.01.2006.

The printed copy of Compendia can be purchased from the Printing & Stationery Department, Haryana. One set of compendia is circulated to all Administrative Secretaries and Heads of Departments.

Original copy of circulars/notifications etc. of Finance Department are available with the Archives Department, Haryana. Soft copy of the instructions issued by the Finance Department from 1947 onwards to 30.06.2011 both datewise and subjectwise are available on the websites [www.finharyana.gov.in](http://www.finharyana.gov.in). and [www.haryana.gov.in](http://www.haryana.gov.in). Interested persons can easily download the same or any part thereof from the website. To search by date-wise any instruction, type the date in the manner e.g. '2<sup>nd</sup> September, 2009' and not in any other way.

Although we have taken all possible precautions while compiling the Compendia, yet there may be some omission or lapse on our part. We would welcome any feedback or suggestion from users of the Compendia.

I acknowledge the hard work put in by Mrs. Kusum Bansal, IRS, Joint Secretary Finance, Shri Raj Pal Nasa, Private Secretary, [former SO (FD)], specially posted in Finance Department for the compilation of instructions and Shri Ram Saran, Principal, DTC HIPA, Panchkula, for assistance and guidance. I also extend my thanks to Director General, HIPA, Gurgaon for providing infrastructure support at DTC Panchkula for this purpose.

I hope that these compendia would be handy and useful to all concerned.

Dated : Chandigarh,  
14<sup>th</sup> July, 2011

**AJIT M. SHARAN**  
Financial Commissioner & Principal Secretary to  
Government Haryana, Finance Department.

## INTRODUCTION

The Haryana Government has taken a significant decision to bring all the instructions/notifications issued by the Finance Department at one place for the facility of officials/officers for proper examination of financial and service matters in accordance with the rules/instructions. Accordingly, Government have decided to compile and computerize all the instructions including the same issued prior to the Re-organisation. The overall aim is to increase the effectiveness, efficiency and expeditious disposal of office work. To accomplish this voluminous and arduous work a team having experience and background of the Finance Department was constituted. After putting strenuous efforts, the team has been able to procure the old and rarely available instructions from the offices of Law Department, Commissioner Ambala Division, Deputy Commissioner Ambala, concerned Branches of Finance Department and retired officers of SAS Cadre.

These instructions have been computerised and compiled date-wise and subject-wise. The salient features of the same are as under :-

- The total number of instructions/notifications issued by the Finance Department during the period between 1947 and April, 2011 are about 3600.
- Out of above about 90% instructions are available in original and copy of about 5% have been collected from the private publications, and the remaining are not traceable.
- The instructions which are at present or were applicable in near past have been compiled subject-wise and printed in the following sixteen compendia:-

1.	<b>Fixation of Pay</b>	<b>Volume-I</b>
2.	<b>Haryana Civil Services Revised Pay Rules, 1998, 1987, 1980, 1969</b>	<b>Volume-II</b>
3.	<b>Pension of Post-2006 Pensioners and Defined Contributory Pension Scheme.</b>	<b>Volume-III</b>
4.	<b>Pension of Pre-2006 Pensioners and Dearness Relief</b>	<b>Volume-IV</b>
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8.	<b>Haryana GPF Rules, 2006 and instructions</b>	<b>Volume-VIII</b>
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10.	<b>Loans &amp; Advances to Govt. employees.</b>	<b>Volume-X</b>
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14.	<b>Financial Regulations</b>	<b>Volume-XIV</b>
15.	<b>Instructions of HBPE</b>	<b>Volume-XV</b>
16.	<b>For Judicial Officers</b>	<b>Volume-XVI</b>

- Volume XVII contains date-wise consolidated list of all the instructions/notifications alongwith number, subject and also availability in original.

- At the end of each Volume a date-wise list of the instructions pertaining to the subject(s) of that Volume whether the same have been printed or not has also been given for the facility of users.
- Efforts have been made to mention at the top of instructions if the same have been revised, modified, superseded, withdrawn or have become obsolete.
- Soft copy of all the instructions are available at website of Haryana Government [www.finharyana.gov.in](http://www.finharyana.gov.in). and [www.haryana.gov.in](http://www.haryana.gov.in). and may be downloaded from there. Illustration: To search any instructions by date, type the date like '20th May, 1999' or '3rd October, 2006' i.e. there is space after the date, month should be complete and year in four digits. If the actual date of any instruction/ notification is not known or there is any doubt the same may be confirmed from the compendium of instructions (Volume-XVII) containing datewise list of all the instructions.
- These compendia are priced publications, one may purchase from Printing and Stationery Department, Haryana.
- Image of original copy of the instructions are also on website of Finance Department and hard copy of the original is available with the Archives Department, Haryana.

The compendium in hand is Volume-III in series and contains instructions relating to entitlement of Pension, Family Pension, DCRG, Commutation of Pension of Post-2006 Pensioners, expeditious disposal of pension cases etc. It also contains Defined Contributory Pension Scheme applicable to Government employees entered in service on or after 01.01.2006.

I, on behalf of my entire editorial team express my special gratitude to Shri Ajit M Sharan, IAS, Financial Commissioner & Principal Secretary to Government Haryana, Finance Department, for providing valuable guidance and encouragement for accomplishing this arduous work which otherwise would not have been possible without his moral support.

I am thankful to Shri Raj Pal Nasa, Private Secretary, [former SO (FD)] for the hard work put in by him and also Shri Ram Saran, Principal DTC, HIPA, Panchkula for providing assistance and guidance to the team members. I also extend my thanks for Shri Ajit Kumar Saini, Section Officer, Finance Department, Shri Baljit Singh Saini, PTSO, and Shri Dinesh Kumar, PCAT of Printing and Stationery Department, Mrs. Pallavi, DEO, Shri Ramesh Kumar, Clerk, for preparing these compendia.

I am heartily grateful to Director General, HIPA, Gurgaon for providing infrastructure support at DTC Panchkula for this purpose.

Efforts have been made by the team to ensure the authenticity of the compilation, yet there may be some omission or lapse on our part. We would welcome any feedback or suggestion from users of the Compendia.

I hope these compendia would be helpful to all concerned for proper examination of the cases. I think now none has to face any problem for the copy of any instructions of Finance Department issued between 1947 and 2011.

Dated : Chandigarh,  
10<sup>th</sup> July, 2011

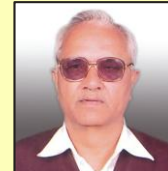
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**No. 2/51/2008-1 Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Registrar, Punjab & Haryana High Court, Chandigarh.  
All Heads of Departments in Haryana.  
All Divisional Commissioners in Haryana.  
All Deputy Commissioners Haryana.  
All Sub Divisional Officers (Civil) in Haryana.

**Dated, Chandigarh, the 17th April, 2009**

**Subject : Implementation of Government decision on pension and pension related matters - Revision of pension/family pension - documents regarding.**

Sir/Madam,

The undersigned is directed to forward a copy of each of the documents indicated below for your information and suitable necessary action at your end:-

1. Haryana Civil Services (Revised Pension) Part-I Rules, 2009.
2. Haryana Civil Services (Revised Pension) Part-II Rules, 2009.
2. The undersigned is further directed to impress upon you that the action required to be taken in light of the above said rules should be initiated immediately to ensure that the payment of pension/family pension on revised rates is made immediately.
3. The undersigned is further directed to impress upon you that utmost care should be taken while fixing the pension/family pension with effect from 1st January, 2006 in accordance with the provisions of rules.

For this purpose, the rules should be carefully gone through and understood so that the probability of any mistake taking place is minimized. You are further requested to seek clarification from the Department of Finance in the Pension Branch wherever any difficulty is faced in understanding/interpreting the provisions as contained in the rules or the instructions. However, you are further requested that such consultation should be done at a personal level by sending preferably some employee of your Department or office, as the case may be, personally to seek guidance from Finance Department (Pension Branch) so as to ensure that no undue delay takes place in implementing the decision of the Government.

3. The undersigned is further directed that the arrears should be drawn in two installments, the first installment, being restricted to 40% of the aggregate arrear immediately and the second installment of 60% of aggregate arrear may be drawn after the receipt of instruction which will be issued separately in due course.

4. Receipt of these instructions may be acknowledged.

Yours faithfully,

Sd/ -

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Financial Department.

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***This notification has been clarified vide No. 2/14/2009-Pension, Dt. 10.07.2009, 08.06.2011 and modified vide No. 2/14/2009-1Pension, Dt. 16.10.2009.***

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**NOTIFICATION**

**The 17th April, 2009**

**No. 2/51/2008-1Pension.**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules, namely:-

**Short title and commencement**

1. (1) These rules may be called the Haryana Civil Services (Revised Pension) Part-II Rules, 2009.
- (2) They shall apply to all pensioners/family pensioners who retire/die in harness on or after 1<sup>st</sup> January, 2006 and are drawing/entitled to draw their pension/family pension under the Punjab Civil Services Rules Volume II as amended from time to time and as applicable to the pensioners/family pensioners under the rule making powers of Haryana Government and whose pension/family pension is debitable to the Consolidated Fund of the State of Haryana.

**Non-applicability of these rules**

2. These rules shall not apply to-
  - (i) any category of persons whose pension etc. is not governed by the Punjab Civil Services Rules Volume II as amended from time to time and as applicable on pensioners/family pensioners of the State of Haryana;
  - (ii) who, being in the service of the Government of Haryana, are not governed under the rule making powers of the Haryana Government;
  - (iii) who, being in the service of Government of Haryana, are governed by a separate rule/contract other than the Punjab Civil Services Rules Volume II as amended from time to time and as applicable to the pensioners/family pensioners of Haryana Government;
  - (iv) the officers of Judicial Services whose revised pay structure is yet to be finalized.

**Date of effect**

3. The revised provision as per these rules shall apply to Government employees who retire/die in harness on or after 1<sup>st</sup> January, 2006 (separate rules are being issued in respect of employees who retired/died before 1<sup>st</sup> January, 2006):

Provided that where pension/family pension or death-cum-retirement gratuity/commutation of pension has already been sanctioned in cases occurring on or after 1<sup>st</sup> January, 2006, the same be revised in terms of these rules:

Provided further that in cases where pension has been finally sanctioned on pre-revised emoluments and if the same happens to be more beneficial than the entitled pension under these rules, the pension already sanctioned shall not be revised to the disadvantage of the pensioner in view of proviso to rule 9.16 (1) of Punjab Civil Services Volume II as amended from time to time and as applicable to the pensioners/family pensioners under the rule making powers of Haryana Government.

### **Emoluments for pension/family pension**

4. The term "emoluments" for the purposes of calculating various pensionary benefits other than death-cum-retirement gratuity shall mean pay as defined in rule 6.19 C (i) of Punjab Civil Services Rules Volume II as amended from time to time and as applicable to pensioners/family pensioners under the rule making powers of Haryana Government.

### **Pay**

5. Pay in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay etc.

### **Emoluments for death-cum-retirement gratuity**

6. In the case of all kinds of gratuity, dearness allowance admissible on the date of retirement/death shall continue to be treated as emoluments alongwith the emolument as defined in terms of rule 4 above.

### **Pension**

7. A Government servant retiring in accordance with Punjab Civil Services Rules Volume II as amended from time to time and as applicable to the pensioners/family pensioners before completing qualifying service of ten years shall not be entitled to pension but he shall continue to be entitled to service gratuity in terms of rule 6.16 (1) of Punjab Civil Services Rules Volume II.

### **Revised provision for calculation of pension**

8. (1) Linkage of full pension with 33 years of qualifying service shall be modified to the extent that once a Government servant retires after rendering the minimum qualifying service of 28 years, pension shall be sanctioned at 50 percent of the emoluments as defined in rule 4 above subject to other conditions regulating the same:

(2) In all such cases where Government servant becomes entitled to pension on superannuation after completion of 10 years of qualifying service in accordance with rule 6.16 (2) of Punjab Civil Services Rules Volume II as amended from time to time and as applicable to the pensioners/family pensioners under the rule making powers of Haryana Government, pension shall be sanctioned as a proportion to the amount of full pension admissible to him;

(3) The revised provisions for calculation of pension shall come into force with effect from the date of issue of this notification and shall be applicable to Government servants retiring on or after that date. The Government servants who have retired on or after 1<sup>st</sup> January, 2006 but before the date of issue of this notification will continue to be governed by the rules which were in force immediately before these rules came into effect as regards qualifying service.

### Minimum and maximum ceiling of pension

9. The amount of pension shall be subject to a minimum of Rs. 3500/- with effect from 1<sup>st</sup> January, 2006 and maximum upto 50 percent of highest pay in the Government. The highest pay in Haryana Government is Rs. 79,000/- with effect from 1<sup>st</sup> January, 2006 (pay band + grade pay).

### Additional pension/family pension

10. In addition to above provisions, the quantum of pension available to the old pensioners/family pensioners shall be increased as follows:-

Age of pensioner/family pensioners	Additional quantum of pension/family pension
From 80 years to less than 85 Years	20 percent of revised basic pension/family pension
From 85 years to less than 90 Years	30 percent of revised basic pension/family pension
From 90 years to less than 95 Years	40 percent of revised basic pension/family pension
From 95 years to less than 100 Years	50 percent of revised basic pension/family pension
100 years or more	100 percent of revised basic pension/family pension

Note:- (i) The Additional quantum of pension/family pension on attaining the age of 80 years and above would be admissible from the first day of the month in which his date of birth falls. For example, if a pensioner/family pensioner completes the age of 80 years in the month of August, 2008, he will be entitled to additional pension/family pension with effect from 1<sup>st</sup> August, 2008. Those pensioners/family pensioners whose date of birth is 1<sup>st</sup> August, will also be entitled to additional pension/family pension with effect from 1<sup>st</sup> August, 2008 on attaining the age of 80 years and above.

(ii) The Accountant General (A&E) Haryana shall ensure that the date of birth and the age of the pensioners/family pensioners is invariably indicated in the PEN-I and the Pension Payment Order to facilitate payment of additional pension/family pension by the Pension Disbursing Authority as soon as it become due. The amount of additional pension/family pension will be shown distinctly in the Pension Payment Order. For example, in case where a pensioner is more than 80 years of age and his pension is Rs. 10,000/- PM, the pension will be shown as (i) Basic Pension = Rs. 10,000/- and (ii) Additional Pension= Rs. 2,000/- per month. The pension on his attaining the age of 85 will be shown as (i) Basic Pension= Rs. 10,000/- and (ii) Additional pension= Rs. 3,000/- per month.

### Limit of death-cum-retirement gratuity

11. The maximum limit of death-cum-retirement gratuity shall be Rs. 10.00 Lakh.

### Family Pension

12. Family pension shall be calculated at a uniform rate of 30 percent of basic pay in all cases and shall be subject to a minimum of Rs. 3500/- per month and maximum of 30 percent of the highest pay in the Government. The highest pay in Haryana Government is Rs. 79,000/- with effect from 1<sup>st</sup> January, 2006 (pay band + grade pay).

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**Entitlement of enhanced family pension**

13. The enhanced family pension under Family Pension Scheme 1964, shall be payable to the family of a Government servant who dies in service, for a period of 10 years after the completion of period of financial assistance. There shall, however be no upper age limit for the recipient of family pension:

Provided that the enhanced family pension shall be payable only in such cases where the concerned Government servant had died after completing 7 years or more continuous Government service at the time of death:

Provided further that there shall be no change in the period for payment of enhanced family pension to the family in the case of death of a pensioner:

Provided further that modified provision of enhanced family pension for 10 years shall not apply in cases where the said period of seven years for payment of enhanced family pension stood completed on or before 1<sup>st</sup> January, 2006 and the family was receiving normal family pension on that date.

**Definition of family for entitlement of family pension**

14. (i) For the purposes of grant of family pension, the term 'family' shall be categorised as under:-

**Category I-**

- (a) widow or widower, upto re-marriage, or, as the case may be, death if the recipient remains un-married till death;
- (b) son/daughter (including widowed daughter), upto the date of his/her marriage/re-marriage or till the date he/she starts earning or till he/she attains an age of 25 years, whichever is the earliest.

**Category II-**

- (c) unmarried/widowed/divorced daughter, not covered under Category I above, till the date of marriage/re-marriage or till the date she starts earning or till the date of death, whichever is earliest;
  - (d) parents who were wholly dependent on the Government servant when he/she was alive provided the deceased employee had left behind neither a widow nor a child;
- (ii) family pension to unmarried/widowed/divorced daughters in Category II and dependent parents shall be payable only after the other eligible family members in Category I have ceased to be eligible to receive family pension and there is no other eligible disabled child to receive the family pension. Grant of family pension to children in respective categories shall be payable in order of their date of birth and younger of them will not be eligible for family pension unless the next above him/her has become ineligible for grant of family pension in that category.

- (iii) The dependency criteria for the purpose of family pension shall be the minimum family pension of Rs. 3500/- and dearness relief thereon.
- (iv) The childless widow of a deceased Government servant shall continue to be paid family pension even after her remarriage subject to the condition that the family pension shall cease once her independent income from all other sources becomes equal to or higher than the minimum prescribed family pension in the State Government. In all such cases, the family pensioner would be required to give a declaration regarding her income from all other sources to the Pension Disbursing Authority every six months.

### **Commutation of pension**

15. (a) A Government servant shall continue to be entitled to commute for a lump-sum payment up to 40 percent of his pension.

(b) The existing table of commutation value for pension annexed to existing rules shall be substituted by a new table as at Annexure I of this notification.

(c) The revised table of commutation value for pension will be used for all commutations of pension which become absolute after the date of issue of this notification. In cases of such pensioners, in whose case commutation of pension became absolute on or after 1<sup>st</sup> January, 2006 but before the issue of this notification, the pre-revised table of commutation value for pension will be used for payment of commutation of pension based on pre-revised pay/pension. Such pensioners shall have an option to commute the amount of pension that has become additionally commutable on account of retrospective revision of pay/pension. On exercising such an option by the pensioner, the revised table of commutation value for pension will be used for the commutation of the additional amount of pension

### **Admissibility of dearness relief - residual provision**

16. The pension/family pension in terms of these rules will qualify for dearness relief beyond average All India Consumer Price Index- 536 (Base year 1982=100). The revised pattern of dearness relief is being notified separately.

### **Payment of arrears of pension/family pension**

17. The Pension Disbursing Authorities shall calculate the arrears of revised pension/family pension payable and make necessary payment of 40 percent of arrears to the pensioners/family pensioners immediately. Necessary orders for payment of remaining 60% of arrears of pension/family pension will be issued separately in due course.

### **Undertaking for recovery of over payment of pension/family pension and gratuity**

18. (a) It is not unlikely that the arrears due in some cases may be calculated incorrectly leading to over payment that might have to be recovered subsequently even after this exercise. The Pension Disbursing Authorities should, therefore, make it clear to the pensioners/family pensioners while drawing arrears of pension that the payments are being made subject to adjustments from amounts that may be due to them, if any discrepancy is noticed later. For this purpose an undertaking should also be obtained in

writing from every pensioner/family pensioner at the time of drawl of first installment of arrears of revision of pension to the effect that excess payment that may be found to have been made as a result of incorrect consolidation of pension/calculation of arrears will be refunded by him to the Government either by adjustment against future payment or otherwise. A specimen form of undertaking is also enclosed as Annexure II.

- (b) The fixation of pension/family pension and adjustment of arrears shall also be subject to rectification and adjustments in certain cases where a particular pre-revised scale or provisional pension has been granted to a Government servant/ pensioner at the strength of some interim orders of the Court of law after the case has been decided finally and suitable appropriate decision has been taken by the Government on such final decision of the Court of law. The Pension Disbursing Authority should, therefore, also make it clear to all such concerned employees/ pensioners while disbursing the arrears/pension that payments are being made subject to appropriate decision taken by the Government on such final decision of the Court of law. A specimen form of undertaking is also enclosed as Annexure III.

### **Overriding effect**

19. The provisions of Punjab Civil Service Rules or Punjab Financial Rules or any other rules or instructions made or issued in this regard shall not, save as otherwise provided in these rules or any other subsequent instructions issued in continuation to these rules, apply to cases where pension/family pension and death-cum-retirement gratuity is regulated under these rules to the extent they are inconsistent with the provisions of these rules.

### **Interpretation**

20. If any question arises relating to the interpretation of the provisions of these rules, it shall be referred to the Government of Haryana in Finance Department for decision.

### **Residuary provisions**

21. In the event of any general or special circumstances which is not covered under these rules or about which certain inconsistencies are noticed, the matter shall be referred to the Government and the Government will prescribe the conditions to be followed under such circumstances. Such conditions as prescribed by the Government under this paragraph shall be deemed to be part of these rules. Further, if the Government is satisfied that there is a requirement to prescribe certain additional conditions, the Government shall prescribe such conditions and such additional conditions as prescribed by the Government under this para, shall be deemed to be the part of these rules.

### **Power to relax**

22. Where the Government is satisfied that the operation of all or any of the provisions of these rules causes undue hardship in any particular case, it may, by order, dispense with or relax the requirements of these rules to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.



**ANNEXURE I**  
[See rule 15 (b)]

**COMMUTATION VALUE FOR A PENSION OF RE. 1 PER ANNUM**

<b>Age next birthday</b>	<b>Commutation value expressed as number of year's purchase</b>	<b>Age next birthday</b>	<b>Commutation value expressed as number of year's purchase</b>	<b>Age next birthday</b>	<b>Commutation value expressed as number of year's purchase</b>
20	9.188	41	9.075	62	8.093
21	9.187	42	9.059	63	7.982
22	9.186	43	9.040	64	7.862
23	9.185	44	9.019	65	7.731
24	9.184	45	8.996	66	7.591
25	9.183	46	8.971	67	7.431
26	9.182	47	8.943	68	7.262
27	9.180	48	8.913	69	7.083
28	9.178	49	8.881	70	6.897
29	9.176	50	8.846	71	6.703
30	9.173	51	8.808	72	6.502
31	9.169	52	8.768	73	6.296
32	9.164	53	8.724	74	6.085
33	9.159	54	8.678	75	5.872
34	9.152	55	8.627	76	5.657
35	9.145	56	8.572	77	5.443
36	9.136	57	8.512	78	5.229
37	9.126	58	8.446	79	5.018
38	9.116	59	8.371	80	4.812
39	9.103	60	8.287	81	4.611
40	9.090	61	8.194		

[Basis: LIC (94-96) Ultimate Table and 8.00% interest]

**Annexure II****[See rule 18 (a)]****UNDERTAKING**

I hereby undertake that any excess payment that may be found to have been made as a result of incorrect fixation of pension or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or from the second installment of arrears or otherwise.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Station \_\_\_\_\_ Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Annexure-III****[See rule 18 (b)]****UNDERTAKING**

I hereby undertake that as a result of any rectification or adjustment in the pension granted to me on the strength of some interim order of the court of law or on the basis of any interim order by any Court of law, any excess amount which may be found to have been made as a result of relevant appropriate decision taken by the Government on the final decision of the Court of law, will be refunded by me to the Government either by adjustment against future payments due to me or otherwise. I further undertake to abide by such relevant appropriate decision of the Government taken on the final decision of such Court of law as the case may be.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Station \_\_\_\_\_ Name: \_\_\_\_\_

Designation: \_\_\_\_\_

AJIT M. SHARAN  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Financial Department.

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**No. 2/25/2009-1Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 3rd June, 2009**

**Subject :** Implementation of Government decision on the recommendation of the Sixth State Pay Commission - Regarding floor ceiling of pension clarification thereon.

Sir,

I am directed to refer to the subject cited above and to say that in pursuance of Government's decision the Haryana Civil Services (Revised Pension) Part-I and II Rules, 2009 have been framed w.e.f. 1.1.2006 for revision of pension and other pensionary benefits and have been issued by the Finance Department vide No. 2/51/2008-1Pension, dated 17.4.2009. References have been received in the Finance Department for seeking clarification on the issue of floor ceiling of Rs. 3500 as mentioned in the notification. The position is clarified as under :-

<p>Whether in case of pensioners who are in receipt of more than one pension, the floor ceiling of Rs. 3500.00 shall apply to the total of all pensions taken together or the floor ceiling of Rs. 3500/- will apply individually to the civil and military pension.</p>	<p>It is clarified that in the case of pensioners in receipt of civil and military pension, the floor ceiling of Rs. 3500.00 will not apply to the two pensions taken together and the individual pension will be governed by respective Pension Rules. Accordingly, the floor ceiling of Rs. 3500/- will apply individually to the civil and military pension. The provision of Rule 11 &amp; 12 of Haryana Civil Services (Revised Pension) Part I may be treated to have been modified to this extent.</p>
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Yours faithfully,

Sd/ -

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**OFFICE MEMORANDUM**

**No. 2/14/2009-1 Pension**

**Dated 10th July, 2009**

**Subject : Implementation of Revised Pension Rules (Part I & II) 2009 regulating the pension/family pension and related pensionary benefits entitlements - Clarifications regarding.**

I am directed to invite your attention to the subject cited above and to say that certain difficulties faced by different quarters in implementation of the provisions of the Haryana Civil Services (Revised Pension) Part I Rules, 2009 and Haryana Civil Services (Revised Pension) Part II Rules, 2009 were reported seeking clarifications on certain issues.

2. Accordingly on a careful consideration, following clarifications are made in terms of rule 17 of the Haryana Civil Services (Revised Pension) Part I Rules, 2009 and/or, as the case may be, in terms of rule 20 of the Haryana Civil Services (Revised Pension) Part II Rules, 2009 respectively:

**I. Rule 6 of Revised Pension Rule (Part I), 2009 - pre-1.1.2006 retirees.**

The rule 6 provides: 'the revised entitlement of pension shall be subject to the provision that the revised entitlement of pension so worked out shall, in no case, be lower than fifty percent of the minimum of the pay in the pay band plus Grade Pay in the corresponding revised scale in terms of Haryana Civil Services (Revised Pay) Rules, 2008, or as the case may be, Haryana Civil Services (Assured Career Progression) Rules, 2008, to the pre-revised pay scales from which the pensioner has retired.

A list of corresponding scales prior to 1.1.1996 after 1.1.1996 and after 1.1.2006 has been appended in Annexure I.

- (a) Clarification has been sought as to what happens if old scales of retirees are not available with the disbursing authorities (Bank and Treasuries)? and
- (b) In cases where the scales of the post from which the employee retired has been revised upwards after the employee retired, whether with effect from any date after 1.1.1986 the corresponding upwards revised pay scale is to be taken into account for the purposes of this rule?

**Clarification**

- (a) Though the 'existing scale of pay' in which the retiree was drawing his pay prior to retirement might be available in the PPO, in all such cases where a difficulty on this account is faced, the disbursing authorities are advised to seek the information from the concerned Head of Department to obtain the necessary information.
- (b) The entitlement of pension has no correlation with the subsequent upward revision of pay, if any, or for that matter the 'current or subsequent scale of pay of the post from which the employee retired' and is to be relatable only to the 'pay' drawn in the 'admissible scale of corresponding pay' at the time when the employee retired and pension was sanctioned. Thus the relevant scale of pay as mentioned to column 2

and 3 of Annexure I shall correlate independently with the figure mentioned under columns 4 to 8 without any other intermediate extrapolations on any account with reference to the 'scale of pay' in which the retiree was drawing his pay just prior to his retirement, death etc.

**II. Rule 9.1 of Revised Pension Rules (Part I), 2009 - pre-1.1.2006 retirees and Note (ii) below rule 10 of Revised Pension Rules (Part II), 2009.**

Rule 9.1 provides that 'The Account General (A&E) shall ensure that the date of birth of the pensioner/family pensioners is invariably indicated in PEN-I and the Pension Payment Order (PPO) to facilitate payment of additional pension/family pension by the Pension Disbursing Authority as soon as it becomes due'.

Clarification has been sought as to what would happen in such cases where the Pension Sanctioning Authority only indicates/indicated the approximate age of the family pensioner or where in the old PPOs the date of birth of the family pensioners have not been indicated at all?

**Clarification/direction**

- (a) Henceforth, the Pension Sanctioning Authority shall obtain the details on this count alongwith proof thereof and include the same in the order/ documents whenever pension is sanctioned by them.
- (b) In all existing/old cases where the PPO is deficient on this account, whenever the Pension Disbursing Authority happens to be the Treasury Officer/ Assistant Treasury Officer on the next visit of the pensioner/family pensioner to them while collecting their pension, these information, alongwith supporting proof would be obtained from them and included in the documents appropriately and whenever the Pension Disbursing Authority happens to be a bank, it shall seek information from the concerned Head of Department or, as the case may be, from the Pension Sanctioning Authority, who shall furnish the information alongwith supporting document at the earliest.

**III. Rule 4 read with rule 8 of Revised Pension Rules (Part II), 2009 - post 1.1.2006 retirees.**

Clarification has been sought that in the rule 4, only the unqualified term 'emoluments' has been mentioned and rule 5 defines only the term 'Pay' without clarifying as to whether for determining the 'entitlement of pension'. 'Last Pay' alone is to be taken into account or, alternatively, the 'average emoluments of 10 months preceding the date of retirement for pensioners retiring between 1.1.2006 and 30.11.2007' is also to be taken into consideration on 'whichever is beneficial to the pensioner' basis.

**Clarification**

- (a) Haryana Rules does not include any additional condition enabling the retiree to choose from the 'last pay' and 'average emoluments of 10 months preceding the date of retirement' on whichever is beneficial basis. Thus the entitlement of pension shall be worked out as per the existing rules and procedure without presuming any such additional provision being in place.
- (b) Wherever a cause may so arise that it becomes necessary to refer to the emoluments drawn in pre-revised structure after 1.1.2006, the corresponding 'pay' would mean and include: (i) Basic pay plus Dearness pay actual D.A. appropriate to the basic pay at the rates in force on 1. 1.2006, and (ii) Notional increase of the basic pay by applying the fitment

benefit of 40% on the corresponding basic pay in the pre-revised scale of pay.

(c) Wherever a cause may so arise that it becomes necessary to refer to the emoluments drawn in pre-revised structure prior to 1.1.2006, the corresponding 'pay' would mean and include: (i) Basic pay plus Dearness pay actual D.A. appropriate to the basic pay at the rates in force on the relevant date.

#### **IV. Rule 8 of Revised Pension Rules (Part II), 2009 - post 1.1.2006 retirees.**

Rule 8 provides that the linkage for full admissibility of the pension has been reduced to 28 years from 33 years and in the event of qualifying service falling short of the said 28 years, the sanctioned pension shall be the proportionate value of the full pension. Clarification has been sought as to how the proportionate value of admissible pension is to be worked out ?

##### **Clarification**

(a) It needs to be borne in mind that general retrospectiveness has not been authorized to the applications of provisions of the Revised Pension Rules (Part II), 2009, and accordingly the reduction in terms of qualifying service to the said 28 years shall apply prospectively i.e. only in cases of such of eligible employees/pensioners who retires/becomes eligible to pensionary benefits on or after 17.4.2009. For such of the eligible beneficiaries who retires/becomes eligible before 17.4.2009, the qualifying service for full pension benefit shall continue to be 33 years.

(b) The calculation of ratio of proportionate admissibility of the pension in all such cases where the said qualifying period of full pension benefits have been so reduced to 28 years shall be made in the manner specified below:

(i) In case of qualifying service being 28 years or above: '56/112'.

(ii) In cases where the actual qualifying service falls short of 28 years but happens to be more than 10 years: '*Number of qualifying service in half years (HY)/112* i.e. 50HY/112 or 46HY/112, etc.

#### **V. Rule 11 of Revised Pension Rules (Part II), 2009 - post 1.1.2006 retirees.**

Rule 11 provides that the maximum limit of death-cum-retirement gratuity (DCRG) benefits shall be Rs. 10 lakhs (as against existing Rs. 3.5 lakhs).

Clarification has been sought as to whether the qualifying service for availing the full benefit here would continue to be 33 years (or 35 years for Group D employees) or even it shall stand reduced to 28 years?

##### **Clarification**

Rule 11 does not reduce the qualifying service for availing the full benefits of DCRG and only enhances the limits and, therefore, the qualifying service for availing the full benefit here would continue to be 33 years (or 35 years for Group D employees).

#### **VI. Rule 15 of Revised Pension Rules (Part II), 2009 - post 1.1.2006 retirees.**

Rule 15 refers to the revised commutation table and provides that it shall become absolute after the date of notification (notifying the Rules). Clarification has been sought as to

what process would be adopted for finalizing the cases where the employee retired before the date of issue of the said notification, but the cases were received in the A.G. office after the date of notification.

### **Clarification**

Rule 11.11 of CSR Volume II prescribes that the commutation of pension shall become absolute on the date the application is received by the Head of Office. Therefore in all such cases where the application was received by the Head of Office before the date of notification irrespective of when it was received in the office of A.G. (A&E) commutation shall be first allowed on the basis of un-revised commutation table and thereafter, the amount of pension that has become additionally commutable on account of retrospective revision of pay/pension shall be admissible based on the revised table of commutation.

### **VII. General Clarifications**

Clarification has been sought to the effect that henceforth in such cases where the qualifying service for eligibility to full pension has been reduced to 28 years whether the dispensation available to the employees seeking voluntary retirement to add up to 5 years in the qualifying service in addition shall be available or not?

### **Clarification**

There has been no change in the conditions regulating the voluntary retirement as a consequence to the Revised Pension Rules and accordingly such a dispensation to the employees seeking voluntary retirement to add up to 5 years in the qualifying service in addition towards the qualifying service for the purposes of pension entitlement shall continue to be available subject to other conditions including conditions prescribed in Rule 5.32-B, CSR Volume-II made in this regard.

3. These clarifications should be brought to the notice of all concerned for strict compliance and taking such appropriate measures that are required/warranted.

*Sd/ -*  
Under Secretary Finance (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have further been clarified vide  
No. 2/14/2009-1Pension, Dt. 30.3.2010.***

**GOVERNMENT HARYANA  
FINANCE DEPARTMENT**

**OFFICE MEMORANDUM**

**No. 2/14/2009-1Pension**

**Dated 16th October, 2009**

**Subject : Implementation of Revised Pension Rules (Part-I & II) 2009 - "Anomaly in the case of employees who retired between 1-1-2006 to 30-9-2006 Clarification regarding.**

In relation to Finance Department letter No. 2/14/2009-1Pension dated 10-7-2009 on the subject cited above, the matter regarding calculation of emoluments in the case of employees who retired between 1-1-2006 to 30-9-2006 has been re-examined and Part-III (c) of it is modified as follows:-

"Wherever a cause may so arises that it becomes necessary to refer to the emoluments drawn in pre-revised structure prior to 1-1-2006, the corresponding pay would mean and include (i) Basic Pay + (ii) Dearness Pay + (iii) Dearness Allowance @ 24% of basic pay and dearness pay + (iv) fitment weightage at the rate of 40% of the basic pay in the pre-revised scale of pay".

*Sd/ -*  
Deputy Secretary Finance, (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**Subject : Drawing & Disbursing the second installment of arrears accruing to the eligible Government pensioners/family pensioners on account of the implementation of the pension/family pension revision in the State of Haryana.**

Will all the Financial Commissioners Principal Secretaries/Administrative Secretaries to Government Haryana kindly refer to the subject noted above?

2. The second installment of arrears of 30% accruing to the eligible Government pensioners/family pensioners on account of the implementation of the pension/family pension revision in the State of Haryana is to be drawn and disbursed in all cases as under:-

- (i) 30% arrears out of 60% would be payable after one year of drawal of 1<sup>st</sup> Installment of 40% arrears.
- (ii) The balance 30% arrears would be payable after one year of the drawal of 2<sup>nd</sup> Installment of 30% arrears.

Sd/ -  
Advisor Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government Haryana.

**U.O. No. 2/51/2008-1Pension**

**Dated, Chandigarh, the 28th January, 2010.**

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**No. 68/2/2001/FD/Pension/SAP**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
All Divisional Commissioners and  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 12th March, 2010**

**Subject : Regarding Non-submission of Pension Revision cases on the recommendations of 6th Pay Commission.**

Sir,

I am directed to invite your attention to the earlier instructions issued by the Finance Department on the issue of timely disposal of pension cases and also on the subject noted above.

2. It has been pointed out by the Accountant General (A&E), Haryana that the matters for revision of pensionary benefits are not forwarded by most of the Departments resulting in unnecessary harassment to the retirees as well as making the Government financially burdened due to the reason that retirees approach Courts for the release of pensionary benefits and the Hon'ble Courts generally order in their favour and the orders are to be complied with by the Government by making payment of interest on delayed payment of pensionary benefits.

3. Therefore, you are requested to ensure submission of all cases to AG, Haryana for revision of pensionary benefits by 31<sup>st</sup> March 2010 positively and these instructions may please be brought to the notice of all the concerned working under your control for strict compliance in future.

Yours faithfully,

*Sd/ -*

Accounts Officers (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**GOVERNMENT HARYANA  
FINANCE DEPARTMENT****OFFICE MEMORANDUM****No. 2/14/2009-1Pension****Dated 30th March, 2010****Subject : Implementation of Revised Pension Rules (Part-II) 2009 - Clarification regarding.**

In relation to Finance Department office Memorandum issued vide No. 2/14/2009-1Pension dated 10-7-2009 and even no. dated 16.10.2009 on the subject cited above, the matter regarding guaranteed pension in the case of post 1-1-2006 pensioners has been re-examined and it is further clarified as follows:-

“The pension of a post 1-1-2006 pensioner shall also not be less than fifty percent of the sum of the minimum of the pay in the pay band and the grade pay (or 50% of the minimum of the scale in the case of HAG) of the post held by him at the time of retirement. For example, if a pensioner has retired in the grade pay of Rs. 10,000/- in the pay band of Rs. 37400-67000, his minimum guaranteed pension would be 50% of Rs. 37,400+Rs. 10,000 (i.e. Rs. 23,700/-). However, the pension will be reduced pro-rata where the maximum required qualifying service for full pension as per Rules 6.16(2) of CSR Volume-II as applicable but in no case it will be less than Rs. 3500 p.m.”.

*Sd/ -*  
Accounts Officers (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 2/47/2009-1 Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
All Divisional Commissioners and  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 14th June, 2010****Subject : Regarding Non-submission of Pension Revision cases on the recommendations of 6th Pay Commission.**

Sir,

I am directed to invite your attention towards earlier instructions issued vide No. 68/2/2001/FD/Pension/SAP, dated 12-3-2010 by the Finance Department vide which it was directed to all HODs to ensure submission of all pension revision cases to AG(A&E) Haryana by 31<sup>st</sup> March 2010 positively on the subject noted above.

2. Now it has been brought to the notice of Finance Department by the AG (A&E) Haryana that necessary arrangements have been made for prompt redressal of grievances, if any, with regard to revision of pensionary benefits. It is further observed that many departments are not being processed strictly according to rules and instructions issued by the Finance Department which causes delay in finalization of cases resulting in unnecessary harassment to the retirees as well as making the Government financially burdened due to Courts orders which are to be complied with by the Government by making payment of interest on delayed payment of pensionary benefits.

3. Therefore, you are again requested for submission of all pension revision cases to AG(A&E) Haryana according to rules and these instructions may please be brought to the notice of all the concerned working under your control for strict compliance in future.

Yours faithfully,

*Sd/ -*

Accounts Officers (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT****OFFICE MEMORANDUM****No. 2/14/2009-1Pension****Dated 8th June, 2011**

**Subject :** Implementation of Revised Pension Rules (Part-I & II) 2009-Anomaly in the case of employees who retired between 1-1-2006 to 30-9-2006-Clarification regarding.

In relation to FD's letter No. 2/14/2009-1Pension dated 10-7-2009 and consequent clarification issued vide No. 2/14/2009-1Pension, dated 16-10-2009, this has been brought to the notice of the Government that FD's instructions dated 26-4-2006 on "Counting of NPA for pensionary benefits" have not been taken into account for purpose of defining pay wherein a cause may so arise that it becomes necessary to refer to the emoluments drawn in pre-revised structure prior to 1-1-2006.

The matter has been examined and it is clarified that wherever a cause may so arise that it becomes necessary to refer to the emoluments drawn in pre-revised structure prior to 1-1-2006, the corresponding pay would also include NPA, wherever applicable. Further, in case of HCMS Doctors who have retired between 7-12-2001 to 17-4-2006, the NPA will be so counted only on notional basis for revision of pension and the actual benefit will be admissible prospectively w.e.f. 18-4-2006 onward only as per instruction issued vide No. 1/52/2005-2Pension, dated 26-4-2006 on the subject.

Under Secretary, Finance (Pension)  
for Financial Commissioner and Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/14/2009-1Pension

Dated, Chandigarh, the 8-6-2011

To

1. All the Financial Commissioners and Principal Secretaries/Administrative Secretaries to Government Haryana.
2. Registrar (General), the High Court of Punjab and Haryana, Chandigarh.
3. All the Divisional Commissioners in Haryana.
4. All the Heads of Department, Haryana.

Under Secretary, Finance (Pension)  
for Financial Commissioner and Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 2/53/2009-1 Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioners of Divisions,  
All the Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 26th April, 2010**

**Subject :** Grant of family pension to the widowed daughter upto the date of her remarriage or till date she starts earning or till the date of death.

Sir,

I am directed to refer to Rule 14 of Haryana Civil Services (Revised Pension) Rules, 2009 on the subject cited above.

2. In this connection, AG (A&E) Haryana has sought clarification in the cases where parents had died long before the notification and widowed daughter applies for the family pension at the later stage.
3. The matter has been re-examined and it is clarified that entitlement of a person to receive family pension needs to be determined as on the date of death of the employee or pensioner. Hence, in case of widowed/divorced daughter, she should be widowed/divorced at the time of death of his father subject to fulfillment of other conditions prescribed in the Government notifications dated 17-4-2009.
4. The above instructions may please be brought to the notice of all concerned officials/officers for compliance.

*Sd/ -*  
Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 2/4/2010-1 Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioners of Divisions &  
All the Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 23rd April, 2010****Subject : Family Pension Scheme, 1964 - Clarification therein.**

Sir,

I am directed to invite your attention on the subject cited above and to say that a number of communications have been received from various Associations/ Pensioners seeking clarification regarding Note-1 below para-4(i) Appendix I of Family Pension Scheme, 1964.

2. After careful consideration, it is clarified that where a Government servant dies before completion of one year of continuous service provided the deceased Government servant concerned immediately prior to his appointment to the service or post was examined by the appropriate medical authority and declared fit by that authority for Government service, the family of the deceased shall be entitled to Family Pension Scheme, 1964 and the expression continuous one year of service wherever it occurs in this note shall be constructed to include less than one year of continuous service as defined above.

3. The above instructions may please be brought to the notice of all concerned officials/officers for strict compliance.

*Sd/ -*  
Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 1/4/(46)92-2FR-II**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All the Head of Departments,  
Commissioners Gurgaon, Rohtak,  
Ambala and Hisar Divisions.  
All Deputy Commissioners &  
Sub Divisional Officers (C) in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 9th September, 1997**

**Subject : Grant of family pension to the post-retiral spouses.**

Sir,

I am directed to refer to the subject noted above and to say that on the basis of representations received from pensioner's associations regarding grant of pension to the post-retiral spouses, the matter was under active consideration of the State Govt. After due consideration, it has now been decided that the benefit of family pension scheme, 1964 will also be admissible to the post-retiral spouses from the date following the date of death of the pensioner.

2. Life time arrears of family pension wherever admissible in respect of spouses of the deceased post-retiral spouses would also be payable to their family members/heirs where the spouse eligible for family pension was alive on the date of eligibility and who died subsequent to that date, for the period from the date of eligibility to the date of death.
3. The sanction of family pension and its payment will be regulated in accordance with the procedure laid down in the C.S.R. Vol. II.
4. Necessary amendment will be made in relevant rules separately.
5. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/ -

(Ram Niwas)

Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 1/2(50)92-2FR-II**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments in Haryana,  
Commissioner Ambala/Hisar/Rohtak/Gurgaon Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 15th January, 1993**

**Subject : Liberalisation of pensionary benefits on the recommendation of Pay Commission - Clarification regarding family pension.**

Sir,

I am directed to invite a reference to this department's circular letter No. 1/2(21)81-2FR-II, dated 31st July, 1981 and to say that some doubts have been expressed by some departments about the question as to whether the benefit of family pension is admissible to the widows of the officials who died while in service before the introduction of the Family Pension Scheme, 1964. In this connection, I am to invite your attention to para 4(i) of the "Family Pension Scheme, 1964," which reads as under:-

"The family pension is admissible in case of death while in service or after retirement on or after the 1st July, 1964, if at the time of death, the retired officer was in receipt of a compensation, invalid, retiring or superannuation pension. The family pension will not be admissible in case of death after retirement if the retired employee at the time of death was in receipt of gratuity only. In case of death while in service a Government employee should have completed a minimum period of one year of continuous service without break".

I am also to request you to kindly keep in view the above provision of the said scheme while deciding the family pension.

Yours faithfully

Sd/ -

(R.R. FULIYA)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been modified vide  
Notification No. 2/51/2008-1 Pension, Dt. 17.4.09.***

**No. 1/1(4)80-2FR-II**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers(C) in Haryana.  
The Registrar, Punjab and Haryana, High Court.

**Dated, Chandigarh, the 10th May, 1988**

**Subject : Rationalisation of age limit at 25 years for the purpose of entitlement of family pension for sons & unmarried daughters of a Govt. servant.**

Sir,

I am directed to invite a reference to the subject noted above and say that vide Notification No. 1/1(4)80-2FR-II, dated 11<sup>th</sup> August, 1981, minor son upto the age of 21 years, and un-married daughters upto the age of 24, or marriage whichever is earlier were eligible for family pension. After carefully consideration, the Govt. has now decided that sons and unmarried daughters of Govt. servants may continue to get family pension upto the age of 25 years as against the present limit of 21 years and 24 years respectively.

2. An unmarried daughter shall become ineligible for family pension from the date she gets married further the family pension payable to a son or daughter shall be stopped if he or she starts earning his or her livelihood, or attains 25 years of age whichever is earlier.
3. These orders take effect from the date of issue.

Yours faithfully,

Sd/ -

(J.P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**ORDER**

The Governor of Haryana is pleased to accord sanction to the grant of special pensionary benefits to the families of Police Officers/Other Rank who die on active duty while dealing with the lawless elements. The family pension would be equal to the last pay drawn by the deceased employee alongwith the relief sanctioned from time to time upto the date when the Officer/official would have retired on the date of superannuation. Thereafter, the family would be entitled to family pension in accordance with the normal Family Pension Rules.

2. These orders will come into force with immediate effect.

Dated, Chandigarh, the 18-10-82

T. K. Banerji  
Commissioner & Secretary to Govt., Haryana,  
Finance Department.

A Copy is forwarded to the Commissioner & Secretary to Govt., Haryana, Home Department with reference to his U.O. No. 27/14/82-HGI dated 2-7-82.

His office file returned herewith.

*Sd/-*  
Joint Secretary Finance (R)  
for Commissioner & Secretary to Govt., Haryana,  
Finance Department.

To

The Commissioner Secretary to Govt., Haryana,  
Home Department.

**U.O. No. 1/1/(2)-82-2FR-II**

**Dated, Chandigarh, the 2nd November, 1982**

Endst. No. 1/1/(2)-82-2FR-II

Dated, Chandigarh, the 2nd November, 1982

A Copy is forwarded to the Inspector General of Police, Haryana, for information and necessary action with reference to his memo No. 9966/E-I dated 4-5-82 addressed to Secretary to Govt., Haryana, Home Department.

*Sd/-*  
Joint Secretary Finance (R)  
for Commissioner & Secretary to Govt., Haryana,  
Finance Department.

Endst. No. 1/1/(2)-82-2FR-II

Dated, Chandigarh, 02.11.1982.

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

*Sd/-*  
Joint Secretary, Finance (R)  
for Commissioner & Secretary to Govt., Haryana,  
Finance Department.

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A copy is forwarded to the Secretary, Council of Minister, Haryana, for information with reference to his U.O. No. 5/306/Cabinet/82, dated, 18-10-82.

*Sd/-*  
Joint Secretary, Finance (R)  
for Commissioner & Secretary to Govt., Haryana,  
Finance Department.

To  
The Secretary,  
Council of Minister Haryana.

U.O. No. 1/1(2)-82-2FR-II

Dated, Chandigarh, the 02.11.1982.

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**No. 4/3/78-3FR-II**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Heads of the Departments,  
Commissioners Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana;  
The Registrar, Punjab and Haryana High Court.

**Dated, Chandigarh, the 20th December, 1978****Subject : Treatment of pay portion in Adhoc Relief as Dearness Pay.**

Sir,

I am directed to invite a reference to the Finance Department circular letter No. 3608-3FR-72/21099, dated 27<sup>th</sup>/29<sup>th</sup> June, 1972 and 7158-3FR-72/30420, dated 18<sup>th</sup> December, 1972 with which Adhoc Relief was sanctioned to Haryana Government employees. Subsequently further relief in the shape of Additional Dearness Allowance was sanctioned after adjusting a part of the adhoc relief as indicated on pages 6 and 2 of Finance Department Circular letter No. 1699-3FR-74/10392, dated 20<sup>th</sup> March, 1974 and 4883-3FR-74/31817, dated 6<sup>th</sup> September, 1974 respectively. The matter has been considered further and it has been decided to treat the part of Adhoc Relief, so adjusted, as 'Pay Portion' and also to classify the same as 'Dearness Pay' for purpose of working out superannuation, retiring, invalid, Compensation, extraordinary pension, death-cum-retirement gratuity and family pension, as detailed below:-

<b>Pay Ranges</b>	<b>Adhoc Relief</b>	<b>Classified as Dearness Pay</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
<b>70 to 84</b>	Rs. 29	Rs. 9.40
<b>85 to 109</b>	41	19.00
<b>110 to 149</b>	41	18.50
<b>150 to 209</b>	41	18.00
<b>210 to 399</b>	50	21.75
<b>400 to 449</b>	50	21.25
<b>450 to 499</b>	50	20.75
<b>500 to 575</b>	70	32.75
<b>576 to 1019</b>	69 to 60	45.00
<b>1020 to 1250</b>	60	45.00
<b>1251 to 1294</b>	59 to 16	44.00 to 1.00
<b>1295 to 1309</b>	15 to 1	Nil

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2. While calculating pension, family pension and death-cum-retirement gratuity, the amount of 'Dearness Pay' classified above will be added to the amount of 'Dearness Pay' already classified as such, with Finance Department circular No. 1427-3FR-74/8959, dated 12<sup>th</sup> March, 1974 and 6279-2FR-70/33159, dated 24<sup>th</sup> November, 1970.
  3. These orders will be applicable on all retirements taking place on or after 1<sup>st</sup> January, 1976.
  4. Receipt of these instructions may please be acknowledged.

Yours faithfully,

*Sd/-*  
(N.K. Garg)  
Deputy Secretary Finance,  
for Commissioner and Secretary to Government,  
Haryana, Finance Department.

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**No. 1084-2FR-72/18110**

From

The Financial Commissioner Revenue and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of the Departments,  
Commissioner Ambala Division,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court and  
All District & Sessions Judges in the Haryana State.

**Dated, Chandigarh, the 9th June, 1972**

**Subject : Counting of periods of Extra-ordinary leave as service for the purpose of the Family Pension Scheme, 1964, for State Government employees.**

Sir,

I am directed to invite a reference to Haryana Government, Finance Department circular letter No. 7856-7FR-I-64/9691, dated the 16<sup>th</sup> October, 1964, on the above subject and say that family pension is admissible in case of death while in service, if the Government servant has completed a minimum period of five years service and such family pension is payable at enhanced rates in case a Government servant dies while in service, after completing not less than seven years continuous service, in term of Finance Department circular letter No. 304-7FR-I-66/5239, dated the 21<sup>st</sup> March, 1966. A question has arisen whether for the purpose of reckoning the minimum of five years service or seven years continuous service, as stated above, periods spent on extra-ordinary leave can be counted as service. It has been decided that periods of extra-ordinary leave should be counted for the purpose of reckoning the minimum of five years or seven years as the case may be.

2. Sub-para (i) of Haryana Government, Finance Department circular letter No. 2253-7FR-I-65/2474, dated the 12<sup>th</sup> March, 1965 may also be treated to have been modified to that extent.

Yours faithfully,

Sd/ -

Deputy Secretary Finance (D)  
for Financial Commissioner, Revenue and Secy. to Govt.,  
Haryana, Finance Department.

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**No. 1/4(39)97-2FR-II/144**

From

The Financial Commissioner and Secy. to Govt.,  
Haryana, Finance Department.

To

All the Head of Departments,  
Commissioners Gurgaon, Rohtak, Ambala and Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (C) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 2nd June, 1999**

**Subject : Grant of family pension to the families etc. of the Government employees/ pensioners who disappeared suddenly and whose whereabouts are not known.**

Sir,

I am directed to refer to this department's letter Nos. 4/4(40)-87-2FR-I dated 1st February, 1989 and 1/2(60)88-2FR-II, dated 15.1.90 on the subject noted above and to say that in accordance with provisions contained in the above noted office order(s), the families of the employees/pensioners whose whereabouts are not known are paid in the first instance, the amount of salary due, leave encashment and the amount of GPF having regard to the nomination made by the employees and after the lapse of a period of one year other benefits like DCRG and family pension are also paid. The period of one year is reckoned with reference to the date on which F.I.R. is lodged with the police about the disappearance of the concerned employee/pensioner. At present the family pension is sanctioned and paid to the eligible member of the family one year after the date of registering the FIR with the police and no family pension is paid for the intervening period of one year from the date the FIR is lodged to the date the family pension can be sanctioned. This practice is causing hardship to the families. It has now been decided that the family pension which in pursuance of the earlier orders, will continue to be sanctioned and paid **one year after the date of lodging the FIR** and will accrue from the date of lodging the FIR or expiry of leave of the employee who has disappeared whichever is later. When the sanction for family pension is issued, the payment of pension from the date of accrual may be authorised. The usual procedure of obtaining the indemnity bond etc. as laid down in the letter under reference will continue to be followed. While sanctioning payment of family pension it will be ensured by the concerned authorities that family pension is not authorised for any period during which payment of pay & allowance in respect of the disappeared employee has been made.

These instructions may be brought to the notice of all concerned.

Yours faithfully,

Sd/ -

(Shakuntla Jakhu)

Commissioner & Special Secy. Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 4/4(40)/87-2FR-I**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 11th October, 1990**

**Subject : Payment of eligible family members of employees who suddenly disappear.**

Sir,

I am directed to invite a reference to the Haryana Govt. Finance Department Circular letter No. 4/4(40)/87-2FR-I dated the 1<sup>st</sup> February, 1989 on the subject noted above and to say that the question regarding the period upto which interest on G.P.Fund can be allowed by making the final payments of disappeared persons was under consideration. Under rule 13.13(4) of the Pb. C.S.R. Vol. II, interest can be paid on the provident Fund balance of a subscriber upto a period of six months from the date of quitting of service. Accordingly, the State Government had decided that the interest can be allowed upto six months from the date a report has been obtained by the family from the Police Department that the employee has not been traced out after all efforts have been made by the Police.

Yours faithfully,

Sd/ -

(R.P. Sukhija)

Deputy Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been modified vide  
No. 1/4(39)97-2FR-II/144, Dt. 02.06.99.***

**No. 1/2(60)88-2FR-II**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All the Head of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 15th January, 1990**

**Subject : Payment of family pension to the family of pensioners who suddenly disappear.**

Sir,

I am directed to refer to the subject noted above and to say that as per the present instructions, in case any pensioner suddenly disappears and his whereabouts are not known, family pension and other benefits are given to the family after a lapse of 7 years. This provision of a period of 7 years was based on section 108 of the Indian Evidence Act. It is felt that the present provision cause hardship to the family members of such a pensioner, and after careful consideration, Govt. has decided that, in the case of a retiree disappearing suddenly, family pension to the family will be allowed after a period of one year, after observing the following formalities:-

- (i) The family must lodge a report with the concerned Police Station and obtain a report that the retiree had not been traced after all efforts had been made by the police.
  - (ii) An Indemnity Bond should be taken from the nominee/dependents of the retiree that all payments will be adjusted against the payment due to the retiree in case he appears on the scene and makes any claim.
2. The family can apply to the Head of office of the retiree for grant of family pension, after one year from the date of disappearance of the retiree in accordance with the procedure for sanction of family pension.
  3. These instructions may be brought to the notice of all concerned.

Yours faithfully,

Sd/ -

(J. P. Narang)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been modified vide  
No. 1/4(39)97-2FR-II/144, Dt. 02.06.99.***

**No. 4/4(40)-87-2FR-I**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All the Head of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners/Sub Divisional Officers (Civil) in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 1st February, 1989**

**Subject : Payment to eligible family members of employees who suddenly disappear.**

Sir,

I am directed to refer to the subject noted above and to say that as per the present procedure, the pension and other retiring benefits are given to the legal heirs after the elapse of 7 years in case any Govt. employee suddenly disappears and whose whereabouts are not known. This period of 7 years was based on section 108 of the Indian Evidence Act. This procedure is too long and causes hardship to the family members of that employee. After careful consideration the Government has decided that (i) the salary due, leave encashment due and the amount of G.P.Fund having regard to the nominee made by the employee can be paid in the first instance when an employee disappears leaving his family (ii) DCRG and other family pension benefits may be given after the elapse of one year after observing the following formalities :-

- (i) The family must lodge a report with the concerned Police Station and obtain a report that the employee has not been traced after all efforts had been made by the police.
- (ii) An indemnity Bond should be taken from the nominee/dependents of the employee that all payments will be adjusted against the payments due to the employee in case he appears on the scene and makes any claim.

2. The Head of Office will assess all Government dues outstanding against the Government servant and effect their recovery in accordance with existing rules.

3. The family can apply to the Head of the Office of the Government servant for grant of family pension and DCRG, after one year from the date of disappearance of the Government servant in accordance with the prescribed procedure for sanction of family pension and DCR Gratuity. In case the disbursement of DCRG is not effected within three months of the date of application, the interest shall be paid at the rates applicable and responsibility for the delay fixed.

4. These instructions may be brought to the notice of all concerned.

Yours faithfully,

Sd/ -

(J. P. Narang)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 8/29/06-4Pension**

Form

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioner of Divisions,  
All Deputy Commissioner,  
Sub Divisional Officer (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 4th April, 2008****Subject : Regarding release of withheld gratuity of retirees.**

Sir,

I am directed to invite your attention towards Finance Department instructions No. 8/29/06-4Pension dated 9-5-2007 on the subject noted above and to state that the matter has been re-considered and it has been decided that withheld gratuity amounting upto Rs. 20,000/- which has been lying with AG Office for more than three years would be released after giving two registered notices to the concerned Departments by the AG Office. You are, therefore, again requested to send reply to such notices received from AG Office within stipulated time failing which the withheld gratuity amount of the concerned retirees will be released and the recovery, if any, against the retirees will be recovered from the official/officer responsible for not sending final No Dues Certificate.

Receipt of these instructions may pleased be acknowledged.

Yours faithfully,

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 1/4(62)94-2FR-II**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioner and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 6th June, 1995**

**Subject : Recovery of D.C.R. Gratuity and pension paid to the Government employees who were prematurely retired and were subsequently reinstated in service.**

Sir,

I am directed to invite a reference to this office letter No. 1/1(21)-78-2FR-II dated 19<sup>th</sup> October, 1981 on the subject noted above and to say that on account of some doubts, authorities are facing difficulties in implementation of the instructions noted above. The matter has been examined and position about the various points is clarified as below:-

Sr. No.	Point raised	Clarification
(i)	In case the period of interruption has been regularised by grating earned leave, half pay leave and extra ordinary leave, whether Govt. servant concerned should be paid pension for the period of extraordinary leave.	Since no leave salary is payable for the period of extraordinary leave, the Government servant concerned will be eligible to retain pension for the period of extraordinary leave will not qualify for pension.
(ii)	If a Government servant opts to retain the amount of DCRG in what manner the interest should be recovered.	The simple interest as prescribed for G.P.Fund in respect of the corresponding period should be recovered every month from the leave salary or pay and allowance of the Government servant concerned.
(iii)	Where a part of DCRG has been recovered from a Government servant before he exercised option to retain the DCRG, whether the option should cover the unrecovered amount of DCRG already recovered should be refunded to the Government servant.	Option will cover only the un-recovered amount of DCRG the portion of DCRG already recovered is not to be refunded.
(iv)	Whether the term 'Leave salary' in para 1(iii) of letter No. 1/1/(21)78-2FR-II dated 19-10-81 is leave with salary due and admissible?	"Yes", the term 'Leave Salary' in para 1(iii) of letter dated 19-10-81 means leave with salary.

Sr. No.	Point raised	Clarification
(v)	Whether pension including commuted portion thereof plus pension equivalent of gratuity is to be recovered only in cases where the Government servant has commuted a part of pension or in all cases irrespective of the fact whether commutation has been made or not?	In terms of part 1(i) of letter dated 19-10-81, simple interest as prescribed is payable by a Government servant who opts to retain DCRG. Therefore, it is not necessary to recover pension equivalent of DCRG from the leave salary of the pay and allowances of the Government servant. Pension including the amount of pension commuted if any, is required to be adjusted against leave salary or pay and allowances of the Government servant.
(vi)	Whether the term pension occurring in sub-paras (ii), (iii) and (iv) of para 1 of letter dated 19-10-81 includes pension equivalent of gratuity also.	"No"
(vii)	Whether it is permissible to recover both the pension equivalent of gratuity and interest on gratuity retained.	Pension equivalent of gratuity is not to be recovered as interest on the amount of DCRG retained is required to be recovered.
(viii)	Whether two types of reinstatement in service viz.-(i) by orders of the Court and (ii) in others by the orders of Administrative reviewing authority are to be regulated under the letter dated 19-10-81.	Only cases of re-instatement by the Administrative reviewing authority are regulated by the aforesaid letter.

2. These instructions may please be brought to the notice of all concerned working under your control, for information and necessary action.

3. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/ -

(S.B. BHATIA)

Under Secretary Finance (R)

for Financial Commissioner and Secy. to Govt.,  
Haryana, Finance Department.

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**No. 1/4(5)-79-2FR-II**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner of Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 21st November, 1988.**

**Subject : Simplifications of procedure with a view to eliminating delays in the payment of pension and gratuity.**

Sir,

I am directed to refer to the Finance Department's instructions issued vide letter No. 1/4(5)-79-2FR II, dated 15.12.1982 and to say that after careful consideration Government has decided to amend these instructions up to the extent that in the Para 2 (a) line twenty one, the word "Rs. 1000/-" may now be read as "Rs. 5000/-". The rest of the instructions will be the same.

Yours faithfully,

*Sd/ -*

(J.P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been clarified vide  
No. 1/4(62)94-2FR-II, Dt. 6.5.1995.***

**No. 1/1(21)-78-2FR-II**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (C) in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 19th October, 1981.**

**Subject : Recovery of D.C.R. gratuity and pension paid to the Govt. employees who were prematurely retired and were subsequently reinstated in service.**

Sir,

I am directed to invite a reference to the subject noted above and to say that the State Govt. had been considering the procedure to be adopted in regard to the recovery of D.C.R. Gratuity and pension in cases where the Govt. employees were prematurely retired under rule 3.26 of the Punjab Civil Services Rules, Volume I, Part I and were subsequently reinstated in service on review. After careful consideration of the matter, it has been decided to adopt the following procedure in this regard:-

- (i) The amount of D.C.R. Gratuity received may be allowed to be retained by the Govt. employee concerned on payment of simple interest as prescribed for the G.P.F. for the corresponding period. The amount so retained will be adjusted against the final D.C.R. Gratuity becoming due on final retirement and the balance, if any, will be paid to him.
- (ii) Where the intervening period between premature retirement and date of reinstatement is treated as duty, the amount of pension drawn by the individual should be adjusted against the salary payable.
- (iii) Where the period is treated as leave due and admissible, the pension amount shall be adjusted against the leave salary. In cases where leave salary due and admissible is not enough to cover the entire period and extra-ordinary leave has to be granted, the reinstated employees may be given the option to retain pension if it is more advantageous. If this option is exercised, the period for which pension is retained, shall not count finally for qualifying service.
- (iv) Where the period prior to reinstatement is neither treated as duty nor leave but dies-non, pension already drawn shall be allowed to be retained by the employee.



- (v) Where part of the pension has been commuted, the commuted amount may not be recovered from the Govt. employee concerned but for the purposes of sub paras (ii), (iii) and (iv) above the full amount of pension before commutation and the pension equivalent of gratuity shall be taken into account for the purpose of pay fixation. The pay of a Govt. employee whose pension has been partially commuted, shall, on reinstatement be reduced by the amount of pension including the amount commuted, and pension equivalent of gratuity and he shall draw such reduced pay plus pension after commutation till he finally retires. He will be entitled to increments as admissible from time to time. If any occasion arises to refix his pay as a result of transfer, deputation or promotion, the notional pay, pay being drawn plus pension, shall be taken as "pay" for purposes of refixation. On his final retirement, the pension shall be recalculated and the pension already being drawn will be revised suitably.

2, These instructions may please be brought to the notice of all concerned working under your control, for information and necessary action.

3. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/ -

(Rajni Razdan)

Deputy Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**Payment of Death-cum-Retirement Gratuity to a Minor.**— It has been held that for the purpose of death-cum-retirement gratuity the surviving 'Step-mother' is not the natural guardian of the minor child and she is, therefore, not covered by the term 'surviving parent'.

**(No. 9226-5FRI-60/8282, dated the 3rd October, 1960).**

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**Recovery of Government dues from Death-cum-Retirement Gratuity.—** It has been held that a gratuity is not covered by the term 'pension' occurring on the Pensions Act 1871, and, therefore, does not enjoy the protection conferred by various provisions of that Act. Attention is also invited to Punjab Government Finance Department letter No. 1526-FRI-57/2705, dated the 9th April, 1957, in which it was made clear that the death-cum-retirement-gratuity admissible under the Liberalized Pension Rules is in the nature of gift.

(2) In view of the considerations stated in the preceding paragraph it is permissible to make recovery of Government dues from the death-cum-retirement-gratuity due in respect of an officer even without obtaining his consent, or without obtaining the consent of the members of his family in the case of the deceased officer, as the case may be.

**(No. 193-2FRI-60/2740, dated the 28th March, 1960).**

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**Payment of death-cum-retirement gratuity to a minor.—** In para (2) of Punjab Government letter No. 9180-FRI-58/15408, dated the 30th October, 1958, it was stated that payment of the minor(s) share of death-cum-retirement gratuity is to be made to the natural guardian of the minor(s), and in the absence of a natural guardian, to the person who furnished a guardianship certificate.

(2) In case where payment of the minor(s) share of death-cum-retirement gratuity is to be made to the natural/legal guardian the Accountant General must, in order to issue the necessary payment authority in his/her favour, know this fact, as well as the name of the latter, he has to make enquiries on this point from the sanctioning authority, resulting in avoidable delay in the payment of death-cum-retirement gratuity. To obviate such delays, you are requested to ensure that in future in all cases of this nature the aforesaid particulars are given in the sanction letter itself.

(3) The legal position as to whom the share of a minor in the capacity of minor's natural/legal guardian would be payable is explained as under:-

**(i) Where no valid nomination subsists.—**

- (a) When a share is payable to minor sons or unmarried daughters, it should be paid to the surviving parent except in case when the surviving parent happens to be a Muslim lady. Where, however, there is no surviving parent or the surviving parent is a Muslim lady, payment will have to be made to the person producing the guardianship certificate.
- (b) When a share is payable to widowed minor daughter(s) production of a guardianship certificate would be necessary.
- (c) If in a rare case the wife herself happens to be a minor, the death-cum-retirement gratuity payable to her shall be paid to the person producing the guardianship certificate.
- (d) When there are no surviving members of the family as in items (a), (b), (c) and (d) of sub-para 4 of Punjab Government letter No. 3022-FR-51/3116, dated the 4th July, 1951, and the death-cum-retirement gratuity becomes payable to a minor brother or a minor unmarried sister, the payment should be made to the father, or, in his absence, the mother of the beneficiary except in a case where the mother happens to be a Muslim lady. In this case, too, if there is no surviving parent happens to be a Muslim lady, the payment will have to be made to the person producing the guardianship certificate. If any share is payable to a widowed minor sister, the production of certificate would be necessary.

**(ii) Where a valid nomination subsists—**

- (a) Where the nomination is in respect of one or more of the members of the family the position stated against para 3(1) would apply.
- (iii) Where there is no family, the nomination in favour of an illegitimate child, a married daughter or a married sister would also be valid. The position would, therefore, be as follows:-
  - (i) If the nominee is an illegitimate child share will be payable to the mother

and, in her absence, the production of a guardianship certificate would be necessary.

- (ii) If the share is payable to a married minor girl, the share will be payable to the husband.

**(No. 8482-2FRI-59/13708, dated the 3rd November, 1959).**

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**Payment of death-cum-retirement gratuity and family pension under the New Pension Rules.**— Sub-paragraph (5) of para 5 in section III of Punjab Government letter No. 3022-FR-51/3116, dated the 4th July, 1951 provides that failing a widow or husband as the case may be, the family pension may be sanctioned to the eldest surviving son, a question has been raised whether the payment of pension can be authorised to the second son or the eldest surviving unmarried daughter of the deceased Government employee if the eldest surviving son gives his consent in writing to forego his claim in favour of his younger brother or sister; and whether the share of the death-cum-retirement gratuity admissible to a member or the Government employee's family can be authorised to another member or members in whose favour the former may have foregone his/her claim. The matter has been carefully considered and it has been decided that since the Government would not in such a case get a good discharge from the eldest son or other member of the family having a prior claim to the pension, the safer and more appropriate course would be to sanction the pension only in favour of the member entitled to it under the rules. Similarly, the gratuity should also be paid to all the members of the family in equal shares, as has been provided for in the Punjab Government letter No. 1526-FRI-57/2705, dated the 9th April, 1957, even though any of the members may volunteer or desire that his/her share may be paid to some other member(s) of the family.

**(No. 7272-FRI-57/1974, dated the 6th February, 1958).**

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**DCRG is a Gift.**— It has been held that like all other gratuities death-cum-retirement gratuity payable under the Revised Pension Rules, is in the nature of 'gift' granted by Government and not a 'debt'.

**(No. 1526-FRI-57/2705, dated the 9th April, 1957).**

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
NOTIFICATION**

**Dated 10th May, 2011**

**No. 2/51/2008-1Pension.**— Whereas, the Government of Haryana is broadly following the Central Government pattern in the matter of pay scales for its employees with effect from 1986 and further revised the pay scale with effect from 1<sup>st</sup> January, 1986, 1<sup>st</sup> January, 1996 and 1<sup>st</sup> January, 2006 as per the recommendations of various Central Pay Commission. Similarly the pensionary benefits have also been allowed broadly on the Central pattern and pension of the Haryana Government pensioners had been revised accordingly w.e.f. 1<sup>st</sup> January, 1996 and also w.e.f. 1<sup>st</sup> January, 2006 vide notification No. 2/51/2008-1Pension, dated 17<sup>th</sup> April, 2009.

And whereas the State Government vide its notification No.1/2/8/98-2FR-II, dated 4<sup>th</sup> March, 2003 increased the period of restoration of commuted value of pension from 12 years to 15 years on the basis of Hon'ble Supreme Court judgement dated 9<sup>th</sup> December, 1986 in Writ Petition No. 3958-61 of 1983 and according to the modified provisions of Central Civil Services (Commutation of Pension) Rules, 1981. The State Government also made a provision vide said notification dated 4<sup>th</sup> March, 2003 that in case of pre-mature retirement or compulsory retirement, wherever commutation is permissible, the commuted portion of pension shall be restored after surrender of full value of commutation together with notional simple interest to be calculated @ 8.1.% per annum by reducing balance method. As per provisions of rule 15(b) of the notification No. 2/51/2008-1Pension, dated 17<sup>th</sup> April, 2009, the existing table of Commutation Value for Pension have been substituted by the new Table as at Annexure-1 of the above said notification dated 17<sup>th</sup> April, 2009. The factor mentioned in column of commutation value expressed as number of years purchased and age next birthday is ranging from 20 years to 81 years and factor available is 9.188 to 4.611, whereas, in the existing Table under rule 11.5 of Punjab CSR Volume-II at Annexure to Chapter 11 consisting of corresponding factor between the age of 20 years to 81 years is 19.01 to 3.94. The State Government has observed that by charging of notional interest on commuted value of pension in case of pre-mature retirement, as in case of early age retirement, even the principal amount, which was advanced to the retiree as commutation is higher than commuted amount of employee who retired on superannuation i.e. at the age of 58 years and less interest amount is recovered in case of pre-mature basis i.e. voluntary retirement, compulsory and invalid retirement. For example:-

Retirement at the age of 50 years (On Voluntary)	Retirement at the age of 58 years (On Superannuation)
After completion of 28 years of qualifying service	After completion of 28 years of qualifying service
Sanctioned Pension ₹ 10,000 p.m.	Sanctioned Pension ₹ 10,000 p.m.
Commuted amount ₹ 4,000 @ 40% of pension	Commuted amount ₹ 4,000 @ 40% of pension
Factor as per new commutation table i.e. 8.808	Factor as per new commutation table i.e. 8.371
Commutation amount = 8.808 x 4000 x 12 = 422784 Recovery installments = 422784/4000 = Say= 106 Inst. Intt. $\frac{106 \times 107 \times 4000 \times 8.1}{2 \times 12 \times 100} = 153117$ Installments of Intt. $\frac{153117}{4000} = 38$	Commutation amount = 8.371 x 4000 x 12 = 401808 Recovery installments = 401808/4000 = Say= 100 Inst. Total amount recovered 4000 x 12 x 15 = 720000 Principal= 401808 Intt. $\frac{720000 - 401808}{4000} = 318192/4000 = 79.54$ Says 80 Inst.
After recovering full value of commuted pension with notional simple interest @ 8.1	After 15 years of commutation.
Total Inst. 106+38=144 of ₹ 4000 each 144/12 = 12 years Amount recovered= ₹ 5,75,901	Total Inst. 100+80= 180 of ₹ 4000 each says 15 years Amount recovered= ₹ 7,20,000



Now, therefore, in exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Services Rules Volume-II as applicable to the State of Haryana, namely:-

1. (1) These Rules may be called the Punjab Civil Services Rules, Volume-II (Haryana Amendment) Rules, 2011.
- (2) They shall come into force with effect from the 17<sup>th</sup> April, 2009, for the Government employees retired/retiring from Government service on or after 17<sup>th</sup> April, 2009.
2. In the Punjab Civil Services Rules, Volume-II in Rule 11.1 for the sub-rule (1) the following sub-rule shall be substituted namely:-
  - (1) A Government employee, on superannuation/pre-mature retirement, shall be entitled to commute for a lump sum payment a fraction not exceeding 40% (forty percent) of his pension. The fraction of pension so commuted on retirement i.e. superannuation/pre-mature retirement shall, however, be restored to him on completion of 15 years from the date of retirement or 15 years from the actual receipt of commutation value, whichever is later”.

AJIT M. SHARAN  
Financial Commissioner and Principal Secy. to Govt.,  
Haryana, Financial Department.

No. 2/51/2008-1Pension

Dated, Chandigarh, the 7-6-2011

A copy is forwarded to the following for information and necessary action:-

1. All Head of Departments, Commissioners of Divisions, All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab and Haryana High Court, Chandigarh.

Sd/-  
Under Secretary Finance (Pension)  
for Financial Commissioner and Principal Secy. to Govt.,  
Haryana, Financial Department.

Endst. No. 2/51/2008-1Pension

Dated, Chandigarh, the 7-6-2011

A copy alongwith 10 spare copies is forwarded to Accountant General (A&E) Haryana, Chandigarh for information and necessary action.

Sd/-  
Under Secretary Finance (Pension)  
for Financial Commissioner and Principal Secy. to Govt.,  
Haryana, Financial Department.

No. 2/51/2008-1Pension

Dated, Chandigarh, the 7-6-2011

A copy is forwarded for information and necessary action to:-

1. All the Financial Commissioner and Principal Secretaries to Govt. Haryana.

- 
2. All Administrative Secretaries to Government Haryana.

*Sd/-*  
Under Secretary Finance (Pension)  
*for* Financial Commissioner and Principal Secy. to Govt.,  
Haryana, Financial Department.

To

1. All the Financial Commissioner and Principal Secretaries to Govt. Haryana.
2. All Administrative Secretaries to Government Haryana.

U.O. No. 2/51/2008-1Pension

Dated, Chandigarh, the 7-6-2011

Endst. No. 2/51/2008-1Pension

Dated, Chandigarh, the 7-6-2011

A copy is forwarded to the In-charge, Computer Cell, Finance Department for placing it on the official website of Finance Department.

*Sd/-*  
Under Secretary Finance (Pension)  
*for* Financial Commissioner and Principal Secy. to Govt.,  
Haryana, Financial Department.

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**No. 2/28/02-2Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments,  
All Commissioners of Divisions,  
All Deputy Commissioners  
All Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 9th July, 2004****Subject : Commutation of pension – clarification regarding.**

Sir,

I am directed to invite your attention to Para (2) of Finance Department circular No. 1/2(11)-84-2FR-II dated 4<sup>th</sup> Jan., 1985 wherein it was laid down that employees who want to have the benefit of commutation of pension without medical examination must exercise their option within six months of their retirement. The matter has been re-examined keeping in view the statutory provision under rule 11.19(1) of CSR Volume II which provides for submission of application before the expiry of one year from the date of retirement and also the difficulty being experienced by the retirees due to inadequate time limit for submission of application for commutation of pension without medical examination. It has accordingly been decided to withdraw Para (2) of instruction dated 4.1.1985 and henceforth the statutory provision of rule 11.19(1) of CSR Vol. II for making application within one year of the date of retirement will be applicable for commutation of pension without medical examination.

Yours faithfully,

*Sd/-*  
Accounts Officer (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 1/2(11)84-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 2nd June, 1989**

**Subject : Restoration of commuted portion of pension to the pensioners – clarification regarding.**

Sir,

I am directed to refer to Finance Department Letter No. 1/2(11)84-2F.R.II dated 9<sup>th</sup> July, 1985. It has been decided to modify para 2 of the above said letter as under:—

“In regard to an employee who sought premature retirement or was retired compulsorily by the Govt. before the age of superannuation and who got his pension commuted, the commuted portion of the pension will be restored after he has surrendered full value of commutation, together with notional interest”.

This modification may please be brought to the notice of all the officers/officials dealing with pension cases.

Yours faithfully,

*Sd/*  
(Shamsher Shukla)  
Under Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been modified partly  
vide No. 2/28/02-2 Pension, Dt. 09.07.04.***

**No. 1/2(11)-84-2FR-II**

From

The Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 4th January, 1985**

**Subject : Restoration of commuted portion of pension to the pensioners - Clarification regarding.**

Sir,

I am directed to invite a reference to Para (7) of Finance Department circular letter No. 11-1PR(FD)-81, dated the 19th March, 1981, which, inter alia, provides that, where a pensioner commutes a part of his pension and receives lumpsum in lieu thereof, he would be allowed restoration of the surrendered value of pension in full after completion of 70 years of age. In this connection, the Accountant General, Haryana has sought clarifications (i) whether the commuted portion of pension is to be restored after completion of 70 years of age in the case of only those employees who got their pension commuted within one year of the date of their retirement i.e. before 59th birthday or it is also to be restored in the case of those employees who got their pension commuted after one year or more of the date of their retirement i.e. on attaining the age of 60 years thereafter; and (ii) whether the benefit of restoration of surrendered value of pension after completion of 70 years of age is to be extended to old pensioners who retired before 1-4-1979 i.e. before the date of liberalisation of pensionary benefits on the recommendations of the Pay Commission. The matter has been examined further and after careful consideration, it has been decided that the commuted portion of pension may be restored in the case of those employees who retired long ago and had reached the age of 70 years or more on 31-10-1984. In the case of those employees who have retired before the 31st October, 1984, but have not yet exercised their option for commutation of pension, restoration may be granted only after a period of 11 years has elapsed from the date of their exercising such option and they surrender full amount of commuted value of pension. Similar will be the position in the case of those retired employees who have exercised their option for commutation but have not reached the age of 70 years as on 31-10-1984.

2. In regard to the employees who were in service as on the 1st November, 1984, the clear stipulation would be that if they want to have the benefit of commutation of pension, they must exercise their option within six months of their retirement. In case they fail to do so, commutation in pension will not be permitted.

3. You are requested to bring these instructions to the notice of all concerned for strict compliance.

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4. Receipt of this letter may please be acknowledged.

Yours faithfully,

*Sd/*

(Beant Singh)

Deputy Secretary Finance (D),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**No. 1/1(4)78-2FR-II**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
All Sub Divisional Officers (C) in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 16th November, 1981.**

**Subject : Commutation of pension on retirement on superannuation – Medical Examination not necessary.**

Sir,

I am directed to invite a reference to the instructions contained in Finance Department circular letters No. 1/1(4)-78-2FR-II, dated 3.3.78 and 1/1(4)-78-2FR-II, dated 8.2.1979 on the above subject according to which a Govt. employee who retires on:-

- (i) Superannuation pension under rule 5.27 of Punjab C.S.R. Volume II; or
- (ii) a retiring pension under rule 5.32, 5.32-A and 5.33 of the Punjab Civil Services Rules, Volume II; or
- (iii) a compensation pension on the abolition of permanent post within, the meaning of rule 5.2 of Punjab Civil Services Rules, Volume II; or
- (iv) on absorption in or under a Corporation or Company or Body in terms of F.D. circular letter No. 6226-2FR-68 dated the 7th Oct., 1968 and who elects to receive monthly pension and death-cum-retirement gratuity; is eligible to commute a part of his pension without medical examination provided he applies for commutation of pension within a year of the date of his retirement.

2. It often happens that a Govt. employee referred to (iv) above is generally absorbed in a corporation, company or body from a retrospective date and orders of absorption are issued on a later date. A question has been raised whether for the purpose of commutation without medical examination the period of one year should reckon from the date of retirement of absorbed employee or from the date of issue of Govt. orders. It has been decided that in case a Govt. employee of the aforesaid category is absorbed from a date earlier than the date of Govt. orders, the period of one year for the purpose of commutation of a part of pension without medical examination shall reckon from the date of issue of Govt. orders and not from the date of actual retirement.

3. A Govt. employee against whom departmental or judicial proceedings have been instituted and/or where such departmental proceedings are continued after retirement under rule 2.2(b) of Punjab Civil Service Rules, Volume II is paid only anticipatory pension under rule 9.19(b) of the Punjab Civil Service Rules Vol. II is not permitted to commute a part of his pension as per provision in rule 11.1(b) *ibid* during the pendency of such proceedings. If on the conclusion of the proceedings, the entire amount of pension is withheld, the question of

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commutation of a part of pension does not arise. If such a person on the conclusion of the proceedings is granted pension in whole or in part, he would be eligible to commute a part of that pension. A question has been raised whether for the purpose of commutation of pension without medical examination, the period one year shall reckon from the date of retirement of the Govt. employee or from the date of Govt. orders issued on the conclusion of the proceedings. It has been decided that for the purpose of commutation of pension without medical examination, the period of one year will reckon from the date of orders issued on the conclusion of the proceedings.

4. Receipt of this letter may kindly be acknowledged.

Yours faithfully,

*Sd/-*

(Rajni Razdan)

Deputy Secretary Finance (R),  
for Commissioner & Secretary to Govt., Haryana,  
Finance Department.

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**No. 1/1(4)-78-2FR-II**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (C) in Haryana;  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 8th February, 1979****Subject : Commutation of pension on retirement on superannuation – Medical examination not necessary.**

Sir

I am directed to invite a reference to the instructions contained in Finance Department circular Letter No. 1/1(4)-78-2FR-II dated the 3rd March, 1978, on the above subject according to which a Government employee who applies for commutation of pension within one year of the date of his retirement on superannuation is not subject to medical examination under the Pension Rules for the purpose of payment of commuted value of pension. As a measure of further simplification and rationalisation, it has been decided that a Govt. employee who is granted. :-

- (i) a retiring pension under rule 5.32, 5.32-A & 5.33 of the Punjab Civil Services Rules, Volume II; or
- (ii) a pension on absorption in or under a Corporation or Company or Body in terms of F.D. circular letter No. 6226-2FR-68, dated the 7th Oct., 1968 and who elects to receive monthly pension and death-cum-retirement gratuity, or
- (iii) a compensation pension on the abolition of permanent post within the meaning of rule 5.2 and 5.4 of Punjab Civil Services Rules, Volume II.

shall not be required to undergo medical examination for the purpose of commuting a portion of pension, within the limits prescribed in rule 11.7 & 11.8 of Punjab Civil Services Rules, Vol. II, provided he applies for the commutation of pension in the prescribed form within one year of the date of his retirement.

2. The provisions of para 1 above shall not apply to Government employees, who :-

- (a) retire on invalid pension within the meaning of rule 5.11 and 5.12 of Punjab Civil Services Rules, Volume II, and those who, on absorption in or under a corporation or a company or body, elect the alternative of receiving the death-cum-retirement gratuity and lump sum in lieu of pension; and
- (b) apply for commutation of pension after one year of the date of their retirement.

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The commutation of pension will become absolute, that is, the retired Government servant will become entitled to receive the commuted value on the date on which his application in the prescribed form is received by the Head of Office.

3. These orders will apply to those Government servants who are in service on the date of issue of this letter and retire or are retired from service in advance of attaining the age of superannuation after that date.
4. Necessary amendment to the relevant rules will be issued in due course.
5. Receipt of this letter may kindly be acknowledged.

Yours faithfully,

*Sd/*

(N. K. Garg)

Deputy Secretary Finance (S)  
for Commissioner & Secretary to Govt., Haryana,  
Financial Department.

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**No. 1/1(4)-78-2FR-II**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Heads of the Departments,  
Commissioners of Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 7th November, 1978****Subject : Commutation of pension on retirement on Superannuation – Medical Examination not necessary.**

Sir,

I am directed to invite a reference to the instructions contained in Finance Department circular letter No. 1/1/ (4)-78-2FR-II, dated the 3<sup>rd</sup> March, 1978 and even No. dated the 21<sup>st</sup> August, 1978 on the above subject and to clarify further that a Government servant who is granted extension of service after he attains the age of 58 years with the sanction of the appropriate authority, will also be eligible, if he applies within one year of the expiry of extension period to commute a portion of his pension without medical examination subject to the conditions laid down in aforesaid letters.

2. This clarification will be effective from 3.3.1978 and all persons in whose case extension of service expired on or after that date will be covered by it. It will not apply to those who in the meantime, have appeared before the Medical Board or in whose case, age next birthday after superannuation has been crossed.

3. Receipt of these instructions may be acknowledged.

Yours faithfully,

Sd/

(N.K. Garg)

Deputy Secretary, Finance (S),  
for Commissioner and Secretary to Government,  
Haryana, Finance Department.

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**No. 1/1(4)-78-2FR-II**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Heads of the Departments,  
Commissioners of Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court.

**Dated, Chandigarh, the 21st August, 1978****Subject : Commutation of pension on retirement on Superannuation – Medical Examination not necessary.**

Sir,

I am directed to refer to instructions issued vide Haryana Government circular letter No. 1/1(4)-78-2FR-II, dated the 3<sup>rd</sup> March, 1978 providing, inter alia, the commutation of pension on retirement on superannuation in case of Government employees, who apply for the same within one year from the date of their retirement or those who retired before the date of issue of the instructions viz. before 3-3-1978 but have not crossed the next age birthday after superannuation and have not gone before a Medical Board, shall become absolute from the date on which their applications are received by the Heads of Offices. A doubt has arisen, as to the date from which reduction in the amount of pension on account of commutation shall become operative in such cases. It is clarified that the reduction in the amount of pension shall not be effective from the date of receipt of application by the Heads of Offices but from the date on which, the pensioner receives the commuted value of pension or 3 months after the issue of authority by the Accountant General, Haryana, asking the pensioner to collect the commuted value of pension, whichever takes place earlier.

2. Necessary amendment in the rule will be made in due course. Receipt of these instructions may please be acknowledged.

Yours faithfully,

Sd/

(N.K. Garg)

Deputy Secretary, Finance (S),  
for Commissioner and Secretary to Government,  
Haryana, Finance Department.

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**No. 4/53/2009-2Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioner of Divisions in Haryana.  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 17th March, 2010****Subject : Regarding counting of daily wage service towards pension.**

Sir,

I am directed to invite your attention to FD's instruction hearing No. 2/2/2004-1Pension(FD) dated 10-12-2004 on the subject noted above.

2. It has come to the notice of the Government that provisions in Rule 3.17A(f) (i) of Pb. CSR Volume-II are not followed by the Departments. Moreover in Court cases these rules are not brought to the notice of Hon'ble Courts. The said provisions are reproduced as under:-

- (f) Employees retiring from Government service with confirmation (as temporary employees) in any post on or after 5-2-1969 will be entitled to invalid/retiring/superannuation pension and death-cum-retirement-gratuity on the same basis as admissible to permanent employees. In case of death of temporary employees in service his family will also be entitled to similar benefits as are admissible to the families of permanent employees. This concession will, however, not apply to:-
  - (i) Persons paid from contingencies; provided that half of the period of service of such persons paid from contingencies rendered from 1<sup>st</sup> January, 1973 onwards for which authentic records of service is available will count as qualifying service subject to the following conditions:-
    - (a) Service paid from contingencies should have been in a job involving whole time employment and not part time or a portion of day.
    - (b) Service paid from contingencies should be in a type of work or job for which regular post should have been sanctioned e.g. Malis, Chowkidars, Khalasis etc.
    - (c) The service should have been such for which the payment is made either on monthly or daily rates computed and paid on a monthly basis and which though not analogous to the regular scale of pay should bear some relations in the matter of pay to those being paid for similar Jobs being performed by staff in regular establishments; and
    - (d) The service paid from contingencies should have been continuous and followed by absorption in regular employment without a break.

Note: while bringing contingent paid employee to the regular establishment an entry for verification of contingent service should be made at the appropriate place in his service book, preferably before making any entry regarding his regular service in the following manner:-

“Service from \_\_\_\_\_ to \_\_\_\_\_ paid out of contingencies verified from acquittance rolls and office copies of contingent bills’. This entry should be signed by the Head of Office with date.

3. All the cases of your department may be examined in the light of these rules and if Government employee is entitled to the benefit of service rendered by them on daily wages, the same may be given in accordance with the provisions of these rules.

4. These instructions may be brought to the notice all concerned under your kind control for strict compliance and any violation will be viewed seriously by the Government.

Yours faithfully,

*Sd/*

Advisor Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**Memo No. 5/79/05-3Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments; the Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) In Haryana.  
The Accountant General Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 18th October, 2006.**

**Subject : Calculating the length of qualifying service for retirement benefits.**

Sir,

I am directed to invite a reference towards instructions issued by F.D's letter No. 1/1(2)-83-2FR-II dated 28.12.1983 (copy enclosed) on the above noted subject vide which it was decided that in calculating the length of service for the purpose of pension a fraction of a year equal to three months and above shall be treated as a completed one half year and reckoned as qualifying service for determining the amount of pension. It has now been decided that the rounding of fraction of three months and more to completed one half yearly will also be applicable in the case of Death-cum-Retirement-Gratuity as per provision of Rule 6.16-A of C.S.R. Vol. II.

Receipt of this communication may please be acknowledged.

Yours faithfully,

*Sd/*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 5/79/05-3Pen

Dated 18.10.06

A copy is forwarded to Accountant General (A&E) Haryana for information and necessary action.

*Sd/*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to:-

- (i) All the Financial Commissioner & Principal Secretaries to Govt. Haryana.
- (ii) All Administrative Secretaries to Govt. Haryana.

No. 5/79/05-3Pen

Dated, Chandigarh, the 18.10.06.

*Sd/*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 2/2/2004-1 Pension (FD)**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments in Haryana,  
All the Commissioners of Divisions,  
All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana  
Registrar, Punjab & Haryana High Court, Chandigarh

**Dated, Chandigarh, the 10th December, 2004****Subject : To count the worked charged service towards retirement benefits – clarification regarding.**

Sir,

I am directed to refer to the subject noted above and to say that it has come to the notice of the Government that pensionary benefit by counting the work charged service toward regular service is not being granted to certain Government employees. In this regard, it is submitted that there is a provision in the rule 3.17 A(g) of the Pb. CSR Vol. II wherein it is laid down that the entire service rendered by an employee as work charged shall be reckoned towards retirement benefits provided:-

- (i) Such service is followed by regular employment.
- (ii) There is no interruption in the two or more spells of service or the interruptions fall within condonable limits; and
- (iii) Such service is a whole time employment and not part time or portion of day.

Accordingly your kind attention is invited to the above said provision of rule to enable your good self to deal with the cases of such type of employees.

These instructions may be brought to the notice of all concerned under your kind control for strict compliance and any violation will be viewed seriously by the Govt.

Yours faithfully,

*Sd/-*

Under Secretary Finance (Pension),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 1/2(43)2000-2FR-II**

To

All the Heads of Departments in Haryana,  
All the Commissioners of Divisions,  
All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 5th March, 2001**

**Subject : Regarding Special Additions to Service qualifying for Superannuation Pension under Rule 4.2-A of Punjab Civil Services Rules Volume II.**

I may invite your attention to the subject cited above. A few cases have been received in Finance Department for grant of benefit/relaxation under the said rule. It has been considered necessary to delineate the principles and broad guidelines according to which such cases need to be examined. It would be in order to reproduce the said rule in the first instance:

**“Section II. Special Additions to service qualifying for superannuation pension**

4.2-A An Officer appointed to a service or post may add to his service qualifying for superannuation pension (but not for any other class of pension) the actual period not exceeding one-fourth of the length of his service or the actual period by which his age at the time of recruitment exceeds twenty-five years or a period of five years, whichever is least, if the service or post is one,-

- (a) for which post-graduate research or specialist qualification, or experience in scientific, technological or professional fields is essential, and
- (b) to which candidates of more than twenty-five years of age are normally recruited;

Provided that this concession shall not be admissible to any such officer unless his actual qualifying service at the time he quits Government service is not less than ten years.

Provided further that any such officer who is recruited at the age of thirty five years or more may, within a period of three months, from the date of his appointment, elect to forego his rights to pensions whereupon he shall be eligible to subscribe to a Contributory Provident Fund

Note: 1. The option **once** exercised shall be final.

Note: 2. The decision to grant the concession under this rule shall be taken by the Administrative Department at the time of

recruitment in consultation with the Finance Department and the Public Service Commission.

The consultation with the Public Service Commission will be restricted to those posts only which fall within their purview.

2. This rule shall apply in respect of persons who are recruited after the 26<sup>th</sup> October, 1960.

#### A. Interpretation of the Rule:-

- (i) The benefit of qualifying period under this rule is admissible for superannuation pension only and not for any other class of pension. Further, it is applicable only to such class of employees to whom CSR is applicable. It will not be admissible to such of the public servants whose service conditions are regulated by some other specific set of service rules.
- (ii) Secondly, the benefit of qualifying period under this rule is admissible at the first entry level in service and not at a stage where the posts are filled up both by way of promotion as well as by way of direct recruitment (where the experience of lower/first entry post is a part of the prescribed qualifications). For example, it would be available in case of an Assistant Professor but not in the case of an Associate Professor.
- (iii) Third, the benefit would be admissible only where postgraduate research or specialist qualifications or experience in scientific, technological or professional fields is prescribed as an essential qualification for the post.
- (iv) Fourth, the rule further provides that in order to qualify for the benefit under this rule, the post must be such to which candidates of more than twenty-five years of age are normally recruited.

The key words here are "normally recruited". This has to be understood in its proper context. For example, a child joins Class I at the age of 5 (five) years. This could be taken/accepted as 6 years also (3 yrs. + Nursery + LKG + UKG and then first) depending on the circumstances of the case. He thus passes his 10+2 level at the age of 17/18 years as the case may be. Allow another 3 or 4 years for the graduation programmes depending on the kind of graduation. Thus he does his graduation at the age of 20 years (minimum) or 22 years (maximum). This is followed by a two-year post-graduation programme reaching the age levels of 22 to 24 years as the case may be. This is then followed by a Research Degree (say, three years) obtained at the age of 25 to 27 years as the case may be. The above would be a good guideline for understanding the normal course. If somebody takes up a job after 10+2, say for three years. and then comes back and resumes his studies, it would not constitute a normal course.

- (v) **Fifth issue pertains to the period of benefit.** The rule is clear to the extent that the maximum benefit can be up to five years. The calculation starts from the completion of 25 years of age. Here, it has to be seen as to at what age he would have acquired the essential qualifications in the normal course. The reference point is thus the acquisition of the prescribed essential qualifications and not when a person is recruited or appointed. Any deviation from the

normal course of study for acquiring the essential prescribed qualifications for the post be if for some other course of study, break in study, period of waiting or unemployment, any other employment or experience higher than what is essentially required will have to be discounted in the process of calculation of entitlement period.

For instance, a person completes his Masters level at the age of 23 years. He gets a job somewhere and remains in such employment for a period of three years. He decides to quit the job and take up a course in LLB when he is 26 years old and completes his law degree at the age of 29 years and then starts practising law in the court. After 4 years of practice, he applies for the job of ADA and gets the same. Now, the question is whether he would be entitled to a benefit under this rule and if yes, to what extent? While examining his case, it should be seen at what age he would have acquired the essential qualifications prescribed for the post of ADA in the normal course. (The essential prescribed qualifications are BA, LLB with two years to practice experience). He could have completed his law course at the age of 24 years had he not gone for his Masters. Two years practice criterion gets completed at the age of 26 years. He would, therefore, be entitled to the benefit under the Rule but for a period of one year only.

- (vi) Sixth issue pertains to the time of the entitlement to such a benefit. Note 2 under the Rule clearly stipulates that the decision to grant the concession under this rule shall be taken by the Administrative Department at the time of recruitment in consultation with the Finance Department and the Public Service Commission. It is, therefore, clear that the question also whether someone is entitled to the benefit under the rule or not, and if yes, then to what extent, should be decided at the time of recruitment itself. Once decided, the benefit would be made available to such employee at the time of determining his superannuation pension. Two years time from the date of his appointment has been considered to be a reasonable time within which the process of application for the benefit (one year) and the process of consultation between the Administrative Department and the Finance Department (second year) should be completed.

**B. Guidelines:-**

- (i) It is clear from the interpretation given above that each case will have to be examined on its own merits keeping in view (a) the essential qualifications prescribed for the post and (b) the date of acquisition of such qualifications in the normal course so as to (c) determine the period of benefit. The Administrative Departments are, therefore, requested to examine all such cases in the light of the interpretation given above and further to provide the requisite details to the Finance Department while sending cases for consideration in the FD.
- (ii) It has been decided to grant a one-time relaxation of time prescribed in Note 2 under the Rule and invite applications from all such employees for consideration of their cases. Accordingly, all such employees who consider themselves to be entitled to the benefit under Rule 4.2-A of the CSR Vol. II may submit their applications to their respective Heads of Departments within a period of six months of the issue of these instructions. Cases for relaxation in time will not be entertained after the expiry of this grace period.

- (iii) The Heads of Department should ensure that these instructions are circulated among all the employees and a copy of these instructions should be displayed on the notice board of the Department for a sufficiently long period of time.

Yours faithfully,

*Sd/*

(Y.S. Malik)

Commissioner & Special Secretary, Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been clarified vide  
No. 5/79/05-3Pension, Dt. 18.10.2006.***

**No. 1/1/(2)-83-2FR-II**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (C) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 28th December, 1983**

**Subject : Calculating the length of qualifying service for retirement benefits.**

Sir,

I am directed to invite a reference to the proviso to rule 6.1 of the Punjab Civil Services Rules, Volume II wherein it has been laid down that in respect of officers retiring from service on or after 5-1-1961, fractions of year equal to six months and above shall be treated as a completed six months period for the purpose of calculation of any pension admissible such an officer. The matter has further been examined and it has been decided that in calculating the length of qualifying service for the purpose of pension, a fraction of a year equal to three months and above shall be treated as a completed one-half year and reckoned as qualifying service for determining the amount of pension.

2. The existing provisions of the Punjab Civil Services Rules, Volume II in this respect may be deemed to have been amended to the extent. This shall come into force with effect from the date of issue of these orders.
3. Formal amendment to the above said rules will be made in due course.
4. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/  
(S. L. Dhani),  
Joint Secretary. Finance (R),  
for Commissioner & Secretary to Govt., Haryana,  
Finance Department.

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***These instructions have been inserted in Rules and clarified vide No. 4/53/2009-2 Pension dated 17.3.2010***

Copy of letter **No. 5860-2FR/75/32988 dated 23rd September, 1975** from the Secretary to Govt. Haryana, Finance Department to All the Heads of Departments and other etc. etc.

**Subject : Counting of service paid from contingencies for retirement benefits of employees who have put in such service**

I am directed to invite a reference to rules 3.17 and 3.17-A of the Punjab Civil Services Rules, volume II, as application to the State of Haryana, according to which the service paid from contingencies does not count as qualifying service for pension. In some cases, employees paid from contingencies are employed in types of work requiring service of whole time workers and are paid on monthly rates of pay or daily rates computed and paid on monthly basis and on being found fit, brought, note regular Establishment. The question whether in such cases services paid from contingencies, should allowed to count for pension and if so to what extent, has been under the consideration of the State Govt. for some time past. It has now been decided that half of the service paid from contingencies will be allowed to count towards pension at the time of absorption in regular employment, subject to the following conditions:-

- (a) Service paid from contingencies should have been in job involving whole time employment and not part time for a portion of day:
- (b) Service paid from contingencies should be in a type of work or job for which regular posts should have been sanctioned e.g. malis, chowkidars, khalasis etc.
- (c) The service should have been one for which the payments is made either from monthly or daily rates computed and paid on a monthly basis and which though not analogous to their regular scale of pay should bear some relation in the matter of pay to those being paid for similar jobs being performed by staff in regular establishments.
- (d) The service paid from contingencies should have been continuous and followed by absorption in regular employment without a break.

3. Subject to the above conditions being fulfilled the weightage for past service paid from contingencies will be limited to the period from 1.1.1973 onwards for which authentic records of service may be available.

4. Necessary amendment in the rules will be made in due course.

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From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Memo No. 4/6/07-2Pension**

**Dated, Chandigarh, the 17th February, 2010**

**Subject : SLP (Civil) No. 98 of 2007 arising out of CWP No. 8666 of 2005 Ghanshyam Dass Relhan Vs. State of Haryana & others.**

Kindly refer to the subject noted above.

2. The Additional Registrar (Civil & Judl.) Punjab and Haryana High Court, Chandigarh has forwarded a copy of judgement dated 16.07.2009 passed in SLP No. 98 of 2007 arising out of CWP No. 8666 of 2005, Ghanshyam Dass Relhan Vs. State of Haryana & others regarding of pension on the basis of past Government service rendered for the benefit of pension for information and necessary action into the matter. Accordingly State Government has decided to take necessary action and guidance in all similar service matter in light of the above stated judgment of Hon'ble Supreme Court. Copy of judgement dated 16.07.2009 passed in SLP (Civil) No. 98 of 2007 arising out of CWP No. 8666 of 2005, Ghanshyam Dass Relhan Vs. State of Haryana & others has been uploaded on official website of Finance Department of Haryana Government at [www.finhry.gov.in](http://www.finhry.gov.in), which can be downloaded.

3. You are requested to take further necessary action in all such cases in light of the above stated judgement passed by the Hon'ble Supreme Court.

Sd/ -  
Advisor Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have been modified partly vide  
No. 2/22/2010-1Pension dated 12.10.2010***

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 1/2(4)96-2FR-II**

**Dated, Chandigarh, the 7th January, 2002**

**Office Memorandum**

**Subject :** Counting of service for the purpose of pension of the employees of State Government on their appointment in an Autonomous Body (Statutory Body) under Haryana Government or on seeking absorption in a State Autonomous Body or vice versa and also on appointment from one Autonomous Body to another (Statutory Body) both under Government of Haryana.

1. The undersigned is directed to invite your attention to the Haryana Government, Finance Department instructions bearing No. 1/2(77)-87-2FR-II, dated 22nd August, 1988 in connection with the subject cited above. The instruction referred to above were applicable to the employees of the State Government and State Autonomous Bodies seeking absorption in the Central Government and State Autonomous bodies seeking absorption in the Central Government/Central Autonomous Bodies respectively and vice versa.

2. The question of granting similar benefit to the employees of the State Autonomous Bodies on their absorption in the State Government and *vice versa* has been under consideration of the State Government for some time in the past. This matter has been considered carefully and it has now been decided that cases for the purpose of grant of benefit of past qualifying service towards pension to the State Government employees going over to a State Autonomous Body or vice versa and employees of the State Autonomous Body moving to another Autonomous Body (both under the Government of Haryana), will be regulated as per the provisions contained herein.

3. **Definition of Statutory Body/Autonomous Body:** In order to be eligible for the benefits under this Office Memorandum, an employee must have rendered service in a State Autonomous/Statutory Body:

- (i) that has been created under a Statute/Act of State/Central Government; and
- (ii) is financed wholly or substantially from the cess or Central/State Government grants. "**Substantially**" means that more than 50% of the expenditure of the autonomous bodies is met through cess or Central/ State Government grants.

**Explanation:** *A State Autonomous Bodies includes a State University but does not include a Public Sector Undertaking/Public Enterprise/Company registered under the Companies Act/Society registered under the Societies Registration Act/ and private bodies and managements.*

4. **Scope of the Office Memorandum:** This O.M. would apply to the employees who are in service and have not been retired from service on the date of issue of this O.M. and also subject to the condition that such employees applied for the job from one organization to the other through proper channel or should have been absorbed in the service with the prior consent of parent employer of the employee concerned or appointed on transfer basis.

**5. Exclusion:** This O.M. shall not apply in the case of employees already retired or who have been re-employed after retirement and in case where the selection/appointment in the other entity is not through proper channel. This O.M. shall not be applicable in the case of employee coming over to the Government from Public Sector Undertakings/Societies/Private Managements and such of the statutory bodies, which are not wholly/substantially funded by the State Government/Central Government.

**6. On appointment from Pensionable Organization to Pension Organization:**

The Government/State Autonomous Body will discharge their pension liability by paying in lump sum as a onetime payment, the pro-rate pension/service gratuity and death-cum-retirement-gratuity for the period of service qualifying for pension up to the date of appointment in a State Autonomous Body or any Department under Haryana Government, as the case may be, irrespective of the fact the employee was permanent or temporary. The pro-rata pension on lump sum will be determined with reference to the commutation table in Chapter 11 of Punjab CSR Vol. II, as amended from time to time.

**7. On appointment from non-pensionable to Pensionable Organization:**

If pension scheme is not in existence in the previous Organization but the same is in existence in the new Organization, in such case on appointment/absorption of an employee of State Autonomous Body in any Department under Haryana Government, he will have the option to get benefit of qualifying service rendered in the previous Organization for the purpose of pension in new Organization by foregoing employer's share of CPF with interest received from the old Organization which will be paid to new Organization. This option will be exercised within six months from the date of appointment on regular basis in the new Organization. If no option is exercised within the stipulated period, the employee shall be deemed to have opted to receive and retain CPF benefits. Option once exercised shall be final.

**8. On appointment from Pensionable to non-pensionable Organization:**

On appointment from pensionable service to an Organization where pension scheme is not in existence, the concerned employee will be eligible for pro-rata retirement benefits as admissible under the rules of the old Organization. These benefits will be payable after accepting the resignation of the concerned Government employee.

**9. Option for employees who are at present in service:**

In order to get the benefit for the qualifying service rendered in an Autonomous/Statutory Body, subject to fulfilment of the criteria contained above, the employee should make request to that effect within a period of six months from the date of issue of this office memorandum. As a onetime facility for the employees at present in service, they may be permitted to exercise their option within a period of six months from the date of the issue of this office memorandum either to get pensionary benefits in respect of the past qualifying service rendered by them in pensionable or non-pensionable organization failing which it will be presumed that they are not interested in availing the benefit of past service rendered for the purposes of pensionary benefits. Wherever an employee opts to avail of the benefit of past service for counting the same as qualifying service for pension he would be required to deposit the terminal benefits already availed by him from the previous employer to the extent of the employer's share of the CPF/gratuity along with interest thereon from the date of receipt of the emoluments till the date of deposit thereof in the Government treasury. Wherever such dues/terminal benefits have not been received by the employee concerned, his employer would be under obligation to deposit the employer's share of the CPF/prorata pensionary benefits

alongwith interest for the period of service rendered in such organization with the other organization.

**10. Rates of Interest:** The interest shall be calculated at the rate /rates applicable on GPF contributions in the Government relevant to the year(s).

**11. Release of Government employee for appointment in State Autonomous Body:**

A Government employee who has been selected for a post in a State Autonomous Body will be required to give his/her technical resignation before his relief from Government. This resignation will not entail forfeiture of past service for the purpose of retirement benefits if he applied through proper channel. The Government employee may thereafter be relieved by the respective competent authority to take up appointment in the autonomous body.

**12. Leave encashment:** A Government employee taking up an appointment in a State Autonomous Body will be entitled to encashment of earned leave to his credit at the time of acceptance of his resignation from Government service, subject to a limit of 300 days or as amended from time to time. Half pay leave will stand forfeited. The concession of carry forward of leave of any type is not permissible in these cases nor would the State Government accept any liability in the matter.

**13. Family Pension:** On taking up an appointment by a Government employee in any State Autonomous Body or vice versa, no family pension will be admissible from the previous employer/Organization. The rules relating to family pension, if any, of the Organization, will be applicable, in which the concerned Government employee was/is working at time of retirement or at the time of death while in service.

The contents of this Office Memorandum may please be brought to the notice of all concerned.

Sd/ -  
(S.P Gupta)  
Under Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Administrative Secretaries to Government of Haryana/Heads of Departments/Divisional Commissioners & Deputy Commissioners in Haryana/ Member- Secretary, H.B.P.E/ Registrar of Universities in Haryana/ Managing Director and C.E.Os of Boards & Corporations in Haryana/Office of Accountant General (A&E) and Audit, Haryana Chandigarh.

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**No. 1/2/77/87-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioners of Divisions,  
All Deputy Commissioner and  
Sub Divisional Officer (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.  
All the Managing Directors of Corp., Boards Haryana.

**Dated, Chandigarh, the 22nd August, 1988.**

**Subject :** Counting of service for purpose of pension of the employees of the State Government and State Autonomous Bodies seeking absorption in Central Autonomous Bodies and Central Government/ Central Autonomous Bodies respectively and vice versa.

Sir,

I am directed to refer to the subject cited above and to state that the Government of Haryana has been considering in consultation with the Government of India, the question of counting of service, rendered by the state Govt. employees under the State Government before their absorption in the Central Autonomous Bodies and the Service rendered by the employees of the State Autonomous Bodies under the State Autonomous Bodies before their absorption in the Central Government/Central Autonomous Bodies, for pensionary benefits and vice-versa. The matter has been considered carefully and the Governor of Haryana is pleased to decide that the cases of state Govt. employees going over to Central Autonomous Bodies and that of the employees of the State Autonomous Bodies moving to Central Govt./Central Autonomous Bodies or vice-versa may be regulated as follows:-

**(A) In case post/service is pensionable in the new organisation.**

Where an employee borne on pensionable establishment is allowed to be absorbed in such an organisation, the service renders by him/her shall be allowed to be counted towards pension under the new organisation irrespective of the fact whether the employee was temporary or permanent in the old organisation. The pensionary benefits will, however, accrue only if the temporary service is followed by confirmation. If he/she retires as a temporary employee in the new organisation he/she will get terminal benefits as are normally available to temporary employees.

The Government/Autonomous Bodies will discharge their pension liability by paying in lump-sum as a onetime payment the prorata pension/service gratuity/terminal gratuity and death-cum-retirement gratuity for the service upto the date of absorption in autonomous bodies/Governments, as the case may be, prorata pension will be determined with reference to the commutation table in chapter 11 of the Punjab Civil Services Rules, Vol. - II as amended from time to time.

(ii) An employee with Contributory Provident Fund benefits on his/her permanent absorption in the new organisation against a pensionable post/service will have the option either to receive Contributory Provident Fund benefits which have accrued to him from the old organisation or choose to count service rendered in the old organization as qualifying service for pension in the new organisation by foregoing employer's share of the Contributory Provident Fund with interest from the old organisation which will be paid to the latter by the former organisation. The option shall be exercised within one year from the date of absorption. If no option is exercised within the stipulated period, the employee shall be deemed to have opted to receive Contributory Provident Fund benefits. The option once exercised shall be final.

**(B) In case post/service is not pensionable in the new organisation.**

A permanent employee borne on pensionable establishment on his/her absorption under such organisation will be eligible for prorata retirement benefits as admissible under the rules of the old organisation. In the case of temporary employees, the terminal gratuity as may be admissible under the rules would be actually payable to the individual on the date when prorata retirement benefits to permanent employees become payable.

(ii) In case of absorption of an employee with Contributory Provident Fund benefits in such an organisation the amount of his/her subscriptions and the employer's share, if any, together with interest thereon shall be transferred to his new Provident Fund Account with the consent of the new organisation.

2. Central/State autonomous body means body which is financed wholly or substantially from Cess or Central/State Govt. grants. "Substantially" means that more than 50 percent of the expenditure of the autonomous body is met through Cess or Central/State Government grants. Autonomous body includes a Central/State Statutory body or a Central/State University but does not include a public undertaking.

Only such service which qualifies for pension under the relevant rules of Central/State Government/Autonomous bodies shall be taken into account for this purpose.

3. The employees of the autonomous bodies of Central or State Government, as the case may be, who have already been sanctioned or have received prorata retirement benefits or other terminal benefits for their past service will have the option either;

- (a) to retain such benefits (in that event their past services will not qualify for pension under the new organization, or
- (b) to have the past service counted as qualifying service for pension under the new organisation in which case the prorata retirement or other terminal benefits, if already received by them, will have to be deposited alongwith interest thereon from the date of receipt of those benefits till the date of deposit with the autonomous body of the Central/State Government, as the case may be. The right to count previous service as qualifying service shall not revive until the whole amount has been refunded. In other cases, where prorata retirement benefits have already been sanctioned but have not yet become payable the concerned authorities shall cancel the sanction as soon as the individual concerned opts for counting of his previous service for pension and inform the individual in writing about accepting his option and cancellation of the sanction. The option shall be exercised within a period of one year from the date of issue of these orders. If no option is exercised by such employees within the prescribed time limit, they will be deemed to have

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adopted for retention of the benefits already received by them. The option once exercised shall be final.

4. Where no terminal benefits for the previous service have been received, the previous service in such cases will be counted as qualifying service for pension only if the previous employer accepts pension liability for the service in accordance with the principles laid down in this letter. In no case pension contribution/liability shall be accepted from the employees concerned.

5. These orders will be applicable only where the transfer of the employee from one organisation to another was/is with the consent of the organisation under which he was serving earlier including cases where the individual had secured employment directly on his own volition provided he had applied through proper channel with proper permission of the administrative authority concerned.

6. These orders shall apply to the employees who were in service on the 7th Feb., 1986, irrespective of the date of their absorption.

Yours faithfully,

Sd/ -

(J.P NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

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**No. 1/2(11)-80-2FR-II**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers(C) in Haryana.  
The Registrar, Punjab and Haryana High Court.

**Dated, Chandigarh, the 31st January, 1984**

**Subject : Grant of pensionary benefits to adhoc Govt. employees recruited through  
Employment Exchange.**

Sir,

I am directed to invite a reference to the subject noted above and to say that a question as to whether the adhoc service is to be treated as qualifying service for calculation of pension had for some time past been under consideration of Government and it has been decided that the adhoc service which counts for increment as per instructions contained in this Department circular letter No. 2179-1FR74/20589 dated 11-6-1974 (copy enclosed for ready reference) is also to be counted as qualifying service for pension. These instructions may kindly be brought to the notice of all concerned working under you.

Receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/ -

(S. L Dhani)

Joint Secretary Finance (R),  
for Commissioner and Secretary to Government,  
Haryana, Finance Department.

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**Copy of Haryana Government Finance Department letter No. 2179-1FR-74/20589 dated, the 11th June, 1974.**

**Subject : Grant of annual increment to purely temporary Government Employees appointed locally against vacant posts.**

Sir,

I am directed to refer to composite Punjab Government letter No. 5927(I)-FR-II/5302, dated 30<sup>th</sup> June, 1964 in the subject noted above and to state that some departments have from time to time been seeking clarified from Government regarding fixation of pay and grant of increments to adhoc employees. To make the position clear I am to state that adhoc employees recruited through Employment Exchange are to be treated as purely temporary employees and governed by the rules contained in Punjab Civil Services Rules, Vol. I Part I. Under rules 4.9 of Pb. C.S.R., Vol. I, Part I, all duty in a post in a time scale counts for increments on that time scale. Contrary to this provision, some departments have not been allowing annual increments to such adhoc employees where the period of employment with the previous approval of the Public Service Commission/Subordinate Services Selection Board exceeds one year. This practice is contrary to the Rules. It is clarified that annual increment should be given to adhoc employees under the circumstances mentioned above subject to the terms and conditions of their appointments.

2. On regular absorption of such employees in a Government department, the pay is to be fixed in accordance with the provision of rules in the Punjab Civil Services Rules, Vol. I, Part I has already been clarified in the letter under reference. In case where an adhoc employee has resigned his post to take up regular appointment in some other department under the Haryana Government and the application was submitted through proper channel, such resignation would not entail forfeiture of past service within the meaning of Rule 4.4(b) of the Punjab C.S.R Vol. I, Part I and benefit of past service will be allowed for the purpose of fixation of pay and increments subject to the rules contained in chapter IV of the C.S.R Vol. I, Part-I. This benefit will also be admissible to those adhoc employees who submitted their application direct for employment while they were not in Government service.

3. This concession will not be admissible in cases where an employee appointed locally on adhoc basis is appointed in another department under the State Government on adhoc basis and his appointment on adhoc basis had not been regularized in either of departments by the Public Service Commission/Subordinate Services Selection Board as in such cases the appointment of a person is just as make shift arrangement.

4. The benefit under these instructions will not be admissible in the revised scales of pay in the case of employees appointed in old scale on adhoc basis before 1.2.69 and were not holding any post under the State Government on 1.2.69.

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**No. 1182-(2)-FR-73/18281**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioners of Divisions,  
All Deputy Commissioner and  
All Sub Divisional Officer (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 2nd May, 1973**

**Subject : Permanent transfer of Government servants to Government Companies, Corporations etc. - Grant of retirement benefits.**

Sir,

I am directed to refer to Finance Department circular letter No. 6226-(2)-FR-68/25062, dated the 7th October, 1968, on the above subject and to say that the following amendments may be made therein as under:-

- (a) Para 1(iii) may be amended to read as follows:-
- (iii) The pro-rata pension, gratuity etc. admissible in respect of the service rendered under Government would be disbursable either from the earliest date from which the Government servant could have retired voluntarily under the rules applicable to him or from the date of absorption in the undertaking/corporation, whichever is later.
- (b) In Para 1(iv)(b) for the words "on the date of superannuation", the words "on the date from which the pro-rata pension, gratuity etc. would be disbursable" may be substituted.
- (c) Para 1(v) may be deleted.

Yours faithfully,

Sd/ -  
(TIRLOCHAN SINGH)  
Joint Secretary Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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Copy of FD letter **No. 3510-2FR-72/24784 dated 1st August, 1972** from Financial Commissioner Revenue and Secretary to Govt. Haryana, Finance Department, All Heads of Departments. The Commissioner Ambala Division, All Deputy Commissioners and Sub Divisional Officers (Civil), and (2) the Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

**Subject : Benefit of past Service under rule 4.19(b) of Punjab Civil Services Rules, Volume II - Procedure to be followed.**

I am directed to refer to Finance Department Circular letter No. 8475-2FR-71/702, dated the 10<sup>th</sup> January, 1972, on the above subject and to say that a question has been raised whether the instructions contained in the aforesaid circular letter will also apply to cases decided before the date of issue of these instructions. It has been decided that an entry may be made in the service book of the Government Servant concerned under proper attestation as laid down in the aforesaid instructions in past cases also where it has been decided to allow the benefits of Rule 4.19(b)ibid.

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Copy of letter **No. 8475-2FR/71/702, dated 10th January, 1972** from the Secretary to Govt. Haryana Finance Department to all Heads of Departments

**Subject : Benefit of past service under Rule 4.19(b) of Punjab Civil Service Rules Volume-II procedure to be followed.**

Sir,

I am directed to address you on the subject noted above and to say that under Rule 4.19(b) of Punjab Civil Services, Rules Volume. II, resignation of any appointment to take up, with proper permission, another appointment, whether permanent or temporary, service in which counts in full or in part, is not a resignation of public service. A question has been raised whether in such cases a separate sanction should be issued indicating that resignation has been accepted under the above provision, in order to enable the Audit office to regulate the consequential benefits in the matter of pay fixation, carry forward of leave, pension etc. the matter has been considered and Govt. have decided that in cases of the above type the order accepting the resignation should clearly indicate that the employee is resigning to join another appointment with proper permission and that the benefit under rule 4.19(b) of Punjab Civil Services Rules Volume II will be admissible to him.

2. Govt. have further decided that the contents of the above order should also be noted in the service books of the individual concerned under proper attestation.

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***These instructions have been Revised partly vide  
No. 1182-2FR-73/18281, Dt. 02.05.1973.***

**No. 6226-2FR-68/25062**

From

The Commissioner for Planning and Finance and Secy.  
to Govt., Haryana, Finance Department.

To

All Heads of Departments,  
The Commissioner, Ambala Division,  
All Deputy Commissioners  
Sub Divisional Officers.  
The Registrar, Punjab & Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 7th October, 1968**

**Subject : Permanent transfer of Government servants to Government Companies/  
Corporations - Grant of retirement benefits.**

Sir,

I am directed to invite a reference to Finance Department Circular letter No. 898-5FRI-61/1631, dated the 9th February, 1961, wherein retirement benefits were granted to Government servants who were permanently absorbed in a Public Sector Undertaking. The Governor of Haryana is pleased to sanction the following revised terms in respect of those absorbed hereafter :-

- (i) A permanent Government servant on absorption in a Public Undertaking will be eligible for pro-rata pension and death-cum-retirement-gratuity based on the length of his qualifying service under Government till the date of absorption. The pension will be calculated on the basis of average emoluments for three years preceding the date of absorption and the death-cum-retirement gratuity on the basis of the emoluments immediately before absorption.  
  
In cases where an officer at the time of absorption has less than 10 years' service and is not entitled to pension, the question of proportionate pension will not arise; he will only be eligible to proportionate service gratuity in lieu of pension and, to death-cum-retirement gratuity based on length of service.
- (ii) The amounts of pension/gratuity and the death-cum-retirement gratuity would be currently worked out and will be intimated to the officer as well as to the undertaking as and when an officer is absorbed.
- (iii) The pro-rata pension, gratuity etc. admissible in respect of the service rendered under Government would be disbursable only from the date the Government servant would have normally superannuated had he continued in Government service.
- (iv) Every officer will exercise an option, within six months of his absorption; for either of the alternatives indicated below:-

- (a) Receiving the monthly pension and death-cum-retirement gratuity already worked out, under the usual Government arrangements.
- (b) Receiving the gratuity and a lump sum amount in lieu of pension worked out with reference to commutation tables obtaining on the date of superannuation.

Where no option is exercised within the prescribed period, the officer will automatically be governed by alternative (b) above. Option once exercised shall be final. The option shall be exercised in writing and communicated by the officer concerned to the undertaking.

- (v) Where an officer retires from the service of a public undertaking before his date of superannuation, the proportionate pension and death-cum-retirement gratuity will not be paid to him till such time as he actually attains the age of superannuation. This will be the case irrespective of the option exercised by him.
- (vi) Cases of resignation from a public undertaking for purposes of these orders be treated as resignation from Government entailing forfeiture of the earlier service under Government and loss of the pensionary benefits under these orders.
- (vii) For the period of service rendered in a public undertaking the absorbed Officers will be entitled to all the benefits admissible to other corresponding employees of the organisation.
- (viii) The total gratuity admissible in respect of service rendered under the Government and that under the public undertaking should not exceed the amount that would have been admissible had the officer continued in Government service and retired on the same pay which he drew on retirement from the public undertaking.
- (ix) Government would have no liability for family pension in such cases.
- (x) Any further liberalization of pension rules decided upon by Government after the permanent absorption of a Government servant in a public undertaking would not be extended to him.
- (xi) In case where an officer has opted to receive pension as at (iv) (a) above but wishes to commute a portion of the pension, such communication will be regulated in accordance with the Government rules in force at the time of his superannuation.

2. The above decision will apply only where the permanent transfer from Government service to a public undertaking is in the public interest. In all other cases, Government will not accept liability to pay any retirement benefits for the period of service rendered by the officer before his transfer.

Yours faithfully,

*Sd/ -*

(SHER JANG SINGH)

Deputy Secretary Finance (R),

for Commissioner for Planning and Finance and Secy. to  
Govt., Haryana, Finance Department.

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**Settlement of pensionary terms in respect of Government employees transferred to an autonomous organisation consequent on the conversion of a Government Department into an autonomous body.**— The following decisions have been taken regarding settlement of pensionary terms in respect of Government employees, who are transferred to autonomous organisation consequent on the conversion of the Government Department into such a body:-

- (i) Permanent Government employees so transferred will be given the option to either retain the pensionary benefits available to them under the Government rules or be governed by the rules of the autonomous body. In case of the former option, they will be entitled to the benefit of the liberalisations in pension rules introduced on Government side subsequent to their transfer.

This option will also be available to quasi-permanent and temporary employees after they have been confirmed in the autonomous body.

- (ii) Where a Government employee has opted to retain the service conditions as under Government which provide for the pensionary benefits and the autonomous body has no pension scheme on their side, Government would undertake to pay them pension, but will recover the capitalised value (commuted value of pension plus the proportionate death-cum-retirement gratuity) of autonomous body's share of pension from that body or the retirement of the individual concerned determined on the basis of service rendered with that body.
- (iii) In the event of death of an optee of Punjab Government, rules while in service of the autonomous body family pension/D.C.R. gratuity to the family of the deceased will be admissible under the Punjab Government rules and the liability thereof apportioned as in sub-para (ii) above.
- (iv) In cases where the Government employee transferred to the autonomous body elects to be governed by the rules of the autonomous body and the rules of the autonomous body/provide for Contributory Fund benefits, the Government would pay to the body Contributory Provident Fund contributions and interest thereon for the period of service under them in terms of Finance Department, letter No. 898-(3)-5-FRI-61/1631, dated 9th February, 1961. If the rules of the autonomous body provide for pension the pension on retirement from the autonomous body would be payable to them by that body. The pensionary liability will however, be allocated between the Government and the autonomous body on service share basis. The Government will liquidate in share by paying the capitalised value of their share of pension to the autonomous body.

**(No. 11751-5FRI-64/59, dated the 30th January, 1965).**

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**No. 8/6/06-4Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Head of Departments in Haryana State,  
The Registrar, Punjab & Haryana High Court,  
The Commissioners, Hisar, Ambala, Rohtak & Gurgaon Divisions, and  
All Deputy Commissioners in the State.

**Dated, Chandigarh, the 9th February, 2006****Subject : Voluntary Retirement.**

Sir,

I am directed to invite your attention on the subject cited above and to say that it has been observed that some Govt. employees apply for voluntary retirement without completion of the minimum qualifying service for pension i.e. 20 years under Rule 5.32-B of CSR Vol. II or without completing the age of 50/55 years as prescribed in Rule 3.26(e) of C.S.R. Vol. I Part-I. In many cases the request of voluntary retirement is acceded by the competent authority and orders are issued without examining the requirement of rules for voluntary retirement. Thereafter, such employees are not found eligible for pensionary benefits and consequently the same are denied by the Department. However, the Hon'ble High Court has observed in some cases that once the application for voluntary retirement has been accepted by the Department/Government, it is not open to the authority to say subsequently that pension is not admissible since the condition of qualifying service is not fulfilled. Therefore, in such cases relief is granted by the Hon'ble Court and the Department is also left with no alternative but to allow the pensionary benefits.

In view of the above position it is impressed upon you that while accepting the request for voluntary retirement it should be verified in advance whether the official/Officer fulfills the criteria for voluntary retirement either under Rule 5.32-B of CSR Vol. II or under rule 3.26(e) of CSR Vol. I Part-I and if the conditions for voluntary retirement are not fulfilled, the request for voluntary retirement should be turned down in such cases at that stage itself. However, the Govt. employee is free to tender resignation any time at his own will by losing the retirement benefits.

The above instructions may be brought to the notice of all concerned for compliance.

Sd/ -  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have further been clarified  
vide No. 8/6/06-4Pension, Dt. 09.02.06.***

Copy of letter **No. 1/2(27)-79-2FR-II Dated the 2nd March, 1984** from the Commissioner & Secretary to Govt. Haryana, Finance Department to all Heads of Departments, Commissioners of Divisions, All Deputy Commissioners and Sub Divisional Officers (C) in Haryana, Registrar, Punjab and Haryana High Court Chandigarh.

**Subject : Voluntary retirement after completion of 20 years qualifying service.**

I am directed to invite a reference to Finance Department circular letter No. 1/2(27)-79-1FR-II, dated the 1<sup>st</sup> August, 1980 with which a provision for seeking voluntary retirement after completion of 20 years qualifying service was made. It was interalia, laid down the while granting proportionate pension to Govt. employee retiring voluntarily under this scheme, weightage of five years would be given as an addition to the qualifying service actually rendered by him. The grant of weightage of five years is however subject to the following conditions:-

- (a) The total qualifying service after allowing the weightage should not, in any event, exceed thirty three years qualifying service and does not go beyond the date of superannuation; and
- (b) The total qualifying service after giving the weightage should not exceed the qualifying service which he would have had, if he had retired voluntarily at the lowest age/minimum service limit applicable to him for voluntary retirement prescribed under rule 3.26(e) of C.S.R. Volume I, Part I, or any other similar rule applicable to him.

2. This matter has further been examined and it has been decided that the qualifying service as on the date of intended retirement of the Govt. employee seeking retirement under this scheme or rule 3.26(e) of CSR Vol. I, Part I, with or without permission, shall be increased by the period not exceeding five years, subject to the condition that the total qualifying service, rendered by the Govt. employee does not in any case exceed thirty three years and it does not take him beyond the date of superannuation. However, the weightage of five years shall not be admissible in cases of those Government employees who are prematurely retired by the Government in the public interest under the relevant rules.

3. The above instructions will take effect from the date of issue.
4. The receipt of this letter may please be acknowledged.

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***These instructions have further been clarified  
vide No. 1/2(27)-79-2FR-II, Dated 02.03.1984.***

**No. 1/2(27)-79-1FR-I**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (C) in Haryana.  
The Registrar, Punjab and Haryana High Court.

**Dated, Chandigarh, the 1st August, 1980**

**Subject : Voluntary retirement after completion of 20 years qualifying service.**

Sir,

I am directed to address you on the subject noted above and to say that as per rules in force prior to 12-7-1974 the retirement age of Govt. employees (except Class IV employees) is 58 years and in the case of Class IV Govt. employees, it is 60 years after which no Government employee can ordinarily continue in service. Under rule 5.32-A of Punjab Civil Services Rules Volume II, a Government servant is entitled, on his resignation being accepted, to a retiring pension after completing qualifying service of not less than 30 years but the competent authority may permit the pension to be granted in special case where the qualifying service is not less than 25 years. Provision has, however, already been made in the rules w.e.f. 12-7-74 that in case the class I or Class II officers, who had entered Government service before attaining the age of 35 years, the appointing authority can retire him at the age of 50 years on giving a three months notice or three months' pay and allowances in lieu of such notice w.e.f. 12-9-78 and he will be entitled to a retiring pension. Similarly a Class III employee or a Class I or II Officer who entered Government service after attaining the age of 35 years is also entitled to a retiring pension if retired at the age of 55 years after giving three months notice.

2. It has been under consideration of Govt. for some time past that a Govt. employee may be allowed to retire voluntarily on completion of 20 years qualifying service be given proportionate pension and gratuity. After careful consideration of the matter and keeping in view the policy of the Govt. of India in this behalf, the following decisions have been taken :-

- (i) Govt. employees, who have put in not less than 20 years qualifying service may, by giving notice of three months in writing to the appropriate authority retire from service voluntarily. The scheme is purely voluntary, the initiative resting with the Govt. employee himself. The Govt. does not have the reciprocal right to retire Government employees on its own, under this scheme.
- (ii) The benefit of 'retiring pension' will be admissible to Govt. employees retiring under this scheme.

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- (iii) If a Govt. employee retires under the scheme of voluntary retirement while he is on leave not due, without returning to duty, the retirement shall take effect from the date of commencement of the leave not due and the leave salary paid in respect of such leave not due shall be recovered as provided in rule 8.119(d) of the Punjab C.S.R. Volume I, Part-I.
  - (iv) Before a Govt. employee gives notice of voluntary retirement with reference to these instructions he should satisfy himself by means of a reference to the appropriate authority that he has, in fact, completed 20 years' service qualifying for pension.
  - (v) A notice of voluntary retirement may be withdrawn subsequently only with the approval of the appropriate authority provided the request for such withdrawal is made before the expiry of the notice.
  - (vi) A notice of voluntary retirement, given after completion of 20 years' qualifying service will require acceptance by the appropriate authority if the date of retirement; on the expiry of the notice would be earlier than the date on which the Govt. employees concerned could have retired from service under clause (d) of rule 3.26 of Punjab C.S.R Volume I, Part I, voluntarily. Such acceptance may be generally given in all cases except those (a) in which disciplinary proceedings are pending or contemplated against the Govt. employees concerned for the imposition of a major penalty and the disciplinary authority having regard to the circumstances of the case, is of the view that the imposition of the penalty of removal or dismissal from service would be warranted in the case; or (b) in which prosecution is contemplated or may have been launched in a court of law against the Govt. employee concerned. If it is proposed to accept the notice of voluntary retirement even in such cases, approval of the Minister-in charge should be obtained in regard to Class I and Class II Govt., employees and that of the Head of the Department in the cases of Class III and Class IV Government employees. Even where the notice of voluntary retirement given by a Govt. employee requires acceptance by the appropriate authority, the Government employee giving notice may presume acceptance and the retirement shall be effective in terms of the notice unless the competent authority issues an order to the contrary before the expiry of the period of notice.
  - (vii) While granting proportionate pension to a Government employee retiring voluntarily under this scheme, weightage of upto five years would be given as an addition to the qualifying service actually rendered by him. The grant of weightage of upto five years will, however, be subject to the following conditions:
    - (a) The total qualifying service after allowing the weightage should not, in any event, exceed thirty three years' qualifying service and does not go beyond the date of superannuation; and
    - (b) The total qualifying service after giving the weightage should not exceed the qualifying service which he would have had, if he had retired voluntarily at the lowest age/minimum service limit applicable to him for voluntary retirement prescribed under rule 3.26(e) of C.S.R. Volume I, Part I, or any other similar rule applicable to him.
  - (viii) The weightage given under this scheme will be only an addition to the qualifying service for purpose of pension and gratuity it will not entitle the Govt. employee retiring voluntarily to any notional fixation of pay for purpose of

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calculating the pension and gratuity which will be based on the actual emoluments calculated with reference to the date of retirement.

- (ix) The amount of pension to be granted after giving the weightage will be subject to the provision of rule 6.4 of CSR Volume-II.
- (x) The scheme of Voluntary Retirement under these orders will also not apply to those Govt. employees on deputation to Autonomous Bodies/Public Sector Undertakings etc., who propose to get absorbed in the Autonomous Bodies/Public Sector Undertakings etc. The absorption of Govt. employees on deputation to Public Sector Undertakings/Autonomous Bodies etc. in such Autonomous Bodies/ Undertakings etc. and the grant of retirement benefit to them in respect of their service under Government will continue to be governed by the separate set of instructions issued by the Finance Department in this regard.
- (xi) The Appropriate authority appearing in these instructions will be the authority which has the power to make substantive appointments to the post or service from which the Govt. employee is required or wants to retire or any other authority to which it is subordinate.

3. Necessary amendments in the relevant rules shall be made in due course of time.

4. These instructions will be effective from the date of its issue. Please acknowledge receipt.

Yours faithfully,

Sd/ -

(L.M Goyal)

Joint Secretary, Finance  
for Secretary to Government, Haryana,  
Finance Department.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT****OFFICE MEMORANDUM****No. 2/14/2009-1Pension****Dated 8th June, 2011**

**Subject :** Implementation of Revised Pension Rules (Part-I & II) 2009-Anomaly in the case of employees who retired between 1-1-2006 to 30-9-2006-Clarification regarding.

In relation to FD's letter No. 2/14/2009-1Pension dated 10-7-2009 and consequent clarification issued vide No. 2/14/2009-1Pension, dated 16-10-2009, this has been brought to the notice of the Government that FD's instructions dated 26-4-2006 on "Counting of NPA for pensionary benefits" have not been taken into account for purpose of defining pay wherein a cause may so arise that it becomes necessary to refer to the emoluments drawn in pre-revised structure prior to 1-1-2006.

The matter has been examined and it is clarified that wherever a cause may so arise that it becomes necessary to refer to the emoluments drawn in pre-revised structure prior to 1-1-2006, the corresponding pay would also include NPA, wherever applicable. Further, in case of HCMS Doctors who have retired between 7-12-2001 to 17-4-2006, the NPA will be so counted only on notional basis for revision of pension and the actual benefit will be admissible prospectively w.e.f. 18-4-2006 onward only as per instruction issued vide No. 1/52/2005-2Pension, dated 26-4-2006 on the subject.

*Sd/-*

Under Secretary, Finance (Pension)  
for Financial Commissioner and Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/14/2009-1Pension

Dated, Chandigarh, the 8-6-2011

To

1. All the Financial Commissioners and Principal Secretaries/Administrative Secretaries to Government Haryana.
2. Registrar (General), the High Court of Punjab and Haryana, Chandigarh.
3. All the Divisional Commissioners in Haryana.
4. All the Heads of Department, Haryana.

Under Secretary, Finance (Pension)  
for Financial Commissioner and Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 1/52/2005-2Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of the Departments in Haryana,  
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioners &  
SDO (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 3rd August, 2009****Subject : Counting of Non-Practising Allowance for Pensionary benefits.**

Sir/Madam,

I am directed to invite your attention towards Finance Department letter No. 1/19/2009-1PR(FD), dated 20-2-2009 and to say that Non-Practising Allowance will also be treated as part of pay for pensionary benefit in addition to what has been mentioned in Para-3 of instructions referred to above and there is no change in the policy instructions already issued vide letter No. 1/52/2005-2Pension dated 26-4-2006 and dated 15-9-2006 regarding counting of Non-Practising Allowance for pensionary benefits.

Yours faithfully,

*Sd/ -*

Deputy Secretary, Finance (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 1/52/2005-2Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 20th July, 2009****Subject : Counting of Non Practicing Allowance for pensionary benefits for the Doctors who retired between 1-4-2001 to 6-12-2001.**

Sir,

I am directed to refer to this department letter No. 1/52/2005-2Pension dated 26-4-2006 and 15-9-2006 on the subject cited above and to say that the matter regarding counting of Non Practicing Allowance for pensionary benefits for the Doctors retired between 1-4-2001 to 6-12-2001 has been under consideration of the State Government. Now after due consideration it has been decided to allow the counting of NPA for pensionary benefits to Doctors (eligible to NPA) who retired during 1-4-2001 to 6-12-2001. The benefit will be notional from 1-4-2001 and actual benefit will be admissible prospectively i.e. from the date of issue of these instructions. This benefit will also be made available to Doctors (eligible for NPA) who retired from elsewhere in the State Government during the above said period.

Yours faithfully,

Sd/ -

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have further been clarified vide  
No. 1/52/2005-2Pension, Dated 20.07.2009.***

**No. 1/52/2005-2Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 15th September, 2006**

**Subject : Counting of Non Practicing Allowance or pensionary benefits.**

Sir,

I am directed to refer you to this department letter No. 1/52/2005-2Pension, dated 26.4.2006 on the subject cited above and to say that after reconsideration by the Government, it has been decided that these instructions will be applicable in the case of all doctors in different departments who are already in receipt of Non Practicing Allowance.

2. This may please brought to the notice of all the concerned for information and necessary action.

Yours faithfully,

Sd/ -

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have further been clarified vide  
No. 1/52/2005-2Pension, Dated 15.09.2006 and  
No. 1/52/2005-2Pension, Dated 20.07.2009.***

**No. 1/52/05-2Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana  
The Registrar Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 26th April, 2006**

**Subject : Counting of Non Practicing Allowance for pensionary benefits.**

Sir,

I am directed to refer you on the subject cited above and to say that the matter regarding counting of Non Practicing Allowance for pensionary benefits has been under consideration of the State Government. Now after due consideration it has been decided that for H.C.M.S. Doctors retiring hence forth (w.e.f. 18.4.2006 onwards) the Non Practicing Allowance will be treated as part of pay within the meaning of Rule 6.19-C of Punjab CSR Volume-II and will count for pensionary benefits.

2. In the case of HCMS Doctors who have already retired between 7.12.2001 to 17.4.2006 the Non Practicing Allowance will be counted for revision of pension notionally and the actual benefit will be admissible prospectively i.e. from 18.4.2006 onwards.

3. These instructions may please be brought to the notice of all concerned for necessary action.

Yours faithfully,

Sd/ -

Under Secretary Finance (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 1/2/19/99/SO-III/Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana,  
All Divisional Commissioners and  
All Deputy Commissioners,  
All Sub Divisional Officers (Civil) in State.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 20th November, 2003****Subject : Counting of Special Pay as part of pay in pension cases.**

Sir,

I am directed to invite a reference to F.D. Notification No. GSR- 31/Const./Art/309/2001, dated 7.12.2001 on the subject noted above and to say that after examination of the case of such employees who were appointed into Govt. service before 1.11.66, it has been decided that these employees will continue to get the benefits of Special Pay as per provision of Rule 6.19 (C) and the amendment dated 7.12.01 will not be applicable in their case. The issue to take up the matter with Govt. of India in their case has been dropped.

These instructions may please be brought to the notice of all the officers/officials under your control for necessary action.

Yours faithfully,

Sd/ -

Deputy Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**Office Memorandum**

**No. 1/2(III)-2001-2FR-II**

**Dated, the 12th August, 2002**

**Subject : Grant of pensionary benefits to the employees on Foreign Service/ Deputation/BBMB/Chandigarh Administration - regarding reckoning of emoluments for fixation of pension at the time of retirement/superannuation.**

I am directed to invite your attention to the subject cited above. The issue of grant of pensionary benefits to the employees working in the BBMB, Chandigarh Administration, on deputation to various State/Central Organisations, PSUs, Boards & Corporations has been engaging the attention of the Government for sometime in the past. The position of relevant rules and executive instructions issued on the subject are as under:-

**(A) Statutory Rules:**

- (i) Rule 6.19 (C) of the Punjab Civil Service Rules, Vol. II as applicable to the State of Haryana.
- (ii) Rule 2.21 read with Chapter 10 of the Punjab Civil Service Rules, Vol. I, Part I, as applicable to the State of Haryana.
- (iii) Rule 10.21 of Punjab Civil Service Rules Vol. I, Part I (non-existent in the Rules applicable to the State of Haryana)
- (iv) Section 79(4) of Punjab Re-organisation Act, 1966.

**(B) Executive Instructions:**

- (i) No. 2528-5FR(I)-76/14020 dated 11.5.77 and para 2.4 there under.
- (ii) No. 13/5(5)/86-5FR-I dated 17.3.87 and para 2.4 there under.
- (iii) No. 1/4/(13)/93-2FR-II dated 26.5.97

2. The whole issue has been examined in detail. Broadly speaking, there are four categories of employees for the purposes of subject mentioned above. These four categories are as under:-

- (A) Government employees serving in the State Government and its Departments.
- (B) Government employees on deputation to various Boards, Corporations, Universities, Autonomous Bodies, PSUs of the State Government or similar organisations in the Central Government.
- (C) Haryana State Government employees deputed against the share quota posts in U. T. Administration, Chandigarh.
- (D) Haryana Government employees deputed to serve in the Bhakra-Nangal & Beas Management Board (BBMB) against the share quota posts of the State of Haryana.

3. The position in respect of each of the categories mentioned above is discussed and decided as under:

**(A) Government employees serving in the State Government and its Departments.**

The emoluments that have to be taken into account for the purposes of determination of pension have been explained under Rule 6.19 (C) of the CSR Vol. II as amended upto-date and applicable to the State of Haryana. There is no doubt or confusion, whatsoever, in so far as the determination of pension of the employees covered under this category are concerned. Their pension has to be determined with reference to the average of last ten months' pay while serving in connection with the affairs of the State Government or any of its Departments.

**(B) Government employees on deputation to various Boards, Corporations, Universities, Autonomous Bodies, PSUs of the State Government or similar organisations in the Central Government.**

- (i) In so far as the employees covered under this category are concerned, they are on deputation with these organisations and the service rendered in these organisations is foreign service in terms of Rule 2.21 of the CSR Vol. I, Part I. The salary drawn by the employees during the period of deputation is governed by the terms & conditions of their deputation. Invariably, they are given the option either to draw pay in the pay scale of the deputation post if the same happens to be more favourable to them or get deputation allowance if admissible under the Government instructions issued from time to time. The borrowing organisations are required to deposit the leave salary and pension contribution in respect of these employees for the period of deputation. However, the pensionary liabilities are borne in full by the State Government under which these employees hold their substantive posts.
- (ii) Their emoluments to be reckoned for the purposes of pension in these cases are defined under the provisions of Rule 6.19 (C)(iii) & (iv) of CSR Vol. II as applicable to the State of Haryana. The rule provides that:

**"6.19 (C)**

- (i) *There will be no change in the existing principle of reckoning those emoluments for pension which are paid by the Government. In other words, the entire amount drawn as emoluments by a Government employee while on foreign service will not count for pension and gratuity. In such a case, the pay which the Government employee would have drawn under the Government had he not been sent on foreign service will alone be taken into account.*
- (ii) *In the case of employees on deputation to any other State Government or the Central Government, the emoluments which he would have drawn, had he not proceeded on deputation, will alone be taken into account"*
- (iii) It is thus clear that in the case of employees covered under this category only such emoluments would reckon for pension and gratuity as they would have drawn on a presumptive basis on their substantive/officiating posts in their parent departments but for their proceedings on deputation to these organisations even if they retire/superannuate while being on foreign service/deputation.

**(C) Haryana State Government employees deputed against the share quota posts in U. T. Administration, Chandigarh.**

- (i) Haryana Government employees are deputed to serve under the UT Administration, Chandigarh under the special dispensation of share quota

posts provided under the statutory Scheme of the Punjab, Re-organisation Act, 1966. Their posting with the UT Administration is under a special arrangement of the share quota allotted to the States of Punjab and Haryana. It is on account of this special arrangement that the UT Administration is not required to deposit the leave salary and pension contribution to the State of Haryana in respect of these employees for the period they serve with the UT Administration. Para 2.4 of the executive instructions dated 11.5.1977 and 17.3.1987 respectively, providing that deputation to Chandigarh Administration will not be treated as foreign service, has to be read in this context.

- (ii) Chandigarh Administration has adopted the Punjab pattern of Pay Scales in respect of the employees serving in connection with the affairs of the UT Administration. Punjab pattern of pay scales is different from that of Haryana State which has broadly followed the Central pattern of pay scales. However, the Punjab pattern of pay scales is applicable in respect of the UT cadre employees. Any employee from the Haryana Government normally goes to the UT Administration in his own pay scale. There are certain cases where Haryana Government employees, deputed with the Chandigarh Administration, have been allowed adhoc promotions by the UT Administration on account of their own administrative exigencies. The employees so promoted may actually be junior in their substantive posts in the parent department and join against such substantive posts on their return to the parent department. In case an employee so promoted while serving with the Chandigarh Administration also retires/superannuates from the Chandigarh Administration, he cannot claim his pension and gratuity on the basis of emoluments drawn by him while serving under the Chandigarh Administration since his pensionary liabilities are borne in full by the State of Haryana and his pension cannot be fixed at a stage higher than those serving in the parent department and though senior to him. Thus, under no circumstances, he would be entitled to draw his pension on the basis of some adhoc promotion or higher pay scale that he might have got while serving in connection with the affairs of the UT Administration, Chandigarh.
- (iii) keeping the aforesaid in view, it is clarified that the pension of the Haryana Government employees retiring/superannuating from the Chandigarh Administration will be fixed on the basis of emoluments they are entitled to on their substantive posts in their parent departments by working out the same on a presumptive basis in accordance with the provisions contained in Rule 6.19 (C)(iii) & (iv) of the CSR Vol. II, as amended up to date, and applicable to the State of Haryana.

**(D) Haryana Government employees deputed to serve in the Bhakra-Nangal and Beas Management Board (BBMB) against the share quota posts of the State of Haryana.**

- (i) The BBMB was created under Part VIII of the Punjab Reorganisation Act, 1966 for the administration, maintenance and operation of the Project with the rights of the successor states defined therein. Sections 79(4) of the Reorganisation Act deals with the issue of staff and establishment of the Project. In so far as the employees covered under his category are concerned i.e. those who are deputed to serve with the BBMB under the share quota posts allocated to the successor states under the statutory scheme. Pay scales allowed for different categories of employees with the BBMB, are higher than

those approved by the State of Haryana for those categories serving in the state. However, the employees deputed to serve under the BBMB are allowed to opt for the BBMB, pay scales for the period they serve as such. The BBMB, as in the case of Chandigarh Administration, is not required to deposit the leave salary and pension contribution to the state of Haryana in respect of these employees for the period of deputation. It is in this context that service under the BBMB is not treated as foreign service under para 2.4 of the Haryana Government executive instructions dated 11.5.77 and 17.3.87 respectively.

- (ii) There has been some litigation by the employees serving in BBMB regarding reckoning of emoluments for the purposes of pension and gratuity involving both the States of Punjab & Haryana. A brief resume of the orders of the Hon'ble Punjab & Haryana High Court and the Hon'ble Apex Court is as follows:-

Sr. No.	CWP / SLP Reference No.	Subject and orders of the Courts
(i)	CWP No. 4381/93 Charan Jit Singh Kohli Vs. State of Haryana	The Hon'ble Punjab & Haryana High Court decided vide its order January 13, 1994 that the pension of the petitioners should be fixed with reference to the emoluments drawn by these employees in BBMB at the time of their retirement. This position is based on para 2.4 of the executive instructions dated 11.5.77 referred to above. No SLP appears to have been filed against the said orders and hence, gained finality.
(ii).	CWP No. 6768/96 'Nirmal Singh, SDO Vs. State of Punjab'	This Civil Writ Petition was filed against the State of Punjab wherein the Hon'ble Punjab & Haryana High Court granted the relief and held that their pension was to be determined with respect to the emoluments drawn by them in BBMB at the time of their retirement. The Hon'ble Punjab & Haryana High Court relied upon Rule 10.21 of Punjab CSR Vol. I, Part I, while granting relief in this case. It may be stated here that Rule 10.21 is non-existent in the CSR Vol. I, Part I as applicable to the State of Haryana. However, an SLP was filed by the State of Punjab in the Hon'ble Supreme Court of India against the orders of the Hon'ble Punjab & Haryana High Court. The outcome of the SLP is discussed under Sr. No. (iv).
(iii)	CWP No. 9301/ 96 'Roshan Lal Hira Vs. State of Punjab'	Though this writ petition was filed against the State of Punjab, the relief was allowed by the Hon'ble Punjab & Haryana High Court vide its order dated 28th January, 1997 treating it as a covered case in terms of judgment of this Court in Civil Writ Petition 6768/1996 (Nirmal Singh Vs. State of Punjab). However, a copy of the judgment was also directed to be forwarded to the Secretary, Irrigation Haryana for compliance for taking a policy decision in the matter in view of the law laid down by the Hon'ble Punjab & Haryana High Court.
(iv)	SLP No. 10098/97 arising from the judgment and Order dated 10.12.96 in CWP	The State of Punjab filed the SLP against the orders of the Hon'ble Punjab & Haryana High Court in CWP No. 6768 of 1996. The orders of the Hon'ble Supreme Court of India are reproduced as under:-

Sr. No.	CWP / SLP Reference No.	Subject and orders of the Courts
	6768/96 State of Punjab Vs. Nirmal Singh etc.'	<p>"We have heard the learned counsel for the parties.</p> <p>In the light of the statutory scheme of Section 79(4) of Punjab Reorganisation Act, 1966 (hereinafter referred to as 'the Act') and in the light of the Punjab Civil Service Rules (hereinafter referred to as 'the Punjab Rules') especially Rule 2.21, Rule 10.2(a), Rule 6.19-C which is to be read with Rule 2.44 of the Punjab Rules it becomes clear that those erstwhile employees of the State of Punjab who had on the appointed date i.e. 1.11.66 stood statutorily transferred to the Bhakra Beas Management Board (hereinafter referred to as the Board) and who ultimately retired from the Board while serving in the Board will be governed by the impugned orders of the High Court and will have to be paid pension according to the last pay drawn by them at the time of the retirement from the Board. We make it clear that we confirm the decision of the High Court only to the aforesaid extent and as all the contesting respondents fall within this category of cases the special leave petitions are dismissed.</p> <p>We make it clear that the learned counsel for the petitioners has made a clear statement that on 1.11.96 all the respondents were statutorily transferred to the Board &amp; have retired from the Board. The decision of the High Court in their favour is being confirmed on that basis. The pension dues of the respondents as per the scheme of the Act will have to be paid by the State of Punjab and not by the Board which is merely a disbursing agency.</p>
iv)	CWP No. 5457/ 2001 'Surjit Singh Vs. State of Punjab'.	<p>The order of the Hon'ble Punjab &amp; Haryana High Court dated 27.9.2001 in this case follows the judgment of the Hon'ble Apex Court and reads as under:-</p> <p>"Learned counsel for respondent No. 3 concedes that the claim of the petitioners is squarely covered by the decision rendered by this court in Civil Writ Petition No. 6768/96 and that the order passed by this court in the aforesaid judgment has been upheld by the Apex Court, except petitioner No. 5, Ram Parkash. In so far as petitioner No. 5 is concerned it is submitted that petitioner No. 5 joined BBMB after 1.11.66 and, therefore, he is not entitled to the relief claimed in the instant Writ Petition.</p> <p>The instant petition is allowed viz. petitioner No. 1 to 4 and 6 to 11 in terms of the decision rendered by this Court in Civil Writ Petition 6768/96 'Nirmal Singh Vs. State of Punjab and others'".</p>

There may be a few more court cases that might have been decided of which mention is not being made on account of non-availability of specific details. The factual position as it emerges as under:-

- (a) Section 79(4) of the Punjab Re-organisation Act, 1966 is applicable in these cases which means that only such of the employees would be entitled to get their pension fixed on the basis of emoluments drawn by them in the BBMB at the time of their retirement/superannuation who stood statutorily transferred to the BBMB on the appointed date i.e. 1.11.66.
- (b) Rule 10.21 of the CSR Vol. I, Part I, which has been relied upon by the Hon'ble Punjab & Haryana High Court in the case of Nirmal Singh in CWP



No. 6768/1996 as well as in the case of Roshan Lal Hira in Civil Writ Petition 9301/1996 is non-existent on the rule book i.e. CSR Vol. I, Part I, as applicable to the State of Haryana.

- (c) Contents of pars 2.4 of the executive instructions dated 11.5.77 and the executive instructions dated 17.3.87 respectively have to be read in proper context as discussed hereinbefore.

**(iii) Decisions:**

Keeping the above in view, the Government of Haryana decides as under in respect of the employees covered under this category:

- (a) Pension of all those employees who statutorily stood transferred to the BBMB as on 1/11/1966 in terms of Section 79(4) of the Re-organisation Act and allocated to the State of Haryana should be fixed on the basis of emoluments drawn by them from the BBMB at the time of their retirement.
- (b) The employees who have been deputed to the BBMB by the Government of Haryana after the appointed date i.e. 1.11.66 are not entitled to get their pension fixed on the basis of emoluments drawn by them in the BBMB as held by the Division Bench of the Hon'ble Punjab & Haryana High Court in CWP No. 5457/2001 and their pension will be fixed in accordance with the provisions contained in Rule 6.19 (C)(iii) & (iv) of CSR Vol. II as applicable to the State of Haryana.
- (c) The instructions issued by the Finance Department vide its letter bearing number 1/4/(13)/93-2FR-II dated 26.5.1997 are hereby withdrawn with immediate effect.
- (d) The cases decided so far, either pursuant to the court orders or in terms of executive instructions dated 26.5.1997, should not be re-opened.

The above may kindly be noted for strict compliance by all concerned.

Sd/ -

(Y. S. Malik)

Commissioner & Special Secretary to Govt.,  
Haryana, Finance Department.

To

The Chief Secretary to Government of Haryana/All the Financial Commissioners & Principal Secretaries to Government of Haryana/ Administrative Secretaries to the Government of Haryana/Heads of Departments/Divisional Commissioners/Deputy Commissioners/ SDOs (Civil) in the State of Haryana/Home Secretary, UT Administration, Chandigarh/Chairman, BBMB/Registrar, Punjab & Haryana High Court/Accountant Generals (A&E) and (Audit), Haryana/Advocate General, Haryana, with five spare copies in each case for use in the subordinate offices.

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***These instructions have been Revised vide  
No. 1/2(III)-2001-2FR-II, Dt. 12.08.2002.***

**No. 1/4/(13)/93-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala/Hisar/Rohtak/Gurgaon Divisions,  
All Deputy Commissioners and  
Sub Divisional officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 26th May, 1997**

**Subject : Grant of pensionary benefits to the employees working in Bhakhra Beas Management Board on the basis of last pay drawn by them at the time of retirement.**

Sir,

I am directed to refer to the subject cited above and to say that after considering the general directions given by the Hon'ble Punjab & Haryana High Court in Civil Writ Petition No. 9301/96 - **Sh. Roshan Lal Hira Vs. State of Punjab and others**, the State Govt. have decided to adopt the following formula for the purposes of calculation of pensionary benefits in respect of Haryana Govt. employees who were retired/will be retiring from service on or after 1.1.86 and were working in Bhakhra Beas Management Board at the time of retirement:

(a) The employees retiring from BBMB may be allowed to opt to claim pensionary benefits on the basis of the emoluments including special pay, if any, drawn by them immediately before their retirement from Bhakhra Beas Management Board.

OR

(b) The employees may opt to claim pensionary benefits on the basis of presumptive pay which would have been admissible to them in their parent department had they not been posted in Bhakhra Beas Management Board.

2. You are requested to please bring this to the notice of all concerned officers/officials under you for strict compliance.

3. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/ -

(RAM NIWAS)

Joint Secretary, Finance

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been superseded vide Notification  
No. GSR31/Const./Art/309/2001, Dt. 07.12.2001.***

**No. 1/2(6)/86-3FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioner of Division,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 12th July, 1991**

**Subject : Incentive among Haryana Government employees for providing small family norms - Counting of increment towards pension/family pension/gratuity.**

Sir,

I am directed to refer to Haryana Government, Finance Department letter No. 6/1(1)/87-3FR-I, dated the 24<sup>th</sup> July, 1989 on the subject noted above vide which it was clarified that personal pay in the revised pay scales may be counted as pay as defined in Pb. C.S.R. Vol. I, Part I, rule 2.44 (a) (ii) for all purposes except Dearness Allowance/Addl. Dearness Allowance & Pensionary benefits. After careful consideration Haryana Govt. have now decided that the personal pay in the revised pay scales is also to be counted as pay for all purposes of granting pensionary benefits except Dearness Allowance/Addl. Dearness Allowance.

2. It is requested that these instructions may please be brought to the notice of all the employees working under them

Yours faithfully,

Sd/ -

(Kailash Chand)

Under Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**Counting of personal pay towards pension/gratuity.—** A doubt has been felt as to how the personal pay granted to a Government employee to protect him partly from the loss of substantive pay and partly in lieu of other emoluments, viz., officiating/dearness allowance, etc., consequent on refixation of pay under Punjab Civil Services Rules or for any other reason could be taken into account for the purpose of 'emoluments' for pension/gratuity. It is clarified that part of the personal pay which has been/is granted to protect against loss of substantive pay would count in full under clause (b) of Rule 6.19-A of Punjab Civil Services Rules, Volume II.

Instances have also come to the notice of the Government where in the case of a quasi-permanent Government employee personal pay was granted to protect him partly from the loss in quasi-permanent pay and partly in lieu of other emoluments due to refixation of pay in the revised scale of pay. The matter has been examined and it has been decided that part of personal pay which has been granted solely to protect against loss of quasi-permanent pay would count in full under clause (b) of the said Rule 6.19-A of Punjab Civil Services Rules, Volume II, while the other part of the personal pay which has been granted to afford protection from loss of emoluments, other than quasi-permanent pay would count to the extent of one-half only under clause (c) of Rule 6.19-A *ibid*.

**(No. 5697-5FRI-66/6137, dated the 2nd September, 1966.)**

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**Counting of 'Non-Practising Allowance' towards pension.**— It has been decided that the 'Non-Practising Allowance granted to Doctors shall, like special pay, count towards pension in full if it was received in respect of a permanent post held in a substantive capacity and to the extent of half in all other cases. This takes effect from the 7th June, 1961.

**(No. 6472-5FRI-61/8169, dated the 1st July, 1961).**

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**No. 68/2/2001/FD/Pension/SAP**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana,  
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioners/SDO (Civil) in Haryana.  
Registrar Punjab and Haryana High Court.

**Dated, Chandigarh, the 27th December, 2010****Subject : Time Schedule for payment of retiral benefits to the retiring Government employee on the date of his retirement.**

Sir,

I am directed to invite your attention to the instructions issued by this department vide letter No. 68/2/2001/FD/Pension/SAP dated 10-10-2006, 19-12-2007, 17-4-2008, 23-7-2008, 10-9-2008 and 28-7-2009 on the issue of timely disposal of pension cases and to adhere to the time schedule for payment of retiral benefits to the retiring Government employee. It has been observed that the time schedule fixed by the Finance Department is not being followed resulting thereby in delay in the finalization of pension cases.

2. It has also been informed by the Accountant General (A&E) Haryana that many pension cases are being sent by pension sanctioning authorities in an incomplete manner without the support of proper forms of service book etc. These cases cannot be finalized and are returned to the department concerned for compliance, which create unnecessary delay in finalization of the cases. Even observations made in cases returned to the departments are not being attended promptly and also not re-submitted quickly.

3. In view of above position, it is again directed that strict compliance of FD's instructions may be ensured. These instructions may be brought to notice of all the concerned working under your control for strict compliance in future.

4. Receipt of these instructions may please be acknowledged.

Yours faithfully,

Sd/ -  
Accounts Officer (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 8/29/2006-4Pension**

Form

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
All Divisional Commissioners and  
Deputy Commissioner &  
Sub Divisional Officer (Civil) in the same.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 30th March, 2010****Subject : Regarding settlement of pending issues of pension.**

Sir,

I am directed to invite your attention on the subject cited above.

2. It has been pointed out by the Accountant General (A&E), Haryana that there is no set procedure being adopted by most of the departments while forwarding the pension cases in respect of persons who are drawing pension from outside Haryana and options of the retirees who want to get fixed Medical Allowance are not attached with their pension cases.
3. After due consideration, it has been decided by the State that all the Pension Sanctioning Authorities be directed to ensure submission of all pension cases to AG, Haryana alongwith option of the retirees who want to get fixed Medical Allowance so that no litigation may arise in this respect in future.
4. These instructions may please be brought to the notice of all the concerned for strict compliance in future.

Yours faithfully,

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised/Clarified vide  
No. 68/2/2001/FD/Pension/SAP, Dt. 27.12.2010.***

**No. 68/2/2001/FD/Pension/SAP**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana,  
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioners/SDO (Civil) in Haryana.  
Registrar Punjab and Haryana High Court.

**Dated, Chandigarh, the 28th July, 2009**

**Subject : Non adherence of Rules/instructions of Haryana Govt. by Pension Sanctioning Authorities regarding timely preparation and submission of pension cases.**

Sir,

I am directed to invite your attention to the instructions issued by this department vide letter No. 68/2/2001/FD/Pension/SAP dated 10-10-2006, 19-12-2007, 17-4-2008, 23-7-2008 and 10-9-2008 on the issue of timely disposal of pension cases in a time bound manner.

2. It has been pointed out by the Accountant General (A&E) Haryana that Pension Sanctioning Authorities are not adhering to the time schedule prescribed in the Rules for submission of the pension cases. Specifically attention has been drawn to the following provision of Pb. CSR Volume-II:-

- (i) Rule 9.7 of Pb. CSR Volume-II provides that the Pension Sanctioning Authority shall forward pension papers to the Accountant General not later than six months before the date of retirement of Government employee. The pension sanctioning authorities are not submitting all the cases in time. During the period January, 2007 to December, 2007 out of total 9354 cases received, 1404 cases (i.e. only 15%) were submitted six months before the date of retirement, whereas 5706 (61%) cases were submitted less than 6 months before retirement and remaining 2244 cases (24%) were received after the date of retirement.
- (ii) Rule 9.2 of Pb. CSR Volume-II provides that every Head of Department/office shall have a list prepared every six months i.e. on 1st January, and 1st July each year of all the Government employees who are due to retire within the next 24 to 30 months of the date of retirement. A copy of every such list shall be sent to the AG(A&E) Haryana not later than 31<sup>st</sup> January and 31<sup>st</sup> July, as the case may be. It was observed that during the period from January, 2007 to December, 2007, only 20 lists were received from 10 Heads of Departments against the required 240 lists from 120 of Heads of Departments.

3. From the above position brought out by the Accountant General (A&E) Haryana it is evident that pension cases are not being sent in time by most of the Pension Sanctioning



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Authorities and the same are required to be submitted atleast six months before the date of retirement as per Rule 9.7 of Pb. CSR. Volume-II. You are, therefore, requested to issue instructions to all Pension Sanctioning Authorities/Heads of Offices to adhere to the time schedule fixed by the FD for submission of pension cases vide instructions dated 10-10-2006. In any case the pension cases must be submitted atleast six months before the date of retirement as provided under Rule 9.2 of Pb. CSR Volume-II.

4. Further, the instructions may also be issued to all Pension Sanctioning Authorities/ Heads of Offices that the list of Government employees who are due to retire within next 24 to 30 months of date of retirement may be submitted six monthly to AG (A&E) Haryana as prescribed under Rule 9.2 of Pb. CSR Volume-II with a copy endorsed to Finance Department.

5. The receipt of these instructions may please be acknowledged.

Yours faithfully,

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised/Clarified vide  
No. 68/2/2001/FD/Pension/SAP, Dt. 10.09.2008 and  
No. 68/2/2001/FD/Pension/SAP, Dt. 28.07.2009.***

**No. 68/2/2001/FD/Pension/SAP**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana,  
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioners/SDO (Civil) in Haryana.  
Registrar Punjab and Haryana High Court.

**Dated, Chandigarh, the 23rd July, 2008**

**Subject : Time Schedule for payment of retiral benefits to the retiring Government employee on the date of his retirement.**

Sir,

I am directed to invite your attention to the instructions issued by this department vide letter No. 68/2/2001/FD/Pension/SAP dated 10-10-2006, 19-12-2007 and 17-4-2008 on the issue of timely disposal of pension cases in a time bound manner. Earlier, vide this Department letter No. 68/2/2001/FD/Pension/SAP dated 3-1-2002 (copy enclosed) a time schedule was fixed for the issue of NDC, LPC, retirement order etc. and also to ensure that PPO/GPO is given to the retiree on the date of his retirement. It has been observed that necessary compliance of these instructions has not been made by most of the departments and pension cases are delayed causing hardship to the retirees.

2. It is also brought out that vide FD letter No. 68/2/2001/FD/Pension/SAP dated 10-10-2006, Heads of Departments were requested to appoint "Nodal Officer" for each office to review and monitor the pension cases and the names of Nodal Officers of their department were to be sent to the Finance Department. Further, they were requested to review the pending cases through quarterly meetings to be held in the month of January, April, September and December and to forward the proceedings of each meeting to the Administrative Department and Finance Department.

3. You are requested to ensure compliance of the aforementioned instructions issued by the Finance Department and the "Nodal Officers" may be appointed immediately with a copy to the Finance Department. Further, quarterly meetings may be arranged at the Head quarter level regularly and a copy of proceedings of each meeting may be sent to Finance Department.

4. The receipt of these instructions may please be acknowledged.

Sd/ -  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 2/53/2007-1Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department, Chandigarh.

To

All Heads of Departments in Haryana,  
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioners/SDO (Civil) in Haryana.  
Registrar, Punjab and Haryana High Court.

**Dated, Chandigarh, the 25th January, 2008****Subject : Follow up action on the recommendations made by Hon'ble Justice (Retd.)  
N. K. Sud, Lokayukta, Haryana.**

Sir,

I am directed to inform you that it has been observed that most of the departments do not obtain authentic information about the date of birth of dependent children of retiring employees while forwarding their pension cases to Accountant General (A&E) Haryana. This has resulted in excess payment of family pension in many cases. It has, therefore, been decided that each Head of Office/Pension Sanctioning Authority will obtain the information about the date of birth of dependent children and verify the same well in advance from the attested copies of birth certificates so that no omission takes place while forwarding pension cases to the Accountant General, Haryana

2. You are requested that the above instructions may please be brought to the notice of all the officers/officials dealing with the pension cases under your control for strict compliance.

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised partly vide  
No. 68/2/2001/FD/Pension/SAP, Dt. 23.07.2008.***

**No. 68/2/2001/FD/Pension/SAP**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar Punjab & Haryana High Court, Chandigarh.

**Dated: 10th October, 2006**

**Subject : Time Schedule for payment of retiral benefits to the retiring Government employee on the date of his retirement.**

Sir,

I am directed to invite your attention to the instructions issued by this department vide letter No. 68/2/2001/FD/Pension/SAP dated 3.9.2001,3.1.2002, 13.12.2002,6.11.2003 and 2.6.2005 on the issue of timely disposal of pension cases and to adhere to the time schedule for payment of retiral benefits to the retiring Govt. employee. It has been observed that the time schedule fixed by the Finance Department is not being followed resulting thereby in delay in the finalization of pension cases.

2. It has also been observed that many departments are not even forwarding the monthly progress report of pension cases and in certain cases the report is not being sent in the Proformas prescribed vide this department letter No. 68/2/2001/FD/Pension/SO-3, dated 6.11.2003.

3. In view of above position, the following guidelines are now being issued to streamline the existing procedure regarding expeditious finalization of cases of pensionary benefits:

**The Head of Office will ensure the following**

- (i) To get the pension papers filed from the retiree 24 months before the date of his retirement. A set of pension paper will be provided to the pensioner. In the case of employee borne on transferable State Cadre (like HCS, SAS, DA, DDA, ADA, etc.) the pension papers will be got filled by the Head of Office one year prior to his date of retirement where the official/Officer is working and in the case of officers working in State Public Undertakings, the pension papers will be sent by his parent department.

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- (ii) Immediately on receipt of pension papers, action will be initiated for verification/completion of service book/record.
  - (iii) In the case of transfer of an employee from one office to another, the service book will be completed with regard to service verification, entitlement of leave etc. The service book should be forwarded at the time of issuance of LPC.
  - (iv) Steps should be taken to finalize long standing advances/recoveries against the retiree.
  - (v) It should be ensured that steps are taken to expedite enquiries, if any, pending against the official.
  - (vi) In the case of Gazetted Officer, a reference should be made to the Govt. for getting clearance certificate from the Vigilance Department in favour of the retiring officer one year before the date of retirement.
  - (vii) In the case of employees residing in Govt. accommodation, steps should be taken for obtaining No Due Certificate from the concerned authority well in time.
  - (viii) Where the employee wants to retain Govt. accommodation for the permissible period of 4 months after the date of retirement, the licence fee be deposited in advance after obtaining consent of concerned employee to facilitate issuance of "No Due Certificate".
  - (ix) The pension case should be sent to the Account General (A&E) Haryana for the issue of Certificate and Report at least one year before the date of retirement.
  - (x) The pension case after removing the objections raised by the A.G. (A&E) Haryana in the Certificate & Report should be resubmitted to the Accountant General (A&E) so as to reach him at least one month before the date of retirement of the employee concerned alongwith "No Dues Certificate" for the issue of pension/gratuity/commutation payment order by the A.G. (A&E) Haryana on the date of his retirement.
  - (xi) An authenticated photocopy of the entire case shall be retained by the Head of Office before forwarding the same to the Accountant General Haryana in order to avoid the difficulties arising out of the loss of the record in transit.
  - (xii) It may please be noted that any amount required to be withheld for adjustment of outstanding dues should be intimated while sending the reply to C&R which should accompany NDC. In the absence of NDC alongwith reply of C&R it will be presumed by the A.G. office that nothing is due against the retiree and the full amount of DCRG will be released to the retiree. Later on if any amount is found recoverable, the same shall be recovered from the Drawing and Disbursing officer.
  - (xiii) The order of leave encashment should be issued 15 days prior to date of retirement. It should be ensured that this payment is made on the date of retirement.

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- (xiv) In case of employees against whom departmental/judicial proceedings are pending, steps should be taken for the grant of provisional pension and the case should be sent to A&G (A&E) Haryana 6 months before retirement. However, it may be ensured that provisional pension is authorized on merits depending upon gravity of offence and it should not be sanctioned to the delinquent employee who is likely to be dismissed from Govt. Service. Therefore, orders of competent authority be obtained in such cases before forwarding case to A.G. (A&E) Haryana.
- (xv) A certificate of verification of service may be issued to every Govt. employee when he completes 10 years of qualifying service. Thereafter this certificate may be issued at periodic intervals of 5 years.

**The Head of Department shall ensure the following:**

- (i) That all Head of Offices working under him undertake the assessment of Govt. dues recoverable from the Govt. employees 18 months before the date of retirement.
- (ii) The Govt. employee is given an opportunity of putting his/her view point about the recoverable dues. The Head of Department shall obtain a certificate every 6 months from the Head of Offices working under them that the assessment of dues in all cases due for retirement coming up in the next one year have been finalized.
- (iii) A "Nodal Officer" is appointed for each office to review and monitor the pension cases in his office. The names of Nodal Officers so appointed may be forwarded to the Administrative Department as well as Finance Department. This exercise should be completed within one month of issuance of these instructions.
- (iv) That review of pending pension cases is undertaken through quarterly meetings to be held in the month of Jan., April, Sept. and December. The proceedings of each meeting should be forwarded to Administrative Department and Finance Department.
- (v) The retirement order may be issued by 7th of the date of retirement.
- (vi) It should be ensured that retiring employee of Haryana Govt. are given PPO/CPO/GPO on the date of their retirement.
4. The Administrative Secretaries concerned will review the pension cases of his department at least twice a year.
5. The representative of Accountant General (A&E) should be called in the meeting conveyed at the level of Head of Department/Administrative Secretaries.
6. The monthly progress report of pension cases may now onward be send by 7<sup>th</sup> of the following months in the enclosed Proformas. If it is feasible to send the consolidated report of the department (only in the case of big departments like PWD, Education, Police etc.) the Divisional Heads directly with copy endorsed to Head of Department and AG (A&E) Haryana.

7. You are, therefore, requested that above instructions are noted by all Officers/Officials dealing with pension cases for strict compliance.

8. The receipt of these instructions may be acknowledged.

Yours faithfully

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 68/2/2001/FD/Pension/4P

Dated, Chandigarh, the 10th October, 2006

A copy is forwarding to Accounts General (A&E) Haryana for information w.r.t. his letter No. Pen-I/Gen-9/Minutes of Meeting/06-07/857/25.7.2006 for information and necessary action.

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy for information and necessary action is forwarded to :-

Chief Secretary to Govt. Haryana  
All the Financial Commissioners in Haryana and  
All the Commissioner and Secretaries to Government, Haryana.

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

Chief Secretary to Govt., Haryana.  
All the Financial Commissioners in Haryana and  
All the Commissioner and Secretaries to Govt., Haryana.

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 68/2/2001/FD/Pension/4P

Dated, Chandigarh, the 10th October, 2006

**Statement-I**

Statement showing the up to date position of pending pension cases who have already retired from the department of \_\_\_\_\_ for the month of \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Sr No	Name & Designation	Date of retirement/ Death (DOR)	Date on which pension papers were submitted by the retiree	Letter No. & date vide which pension Papers were sent to A.G. Haryana.	Authority with whom pending,	Reasons for pendency and steps being taken	Whether Provident Fund payment has been made	Whether leave encashment payment has been made.	Whether GIS payment has been made.

**Statement No. II**

Statement showing up to date position of cases who are due to retire within next 12 months in respect of Department \_\_\_\_\_ for the month of \_\_\_\_\_

1	2	3	4	5	6	7
Sr. No	Name & Designation	Date of Retirement (DOR)	No. & date vide Which pension case has been sent to A.G. Haryana	Whether C&R, has been issued by A.G. Haryana	Latest position of the case	In case of Gazetted Officers, latest position of Vigilance Clearance Certificate

**Statement No. III**

Statement showing up to date position of cases who are due to retire in one year but before 24 months in respect of Department \_\_\_\_\_ for the month of \_\_\_\_\_

1	2	3	4	5	6	7	8
Sr. No.	Name & Designation	Date of retirement	Letter No. & date vide which retiree has been asked to submit pension papers	Whether service book/record has been verified up to date	Whether steps have been taken to finalize long term advances/ recoveries shortage against the retire	Whether steps to expedite any enquiry pending against the official/retiree have been taken and if so details thereof.	Latest position of the case.

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***These instructions have further been clarified vide  
No. 68/2/2001/FD/Pension/SAP, Dt. 10.10.2006.***

**No. 68/2/2001/3Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 30th December, 2003**

**Subject : Guidelines for expeditious disposal of pension cases.**

Sir,

In continuation of this department's instructions issued vide letter No. 68/2/2001/FD/Pension/SAP, dated 03.09.01, 13.12.02 and on the advice of Accountant General Haryana, I am directed to say that the following guidelines be also followed in future in order to streamline the existing procedure regarding expeditious finalizations of pensions cases:-

1. Instead of three copies, four attested copies of photographs (joint photographs) of pensioners/family pensioners must be sent to the A.G. Haryana with the pension/family pension case(s). The competent departmental authority should attest these with their names written on the photographs.
2. One copy of photographs duly attested should be pasted on the application form itself.
3. Three copies of the identification marks of pensioners/family pensioners must also be supplied with the pension/family pension cases.
4. While forwarding the case of calculation of pension to A.G. Haryana for issuance of the C&R, a copy of the calculation of pension based on the average emoluments of last 10 months should be endorsed to the retiree(s) also.

These instructions may please be brought to the notice of all the officers/officials dealing with the pension cases under your control for strict compliance.

Receipt of this communication be acknowledged.

Yours faithfully,

Sd/ -

Under Secretary, Finance (Pension)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 1/1/2003/FD/Pension/SAP**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
All Divisional Commissioners,  
Deputy Commissioners &  
Sub Divisional Officers (Civil) in the State.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated: March, 2003****Subject : Adoption of procedure for expeditious finalization of cases of pensionary benefits in a time bound manner.**

Sir,

I am directed to refer to the subject cited above and to state that it has been observed by the Accountant General, Haryana that in some cases of pension, signatures and office seal of the Head of Departments/Pension Sanctioning Authorities are not legible and has incomplete impression of seal, which makes them difficult for verifying the facts of the pension cases.

2. In view of this it is requested that it may be ensured that pension cases be forwarded to Accountant General, Haryana with full signatures and complete office seal on all pension cases, indicating thereon name, designation and phone numbers of the Pension Sanctioning Authorities, so that in case of urgency and expeditious settlement of pension cases immediate contacts could be established with concerned Pension Sanctioning Authority.

3. These instructions may please be got noted from the officers/officials concerned for strict compliance in future.

*Sd/ -*  
Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**These instructions have further been clarified vide  
No. 68/2/2001/FD/Pension/SAP, Dt. 10.10.2006.**

**No. 68/2/2001/FD/Pension/SAP**

From

The Commissioner for Planning and Finance and Secy. to Govt.,  
Haryana, Planning and Finance Department.

To

All Heads of Departments,  
The Commissioner, Ambala Division,  
Sub Divisional Officers &  
The Registrar, Punjab & Haryana High Court and  
All District and Sessions Judges In Haryana.

**Dated, Chandigarh, the 13th December, 2002**

**Subject : Adoption of procedure for expeditious finalization of cases of pensionary Benefits in a time bound manner.**

Sir,

I am directed to invite a reference to the instructions of the Finance Department bearing No. 68/2/2001/FD/Pension/SAP, dated 3.9.2001 and Even No. dated 3.1.2002 on the subject noted above and to say that it has been observed by Finance Department that despite the fact that time schedule for expeditious disposal of pension cases, has been fixed by the Government vide instructions referred to above but the pension/family pension cases are not being finalized within the prescribed period, resulting in unnecessary harassment to the retirees as well as making the Government financially burdened due to the reason that retirees go to the Courts of Law for the release of pensionary benefits and the Hon'ble Courts generally order in their favour and the orders are to be complied with by the Government by making payment of interest on delayed payment of pensionary benefits. The Hon'ble High Court had taken a very serious view in such matters and observed that the officers/officials of some of the departments dealing with the pension cases do not realize that the absence of humane and compassionate approach in such like matters not only puts a retired employee to unnecessary harassment and pecuniary loss, but also results in the wastage of time of the Court and the public money. Their observations have already been conveyed to you vide No. 68/2/96/FD/Pension/SAP, dated 14.10.1996.

2. It has also been observed that most of the pension/family pension cases are delayed in the various offices of the Head of Office/Head of Department and are submitted late to the Pension Sanctioning Authority/Controlling Officer/Government resulting delay in forwarding the cases to Accountant General, Haryana. To curb the delay in these cases the Government had authorised vide Finance Department's Circular No. 1830-Finance Department (pen)-77/32962, dated 31.10.77 all the **Heads of Offices to forward directly the pension cases of employees to the Accountant General, Haryana.**

3. It has further been observed that in certain pension cases delay is being caused on account of non-settlement of departmental enquires/criminal cases pending against the retirees.

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After the departmental enquires/criminal cases are finalized and in case the employees are exonerated of the charges levelled against them, they claim interest on the delayed payment of retiral benefits, resulting in unnecessary burden on the State Exchequer. For such like cases, provision exists under Rule 9.15 of CSR Vol. - II for authorization of provisional pension to the retiree. If the person who had been authorized provisional pension, is acquitted by the Court or exonerated by the department in departmental enquiry, interest if any is payable on the undistributed portion of pension and not on whole of the amount. It may be ensured that the provisional pension should be authorized on merits depending upon the gravity of offence and it should not be sanctioned to the delinquent employee who is likely to be dismissed from the Government service. It is reiterated again that pension cases should be properly scrutinized and time schedule fixed by the Finance Department should be strictly adhered to.

4. These instructions may please be noted and got noted from the officers/officials working under your control for strict compliance in future.

Yours faithfully,

Sd/ -

Under Secretary Finance (B)  
for Secretary to Government, Haryana,  
Planning and Finance Department.

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***These instructions have been modified partly vide  
No. 68/2/2001/3Pension, Dt. 30.12.2003.***

**MOST IMMEDIATE**

**No. 68/2/97/FD/Pension/SAP**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Department,  
Commissioner of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana State,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 14th May, 1999**

**Subject : Speedy finalisation of the pension cases - following of procedure thereon.**

Sir,

I am directed to invite your attention to this Department instructions issued vide letter No. 68/2/97-FD/Pension/SAP dated 30.12.97 on the subject noted above.

2. The Finance Department has issued instructions from time to time for expeditious disposal of pension cases. Despite these instructions it has been observed that due and timely attention is not being paid to the rules/instructions regarding expeditious disposal of pension cases.
3. I have, therefore, been directed to emphasize the procedure to ensure timely sanction of pension as appended in Annexure 'A' be followed strictly.
4. It is, therefore, requested the above instructions may please be brought to the notice of all the officers/officials dealing with the pension cases under your control for strict compliance.

Please acknowledge the receipt of this letter.

Yours faithfully,

Sd/ -

Under Secretary Finance (Pension)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 68/2/97/FD/Pension/SAP

Dated, Chandigarh, the 14<sup>th</sup> May, 1999

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A copy is forwarded to the Accountant General, (A&E) Haryana, Chandigarh for information and necessary action.

*Sd/ -*  
Under Secretary Finance (Pension)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to:-

All Financial Commissioners, to Govt. Haryana.  
All Administrative Secretaries to Govt. Haryana for compliance of above instructions by the departments under their control.

*Sd/ -*  
Under Secretary Finance (Pension)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Financial Commissioners, Haryana, Chandigarh.  
All Administrative Secretaries to Govt. Haryana.

U.O. No. 68/2/97/FD/Pension/SAP

Dated, Chandigarh, the 14<sup>th</sup> May, 1999

A copy is forwarded to:-

The Chief Secretary to Govt. Haryana (G.S.II Br.) w.r.t. his U.O. No. 28/13/99, dated 28.4.99 for information.

*Sd/ -*  
Under Secretary Finance (Pension)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Chief Secretary to Govt., Haryana.  
(in G.S.II Branch)

U.O. No. 68/2/97/FD/Pension/SAP

Dated, Chandigarh, the 14<sup>th</sup> May, 1999

**Contd..**  
**Encl.**

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**ANNEXURE "A"****PREPARATION OF LIST OF GOVERNMENT SERVANTS DUE FOR RETIREMENT**

Prepare six monthly list (1<sup>st</sup> January, and 1<sup>st</sup> July) of all Government servants due to retire within next 24 to 30 months.

Send copy of the list to Accounts Office not later than 31<sup>st</sup> Jan. or 31<sup>st</sup> Jul. as the case may be.

Endorse copy to Directorate of Estates if Government servant is an allottee of Government accommodation for issue of "No Demand Certificate".

In case of Government servant retiring for reasons other than superannuation, promptly inform Accounts Office.

**2. PREPARATION OF PENSION PAPERS**

(Stage for completion of pension papers)  
(Date of Retirement= D);  
(First Stage - Verification of Service)

**Prelude:** Ensure verification of qualifying service after 25 years, or 5 years before retirement in consultation with Accounts Office.

**The following activities must start at D-24 months.**

Ensure that the Service Book contains the certificates of verification for the entire service

In respect of unverified portion, verify with reference to pay bills or other relevant records, and record necessary certificates.

For verification of past service rendered elsewhere, promptly make reference to the concerned head of the Office.

If all efforts fail, ask the Government servant to file written statement certifying service rendered and produce all available supporting evidence.

**Complete above activities by D-12 months****Second Stage- Calculation of average emoluments**

Verify from the Service Book correctness of the last 10 months' emoluments to be drawn.

Confine cross-verification of Service Book records only to 24 months spending retirement - not to earlier periods.

**Complete latest by D-10 months****Third stage- Forwarding of Pension Papers to the Government servant**

Provide the retiring Government servant with a certificate regarding the length of qualifying service proposed to be admitted for pension and gratuity.

Forward pension papers in triplicate to the individual. Advice him to complete and submit the same within D-8 months.

### 3. FORWARDING OF PENSION PAPERS: A checklist

Ensure attestation of joint photograph to be pasted in the pension application form  
Ensure completion of all columns in the Data sheet.

Ensure correctness of the Calculation Sheet.

Ensure that Savings Bank Account Number is invariable indicated in Data Sheet if Government servant prefers to draw pension through Bank.

The following documents should invariable accompany the pension claims being forwarded to the Account office

1.	Data Sheet	:	Two copies
2.	Pension Application	:	Two copies
3.	Photograph/joint photograph	:	Two copies
4.	Slip containing specimen signature/ thumb impression Fingers impression of the claimant	:	Two copies
5.	Slip containing specimen signature/thumb impression of spouse	:	Two copies
6.	Details of the members of the Government servant under Family Pension Scheme	:	One copy
7.	Nomination for DCRG (Retirement Gratuity)	:	One copy
8.	Statement showing non-qualifying service	:	One copy
9.	Report regarding verification of qualifying service after Completion of 25 years	:	One copy
10.	Commutation application (where applicable)	:	One copy
11.	Certificate to the effect that no judicial/departmental Proceedings have been instituted/are pending against the individual	:	One copy
12.	Identification marks of the individual	:	One copy
13.	Identification marks of the spouse	:	One copy
14.	Detailed calculation sheet	:	One copy

Forward all above documents duly completed along with Service Book to the Accounts Office.

The pension documents should reach the Accounts Office latest by D-6 Months.14<sup>th</sup> May, 1999.

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**No. 68/2/92/FD/Pension/SAP**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
All Commissioners of Divisions and  
All Deputy Commissioners in Haryana State.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 28th April, 1992****Subject : Instruction regarding expeditious disposal of Pension cases.**

Sir,

I am directed to invite your attention to the instructions issued by Finance Department vide letter No. 68/1/91/FD/Pension/SAP, dated the 14th January, 1992, on the subject noted above and to say that with a view to further accelerate the disposal of pension/gratuity cases of the Haryana Govt. employees Government has further considered the matter and the following decisions have been taken:-

**(i) Non-supplying of prescribed forms for Pension and allied benefits.**

Finance Department's letter No. 68/1/88/FD/Pension/SAP, dated 19-7-1988, stresses that the Pension Forms be made available with the Pension Sanctioning Authority in sufficient number for supply to the retirees/family of the deceased employees. But it has come to the notice of the Government that no pension forms are being supplied by most of the Pension Sanctioning Authorities to the Retirees / families of deceased Government employees. They are asked to purchase the set of forms from private vendors. This causes delay in submission of pension papers by the retirees and also it is harsh to them. Supplying of Pension Forms is the duty of the Government. Hence, it should be ensured by all the Pension Sanctioning Authorities in the State (at Headquarters or at field office levels) that Pension Forms are made available in sufficient quantities and supply the same to the retirees/family of deceased employees.

**(ii) Mis-Management of record of Pensioners/retiree.**

It has been found that the record of entire correspondence on different matters is not properly maintained in the offices and it is found in scattered manner. Such a confused situation causes inconvenience to the retirees to get their pension cases pursued and also delay in processing the cases for finalisation as well as for grant of Pension / Gratuity in time.

Therefore, it is recommended that "One File" should be introduced particularly for the employees who are due to retire in the next 24 months. This file should contain entire correspondence or a copy thereof on all matters related to the pensioners. This system will be most convenient for the Head of Office to keep a check on the processing of the pension cases for the pensioners/Retirees to know the latest position of all his cases and he has not to go to different sections/branches/dealing hands. "One file" means separate and consolidated file for each retiring Govt. Employee.

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**(iii) Lack of interest by Supervisors in Pension Administration - Need to inculcate interest amongst the supervisors for Pension Administration.**

It has been found that in some offices the Section Officers/Superintendents under whose control the Pension subject fall know very little about the Pension Administration and they depend upon the dealing hands. In the absence of dealing hands they are handicapped and are unable to provide any information about Pension Administration. So, it is stressed that Section Officers/Superintendents dealing with Pension cases should take full interest in pursuance of the pension cases of retirees, possess list of retirees who are due to retire in the coming two years, what actions have so far been taken and what steps are left to be taken, guiding the dealing hands, coordinate the disposal of all types of pensionary benefits cases for early disposal and to eliminate delays. It has also been decided that the Pension Liaison work should be assigned to some specified and experienced officer immediately.

**(iv) Pension Cases Check Register**

The instructions issued by the Finance Department stress the need to maintain the Pension cases Register by every Head of Department offices, which would show position of recovery cases, court cases, enquiry cases of retirees with the latest position and also the latest position about the pending pension cases. But it has been found that in number of departments/ Offices pension cases register has not been maintained. Even where these are being maintained, these are prepared in their own way, lacking condensed information about pensionary cases of retiree. Thus in a nut shell it can be said that there is no UNIFORMITY in maintaining the Pension Cases Register.

On the basis of the study a 'Format' of this pension cases Register has been prepared by the Finance Department (a specimen of the Pension cases register is enclosed). Every effort has been made to draw columns in such a way to have condensed information about all types of retirees in the register, and very little need will be left to consult the concerned files).

In this regard, it is suggested:-

1. That Pension Cases Register should be maintained by all the Heads of Department Offices to have uniformity in the system.
2. One page should be meant for one retiree.
3. The Head of Department/Office should check this Pension cases Register once a month to know the latest position of pension cases and put his/her initials as a token of checking, with date.
4. Officers/officials of Pension Party of Finance Department will also check this Pension Cases Register whenever they visit an office/Department.

**(v) Role of the Retirees**

It has been brought to the notice of Government by the personnel dealing with the pension cases that despite repeated requests (written as well as verbal) some of the retirees do not furnish Pension Papers duly filled and information which is required to be submitted by them. This is also one of the reasons, for delay in pension cases. Cases of such retirees continue to be stated as pending in the monthly progress report being sent to the Finance Department every month by the Head of Departments.

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In this regard the following procedure should be adopted by the Head of Departments/Offices:-

1. Pension Sanctioning Authorities should supply Pension Forms and a list of documents/information required to the retiring Government employees in writing as per time schedule prescribed by the Finance Department.
2. Where the Government employees do not furnish the same despite reminders, the Head of Office should write them final letter to furnish the pension forms/documents/information and fix a particular date otherwise the entire responsibility of delay in the finalisation of his/her pension case will be of the retiree.
3. It is further stated that Administrative Secretary of that Department should also be informed of this position by the Head of Department and thereafter the Pension Sanctioning Authority may be directed to take such cases out from the Pending Cases Return.
4. It is also requested that cases of such retirees be taken up again only when the retirees submit required pension papers/documents/information through the concerned Administrative Secretary to the Pension Sanctioning Authority.

You are requested that the above decisions may please be brought to the notice of all the officers/officials dealing with the pension cases working under your control and in your sub offices also for strict compliance and for their proper implementation.

Please acknowledge the receipt of this letter.

Yours faithfully,

*Sd/ -*

Under Secretary, Finance (Pension)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 68/1/87/FD/Pen/SAP**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala & Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana State.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 4th May, 1987****Subject : Instructions regarding expeditious disposal of family pension cases.**

Sir,

I am directed to invite your attention to the subject noted above and to say that the Accountant General, Haryana has intimated that various Departments do not send complete family pension cases to his office and without vital documents of the family pension cases i.e. Annexure-I, (sanction for making payment of DCRG) and Annexure-III (sanction for making payment of family pension) in the first instance alongwith other documents. The objections in this regard are being raised by Accountant General, Haryana time and again through Certificate and Report issued in individual cases. The tendency of sending incomplete pension cases results into unnecessary delay in finalization of family pension cases and in-convenience cause to the family of the deceased.

2. In this connection, Govt. has earlier been impressing upon you, from time to time, that the complete family pension cases in respects should be sent to the office of the Accountant General, Haryana within the stipulated period, but these instructions are not being complied with. This being so, it is desired that, in future, all necessary steps be taken to ensure that the Annexure-I and III alongwith family pension cases in first instance are sent to the Accountant General, Haryana complete in all respects and reach his office within the prescribed period so that un-necessary financial hardship to the family of the deceased may be avoided.

3. Kindly acknowledge its receipt.

Yours faithfully,

Sd/ -

Deputy Secretary Finance (Pension),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**No. 1/4(29)-85-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (C) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 17th September, 1985****Subject : Simplification of procedure with a view to eliminate delays in the finalization of Pension cases.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 593-2FR-II-77/16346, dated the 7th June, 1977, read with its circular letter No. 1830-FD(Pen)-77/32962, dated 31-10-1977, on the above subject, vide which the requirements of an administrative sanction had been dispensed with in superannuation pension cases only. The Accountant General, Haryana, has pointed out that pension cases are not being processed strictly according to rules and orders/instructions, issued by Government from time to time, by most of the departments which causes delay in their finalization. The matter has been considered and the following remedial measures are suggested to avoid delay in the finalization of pension cases:-

- (i) The third page of Pen. Form 1 may either be sent duly completed and signed by the Head of Department or officer as the case may be or a certificate to the effect that the retiree has been allowed full pension and gratuity and no cut has been proposed/imposed, may be given while sending pension papers to Audit Office, in superannuation cases.
- (ii) In all other cases of compulsory/voluntary retirement where administrative sanction for payment of pension is required, as per clarification given vide F.D. circular letter No. 31-10-77 referred to above, the pension papers should be sent to Audit Office, alongwith administrative sanction, which should be obtained by the authorities concerned well in time.
- (iii) The Audit Office, as per para (3) of Finance Department circular letter No. 1/4(5)-79-2FR-II dated 15-12-82, is required to authorise provisional pension, in cases where departmental or judicial proceedings have been instituted and are not likely to be finalised by the date of retirement. In such cases, the sanction for provisional payment of pension should be accorded and communicated by making a mention of pending departmental judicial proceedings while forwarding pension papers of the retirees to Audit office, by the competent authority so as to enable the Audit Office to authorise provisional pension to the retiree concerned.

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2. You are requested to ensure the compliance of these measures in letter and spirit so that there is no delay in the finalization of pension cases in the future.
  3. Kindly acknowledge receipt of this letter.

Yours faithfully,

*Sd/ -*  
(Meenaxi Anand Chaudhry)  
Joint Secretary Finance (R),  
*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 1/2/(45)-82-2FR-II**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments, Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 8th March, 1984****Subject : Procedure regarding sanction/release of family pension under the Family Pension Scheme, 1964.**

Sir,

I am directed to invite your attention to sub para (iv) of paragraph 12 of Appendix I to Pb. C.S.R. Vol. II, which, inter alia, provides for a specific sanction to the grant of family pension by the pension sanctioning authority. Likewise, Annexure III requires the pension sanctioning authority to specifically accord sanction to the grant of family pension in Annexure III itself. In this connection, the Accountant General, Haryana, has brought to the notice of the Finance Department that a large number of family pension cases are held up either because the administrative-authorities concerned attach Annexure III but do not sign it and sometimes the Annexure III is not forwarded at all to his office. In many cases fruitless correspondence is to be carried on by his office to obtain completion of Annexure III from the Administrative authorities concerned. The matter has been examined further with a view to alleviate the hardship involved in such cases and it has been decided that the Family Pension cases may be dividing into following two categories and the procedure noted below may be observed:-

- (i) claims arising out of the demise of a pensioner after he has retired and received pension for sometime; and
- (ii) claims which arise out of the death of a Government employee while in service and before retirement.

2. In the category (i), where a deceased pensioner has actually been sanctioned pension, no separate sanction for the grant of family pension is necessary.

3. As regards category (ii) above, namely whereas claim arises while the Govt. employee dies while in service all the conditions applicable to the grant of superannuation / retiring pension do not apply necessarily in family pension cases. The third page of Form Pen I specifically provides that the administrative authority concerned may make a recommendation for reduction in pension as admissible otherwise but, no such discretion vests with the sanctioning authority in respect of family pension. Performa consisting of annexure I, II, III & IV of the pension application. A copy of the revised Annexure III of Appendix I of C.S.R. Vol. II is also enclosed. Hence, there is no need to accord a specific sanction to family pension under this scheme.

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Accordingly, it is requested that all the pending cases for the grant of family pension be reviewed in the light of these instructions.

5. Necessary amendment will be issued in due course.
6. Receipt of this letter may please be acknowledged.

Yours faithfully,

*Sd/ -*  
(S.L. Dhani)  
Joint Secretary Finance (R),  
*for* Commissioner & Secretary to Govt., Haryana,  
Finance Department.

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***These instructions have been modified partly vide Not. No. 2/51/2008-1 Pension, Dated 17.04.2009.***

### आवश्यक

**क्रमांक 68(1)/68/हिदायतें/पैन्शन**

प्रेषक

आयुक्त एव सचिव, हरियाणा सरकार,,  
वित्त विभाग।

सेवा में

हरियाणा सरकार के सभी विभागाध्यक्ष,  
आयुक्त अम्बाला तथा हिसार मण्डल, हरियाणा  
राज्य के सभी उपायुक्त।  
रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट।

**चण्डीगढ़, दिनांक 6-4-1978 (6th April, 1978)**

**विषय : पैन्शन केसों के शीघ्र निपटान हेतु हिदायतें।**

महोदय,

जैसा कि आपको पता है कि सरकार इस बात की बहुत इच्छुक है कि हर कर्मचारी व अधिकारी को उसकी रिटायरमेंट के समय पैन्शन तथा ग्रच्यूटी मिल जानी चाहिए। इसलिये वित्त विभाग, हरियाणा सरकार ने इस विषय में कई बार हिदायतें जारी की। किन्तु यह देखने में आया है कि कुछ विभागों में इन हिदायतों पर अमल नहीं किया जाता जिसके कारण उन विभागों में पैन्शन केस लम्बित पड़े रहते हैं। जो हिदायतें जारी की हैं उनका सारांश एक बार फिर दोहराया जाता है ताकि सभी विभाग पैन्शन केसों में रुचि लेकर उनको समय पर निपटा दिया करें।

2. पैन्शन केसों में विलम्ब का सबसे बड़ा कारण यह है कि कर्मचारियों/अधिकारियों की सेवा पुस्तिका मुकम्मल नहीं होती। इसलिये रिटायर होने वाले कर्मचारियों की सेवा पुस्तिकाएं उनको रिटायरमेंट से 5 वर्ष पूर्व अवश्य ही पूर्ण करनी आरम्भ कर देनी चाहिये।

3. हर कर्मचारी को रिटायरमेंट की तिथि से दो वर्ष पूर्व उनका पैन्शन केस तैयार करना आरम्भ कर देना चाहिये तथा साथ-साथ संबंधित कर्मचारी/अधिकारी को विभाग की ओर से यह लिख देना चाहिये कि यह कर्मचारी अपने पैन्शन आवेदन पत्र तथा दूसरे पत्र कार्यालय को भेजे।

4. पैन्शन केस आरम्भ करने के बाद कर्मचारी को रिटायरमेंट से 8 मास पूर्व हर प्रकार से लेखा पुस्तिका इत्यादि पूर्ण करके पैन्शन केस महालेखाकार के कार्यालय को सर्टिफिकेट तथा रिपोर्ट जारी करने के लिये भेज देना चाहिये।

5. महालेखाकार के कार्यालय से सर्टिफिकेट तथा रिपोर्ट आने पर उसमें महालेखाकार द्वारा जो आपत्तियां उठाई गई हैं उनको शीघ्रातिशीघ्र दूर करके रिटायरमेंट की तिथि से कम से कम 15-20 दिन पहले पैन्शन केस महालेखाकार के कार्यालय में पी0पी0ओ0/जी0पी0ओ0 जारी करने हेतु भेज देना चाहिये।

6. यह देखने में आया है कि सेवा पुस्तकों में आमतौर पर निम्नलिखित त्रुटियां होती हैं जिनके बारे में महालेखाकार आपत्तियाँ उठाता है :-

**(क) निलम्बन अवधि (Suspension Period)**

अगर किसी कर्मचारी की सेवा पुस्तिका में कोई निलम्बित अवधि है तो उसके बारे में सेवा पुस्तिका में स्पष्ट तौर पर यह लिख देना चाहिये कि क्या निलम्बित अवधि पेंशन के लिए गिनी जानी है या नहीं ?

**(ख) दक्षता रोध (Efficiency Bar)**

हर कर्मचारी की सेवा पुस्तिका में जब कभी उसने दक्षता रोध पार किया हो (Crossing of efficiency bar) तो उसके बारे में सेवा पुस्तिका में स्पष्ट तौर पर इन्द्राज होना चाहिये।

**(ग) अवैध पेंशन (Invalid Pension)**

अगर कोई कर्मचारी इनवैलिड पेंशन पर जाता है तो उसके पेंशन केस के साथ जो मैडिकल सर्टिफिकेट होना चाहिये वह सी0एस0आर0 वालयूम 11 के नियम 5.26 के अनुसार हाना चाहिये।

**(घ) ओवर स्टे इन सर्विस (Over stay in service)**

अगर कोई कर्मचारी/अधिकारी सेवा निवृत्ति की तिथि के बाद सरकारी सेवा में ओवर स्टे करता है तो उसके बारे में मुख्य सचिव, हरियाणा सरकार की हिदायतें हैं कि दोषी कर्मचारी को पहले दण्ड दिया जाना चाहिये इसक बाद ओवर स्टेयल अवधि को निम्न प्रकार से Treat करना चाहिए :-

1. The person may be treated to have retired on pension from the date of superannuation.
2. The period of overstay may be treated as that of re-employment and the pension for this period should be kept in abeyance, and
3. The payment of pension should be authorised from the date such a person quitted.

अगर रिटायर होने वाले कर्मचारी की सेवा पुस्तिका में कोई ऐसी अवधि हो जिसकी सर्विस वैरीफिकेशन न हो सकती हो तो इस केस में verification may be dispensed with provided उसकी सेवा पुस्तिका में उस समय की सेवा का स्पष्ट तौर से इन्द्राज हो और उसमें किसी भी प्रकार की काट छांट या बदली इत्यादि न हो।

**(8) Military/War Service**

यह देखने में आया है कि जिन रिटायर होने वाले कर्मचारियों की सेवा अवधि में उनकी मिलिट्री/बार सर्विस गिनी जानी है पेंशन केस समय पर इसलिये नहीं निपटाये जाते कि उनके केसों में Controller of Defence Accounts से सर्टिफिकेट नहीं लिया जाता। इसलिये यह निर्णय लिया गया है कि ऐसे कर्मचारियों के पेंशन केस उनकी रिटायरमेंट से 3 वर्ष पूर्व आरम्भ करने चाहिये और उपरोक्त सर्टिफिकेट समय पर हासिल करके पेंशन केस महालेखाकार को भेजा जाये।

**(9) Death Cases**

जो कर्मचारी/अधिकारी सरकारी सेवा अवधि के दौरान मर जाता है उनके पेंशन केस 3 मास के अन्दर-अन्दर अवश्य ही पूर्ण करके निपटा देने चाहिये। Death Cases में निम्नलिखित हिदायतों का दृढता से पालन किया जाना है।

- (क) मरने वाले कर्मचारी/अधिकारी के घर से सम्पर्क स्थापित करके पेंशन कागज कार्यालय स्वयं पूर्ण कराये।
- (ख) ऐसे केसों में Annexure I तथा III पर स्वीकृति करानी आवश्यक है।
- (ग) ऐसे केसों में Death Certificate लगाना आवश्यक है। अगर कोई कर्मचारी 5 वर्ष से कम सेवा अवधि के दौरान मरता है तो उसको फ़ैमिली पेंशन नहीं मिलती। केवल ग्रेच्युटी इत्यादि ही मिलती है।
- (घ) अगर कोई कर्मचारी 5 से लेकर 7 वर्ष की सेवा के दौरान मरता है तो उसको फ़ैमिली पेंशन नियमों के अनुसार वेतन का प्रतिशत दिया जाता है।
- (ङ) अगर कोई कर्मचारी 7 साल से लेकर 24 वर्ष तक की अवधि के दौरान मर जाता है तो उसको नियमों के अनुसार ज्यादा से ज्यादा वेतन का आधा या परिवारिक पेंशन जो उसकी बनती है उसका दुगुना देना होता है।

यहां पर यह विशेष तौर पर बताया जाता है कि 7 साल से लेकर 24 वर्ष तक की अवधि में मरने वाले कर्मचारियों/अधिकारियों की सेवा में अगर कोई ऐसी अवधि है जिसकी service verification नहीं हो सकती तो उस की पारिवारिक पेंशन पर कोई असर नहीं पड़ता क्योंकि उसको केवल वेतन का ज्यादा से ज्यादा आधा भाग मिलता है इसलिये 7 साल से ऊपर की अवधि की verification को ignore कर देने से पारिवारिक पेंशन में कोई अन्तर नहीं पड़गा।

- (क) 24 साल से अधिक सेवा के बाद मरने वाले कर्मचारी को पारिवारिक पेंशन तो उपरोक्त तरीके से ही मिलेगी। किन्तु उसको डी0सी0आर0जी0 नियमों के अनुसार बढ़ जायेगी।
- (ख) यह देखने में आया है कि Death Cases में विभाग यह सूचित करता है कि मृतक की सेवा पुस्तिका उसकी Exgratia grant के लिए सरकार को भेजी गई है। इसकी सेवा पुस्तिका आने पर ही उसका पेंशन केस आरम्भ किया जाता है। इस विषय में यह स्पष्ट किया जाता है कि Exgratia grant के लिए सेवा पुस्तिका की आवश्यकता नहीं होती। इसलिये पारिवारिक पेंशन के केस में विलम्ब नहीं होना चाहिये।

11. जब रिटायरमेंट की तिथि के समय पी0पी0ओ0/जी0पी0ओ0 जारी करने हेतु पेंशन केस महालेखाकार को भेजा जाता है तो उसके एल0पी0सी0/एन0डी0सी0 भी जहां तक सम्भव हो भेज देना चाहिये और इसके अतिरिक्त उस कर्मचारी को रिटायरमेंट की तिथि अवधि की वैरीफिकेशन भी होनी चाहिये।

12. जैसा कि आपको पता है कि 7-6-77 के बाद जो कर्मचारी/अधिकारी Superannuation age (58 years) पर रिटायर हुये हैं या होंगे, उनके पेंशन केस में स्वीकृति की आवश्यकता नहीं है और Head of Offices स्वयं ही वे केस महालेखाकार हरियाणा को Certificate & Report के लिये भेजता है। मगर यह देखने में आया है कि Certificate & Report के लिये महालेखाकार को केस भेजते समय यह उसकी प्रति अपने Heads of Department को नहीं भेजते जिसके कारण Heads of Departments को पेंशन केसों की प्रगति के बारे या पेंशन केस में देरी के बारे में पता नहीं चलता। इसलिये यह आवश्यक है कि वह आपके अधीनस्थ कार्यालयों के Heads of Officers को पेंशन केस सर्टीफिकेट एण्ड रिपोर्ट के लिए महालेखाकार को भेजते समय उसकी प्रति Head of Department को अवश्य ही भेजे। इसलिये आपसे अनुरोध है कि इस बारे में आप अधीनस्थ कार्यालयों को स्पष्ट हिदायतें जारी कर दें। जैसा कि आपको वित्त विभाग के पत्र क्रमांक 1830-एफ0 डी0(पेंशन)77/32962, दिनांक 31-10-77 के द्वारा आदेश दिये गये थे कि जब भी आपके विभाग अधीनस्थ कार्यालय द्वारा पेंशन केस महालेखाकार को पी0पी0ओ0/जी0पी0ओ0 जारी करने हेतु भेजा जाये तो उस पत्र की एक प्रति उप सचिव, हरियाणा सरकार वित्त विभाग (पेंशन शाखा), हरियाणा सिविल सचिवालय को भी भेजी जाया करे। किन्तु यह देखने में

आया है कि इन हिदायतों की पूर्ण रूप से पालना नहीं की जा रही है। अतः आपसे अनुरोध है किया जाता है कि भविष्य में इन हिदायतों की दृढता से पालना की जाये।

13. आपसे अनुरोध किया जाता है कि पेंशन केसों को समय पर निपटाने के लिए हिदायतों की समय पर पालना करना आवश्यक है इसलिये आप इस पत्र पर शीघ्र कार्यवाही को और अपने अधीनस्थ कार्यालयों को इन हिदायतों पर दृढता से अमल करने के लिये निर्देश दे। कृपया इसकी पावती भेजें।

भवदीय,

हस्ता१०/—

(एन० के० गर्ग)

उप सचिव वित्त (पेंशन)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

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Copy of letter **No. 1276/FD(Pen)-SAP-77/21631 dated 25th July, 1977** from the Secretary to Govt. Haryana, Finance Department to (1) All Heads of Departments, the Commissioner of Divisions, all Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana State, (2) The Registrar, Haryana & Punjab High Court and All Distt. & Session Judges in Haryana State.

**Subject : Preparation of pension cases.**

I am directed to invite your attention to Haryana Govt. Circular letter No. 593-2FRII-77/16346, date 7<sup>th</sup> June, 1977, which interalia, lays down that administrative sanction to the pension has been dispensed with in respect of officials/officers who retired on or after 7.6.77. According to these instructions the Head of office etc. will prepare the pension cases keeping in the view rule 6.4 of C.S.R Vol. II and sanction of higher authority is not required.

2. I am also to invite your attention to Haryana Govt. circular letter No. 1347-FD(Pension)-76/43596 dated 23.12.75 in which it was decided that preparation of pension cases would be initiated two years before the date of retirement of the employees and all the deficiencies, gaps and imperfections in Service book records should be removed at an early date. But in the any case eight month before the date of retirement. The pension papers, thereafter, must be sent to AG Haryana (8 months before the retirement date) for necessary action.

3. These are important instructions and for preparing pension cases correctly and in time totally depend on the concerned Heads of offices etc. You are requested to issue suitable instructions to all Sub-Offices working under you, emphasizing the necessity of following these instructions properly. A copy of this letter may also be endorsed to the Finance Department in pension branch. The overall responsibility, remains with the Head of Departments.

Please acknowledge receipt of this letter within 10 days.

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***These instructions have been clarified vide No. क्र. 68(1)/68/हिदायते/पैशन/ dt. 06.04.1978.***

Copy of letter **No. 593-2FR-II/16346 dated 7th July, 1977** from the Commissioner & Secretary to Govt. Haryana, Finance Department to (1) All Heads of Departments, the Commissioners of Divisions, all Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana State (2) The Registrar, Haryana & Punjab High Court and all District & Sessions Judges in Haryana State.

**Subject : Simplification of procedures with a view to eliminating delays in the payment of superannuation pension and death-cum-retirement gratuity.**

I am directed to say that the Haryana State Govt. has been considering the question of simplification of procedures with a view to eliminating delays in the payment of superannuation decisions have now been taken:

Administrative sanction to pension and the concept of approved service.

- (a) It has been noticed that the submission of pension papers to the Head of the Department or Appointing Authority for administrative sanction to pension with reference to a concept of approved service, though largely a formality in the vast majority of cases, nevertheless leads to a good deal of delay in the finalization of pension cases. It has, therefore, been decided that the requirement of an administrative sanction to the pension, which is referred to in a number of places in the Punjab Civil Services Rules, Volume II, applicable to Haryana Govt. employees, should be dispensed with, the determination of pension will hereafter be merely a matter of calculation in accordance with the rules, and the pension papers need not be submitted to the Head of the Department or the Appointing Authority.
- (b) However, the intention behind the provisions in Rule 6.4 of the Civil Services Rules, Volume II, under which less than the full admissible quantum of pension/gratuity can be granted after a summary procedure in a particular case on the grounds of unsatisfactory service or conduct, is not proposed to be given up. Recourse to this provision will obviously be had only in exceptional cases and for this purpose it is not considered necessary to submit all pension cases to the Head of the Department or the Appointing Authority or subject them to a process of administrative sanction. Instead, at the time when the preparation of pension papers is taken up, i.e. 8 months prior to the retirement date, the Head of Office should address a separate inquiry to the Appointing Authority whether there is any intention to grant less than full pension or to institute any proceedings. (The pension papers need not be sent to that authority for this purpose). In the absence of a reply to this inquiry, the authority preparing the pension papers should assume that there is no intention to grant less than full pension/gratuity and should process the pension papers accordingly so as to transmit them by the prescribed deadline to the authority responsible for issuing the pension payment order. If, on the other hand, the appointing authority does decide that there is a case for granting less than the full admissible pension gratuity, the procedure laid down in rule 6.4 of Civil Services Rules, Volume II, should be followed, and this process should be positively completed before the expiry of the deadline for

sending the pension to the authority responsible for issuing the pension payment order i.e. more than 6 months before the retirement date.

- (c) Where the responsibility for preparing the pension paper rests with an authority other than the head of the office concerned, it shall be the responsibility of the Head of the office (or that of the next higher authority, where the pension case is that of the Head of the office himself) to ascertain in advance from the appointing authority and communicate to the authority responsible for preparing the pension papers any intention to grant less than the full admissible pension/gratuity, not later than 6 months prior to the retirement date. Where no such intimation has been received, the authority responsible for preparing pension papers should process the pension cases on the assumption that full admissible pension and gratuity may be granted.

### **Last Pay Certificate**

The issue of a Last Pay Certificate should not be insisted upon before the payment of provisional pension. During the period of six months after retirement which has been provided for various purposes above, it should be possible for the Head of office or other office concerned to issue the Last Pay Certificate. If it has not been issued by the time the formal Pension/Gratuity Payment Orders are received (whether this happens prior to the retirement of the Govt. servants or after the grant of provisional pension), the Gratuity Payment order will in any case include a provision for the withholding 10% of the Gratuity or Rs. 1000/- whichever is less, pending the production of the Last Pay Certificate.

2. Please acknowledge receipt of this letter.

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**No. 842-F.D.(Pen)-SAP-77/14815**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana State.  
The Registrar, Punjab and Haryana High Court, Chandigarh.  
District and Session Judges in Haryana State.

**Dated, Chandigarh, the 19th May, 1977****Subject : Simplification of Pension Procedure - Foreign/Deputation.**

Sir,

I am directed to say that with a view to further accelerate the disposal of pension cases, so that payment of pension/Gratuity is made on the first of the month in which they are due, it has been decided that where Deputation/Foreign Service is involved and responsibility for making pension contributions is that of the borrowing organization and where either some of the contributions have not been recovered or the records in respect of the recoveries of such contributions are not complete, while the authorities concerned should pursue the matter with the borrowing organization separately for appropriate action, this should have no bearing on the finalization of pension and D.C.R.G., which should be released on due date.

2. There are some case in which it is the responsibility of the Government servant himself to make payment of contributions. The Government servant is sometimes put to difficulty because of defective or incomplete record maintained by the Administrative/Accounts offices. In such cases, while the Government servant could be reasonably asked to show that he had indeed made the contributions, the administrative authority should show a spirit of reasonableness and accommodation in accepting such evidence and not insist rigidly on formal proof with reference to service or accounts records for the maintenance of which Government servant is not responsible.

3. It is further stated that Rule 7.3 of C.S.R. Vol. I Part-I requires that in cases other than those in which suspension has been held to be wholly unjustified, the competent authority should at the appropriate time declare whether and to what extent the period of suspension will count towards the qualifying service. Specific entries in this regard in the service book/records will be taken note at the time of reckoning qualifying service. In the absence of any specific entry, period of suspension shall be taken as counting towards the qualifying service.

4. You are requested to bring these instructions to the notice of all the Government employees working under your control so that they may pursue the completion of their pension cases on due date.

Please acknowledge receipt of this letter.

Yours faithfully,

Sd/ -

Deputy Secretary Finance (Pen.),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**No. 315-FD(Pen)-SAP-77/7516**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Heads of the Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in the State.  
The Registrar, Punjab and Haryana High Court, Chandigarh.  
District & Sessions Judges in Haryana.

**Dated, Chandigarh, the 17th March, 1977****Subject : Issue of No demand certificate in Pension cases.**

Sir,

You are aware that delay in the payment of pension cases involves peculiar hardship. It is essential that Government servants begin to draw his pension and receive gratuity on the date on which it becomes due immediately after retirement.

2. Finance Department have been from time to time issuing instructions to simplify the pension procedure and remove bottlenecks in the finalization of pension cases well before the date of retirement. No doubt there is perceptible progress in the finalization of such cases but there is still much scope to streamline the procedure. It has been observed that in a large number of cases the pension is released to the retiree but gratuity which is indeed a part of the pension is either withheld in full or in part for want of 'No Demand Certificate'.

3. It is the duty of Departments themselves to devise such a process as to ensure issuance of 'No Demand Certificate' in time to retirees. But it has been observed that for want of 'No Demand Certificate' from the Department, the pension and particularly the gratuity is not released in time. As the Government is very keen that both Pension and Gratuity should be released to retiree immediately on retirement, the Finance Department consider that some kind of time schedule should be formulated so that delay is avoided and 'No Demand Certificate' is issued at the time of retirement.

4. There can be various kinds of outstanding claims recoveries, shortages or adjustments which are pending against the retirees, as a result of which No Demand Certificate is not issued in time. The Department themselves can give best guidance in such cases so that pension and Gratuity cases can be finally settled before the date of retirement. It has however; been decided that such Department should draw up a list of all officers/officials who are due to retire in the next 3 years. For each such Government servant, they should work out the amount of balance of loans and advances which are yet due from him. This may be intimated to the concerned Government servant and the recoveries should be so adjusted that Government money is recovered well before the date of retirement. This may be treated a sort of Demand Certificate so that the Department as well as the concerned employee is fully aware about the correct position of dues to Government. Once this Demand Certificate is issued this procedure should be repeated yearly in the subsequent two years till the date of retirement. All efforts should be made to recover Government dues before the actual date of retirement so that 'No Demand Certificate' is issued in time.

5. The other type of claim against the retiring Government servant may be recovered as a punitive measure in order to make good loss caused to Government as a result of negligence or fraud etc. It is important that in such cases the inquiry should be instituted immediately as soon as the event comes to notice of the Department concerned. The whole process of inquiry thereafter should be expeditiously completed and recovery of Government dues made before the actual date of retirement. It should be ensured by the Heads of

Departments that the inquiry case should not be allowed to linger on indefinitely. The Finance Department is confident that if the Departments exercise due vigilance and promptitude, all kinds of claims against the retiring Government servants can be settled or dues recovered well before the actual date of retirement and can issue final 'No Demand Certificate' to the retiree to enable him to receive his pension as well as gratuity immediately at the time of retirement.

6. Another hurdle for the release of Gratuity in case of Government servants occupying Government Quarters at Chandigarh is the delay in issuance of NDC by the A.O. (Rents) Chandigarh Administrative. It has been observed that in many cases the A.O. (Rents) Chandigarh Administration brings fourth claims of rental dues from the retirees for the periods pertaining to even more than 15 years at the date of retirement. Such claims result in protracted correspondence and cause avoidable delay in the release of gratuity to retirees. It has been decided that, in future, the Heads of Department located at Chandigarh should at the time of preparation of Demand Certificate 36 months before the date of retirement as prescribed in Para 4 above should simultaneously intimate to the A.O. (Rents) Chandigarh Administrative, the fact of the retirement. The A.O. (Rents) will have thus sufficient time to intimate any old claim standing against the concerned employee, for recovery.

7. To safeguard Government interest as well as to enable the retiring Government servant to receive his full gratuity on due date, there is provision that retiring Government should furnish surety of permanent Government servant so that in the event of any claim which may become known to Government subsequent to the date of retirement or payment of gratuity, the same may be recovered from the surety. In view of this Surety Bond there is no reason, except in exceptional circumstances to with hold the gratuity of a retiring Government servant and thus putting him to hardship.

8. The above procedure has been prescribed for strict compliance by all the Departments. They are advised to prepare the lists mentioned in Para 4 above and initiate action immediately. The Head of office is personally responsible to implement this procedure. Similarly the Heads of Departments should ensure that recoveries due to punitive measure for loss etc. caused to Government are not allowed to linger on by indefinite inquiries. Any other suggestions in this regard from Departments will be appreciated by Government. The pension party of the Finance Department have been advised to check the said lists etc. and render guidance wherever necessary. They will also report the names of the official/officers who are not implementing this procedure and causing delay in the issuance of 'No Demand Certificate' for necessary action by the Government.

9. These instructions should be brought to the notice of all employees working under you for their guidance and watching their own interest.

10. The question of issuing N.D.C. in time to Gazetted Officers was also discussed with the office of Accountant General, Haryana. It was considered that if those Gazetted Officers, have not taken any long term advance from Government during their service, submit an affidavit to this effect alongwith their pension papers, the release of their gratuity will not be delayed, as usually happens in other cases. It is, therefore, requested that Gazetted Officers may be asked to submit this affidavit in their own interest, for speedy release of Gratuity.

Please acknowledge receipt of this letter.

Yours faithfully,

Sd/ -

Deputy Secretary, Finance (Pension),  
for Commissioner and Secretary to Government,  
Haryana, Finance Department.

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## अति आवश्यक

**विषय :** पेंशन/ग्रेच्युटी को अदायगी की देरी को दूर करने के संबंध में कार्यविधि में सरलीकरण।

क्या वित्तायुक्त राजस्व, हरियाणा तथा हरियाणा सरकार के सभी प्रशासकीय सचिव उपर्युक्त विषय पर इस विभाग के अशा: क्रमांक 1347-एफ0डी0पैन-76/43596 दिनांक 23-12-76 की ओर ध्यान देने की कृपा करेंगे ?

2. उपर्युक्त हिदायतों के अनुसार पेंशन केस तैयार करके तथा उस पर स्वीकृति प्रदान करके रिटायरमेंट से 6 मास पूर्व महालेखाकार को भेजा जाना चाहिये। इसी प्रकार की हिदायतें सरकार द्वारा समय-समय पर वित्त विभाग के पत्र क्रमांक 447-एफ0डी0पैन-68/10632 दिनांक 29-4-68 तथा 713-एफ0डी0पैन-69/12046 दिनांक 12-5-69 द्वारा जारी की जा चुकी है। परन्तु ऐसा देखने में आया है कि इन हिदायतों को पूर्ण रूप से पालन नहीं किया जा रहा है विशेषकर राजपत्रित अधिकारियों के केसों में।

3. इसी विषय पर महालेखाकार हरियाणा सरकार को एक अर्ध-सरकारी पत्र द्वारा सूचित किया है कि विभागों द्वारा पेंशन केस महालेखाकार को समय पर नहीं भेजे जाते और यदि भेजे जाते हैं तो उन पर स्वीकृति प्रदान नहीं की जाती। भविष्य में अधिकारियों/कर्मचारियों के पेंशन केस महालेखाकार को सेवा निवृत्त होने की तिथि से 6 मास पहले (सी0एण्ड0आर0) जारी करने हेतु भेजते समय उन पर पेंशन की स्वीकृति अवश्य ही होनी चाहिये। वित्त विभाग (पेंशन) ने विभिन्न विभागों के लम्बित केसों की जांच पड़ताल करने पर केसों में देरी के निम्न लिखित कारण पाये हैं:-

- (ए) चौकसी विभाग से शोधन पत्र समय पर न प्राप्त करना।
- (बी) पेंशन की स्वीकृति समय पर न करना।
- (सी) विभागीय जांच तथा सरकारी वसूली।

उपरोक्त कठिनाईयों को दूर करने के लिये निम्नलिखित सुझाव दिये जाते हैं:-

राजपत्रित अधिकारियों के पेंशन केसों में चौकसी विभाग से शोधन पत्र लेना जरूरी है। यह देखने में आया है कि शोधन पत्र के लिये संबधित विभाग चौकसी विभाग को समय पर नहीं लिखते हैं और न ही चौकसी विभाग ठीक समय पर शोधन पत्र जारी करता है। इस कठिनाई को दूर करने के लिये विभाग द्वारा शोधन पत्र प्राप्त करने हेतु अधिकारी की सेवा निवृत्त होने की तिथि से एक वर्ष पूर्व, चौकसी विभाग को अवश्य लिख देना चाहिये तथा चौकसी विभाग को चाहिये कि अधिकारी की सेवा निवृत्ति तिथि से 7 मास पूर्व शोधन पत्र जारी कर दें।

राजपत्रित अधिकारियों के पेंशन केसों में देरी होने का यह कारण भी है कि उनके पास केस पेंशन की स्वीकृति हेतु संबधित प्रशासकीय सचिवों के पास कई कई मास तक लम्बित पड़े रहते हैं। इसलिये प्रार्थना है कि भविष्य में यह सुनिश्चित कर दिया जाये कि पेंशन की स्वीकृति, अधिकारियों की सेवा निवृत्त होने का तिथि से 6 मास पूर्व प्रदान करके केस महालेखाकार को भेज दिया जाये।

पेंशन केसों के लम्बित होने का एक कारण यह भी है कि सेवा निवृत्त होने वाले अधिकारी/कर्मचारी के विरुद्ध विभागीय जांच चल रही होती है जिसके फलस्वरूप कई कई वर्ष तक उनके पेंशन केस का निपटान नहीं हो पाता है। इस संबंध में निवेदन है कि चल रही जांच शीघ्रताशीघ्र पूर्ण कर ली जाए। इसी प्रकार किसी रिटायरी से कोई किसी प्रकार की वसूली (recovery) होनी है तो उसका भी निपटान शीघ्र किया जाये ताकि उसके पेंशन केस का निपटान समय पर हो सके।

4. कृपया इसकी पावती भेजी जाये।

हस्ता/-  
उप सचिव वित्त (डी)  
कृते: आयुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

वित्तयुक्त, राजस्व, हरियाणा।  
हरियाणा सरकार के सभी प्रशासक सचिव।

अशा: क्रमांक 37-एफ0डी0पैन0-77/521

दिनांक 21-1-77 (21st January, 1977)

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**No. 5423-2FR-70/32332**

From

The Secretary to Government, Haryana,  
Planning and Finance Department.

To

All the Heads of Departments,  
Commissioner Ambala Division,  
All Deputy Commissioners and  
Sub Divisional Officers in the State.  
The Registrar, Punjab & Haryana High Court, Chandigarh.  
District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 8th December, 1970**

**Subject : Expeditious disposal of pension cases.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 509-FD(Pen)-68/11514, dated the 9<sup>th</sup> May, 1968 (copy enclosed) according to which the pension and D.C.R.G. of a retired Government servant is released, without waiting for the receipt of no demand certificate provided a Government servant furnishes a surety of a permanent Government employee or deposits a suitable amount in cash or agrees to the withholding of a portion of D.C.R.G. The question as to whether the surety bond obtained from the pensioner should be kept by the departmental Officer or by the Accountant General, Haryana, has been engaging attention for some time past. It has now been decided that the surety bond furnished by the pensioner should be accepted and kept by the respective departmental officers under their safe custody. While sending the pension case to Audit the fact that the surety bond had been obtained from the retiree and kept under safe custody, may be recorded in the forwarding letter.

Yours faithfully,

*Sd/ -*  
Deputy Secretary Finance (P),  
for Secretary to Government, Haryana,  
Planning and Finance Department.

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**Expeditious disposal of Pension cases.—** As reported by the Accountant General, Punjab, a very large number of pension cases are still pending finalisation. The Pension Rules provide that the payment of pension to every pensioner should start on the date when it becomes due. With a view, therefore, to ensuring timely finalisation of all pension cases detailed instructions have been issued in this behalf for the guidance of the pension sanctioning authorities. It is, however, observed that these instructions are not being scrupulously followed by the various pension sanctioning authorities with the result that the main causes leading to the delayed finalisation of pension cases, such as non-completion of service record, non-settlement of Government dues and delayed initiation of preparation of pension papers continue to persist and most of the pension cases are not finalised before the date of retirement of the Government employees concerned. The necessity of scrupulously observing the various instructions issued on the subject may be once again stressed upon all concerned. The important instructions issued on the subject from time to time are summed up below for ready reference and strict compliance.

### **COMPLETION OF SERVICE RECORD**

#### **Verification of Service by the Head of Office**

One of the commonest causes of delay is the omission on the part of the authorities concerned to verify the service of the employees regularly in terms of rule 7.18 of the Punjab Financial Rules, Volume I, with the result that certain unverified periods of service are detected only at the time of retirement of a Government employees. With a view of avoiding these lapses, the verification of Service Books should be taken up by the Head of the office early every year and after satisfying himself that the service of Government employees concerned are correctly recorded in the Service Book, he shall record in each case a certificate in the following form over his signature:-

"Service verified up to..... date from ..... (the record from which the verification is made)".

**(No. 3936-6FRI-64/4160, dated the 6th May, 1964).**

\*\*\*\*\*

**Subject : Disposal of pension cases - regularisation of the period of overstay.**

It has come to the notice of the Govt. that pension cases were not being finalised for want of the period of overstay involved therein. After careful consideration it has been decided that these pension cases should be finalised subject to the following conditions:-

(1) The person may be treated to have retired on pension from the date of superannuation.

(2) The period of overstay may be treated as that of re-employment and the pension for this period should be kept in abeyance; and

(3) The payment of pension should be authorised from the date such persons actually quitted.

**(No. 1793-2FRI-63/2545, dated 28th March, 1963).**

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**No. 7/8/2008-4Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana.  
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions.  
All Deputy Commissioners/SDO (Civil) in Haryana.  
Registrar Punjab and Haryana High Court.

**Dated, Chandigarh, the 5th May, 2008****Subject : Payment of Interest on delayed retiral benefits.**

Sir,

I am directed to invite your attention towards Finance Department Office Memorandum No. 1/2(152)01-2FR-II, dated 20-2-2002 on the subject noted above vide which norms for payment of interest on delayed retiral benefits were laid down. It is further clarified that interest will be payable in the case of voluntary/compulsory retirement cases also if the case is not finalized within six months after the submission of pension papers by the retiree.

2. Other terms and conditions of O.M. dated 20-2-2002 will remain unchanged.

Receipt of these instructions may please be acknowledged.

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have been modified partly vide  
No. 7/8/2008-4Pension, Dt. 5.5.2008.***

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 1/2(152)01-2FR-II**

**Dated, Chandigarh, the 20th February, 2002**

**Office Memorandum**

**Subject : Payment of interest on delayed retiral benefits.**

The undersigned is directed to address the subject noted above and to say that the State Government has issued following instructions in respect of payment of interest on delayed retiral benefits:

Sr. No.	Reference Number	Subject
1.	No. 1/4(5)-79-2FR-II, dated the 9th March, 1981	Payment of interest to retired employees if the payment of DCRG is delayed.
2.	No. 1/4(34)-84-2FR-II, dated the 15th October, 1984	Payment of interest payable to a retired Government employee on delayed payment of gratuity
3.	No. 1/2(74)/88-2FR-II, dated the 12th February, 1990	Payment of interest on pension dues revised as a result of inclusion of special pay towards pay for determining the pension.
4.	No. 1/2(74)88-2FR-II, dated the 24th October, 1991	On commutation of pension on the enhanced payment consequent upon addition of special pay in the total emoluments.

2. It has been observed that in certain cases of retiring employees, the retiral benefits on account of pension, gratuity, leave encashment etc. get delayed causing inconvenience to the retirees. Even though the Government has been issuing instructions from time to time for timely completion of all formalities and payment of retiral dues in time, delays in disbursement thereof are not unknown. In certain cases, the retired employees approach the Courts and claim payment of all such retiral benefits along with interest for the period of delay. It has further been observed that the courts have been allowing interest at varying rates from 12% to 18% on such delayed payments.

3. Ideally speaking, an employee should get all his retiral benefits on the date of retirement yet keeping in view the procedures involved, both on the part of employees as well as the departments, some delays might take place. The matter has been considered in the Finance Department and it has been decided that three months time from the date of retirement should be considered as a reasonable period for processing of all such claims and payment thereof to the retired employees. In case the retiral benefits are paid within this period of three months from the date of retirement, no interest would be payable on the same.

4. In case where the delay exceeds a period of three months in settlement and payment of such retiral benefits, the same should be paid along with interest calculated from the date of retirement till the date of payment. Wherever the delay in settlement and payment of retiral benefits is beyond a period of six months from the date of retirement, the interest should be paid to the retired employee/pensioner but the interest amount beyond a period of six months should be recovered from the employee(s) responsible for causing such delay.

5. However, these instructions would not be applicable in cases where the payment of retiral benefits is withheld on account of disciplinary proceedings pending against the said employee at the time of his retirement. A further issue would also arise regarding payment of interest on the retiral benefits in case of such employees who are facing disciplinary proceedings at the time of their retirement/superannuation from Government service. These cases should be decided in the following manner:

- (i) In the case of an employee against whom disciplinary proceedings are pending at the time of retirement and the employee is **clearly exonerated** and steered clear of all the charges during the process of disciplinary proceedings and proved innocent, the retiral benefits due to him should be paid along with interest from the date of retirement till the date of payment.
- (ii) In case of an employee against whom disciplinary proceedings are pending at the time of retirement, and the said employee is held guilty, partially or fully, of the charges leveled against him, no interest would be payable on the retiral benefits in his case till a period of three months from the date of final decision on the disciplinary proceedings. If the delay in these cases is beyond a period of 3 months of the date of decision on disciplinary proceedings and the employee concerned has completed the formalities on his part, interest on such dues may also be allowed from the date of decision of disciplinary proceedings till the date of payment.
- (iii) In case of an employee against whom disciplinary proceedings are dropped on account of lack of evidence (i.e. he is not proved innocent) or disciplinary proceedings are dropped only on the grounds that the employee has retired, no interest would be payable on the retiral benefits in his case till a period of three months from the date of final decision on the disciplinary proceedings. If the delay in these cases is beyond a period of 3 months of the date of decision on disciplinary proceedings and the employee concerned has completed the formalities on his part, interest on such dues from the date of decision of disciplinary proceedings till the date of payment may also be allowed.

6. The issue pertaining to the admissible rate of interest in these cases has also been considered. It has been observed that the interest rate regime remains volatile and it keeps on changing from time to time in view of the economic and monetary policies in force at various points in time. In the face of changing scenario in this respect, it has been decided, in supersession of all instructions issued on the subject here-to-before, that the rate of interest admissible in all these cases should be linked with the interest rate in force on General Provident Fund Accounts of the Government employees from time to time. Even today as on the date of issue of these instructions, the admissible interest rate of GPF accumulations is 9.5% which is higher than the rate of interest being offered by all banks on term deposits. Accordingly, the rate of interest should be applied at the rate in force on GPF of Government employees relevant to the period for which such interest becomes payable.

7. These instructions shall take effect from the date of issue and may be brought to the notice of all concerned for strict compliance.

Sd/ -  
(Y.S.MALIK)  
Commissioner & Special Secretary to Govt.,  
Haryana, Finance Department.

To

All the Administrative Secretaries/Heads of Departments/Registrar,  
Punjab & Haryana High Court at Chandigarh/Member Secretary,  
HBPE/ Divisional Commissioners/Deputy Commissioners/SDOs (Civil)/  
Accountant General (A&E) and Audit, Haryana/Treasury officers in the  
state of Haryana with five copies in each case for use in the offices.

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***These instructions have been Revised vide  
No. 1/2(152)01-2FR-II, Dt. 20.2.2002.***

**No. 1/4(34)84-2FR-II**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Gurgaon, Rohtak, Ambala, and Hisar, Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 15th October, 1991**

**Subject : Payment of interest on delayed payment of Death-cum-retirement gratuity.**

Sir,

I am directed to invite a reference to Finance Department's circular letter No. 1/4(34)-84-2FR-II, dated 15.10.84 on the subject noted above and to say that the Government has to pay heavy amount as interest on and of delayed payment of Death-cum-retirement gratuity. It was decided that all cases where interest has to be paid, action should be taken to fix responsibility for the delay and disciplinary action should be taken against the officers/officials responsible for it, in the above referred instructions. After careful consideration, Govt. has decided that the recovery of interest may be made from those responsible for delay in cases where State Government has to pay interest on decretal amount. These instructions may be brought to the notice of all concerned.

2. These instructions will take effect from the date of issue of this letter.
3. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/ -

(R.P. SUKHIJA)

Deputy Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 1/2(20)-84-2FR-II**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (C) in Haryana,  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 22nd June, 1984****Subject : Payment of interest on delayed payment of Death-cum-retirement Gratuity.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 1/4(5)-79-2FR-II, dated the 9th March, 1981 on the above subject vide which instructions were inter alia issued for the payment of interest on delayed payment of Death-cum-retirement Gratuity. In this connection a case has come to the notice of Government in which the Excise and Taxation Department had referred the case of Sh. B. R. Goel, Excise and Taxation Officer (retired) to the office of the Accountant General, Haryana on 22.12.1981 for issuing PPO/G.P.O. The case remained under correspondence between the Department and the office of the Accountant General, Haryana, and at last PPO/GPO was issued by the office of the Accountant General, Haryana on 3.5.1983. As much of the time. (i.e. nearly 8 months after submitting the final information to the office of the Accountant General, Haryana, by the Department) was taken by the office of the Accountant General, Haryana, a Clarification was sought as to whether the time taken by the Accountant General, Haryana in issuing the PPO/GPO is to be treated as administrative lapse for making payment of interest to the concerned retiree. The matter has been examined and it is clarified that the delay either on the part of the Department or at the level of the Office of the Accountant General, Haryana, is to be treated as an administrative lapse for making payment of interest as the concerned retiree is not, at all, at fault. Under these circumstances it is requested that pension cases, complete in all respect should be sent to the office of the Accountant General, Haryana without any delay and thereafter those should be pursued with the latter's office vigorously so as to avoid financial loss to the Government and Financial hardship to the retiree. I am, therefore, to request you to please bring these instructions to the notice of all concerned working under your control for strict compliance. Any lapse on the part of Government employee will be taken serious notice of.

2. Receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(S. L. Dhani)

Joint Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**No. 1/4(5)-79-2FR-II**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers(c) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 2nd November, 1983****Subject : Payment of interest on delayed payment of Death-cum-retirement Gratuity.**

Sir

I am directed to invite a reference to Finance Department circular letter No. 1/4(5)-79-2FR-II dated the 9th March, 1981, on the above subject vide which instructions were interalia issued for the payment of interest on delayed payment of Death-cum-retirement Gratuity. The Accountant General, Haryana, has sought clarifications on certain points which are clarified as under:-

	<b>Points raised by Accountant General Haryana</b>	<b>Clarifications</b>
1	Who would be the payment making authority for the payment of interest on delayed payment of Death-cum-retirement Gratuity?	The pension sanctioning authority who sanctions pension would be the payment making authority.
2	Head of the account to which it would be charged?	It would be charged to major head "249-Interest payment-Interest on other obligation Miscellaneous"
3	Whether copies of such sanctions are to be endorsed to Accountant General's office or not?	Copies of such sanctions are to be endorsed to the office of Accountant General, Haryana.

The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/ -

(S. L. DHANI),

Joint Secretary Finance (R)

for Commissioner & Secretary to Govt., Haryana,  
Finance Department.

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***These instructions have been Revised vide  
No. 1/2(152)01-2FR-II, Dt. 20.02.2002.***

**No. 1/4(5)-79-2FR II**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (C) in Haryana.  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 9th March, 1981**

**Subject : Payment of interest on delayed payment of Death-cum-retirement Gratuity.**

Sir,

I am directed to refer to the subject noted above and to say that the question regarding payment of interest to retired employees if the payment of death-cum-retirement gratuity is delayed had been under the consideration of Government for sometime past. The matter has been examined and it has been decided that interest may be allowed on delayed payments of gratuity at the rate of five percent per annum for the period beyond three months after the gratuity becomes due and would be payable till the end of the month preceding the month in which the payment is actually made. The interest will be allowed only where it is clearly established that the payment of D.C.R.G. was delayed en account of administrative lapse or for reasons beyond the control of the Govt., employee concerned. Each case of payment of interest will be considered by the administrative Department, and the payment of interest will be authorised through an administrative sanction. Under the rules gratuity becomes due immediately on retirement.

2. Where disciplinary or judicial proceedings against a Govt. employee are pending on the date of his retirement and it is decided to withhold or withdraw a gratuity or any part of it until the conclusion of the proceedings and the issue of final orders thereon the gratuity if allowed to be drawn by the competent authority on the conclusion of the proceedings will be deemed to have fallen due on the date of issue of orders by the Competent Authority.

3. These instructions will not apply to the payment of arrears of gratuity which may become due as a result of enhancement of the emoluments after retirement or liberalization of gratuity rules from a date prior to the date of retirement of the Govt. employee.

4. These orders shall take effect from the date of issue of this letter. The cases of those Govt. employees who retired/died while in service before this date would also be covered if DCRG has not been paid as on the date of issue of this letter and there has been delay in its payment beyond three months of the date of their retirement/death but the interest would be payable in such cases only from the date of the issue of this letter or three months from the date of retirement/death, whichever date is later.

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5. These instructions may please be brought to the notice of all concerned working under your control.
  6. The receipt of this letter may please be acknowledged.

Yours faithfully,

*Sd/ -*  
(N.K. GARG)  
Joint Secretary, Finance (R) ,  
*for* Secretary to Government, Haryana,  
Finance Department.

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***These instructions have been modified partly vide No. 14/124/81-5FA, Dated 05.04.1982, No. 14/40/88-2FA, Dated 24.02.1989 and No. 5/50/05-3Pension, Dated 02.01.2006***

**No. 22536-TA-HR-SA/77/11979**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All the Heads of Departments,  
The Registrar, Punjab & Haryana High Court, Chandigarh.  
Commissioners Ambala and Hisar Divisions,  
All District and Sessions Judges,  
Deputy Commissioners, and  
Sub Divisional Magistrates in Haryana State.  
All Treasury Officers/Assistant Treasury Officers  
in the Haryana State.

**Dated, Chandigarh, the 1st December, 1977**

**Subject : Scheme for payment of pensions to Haryana Government Class I and II Pensioners through Public Sector Banks.**

Sir,

I am directed to invite a reference on the above cited subject and to say that the Government of Haryana have decided in consultation with Government of India and Reserve Bank of India to adopt the scheme for payment of pensions to its Class I and II retired officers through Public Sector Banks. The scheme will be introduced with effect from January, 1978, i.e. the pensions for the month of January, 1978 payable on 1<sup>st</sup> February, 1978, will be paid by utilizing the services of the branches of the said banks functioning in the State and at Chandigarh. This scheme is based on similar scheme already introduced by the Central Government. The procedure to be followed at various stages for indicating the scheme is explained in the enclosed copy of the scheme. It will cover all Haryana Government Class I and II Civil Pensioners, including All India Service Officers who retired/retire from a post under the Haryana Government. Existing Haryana Government's Civil Pensioners who are drawing their pension from Treasuries Sub-Treasuries in the State including the Haryana Treasury at Chandigarh will have the option to continue to draw their pensions from the treasury or the draw pension from any branch of the specified Public Sector Banks. Haryana Government Officers retiring on or after 1<sup>st</sup> January, 1978 will likewise have the choice to draw their pension from a Treasury/Sub-Treasury or a specified branch of the Public Sector Bank, which should be shown clearly by them in the application for pension.

2. No bill will be required to be submitted in respect of pension payments. The amount of pension will be directed to the Saving/Current account of the pensioner concerned to the Public Sector Bank's paying branch in the first week of each month.

3. You are, therefore, requested to bring this scheme to the notice of all Government Officers/Employees working under your control.

4. If any clarification, is necessitated, reference may please be made to the Joint Secretary to Government, Haryana, Finance Department, Treasuries and Accounts Branch,

Jawahar Building, S.C.O. 202, 203, 204, Sector 17, Chandigarh.

Yours faithfully,

Sd/ -

Joint Secretary Finance-II,  
for Commissioner and Secretary to Government,  
Haryana, Finance Department.

No. 22536-TA-HR-SA/77/11980,

Dated, Chandigarh, the 1<sup>st</sup> December, 1977

A copy along with 3 spare copies of the Scheme is forwarded to the Accountant General, Haryana, Chandigarh for information.

Sd/ -

Joint Secretary Finance-II,  
for Commissioner and Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to the following along with 2 copies of the scheme:-

1. Chief Accountant, Reserve Bank of India, Department of Accountant & Expenditure, Bombay-400001, with reference to his letter No. NB. No. 492/G.A.64(11)-77/78, dated the 30<sup>th</sup> August, 1977.
2. Under Secretary to Government of India, Ministry of Finance, New Delhi, with reference to their No. F.10(23)B(TR)76/II, dated the 31<sup>st</sup> August, 1977.
3. The Managing Director, State Bank of India, Central Office, Post Box No. 12, Bombay-400021.
4. General Manager, P. N. B., Head Office, 5, Parliament Street, New Delhi.
5. The General Manager, Central Bank of India, H.O. Chander Mukhi, Nariman Point, Bombay-400021.
6. The General Manager, Syndicate Bank, H.O. Post Box No. 1, Manipal (S.K.) Karnataka State.
7. General Manager of Bank of India, H.O. Express Towers, Nariman Point, Post Box No. 234, Bombay-400021.
8. General Manager, Union Bank of India, Head Office Union Bank Building, 239, Bank Bag Reclamation, Nariman Point, Bombay-400020.
9. General Manager, State Bank of Patiala, Patiala (Punjab)

Sd/ -

Joint Secretary Finance-II,  
for Commissioner and Secretary to Government,  
Haryana, Finance Department.

A copy alongwith a copy of the scheme is forwarded to the all the Financial Commissioner and Administrative Secretaries to Government, for information.

Sd/ -

Joint Secretary Finance-II,  
for Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All the Financial Commissioner & Administrative  
Secretaries to Haryana Government.

U.O. No. 22536-TA-HR-SA/77/

Dated, Chandigarh, the 1<sup>st</sup> December, 1977.

**Contd..**

**Encl.**

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**Subject : Scheme for payment of Civil Pensioners by Public Sector Banks.**

Under the existing system, the civil pensioners of Haryana Government are drawing their pensions from Treasuries/Sub-Treasuries. The existing system of disbursement of pension at Treasuries/Sub-Treasuries provides for personal appearance of the pensioner for receiving of pensions unless he arranges to collect it through an authorized agent or a scheduled bank. It has been observed that the growing volume of pension payment work in treasuries has contributed to delay in the disbursement of pensions causing hardship to pensioners. The Government have been considering for sometime past measures for simplifying the disbursement procedure as well as increasing the payment points in order that pensioners do not face any inconvenience in getting pension on due date.

2. It has been decided after consultation with the Accountant General, Haryana and Reserve Bank of India that the services of the following Public Sector Banks, hereafter referred to as Public Sector Banks, should be utilized in arranging payment of Civil Pensioners of the State Government:-

- (1) State Bank of India
- (2) Punjab National Bank
- (3) Central Bank of India
- (4) Syndicate Bank
- (5) Bank of India
- (6) Union Bank of India
- (7) State Bank of Patiala.

2.1. To start with, the Scheme will cover All India Service Officers retired from posts under the Haryana Government and Civil Pensioners retired from Class I and Class II posts under the State Government and will be introduced with effect from 1.1.1978. Existing Civil pensioners, who are drawing their pensions from treasuries, may at their options get their P.P.Os transferred for payment by any branch of the Public Sector Bank for this purpose or they may continue to draw pensions from treasuries. Employees retiring from Class I and II posts on or after 1.1.1978 will likewise have the choice to draw their pension from treasury or a Public Sector bank branch.

3. Pensioners will be paid through Public Sector Bank by credit to the pensioner's saving/current account at the Public Sector Banks branch selected by him. Payment will be credited to the pensioners account on the first working day of the following month, except, if for any reason such as rush of work on that date, the payment of any pension is delayed, it must be ensured that it will be paid as soon as possible thereafter, and in any case, before the 7<sup>th</sup> of the month succeeding the month for which the pension is due. No bills will be required to be submitted for this purpose every pensioner availing of this facility will open a Saving/current account in his name, unless he is already having one. Pension will not be paid in cash or through 'Joint' or an 'either' or 'survivor' account.

4. The detailed procedure to be followed for transfer of pension payment work to Public Sector Bank, and accounting of Pension Payment under the scheme is outlined in the following paragraph :-

**Initial Action**

5. Public Sector Banks – Each Public Sector Bank selected for this purpose will immediately nominate a link branch at the headquarters of each district for coordinating the

work connected with the disbursement and accounting of pension payment by its various branches in the district. The name and address of the link branch will be communicated to the District Treasury Officers concerned and also to the Accountant General, Haryana with the complete list of other branches in the district and their address. The Public Sector Banks shall indemnify the Haryana Government against any wrong payment or over payment which may be made to the pensioners by executing an indemnity bond in the prescribed form (Annexure VI).

5.1. On receipt of information regarding link branch and other branches of PSBs referred to in paragraph 5 above, the District Treasury Officer will send a copy of the special seal of the Treasury together with his specimen signature (counter signed by Manager, Reserve Bank of India/State Bank of India conducting Government business at the station) to the Manager/Agent of the link branch of each Public Sector Bank by name under registered cover, if not already done.

5.2. **Pensioner:-** Existing civil pensioners who are desirous of drawing the pension from a Public Sector Bank branch will apply to the Treasury Officer/Assistant Treasury Officer from whom they are receiving pension, on or after January, 1978 in the form at Annexure I in duplicate.

The pensioners may, in their own interest, draw pension for January, 1978 and apply for transfer thereafter.

Applications received upto 15<sup>th</sup> of a month will be processed for Payment of the pensions pertaining to that month (payable on the first proximo) at the selected branches of the Public Sector Banks. In the case of applications received after 15<sup>th</sup> of a month Payment of Pension pertaining to that month at the selected PSB branch may be delayed by a few days because of time lag in transit of the PPOs.

Future pensioners will indicate their option in the application for pension.

5.3. The preparatory work as indicated in paragraph 6 and 7 below should be completed by 25<sup>th</sup> December, 1977 by treasuries and by 31<sup>st</sup> December, 1977 by PSBs so as to facilitate commencement of pension payment for the month of January, 1978 onwards (and payment of undrawn arrears, if any) by Public Sector Banks from 1<sup>st</sup> February, 1978.

#### **Transfer of PPOs by District Treasury to link branches.**

6. In the case of applications received at a Sub Treasury. The Assistant Treasury Officer shall, on receipt of the option immediately forward both the copies of the application, together with the disburser's half of the PPO to the District Treasury Officer keeping a note in his records of the PPOs so transferred.

6.1. The option applications (original copy) of the pensions received by the District Treasury Officer, directly or through the Assistant Treasury Officer as mentioned in the preceding paragraph, shall be sent by him, under his special seal and together with the disburser's half of the PPO to the nominated link branch of the PSB under intimation to the Accountant General, the documents will be sent to the link branch through a messenger of under registered cover. Simultaneously, the pensioner will be advised to approach the PSB branch specified in his application for receiving future pension payments.

6.2. While forwarding the above accounts to the link branch, the month upto which pension was paid by the Treasury/Sub-Treasury and the month from which pension payment is to be arranged by the PSB branch will be clearly indicated. Applications received by the

Treasury/Sub-Treasury upto the 15<sup>th</sup> of a month should be forwarded by the District Treasury to the link branch of the concerned PSB latest by the 25<sup>th</sup> of that month to facilitate commencement of pension payment by the PSB paying branch on the 1<sup>st</sup> of the next month.

6.3. In respect of new pensioners, the Accountant General while issuing PPO to the District Treasury Officer, will mention on the PPO itself the particular branch of the PSB from which the pensioner has opted to draw the pension. In these cases, the Treasury Officer will forward both the halves of the PPO to the link branch of the PSB.

6.4. Each District Treasury will maintain a record of all PPOs transferred by it to the Link branch of the PSB, including PPOs received from the Sub-Treasuries for such transfer, the duplicate of pensioner's option application will be retained in the district Treasury.

### **Transmission of PPOs by link branch to Paying branch of PSB**

7. The PSB will maintain at the nominated link branch a register in the form prescribed in Annexure II to serve as an index of the pension payments authorized to be made by PSB in the district.

7.1. On receipt of documents from the district treasury as indicated in Paragraph 6.1 to 6.3 above, the link branch will verify the special seal and specimen signature of the Treasury Officer received under Paragraph 5.1 and on record with the link branch.

7.2. The documents received from the Treasury Officers, viz. the disbursers half/both the halves of the PPO and the original option application of the pensioner will thereafter be immediately forwarded by the link branch to the particular branch specified by the pensioner, hereafter referred to as the paying branch.

### **Functions of Paying Branch.**

8. On receipt of documents from the link branch as indicated above, and before commencing payment of pension, the paying branch will:-

- (i) advise the pensioner to appear at the branch for his identification;
- (ii) obtain an undertaking (it need not be on a Stamped Paper) from the pensioner that excess payment credited to his/her account, due to delay in receipt of any material information or any bonafide error, can be recovered by the bank; and
- (iii) obtain in the case of a new pensioner, specimen signatures or thumb impression, as the case may be, in the space provide for the purpose in the disbursers portion of the PPO and hand over pensioners portion of the PPO to him/her.

8.1. The process of identification has been laid down in rule 4.95 of S.T.R. Volume I. This comprises checking of the signature of the pensioner with that available on the disbursers half of the PPO, and resemblance with the pensioner's photograph, when one is pasted on the said half of the PPO. In the case of a new pensioner, the pensioner has also to produce his personal copy of the letter of the Accountant General forwarding the PPO and to give his signature on the disbursers half of the PPO. In case the photograph is not available on the disbursers portion then paying branch will, in due course, obtain new photograph from the pensioner (which can be attested by any officer of the Reserve Bank or a PSB) and complete the disbursers portion.

8.2. Such personal identification of the pensioner will be only for the first payment of pension at the paying branch.

8.3. No bill will be required to be submitted by the Pensioner for drawing pension at the paying branch. The pension will be paid by the paying branch, after deduction of tax vide paragraph 8.4 below by credit to the Saving/Current account of the pensioner with the paying branch. The account of a pensioner to which his pension is credited should not be allowed to be operated upon by another person by virtue of a power of attorney executed in his favour. Pension will not be paid in cash or through a 'Joint' or 'either' or 'Survivor' account. The paying branch will credit the Pensioner's account for the net amount of the pension payable for a month on the first working day of following month; if, in exceptional cases, the pension payment could not be credited on the first working day, it must be ensured that it is credited as soon thereafter as possible, and in any case not later than 7<sup>th</sup> of month following the month for which pension is due.

8.4. The paying branch will be responsible for deduction of income-tax at source from the pension payment in accordance with the rates prescribed from time to time. When such deductions are made, the Paying branch will issue to the pensioner, in April each year, a certificate of tax deducted, in the form prescribed in the Income Tax Rules.

8.5. The paying branch will maintain a detailed record of pension payments made by it from time to time in the form prescribed in Annexure III. Every Payment will also be entered on disburser's half of the PPO and authenticated by the authorized officer of the paying branch.

8.6. The paying branch will prepare payment scrolls in quadruplicate in the form prescribed in Annexure III and send advice of pension payments made to its link branch by the 10<sup>th</sup> of each month, the certificate of payment being recorded on the advice itself. The advice will be supported by three copies of the scroll and certificates to be submitted by the pensioners under paragraph 12 below. The forth copy of the scroll will be retained by the paying branch for its own record.

#### **Functions of the Link branch.**

9. On receipt of Payment advices and three copies of the scrolls along with the necessary supporting documents from all the paying branches in the district, the link branch will send, by the 15<sup>th</sup> of each month, two copies of the scrolls and the supporting documents along with a summary sheets and a duly stamped receipt acknowledging receipt of the amount from Government on behalf of the pensioners to the Reserve Bank of India/State Bank of India or its subsidiary transacting Government business at the district headquarters. The triplicate copy of the scrolls and the payment advices received from the paying branches will be retained by the link branch.

#### **Reimbursement to PSB and subsequent action.**

10. On receipt of scroll etc. from the PSB link branch the Reserve Bank of India/State Bank of India or its subsidiary shall check the scroll to ensure that it is complete in all respects and is accompanied by the relevant certificates in respect of each payment included therein. Thereafter, the net amount of Pensions disbursed by the PSB will be reimbursed to the PSB by debit to the Haryana Government Account. A copy of the debit advice together with both the copies of the scrolls and other supporting documents received from the link branch will be sent by the Reserve Bank of India/State Bank of India or its subsidiary to the District Treasury Officer.

11. The Treasury Officer will check the correctness of the totals and thereafter incorporate the transactions in his accounts to be submitted to the Accountant General along with the original copy of the scrolls and related documents. The duplicate copy of the scrolls will be retained in the District Treasury.

11.1. The Treasury Officer will be responsible for accounting of gross pensions and deductions towards income-tax while rendering the treasury accounts to the Accountant General.

11.2. On receipt of the treasury accounts, the Accountant General, Haryana will adjust the transactions in the usual manner.

#### **Certificates to be furnished by the Pensioners.**

12. Life certificate.— The pensioner would be required to furnish a life certificate once a year in the month of November in the form prescribed in Annexure IV(I). Officers of Reserve Bank of India and of the Public Sector Banks are authorized to give life certificate for this purpose.

12.1. Non-employment-certificate.— Retired State Service Class I Officers and All India Service Officers, retiring from State Government are required to furnish a declaration in May and November, each year, about acceptance/non acceptance of commercial employment within two years from the date of their retirement and also about acceptance/non acceptance of any employment under the Government outside India.

The non-employment certificates including such declaration wherever applicable, is to be furnished in the form prescribed in Annexure IV(II).

In cases where the commercial employment/employment under a Government outside India has been accepted (within two years from the date of retirement) without obtaining Government's approval, the Paying branch will seek Government orders through the district treasury officer before making further pension payments.

12.2. Non-marriage/Re-marriage Certificate.— In the case of widow recipient of family pension, a certificate of re-marriage prescribed in Annexure IV(III) will not be necessary. An Undertaking will be obtained from the widow that she will report such an event to the pension disbursing office promptly. In case of other recipients of family pension (a widower or an un-married daughter), the certificate of remarriage/non-marriage in the form prescribed in Annexure IV(III) is required to be furnished by the recipient once every six months (in May and November).

#### **Transfer of Pension**

13. Applications for transfer of pensions may fall under any of the following categories:-
- (i) transfer from one paying branch to another of the same PSB at the same station or in the same district;
- or
- (ii) transfer from one place to another in a different district.

Requests falling under category (i) above may be entertained by the PSB itself. The paying branch will return disburser's halves of the PPO to the link branch indicating the month upto which the payment has been made to the pensioner. On receipt, the link branch will made necessary entries in the register maintained by it in the form in Annexure II and forward the PPO



disburser's portion to the other paying branch under intimation to the district treasury for making future pension payment. In case falling under (ii) above, the paying branch will return, through its link branch, the halves of the PPO to the District Treasury Officer indicating the month upto which the pension payment has been made by the paying branch. On receipt the District Treasury Officer will take necessary action for payment of the pension at a branch of a PSB or the treasury or sub-treasury as per pensioner's request in term of these orders or rule 4.174 of the Subsidiary Treasury Rule, as the case may be.

13.1. To avoid the risk of overpayment at the time of transfer, the following certificate may be recorded on the PPO by the paying branch of the PSB "certified that payment upto the month of \_\_\_\_\_ has been made and this PPO consists of \_\_\_\_\_ continuation sheets for recording disbursement".

13.2. Except as provided for above, the transfer of a pension from one Payment Point to another will not ordinarily be permitted.

### **RELIEF TO PENSIONERS**

14. Whenever relief/adhoc relief to pensioners is sanctioned by Government, the Accountant General, issue a general authority to the Treasury Officers within his jurisdiction for arranging payment. On receipt of such instructions, the Treasury Officer will recall the PPOs from the PSBs in a phased manner and on their receipt endorse on the PPOs the revised admissible amount of temporary increase and the date from which the increase is payable and return them to the paying branch of the PSBs through their link branches. The paying branch will make payments on the revised basis only on receipt of specific authorisation in this regard from the Treasury Officer.

### **Commutation of Pensions**

15. In the case of commutation of a pension, in payment through PSB, being sanctioned the following procedure will be followed for its Payment and amendment of the PPO.

15.1. On receipt of communication from the Accountant General sanctioning commutation and indicating the revised rate of pension payable after commutation the Treasury Officer will forward it under his seal to the Paying branch through the link branch of the PSB for arranging payment. On receipt of the authority, the paying branch will (i) arrange immediately payment of commuted portion of Pension and indicate in the related payment scroll against the item of payment the Accountant General's letter of authority (ii) enter the date of commutation payment and date from which the reduced Pension would be payable (as indicated in the commutation sanction) in the disburser's portion of PPO as well as on the pensioners portion of the PPO at the earliest opportunity (iii) commence payment of reduced pension and simultaneously arrange recovery of excess payment made, if any, to the pensioners; and (iv) advise the Treasury Officer through the link branch the date on which payment of commuted portion of pension was made and the date from which payment of reduced pension has commenced.

The link branch will also make appropriate entries in its record on the basis of such intimation.

### **ARREARS OF PENSION ON DEATH OF PENSIONER**

16. Pension can be drawn for the day of the pensioner's death. On death of a pensioner, the paying branch will receive death certificate of the pensioner and work out any arrears due to the deceased or over-payments, if any, made to him. It will immediately take

action to recover the overpayments from the deceased's account for which PSBs would have obtained an undertaking from the pensioner as provided in paragraph 8(iii) above. For payment of any arrears to the heir of the deceased pensioner, the PSB will seek instructions of the Accountant General through the Treasury.

## **FAMILY PENSIONS**

17. The PPOs issued by the Accountant General indicate the entitlement in respect of family pension the widow/husband consequent on the death of the pensioner. The Treasury Officers are authorized to commence payment of family pension on receipt of death certificate of the Pensioner and the application for grant of family pension to her/him in Form PEN 16(a) (Annexure V). A secrete PPO is not issued for this purpose by the Accountant General.

17.1. In the case of pensioners drawing their pension through PSBS the payment of family pension at the rate indicated in the PPO may be commenced by paying branch on receipt of death certificate and application for family pension in Form Pen 17(a) (Annexure V) along with the Pensioners portion of the PPO. The Paying branch will enter the date of fifth of the pensioner in the disburser's portion of the PPO also make entries in the pensioner's portion and in the register in form at Annexure III.

Payment of family pension will be made by credit to savings/current account of the recipient (not a 'joint' or 'either' or 'survivor' account) which may be opened if the recipient does not already have one. Additionally, an undertaking similar to the one referred to in paragraph 8 will be obtained by the paying branch from the recipient before the family pension is paid.

The paying branch will also advise the Treasury Officer through the link branch, the date of the pensioner's death and commencement of Payment of family pension for keeping record under intimation to the Accountant General.

17.2 As earlier mentioned in paragraph 12.2, the Paying branch will be responsible for obtaining certificate of re-marriage/non-marriage from the recipient.

## **CESSATION OF PENSION**

18. When pension ceases to be payable to pensioner/recipient of family pension on death etc., the Paying branch will make necessary entries in the PPO and its records and return it to the Treasury Officer through the link branch. The latter will like-wise amend its records.

## **MISCELLANEOUS**

19. If all the pages for entering monthly payments in the disburser's portion of PPO get fully used up, the Paying branch may add extra sheets with similar columns for noting further payments. A suitable entry will be made by the paying branch on the PPO (disburser's portion) whenever a continuation sheet is added specifying the number of pages available on the sheet.

20. The Accounts, records and registers maintained in the branches of the PSBs making pension payments and also in the link branch shall be open to audit by the A.G. Haryana or any person appointed by him in this behalf.

21. With the introduction of this new Scheme, the present restricted facility for collecting pensions through the banks on the presentation of bills to the treasuries will become unnecessary and will be withdrawn.

22. The relevant provisions of the Subsidiary Treasury Rules may be deemed to stand amended to the above extent.

B.S. OJHA  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

**Contd...**

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**ANNEXURE I**

Application for drawal of pension through Public Sector Banks  
(To be submitted in duplicate)

To

The Treasury/Assistant Treasury Officer,  
(Place)

Sir

I opt to draw my pension through Public Sector Bank and give below necessary particulars to enable you to make arrangements in this regard:

1. Particulars of Pensioner
  - (a) Name
  - (b) P.P.O. No.
  - (c) Present Address
2. Particulars of authorized PSB
  - (a) Name
  - (b) Branch where payment desired
3. \*Pensioner's S.B/Current Account No. at the Branch to which pension is to be credited.

Yours faithfully,

Place :  
Date :

(Pensioner)

(\*Not joint or 'either or survivor 'account)

Pensioner's Specimen  
Signature

**REVERSE****FOR USE IN SUB TREASURY**

Forwarded to the Treasury Officer alongwith Disburser's half of Shri/Smt./ Km. \_\_\_\_\_ the pension has been paid for the period upto the month of \_\_\_\_\_.

Assistant Treasury Officer

**FOR USE IN TREASURY**

Forwarded to the Manager/Agent \_\_\_\_\_ (Link branch of PSB) The Disburser's half/both halves of PPO of Shri/Smt./Km. \_\_\_\_\_ bearing Rs. \_\_\_\_\_ is (are) sent herewith.

The pensioner has been paid pension upto the month of \_\_\_\_\_ Pension due from the month of \_\_\_\_\_ is to be arranged by the Bank.

Treasury Officer  
with his seal

Date:

**ANNEXURE - II****INDEX REGISTER OF PENSION PAYMENTS AUTHORISED THROUGH BRANCHES OF THE PUBLIC SECTOR BANKS**

Name of the pensioner	Number of the pension payment Order (PPO)	Monthly amount of pension (basic pension and relief to be shown separately)	Branch at which the payment is to be made	Date from which pension payment will commence.	Remarks
1	2	3	4	5	6
1.					
2.					
3.					
4.					

**Note:-** Each entry should be attested by the nominated officer of the link branch of the Public Sector Bank.

(Additional entries may be provided under Reserve Bank's instructions)

**ANNEXURE - III****REGISTER OF PAYMENT OF PENSIONS**

Name of the pensioner	Number of the pension payment Order (PPO)	Period for which the pension is paid	Amount of the pension (basic pension and relief to be shown separately)	Recovery of over payment if any.
1	2	3	4	5
1.				
2.				
3.				

Income tax deduction	Net amount paid	Allocation of pension as indicated in the PPO	Remarks
6	7	8	9
1.			
2.			
3.			

**Note:-** Each entry should be attested by the nominated officer of the branch at which the payment is made.

(Additional entries may be provided under Reserve Bank's instructions)

**III CERTIFICATE OF RE-MARRIAGE/NON MARRIAGE**

I here declare that I am not married/I have been married during the past six months.

OR

I hereby declare that I have not remarried and undertake to report such an event promptly to the Treasury/Bank.

Place:  
Date:

Signature \_\_\_\_\_  
Name of the Pensioner \_\_\_\_\_  
\_\_\_\_\_  
P.P.O. No. \_\_\_\_\_

I certify to the best of my knowledge and belief that the above declarations is correct.

Place:  
Date:

Signature of a Responsible Officer  
or a well knower  
Person \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

**ANNEXURE IV**  
**CERTIFICATES TO BE SUBMITTED BY PENSIONER**

*(See Paragraph 12)*

**I. LIFE CERTIFICATE**

Certified that I have seen the pensioner \_\_\_\_\_ (Name of the pensioner) ledger of pension Payment Order No. \_\_\_\_\_ and that is alive on the date.

	Name _____
	Designation of authorised _____
Place:	Officer _____
Date:	Seal _____

**II. NON-EMPLOYMENT CERTIFICATE**  
**(To be furnished by State Class I Officer)**

I declare that I have accepted commercial employment after obtaining/without obtaining sanction of the Government.

I declare that I have/have not accepted any employment under any Government outside India after obtaining/without obtaining sanction of the Government.

(To be furnished during the first two years from the date of retirement)

	Signature _____
Place:	Name of the Pensioner _____
Date:	P.P.O. No. _____

**ANNEXURE V**  
**FORM PEN 16(a)**  
**(See Paragraph 17)**

**FORM OF APPLICATION**  
*(Family Pension Scheme of State Government Employee 1964)*

Application for a family pension for the family of Late Shri/Smt. \_\_\_\_\_  
(Designation) \_\_\_\_\_ in the Office/Department \_\_\_\_\_

1. Name of the applicant
2. Relationship to the deceased Government employee/  
Pensioner
3. Date of Retirement, of the deceased was a pensioner
4. Date of death of Government servant pensioner.
5. Name and age of surviving kindred of the deceased.

	Name	(Date of Birth)
Widow/widower		
Sons		
Unmarried Daughter		

6. Name of Treasury/Sub-Treasury/ PSB branch at which payment is desired
7. Signature or left hand thumb impression (in the case of these who are not literate enough to sign their name)
8. Descriptive roll of \_\_\_\_\_ widow/widower/guardian of the minor child of late \_\_\_\_\_.  
  - (i) Date of birth
  - (ii) Height
  - (iii) Personal marks, if any, on hand or face
  - (iv) 'Left hand thumb and finger impression

Small Finger	Ring Finger	Middle Finger	Index Finger	Thumb

9. Full address of the applicants  
Attested by -

Witness-

(1) \_\_\_\_\_ (1) \_\_\_\_\_  
(2) \_\_\_\_\_ (2) \_\_\_\_\_

Note:- The descriptive roll (column 8) and signature or left hand thumb and finger impression accompanying application for family pension should be in duplicate in two separate sheets and attested by two granted officers or persons respectability in the town, village or pargana in which the applicant resides.



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**ANNEXURE VI**

This indemnity bond executed at \_\_\_\_\_ This \_\_\_\_\_ day \_\_\_\_\_ One thousand Nine Hundred and Seventy \_\_\_\_\_ by \_\_\_\_\_ a banking corporation establishment \_\_\_\_\_ (Name of the bank) under the State Bank of India Act, 1955/State Bank of India (Subsidiary Banks) Act, 1959/the Banking companies (Acquisition and Transfer of Undertaking) Act, 1970 and having its Head Office at \_\_\_\_\_ (hereinafter referred to as "the Banks" which term shall unless repugnant to the context, include its successors and assigns) in favour of Governor of Haryana (hereinafter referred to the State Government);

Whereas the State Government have decided to provide facility to the pensioners of the State Government to receive their pension to any branch of the Bank in terms of the order issued in this behalf by the State Government from time to time and subject to the Bank indemnifying the State Government against any loss to it on account of wrong payment of overpayment that may be made by the Bank.

And Whereas the Bank has agreed to arrange Payments on behalf of the State Government to such pensioners by credit to their saving account or current account and to execute this indemnity Bond.

Now This Indemnity Bond witness that in pursuance of the said agreement the Bank does hereby covenant with, and undertake to the State Government in consideration of the State Government agreeing to pay to the Bank from time to time the amounts of the pensions due to and paid by the Bank to the said pensioners of the Government who are the Constituents of the Bank, the Bank hereby undertakes to refund to the State Government on demand and without demur any amount which is so paid to the Bank by the State Government but is found or established not to have been paid wholly or in part to the pensioners concerned by the Bank or any amount, which has been paid to a pensioner, including any person drawing a family pension, beyond the date on which the pension, including any family pension, was or is due, or any amount which has wrongly paid, or any amount which has been paid otherwise then or in excess of the authority granted and instructions issued to the Bank by the State Government or the Reserve Bank of India from time to time.

The Bank hereby agrees that the amount of money when demanded by the State Government from the Bank as due payable to the State Government by the Bank on account aforesaid shall be conclusive proof as to the amount due and the liability of the Bank to pay the said amount to the State Government.

The Bank hereby agrees with and undertakes so the State Government that it shall furnish to the authority specified or nominated in this behalf by the State Government such information relating to the amount of pensions in question which have been paid by the Bank as may be called for by such authority from time to time having regard to the provisions of any law which may for the time being be in force or the practice among bankers in regard to the secrecy of their information relating to their customer s' accounts.

In witness WHEREOF The \_\_\_\_\_ BANK HAS CAUSED THESE PRESENT to be executed on its behalf the day and year first hereinabove written.

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SIGNED AND DELIVERED BY \_\_\_\_\_  
\_\_\_\_\_ on behalf of the \_\_\_\_\_ Bank in  
the presence of-

(1)

(2)

**Witnesses**

Accepted for and on behalf of the Governor of Haryana by \_\_\_\_\_  
in the presence of \_\_\_\_\_.

\*\*\*\*\*

***These instructions have been modified partly vide  
No. 5/50/2005-3Pension, Dated 30.12.2005/02.01.2006***

**No. 3226-TA-HR (SA)-78/9834**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department, (T&A) Branch),  
Jawahar Building S.C.O. 202-203-204,  
Sector-17C, Chandigarh.

To

All Heads of the Departments,  
The Registrar, Punjab and Haryana High Court, Chandigarh,  
Commissioners of Ambala & Hisar Divisions,  
All District & Sessions Judges,  
All Deputy Commissioners and  
Sub Divisional Magistrates in Haryana State.  
All Treasury Officers/ Assistant Treasury Officers in Haryana State.

**Dated, Chandigarh, the 12th October, 1978**

**Subject : Scheme for payment of pensions to Haryana Government Class-III and Class-IV pensioners through Public Sector Banks.**

Sir,

I am directed to invite a reference to Haryana Government letter No. 22536-TA-HR-(SA)-77/11979 dated the 1<sup>st</sup> December, 1977 and letter No. 22536-TA-HR-(SA)-78/781 dated the 23<sup>rd</sup> January, 1978 on the subject cited above and say that the question of extending similar facilities regarding payment of pensions to Class-III and Class-IV retired officials through Public Sector Banks like Class-I and Class-II Officers, has been under the consideration of Haryana Government. It has now been decided to allow all Class-III and Class-IV officials also retiring from service on or after 1.10.1978 including existing Haryana Government Civil Pensioners who are drawing their pensions from Treasuries/Sub-Treasuries in the State including Haryana Treasury at Chandigarh to draw pensions through Public Sector Banks w.e.f. 1.10.1978 i.e. the pensions for the month of October, 1978 payable on 1<sup>st</sup> November, 1978, if they so choose.

2. I am also to point out that retired officials will have the choice to draw their pensions from a Treasury/Sub-Treasury of specified branch of the Public Sector Bank, which should be shown clearly by them in the application for pension.

3. These instructions are equally applicable to the Class-III and Class-IV officials who retired before 1.11.1966 from joint Punjab and are drawing their pensions in Haryana State in respect of pensions due from October, 1978 w.e.f. 1.11.1978.

Yours faithfully,

Sd/ -

(BEANT SINGH)

Deputy Secretary, Finance Department,  
for Commissioner and Secretary to Government,  
Haryana, Finance Department.

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***These instructions have been modified vide  
No. 14/124/81-5FA, Dt. 5.4.1982 and  
No. 14/40/88-2FA, Dt. 24.2.1989.***

Copy of letter **No. 14/16/79-5FA, dated the 28th October, 1981** from the Commissioner & Secretary to Govt. Haryana, Finance Department.

**Subject : Scheme for payment of pensions to Haryana Govt. Class I and II pensioners through Public Sector Banks.**

I am directed to invite a reference to Haryana Govt. letter No. 22536-TA-HR(SA)87/-11979 dated 1.12.77 and to say that in consultation in the Reserve Bank of India, and accountant General, Haryana it has been decided to make amendments/additions in the said scheme.

**1. Title of the Scheme:-**

The following may be substituted as title of the scheme for the existing one:-

“Scheme for payment of pensions to Haryana Govt. pensioners through the Public Sector Banks”

**2. Add the following as notes below rule 2.1**

**Note: 1.** The scope of the scheme has been extended to Class III and Class IV pensioners of Haryana Govt. with effect from 1.11.78 i.e. pensions for the months of Oct., 78 payable on 1.11.1978

**Note: 2.** The scope of the scheme is extended with effect from the pension for the month of November, 1981 payable on 1<sup>st</sup> Dec. 1981 to cover the pensioners of the Govt. of Himachal Pradesh, Punjab, Rajasthan and Uttar Pradesh who draw their pensions from the treasuries situated in Haryana. The procedure for the switch over from the treasury to the Bank for purpose of payment of pensions will be the same as prescribed in para 6 of the scheme.

**3. Add the following after para 22**

Procedure for adjustment of expenditure for pensioners of other State Governments

23.1 The payments made in the Public Sector Bank will be distinctly shown by the Bank in the Payment Scrolls against the State Govts. to whom the payment is debitable. The payment will, however, be initially taken against the cash balance of the Haryana State.

23.2 The payment made on behalf of other State Governments will be consolidated by the Accountant General Haryana with reference to the payment scrolls received through the Treasury Officers and the reimbursement of the amount so paid shall be obtained from the concerned Accountant General. The instructions for caring out inter-State adjustments will be mutatis mutandis observed in this respect.

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***These instructions have been Substituted  
vide same No. and date.***

**No. 14/124/81-5FA**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Department in Haryana,  
Registrar, Punjab & Haryana High Court, Chandigarh,  
Commissioner Ambala, Hisar Divisions,  
All Deputy Commissioners, All Treasury Officers/  
Asstt. Treasury Officers, Haryana State.

**Dated, Chandigarh, the 5th April, 1982**

**Subject :** Scheme for payment of pensions to Haryana Govt. Class I-II pensioners through Public Sector Banks.

Sir,

I am directed to invite a reference to Haryana Govt. letter No. 22536-TA-HR(SA)77/11979, dated 1-12-77 and to say that in consultation with the Reserve Bank of India and Accountant General Haryana, it has been decided to make amendments/additions to the above mentioned Scheme.

After Paragraph 2.1, the following note may be added as note 3.

**Note: 3.** "All India Service Officers belonging to the cadre of Haryana Govt. who retired/retire from posts under the Central Govt. on or after 18<sup>th</sup> April, 1982 will also be covered under the Scheme."

*Sd/ -*  
Joint Secretary Finance (D),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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(TO BE SUBSTITUTED FOR THE LETTER BEARING THE EVEN NUMBER AND DATE)

**No. 14/124/81-5FA**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Department in Haryana,  
Registrar, Punjab & Haryana High Court, Chandigarh,  
Commissioner Ambala, Hisar Divisions,  
All Deputy Commissioners, All Treasury Officers/  
Asstt. Treasury Officers, Haryana State.

**Dated, Chandigarh, the 5th April, 1982**

**Subject :** Scheme for payment of pensions to Haryana Govt. Class I & II pensioners through Public Sector Banks.

Sir,

I am directed to invite a reference to Haryana Govt. letter no. 22536-TA-HR(SA)77/11979, dated 1-12-77 and to say that in consultation with the Reserve Bank of India and Accountant General Haryana, it has been decided to make amendments/additions to the above mentioned Scheme.

After Paragraph 2.1, the following note may be added as note 3.

**Note: 3.** "All India Service Officers belonging to the cadre of Haryana Govt. who retired/retire from posts under the Central Govt. on or after 1<sup>st</sup> April, 1981 will also be covered under the Scheme.

Sd/ -  
Superintendent Finance Accounts,  
for Commissioner & Secretary to Govt., Haryana,  
Finance Department.

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**No. 14/40/88-2FA**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner of Ambala and Hisar, Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana, High Court, Chandigarh and  
All Distt. & Sessions Judges in Haryana.

**Dated, Chandigarh, the 24th February, 1989****Subject : Scheme for payment of Pension to Haryana Govt. Pensioners by Public Sector Banks - payment of Medical Allowance.**

Sir,

I am directed to invite a reference to Haryana Govt. letter No. 22536-TA-HR(SA)77/11979, dated 1.12.77 and 14/16/79-5FA dated 28.10.81 and to say that in consultation with the Reserve Bank of India, and Accountant General, Haryana it has been decided to make amendment in the said scheme.

2. Add the following after para 23 of the scheme appended to Haryana Govt., Finance Department letter dated 1.12.1977, payment of Medical Allowance :

- 24(i) Existing State Govt. Pensioners and family pensioners, who have opted to draw their pension through a bank under the scheme will give their option for fixed medical allowance in lieu of reimbursement of medical charges to their parent Department.
- (ii) On receipt of option from the pensioners, the parent department, will issue an order to the concerned Treasury Officer. The Treasury Officer, shall, after due scrutiny send one copy of the order keeping other copy for his records clearly indicating the rates at which the payment of medical allowance is to be made and month from which payment of medical allowance is to be arranged by the concerned Public Sector Bank under his seal to the nominated link branch of the Public Sector Bank through a messenger or under registered cover.
- (iii) The future pensioners who opt for payment of pension through Public Sector Banks have to give an option for the medical allowance to the parent department who will issue an order to the Treasury officer about this. The order received by the Treasury office shall be dealt within the manner mentioned in the preceding paragraph.
- (iv) On receipt of the intimation from the Treasury Officer the link branch will verify the seal and signature of the Treasury Officer with the seal and specimen signature on record with the link branch and make suitable note in register

prescribed in Annexure-II and forward the copy of the order to paying branch for further necessary action.

- (v) On receipt of intimation from the link branch, the paying branch will enter the entitlement rate and period on the disburser's portion of PPO under the attestation by the Branch Manager/authorized officer and commence the payment. While making the payment to the pensioner the paying branch will obtain a certificate from the pensioner that he is not drawing open medical reimbursement charges from the concerned department to avoid double payment. Paying branch will strictly watch the rate of medical allowance and its entitlement period shown in the intimation. Every payment of medical allowance will also be entered on the disburser's portion of PPO and authenticated by an authorized officer of the paying branch. The paying branch will also enter the payment in form Annexure-III (Revised).
- (vi) Paying branch will not make the payment of reimbursement of medical charges but they will advise the pensioners to approach the concerned department from which they were retired. The Annexure- III appended to the scheme issued by Finance Department dated, 1.12.1977 shall be substituted by the revised Annexure - III enclosed herewith.

*Sd/ -*

Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 14/40/88-2FA

Dated, Chandigarh, the 24<sup>th</sup> February, 1989

A copy is forwarded to the following for information and necessary action.

1. Accountant General (A&E) Haryana, Chandigarh.
2. Director Treasuries & Accounts, Finance Department with reference to his memo No. 20998-TA-HR(SO)-88/13630, dated 22-11-1988.
3. All Treasury Officers/Asstt. Treasury Officers in Haryana.

*Sd/ -*

Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 14/40/88-2FA

Dated, Chandigarh, the 24<sup>th</sup> February, 1989

A copy is forwarded for information and necessary action to:-

1. The Chief Accountant, Reserve Bank of India Department of Accounts and Expenditure Bombay-400001
2. The Under Secretary to Government of India, Ministry of Finance, New Delhi.
3. The Managing Director, State Bank of India, Central Office, 5 Parliament Street, New Delhi.
4. The General Manager, Punjab National Bank, Head Office, 5 Parliament Street, New Delhi.



5. The General Manager, Central Bank of India, Head Office, Chandermukhi, Nariman Point, Bombay-400021.
6. The General Manager, Syndicate Bank Head Office Post Box No. 1, Manipal (S.K.) Karnataka State.
7. The General Manager, Bank of India, Head Officer Express Towers, Nariman Point, Post Box No. 234, Bombay-400021.
8. The General Manager, Union Bank of India Head Office Union Bank Building, 239 Back Bag Reclamation, Nirman Point, Bombay-400021.
9. The General Manager, State Bank of Patiala, Patiala (Punjab).

*Sd/ -*  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

**Contd.**  
**Encl.**

**ANNEXURE - III****REGISTER OF PAYMENT OF PENSIONS**

Name of the pensioner	Number of the pension payment Order (PPO)	Period for which the pension is paid	Amount of the pension			Total	Recovery of over payment, if any
			Pension	TI	Medical Allowance		
1	2	3	4 Rs. P.	5 Rs. P.	6 Rs. P.	7 Rs. P.	8 Rs. P.
1.							
2.							
3.							

Income tax deduction	Net amount paid	Allocation of pension as indicated in the PPO	Signature	Remarks
9 Rs. P.	10 Rs. P.	11	12	13

**Note:-** Each entry should be attested by the nominated officer of the branch at which the payment is made.

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**No. 1/4/21/89-2FR-II**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All the Treasury Officers/Assistant Treasury Officers in Haryana.

**Dated, Chandigarh, the 30th August, 1990**

**Subject : Scheme for payment of pension to Haryana Govt. employees through Public Sector Banks – Calculations/disbursement of Pension arrears etc.**

Sir,

I am directed to refer to the Endst. No. 11955-TA-HR(SGII)-90/7867 dated the 12<sup>th</sup> July, 1990 from Director Treasuries and Accounts Haryana to the address of all the Treasury Officers in Haryana on the subject noted above. With the above Endst. Director, T&A circulated a reference of Reserve Bank of India wherein it was impressed upon the State Govt. that the relief and adhoc-relief sanctioned to the Haryana Govt. pensioners who retired after 1<sup>st</sup> January, 1986 as also who retired prior to 31<sup>st</sup> March, 1985 may be got calculated from the Accountant General/Treasury Officers as per the terms of agreement between the State Govt. and Reserve Bank of India regarding scheme for payment of pension to Haryana Govt. pensioners. Due to this reason the Public Sector Banks withheld the payment of Arrears of pension accrued on account of relief and adhoc relief sanctioned by the Govt. from time to time. This had caused great inconvenience to the pensioners. Therefore, vide the aforesaid endorsement all the Treasury Officers were directed to take immediate necessary action. It am further constrained to point out that the needful has not been done and still payments have not been made by some of the Banks at certain places. Therefore, in view of the difficulties faced by the pensioners I am to impress upon you to visit the Public Sector Banks, who are entrusted with this job within your territorial jurisdiction with a dealing hand in pension matters and make calculations of the arrears of pension accrued to the pensioners on account of sanctioning of Relief and adhoc relief to the pensioners in case not done so far and assert upon Public Sector Bank to disburse the arrears of pension at the earliest under intimation to you. These directions may be complied with meticulously and a compliance report be sent to Director Treasury and Accounts within 15 days from the date of the issue of this communication.

Yours faithfully,

Sd/ -

Deputy Secretary Finance (R),  
for Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

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**No. 5/50/05-3Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar Punjab & Haryana High Court, Chandigarh.  
The Accountant General (A&E), Haryana.

**Dated, Chandigarh, the 30th December, 2005/2nd January, 2006****Subject : Pension payment to Joint Bank Accounts with Spouse.**

Sir,

I am directed to refer you on the subject cited above and to say that the matter regarding grant of facility of Joint Pension Account with the Spouse of the pensioner on Government of India pattern has been under consideration of State Government. It has now been decided to allow opening of pension account to be operated jointly by the pensioner with his/her spouse. This account will be with his or her spouse in whose favour an authorization for family pension exists in the Pension Payment Order (PPO). The Joint account of the pensioner will be operated subject to the following terms and conditions:

1. Once pension has been credited to a pensioner's Bank Account there would no further liability of the Government /Bank.
2. As pension is payable only during the life of a pensioner, his/her death shall be intimated to the bank at the earliest. This is to be done within one month of the demise so that the bank does not continue crediting monthly pension to the Joint account even after the death of the pensioner. If, however, any amount has been wrongly credited to the joint account it shall be recoverable from the account and or any other account held by the pensioner/spouse either individually or jointly. The legal heirs, successors, executors, etc. shall also be liable to refund any amount which has been wrongly credited to this account.

Existing pensioners desiring to get their pension credited to the Joint Account are required to submit an application to the branch bank from where they are drawing their pension in the prescribed form. The existing scheme shall stand modified to the extent indicated above.

Yours faithfully,

Sd/ -

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 4111-TA-HR(10T)2009 / Dated 12th March, 2009**

From

The Director,  
Treasuries and Accounts,  
Government of Haryana,  
2<sup>nd</sup> Floor, 30 Bays Building, Sector 17-C, Chandigarh.

To

Sh. Hamir Singh,  
Assistant General Manager, State Bank of India,  
Head Office, Sector 17, Chandigarh.

**Subject : Transfer of the Executive Responsibility of pension disbursement to the eligible pensioners of Government of Haryana to the State Bank of India.**

Sir

I am directed to refer to the subject noted above and to inform that the Government of the State Haryana has decided in principle to transfer the executive responsibility of the disbursement of pension, including maintaining the records, monitoring and subsequent reporting, to the State Bank of India (SBI). It would mean and involve a Central Pension Processing Office to be established by the S.B.I. catering to all the pensioners of the Government of Haryana maintaining the records, which are currently divided/distributed amongst several banks and the treasuries, centrally by the SBI while centralising the backend operations in the hands of SBI. The individual pensioners, however, would continue to have the liberty of withdrawing their respective pension through any of the currently approved banks. The existing pensioners drawing their respective pension through the treasury would, however, be afforded an opportunity to switch to the system of drawing it through any of the approved banks by opening an account there and the cash/treasury bill withdrawal of pension shall be discontinued. The switching over to the system centrally driven by the SBI may be progressive so that the continuity in timely disbursement of pension is not disturbed.

2. The Government foresees the following tentative timeframe for the envisaged switching over to the said backend SBI driven system of pension disbursements:

(i)	Setting up of the Central Pension Processing Office by the SBI	1 month
(ii)	Progressive physical shifting of records the SBI central facility	3 months
(iii)	Completion of the operationalisation	1 month

It need to be acknowledged that the switching over shall be progressive and the process would start after the said 1 moth assigned for setting up of the Central Pension Processing Office by the SBI to be completed fully within the 4 more months.

3. The Treasuries Officers/Asstt. Treasuries Officers and the other participative banks are being directed to facilitate the SBI in making the system operational by extending all desired helps/assistances.

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4. The SBI is required to immediately submit a complete road map alongwith the draft of agreement to be entered amongst the required parties to formalise the system.

Receipt of this letter may please be acknowledged.

Yours faithfully,

*Sd/ -*

Joint Director, Treasuries and Accounts  
for the Director, Treasuries and Accounts,  
Govt. Haryana.

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**No. 68/2/2001/FD/Pension/SAP**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana,  
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioners, and  
Sub Divisional Officers (Civil) Haryana.  
The Registrar, Punjab &, Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 17th April, 2008****Subject : Computerization of Pension Functions - System Automation initiative (SAI) Project.**

Sir,

I am directed to invite your attention towards Finance Department letter No. 68/2/2001/FD/Pension/SAP dated 19.12.2007 on the above noted subject vide which it was directed that Departmental Data Sheet Must be enclosed with each pension case to be sent to the Accountant General (A&E) Haryana as the same is prime requirement for New Software System for picking up the data for finalization of pension cases.

2. You were also advised to issue instructions to the Heads of offices for submission of pension cases directly to A.G. (A&E) Haryana and Head of offices will work as Pension Sanction Authorities for sanction of superannuation pension.

3. It is observed that most of the departments have not issued instructions in this regard and some department have delegated power of sending pension cases by Head of Offices only in respect of cases of Class-III & IV employees' it is clarified that all pension cases including Class-I & II are to be sent to AG (A&E) Haryana at the level of Head of Office, however, where pension case is of Head of Office himself, the same will be sent to AG (A&E) Haryana by the next higher authority. While delegating the powers to Heads of offices, Department can also impose certain conditions as may be necessary such as taking clearance of pending enquiry cases, if any, from the Head of Department etc.

4. In view of above you are again requested to issue instructions to all Head of offices under your control for compliance of FD's instructions issued on 19-12-2007 and a copy of instructions issued be sent to Finance Department. Further, a list of Pension Sanction Authorities of your Department indicating their designation and addresses may be supplied to Accountant General (A&E) Haryana with a copy to Finance Department. A report to the effect that FD's instruction have been complied with may be sent to Finance Department by 30-4-2008.

Yours faithfully,

Sd/ -

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have further been clarified vide  
No. 68/2/2001/FD/Pension/SAP, Dt. 17.04.2008.***

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department, Chandigarh.

To

All Heads of Departments in Haryana,  
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioners/SDO (Civil) in Haryana.  
Registrar, Punjab and Haryana High Court.

**Memo No. 68/2/2001/FD/Pension/SAP**

**Dated, Chandigarh, the 19th December, 2007**

**Subject : Computerization of Pension Functions - System Automation Initiative (SAI) Project.**

Reference this department letter No. 5/60/05-Pension, dated 16-1-2006 on the subject mentioned above.

2. The Accountant General (A&E) Haryana has brought out that Departmental Data Sheet which was circulated vide above quoted reference is not being enclosed with the pension cases by most of the Departments. After adopting New Software System for pension, Departmental Data Sheet is a prime requirement for picking up the data for finalization of pension cases. Therefore, it has been requested to ensure that the Departmental Data Sheet complete in all respects be attached while forwarding each and every pension case to the Accountant General (A&E) Haryana. You are accordingly requested to ensure compliance of instructions already issued vide above quoted reference and a copy of this reference is again enclosed herewith for ready reference.

3 It has further been requested by the Accountant General (A&E) Haryana that a list of Pension Sanctioning Authority indicating their designation and addresses may be supplied. In this connection, FD has already issued instructions that pension cases will be referred to the AG (A&E) Haryana by the Head of Offices. Therefore, sanction of Pension Sanctioning Authority will not be required in the cases of sanction of superannuation pension and Head of Offices will work as Pension Sanctioning Authorities. You may, therefore, issue instructions at your level to all Head of Offices under your control for strict compliance of FD's instructions issued vide No. 68/2/2001/FD/Pension/SAP, dated 10-10-2006 and further a list of Pension Sanctioning Authorities of your department be sent to Accountant General (A&E) Haryana. A copy of the instructions issued and list of Pension Sanctioning Authorities be also sent to Finance Department.

4. It has also been pointed out by the Accountant General (A&E) Haryana that instructions of FD dated 10-10-2006 whereby it has been prescribed that pension cases will be sent one year in advance to the A.G. Office are not being complied and in many cases, pension cases are sent even after date of superannuation and that too incomplete viz. without sending attested joint photographs indicating names on the photographs, LPC and unconditional No Due

Certificate etc. In such a situation finalization of pensionary benefits is delayed. It is a serious matter and the Government has to pay interest on the delayed retiral benefits. Therefore, strict compliance of F.D's instructions dated 10-10-2006 may please be ensured and if any delay is found in timely submission of pension cases, disciplinary action may be taken against the defaulters.

Receipt of these instructions may please be acknowledged.

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the following for/information and necessary action:-

All the Financial Commissioners & Principal Secretaries to Government Haryana.  
All the Administrative Secretaries to Government Haryana.

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries to  
Government, Haryana.  
All the Administrative Secretaries to Government, Haryana.

U.O. No. 68/2/2001/FD/Pension/SAP

Dated, Chandigarh, the 19<sup>th</sup> Dec., 2007

No. 68/2/2001/FD/Pension/SAP

Dated, Chandigarh, the 19<sup>th</sup> Dec., 2007

A copy is forwarded to Accountant General (A&E) Haryana for information with reference to his letter No. Pen-I/HCLT/SAI/07-08/2301 dated 29.10.2007.

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**Contd...**  
**Encl.**

**Office of the Accountant General (A&E),  
Haryana, Lekha Bhawan, Plot No. 4 & 5,  
Sector 33-B, Chandigarh-160020.**

**Ref. No. : Pen-1/HCLT/SAI/05-06/2141**

**Dated : 10.10.2005**

To

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department, Chandigarh.

**Subject : Computerization of Pension functions - System Automation Initiative (SAI)  
Project.**

Sir,

At present the work relating to authorization of pensionary benefits of Haryana Govt. employees is being done under the Fox-Pro system. This office is going to change the system module on Oracle. The work for the development of new software system for pension package is being developed by A.G. Maharashtra through M/s HCL Technologies Ltd. The work has been commenced w.e.f. 7.7.2005 with the system study. Certain information for new pension package has been desired by the office of A.G. Maharashtra for onward submission to M/s HCL Technologies Ltd. The Finance Department is requested that following proposal may please be adopted and information make available immediately:-

1. A specimen of Departmental Data Sheet designed for new system is enclosed for adoption and circulation among all the Pension Sanctioning Authorities in the State of Haryana. All the Pension Sanctioning Authorities may please be directed to instruct the all concerned that while forwarding pension cases to A.G. office, the departmental data sheet duly filled in and signed may be attached in the prescribed format with each Pension case invariably. Suitable instructions may be issued to the concerned authorities to start attaching the departmental data sheet with pension cases by the office concerned immediately.
2. A list of Pension Sanctioning Authorities indicating their designation and addresses may be supplied. Names of Distt. Treasuries and Sub Treasuries under each Distt. Treasury may also be intimated. A list of various corresponding pay scales sanctioned by Haryana Govt. alongwith details of designation to which the scales pertains applicable may also be made available.

An early and favourable action will be highly appreciated.

Yours faithfully,

Encls. : Data Sheet

Sd/ -  
Dy. Accountant General (P).

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**Annexure – A — Departmental Data Sheet**

10 digits DDO Code \_\_\_\_\_ Class of pension \_\_\_\_\_

Name \_\_\_\_\_ Sex \_\_\_\_\_

Designation \_\_\_\_\_ Group/Class \_\_\_\_\_

(a) Address Before Retirement

(b) Address After, Retirement

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department \_\_\_\_\_

Place/District of Retirement \_\_\_\_\_

DDO Retired from \_\_\_\_\_

T.O. for Pension \_\_\_\_\_ T.O. for DCRG \_\_\_\_\_

Bank Details :

(a) Bank Name \_\_\_\_\_

(b) Bank Branch \_\_\_\_\_

(c) Bank A/c. No. \_\_\_\_\_

G.P.F. Account No. allotted by A.G. Office \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Appointment \_\_\_\_\_

Date of commencement of Pensionable service \_\_\_\_\_ Date of Retirement/Death \_\_\_\_\_

Date of Medical Certificate invalidating Government Servant \_\_\_\_\_

Date of lodging FIR in absconding cases \_\_\_\_\_

Period of Foreign Service : \_\_\_\_\_

Whether contributions received for the above period : \_\_\_\_\_

Length of Military Service, if any \_\_\_\_\_

Amount of Military Pension/Gratuity, if any : \_\_\_\_\_

	Years	Months	Days
Gross Service			
Non-Qualifying Service			
Weightage			
Net Qualifying Service			

Average Emoluments		Last Pay drawn	
Non-Practicing Allowance		DA/DP	
Other Allowances		Total of pay & other allowances.	

Signature of the Competent Authority

\*\*\*\*\*

***These instructions have further been clarified vide  
No. 68/2/2001/FD/Pension/SAP, Dt. 19.12.2007.***

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.

**Dated, Chandigarh, the 16th January, 2006**

**Subject : Computerization of Pension Functions - System Automation Initiative (SAI) Project.**

Reference to the subject mentioned above.

Please find enclosed herewith a copy of letter No. Pen-I/HCLT/SAI/05-06/2141 dated 10.10.95 from Accountant General Haryana alongwith Annexure-A. It is directed that necessary information as desired by the Accountant General Haryana may be sent direct to him with a copy of the information to the Finance Department.

*Sd/ -*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the:

All the Financial Commissioners & Principal Secretaries to Govt., Haryana.  
All the Administrative Secretaries to Govt., Haryana  
for information and necessary action.

*Sd/ -*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries to  
Government, Haryana.  
All the Administrative Secretaries to Govt. Haryana.

**U.O. No. 5/60/05-3Pension**

**Dated, Chandigarh, the 16-1-06**

Endst. No. 5/60/05-3Pension

Dated, Chandigarh, the 16-1-06

A copy is forwarded to Accountant General Haryana for information w.r.t. his letter No. HCLT/SAI/05-06/2141 dated 10.10.05.

*Sd/ -*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**Contd...  
Encl.**

**Office of the Accountant General (A&E),  
Haryana, Lekha Bhawan, Plot No. 4 & 5,  
Sector 33-B, Chandigarh-160020.**

**Ref. No. Pen-1/HCLT/SAI/05-06/2141**

**Dated 10th October, 2005**

To

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department, Chandigarh.

**Subject : Computerisation of Pension functions - System Automation Initiative (SAI) Project.**

Sir,

At present the work relating to authorisation of pensionary benefits of Haryana Govt. employees is being done under the Fox-Pro system. This office is going to change the system module on Oracle. The work for the development of new software system for pension package is being developed by A.G. Maharashtra through M/s HCL Technologies Ltd. The work has been commenced w.e.f. 7.7.2005 with the system study. Certain information for new pension package has been desired by the office of A.G. Maharashtra for onward submission to M/s HCL Technologies Ltd. The Finance Department is requested that following proposal may please be adopted and information make available immediately-

1. A specimen of Departmental Data Sheet designed for new system is enclosed for adoption and circulation among all the Pension Sanctioning Authorities in the State of Haryana, All the Pension Sanctioning Authorities may please be directed to instruct the all concerned that while forwarding pension cases to A.G. office, the departmental data sheet duly filed in and signed may be attached in the prescribed format with each Pension case invariably. Suitable instructions may be issued to the concerned authorities to start attaching the departmental data sheet with pension cases by the office concerned immediately.
2. A list of Pension Sanctioning Authorities indicating their designation and addresses may be supplied Names of Distt Treasuries and Sub Treasuries under each Distt. Treasury may also be intimated. A list of various corresponding pay scales sanctioned by Haryana Govt. alongwith details of designation to which the scales pertains applicable may also be made available.

An early and favourable action will be highly appreciated.

Yours faithfully,

*Sd/ -*  
Dy. Accountant General (P).

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**Annexure – A — Departmental Data Sheet**

10 digits DDO Code \_\_\_\_\_ Class of pension \_\_\_\_\_

Name \_\_\_\_\_ Sex \_\_\_\_\_

Designation \_\_\_\_\_ Group/Class \_\_\_\_\_

(a) Address Before Retirement

(b) Address After, Retirement

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department \_\_\_\_\_

Place/District of Retirement \_\_\_\_\_

DDO Retired from \_\_\_\_\_

T.O. for Pension \_\_\_\_\_ T.O. for DCRG \_\_\_\_\_

Bank Details :

(a) Bank Name \_\_\_\_\_

(b) Bank Branch \_\_\_\_\_

(c) Bank A/c. No. \_\_\_\_\_

G.P.F. Account No. allotted by A.G. Office \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Appointment \_\_\_\_\_

Date of commencement of Pensionable service \_\_\_\_\_ Date of Retirement/Death \_\_\_\_\_

Date of Medical Certificate invalidating Government Servant \_\_\_\_\_

Date of lodging FIR in absconding cases \_\_\_\_\_

Period of Foreign Service : \_\_\_\_\_

Whether contributions received for the above period : \_\_\_\_\_

Length of Military Service, if any \_\_\_\_\_

Amount of Military Pension/Gratuity, if any : \_\_\_\_\_



	Years	Months	Days
Gross Service			
Non-Qualifying Service			
Weightage			
Net Qualifying Service			

Average Emoluments		Last Pay drawn	
Non-Practicing Allowance		DA/DP	
Other Allowances		Total of pay & other allowances.	

Signature of the Competent Authority

\*\*\*\*\*

**No. 4/30/2005-2Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments in Haryana,  
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All the Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 19th May, 2010****Subject : Grant of Dearness Relief on family pension to the employed on compassionate ground in lieu of the death of employee.**

Sir,

I am directed to refer to this department letter No. 4/30/05-2Pension, dated 2-1-2006 on the subject noted above and to say that matter regarding grant of Dearness Relief on family pension to the employees appointed on compassionate ground in lieu of death of employee has been under consideration of the Government and its was decided that like other pensioners/family pensioner, Dearness Relief equivalent to 50% will be treated as Dearness Pension w.e.f. 12-12-2005 i.e. from the date of sanction of Dearness Relief to such family pensioners.

3. However, some Pension Disbursing Authorities had paid excess Dearness Relief w.e.f. 1-4-2004 and subsequently ordered to recover the same. Such affected family pensioners having aggrieved went to Court for not affecting the said recovery on this account.

4. In view of the orders of Hon'ble Punjab & Haryana High Court in CWP No. 8168 of 2009, it has been decided that no recovery of the excess Dearness Relief paid to such family pensioners during period from 1-4-2004 to 11-12-2005 will be affected and recovery, if any effected, shall be refunded.

5. The above instructions may please be brought to the notice of all concerned under your kind control for strict compliance. Further if the pension had been disbursed through bank, then intimation regarding this action alongwith complete details should be sent to concerned treasury officer for taking up matter with the bank as the bank is liable to compensate the Government for the loss caused due to excess payment made by it.

Sd/ -  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have been Clarified vide  
No. 4/30/2005-2Pension, Dt. 19.05.2010.***

**No. 4/30/05-2Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments in Haryana,  
Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions,  
All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 2nd January, 2006**

**Subject :** Grant of Dearness Relief on Family Pension to the employees employed on compassionate ground in lieu of death of the employee.

Sir,

I am directed to refer to this department letter No. 1/3(42)99-IIFR-II dated 31.1.2001 on the subject cited above and to say that the matter regarding grant of Dearness Relief on Family Pension to the employees appointed on compassionate ground in lieu of death of the employee has been under consideration on the request of such employees. Now the Government has decided to allow the benefit of Dearness Relief on the Family Pension to the employees employed on compassionate grounds in lieu of death of an employee with immediate effect (from the date of approval of the proposal i.e. 12.12.2005).

2. It has also been decided that like other pensioners/family pensioners, Dearness Relief equivalent to 50% will be treated as Dearness Pension w.e.f. 12.12.2005 i.e. from the date of sanction of Dearness Relief to such family pensioners.

3. These instructions may be brought to the notice of all concerned for necessary action.

Yours faithfully,

Sd/ -

Under Secretary, Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**GOVERNMENT OF HARYANA**  
**FINANCE DEPARTMENT**

**No. 3/6/04-2Pension**

To

All Heads of Departments in Haryana,  
All Divisional Commissioners,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 25th July, 2005**

**Subject : Implementation of judgements passed by different Courts.**

Sir/Madam,

I am directed to refer you on the subject cited above and to say that it has been observed that a number of departments implement the Court judgement at their own level without obtaining prior approval of Finance Department and thereafter the case is sent for ex post facto approval of the Finance Department. This tendency on the part of departments is not healthy because in a number of cases further appeal is required to be made especially when the judgement is contrary to existing provisions of Civil Service Rule/policy laid down by the State Govt.

It is, therefore, impressed upon you that all such cases where approval of Finance Department is required should be referred for prior approval of Finance Department, It is also made clear that State Government can take a decision to file the appeal, L.P.A./S.L.P. even in such cases where the Advocate General/L.R. Haryana has given the opinion that it is not a fit case to file appeal against the orders of lower court. Therefore, each case has to be decided on merit and the prior approval of Finance Department should invariably be obtained in all cases where financial implications are involved and the approval of Finance Department is mandatory as per provision of rules.

These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

*Sd/ -*  
Accounts Officer (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**Office Memorandum**

**No. 4/31/03/3-Pension**

**Dated, Chandigarh, the 29th April, 2005**

**Subject : Regarding Notifications / Rule Amendments / Instructions Concerning to Haryana Government employees.**

I am directed to invite your attention on the subject noted above and to say that question of providing the information with regard to important Govt. Notifications/Orders on the website has been engaging attention of State Government for some time past. Accordingly the Notifications/Orders have been made available on the Haryana website i.e. [www.haryana.nic.in](http://www.haryana.nic.in) at the site "Haryana Government Notifications & Orders" If the Notifications/Orders relating to pension are required, the same can be viewed by writing "Pension" against the search column on the above site.

Yours faithfully,

*Sd/ -*

Deputy Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments, All Divisional Commissioners,  
All Deputy Commissioners and S.D.Os. (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

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**No. 1/3(42)-99-2FR-II**

From

Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
All Divisional Commissioners,  
All Deputy Commissioners &  
Sub Divisional Officers(Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.**Dated, Chandigarh, the 10th October, 2002****Subject : Regarding grant of dearness Relief on family pension and extra ordinary family pension.**

Sir,

I am directed to invite a reference to Finance Department letter No. 1/3(42)99-2FR-II, dated 31.01.2001 on the subject noted above and to state that para 3(a) of said instructions is substituted as.—

"Where a State Government pensioner is also in receipt of family pension in addition to his service pension, from a source other than the Consolidated Fund of Haryana Government, e.g. family pension from any other State Government or Government of India or any Autonomous Body, the liability of dearness relief and/or any other relief on family pension will be borne by the concerned Government/Organization and not by the Haryana Government. If a pensioner is in receipt of both family pension and service pension from Haryana Government in such case the liability of dearness relief will be borne by Haryana Government. As regards calculation of dearness relief on both the pensions the same will be calculated separately as per rate(s) in force from time to time".

2. You are requested to bring these clarifications to the notice of the employees working under you.

*Sd/ -*  
(S.P.Gupta)  
Under Secretary, Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 1/3(42)99-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments in Haryana,  
All the Commissioners of Divisions,  
All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 13th September, 2001****Subject : Clarification regarding grant of Dearness Relief on Family Pension and extra ordinary family pension.**

Sir,

I am directed to invite a reference to this department circular letter No. 1/3(42)99-2FR-II, dated 31.1.2001 on the subject noted above and to clarify that the decision contained in the letter referred to above will be applicable from the date of its issue i.e. 31.1.2001.

Yours faithfully,

*Sd/ -*

(RAM SARAN)

Deputy Secretary Finance (B)

*for* Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Clarified vide dt.  
13.09.2011 and Modified vide  
No. 1/3(42)-99-2FR-II, Dated 10.10.2002,  
No. 4/30/05-2Pension, 02.01.2006***

**No. 1/3(42)99-2FR-II**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments in Haryana,  
All the Commissioners of Divisions,  
All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 31st January, 2001**

**Subject : Regarding grant of Dearness Relief on family pension and extra-ordinary family pension.**

Sir,

The issue of grant of Dearness Relief on family pension/extra-ordinary pension to the employed/re-employed family pensioners in State Government is presently governed as per the executive instructions issued by the Finance Department vide its No. 1/3(5)-78-2FR-II dated 20.3.1980. The said instructions provide as under:

- (a) Payment of adhoc relief (dearness relief) on pension shall remain suspended when a person in receipt of family pension/extra-ordinary pension is employed/re- employed in State/Central Government.
- (b) If the recipient of family pension is also in receipt of service pension in respect of past Government service, the adhoc relief shall be determined on the total amount of the two pensions.

2. These instructions have been the subject matter for adjudication before various courts including the Apex Court. The Hon'ble Supreme Court has observed in Civil Appeal No. 5835/98 (HSEB & others v/s. Azad Kaur) that the family pensioners who have been in service/employment on their own merits constitute a separate category by themselves as compared with such family pensioners who have secured jobs/employment on compassionate/ex-gratia grounds. Following this principle of differentiation, the import of the pronouncement by the Hon'ble Supreme Court is that wherever the family pensioner is in employment on his or her own merits, he/she would be entitled to dearness allowance/relief on the family pension as well.

3. Keeping in view the above pronouncement of the Hon'ble Supreme Court, the



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instructions on the subject in all such cases where the cause of action has arisen as on the date of issue of these instructions are revised as under :

- (a) If a recipient of family pension is also in receipt of service pension in respect of past Government service, the Dearness Relief shall be determined on the total amount of the two pensions as provided in the instructions issued by the Finance Department vide its circular No. 1/3(5)-78-2FR-II dt. 20.3.80.
- (b) If recipient of family pension/extra-ordinary pension is employed/re-employed in the State Government/ Central Government on his own merits, dearness Relief would also be admissible on the family pension/extra-ordinary pension.
- (c) When a person is in receipt of family pension/extra- ordinary pension is employed/re-employed in the State Government/Central Government on compassionate grounds in lieu of the death of the employee in whose respect the family pension is sanctioned, the dearness relief on the family pension will not be admissible. This issues in accordance with the pronouncement of judgment by the Hon'ble Supreme Court of India in Civil Appeal No. 679 of 97 (Union of India & others Vs. Rekha Majhi) decided on 6.4.2000.

Yours faithfully,

Sd/ -

(Kamal Kanta)

Superintendent FR-II,

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 1/2(34)-85-2FR-II**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (C) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 7th November, 1985****Subject : Instructions regarding placing of nomination form on the service book or forwarding its copy with pension papers.**

Sir,

I am directed to invite your attention to sub-rule (2) of rule 6.16-B of Punjab Civil Services Rules, Vol. II, which inter alia, provides that an officer shall at any time after confirmation, make a nomination, conferring on one or more persons, the right to receive any gratuity, which may become admissible to him under the rules. Similarly para 12 (i) and (ii) of Family Pension Scheme, 1964 also provides that all gazetted/non-gazetted officers entitled to this scheme are required to furnish details of their family members and this statement shall be countersigned by Head of office and pasted in the Service Book of the Govt. employee. In this connection the Accountant General, Haryana has pointed out that while dealing with the pension cases of the State Govt. employees it has been observed that in almost all pension cases, nomination form for payment of pension/D.C.R.G., required to be made by each employee, is neither placed on record in the service book of the employee concerned nor a copy thereof is sent with pension papers as required under the rules quoted above. Therefore, non-supply of relevant documents results in avoidable correspondence with departmental officers and delay in the finalization of pension cases.

2. I am, therefore, to request you kindly to ensure strict compliance of the provisions of the above mentioned rules so that there is no delay in the finalization of pension cases in future.

3. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/ -  
(MEENAXI ANAND CHAUDHARY)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been re-iterated vide  
same No. dated 07.11.1985.***

**No. 1/2(34)-85-2FR-II**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (C) in Haryana.  
The Registrar, Punjab Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 7th April, 1985**

**Subject : Instructions regarding placing of nomination form on the service book or forwarding its copy with pension papers.**

Sir,

I am directed to invite your attention sub-rule (2) of rule 6.16-B of Punjab Civil Services Rules, Vol. II, which, inter alia, provides that an officer shall, at any time after confirmation, make a nomination conferring on one or more persons, the right to receive any gratuity, which may become admissible to him under the rules. Similarly para 12(i) and (ii) of Family Pension Scheme, 1964 also provides that all gazetted/non gazetted officers entitled to this scheme are required to furnish details of their family members and this statement shall be countersigned by Head of office and pasted in the Service Book of the Govt. employee. In this connection the Accountant General, Haryana has pointed out that while dealing with the pension cases of the State Govt. employees it has been observed that in almost all pension cases, nomination form for payment of pension/D.C.R.G., required to be made by each employee is neither placed on record in the service book of the employee concerned nor a copy thereof is sent with pension papers as required under the rules quoted above. Therefore, non-supply of relevant documents results in avoidable correspondence with the departmental officers and delay in the finalization of pension cases.

2. I am, therefore, to request you kindly to ensure strict compliance of the provisions of the above mentioned rules so that there is no delay in the finalization of pension cases in future.

3. Kindly acknowledge receipt of this letter.

Yours faithfully,  
Sd/-  
(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have again been clarified vide  
No. 2/25/2009-1 Pension, Dt. 03.06.2009.***

**No. 1/4(22)-82-2FR-II**

From

The Commissioner and Secretary to Govt., Haryana,  
Finance Department.

To

The Accountant General, Haryana,  
Chandigarh.

**Dated, Chandigarh, the 10th September, 1982**

**Subject : Fixation of Pension of Sh. Balwant Singh, holder of P.P.O. No. 7008/HR.**

Sir,

I am directed to invite a reference to the correspondence resting with your letter No. Pen.1(R)/Genl-15/82-83/2501, dated 2nd July, 1982, on the above subject and to say that the point raised by you as to whether the military pension is to be taken into consideration for fixing the minimum civil pension of Rs. 150/- as per Finance Department circular letter No. 11/1PR(FD)-81, dated 19-3-81, has been considered. After careful consideration it has been decided that the military pension is not to be taken into account while fixing the minimum civil pension of Rs. 150/- p.m. of a military pensioner.

Yours faithfully,

Sd/ -

(R.P. Kapur)

Under Secretary Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**No. 2848-FD(Pen)-70/1710**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of the Departments.  
Commissioner Ambala Division.  
All Deputy Commissioners and  
Sub Divisional Officers in the State.  
The Registrar, Punjab and Haryana High Court,  
District & Sessions Judges in Haryana.

**Dated, Chandigarh, the 27th January, 1971****Subject : Simplification of Pension Rules and procedure.**

Sir,

I am directed to invite a reference to Haryana Government, Finance Department letter No. 219-FD(Pen)-70/3135, dated the 7<sup>th</sup> February, 1970 and to say that a question has been raised whether or not pensionary benefits allowed to temporary employees who retire from Government service without confirmation in any post on or after 5.2.1969, are also applicable to such temporary Government servants who die while in service or are retired on being declared medically invalid. The matter has been considered and it has been decided that subject to conditions mentioned in the aforesaid letter, the pensionary benefits are equally accruable to temporary Government servants who die while in service or retire on being declared medically unfit on or after 5.2.1969. Necessary amendment to rules is being issued separately.

Yours faithfully,

Sd/ -

Director of Lotteries-cum-Deputy  
Secretary to Government, Haryana,  
for Secretary to Government, Haryana,  
Finance Department.

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***These instructions have been Modified vide  
No. 2848-FD(Pen)70/1710, Dt. 27.01.1971.***

**No. 219-FD(Pen)-70/3185**

From

The Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioner, Ambala Division,  
All Deputy Commissioners and  
Sub Divisional Officers in the State.  
The Registrar, Punjab & Haryana High Court,  
District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 9th February, 1970**

**Subject : Simplification of pension rules and procedure.**

Sir,

I am directed to invite a reference to Haryana Government letter No. 548-FD(Pen)-69/12275, dated the 14<sup>th</sup> May, 1969, and to say that question regarding grant of pensionary benefits to temporary employees retiring without confirmation has been engaging the attention of Govt. for some time past. The Governor of Haryana is pleased to order that temporary employees, who may retire from Government service without confirmation in any post on or after 5.2.69, will be entitled to retiring/superannuation pension and death-cum-retirement gratuity on the same basis as admissible to permanent employees. This concession will, however, not apply to;

- (i) Persons paid from contingencies;
- (ii) Work-charged staff;
- (iii) Casual labour;
- (iv) Contract Officers; and
- (v) Persons borne on Contributory Provident Establishment.

Yours faithfully,

Sd/ -

(J.R. Dhingra)

Deputy Secretary, Finance (R),  
for Commissioner for Planning & Finance and Secy. to Govt.,  
Haryana, Planning and Finance Department.

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***These instructions have also been inserted in Rules.***

**Rounding of pensions to the next higher rupee.**— It has been decided in modification of the existing rule on the subject that the figures of the amount of pension as finally calculated, and also the amounts of anticipatory pension should be rounded off to the next higher rupee.

**(No. 1628-5FRI-66/9294, dated the 16th May, 1966).**

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**Preservation of Nominations and Family Pension Cases dealt with under the New Pension Rules.**— It has been brought to the notice of the Government that in the absence of clear instructions in regard to preservation of records relating to the cases governed by the New Pension Rules, the authorities responsible for keeping Nomination Forms, etc, are experiencing difficulty in regard to the period up to which such documents are to be preserved by them. The Government after careful consideration has decided that :-

- (1) Pension cases should be preserved for a period of 7 years after retirement/death while in service of the Government employee as the case may be, in all cases.
- (2) The Annual Establishment Return (Book of Establishment) should be preserved for 40 years.
- (3) The nominations whether these relates to Gazetted or Non-gazetted Government employees, should be preserved as follows:-
  - (a) If the gratuity and/or family pension are paid to minors - 30 years.
  - (b) To other minors :-
    - (i) not in accordance with the order in which nominations have been made - 30 years.
    - (ii) in accordance with the order in which nomination has been made - 6 years, after the payment of death-cum retirement gratuity or the last instalment of the family pension has been paid.

**(No. 874-FRI-56/321, dated 14th January, 1957)**

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**NOTIFICATION**

**The 28th October, 2005**

**No. 1/1/2004-1Pension.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Services Rules, Volume I, Part-I as applicable to the State of Haryana, namely:-

1. (1) These rules may be called the Punjab Civil Services Rules Volume-I Part-I (Haryana -- Amendment) Rules, 2006.

(2) They shall come into force on the 1.1.2006.

2. In the Punjab Civil Services Rules, Volume I, Part I, in rule 1.2 :-

(i) In clause (5), for sign “.” existing at the end the sign “:” shall be substituted; and

(ii) The following proviso shall be added at the end, namely:-

“Provided that the rules in Volume II of these rules called the ‘Punjab Civil Services Rules, Volume II’ shall not apply to the Government employees who are appointed to the posts mentioned in categories (1) to (5) above on or after 1<sup>st</sup> day of January, 2006, they shall be covered by the ‘New Defined Contribution Pension Scheme’ to be notified by the Government”.

BHASKAR CHATTERJEE  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 1/1/04-1Pension(FD)**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
The Commissioners of Divisions,  
All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana.  
The Accountant General Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 22nd December, 2005****Subject : Defined Contributory Pension Scheme of the State Government.**

Sir,

I am directed to invite your attention on the subject cited above and to say that the question of implementing the Defined Contributory Pension Scheme and amendment in Rule 1.2 of CSR Volume I was engaging the attention of the State Government. Now after due consideration and keeping in view the pattern of Government of India, the Government has decided to carry out the necessary amendment vide notification No. 1/1/2004-1Pension(FD), dated 28.10.05, a copy of which is enclosed herewith in Hindi & English.

Similarly please find enclosed herewith the copy of Government of India according to which modalities of implementing the New Pension Scheme has been discussed is sent herewith for information and necessary action. Similar modalities will be adopted by the State Government mutates mutandis in due course.

The scheme will be applicable to the employees appointed on or after 1.1.2006.

Sd/ -

Under Secretary Finance (Pension)  
for Financial Commissioner & Secretary to Govt.,  
Govt. Haryana, Finance Department.

\*\*\*\*\*

**No. 1/1/2004-1Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Head of Departments of Haryana,  
All the Commissioners of the Divisions,  
All the Deputy Commissioners,  
The Registrar Punjab and Haryana High Court.

**Dated, Chandigarh, the 18th February, 2008****Subject : Regarding supply of information in respect of the Government employees appointed on or after 1.1.2006.**

Sir,

I am directed to refer to the subject noted above and to state that the matter of implementation of New Pension Scheme is actively under consideration with the Government. Some information regarding the officers/officials of State Govt. who have been recruited on or after 1.1.2006 is required in the Annexure-I enclosed.

Further information is also required for amount of arrears of matching contribution as per Annexure-II enclosed. The summary of total amount of matching contribution up to Feb. 2008 in respect of such employees may also be supplied.

The above information in Annexure-I & II (in duplicate) may be supplied to the Finance Department within a fortnight positively through your Administrative Department.

Yours faithfully,

*Sd/ -*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners and Principal Secretaries to Govt. Haryana and all Administrative Secretaries to Govt. Haryana for information and necessary action.

They are requested to direct their subordinate Departments to supply the information within the stipulated period.

*Sd/ -*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries and  
all Administrative Secretaries to Govt., Haryana.

U.O. No. 1/1/2004-1Pension

Dated, Chandigarh, the 18-2-2008

**Contd..****Encl.**

**ANNEXURE-I**

1	2	3	4	5
Sr. No.	Name of officer/ official	Designation	Date of Joining	Pay Scale in which recruited

Signature alongwith Stamp

**ANNEXURE-II**

FORMAT OF SCHEDULE OF GOVERNMENT MATCHING CONTRIBUTIONS TOWARDS NEW PENSION SCHEME

1	2	3	4	5	6	7	8	9
Sr. No.	Name of Govt. Servant	Designation	Year and Month	Basic Pay + DP	DA	Total (Col. 5&6)	Govt.'s contribution @ 10% of Col. 7	Remarks

Signature of DDO alongwith Stamp

\*\*\*\*\*

**No. 1/1/2004-1Pension**

From

Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner of Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 22nd August, 2008****Subject : Defined Contributory Pension Scheme of the State Government.**

Sir,

I am directed to invite your attention towards Finance Department letter No. 1/1/2004-1Pension, dated 22-12-2005 on the subject noted above and to say that Government has now notified the Defined Contributory Pension Scheme for the employees appointed on or after 1-1-2006 vide Notification dated 18.8.2008. A copy of this Notification in Hindi & English is enclosed herewith. The Scheme will be applicable to the employees appointed on or after 1-1-2006.

2. You are requested to issue instructions to all your subordinate offices to get the FORM-I filled from all the employees covered under the New Pension Scheme. Thereafter Permanent Pension Account Numbers may be obtained from Accountant General (A&E) Haryana within one month (in the month of September, 2008) as provided under Para-20 of Notification. The recoveries towards New Pension Scheme may be started from the salary for the month of October, 2008. The arrears of subscription towards New Pension Scheme may be deducted/recovered as per procedure provided vide para-23 of the Notification.

3. You are requested to furnish necessary compliance report to the effect that recovery towards New Pension Scheme has been started in respect of all employees appointed on or after 1-1-2006 giving details of employees (Category-wise) and Permanent Pension Account Number allotted to each employee. This report may be sent to the Finance Department by 30-11-2008 positively.

Yours faithfully,

Sd/ -

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***This Scheme was held in abeyance vide No. 1/1/2004-1Pension, Dated 10.10.2008 and later on revised vide No. 1/1/2004-1Pension, Dated 04.12.2008.***

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**NOTIFICATION**

**The 18th August, 2008**

**No. 1/1/2004-1Pension.**— In exercise of the powers conferred by the, proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following New Pension Scheme regulating the pension of all Government servants joining service on or after January, 2006, namely:-

**New Pension Scheme**

1. The New Pension Scheme shall be called the Haryana New Pension, Scheme, 2008.
2. The New Pension Scheme shall work on defined contribution basis and shall have two Tiers- viz. Tier-I and II. Contribution to Tier-I is mandatory for all Government servants joining Government service on or after 1st January, 2006.
3. In Tier-I, Government servant shall have to make a contribution of 10% of his basic pay + dearness pay and dearness allowance which shall be deducted from his salary bill every month by the Drawing and Disbursing Officer. A matching contribution shall be made by the State Government for each Government servant who contributes to the scheme.
4. Tier-II of the New Pension Scheme shall not be operational at present and no recoveries shall be made from the salaries of the Government servants on this account.
5. No deduction shall be made towards General Provident Fund contribution from the Government servants joining the service on or after 1<sup>st</sup> January, 2006, as the General Provident Fund Scheme is not applicable to them.
6. The account of New Pension Scheme shall not be mixed up with General Provident Fund account and their records/ledger account shall be independent of General Provident Funds accounts
7. No withdrawal of any amount shall be allowed from the deposits under Tier-I.
8. Accountant General (Accounts and Entitlement) shall maintain the accounts for the Contributory Pension Scheme. Permanent Pension Account Number (PPAN) of the Government servants who join the Contributory Pension Scheme shall be allotted by Accountant General (Accounts and Entitlement) on receipt of applications from the Heads of the Departments/Heads of Offices in Form I.
9. Nomination shall be filled at the time of admission to the New Pension Scheme and shall be revised, immediately as and when required (e.g. getting marriage by subscriber) and thereafter once in every five years. Necessary entry to the effect of filling the nomination alongwith name of nominee(s) shall be noted in the Service Book of the Government servants concerned.

10. Recovery from pay bills of the Government servant shall be made only after obtaining Permanent Pension Account Number from the Accountant General (Accounts and Entitlement) Haryana.
11. Schedule of recovery (in pink colour compulsorily) shall be attached to the pay bill showing the contribution to New Pension Scheme which has been prescribed separately as per Form-II. Every Drawing and Disbursing Officer shall attach this Schedule with the pay bill.
12. Schedule of matching contribution shall also be prepared by Drawing and Disbursing Officer as per Form-III (in pink colour compulsorily) and attached with the pay bill.
13. The Government matching contribution in respect of Government servants shall be debited to the following head of account by the Accountant General (Accounts and Entitlement), Haryana by book adjustment :-

Major Head	:	2071-Pension and Other Retirement Benefits.
Sub Major Head	:	01- Civil.
Minor Head	:	117-Government Contribution for Defined Contribution Pension Scheme.
Sub Head	:	99-Defined Contributory Pension Scheme of Haryana.
Detail Head	:	99-Government Contribution to Defined Contribution Pension Scheme.
Object Head	:	10-Contributions.

14. The amount recovered from the pay bill and matching contribution shall be credited to the following Deposit Head of Account by the Accountant General (Accounts and Entitlement), Haryana in respect of Government servants:-

K. Deposits and Advance.—

- (a) Deposits bearing Interest :-

Major Head	:	8342-Other Deposits.
Sub Major Head	:	51- NA
Minor Head	:	117-Defined Contribution Pension Scheme for Government servants.
Sub Head	:	99-Defined Contributory Pension Scheme of Haryana.
Detail Head	:	99- Government servants Contribution Under Tier-I
Detail Head	:	98- Government's Contribution Under Tier-I.
Object Head	:	10-Contributions (Under Detail Head 99 and 98 as above).

15. The Accountant General (Accounts and Entitlement) Haryana shall supply a monthly statement (department wise) of the deposits under Head 8342- Other Deposits to the Financial Commissioner & Principal Secretary to Government Haryana, Finance Department (Pension).
16. The recovery Schedules attached to the pay bills by the Drawing and Disbursing Officers shall be sent to the Accountant General (Accounts and Entitlement) Haryana, Chandigarh through Treasury Officers every month.



17. The reasons for non-recovery from a Government servant in any month shall, be furnished by the Drawing and Disbursing Officer concerned in the recovery Schedule without fail.
18. The Government contribution and the Government servant contribution shall be adjusted by the Accountant General every month by book adjustment and credited to Head of account 8342-51-117-99-99-10 and 8342-51-117-99-98-10.
19. Accountant General (Accounts and Entitlement) Haryana shall issue annual statement of the deposit for each individual account holder after allowing interest thereon at the rate decided by the State Government. The interest amount shall be debited to the following Head :-

Major Head	:	2049-Interest Payments.
Sub Major Head	:	03-Interest on Small Savings.
Minor Head	:	117-Interest on Defined Contribution Pension Scheme.
Sub Head	:	99-Interest on Defined contributory Pension Scheme.
Detail Head	:	99-Interest on Contributions Under Tier-I.
Object Head	:	25-Interest.

20. Heads of the Department/Heads of Offices shall get the Permanent Pension Account Number from the Accountant General (Accounts and Entitlement) Haryana for all the new Government servants who have already joined the Government service on or after 1st January, 2006 within a month from the date of issue of this notification. New Government servants who join service shall be admitted to this scheme compulsorily by the Heads of the Department/Heads of Offices by promptly applying for allotment of the Permanent Pension Account Number to the Accountant General (Accounts and Entitlement) within a month from the date of joining of the service.
21. The Permanent Pension Account Number allotted by the Accountant General (Accounts and Entitlement) for joining the New Pension Scheme shall be entered on the first page of Service Book with necessary attestation.
22. Recovery of contribution under Tier-I may be started from the pay bill of the Government servant immediately after obtaining Permanent Pension Account Number from Accountant General (Accounts and Entitlement) Haryana.
23. Arrears of subscription to the Contributory Pension Scheme from 1<sup>st</sup> January, 2006 to the month of allotment of Permanent Pension Account Number shall be deducted from the new Government servants who have already joined on or after 15<sup>th</sup> January, 2006, alongwith current month subscription i.e. one subscription for current month and one additional for subscription in arrears.
24. Correct name of Government servant and his Permanent Pension Account Number shall be mentioned in the recovery Schedule, by Drawing and Disbursing Officer.
25. Head of Department/Head of Office shall get reconciliation of recovery with Accountant General (Accounts and Entitlement) Haryana on half yearly basis.

**FORM-I**  
**(See para-8)**

(Details to be furnished by the Government servant for admission to the Haryana Government Contributory Pension Scheme) (To be furnished in duplicate)

PPAN	
------	--

[To be allotted by AG (Accounts and Entitlement) Haryana]

- I. Name of the Government Servant \_\_\_\_\_  
(In Block Letters)
- II Sex Male  Female
- III. Marital Status Married  Unmarried
- IV. Designation \_\_\_\_\_
- V. Name of Department \_\_\_\_\_
- VI. Date of first entry into service \_\_\_\_\_
- VII. Scale of Pay \_\_\_\_\_
- VIII. Basic pay \_\_\_\_\_
- IX. Date of Birth \_\_\_\_\_
- X. Date of superannuation \_\_\_\_\_
- XI. Nominee(s) for accumulations under the pension account:-

Sr. No.	Name of nominee	Age Date of Birth	Percentage of share payable	Relationship with the Government servant
1.				
2.				
3.				
4.				

- XII. Remarks, if any.

Station:  
Date:

Signature of the Applicant.

---

Name and Address of two witnesses.

Countersignatures of D.D.O

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Certificate to be furnished by the Head of the Office:**

Certified that Shri/Smt. \_\_\_\_\_ is a regular Government servant appointed to pensionable service and is eligible to join the Haryana Government Contributory Pension Scheme.

Station:

Date:

Signature of the Head of the Office  
with full address/Office seal.

**FORM-II**  
**(See para -II)**

CONTRIBUTORY PENSION SCHEME (GOVERNMENT SERVICE)  
PAY BILL SCHEDULE OF RECOVERY FOR THE MONTH OF \_\_\_\_\_ 200

District Treasury/Sub Treasury :	D.D.O. :
Treasury/Sub Treasury Code:	D.D.O. Code :
	Sub Account No. :

Head of Account:

- K. Deposits and Advances-  
(a) Deposits bearing Interest :-

Major Head	:	8342-Other Deposits.
Sub Major Head	:	51- NA.
Minor Head	:	117-Defined Contribution Pension Scheme for Government servants.
Sub Head	:	99-Defined Contributory Pension Scheme of Haryana.
Detail Head	:	99- Government servants Contribution Under Tier-I.
Detail Head	:	98- Government's Contribution Under Tier-I.
Object Head	:	10-Contributions (Under Detail Head 99 and 98 as above).

Sr. No.	Permanent Pension Account Number	Name and Designation	Plan Type*	Basic Pay+ Dearness Pay	Dearness Allowance	Total	Government Servants Contribution		
							Current	Arrears	
				Rs.	Rs.	Rs.	Rs.	Installment No.	Amount (Rs.)
1	2	3	4	5	6	7	8		

\* Need not be filled up at present  
(Rupees only)

Certified that the basic pay entered in column 5 of the statement has been verified with entries in the Service Book and Pay Bill

SIGNATURE OF THE DRAWING AND DISBURSING OFFICER  
WITH DESIGNATION.

**INSTRUCTIONS**

- (1) During non-drawal of pay and allowances for any individual "NIL" particulars shall be shown in Column 5 to Column 8 but Column 1 to Column 8 shall be filled up without fail.

- (2) In case of Transfer to or 'Transfer from' other Office, the facts may be mentioned for two consecutive months against the Government servant name.
- (3) PPAN and Name details shall be entered in the first page of the Service Book with necessary attestation.

#### HOW TO FILL UP CONTRIBUTION PENSION SCHEME SCHEDULE:-

1. Column (2) : PPAN shall be given correctly.
2. Column (3) : Initial and Naive shall be furnished as in the Service Book.
3. Column (5) and (6) : 'Basic Pay + D.P. and D.A. shall be furnished as per the Basic Pay + D.P. and D.A. drawn in the particular month.
4. Column (8) :
  - (i) Government servants contribution has to be deducted from the supplementary bill also, (e.g.) arrears of pay, incremental arrears and D.A. Arrears consequent on D.A. revision.
  - (ii) Arrears of subscription when recovered in installments, the installment number shall be noted, (e.g.) 01/14,02/14 etc.

**FORM-III**  
**(See para -12)**

Format of Schedule of Government's Contributions  
Towards Tier-I of the new pension scheme  
(To be attached with the bill for drawal of Government's Contribution)  
PAY BILL SCHEDULE OF RECOVERY FOR THE MONTH OF \_\_\_\_\_ 200

District Treasury/Sub Treasury :	D.D.O. :
Treasury/Sub Treasury Code:	D.D.O. Code :
	Sub Account No. :

Head of Account:

- K. Deposits and Advances-  
(a) Deposits bearing Interest :-

Major Head	:	8342-Other Deposits.
Sub Major Head	:	51- NA.
Minor Head	:	117-Defined Contribution Pension Scheme for Government servants.
Sub Head	:	99-Defined Contributory Pension Scheme of Haryana.
Detail Head	:	98- Government's Contribution Under Tier-I.
Object Head	:	10-Contributions (Under Detail Head 99 and 98 as above).

Sr. No.	Permanent Pension Account Number	Name and Designation	Plan Type*	Basic Pay+ Dearness Pay	Dearness Allowance	Total	Government Contribution		
							Current	Arrears	
				Rs.	Rs.	Rs.	Rs.	Installment No.	Amount (Rs.)
1	2	3	4	5	6	7	8		

\*Need not be filled up at present  
(Rupees only)

SIGNATURE OF THE DRAWING AND DISBURSING OFFICER  
WITH DESIGNATION.

S.P. Sharma  
Financial Commissioner & Principal Secretary.

\*\*\*\*\*

***These instructions have been Revised vide  
No. 1/1/2004-1Pension, dated 04.12.2008.***

**No. 1/1/2004-1Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments in Haryana,  
All the Commissioners of Divisions,  
All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 10th October, 2008**

**Subject : Defined Contributory Pension Scheme of the State Government.**

Sir,

I am directed to invite your attention towards Finance Department letter No. 1/1/2004-1Pension, dated 22-8-2008 on the subject noted above and to say that Government has decided to keep in abeyance the instructions dated 22-8-2008 till further orders in the matter.

2. In view of above, the deductions towards New Pension Scheme which were to be started from the salary for the month of October, 2008 will not be made till further instructions from the Finance Department.

3. The above instructions may be brought to the notice of all concerned for strict compliance. The receipt of these instructions may also please be acknowledged.

Yours faithfully,

*Sd/ -*

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**See also instructions/clarifications/modifications  
issued after 04.12.2008 relating to Defined  
Contributory Pension Scheme.**

**No. 1/1/2004-1Pension**

From

Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments in Haryana,  
All the Commissioners of Divisions,  
All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 4th December, 2008.**

**Subject : Defined Contributory Pension Scheme of the State Government.**

Sir,

I am directed to invite your attention towards Finance Department letter No. 1/1/2004-1Pension, dated 10.10.2008 vide which the instructions issued vide letter No. 1/1/2004-1Pension dated 22.8.2008 were held in abeyance. Now after consideration the following revised guidelines are issued for implementation of Defined Contributory Pension Scheme.

1. The New Pension Scheme shall be called the Haryana New Pension, scheme, 2008. It will cover all regular Government employees joining service on or after 1.1.2006
2. The Pension Scheme shall work on defined contribution basis and shall have two Tiers- viz. Tier-I and II. Contribution to Tier-I is mandatory for all Government servants joining Government service on or after 1<sup>st</sup> January, 2006.
3. In Tier-I, Government servant shall have to make a contribution of 10% of his basic pay + dearness pay and dearness allowance which shall be deducted from his salary bill every month by the Drawing and Disbursing Officer. A matching contribution shall be made by the State Government for each Government servant who contributes to the scheme.
4. Tier-II of the New Pension Scheme shall not be operational at present and no recoveries shall be made from the salaries of the Government servants on this account.
5. No deduction shall be made towards General Provident Fund contribution from the Government servants joining the service on or after 1<sup>st</sup> January, 2006, as the General Provident Fund Scheme is not applicable to them.
6. The deductions towards New Pension Scheme will start from the month following the month of joining service. No deductions will be made for the month in which employee joins service.
7. No withdrawal of any amount shall be allowed from the deposits under Tier-I.



8. The existing provisions of defined benefit pension and GPF would not be available to the Government servants joining service on or after 1.1.2006.
9. The National Security Depository Limited (NSDL) has been appointed as Central Record Keeping Agency in respect of New Pension Scheme. In addition there will be three Pension Fund Managers viz LIC, SBI and UTI. The Bank of India will work as the Trustee Bank in respect of funds under the New Pension Scheme.
10. The funds of New Pension Scheme will be invested by the Pension Fund Managers as per investment Scheme opted by the subscribers. However for the time being the funds will be invested in the default Scheme in the following proportion:-

**Investment pattern – Default Scheme.**

Sr. No.	Securities	%
1.	Central Government Securities (Min.)	25%
2.	State Government Securities (Min.)	15%
3.	PSU Bonds (Min.)	25%
4.	Any of the three above	30%
5.	Equity (Max.)	5%
1/3 <sup>rd</sup> of 4 above may be in private sector debt or equity linked schemes of Mutual Funds (Max.)		

In view of above position, subscribers will not fill up Section-D of application for allotment of permanent Retirement Account Number in Annexure-S-I.

11. Operationalization of the New Pension Scheme will be as under:
  - A. The Director Treasuries and Accounts will obtain DTA registration No. from NSDL in the Proforma at Annexure-NI up to 07.12.2008.
  - B. As soon as DTA registration Number is allotted Director T & A will apply to NSDL for allotment of DTO Registration No. in Proforma Annexure N-II for all the District Treasury Officers. The DTO registration numbers will be allotted by NSDL by 15.12.2008.
  - C. All Drawing and Disbursing Officer will apply for D.D.O. registration No. in Annexure N-III through concerned District Treasury Officers. The District Treasury Officer will attest the signatures of D.D.O. and will apply to NSDL for allotment of D.D.O. Registration Number. The DDOs must apply for DDO registration number upto 15.12.2008. Registration Forms will be sent by Treasury Officer immediately to NSDL who will allot DDO registration numbers by 31.12.2008.
  - D. Immediately on receipt of these instructions Drawing and Disbursing Officers will get applications for allotment of permanent retirement Account No. in Annexure S-I from all the subscribers who have been appointed in regular Government service on or after 1.1.2006. These application forms after necessary attestation by the D.D.O. will be sent to Treasury Officer who will forward them to NSDL for allotment of Permanent Retirement Account Number (PRAN). The PRAN to subscribers will be allotted by 10.1.2009. The instructions for filling up

Annexure-S-I by the subscribers have been given at the end of Annexure-S-I.

- E. The application forms/Annexures in the prescribed format may be freely downloaded from the CRA website (<http://www.npscra.nsdl.co.in>). However, a copy of registration form of DDO (Annexure-N-3) and application form for allotment of Permanent Retirement Account Number to be filled up by the subscribers (Annexure-S-I) is enclosed for ready reference.
- F. Treasury Officers will inform the PRAN allotted by NSDL in respect of is subscriber to concerned Drawing and Disbursing Officer by 15.1.2009. This information can be supplied on E-mail where facility of Internet is available with the D.D.O.

**Procedure for submission and passing of pay bill by the Treasury Officer :**

1. The deductions towards New Pension Scheme will starts from the pay bills of Jan., 2009.
2. Arrears of subscription to the Contributory Pension Scheme from 1<sup>st</sup> January, 2006 to the month of allotment of Permanent Pension Account Number shall be deducted from the new Government servants who have already joined on or after 1<sup>st</sup> January, 2006, alongwith current month subscription i.e. one subscription for current month and one additional for subscription in arrears.
3. Separate pay bills will be prepared by the Drawing & Disbursing Officer for the employees covered under the New Pension Scheme (NPS).
4. The Recovery Schedule for deduction from subscriber towards NPS will be in Form I enclosed.
5. The matching contribution schedule will be prepared in Form-II enclosed.
6. The Treasury Officer will maintain separate accounts of New Pension Scheme.
7. The subscriber's Accounts adjustment entries contribution towards New Pension Scheme will be debited to the concerned expenditure Head of the Department by the Treasury Officer.
8. The Government matching contribution in respect of Government servants shall be debited to the following head of account by the Treasury Officer by book adjustment :-

Major Head	:	2071-Pension and Other Retirement Benefits.
Sub Major Head	:	01- Civil.
Minor Head	:	117-Government Contribution for Defined Contribution Pension Scheme.
Sub Head	:	99-Defined Contributory Pension Scheme of Haryana.
Detail Head	:	99-Government Contribution to Defined Contribution Pension Scheme.
Object Head	:	10-Contributions.

9. The amount recovered from the pay bill and matching contribution shall be credited to the following Deposit Head of Account by the District Treasury Officer.

**K. Deposits and Advance-**

(a) Deposits bearing Interest :-

Major Head	:	8342-Other Deposits.
Sub Major Head	:	51- NA.
Minor Head	:	117-Defined Contribution Pension Scheme for Government servants.
Sub Head	:	99-Defined Contributory Pension Scheme of Haryana.
Detail Head	:	99-Government servants Contribution Under Tier-I.
Detail Head	:	98-Government's Contribution Under Tier-I.
Object Head	:	10-Contributions (Under Detail Head 99 and 98 as above).

10. Treasury Officer will prepare consolidated bill for transfer of funds from Major Head 8342-Other Deposits in respect all employees covered under the New Pension Scheme in the District and request the Treasury Bank to make payment to Bank of India towards NPS through R.T.G.S.
11. Treasury Officer will prepare consolidated statement of deposits giving subscriber-wise detail for each month and send the report of NSDL by 3<sup>rd</sup> of following month with a copy to Director Treasuries & Accounts and Finance Department.

The above instructions may please be brought to the notice of all concerned officials/officers dealing with the new Pension Scheme for strict compliance.

Receipt of this instruction may please be acknowledged.

Yours faithfully,

*Sd/ -*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**Contd..**

**FORM-I**  
**(See para -11)**

DEFINED CONTRIBUTORY PENSION SCHEME (NEW PENSION SCHEME)  
SCHEDULE OF RECOVERY FOR THE SUBSCRIBER FOR  
MONTH OF \_\_\_\_\_ 200

District Treasury/Sub Treasury :	D.D.O. Registration Number :
District Treasury Officer (DTO) Registration Number _____	D.D.O. Code :

Head of Account:

K. Deposits and Advances-  
(a) Deposits bearing Interest :-

Major Head	:	8342-Other Deposits.
Sub Major Head	:	51- NA.
Minor Head	:	117-Defined Contribution Pension Scheme for Government servants.
Sub Head	:	99-Defined Contributory Pension Scheme of Haryana.
Detail Head	:	99-Government servants Contribution Under Tier-I.
Object Head	:	10-Contributions (Under Detail Head 99 as above).

Sr. No.	Permanent Retirement Account Number	Name and Designation	Basic Pay+ Dearness Pay	Dearness Allowance	Total	Government Servants Contribution		
						Current	Arrears	
			Rs.	Rs.	Rs.	Monthly deduction Rs.	Arrear for the month of _____ Rs.	Installment number
1	2	3	4	5	6	7	8	9

(Rupees only)

Certified that the basic pay entered in column 5 of the statement has been verified with entries in the Service Book and Pay Bill

SIGNATURE OF THE DRAWING AND DISBURSING OFFICER  
WITH DESIGNATION.

**INSTRUCTIONS :**

- (1) During non-drawal of pay and allowances for any individual "NIL" particulars shall be shown in Column 5 to Column 8 but Column 1 to Column 8 shall be filled up without fail.
- (2) In case of 'Transfer to' or 'Transfer from' other Office, the facts may be mentioned for two consecutive months against the Government servant name.
- (3) PRAN<sup>1</sup> and Name details shall be entered in the first page of the Service Book with necessary attestation.

<sup>1</sup> Changed vide instructions dated 13.1.2009.

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**HOW TO FILL UP CONTRIBUTION PENSION SCHEME SCHEDULE:-**

1. Column (2) : PRAN shall be given correctly.
2. Column (3) : Initial and Name shall be furnished as in the Service Book.
3. Column (4) and (5) : Basic Pay + D.P. and D.A. shall be furnished as per the Basic Pay + D.P. and D.A. drawn in the particular month.
4. Column (8) :
  - (i) Government servants contribution has to be deducted from the supplementary bill also, (e.g.) arrears of pay, incremental arrears and D.A. Arrears consequent on D.A. revision.
  - (ii) Arrears of subscription when recovered in installments, the installment number shall be noted, (e.g.) 01/14,02/14 etc.

**FORM-II****FORMAT OF SCHEDULE OF GOVERNMENT'S CONTRIBUTIONS  
TOWARDS THE NEW PENSION SCHEME**

(To be attached with the bill for drawal of Government's Contribution)

District Treasury/Sub Treasury :	D.D.O. Registration Number _____:
District Treasury Officer (DTO) Registration Number _____	D.D.O. Code :

**Head of Account:**

- K. Deposits and Advances-  
(a) Deposits bearing Interest :-

Major Head	:	8342-Other Deposits.
Sub Major Head	:	51- NA.
Minor Head	:	117-Defined Contribution Pension Scheme for Government servants.
Sub Head	:	99-Defined Contributory Pension Scheme of Haryana.
Detail Head	:	98-Government servants Contribution Under Tier-I.
Object Head	:	10-Contributions (Under Detail Head 98 as above).

Sr. No.	Permanent Retirement <sup>1</sup> Account Number	Name and Designation	Basic Pay+ Dearness Pay	Dearness Allowance	Total	Government Contribution		
						Current	Arrears	Total (Rs.)
			Rs.	Rs.	Rs.	Month deduction Rs.	Arrear for the month of Rs.	
1	2	3	4	5	6	7		

(Rupees only)

SIGNATURE OF THE DRAWING AND DISBURSING OFFICER  
WITH DESIGNATION

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<sup>1</sup> Changed vide instructions dated 13.1.2009.

**No. 1/1/2004-1Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 13th January, 2009****Subject : Defined Contributory Pension Scheme of the State Government.**

Sir,

I am directed to invite your attention towards Finance Department letter No. 1/1/2004-1Pension, dated 4.12.2008 vide which revised guidelines for implementation of Defined Contributory Pension Scheme have been issued. It is now clarified that in recovery schedule of matching contributions vide Form-II enclosed with the instructions for the words "Permanent Pension Account Number" appearing against at Sr. No. 2, the words "Permanent Retirement Account Number" may be substituted.

*Sd/ -*

Under Secretary, Finance (Pension)  
for Financial Commissioner and Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 2/54/2008-1Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 4th February, 2009****Subject : Defined Contributory Pension Scheme for AIS Officers.**

Sir,

I am directed to invite your attention towards Finance Department letter No. 1/1/2004-1Pension dated 4.12.2008 on the subject above and to say that Government of India has approved New Pension Scheme for Central Government employees w.e.f. 1.1.2004. This Scheme is also applicable on AIS Officers. Therefore, the accounts of AIS Officers of Haryana Cadre covered under the New Pension Scheme are also required to be maintained by the Haryana Government. You are, therefore, requested to get the registration of AIS Officers covered under the New Pension Scheme from National Securities Depository Limited and maintain the accounts of AIS officers who are in the cadre of Haryana Government on the same terms as have been prescribed in the instruction dated 4.12.2008.

Yours faithfully,

Sd/ -

Enls : As above

Accounts Officer (Pension)  
for Financial Commissioner and Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 2/59/2008-1Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Government Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Division,  
All Deputy Commissioners &  
Sub Divisional Officer(Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 5th March, 2009****Subject : Defined Contributory Pension Scheme of the State Government's – Guidelines regarding retrenched employees.**

Sir,

I am directed to invite your attention towards Finance Department letter No. 2/47/2008-1Pension, dated 26.2.2009 vide which guidelines for deposit of full amount of arrears toward Defined Contributory Pension Scheme for the period from 1.1.2006 to 31.12.2008 have been issued.

2. The State Government has decided to give option to such re-employed retrenched employees to join New Pension Scheme who have five or more years of service left as on the date of re-employment, Employees who have less than 5 years of service on the date of re-employment will not be covered under New Pension Scheme. Hence, there will be no option required in their case.

3. In the case of retrenched employees who opt to join New Pension Scheme, the amount of arrears for the period from 1.1.2006 to 31.12.2008 will be recovered in lump sum from first installment of 40% aggregate arrears of revision of pay scale as already laid down in the instructions issued vide No. 2/47/2008-1Pension, dated 26.2.2009.

Yours faithfully,

Sd/ -

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 2/47/2008-1Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 11th May, 2009****Subject : Defined Contributory Pension Scheme of the State Government - Regarding Registration of subscriber for allotment of PRAN.**

I am directed to invite your attention towards Finance Department letter No. 1/1/2004-1Pension, dated 4-12-2008 vide which revised guidelines were issued for implementation of Defined Contributory Pension Scheme.

2. Now, it has been brought to the notice of Finance Department by CRA-NSDL (New Pension Scheme) that on the issue of registration of DDO's and registration of subscribers for allotment of PRAN (Permanent Retirement Account Number) some discrepancies have been noticed. Due to these discrepancies, the process of registration of PRAN is unnecessary delayed. The list of discrepancies is appended with this letter.

3. All Drawing & Disbursing Officers working under your kind control may please be directed for strict compliance and sending the subscriber forms at the earliest to the concerned Treasury Officers/Assistant Treasury Officers after removing all discrepancies as pointed out by the CRA vide Annexure-I.

4. It is further informed that Account No. 620010110003096 in the name of "Haryana NPS Trust A/c" has been opened at Chandigarh Branch of Bank of India at Sector-17-B, Chandigarh. The employees contributions towards New Pension Scheme as well as matching contributions will be remitted through R.T.G.S. by the respective District Treasury Officers (IFSC Code-BKID0006200).

5. Receipt of these instructions may be acknowledged.

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

U.O. No. 2/47/2008-1Pension

Dated, Chandigarh, the 11-5-2009

A copy is forwarded for information and necessary action to:-  
All the Financial Commissioners and Principal Secretaries to  
Government, Haryana.  
All Administrative Secretaries to Government, Haryana.

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners and Principal Secretaries  
to Government, Haryana.

All Administrative Secretaries to Government, Haryana.

U.O. No. 2/47/2008-1Pension

Dated, Chandigarh, the 11-5-2009

Endst. No. 2/47/2008-1Pension

Dated, Chandigarh, the 11-5-2009

A copy is forwarded to Accountant General (A&E) Haryana, Chandigarh for information and necessary action.

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2008-1Pension

Dated, Chandigarh, the 11-5-2009

A copy alongwith 100 spare copies is forwarded to the Director, Treasury & Accounts, Haryana, Chandigarh for information and necessary action.

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2008-1Pension

Dated, Chandigarh, the 11-5-2009

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers and immediately compliance of instructions.

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2008-1Pension

Dated, Chandigarh, the 11-5-2009

A copy is forwarded to Sh. Amit Sinha, Head-CRA, National Security Depositors Ltd., 4th Floor, 'A' Wing, Trade World, Kamla Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai-400013 in reference to his letter No. AS/MK/2009/2346 dated 15-4-2009 for information and necessary action.

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2008-1Pension

Dated, Chandigarh, the 11-5-2009

A copy is forwarded to Sh. N.K. Tiwari, Deputy Zonal Manager, Bank of India, Regional Office, Sector- 17-C, Chandigarh in reference to his letter No. ZOCHD: OPR: SKG: 071

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dated 27-4-2009 for information and necessary action.

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2008-1Pension

Dated, Chandigarh, the 11-5-2009

A copy is forwarded to the In-charge, Computer Cell, Finance Department for information and necessary action.

*Sd/ -*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**Discrepancies observed in Subscriber Registration Form**

1. Many instances were observed where the Subscriber has overwritten the signature. The signature should be clear as the same will appear on the PRAN card.
2. Signature appearing outside the box provided in the form. Please note that full signature should be within the box provided. Please note that part of the signature inside the box only will be scanned in the system and will appear on the PRAN card.
3. Many instances were observed where the photograph provided in the form is black and white.
4. Full name written in the field of 'First Name'. Name has to be written as per fields provided i.e. 'First Name', 'Middle Name' and 'Last Name' (i.e. surname).
5. Employment details provided are incomplete.
6. Date of joining mentioned is prior to 01/ 01/ 2006.
7. The Subscribers' seem to have provided different present address and permanent address in the form but have also ticked the option 'same as above' also.
8. Pin Codes have not been mentioned in Subscribers' Bank details by subscriber.
9. MICR Codes have been mentioned incorrectly in Subscribers' Bank details Subscriber.
10. Bank account type (i.e. Savings or Current) have not been mentioned. If the Subscriber mentions Bank details, all the fields except the MICR code become mandatory. If bank details are incomplete, then the bank details mentioned in the form shall be rejected.
11. Relationship with the nominee not mentioned by the Subscriber
12. Subscriber has provided details of minor nominee without date of birth and Guardian details.
13. Subscriber has provided three nominations, however, entire 100% share has been given to one nominee.
14. Nominee is major but date of birth also provided. Date of birth of nominee is required only if the nominee is minor.
15. Subscriber has provided nomination (minor/major) without mentioning conditions rendering nomination invalid. If nomination details are incomplete, then the nomination details mentioned in the form will be rejected.

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**No. 1/1/2004-1Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of the Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and S.D.Os. (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 5th June, 2009****Subject : Monitoring the work of New Pension Scheme.**

Sir,

I am directed to invite your attention towards Finance Department letter No. 1/1/2004-1Pension dated 4-12-2008 vide which guidelines for implementation of Defined Contributory Pension Scheme have been issued.

2. It is observed that work of allotment of PRAN has already been started by the National Securities Depository Limited (CRA) and deductions towards New Pension Scheme have also commenced from the month of April, 2009 by some Drawing & Disbursing Officers by submitting pay bills in terms of the New Pension Scheme. Most of the Drawing & Disbursing Officers will start submitting pay bills in the New Pension Scheme from the month of May, 2009.

3. The Instructions were issued by the Finance Department vide letter No. 2/47/2007-1Pension dated 26-2-2009 that arrears towards New Pension Scheme for the period from 1-1-2006 to 31-12-2008 may be recovered from the first installment of 40% aggregate arrears on account of revision of pay scales and the amount may be kept in a separate account by Drawing and Disbursing Officers. This amount was to be transferred to the Trustee Bank through concerned Treasury Officer after allotment of PRAN.

4. It is now decided that Drawing and Disbursing Officers may deposit the amount of arrears of New Pension Scheme (if drawn at the time of payment of 40% arrear of revision of pay scales) under the Major Head-8342-Other Deposits through Treasury Challan (giving complete description of the Head of account) in respect of subscribers whose PRANs have already been allotted by the National Securities Depository Limited (CRA). Thereafter, Drawing and Disbursing Officers/Heads of offices will submit the schedule (I&II) alongwith Challan duly deposited in the concerned Treasury Bank to the Treasury Officer concerned alongwith a forwarding letter. In case of Drawing and Disbursing Officers attached with Sub Treasuries, they may submit their documents to the Assistant Treasury Officer concerned and Assistant Treasury Officer will submit the schedules and challans to the Treasury Officer alongwith consolidated details.

5. After receipt of information as in Para-4 from the Drawing and Disbursing Officers/Head of offices/Assistant Treasury Officer, the Treasury Officer will prepare a bill of Government contribution on Pension Form mentioning "NPS-Government Matching

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Contribution" and filling the relevant column only debiting the amount under Major Head-2071-Pensions and Other Retirement Benefits (complete head of account to be mentioned as per FD's instructions dated 4.12.2008). The matching contribution will be equivalent to the amount of contribution deposited by the subscriber towards New Pension Scheme and as per details provided by the concerned Drawing and Disbursing Officers as per Para-4 above.

6. The amount of subscription by the subscribers will be credited to major head 8342-Other Deposits By Book Transfer as schedule attached with the bill and amount of Government Matching Contribution as para-5 above will be credited by book transfer under Major Head-8342-Other Deposit thereby passing a bill of "nil" amount by the Treasury Officer.

7. The Treasury Officers will upload the data on the site of National Securities Depository Ltd. and obtain transaction I.D. Thereafter, a consolidated cheque for the subscriber contribution and Government Matching Contribution towards NPS as in para-5 above will be prepared by Treasury Officer debiting the amount under Major Head-8342-Other Deposits and the same shall be passed in favour of Bank of India (Trustee Bank). The cheque alongwith transaction I.D. generated electronically from the CRA site(NSDL) will be sent to the concerned Treasury Bank for onward transfer of the amount through R.T.G.S. and endorsing the cheque for crediting the amount in favour of Bank of India in the Account No. 620010110003096. This account is in the name "Haryana NPS Trust Account" opened at Zonal Office of Bank of India, SCO No. 81-82 Bank Square, Sector 17-B, Chandigarh-160017.

8. The other instructions relating to implementation of New Pension Scheme will remain the same and shall be governed mainly as per FD's policy guidelines issued on 4.12.2008. However, procedure for preparation of bill and transfer of amount as prescribed in para-5,6 & 7 may be followed by Treasury Officers for deposit of monthly contributions towards new Pension Scheme.

9. The Treasury Officers will maintain all records pertaining to New Pension Scheme i.e. Schedules received from Drawing and Disbursing Officers, deposit challans received from Drawing and Disbursing Officers as mentioned above, electronic data (soft copies) forwarded to CRA, Trustee Bank etc.

Yours faithfully,

Sd/ -

Under Secretary, Finance (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 1/1/2004-1 Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 15th October, 2009****Subject : Implementation of New Pension Scheme.**

Sir,

I am directed to invite your attention towards Finance Department letter No. 1/1/2004-Pension dated 4-12-2008 vide which revised guidelines for implementation of Defined Contributory Pension Scheme have been issued.

2. As you are aware that State Government has adopted New Pension Scheme w.e.f. 1.1.2006 for the employees entering into State Government services on or after 1.1.2006. However, it has come to notice of Government that many employees have still not got registered themselves under this Scheme. As such the matter has been viewed seriously by the Government. In this regard you are requested to direct all DDOs under your control that they should immediately ensure that all eligible employees have submitted application for PRAN for registration under New Pension Scheme. Further the application for registration should be properly filled to avoid rejection at the time of registration. As per directions of the Government, if any eligible employee fails to comply with the requirement of furnishing application for purposes of PRAN, then salary bills of such employees would not be cleared by Treasury Officer w.e.f. Dec, 2009. While submitting the Dec, 2009 salary bill of employees eligible under New Pension Scheme, a separate certificate to this effect will have to be given by DDOs that all employees have submitted applications for PRAN. Further, getting registered under the Scheme by eligible employees at the earliest is in their own benefit as he or his family would be eligible for the benefits under the scheme only if contribution has already been made by such employee before the date of eventuality.

3. In addition to above the DDOs should also be made aware that they are required to submit separate salary bills for employees entering into Government service on or after 1.1.2006 irrespective of the fact whether they have been allotted PRAN or not. This may be ensured w.e.f. salary bill for the month of Oct., 2009.

4. Receipt of these instructions may please be acknowledged.

Yours faithfully,

Sd/ -

Deputy Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 2/50/2008-1Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Heads of Department,  
Commissioner of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 15th February, 2010****Subject : Defined Contributory Pension Scheme of the State Government Clarification regarding.**

I am directed to invite your attention towards Finance Department letter No. 1/1/2004-1Pension dated 4.12.2008 vide which revised guidelines were issued for implementation of Defined Contributory Pension Scheme.

2. Some Departments while implementing the New Pension Scheme have sought clarification on the issue whether an employee who was already in service of Government of Haryana prior to 01.01.2006 on regular basis if re-appointed on or after 01.01.2006 on a different or same post within the same or any other department under the Government of Haryana will be covered under the New Pension Scheme or Punjab CSR Volume-II (Old Pension Scheme).

3. In this connection it is clarified that cases where such Government employee is re-appointed on or after 01.01.2006 in the same or any other Government Department, will be covered under Punjab CSR Volume-II (Old Pension Scheme) which is applicable to Government employees who joined Government service prior to 01.01.2006 provided he applied through proper channel. Further, interruption if any should not be more than the joining time admissible under the rules on transfer, which shall be covered by grant of leave of the kind due. It is also clarified that if GPF Account of such Government employee could not be opened before 01.01.2006 then irrespective of date of joining of such Government employee he will also be allowed to open the GPF Account.

4. The above instructions may please be brought to the notice of all concerned officials/officers for strict compliance.

Sd/ -  
Advisor Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 2/47/2007-1Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab Haryana High Court, Chandigarh.  
All the Chairman/Chief Administrators/  
Chief Executives/Managing Directors/  
Heads of Boards/Corporations/Universities/  
Autonomous Bodies/Aided Institutions.

**Dated, Chandigarh, the 17th February, 2010****Subject : Defined Contributory Pension Scheme of the State Government - Clarification regarding.**

Sir,

I am direct to invite your attention towards Finance Department letter No. 1/1/2004-1Pension dated 04.12.2008 vide which revised guidelines were issued for implementation of Defined Contributory Pension Scheme.

2. It has come to the notice of the Finance Department that due procedure is not being followed in letter and spirit. Firstly, there is inordinate delay between date of joining service of new entrants and date of submission of their PRAN application form by DDOs (Drawing & Disbursing Officers) to the District Treasury Officers. To avoid this delay, it is stressed that necessary PRAN application form may be got filled from new entrants at the time of their joining service. Secondly, in case of transfer of any employee who is subscriber to Defined Contributory Pension Scheme, the requisite details of PRAN, DDO registration number and DTO registration number related to Defined Contributory Pension Scheme must be mentioned in the Last Pay Certificate.

3. The instructions may please be brought to the notice of all concerned officers/officials for strict compliance.

*Sd/-*

Advisor Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

U.O. No. 2/47/2007-1Pension

Dated, Chandigarh, the 17<sup>th</sup> February, 2010

A copy is forwarded for information and necessary action to:-

All the Financial Commissioners and Principal Secretaries to Govt., Haryana.

All Administrative Secretaries to Government Haryana.

*Sd/-*  
Advisor Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners and Principal Secretaries to Govt. Haryana.  
All Administrative Secretaries to Government Haryana.

U.O. No. 2/47/2007-1Pension

Dated, Chandigarh, the 17<sup>th</sup> February, 2010

Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 17<sup>th</sup> February, 2010

A copy is forwarded to Accountant General (A&E) Haryana, Chandigarh for information and necessary action.

*Sd/-*  
Advisor Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 17<sup>th</sup> February, 2010

A copy is forwarded to the Director, Treasury & Accounts, Haryana, Chandigarh for information and necessary action.

*Sd/-*  
Advisor Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 17<sup>th</sup> February, 2010

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers and immediately compliance of instructions.

*Sd/-*  
Advisor Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 17<sup>th</sup> February, 2010

A copy is forwarded to the In-charge, Computer Cell, Finance Department for information and necessary action.

*Sd/-*  
Advisor Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 2/47/2007-1 Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab Haryana High Court, Chandigarh.  
All the Chairman/Chief Administrators/  
Chief Executives/Managing Directors/  
Heads of Boards/Corporations/Universities/  
Autonomous Bodies/Aided Institutions.

**Dated, Chandigarh, the 2nd March, 2010****Subject : Defined Contributory Pension Scheme of the State Government Clarification regarding.**

Sir,

I am directed to invite your attention on the subject cited above and to say that with regard to adoption of Defined Contributory Pension Scheme by the Boards/Corporations/Universities/Autonomous Bodies/Aided Institutions (institutions for short) the process of registration with NSDL will be as follows:-

2. For the operationalisation of NPS in above referred Institutions of State Government, they are required to follow the process flow identical to the process flow presently followed by the State Government i.e. the policies related to NPS will be common for both the employees of the State Government as well as above Institutions. Further, any correspondence related to policy matters should be forwarded to CRA through the nodal office designated by the State Government. The procedure approved by PFRDA and the format of 'Letter of Consent' is enclosed as Annexure-I and II respectively.

3. As mentioned in the Annexure, each such Institution is required to submit a 'Letter of Consent (LOC)' authorized by the authorized signatory of the Institution to CRA and a copy has to be forwarded to (a) NPS Trust, (b) the concerned 'Departmental Head' e.g., if the Institution is under Agriculture Department, copy of LOC should be forwarded to the Commissioner or Director of the Agriculture Department as well as (c) the nodal officer designated by the State Government for interfacing with CRA'.

4. Nodal Officer as referred above appointed by State Government is Sh. O.P. Pasricha, Deputy Director, Treasuries and Accounts Department, 2<sup>nd</sup> Floor, 30 Bays Building, Sector-17, Chandigarh.

*Sd/ -*

Advisor Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

U.O. No. 2/47/2007-1Pension

Dated, Chandigarh, the 2<sup>nd</sup> March, 2010

A copy is forwarded for information and necessary action to:-

All the Financial Commissioners and Principal Secretaries to Govt. Haryana.

All Administrative Secretaries to Government Haryana.

*Sd/ -*

Advisor Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners and Principal Secretaries  
to Govt. Haryana.

All Administrative Secretaries to Government Haryana.

U.O. No. 2/47/2007-1Pension

Dated, Chandigarh, the 2<sup>nd</sup> March, 2010

Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 2<sup>nd</sup> March, 2010

A copy is forwarded to Accountant General (A&E) Haryana, Chandigarh for information and necessary action.

*Sd/ -*

Advisor Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 2<sup>nd</sup> March, 2010

A copy is forwarded to the Director, Treasury & Accounts, Haryana, Chandigarh for information and necessary action.

*Sd/ -*

Advisor Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 2<sup>nd</sup> March, 2010

A copy is forwarded to Sh. O.P. Pasricha, Deputy Director, Treasuries and Accounts, 2<sup>nd</sup> Floor, 30 Bays Building, Sector-17, Chandigarh for information and necessary action.

*Sd/ -*

Advisor Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 2<sup>nd</sup> March, 2010

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A copy is forwarded to all Treasury Officers/Assistant Treasury Officers and immediately compliance of instructions.

*Sd/ -*

Advisor Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 2<sup>nd</sup> March, 2010

A copy is forwarded to Sh. Amit Sinha, Head-CRA, National Security Depositors Ltd., 4<sup>th</sup> Floor, 'A' Wing, Trade World, Kamla Mills Compound, Senapati Bapat Marg, Lower tower, Mumbai-400013 for information and necessary action.

*Sd/ -*

Advisor Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 2<sup>nd</sup> March, 2010

A copy is forwarded to the In-charge, Computer Cell, Finance Department for information and necessary action.

*Sd/ -*

Advisor Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**Contd...**

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**ANNEXURE-I****Procedure approved by PFRDA for State Autonomous Bodies (SABs)\* to operationalise New Pension System (NPS)**

1. A SAB can avail the services of CRA if
  - The concerned State Government (SG) has adopted the NPS architecture formalized by PFRDA and has executed agreement with NSDL for availing its services as CRA.
  - The concerned State Government has commenced the process of operationalisation of NPS i.e., the administrative officers have commenced the process of registration in the CRA system.
2. SAB has to submit a “Letter of Consent”. The letter of Consent has to be authorized by the authorized signatory of the SAD and a copy has to be forwarded to the concerned Departmental Head” as well as Nodal Officer designated by the concerned SG for interfacing with CRA.
3. As the policies related to NPS will be common for both the employees of the SGs as well as SABs of that SG, though there will be separate nodal office designated by the concerned SAD for interfacing with CRA, any correspondence related to policy matter should be routed through the nodal office designated by the concerned SG to CRA.
4. The investment pattern and scheme preference options adopted by concerned SG will be applicable to the SABs of that SG.
5. Registration of subscribers: The registration of subscribers would be fully IRA compliant (the subscribers will be registered with physical application forms SI before the first contribution details are uploaded by the SAB. The reconciled legacy data will be uploaded as 'Arrears' in the CRA System as part of the first or subsequent upload of contribution files.
6. Billing for CRA charges: As mentioned in the Contract Agreement between NSDL and PFRDA, the invoice for the charges of the CRA services shall be raised against the Chief Executives of the SABs and accordingly payment shall be made by the SAB.

\* Here SAD would refer to all institutions referred to in the instructions No. 2/47/2007-1Pension dated 2-3-2010.

**ANNEXURE-II****ON THE LETTER HEAD OF STATE AUTONOMOUS BODY**

File No. ....

Dated: .....

To

PFRDA  
New Delhi.**Subject : Operationalisation of the New Pension System (NPS).**

Sir,

With reference to the above, we hereby undertake to ensure that our employees recruited on or after (date of adoption of NPS) would be brought over to the NPS Architecture, and that we shall be governed by all the directions and scheme of things as envisaged by the PFRDA under the NPS Architecture, from time to time.

We shall be shifting to the NPS architecture as operationalisation by PFRDA. We shall comply with and honour all the requirements in regard to the various arrangements made by PFRDA/NPS Trust with all the NPS intermediaries including the CRA. We shall abide by the terms and conditions of the agreement executed by the State of \_\_\_\_\_ (name of concerned State Government) and the NPS Trust as well as NSDL.

The appointment of NSDL as CRA for NPS shall be co-terminus with the agreement that State of \_\_\_\_\_ (name of concerned State Government) had with NPS Trust as well as NSDL, as extended from time to time.

We agree for the investment pattern and scheme preference options adopted by the State of (name of concerned State Government). We agree for the direct billing by CRA, as already provided for in PFRDA's existing contract with CRA, as also by other NPS intermediaries under the NPS Architecture and to be bound by the entire framework of NPS architecture, from time to time.

We understand that the process flow in respect of our organization would be identical to those presently followed by State Government, and that NSDL would engage in dialogue with us for determining whether they would like to upload data centrally or through multiple points.

Yours faithfully,

Sd/ -

Authorised Signatory of the State Autonomous Body

CC to:-

NSDL

NPS Trust

Head of the concerned Department (e.g., if the Institution is under Agriculture Department, copy of LOC should be forwarded to the Commissioner or Director of the Agriculture Department.

Nodal Officer designated by the State Government for NPS e.g. Sh. O.P. Pasricha, Deputy Director, Treasuries and Accounts, 2<sup>nd</sup> Floor, 30 Bays Building, Sector-17, Chandigarh.

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**No. 2/47/2007-1 Pension(Part-II)**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioner of Divisions,  
All the Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 30th July, 2010****Subject : Defined Contributory Pension Scheme of the State Government – Clarification regarding.**

Sir,

I am directed to invite your attention towards Finance Department letter No. 1/1/2004-1 Pension dated 4.12.2008 vide which revised guidelines were issued for implementation of Defined Contributory Pension Scheme.

2. Some Departments while implementing the New Pension Scheme have sought clarification on various issues. These issues have been examined in the Finance Department and clarifications are given below:-

	<b>Query</b>	<b>Clarification</b>
1	Suspension cases	Every subscriber shall subscribe monthly to the NPS when on duty or Foreign Service but not during the period of suspension. On exoneration or otherwise, the amount of subscription shall be the emoluments to which he was entitled on the first day after his return to duty. If a subscriber elects to pay arrears of subscriptions in respect of a period of suspension, the emoluments or portion of emoluments which may be allowed for that period on reinstatement, shall deemed to be emoluments drawn on duty.
2	Half Pay Leave Cases	The subscription of the employer and Government would be restricted to that proportionate to leave salary.
3	Extra Ordinary Leave Cases (including on medical grounds)	Since no salary is drawn during this period, no contribution either from Government employee or Government would be payable.

3. The above instructions may please be brought to the notice of all concerned officials/officers for strict compliance.

Yours faithfully,

Sd/ -

Accounts Officer (Pension)

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 1/18/2010-1Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 31st August, 2010****Subject : Regarding admissibility of family pension under Defined Contributory Pension Scheme – Clarification therein.**

Sir/Madam,

I am directed to invite your attention towards Finance Department's notification dated 28-10-2005 wherein Government has decided that CSR Volume-II is not applicable to the Government employees who are appointed on or after 01-01-2006 and they shall be governed by the "New Defined Contributory Pension Scheme" notified by the Government.

2. Some Departments while implementing the New Pension Scheme have sought clarification on the issue whether the family of the Deceased Government employee who joined Government service on or after 1-1-2006 is entitled to any family pension or not.

3. It has already been decided vide notification dated 28-10-2005 that CSR Volume-II is not applicable to the Government employees who are appointed on or after 01-01-2006 and they shall be governed by the "New Defined Contributory Pension Scheme" notified by the Government. Therefore, it is clear that since they are not covered under Family Pension Scheme, 1964 so no benefit under CSR Volume-II will be available to them.

4. The above instructions may please be brought to the notice of all concerned officials/officers for strict compliance,

Yours faithfully,

Sd/ -

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 2/22/2010-1Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments in Haryana,  
All the Commissioners of Divisions,  
All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 12th October, 2010****Subject : Defined Contributory Pension Scheme of the State Government - Clarification regarding.**

Sir,

I am directed to invite your attention towards Finance Department letter No. 2/50/2008-1Pension dated 15-2-2010 wherein clarification was issued for implementation of Defined Contributory Pension Scheme.

2. Some Departments while implementing the New Pension Scheme have sought clarifications on the issue whether an employee who was already in service of State Autonomous body/Statutory body (as defined in OM No. 1/2(4)96-2FR-II, dated 7-1-2002) prior to 1-1-2006 on regular basis if re-appointed on or after 1-1-2006 in Government Departments under the Government of Haryana will be covered under the New Pension Scheme or Punjab CSR Volume-II (Old Pension Scheme) if such employee was eligible for benefit of the above referred OM dated 7-1-2002.

3. In this connection it is clarified that such cases, where an employee who was eligible for the benefit of OM dated 7-1-2002 is re-appointed on or after 1-1-2006 in the Government Department, will be covered under Punjab CSR Volume-II (Old Pension Scheme) which is applicable to Government employees who joined Government service prior to 1-1-2006 provided he had applied through proper channel and who was governed under the old non-contributory pension scheme of his previous organization. Para 7 of the OM No. 1/2(4)96-2FR-II, dated 7-1-2002 may be treated as deleted w.e.f. 1-1-2006 and Para-9 stands modified to the extent that employees coming from non pensionable organization will no longer have option to avail pensionary benefits for past services.

4. It is further clarified that the employees who entered into service on or before 31-12-2005 and who were governed by CPF Scheme or are not governed by a Non-Contributory Pension Scheme as referred to in Para-3 above, on submission of technical resignation to take up new appointment on or after 1-1-2006, cannot be allowed to join the old pension scheme under Punjab Civil Services Rules, Volume-II because entry to the said scheme ceased w.e.f. 31-12-2005 and no new entry can be allowed in the pension scheme under above Rules. However, such employee can seek pensionary/terminal benefits from the previous organization/Department, if admissible under the rules of that organization/Department for the period of service rendered under that organisation/Department. Remaining conditions

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are unchanged as prescribed in the FD's letter dated 15-2-2009. These instructions will take effect from 1-1-2006.

5. The above instructions may please be brought to the notice of all concerned officials/officers for strict compliance.

*Sd/ -*  
Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 2/37/2010-1Pension**

From

The Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 9th December, 2010****Subject : Submission of softcopy of subscriber's contribution details to Treasury Officer/Assistant Treasury Officer through electronic media - Guidelines thereof.**

Sir,

I am directed to invite your attention towards Finance Department letter No. 1/1/2004-1Pension, dated 4-12-2008 vide which revised guidelines were issued for implementation of Defined Contributory Pension Scheme wherein it was clarified that separate pay bills for the employees covered under New Pension Scheme (NPS) would be submitted to Treasury officer/Sub Treasury Officer and a schedule for deduction of subscribers' pension contribution details in Form I would be submitted alongwith such bill. After careful consideration, it has now been decided that a softcopy of such schedules of Subscribers' pension contribution details in the form of SUBSCRIBER CONTRIBUTION FILE (SCF) should also be submitted through electronic media (CD/e-mail etc.) to treasury Officer/Assistant Treasury Officer with pay bills of employee who are falling under New Pension Scheme, 2008. A software namely FILE PREPARATION UTILITY (FPU) which will be helpful for preparation of SCF is being made available for the same. The FPU is freely available for download at NSDL website. The drawing & Disbursing Officer can download the FPU from the website (<http://www/nsdl.co.in>). This software can also be downloaded by clicking new pension scheme-NSDL on Director, Treasuries and Accounts Department, Haryana website also i.e. (<http://www.hrtreasuries.gov.in>). Following steps should be followed by DDO's for making of SUBSCRIBERS CONTRIBUTION FILE (SCF).

**One time process:**

- (a) DDO's will have to install JAVA 1.5 (J2SE 1.5) or higher version on their machine where the FPU will be installed. JAVA can be freely downloaded from the website "www.java.com". IF JAVA is already installed on machine, then there is no need to install it again. FPU will be non operational in absence of JAVA.
- (b) Download the FPU freely from the website of DTA i.e. (<http://www.hrtreasuries.gov.in>) or (<http://www.nsdl.co.in>).
- (c) User manual for running this FPU can be downloaded from Treasuries and Accounts Department, Haryana website (<http://www.hrtreasuries.gov.in>) or NSDL website (<http://www.nsdl.co.in>).

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**Every month process:**

- Drawing & Disbursing Officers will prepare subscriber contribution file using File Preparation Utility (FPU) for submission it to Treasury Officer through electronic media alongwith pay bills related to NPS.

Entire process should be started immediately but not later than 31-12-2010. In absence of softcopy of 'Subscribers' Pension contribution details prepared by using FPU, pay bill related to NPS will not be entertained in Treasury/Sub Treasury office after 31-12-2010.

Alongwith the process has been explained briefly in User Manual, but, if there is any problem please contact Mr. R.B.S.R. Prashad, Senior Manager, NSDL (CRA) (022-24994662) or DDOs may contact the concerned Treasury Officer in District Treasury Office.

These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

*Sd/ -*

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 2/47/2007-1Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments, Commissioners of Divisions,  
All Deputy Commissioners & Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh,  
All the Chairman/Chief Administrators/Chief Executives/  
Managing Directors/Heads of Boards/Corporations/  
Universities/Autonomous Bodies/Aided Institutions.

**Dated, Chandigarh, the 20th April, 2011****Subject : Regarding deposit of amount under New Pension Scheme of deputationist - Clarification therein.**

Sir,

I am directed to invite your attention towards Finance Department letter No. 1/1/2004-1Pension dated 4-12-2008 vide which revised guidelines were issued for implementation of Defined Contributory Pension Scheme.

Some Departments/organisations while implementing the New Pension Scheme have sought clarification on the issue as to how to deposit the NPS contribution in respect of employees who have already been allotted PRAN under New Pension Scheme and are on deputation with BBMB/other Departments/Boards/Corporation/Autonomous Bodies etc. of some State/Central Government, if such organization/department (referred as borrowing department) is presently not covered by NPS.

In this connection, it is clarified that such employees can be got allocated their Permanent Retirement Account Number, if not already allotted, through their last DDO in Haryana Government (referred as parent department) and the monthly contribution of such employees alongwith equal matching contribution of employer needs to be sent by such borrowing Department/organization to the parent Department, from where the employee had proceeded on deputation. The contribution of employee and employer share will be sent through a Demand Draft in favour of the DDO in parent department. The concerned DDO of the parent Department will deposit the said demand draft through challan in Major Head 8342 and then send the details of all such employees separately alongwith other employees under his role on regular basis to Treasury Officer concerned as per instructions issued in this regard.

The above instructions may please be brought to the notice of all concerned officials/officers for strict compliance. Further whenever an employee goes on such deputation, his terms and condition of deputation should invariably include the condition of payment of employer contribution by the borrowing department/organization alongwith reimbursement of account maintenance charges paid to NSDL by Haryana Government during the period of deputation.

These instructions will not be applicable to such deputationist, where borrowing organization/department is already covered by NPS or gets so covered later on. In such cases

borrowing department/organization will directly deposit such contributions at its own level with Pension Fund Manager.

Yours faithfully,

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded for information and necessary action to:-

All the Financial Commissioners and Principal Secretaries to Govt. Haryana.  
All Administrative Secretaries to Government Haryana.

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners and Principal Secretaries  
to Govt. Haryana.  
All Administrative Secretaries to Government Haryana.

U.O. No. 2/47/2007-1Pension

Dated, Chandigarh, the 20-4-2011

Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 20-4-2011

A copy is forwarded to Accountant General (A&E) Haryana, Chandigarh for information and necessary action.

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 20.04.2011

A copy is forwarded to the Director, Treasuries & Accounts, Haryana, Chandigarh for information and necessary action.

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 20.04.2011



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A copy is forwarded to Sh. O.P. Pasricha, Deputy Director, Treasuries and Accounts Department, 2<sup>nd</sup> Floor, 30 Bays Building, Sector-17, Chandigarh for information and necessary action.

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

.Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 20.04.2011

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers for immediately compliance of instructions.

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 20.04.2011

A copy is forwarded to Sh. Amit Sinha, Head-CRA, National Security Depositors Ltd., 4<sup>th</sup> Floor, 'A' Wing, Trade World, Kamla Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai-400013 for information and necessary action.

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 20.04.2011

A copy is forwarded to the In-charge, Computer Cell, Finance Department for placing it on the official website of Finance Department.

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 2/47/2007-1Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments, Commissioners of Divisions,  
All Deputy Commissioners & Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh,  
All the Chairman/Chief Administrators/Chief Executives/  
Managing Directors/Heads of Boards/Corporations/  
Universities/Autonomous Bodies/Aided Institutions.

**Dated, Chandigarh, the 29th April, 2011****Subject : Defined Contributory Pension Scheme of the State Government - Partial modification.**

Sir,

I am directed to invite your attention towards FD's circular issued vide No. 2/47/2007-Pension dated 2-3-2010 in which process of registration with NSDL was clarified.

2. It is further added that State Autonomous Bodies will appoint a Nodal Officer to correspond with CRA on day to day matters. Regarding policy matter, they can make correspondence with Nodal Officer appointed by the State Government who will then forward the same to Government for policy decision.

3. It has further been decided that application for registration of SABs will be routed through the Nodal Officer of the State Government so that it can be examined whether the SAB is eligible or not.

These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

U.O. No. 2/47/2007-1Pension

Dated, Chandigarh, the 29-4-2011

A copy is forwarded for information and necessary action to:-

1. All the Financial Commissioners and Principal Secretaries to Govt. Haryana.
2. All Administrative Secretaries to Government Haryana.

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

1. All the Financial Commissioners and Principal Secretaries to Govt. Haryana.
2. All Administrative Secretaries to Government Haryana.

U.O. No. 2/47/2007-1Pension

Dated, Chandigarh, the 29-4-2011

Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 29-4-2011

A copy is forwarded to Accountant General (A&E) Haryana, Chandigarh for information and necessary action.

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 29-4-2011

A copy is forwarded to the Director, Treasury & Accounts, Haryana, Chandigarh for information and necessary action.

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 29-4-2011

A copy is forwarded to Sh. O.P. Pasricha, Deputy Director, Treasuries and Accounts, 2<sup>nd</sup> Floor, 30 Bays Building, Sector-17, Chandigarh for information and necessary action.

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 29-4-2011

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers and immediately compliance of instructions.

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

.Endst. No. 2/47/2007-1Pension

Dated, Chandigarh, the 29-4-2011

A copy is forwarded to Sh. Amit Sinha, Head-CRA, National Security Depositors Ltd., 4<sup>th</sup> Floor, 'A' Wing, Trade World, Kamla Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai-400013 for information and necessary action.

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

Sh. Amit Sinha, Head-CRA,  
National Security Depositors Ltd.,  
4<sup>th</sup> Floor, 'A' Wing, Trade World,  
Kamla Mills Compound, Senapati Bapat Marg,  
Lower Parel, Mumbai-400013

**Memo No. 2/47/2009-1Pension**

**Dated, Chandigarh, the 29th April, 2011**

**Subject : Implementation of NPS - States/UT.**

Reference PFRDA letter No. 8/87/2010-PFRDA dated 21-12-2010 on the subject cited above.

2. It is advised that PRAN Kits may be sent directly to the subscribers with immediate effect.

*Sd/-*

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Government Haryana, Finance Department.

Endst. No. 2/47/2009-1Pension

Dated, Chandigarh, the 29-4-2011

A copy is forwarded to Director, Treasuries and Accounts Haryana for information action.

*Sd/-*

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Government Haryana, Finance Department.

Endst. No. 2/47/2009-1Pension

Dated, Chandigarh, the 29-4-2011

A copy is forwarded to the Treasury Officers/Assistant Treasury Officers for information & necessary action. They are directed that PRAN Kits issued by the CRA may not be accepted after 15 days of the issue of this letter.

*Sd/-*

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Government Haryana, Finance Department.

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**DATEWISE LIST OF INSTRUCTIONS OF SUBJECTS OF VOLUME III  
PENSION/FAMILY PENSION OF POST 2006 PENSIONERS, DCRG, QUALIFYING  
SERVICE, EMOLUMENTS FOR PENSION, DEFINED CONTRIBUTORY PENSION  
SCHEME**

<b>Sr. No.</b>	<b>Date</b>	<b>Number</b>	<b>Subject</b>	<b>Remarks</b>	<b>Page No.</b>
1.	<b>08.06.2011</b>	No. 2/14/2009-1 Pension	Implementation of Revised Pension Rules (Part I & II) 2009 regulating the pension/family pension and related pensionary benefits entitlements - Clarifications regarding.		<b>20</b>
2.	<b>08.06.2011</b>	No. 2/14/2009-1 Pension	Implementation of Revised Pension Rules (Part I & II) 2009 regulating the pension/family pension and related pensionary benefits entitlements - Clarifications regarding.		<b>93</b>
3.	<b>10.05.2011/ 07.06.2011</b>	No. 2/51/2008-1 Pension	Amendment in Rule 11.1 regarding restoration of commuted portion or pension.		<b>47</b>
4.	<b>29.04.2011</b>	No. 2/47/2007-1 Pension	Defined Contributory Pension Scheme of the State Government - Partial modification.		<b>265</b>
5.	<b>29.04.2011</b>	No. 2/47/2009-1 Pension	Implementation of NPS - States/UT.		<b>267</b>
6.	<b>20.04.2011</b>	No. 2/47/2007-1 Pension	Regarding deposit of amount under New Pension Scheme of deputationist - Clarification therein.		<b>262</b>
7.	<b>27.12.2010</b>	No. 68/2/2001/FD/ Pension/SAP	Time Schedule for payment of retiral benefits to the retiring Government employee on the date of his retirement.		<b>109</b>
8.	<b>09.12.2010</b>	No. 2/37/2010-1 Pension	Submission of softcopy of subscriber's contribution details to Treasury Officer/Assistant Treasury Officer through electronic media- Guidelines thereof.		<b>260</b>
9.	<b>12.10.2010</b>	No. 2/22/2010-1 Pension	Defined Contributory Pension Scheme of the State Government - Clarification regarding.		<b>258</b>
10.	<b>31.08.2010</b>	No. 1/18/2010-1 Pension	Regarding admissibility of family pension under Defined Contributory Pension Scheme clarifications therein.		<b>257</b>
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13.	<b>19.05.2010</b>	No. 4/30/2005-2 Pension	Grant of Dearness relief on family pension to the employed on compassionate ground in lieu of the death of employee.		<b>201</b>

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15.	<b>23.04.2010</b>	No. 2/4/2010-1 Pension	Family Pension Scheme, 1964 - Clarification therein.		<b>22</b>
16.	<b>30.03.2010</b>	No. 2/14/2009-1 Pension	Implementation of Revised Pension Rules (Part-II) 2009 - Clarification regarding.		<b>18</b>
17.	<b>30.03.2010</b>	No. 8/29/2006-4 Pension	Regarding settlement of pending issues of pension.		<b>110</b>
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24.	<b>28.01.2010</b>	No. 2/51/2008-1 Pension	Drawing & Disbursing the second instalment of arrears accruing to the eligible Government pensioners/family pensioners on account of the implementation of the pension/family pension revision in the State of Haryana		<b>16</b>
25.	<b>16.10.2009</b>	No. 2/14/2009-1 Pension	Implementation of Revised Pension Rules (Part I & II) 2009 – anomaly in the case of employees who retired between 1-1-2006 to 30-9-2006 Clarification regarding.	Clarified further vide dated 30.03.2010.	<b>15</b>
26.	<b>15.10.2009</b>	No. 1/1/2004-1 Pension	Implementation of New Pension Scheme.		<b>247</b>
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33.	11.05.2009	No. 2/47/2008-1 Pension	Defined Contributory Pension Scheme of the State Government- Regarding Registration of subscriber for allotment of PRAN.		241
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35.	17.04.2009	No. 2/51/2008-1 Pension	Haryana Civil Services (Revised Pension) Part-II rules, 2009.	Clarified vide dt. 10.07.09, 08.06.2011 & Modified vide dt. 16.10.2009.	2
36.	26.03.2009	No. 2/14/2009-1 Pension	Notification regarding revision of pension on the basis of revised pay orders.	Obsolete/For Information only	Not printed
37.	12.03.2009	No. 4111-TA-HR (10T)2009	Transfer of the executive responsibility of pension disbursement to the eligible pensioners of Government of Haryana to the State Bank of India.		188
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39.	04.02.2009	No. 2/54/2008-1 Pension	Defined Contributory Pension Scheme for AIS Officers.		239



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40.	13.01.2009	No. 1/1/2004-1Pension	Defined Contributory Pension Scheme of the State Government.		238
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42.	10.10.2008	No. 1/1/2004-1Pension	Defined Contributory Pension Scheme of the State Government (NSDL).	Revised vide dt. 04.12.08.	230
43.	10.09.2008	No. 68/2/2001/FD/ Pension/SAP	Time schedule for payment of retiral benefits to the retiring Government employee on the date of his retirement.	Revised/Clarified vide dt. 28.07.2009	Not printed
44.	22.08.2008	No. 1/1/2004-1Pension	Defined Contributory Pension Scheme of the State Government.		221
45.	18.08.2008	No. 1/1/2004-1Pension	New Pension Scheme, 2006.	This Scheme was held in abeyance vide dated 10.10.2008 and revised vide dated 04.12.2008.	222
46.	23.07.2008	No. 68/2/2001/FD/ Pension/SAP	Time schedule for payment of retiral benefits to the retiring Government employee on the date of his retirement.	Revised/Clarified vide dt. 10.09.2008 & 28.07.09.	113
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52.	19.12.2007	No. 68/2/2001/FD/ Pension/SAP	Computerization of Pension Functions - System Automation Initiative (SAI) Project.	Clarified again vide dt. 17.04.08.	192
53.	09.05.2007	No. 8/29/06-4Pension	Regarding release of withheld gratuity of retirees	Revised vide dt. 04.04.08	Not printed
54.	18.10.2006	No. 5/79/05-3Pension	Calculating the length of qualifying service for retirement benefits.		63
55.	10.10.2006	No. 68/2/2001/FD/ Pension/SAP	Time Schedule for payment of retiral benefits to the retiring Government employee on the date of his retirement.	Revised partly vide dt. 23.07.08.	115

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56.	15.09.2006	No. 1/52/2005-2 Pension	Counting of Non Practicing Allowance for pensionary benefits	Clarified vide dt. 20.07.09.	96
57.	27.07.2006	No. 8/29/06-4P	Regarding Work Shop on pension.	Obsolete.	Not printed
58.	26.04.2006	No. 1/52/05-2Pension	Counting of Non Practising Allowance for pensionary benefits	Clarified vide dt. 15.09.06 & 20.07.09.	97
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62.	02.01.2006	No. 5/50/05-3Pension	Pension payment to Joint Bank Accounts with Spouse.		187
63.	02.01.2006	No. 4/30/05-2Pension	Grant of Dearness Relief on Family Pension to the employees employed on compassionate ground in lieu of death of the employee.	Clarified further vide dt. 10.07.09, 20.10.2009, 30.03.2010 & 19.05.10.	200
64.	22.12.2005	No. 1/1/2004-1Pension (FD)	Defined Contributory Pension Scheme of the State Government.		218
65.	28.10.2005	No. 1/1/2004-1Pension	Amendment in Punjab CSR Volume I Part I in rule 1.2.		217
66.	25.07.2005	No. 3/6/04-2Pension	Implementation of judgements passed by different Courts.		203
67.	02.06.2005	No. 68/2/2001/FD/Pension/SAP	Time schedule for payment of retiral benefits to the retiring Government employee on the date of his retirement.	Revised vide dtated 10.10.2006.	Not printed
68.	29.04.2005	No. 4/31/03/3-Pension	Regarding Notifications Rule Amendments/Instructions Concerning to Haryana Government employees.		204
69.	10.12.2004	No. 2/2/2004-1Pension	To count the worked charged service towards retirement benefits - clarification regarding		64
70.	27.09.2004	No. 3/16/04-2Pension	CWP No. 10400 of 2004 A. K. Sachdeva Vs. State of Haryana etc.	Obsolete/For Information only.	Not printed
71.	06.08.2004	No. 3/16/04-2Pension	CWP No.10400 of 2004 A. K. Sachdeva Vs. State of Haryana.	Obsolete/For Information only.	Not printed

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72.	<b>09.07.2004</b>	No. 2/28/02-2 Pension	Commutation of pension - clarification regarding.		<b>50</b>
73.	<b>06.05.2004</b>	No. 5/3/III-Pension/2004	Monthly Progress Report of pension cases.	Obsolete/For Information only.	Not printed
74.	<b>30.12.2003</b>	No. 68/2/2001/3 Pension	Guidelines for expeditious disposal of pension cases.	Clarified vide dt. 10.10.2006.	<b>120</b>
75.	<b>24.12.2003</b>	No. 68/2/2001/FD/Pension/SO-3	Monthly Progress Report of pension cases.	Obsolete/For Information only.	Not printed
76.	<b>20.11.2003</b>	No. 1/2/19/99/SO-III/Pension	Counting of special pay as part of pay in pension cases		<b>98</b>
77.	<b>06.11.2003</b>	No. 68/2/2001/FD/Pension/SO-3	Adoption of procedure for expeditious finalization of cases of pensionary benefits in a time bound manner.	Modified vide dt. 10.10.2006.	Not printed
78.	<b>26.08.2003</b>	No. 4/31/03-SO-III/Pension	Group to study pension liabilities of the State Governments.	Obsolete/For Information only.	Not printed
79.	<b>23.07.2003</b>	No. 68/2/2002/Pen/FD/SO-3	Payment of retiral benefit to the employees/pensioners of the State.	Revised vide dt. 10.10.06.	Not printed
80.	<b>.03.2003</b>	No. 1/1/2003/FD/Pension/SAP	Adoption of procedure for expeditious finalization of cases of pensionary benefits in a time bound manner.		<b>121</b>
81.	<b>.02.2003</b>	No. 1/2/19/98-2FR-II	Counting of Special pay as part of pay in respect of employees who were appointed before 1.11.1966.	Obsolete/For Information only.	Not printed
82.	<b>13.12.2002</b>	No. 68/2/2001/FD/Pension/SAP	Adoption of procedure for expeditious finalization of cases of pensionary benefits in a time bound manner.	Clarified vide dt. 10.10.2006.	<b>122</b>
83.	<b>10.10.2002</b>	No. 1/3(42)-99-2FR-II	Regarding grant of dearness relief on family pension and extra ordinary family pension.		<b>205</b>
84.	<b>12.08.2002</b>	No. 1/2(III)-2001-2FR-II	Grant of pensionary benefits to the employees on Foreign Service/Deputation/BBMB/Chandigarh Administration-regarding reckoning of emolument for fixation of pension at the time of retirement/superannuation.		<b>99</b>
85.	<b>20.02.2002</b>	No. 1/2(152)01-2FR-II	Payment of interest on delayed retiral benefits.	Modified partly vide dt. 05.05.08.	<b>152</b>
86.	<b>07.01.2002</b>	No. 1/2(4)96-2FR-II	Counting of service for the purpose of pension of the employees of state Government on their appointment in an Autonomous Body (Statutory Body) under Haryana Government or on	Modified partly vide dtated 12.10.2010.	<b>72</b>

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			seeking absorption in a State Autonomous Body or vice versa and also on appointment from one Autonomous Body to another (Statutory Body) both under Govt. of Haryana.		
87.	03.01.2002	No. 68/2/2001/FD/Pension/SAP	Time schedule for payment of retiral benefits to the retiring Government employee on the date of his retirement	Revised vide dt. 10.10.06.	Not printed
88.	13.09.2001	No. 1/3(42)99-2FR-II	Clarification regarding grant of dearness relief on family pension and extra ordinary family pension.		206
89.	03.09.2001	No. 68/2/2001/FD/Pension/SAP	Adoption of procedure for expeditious finalisation of cases of pensionary benefits in a time bound manner.	Revised vide dt. 10.10.06.	Not printed
90.	05.03.2001	No. 1/2(43)2000-2FR-II	Regarding special additions to service qualifying for superannuation pension under Rule 4.2-A of Punjab Civil Services Rules Volume II.		65
91.	31.01.2001	No. 1/3(42)99-2FR-II	Regarding grant of Dearness relief on family pension and extra ordinary family pension	Clarified vide dt. 13.09.01, Modified vide dt. 10.10.2002 & 02.01.06.	207
92.	19.12.2000	No. 68/2/2000/FD/Pension/SAP	Expeditious finalisation of cases of pensionary benefits in a time bound manner.	Revised vide dtated 10.10.2006.	Not printed
93.	02.06.1999	No. 1/4(39)97-2FR-II/144	Grant of family pension to the families etc. of the Government employees/pensioners who disappeared suddenly and whose whereabouts are not known.		31
94.	14.05.1999	No. 68/2/97-FD/Pension/SAP	Speedy finalisation of the pension cases - following of procedure thereon.	Modified partly vide dt. 30.12.03.	124
95.	30.12.1997	No. 68/2/97/FD/Pension/SAP	Finalisation of pension cases in a time bound manner as per time Schedule laid down by the Finance Department.	Revised vide dt. 14.05.99 & 19.12.2k.	Not printed
96.	09.09.1997	No. 1/4(46)92-2FR-II	Grant of family pension to the post-retiral spouses.		23
97.	26.05.1997	No. 1/4(13)/93-2FR-II	Grant of pensionary benefits to the employees working in Bhakhra Beas Management Board on the basis of last Pay drawn by them at the time of retirement.	Revised vide dated 12.08.2002.	105
98.	11.04.1997	No. 68/2/97/Pension/SAP	Observing of Time Schedule for the finalisation of pension cases as laid down by the Finance Department.	Revised vide dt. 30.12.97.	Not printed

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99.	14.10.1996	No. 68/2/96/ Pension/SAP	Special Drive' for the finalisation of pending pension cases in a time bound manner.	Revised vide dated 13.12.2002	Not printed
100.	06.06.1995	No. 1/4(62)94-2FR-II	Recovery of D.C.R. Gratuity and pension paid to the Government employees who were prematurely retired and were subsequently reinstated in service.		36
101.	14.10.1993	No. 68/2/93/FD/ Pension/SAP	Instructions regarding fixation of time schedule for expeditious disposal of pension/family pension cases.	Revised vide dated 11.04.1997.	Not printed
102.	15.01.1993	No. 1/2(50)92-2FR-II	Liberalisation of pensionary benefits on the recommendation of Pay Commission – Clarification regarding family pensions		24
103.	28.09.1992	No. 68/2/92/FD/ Pension/SAP	Instructions regarding delay in submission of pension cases : Time Table.	Revised vide dated 14.10.1993.	Not printed
104.	28.04.1992	No. 68/2/92/FD/ Pension/SAP	Instructions regarding expeditious disposal of pension cases.		128
105.	14.01.1992	No. 68/1/91-FD/ Pension/SAP	Instructions regarding disposal of pension cases.	Revised vide dt. 28.04.92.	Not printed
106.	14.01.1992	क्र. 67/6/91-FD/ Pension/SAP	पेंशन केसों की मासिक प्रगति रिपोर्ट भेजने बारे हिदायतें ।	Obsolete.	Not printed
107.	15.10.1991	No. 1/4(34)84-2FR-II	Payment of interest on delayed payment of Death-cum-retirement gratuity.	Revised vide dated 20.02.2002.	155
108.	12.07.1991	No. 1/2(6)/86-3FR-I	Incentive among Haryana Government employees for providing small family norms – Counting of increment towards pension/family pension/gratuity.	Superseded vide Not. Dt. 07.12.2002.	106
109.	11.10.1990	No. 4/4(40)/87-2FR-I	Payment of eligible family members of employees who suddenly disappear.		32
110.	30.08.1990	No. 1/4/21/89-2FR-II	Scheme for payment of Pension to Haryana Govt. employees through Public Sector Banks – Calculations/disbursement of Pension arrears etc.		186
111.	23.05.1990	No. 1/2(74)88-2FR-II	Liberalisation of pensionary benefits on the recommendations of the 4th Pay Commission.	Obsolete.	Not printed
112.	05.03.1990	No. 68/2/89/FD/ Pension/SAP	Instructions regarding expeditious disposal of Pension Cases.	Revised vide dt. 14.10.93.	Not printed
113.	12.02.1990	No. 1/2(74)/88-2FR-II	Liberalisation of pensionary benefits on the recommendations of the Fourth Pay Commission.	Obsolete.	Not printed

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114.	15.01.1990	No. 1/2(60)88-2FR-II	Payment of family pension to the family of pensioners who suddenly disappear.	Modified vide dt. 02.06.1999	33
115.	23.11.1989	No. 68/1/89/FD/Pension/SAP	Expeditious disposal of pension cases and issue of 'No Demand Certificate' - Supply of information.	Obsolete/For Information only	Not printed
116.	04.10.1989	No. 68/1/89/FD/Pension/SAP	Expeditious disposal of pension cases and issue of 'No Demand Certificate' - Supply of information.		Not printed
117.	02.06.1989	No. 1/2(11)84-2FR-II	Restoration of Commuted portion of pension to the pensioners – clarification regarding.		51
118.	24.02.1989	No. 14/40/88-2FA	Scheme for payment of pension to Haryana Govt. Pensioners by Public Sector Banks – Payment of Medical Allowance.		182
119.	01.02.1989	No. 4/4(40)-87-2FR-I	Payment of eligible family members of employees who suddenly disappear.	Modified vide dt. 02.06.1999	34
120.	23.01.1989	No. 1/2(74)-88-2FR-II	Liberalisation of pensionary benefits on the recommendations of Fourth Pay Commission – Procedure for purchase of National Savings Certificate.	Obsolete/For Information only	Not printed
121.	04.01.1989	No. 68/1/88/FD/Pension/SAP	Instructions regarding expeditious disposal of Pension Cases.	Revised vide dt. 05.03.90.	Not printed
122.	21.11.1988	No. 1/4(5)-79-2FR-II	Simplifications of procedure with a view to eliminating delays in the payment of Pension and gratuity.		38
123.	21.11.1988	No. 1/4(5)-79-2FR-II	Simplifications of procedure with a view to eliminating delays in the payment of Pension and gratuity.	Revised from time to time.	Not printed
124.	26.09.1988	क्र. 67/6/88-FD/Pension/SAP	पैन्शन केसों की मासिक प्रगति रिपोर्ट भेजने बारे हिदायतें ।	Obsolete/For Information only	Not printed
125.	26.08.1988	No. 67/3/88/FD/Pension/SAP	Setting up of Pension and Pensioners' Welfare Cell – Expeditious finalisation of pension cases.	Obsolete.	Not printed
126.	22.08.1988	No. 1/2/77/87-2FR-II	Counting of Service for purpose of pension of the employees of the state government and state autonomous bodies seeking absorption in central autonomous bodies and central government/central autonomous bodies respectively and vice versa.		75
127.	19.07.1988	No. 68/1/88/FD (Pension)/SAP	Instructions regarding expeditious disposal of Pension Cases.	Revised vide dt. 05.03.90.	Not printed

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128.	10.05.1988	No. 1/1(4)80-2FR-II	Rationalisation of age limit at 25 years for the purpose of entitlement of family pension for sons & unmarried daughters of a Govt. servant.	Modified vide Not. dt.17.04.09.	25
129.	11.05.1987	No. 1/1(3)87/2FR-II	Introduction of pensionary scheme for the employees working in Municipal Committees, Corporations, Boards & Universities in Haryana – Demand therefore.	Obsolete/For Information only	Not printed
130.	04.05.1987	No. 68/1/87/FD/ Pen/SAP	Instructions regarding expeditious disposal of family pension cases.		131
131.	05.01.1987	No. 68/1/86/ Pension/SAP	Expeditious disposal of pending pension cases.		Not printed
132.	01.09.1986	No. 1/2(58)-81-2FR-II	Payment of arrears of pension - Revision of nomination form - Extension of date for filing nomination.	Obsolete/For Information only	Not printed
133.	04.06.1986	No. 68/1/86/FD/ Pension/SAP	Expeditious disposal of pension cases - Issue of No Demand Certificates.	Revised vide dt. 19.07.88.	Not printed
134.	07.03.1986	No. 1/4(51)85-2FR-II	Simplifications of procedure with a view to eliminating delays in the payment of Pension and gratuity.	Revised vide dt. 19.12.02 & 10.10.06.	Not printed
135.	18.02.1986	No. 1/2(58)-81-2FR-II	Payment of arrears of pension - Revision of nomination form - Extension of date for submitting nomination norm.	Obsolete/For Information only	Not printed
136.	07.11.1985	No. 1/2(34)-85-2FR-II	Instructions regarding placing of nomination form on the service book or forwarding its Copy with pension papers.		209
137.	09.10.1985	No. 1/4(34)-84-2FR-II	Payment of interest on delayed payment of Death-cum-retirement Gratuity.	Obsolete.	Not printed
138.	17.09.1985	No. 1/4(29)-85-2FR-II	Simplifications of procedure with a view to eliminate delays in the finalisation of pension cases.		132
139.	26.07.1985	No. 68/1/85/FD/ Pension/SAP	Expeditious disposal of pension cases.	Revised vide dt. 19.07.88.	Not printed
140.	22.05.1985	No. 1/2(58)-81-2FR-II	Notification regarding nomination of any other person during life time to receive arrears of pension or after his death.	Obsolete/For Information only	Not printed
141.	07.04.1985	No. 1/2(34)-85-2FR-II	Instructions regarding placing of nomination form on the service book or forwarding its Copy with pension papers.	Reiterated vide dt. 07.11.1985.	210
142.	04.01.1985	No. 1/2(11)-84-2FR-II	Restoration of Commuted portion of pension to the pensioners – clarification regarding.	Modified partly vide dt. 09.07.04	52

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143.	30.11.1984	No. 12/2/84-WM(4)	Payments of interest on delayed payment of Death-cum-Retirement Gratuity.	Obsolete.	Not printed
144.	15.10.1984	No. 1/4(34)-84-2FR-II	Payment of interest on delayed payment of Death-cum-retirement Gratuity.	Revised vide dt. 20.02.02.	Not printed
145.	22.06.1984	No. 1/2(20)-84-2FR-II	Payment of interest on delayed payment of Death-cum-retirement Gratuity.		156
146.	30.04.1984	No. 75/2/84-FD/ Pension/SAP	Delay in finalisation of pension cases and measures thereof.	Obsolete.	Not printed
147.	20.03.1984	No. 12(7)-81-2FR	Counting of emoluments drawn by officers while on deputation from the State Governments to the Govt. of India vice-versa for the purpose of pension.	Obsolete.	Not printed
148.	08.03.1984	No. 1/2(45)-82-2FR-II	Procedure regarding sanction/release of family pension under the family Pension Scheme, 1964.		134
149.	02.03.1984	No. 1/2(27)-79-2FR-II	Voluntary retirement after completion of 20 years qualifying service.	Clarified vide dt. 09.02.06.	88
150.	31.01.1984	No. 1/2(11)80-2FR-II	Grant of pensionary benefits to adhoc government employees recruited through employment exchange.		78
151.	24.01.1984	No. 1/(4)5-79-2FR-II	Simplifications of procedure with a view to eliminating delays in the payment of Pension and gratuity.	Revised vide dt. 14.05.1999.	Not printed
152.	18.01.1984	No. 1/2(7)-81-FR-II	Counting of emoluments drawn by officers while on deputation from the State Governments to the Govt. of India vice-versa for the purpose of pension.	Clarified vide dt. 20.03.84 and now obsolete.	Not printed
153.	28.12.1983	No. 1/1/(2)-83-2FR-II	Calculating the length of qualifying service for retirement benefits	Revised vide dt. 18.10.06.	69
154.	16.11.1983	No. 1/4(5)-79-2FR-II	Simplifications or procedure with a view to eliminating delays in the payment of Pension and gratuity.	Revised from time to time.	Not printed
155.	02.11.1983	No. 1/4(5)-79-2FR-II	Payment of interest on delayed payment of Death-cum-retirement Gratuity.		157
156.	11.07.1983	No. 1/4(5)-79-2FR-II	Payment of interest on delayed payment of Death-cum-retirement Gratuity.	Revised vide dt. 20.02.02.	Not printed
157.	20.06.1983	No. 68/1/83/FD/ Pension/SAP	Expeditious disposal of pension cases.	Revised vide dt. 19.07.88.	Not printed
158.	10.03.1983	No. 75/2/83/FD/ Pension/SAP	Delay in finalisation of pension cases and measures thereof.	Obsolete.	Not printed



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159.	03.03.1983	No. 1/2(3)/83-1FR(I)	Supply of information in respect of re-employed pensioners.	Obsolete.	Not printed
160.	03.02.1983	No. 1442-8th FC (Resources Cell)-82	Information regarding the number of State Govt. employees who retired during the last five years.	Obsolete/For Information only	Not printed
161.	02.02.1983	No. 1/4(5)-79-2FR-II	Simplification of procedures with a view to eliminating delays in the payment of pension and gratuity.	Inserted in rules	Not printed
162.	15.12.1982	No. 1/4(5)-79-2FR-II	Simplification of procedures with a view to eliminating delays in the payment of pension and gratuity.	Inserted in rules	Not printed
163.	30.11.1982	No. 1/1(6)-80-2FR-II	Simplification of procedures with a view to eliminating delays in the payment of pension and gratuity.	Obsolete.	Not printed
164.	02.11.1982	No. 1/1(2)-82-2FR-II	Grant of special pensionary benefits to the family of Police Officers/Other Ranks who die on active duty.		<b>26</b>
165.	24.09.1982	No. 68/1/82/FD/ Pension/SAP	Expeditious disposal of pending pension cases - Issue of 'No Demand Certificate'.	Obsolete.	Not printed
166.	17.09.1982	No. 1/2(21)-81-2FR-II	Liberalisation of pensionary benefits on the recommendations of pay commission.	Obsolete.	Not printed
167.	10.09.1982	No. 1/4(22)-82-2FR-II	Fixation of Pension of Sh. Balwant Singh holder of P.P.O. No. 7008/HR.	Clarified again vide dt. 03.06.09.	<b>211</b>
168.	03.08.1982	No. 68/1/82/FD/ Pension/SAP	Expeditious disposal of pension cases.	Obsolete.	Not printed
169.	10.07.1982	No. 1/1(4)-78-2FR-II	Commutation of pension on retirement on superannuation Medical Examination not necessary	Obsolete.	Not printed
170.	16.06.1982	No. 67/3/82/FD/ Pension/SAP	Expeditious disposal of pending pension cases.	Obsolete.	Not printed
171.	02.06.1982	No. 1/3(3)-82-2FR-II	Payment of Death-cum-Retirement gratuity before retirement.	Obsolete.	Not printed
172.	14.05.1982	क्र. 68 / 1 / 82एफ:डी: / पेंशन / एस0ए0पी0	पेंशन केसों के शीघ्र निपटान हेतु हिदायतें ।	Revised from time to time.	Not printed
173.	09.04.1982	No. 67/3/82/FD/ Pension/SAP4/1/82/3FR-II	Expeditious disposal of pending pension cases.	Obsolete.	Not printed
174.	05.04.1982	No. 14/124/81-5FA	Scheme for payment of pension to Haryana Govt. Class I - II pensioners through Public Sector Banks.	Substituted vide same number and ate.	<b>180</b>

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175.	05.04.1982	No. 14/124/81-5FA (substituted)	Scheme for payment of pension to Haryana Govt. Class I - II pensioners through Public Sector Banks.		181
176.	04.02.1982	No. 67/3/82/FD/Pension/SAP	Expeditious disposal of pending pension cases.	Obsolete.	Not printed
177.	16.11.1981	No. 1/1(4)78-2FR-II	Commutation of pension on retirement on superannuation - Medical Examination not necessary		54
178.	28.10.1981	No. 14/16/79-5FA	Scheme for payment of pensions to Haryana Govt. Class I and II pensioners through Public Sector Banks.	Modified further vide dt. 05.04.82 & 24.02.89.	179
179.	19.10.1981	No. 1/1(21)-78-2FR-II	Recovery of D.C.R. Gratuity and pension paid to the Government employees who were prematurely retired and were subsequently reinstated in service.	Clarified vide dt. 06.05.95.	39
180.	17.08.1981	No. Pen(R)I/Genl-3-A/81,82/680	Liberalisation of the pensionary benefits on the recommendation of pay commission.	Obsolete/For Information only	Not printed
181.	11.08.1981	No. 1/2(11)-80-2FR-II	Grant of pensionary benefits to adhoc Govt. employees recruited through Employment Exchange	Obsolete/For Information only	Not printed
182.	22.07.1981	No. 1/2(21)-81-2FR-II	Revision of pension, family pension and D.C.R.G.	Obsolete/For Information only	Not printed
183.	01.05.1981	No. 68/1/81/Pension/SAP	Expeditious disposal of pension cases.	Revised vide dt. 19.07.88.	Not printed
184.	09.03.1981	No. 1/4(5)-79-2FR-II	Payment of interest on delayed payment of Death-cum-retirement Gratuity.	Revised vide dt. 20.02.02.	158
185.	01.08.1980	No. 1/2(27)-79-1FR-II	Voluntary retirement after completion of 20 years qualifying service.	Clarified vide dt. 02.03.84.	89
186.	17.10.1979	क्र. 68 / 1 / 79-एफ.डी. (पेंशन)-एस0ए0पी0	पेंशन केसों की मासिक प्रगति रिपोर्ट भेजने बारे हिदायतें ।	Obsolete/For Information only	Not printed
187.	22.06.1979	No. 2/1/(1)/79-ल:अ: (वित्त)	पंजाब सिविल सेवा नियमावली खण्ड 11 का सशोधन ।	Obsolete/For Information only	Not printed
188.	08.03.1979	No. 1/2(55)-78-2FR-II	Discontinuance of deduction of two months emoluments from Death-cum-retirement gratuity payable by retiring Govt. servants as contribution towards Family pension Scheme, 1964.	Obsolete.	Not printed
189.	08.03.1979	No. 1/2(30)-78-2FR-II	Change of option for new Pension Rule.	Obsolete.	Not printed

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190.	08.02.1979	No. 1/1(4)-78-2FR-II	Commutation of pension on retirement on superannuation - Medical Examination not necessary		56
191.	15.01.1979	No. 67/6/78-Pension/SAP	Counting of war services towards civil pension.	Obsolete.	Not printed
192.	20.12.1978	No. 4/3/78-3FR-II	Treatment of pay portion in Adhoc Relief as Dearness Pay.		28
193.	07.11.1978	No. 1/1(4)-78-2FR-II	Commutation of pension on retirement on superannuation - Medical Examination not necessary.		58
194.	06.11.1978	No. 68(1)/78/ Instruction-FD(Pen)	Instructions for condonation of break in service and grant of anticipatory pension.	Obsolete.	Not printed
195.	12.10.1978	No. 3226-TA-HR(JA)-78/9834	Scheme for payment of pensions to Haryana Govt. Class III and Class IV pensioners through Public Sector Banks.	Modified partly vide dt. 30.12.05/02.01.06.	178
196.	04.09.1978	क्र. 68(1)-एफ.डी.(पैन)-हिदायतें/-78	महालेखाकार द्वारा पेंशन कसों में बार-बार आपत्ति उठाना ।	Obsolete.	Not printed
197.	21.08.1978	No. 1/1(4)-78-2FR-II	Commutation of pension on retirement on superannuation - Medical Examination not necessary.		59
198.	14.08.1978	क्र. 68(1)-एफ.डी.(पैन)-78/	पैनशन तथा ग्रेच्युटी के शीघ्र निपटान हेतु हिदायतें ।	Revised vide dt. 19.07.88.	Not printed
199.	19.07.1978	No. 1/2(30)-78-2FR-II	Change of option for new Pension Rule	Revised vide dt. 08.03.79 & Obsolete	Not printed
200.	29.05.1978	No. 1/1(4)-78-2FR-II	Commutation of pension on retirement on superannuation - Medical Examination not necessary - Application form.	Obsolete.	Not printed
201.	24.05.1978	क्र. 9751-टीए0-हर-(एस0ए0)-78/4653	क्षेत्रीय सैक्टर बैंको के माध्यम से पेंशनों की अदायगी ।	Obsolete.	Not printed
202.	13.04.1978	No. 1/1/(4)-78-2FR-II	Commutation of pension on retirement on superannuation - Medical examination not necessary - application form	Obsolete.	Not printed
203.	06.04.1978	क्र. 68(1)/68/हिदायतें/पैनशन/	पैनशन कसों के शीघ्र निपटान हेतु हिदायतें ।	Modified partly vide Not. Dt. 17.04.2009.	136
204.	03.03.1978	No. 1/1(4)-78-2FR-II	Commutation of pension on retirement on superannuation - Medical Examination not necessary.	Clarified vide dt. 08.02.79.	Not printed
205.	28.02.1978	No. 4310-2FR-II-77/1900	Classification of Dearness Allowance as Dearness Pay counting towards pension.	Obsolete.	Not printed

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206.	23.01.1978	No. 22536-TA-HR-SA-78/781	Scheme for payment of pension to Haryana Govt. Class I and II pensioners through Public Sector Banks.	Obsolete.	Not printed
207.	18.01.1978	No. 3058-2FR-II-77/1210	Discontinuance of deduction of two months emoluments from Death-cum-retirement gratuity payable by retiring Government servants as contribution towards Family Pension Scheme, 1964.	Revised vide dt. 08.03.79 & Obsolete.	Not printed
208.	01.12.1977	No. 22536-TA-HR(SA) 77/11979	Scheme for payment of pensions to Haryana Govt. Class I & II pensioners through Public Sector Banks.	Modified partly vide dt. 05.04.82, 24.02.89 & dt. 30.12.05/02.01.2006.	161
209.	31.10.1977	क्र. 1830-FD(Pen)-77/2962	Monthly meeting regarding disposal of Pension cases.	Revised from time to time.	Not printed
210.	25.07.1977	No. 1276/FD(Pen)-SAP-77/21631	Preparation of pension cases.		140
211.	07.07.1977	No. 593-2FR-II-77/16346	Simplification of procedures with a view to eliminating delays in the payment of superannuation pension and death-cum-retirement gratuity.	Clarified vide dt. 06.04.78.	141
212.	19.05.1977	No. 842-FD(Pen)-SAP-77/14815	Simplification of Pension procedures – Foreign/Deputation.		143
213.	21.03.1977	क्र. 405-एफ़ोडी0 (पैन) एस0ए0पी0-77 / 8017	पेंशन/ग्रेच्यूटी को अदायगी की देरी को दूर करने के संबंध में कार्यविधि में सरलीकरण ।	Obsolete.	Not printed
214.	17.03.1977	No. 315-FD(Pen)-SAP-77/7516	Issue of 'No demand certificate' in Pension cases.		144
215.	21.01.1977	क्र. 37-एफ़ोडी0पैन-77 / 521	पेंशन/ग्रेच्यूटी को अदायगी की देरी को दूर करने के संबंध में कार्यविधि में सरलीकरण ।		146
216.	23.12.1976	No. 1347-FD(Pension)-76/43596	Simplification of pension procedures with a view to eliminating delays in the payment of pension /death-cum-retirement gratuity	Inserted in rules	Not printed
217.	30.06.1976	No. 1461-2FR-II-76/23622	Calculation of pension on the basis of average emoluments.	Obsolete.	Not printed
218.	14.06.1976	No. 798-FD-Pen(SAP)-76/19880	Expeditious disposal of pension cases.	Revised vide dt. 06.04.78.	Not printed
219.	19.04.1976	No. 333-FD(Pen)-76/13222	Provisional Pension Payment orders - delegation of Powers to Accountant General, Haryana.	Obsolete.	Not printed
220.	8/13.10.75	No. 1160-FD(Pen)-75	Payment of anticipatory pension to the retiring Gazetted Government Servants.	Obsolete.	Not printed

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221.	23.09.1975	No. 5860-2FR/75/32988	Counting of service paid from contingencies for retirement benefits of employees who have put in such service	Inserted in Rules and also Clarified vide dt. 17.03.2010.	70
222.	11.08.1975	No. 993-एफ.डी. (पेन)-75/27888	पेंशन केसों का शीघ्र निपटान – सिविल सेवा नियमावली वाल्यूम-1, पार्ट-1 के नियम 3 अधीन सर्टिफिकेट देना।	Obsolete.	Not printed
223.	12.02.1975	No. 7624-2FR-74/5185	Counting of Military/War service towards Civil pension	Modified vide Not. dt. 02.12.2004.	Not printed
224.	11.06.1974	No. 2179-1FR-74/20589	Grant of annual increment to purely temporary Govt. employees appointed locally against vacant post.		79
225.	13.05.1974	No. 642-FD(Pen.)-74/16725	Expeditious disposal of pension cases.	Obsolete.	Not printed
226.	29.05.1973	क्र. 634-एफ.डी.-(पेन)-73/21144	पेंशन केसों का शीघ्र निपटान।	Inserted in rules or Obsolete.	Not printed
227.	02.05.1973	No. 1182-2FR-73/18281	Permanent transfer of Govt. servants to Government Companies, Corporations – Grant of retirement benefits.		80
228.	29.03.1973	No. 351-FD(Pen)73/13437	Expeditious disposal of pension cases.	Obsolete.	Not printed
229.	01.08.1972	No. 3510-2FR-72/24784	Benefit of past service under Rule 4.19(b) of Punjab Civil Service Rules Volume-II procedure to be followed		81
230.	22.07.1972	क्र. 1989-एफ.डी.-(पेन)-72	पेंशन केसों की मासिक प्रगति रिपोर्ट।	Obsolete/For Information only	Not printed
231.	09.06.1972	No. 1084-2FR-72/18110	Counting of periods of Extra-ordinary leave as service for the purpose of the Family Pension Scheme, 1964, for State Govt. Employees.		30
232.	10.01.1972	No. 8475-2FR/71/702	Benefit of past service under Rule 4.19(b) of Punjab Civil Service Rules Volume-II procedure to be followed		82
233.	20.12.1971	No. 7649-2FR-71/39378	Simplification of Pension rules and procedure.	Revised and Obsolete.	Not printed
234.	10.08.1971	No. 1717-FD(Pen)-71/21207	Expeditious disposal of pending pension cases.	Obsolete.	Not printed
235.	15.03.1971	No. 4465-2FR-70/4923	Revision of rates in the Punjab Civil Services (Extraordinary Pension) Rules, consequent upon the introduction of the Family Pension Scheme, 1964.	Superseded vide Noti. dt. 29.03.1983.	Not printed

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236.	<b>27.01.1971</b>	No. 2848-FD(Pen)70/1710	Simplification of pension rules and procedure.		<b>212</b>
237.	<b>08.12.1970</b>	No. 5423-2FR-70/32332	Expeditious disposal of pension cases.		<b>148</b>
238.	<b>24.11.1970</b>	No. 6279-2FR-70/33159	(i) Liberalisation of New Pension Rule. (ii) Classification of Dearness Allowance as dearness pay in the case of employees in the Pay range above Rs. 1,000.	Obsolete.	Not printed
239.	<b>19.10.1970</b>	No. 138-FD-(Pen)-70/28467	Expeditious disposal of pending pension cases.	Obsolete.	Not printed
240.	<b>12.10.1970</b>	No. 2354-FD(Pen)-70/27815	Expeditious disposal of pension cases.	Revised vide dt. 28.04.92.	Not printed
241.	<b>20.07.1970</b>	No. 1654-FD(Pen)-70/19360	Timely initiation of pension cases and grant of anticipatory pensions/death-cum-retirement gratuity.	Obsolete.	Not printed
242.	<b>21.04.1970</b>	No. 1020-FD(Pen)-70/11288	Timely initiation of pension cases and grant of anticipatory pension/death-cum-retirement gratuity.	Obsolete.	Not printed
243.	<b>26.03.1970</b>	No. 449-2FR-70/8153	Initial preparation of pension papers concerning Gazetted Officers by the Audit Office.	Obsolete.	Not printed
244.	<b>17.02.1970</b>	No. 264-FD(Pen)-70/4390	Expeditious disposal of Pension Cases – Monthly progress Report - submission of.	Obsolete.	Not printed
245.	<b>09.02.1970</b>	No. 219-FD(Pen)-70/3185	Simplification of pension rules and procedures.	Modified vide dt. 27.01.1971	<b>213</b>
246.	<b>20.01.1970</b>	No. 28-FD(Pen)-70/1336	Delay in submission of pension papers to audit – quarterly return.	Obsolete.	Not printed
247.	<b>24/29.12.1969</b>	No. 2396-FD(Pen)-69/36658	Expeditious disposal of pending pension cases.	Obsolete.	Not printed
248.	<b>03.12.1969</b>	No. 2131-FD(Pen)-69/34941	Expeditious disposal of pending pension cases.	Obsolete.	Not printed
249.	<b>04/06.11.1969</b>	No. 2115-FD(Pen)-69/32205	Delay in submission of pension papers to audit – quarterly return.	Obsolete.	Not printed
250.	<b>30.09.1969</b>	No. 1808-FD(Pen)-69/27625	Simplification of pension rules and procedure.	Obsolete.	Not printed
251.	<b>29.09.1969</b>	No. 1489-FD(Pen)-69/26924	Expeditious disposal of pending pension cases.	Obsolete.	Not printed
252.	<b>26.08.1969</b>	No. 1559-FD(Pen)-69/23813	Delay in submission of pension papers to audit Quarterly return.	Obsolete.	Not printed
253.	<b>30.07.1969</b>	No. 1041-FD(Pen)-69/21548	Expeditious disposal of pending pension cases.	Obsolete.	Not printed

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254.	<b>28.07.1969</b>	No. 1369-FD(Pen)-69/20731	Delay in submission of pension papers to audit Quarterly return.	Obsolete.	Not printed
255.	<b>10.06.1969</b>	No. 1005-FD(Pen)-69/	Expeditious disposal of pending pension cases.	Obsolete.	Not printed
256.	<b>24.05.1969</b>	No. 871-FD-(Pen)-69/13096	Delay in submission of pension papers to audit.	Obsolete.	Not printed
257.	<b>14.05.1969</b>	No. 548-FD-(Pen)-69/12275	Simplification of pension rules and procedure.	Partly instered in rules and parly become obsolete.	Not printed
258.	<b>12.05.1969</b>	No. 713-FD(Pen)-69/12046	Expeditious disposal of pending pension cases.	Revised vide dt. 14.06.76.	Not printed
259.	<b>09.04.1969</b>	No. 488-FD(Pen)-69/9130	Regarding Expeditious disposal of pending pension cases.	Obsolete.	Not printed
260.	<b>17.03.1969</b>	No. 264-2FR-69/6958	Option for New Pension Rules/Family Pension Scheme, 1964.	Obsolete.	Not printed
261.	<b>07.10.1968</b>	No. 6226-2FR-68/25062	Permanent transfer of Govt. servants to Government Companies/ Corporations - Grant of retirement benefits.	Modified Partly vide dt. 02.05.73.	<b>83</b>
262.	<b>06.07.1968</b>	No. 862-FD(Pen)-68/19963	Expeditious disposal of pending pension cases.	Obsolete.	Not printed
263.	<b>09.05.1968</b>	No. 509-FD(Pen)-68/11514	Expeditious disposal of pending pension cases.	Revised vide dt. 19.04.76.	Not printed
264.	<b>29.04.1968</b>	No. 447-FD(Pen)-68/10632	Expeditious disposal of pending pension cases.	Obsolete.	Not printed
265.	<b>26.07.1967</b>	No. 775-FD(Pen)-67/16321	Expeditious disposal of pension cases.	Obsolete.	Not printed
266.	<b>17.10.1966</b>	No. 305-7FR-I-66/18203	Grant of gratuity under the Punjab Civil Services Rules to motherless children/ Parents of Government employees dying as a result of 'Special risk' of office.	Obsolete.	Not printed
267.	<b>10.10.1966</b>	No. 5570-5FR-I-66/18208	Clarification in respect of the grant of family Pension, etc.	Superseded vide Noti. dt. 31.01.1992	Not printed
268.	<b>02.09.1966</b>	No. 5697-5FR-I-66/6137	Counting of personal pay towards pension and gratuity.		<b>107</b>
269.	<b>22.08.1966</b>	No. 5097-7FR-I-66/15450	Option for New Pension Scheme.	Obsolete.	Not printed
270.	<b>02/05.08.1966</b>	No. 2613-7FR-I-66/14242	Grant of family Pension for life to windows in receipt of family Pension under the New Pension Rules.	Obsolete.	Not printed

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271.	<b>25.06.1966</b>	No. 3321-5FR-I-66/ 11894	Pension application - preparation of Duplicate where payment is desired on another Audit Circle	Obsolete.	Not printed
272.	<b>16.05.1966</b>	No. 1628-5FR-I-66/ 9294	Rounding off pensions to the next higher rupee.	Also inserted in rules.	<b>214</b>
273.	<b>21.03.1966</b>	No. 304-7FR-I-66/5240	Reg. Enhanced Family Pension w.e.f. 01.01.1966.	Superseded vide Noti. dt. 28.09.1979.	Not printed
274.	<b>11.02.1966</b>	No. 8881-7FR-I-65/ 2208	Enhancement of pensionary awards in respect of civil Government employees killed or injured by enemy action in the operation against Pakistan.	Obsolete.	Not printed
275.	<b>31.01.1966</b>	No. 11433-5FR-I-65/ 1606	Nomination for the purpose of death-cum-retirement gratuity under the Liberalized Pension Rules	Obsolete.	Not printed
276.	<b>21.01.1966</b>	No. 10216-5FR-I-65/ 1006	Scheme for Providing immediate relief to the Families of non-gazetted Government employees who die while in service.	Obsolete.	Not printed
277.	<b>21.01.1966</b>	No. 7442-5FR-I-65/ 19912	Counting of war/military service for civil pension in respect of war service candidates permanently appointed to civil posts.	Obsolete.	Not printed
278.	<b>12.05.1965</b>	No. 7442-5FR-I-65/ 7270	Counting of purely temporary military service in the Army, Navy and Air Force towards civil pension.	Obsolete.	Not printed
279.	<b>03.04.1965</b>	No. 1830-6FR-I-65/ 3692	Expeditious disposal of pension cases - issue of No Demand Certificate.	Revised vide dt. 29.09.69.	Not printed
280.	<b>12.03.1965</b>	No. 2253-7FR-I-65/ 2475	Regarding Family Pension Scheme 1964.	Obsolete.	Not printed
281.	<b>30.01.1965</b>	No. 11751-5FR-I-64/59	Settlement of pensionary terms in respect of Government employees transferred to an autonomous organisation consequent on the conversion of a Government Department into an autonomous body		<b>85</b>
282.	<b>16.10.1964</b>	No. 7856-7FR-I-64/ 9692	Regarding Family Pension Scheme 1964.	Revised/ Modified.	Not printed
283.	<b>06.05.1964</b>	No. 3936-6FR-I-64/ 4160	Expeditious disposal of pension cases.		<b>149</b>
284.	<b>29.04.1964</b>	No. 9791-2FR-I-63/ 4233	Condonation of break in service of Temporary Government employees retrenched from one State Government office and selected for appointment in another such office.	Obsolete.	Not printed



Sr. No.	Date	Number	Subject	Remarks	Page No.
285.	<b>25.01.1964</b>	No. 9909-5FR-I-64/12769	Counting of War/Military Service towards civil pension in respect of war Service candidates permanently appointed to civil posts against vacancies arising after the 31st December, 1947.	Obsolete.	Not printed
286.	<b>21.11.1963</b>	No. 12527-(3)-FR-II-63/11769	Incidence of leave salary and Pension, pay, allowances consequent upon Re-organisation of State	Obsolete.	Not printed
287.	<b>05.11.1963</b>	No. 5945-6FR-I-63/11467	Delay in the disposal of pension case due to wrong fixation of pay.	Obsolete.	Not printed
288.	<b>29.10.1963</b>	No. 9089(5)-FR-63/10927	Permanent transfer of a Government employee under the Punjab Government - Exercise of option for the Pension Rules.	Obsolete.	Not printed
289.	<b>08.10.1963</b>	No. 5634-2FR-I-63/10588	Condonation of break in the service of Government Employees under Rule 4.23 of Punjab Civil Services Rules, Volume II.	Obsolete.	Not printed
290.	<b>28.03.1963</b>	No. 1793-2FRI-63/2545	Disposal of pension cases regularisation of the period of overstay		<b>150</b>
291.	<b>05.02.1963</b>	No. 12672-(2)-FR-I-62/1219	Administrative sanction in respect of commutation of pension.	Obsolete.	Not printed
292.	<b>26.07.1962</b>	No. 3734-5FR-(I)-62/8011	Procedure for consultation with the Punjab Public Service Commission for grant of concession under Rule 4.2-A of the Civil Service Rules, Volume II.	Inserted in Rules.	Not printed
293.	<b>09.07.1962</b>	No. 5221-4FR-I-62/7301	Admission of Employees who were members of the Contributory Provident Fund to pensionary benefits.	Obsolete.	Not printed
294.	<b>09.07.1962</b>	No. 1698-5-FR-I-62/7340	Payment of anticipatory pension, gratuity and commuted value based on anticipatory pension.	Obsolete.	Not printed
295.	<b>25.04.1962</b>	No. 2221-5FR-I-62/4566	Grant of benefits to employees in establishments carrying benefits admissible for transportation of personal effects.	Obsolete.	Not printed
296.	<b>04.04.1962</b>	No. 2039-5FR-I-62/3799	Scheme for Providing immediate relief to the families of non Gazetted employees who die while in service.	Obsolete	Not printed
297.	<b>08.02.1962</b>	No. 1011-3FR-I-62/1256	Admittance/Regularisation of certain shortcoming in individual pension cases	Obsolete.	Not printed
298.	<b>19/20.01.62</b>	No. 11896-5-FR-I-61	Counting of Special Pay for Pension in terms of clause of Rule 6.19- A of the Punjab Civil Services Rules Volume.	Superseded vide No. Dt. 07.12.2001.	Not printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
299.	04.11.1961	No. 10427-FR-I-61/13863	Death/Retirement/Terminal benefits for purely temporary employees and certain other categories of employees in the event of death while in service or retirement or retrenchment or invalid grant of.	Obsolete.	Not printed
300.	02.11.1961	No. 8718-7FR-I-61/13496A	All India Services—Sanction of ex gratia grants to the families of officers who die while in service—Clarification regarding	Obsolete.	Not printed
301.	31.10.1961	No. 9735-6FR-I-61/13681	Expeditious disposal of pension cases.	Obsolete.	Not printed
302.	01.07.1961	No. 6472-5FR-I-61/8169	Counting of 'Non Practising Allowance' towards Pension.		<b>108</b>
303.	26.06.1961	No. 5595-5FR-I-61/7940	Counting of Military Service towards Civil Pension and alteration of date of birth.	Obsolete.	Not printed
304.	26.06.1961	No. 5774-6FR-I-61/7473	Expeditious disposal of pension cases.	Revised vide dt. 09.05.68.	Not printed
305.	03.03.1961	No. 12122-(5)FR-I-60/2404	Scheme for providing immediate relief to the families of non gazetted Government employees who die while on service.	Obsolete.	Not printed
306.	01.03.1961	No. 459-5FR-I-61/2322	Payment of death-cum-retirement gratuity under the New Pension Rules.	Obsolete.	Not printed
307.	17.02.1961	No. 1141-5FR-I-61/1863	Last Pay Certificate - issue of - before payment of anticipatory pension, anticipatory gratuity and commuted value based on anticipatory pension.	Obsolete.	Not printed
308.	09.02.1961	No. 898-(5)-FRI-61/1631	Grant of retirement benefits on permanent transfer to Government Companies/Corporations (Extract from 898(5)-FRI-61/1631)	Revised vide dt. 07.10.68.	Not printed
309.	25.01.1961	No. 13031-5FR-I-60/975	Nomination for the purpose of Death-cum-Retirement Gratuity and Family Pension under the new Pension Rules.	Obsolete.	Not printed
310.	18.01.1961	No. 11941(2)-FR-I-60/465	Setting up of an adhoc Committee for the settlement of pension claims of displaced Government Servants from Punjab (P) now a part of West (Pakistan) not based wholly on records.	Obsolete.	Not printed
311.	03.10.1960	No. 9226-5FR-I-60/8282	Payment of Death-cum-Retirement Gratuity to a Minor.		<b>41</b>
312.	03.08.1960	No. 5664-5FR-I-60/6455	Liberalisation of New Pension Rules in the matter of pension, death-cum-retirement gratuity and Family Pension.	Obsolete.	Not printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
313.	<b>29.04.1960</b>	No. 3618-2FR-I-60/4039	Nominations for Death-cum-Retirement Gratuity and Family Pension made by non-gazetted officers under the Liberalised Pension Rules.	Obsolete.	Not printed
314.	<b>19.04.1960</b>	No. 2338-FR-I-60/3692	Recovery of Government dues from Death-cum-Retirement Gratuity.	Obsolete.	Not printed
315.	<b>28.03.1960</b>	No. 193-2FR-I-60/2740	Recovery of Government dues from Death-cum-Retirement Gratuity.		<b>42</b>
316.	<b>21.03.1960</b>	No. 9494-2FR-I-59/2408	Compulsory nominations in respect of Death-cum-Retirement Gratuity and family pension.	Inserted in rules.	Not printed
317.	<b>02/14.03.1960</b>	No. 278-5FR-I-60	Counting of war services towards civil pension.	Obsolete.	Not printed
318.	<b>03.11.1959</b>	No. 8482-2FR-I-59/13708	Payment of death-cum-retirement gratuity to a minor.		<b>43</b>
319.	<b>08.10.1959</b>	No. 8039-2FR-I-59/10064	Payment of Pension to displaced employees of late Bahawalpur State retiring from the service of Punjab Government.	Obsolete.	Not printed
320.	<b>23.09.1959</b>	No. 3763-5FR-I-59/9565	Counting War/Military Service towards Civil Pension in respect of War Service candidates permanently appointed to Civil posts against vacancies arising after the 31 <sup>st</sup> December, 1947	Obsolete.	Not printed
321.	<b>02.09.1959</b>	No. 6034-2FR-I-59/8941	Expeditious disposal of pension cases.	Revised from time to time.	Not printed
322.	<b>21.07.1959</b>	No. 5275-FR-I-59/6934	Payment of Pension in india to persons residing in Pakistan.	Obsolete.	Not printed
323.	<b>15.07.1959</b>	No. 5362-FR-I-59/6697	Payment of death-cum-retirement gratuity and family pension to the families of deceased Government employees/pensioners.	Obsolete.	Not printed
324.	<b>09.06.1959</b>	No. 4441-FR-I-59/5525	Grant of final Pensions to displaced Government employees from Sind and N.W.F.P under the Government of Punjab.	Obsolete.	Not printed
325.	<b>08.05.1959</b>	No. 3343-FR-I-59/4535	Delay in disposal of pension cases and finalization thereof	Obsolete.	Not printed
326.	<b>23.04.1959</b>	No. 3256-FR-I-59/4017	Counting towards pensions of service on contract rendered by officers who are later appointed to pensionable posts/services.	Obsolete.	Not printed
327.	<b>07.04.1959</b>	No. 2655-FR-I-59/3661	Grant of final Pensions to displaced Government employees from Sind and N.W.F.P under the Govt. of Punjab.	Obsolete.	Not printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
328.	<b>02.04.1959</b>	No. 2554-FR-I-59/3460	Nominations for Death-cum-Retirement Gratuities under the New Pension Rules.	Obsolete.	Not printed
329.	<b>03.02.1959</b>	No. 24-FR-I-59/963	Reduction in pension/death-cum-retirement gratuity granted under the New pension Rules as a measure of penalty.	Obsolete.	Not printed
330.	<b>08.09.1958</b>	No. 7477-FR-I-58/13780	Declaration regarding refund of excess amount of pension/gratuity, etc. Amendment of rule 9.15 of Punjab Civil Services Rules, Volume II.	Inserted in rules.	Not printed
331.	<b>28.08.1958</b>	No. 6639-FR-I-58/13285	Payment of death-cum-retirement gratuity under the Liberalised Pension Rules in the absence of a nomination.	Obsolete.	Not printed
332.	<b>25.08.1958</b>	No. 6445-FR-I-58/13011	Regarding emoluments of pension.	Obsolete.	Not printed
333.	<b>06.02.1958</b>	No. 7272-FR-I-57/1974	Payment of D.C.R.G and family pension under the New Pension Rules.	Obsolete.	Not printed
334.	<b>06.02.1958</b>	No. 7272-FR-I-57/1974	Payment of D.C.R.G and family pension under the New Pension Rules.		<b>45</b>
335.	<b>17.09.1957</b>	No. 5335-FR-I-57/8983	Counting towards pensions of service on contract rendered by officers who are later appointed to pensionable posts/Services.	Obsolete.	Not printed
336.	<b>09.04.1957</b>	No. 1526-FR-I-57/2705	DCRG is s gift.		<b>46</b>
337.	<b>05.03.1957</b>	No. 694-FR-I-57/1498	Payment of Death-cum-Retirement Gratuity in absence of nomination, prescribed under the New Pension Rules.	Obsolete.	Not printed
338.	<b>14.01.1957</b>	No. 874-FR-I-56/321	Preservation of Nominations and Family Pension cases dealt with under the New Pension Rules.		<b>215</b>
339.	<b>07.01.1957</b>	No. 316-FR-I-56/157	Applicability of the restrictions in rules 7.23 and 7.24 of Punjab Civil Services Rules to death/residuary gratuity payable under the new Pension Rules	Obsolete.	Not printed
340.	<b>23.10.1956</b>	No. 8068-FR-I-56/6717	Counting of War/Military service towards.	Obsolete.	Not printed
341.	<b>13.09.1955</b>	No. 9498-FR-55/9003	Premature retirement under rule 5.32 of the Punjab Civil Services Rules.	Obsolete.	Not printed
342.	<b>25.01.1955</b>	No. 8-FR-55/570	Premature retirement under rule 5.32 of the Punjab C.S.R., Volume II.	Obsolete.	Not printed

**Note :** Instructions Not printed in Compendium are available on website of Finance Department [www.finharyana.gov.in](http://www.finharyana.gov.in).