

Office of the Engineer-in-Chief(AW)
I&CAD Deptt., Errum Manzil, Hyd.

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

Dated : 24-05-2013.

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

- Ref : 1. G.O.Ms No.263 Fin& Plg(FW.Pen-I) Deptt dt. 23.11.1998.
2. G.O. Ms. No. 228 Fin(Pen) Deptt dt.24.8.2012.
3. T.O. Cir.Memo.No. Rc/ENC/F2/3361/2010 dt. 6.11.2012.
4. Govt. Cir.Memo.2627/125/A2/Pen-I/2012 dt. 30-1-2013.

The Government in their reference first mentioned have instructed that the pension papers in respect of the retiring Government employees are to be forwarded to Accountant General, Andhra Pradesh, Hyderabad before 6 months of the date of retirement along with Service Book brought up to date together with Part-I, Part-II-A & Part-III (B) to avoid hardship to the pensioners so as to get pensionary benefits immediately after retirement.

Further Government in their reference 2nd cited, have issued new guidelines of Electronic Pension cum Provident Fund Final withdrawal application and as per the latest procedures pension papers are to be submitted **ON LINE ONLY** to the Accountant General with a view to facilitate quick disposals of pension papers and once the verification of pension proposals is over, the process of payment of pension on the first of the succeeding month after retirement becomes easy. Accordingly in this office Cir. Memo. 3rd cited, instructions were issued to all the Unit officers for online submission of pension papers to Accountant General for quick processing duly following the procedures, and during the periodical review of the pension cases for the year 2013, it is observed that most of the pension proposals are yet to be submitted Online to Accountant General.

The Government in their latest Memo. 4th mentioned above, have further requested all the pension sanctioning authorities to use the electronic forms created by the Accountant General for filling the pension cum Provident Fund Final withdrawal applications & the pension proposals shall be processed 6 months in advance and all cases shall be sent to Accountant General office at least two months before the date of retirement of the concerned Government servant. The Government further directed all the Departments of Secretariat and all Head of the Departments shall ensure that all the pension sanctioning authorities under their control shall comply with the above instructions scrupulously.

In view of the above Government instructions, all the Unit officers are hereby informed that now it is mandatory to use the electronic form created by the Accountant General for filling the pension cum provident fund final withdrawal and the pension proposals shall be processed six months in advance. In case of login difficulties the Drawing & Disbursing Officers can contact the Accountant General or Treasury where the I.D, Date of Birth, Date of Retirement & Date of joining was processed.


Therefore all the Unit Officers are requested to instruct the officer under their control shall comply with the above instructions scrupulously on service motto to process/release pensionary benefits on retirement of the concerned Government Servant.

The receipt of the memo. may please be acknowledged in the first instance.

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

To:
All Unit officers.

DETS (Comptrollers) to put it
on website.


for Engineer-in-Chief(AW)

28/5/13