

Circular Memo No. RC/ENC/F-Sec/22071477/2022 (Pension), Dt:-23-08-2024

Sub:- Pensions - TIES/TIESS - Submission of pension papers - certain instructions issued - Reg.

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It is informed that after a long duration of three years and after reorganization of I & CAD Department the pension papers are being processed and it is noticed by the undersigned that the pension papers are being submitted by the unit officers in incomplete shape without proper scrutiny and its causing further correspondence in the matter and resulting delay in processing of pension papers. Some of the pension papers are being forwarded simply without any countersignatures or all relevant documents.

Hence, the unit officers are requested to scrutinise the pension papers thoroughly and countersign wherever necessary before forwarding to this office in a complete shape in four sets.

Therefore, while submitting and forwarding the pension papers by the unit officers, the following few points shall be verified scrupulously:

1. Pension papers should be submitted only after release of annual grade increment due to the individual before his retirement and after making necessary entry in service book of the individual concerned.

2. If there are any Disciplinary proceedings initiated against the individual, the same should be entered in the Service Book of the individual while submitting the pension papers.

3. If there are any court cases which may effect the pay of the retired officer, the same shall be brought to the notice of this office without fail.

4. Retirement entry should be made in the Service Book of the individual when the pension papers are submitted after retirement.

5. The No Dues and No charges certificate for the last four year period duly countersigned by the concerned unit officer should be submitted along with Last pay certificate after retirement of the individual for onward transmission to the Accountant General, Hyderabad.

6. Wherever the Non-technical Personal Assistants or Executive Engineers sign the entries in their Service Books as the Drawing & Disbursing officers same should be countersigned by the next level officers as self-attestations cannot be considered.

7. The GPF Final withdrawals upto the cadre of Executive Engineer shall be processed by the Chief Engineer concerned and need not be forwarded to this office.

8. The GPF Final withdrawals of Superintending Engineers and above cadres should be forwarded to this office duly mentioning the details of the Part Final withdrawals/temporary Advances if any availed by the individuals during the

previous 12 months period in the application forms for Final Withdrawal submitted by the individual in three sets.

9.The Earned Leave encashment proposals of Chief Engineers and above cadres only should be submitted to this office.

10.The Drwaing and Disbursing Officer must put signature after column 20 of Part-II(A) of Pension papers.

Further, it is noticed that some of the officers are contacting the head office frequently and pressurizing the officers and staff for processing their pension papers. In this connection, it is informed that the processing of pension papers takes about 14 working days time in Admin office as mandatory clearances are to be taken from other sections, in the office.

In this connection, it is informed that the speedy processing of pension papers is our top priority and concern. Further severe pursuation of one individual will effect the processing of other similar files. Hence, all the individauls are requested to cooperate with the officers and staff concerned and notify only when there is an abnormal delay.

Sd/- G.Anil Kumar, Dt.23-08-2024

Engineer-in-chief (Admin)

To,

- 1.All the Engineer-in-chiefs, Chief Engineers of I & CAD Deptt.
- 2.Copy to Computer section to place the above circular memo in the ENC(Admin) website.

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*23/8/2024*  
for Engineer-in-chief, Admin  
*@*  
*23/8/24*