

Cir.Memo.No. Rc/ENC/F2/3361/2010

Dated : 22 -12-2012.

Sub : Estt – I&CAD Deptt- On line Processing of pension papers in respect of those retiring during 2013 – Instructions issued for submission of Service Books- defects to be rectified as per the Agenda of meeting with the Drawing Officers - Reg.

- Ref : 1. T.O. Circular Memo. No. Rc/ENC/F3/7369/05 dt. 25.4.05.  
2.T.O. Circular Memo. No. Rc/ENC/F2/87444/08 dt. 2.1.2009.  
3.Govt. Memo. No. 4244/Genl(1)/2010-1 dt. 18.2.2010.  
4.T.O. Circ. Memo. No. Rc/ENC/F2/3361/2010 dt. 7.4.2010.  
5.G.O.Ms. No. 228 Finance(Pension)Department dt.24.08.2012.  
6. Circ.Memo.No. Rc/ENC/F2/3361/2010 dt. 6.11.2012.

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In this office circ. memo. 6<sup>th</sup> cited, instructions were issued for online submission of pension papers to Accountant General for quick processing duly following the procedures. Further meeting was also conducted with the Deputy Chief Engineers and Drawing & Disbursing Officer from Circles/units from 15.12.2012 to 20-12-2012 on online submission of pension papers and other related matter. While submitting Service Books of retiring persons during 2013 for verification, the Unit officers are requested to examine the following issues.

1. **Submission of online pension papers** :- As per orders issued in G.O.Ms.No.228 Fin(Pen) Deptt dt. 24.8.2012 pension papers are to be processed online. Instructions have been issued by the Engineer-in-Chief(Admn.Wing) to process the pension papers online in respect of those retiring on or after December,2012. It is generally noticed that there are many defects while the pension papers are checked in the Office of the Engineer-in-Chief. Some of the defects which are noticed are brought out below :
  - a. **Stepping up of pay** : While examining the Service Registers it is noticed that the pay of the AE/AEE has been stepped up on par with junior. Even the name of the Junior, Zone to which he belongs, which office the Junior was working is not mentioned. In some other cases the pay of the Senior has been stepped up on par with another Junior of different Zone. In some cases the junior is drawing pp(Personal pay for family planning/ PP for higher qualifications) . The Drawing Officers are hereby informed that only the Engineer-in-Chief(H.O.D) is competent to order any stepping up of pay. Even Executive Engineers/Superintending Engineers/Chief Engineers are not competent in respect of AEs/AEEs/Dy.EEs etc as the Engineer-in-Chief (AW) maintains Seniority and without determining whether a person is senior or junior, the stepping up of pay is not valid. The Executive Engineers/Drawing Officers should take special attention to verify such cases and order rectification immediately without the intervention of the Engineer-in-Chief(AW).
  - b. **Implementation of Punishments** : In the service books, it is noticed that the punishments ordered at a certain period are not implemented properly. For example when the punishment order is dated 4.5.1998 and the punishment of stoppage of two increments with /without cumulative effect from 95/96 etc. is stopped and an entry made that the punishment is implemented. It is brought to the notice that punishments are always prospective and not retrospective. In the above case the increment earned after 5/1998, 5/1999 should have been stopped.

- c. **Payment of Encashment of Earned Leave on Retirement** :- In some cases it was noticed that when an ACB Trap case/disproportionate assets case was pending the concerned Drawing Officer has paid the encashment of Earned Leave. Encashment of leave in ACB cases should not be entertained and the concerned office should refer the matter to the Engineer-in-Chief for orders. This is because, when the ACB case results in dismissal/ 100% cut in pension and pensionary benefits the action of the Head of the office in paying Encashment of Earned Leave will be proved wrong and liable for recovery from the concerned officer who ordered the payment. A circular Memo. No. Rc/ENC/F3/8727/2010 dt. 25.8.2010 has already been issued in this regard and the concerned are requested to verify the same.
- d. **Family Planning/Advance increment for Higher Qualifications** :- The Government have abolished sanction of Incentive Increment from 1.7.1998 while issuing orders in PRC,1999 Scales. It is noticed that a number of Officers have been sanctioned and paid incentive increments during the period from 1.7.1998 to 2004,05 etc. This matter has been pointed out while the Inspection of Accountant General Audit and Government have issued orders to cancel all incentive increments sanctioned after 1.7.1998. Some of the Drawing Officers have cancelled the increment from a certain date but not recovered the amount paid from 1.7.1998 onwards. Some of the Drawing Officers are still allowing payment of incentive increment even after repeated circulars and directions from the Government for cancellation and recovery. Action may be taken at least now to rectify the defect.
- e. **Earned Leave to be deducted for E.O.L. Period** :- As per Government orders Earned Leave is credited in advance on the 1<sup>st</sup> of January and 1<sup>st</sup> of July, every year. In case if the individual has been sanctioned E.O.L. for a certain period, the Earned Leave credited should be reduced at the rate of 1/10 for the period of E.O.L. The Drawing Officers shall verify the Service Books and rectify the above defects immediately.
- f. **Pay fixations** :- The Government have ordered for pay fixations from 1.4.1978, 1.7.1986, 1.7.1992, 1.7.1998, 1.7.2005, and 1.7.2008. It is generally noticed that pay fixation statements (Annexures and Option Forms) are not enclosed to the Service Book. Now since online submission of pension papers has come into practice and the details of every pay fixation has to be entered in the online pension paper it has become necessary to recheck the Service Registers and procure the copy of all pay fixations and enclose it to the Service Book. It is requested to seek the cooperation of the concerned individual in this regard.
- g. **Work Charged Service** :- In certain cases of retiring AE/DEEs it is noticed that they have been appointed initially in the Work charged Establishment. The Work Charged service counts as qualifying service only if the individual puts more than 10 years of service and becomes a regular Government Servant as per orders issued in G.O. Ms. No. 130 dated 18-3-1981. The Service book of these employees may be verified and the service for pension may be taken only if they have completed 10 years of work charged service.
- g. **Cases of regular promotion in the last 2 months before retirement** :- Certain employees are promoted just before two months of retirement. In such cases if the promotion is in a regular vacancy, this fact must be entered in the Service Register under proper attestation and a copy of the promotion order pasted in the Service Register. The Accountant General insists for such certification in respect of retired employee when promotion is within two months of retirement for verification whether the promotion is regular or in a leave vacancy.
- h. **Maintenance of Service Registers** :- When certain service registers are sent for settlement of pension, it is noticed that the first Service Book where date of Birth, Date of Entry into service is recorded is torn and some times it is so shabby that on opening of the Service Register the date of birth etc are not visible also. It is therefore requested that the above fact may be brought to the notice of the concerned employee and the Service Register set right as it is a permanent record and has to be maintained neatly.

**OTHER ISSUES :-**

**1. GIS & FBF :-**

It is often noticed that GIS and FBF entries are not update and this results in late settlement of the above accounts in respect of retired personnel.

The Drawing & Disbursing Officers should check all entries of Group Insurance from 11/1984 onwards till the date of retirement and any missing entries should be rectified before the retirement of the officer. Similarly the FBF scheme was in force from 9/1975 to 10/84 and any missing entries if noticed should be rectified before retirement so as to settle the same on the date of retirement. Even in cases where charges are pending or ACB cases extra are not settled the GIS & FBF should be settled on the date of retirement as per G.O. Ms.No.1097 dated 22.06.2000.

**2. GPF Final Withdrawal :-**

While furnishing the GPF final withdrawal in respect of retired personnel it is noticed that Column No. from 13 to 18 should be filled up in all respects duly signed by the concerned Head of the office. It is noticed in many cases the above columns are not filled up and this results in delay in settlement of G.P.F. before retirement. It may be ensured that G.P.F. proposals are submitted four months before retirement so that the Accountant General can issue payment orders on the date of retirement.

The unit officers are requested to keep in mind the above instructions for speedy disposal of pension cases, so that the retiring officer receives his retirement benefits immediately on his retirement.

L. NARAYAN REDDY  
Engineer-in-Chief(AW)

To:

All Chief Engineers,

All Superintending Engineer.

All Divisions/Circles/Units