

Authority Responsible

Head of the department is responsible for processing the pension and final sanction of the pension to Govt. Servant where he was serving. Since, 1976, from the departmentalization of the government accounts, all departments have been established own his Pay and Account Office for payment of retiring benefits to his employees.

Model Guidelines for processing pension papers

S.No	Process	Authority Concerned	Timeframe	Applicable Rule CCS Pension Rules
1	Preparation of list of employees who are due to retire within 12 to 15 months	Head of the Department	1 st January, 1 st April, 1 st July and 1 st October each year.	56(1)
2	Communication of the list to the Accounts Officer Concerned	Head of the Department Head of the Office	31 st January, 30 th April, 31 st July and 31 st October each year. In case of Government servants retiring for reasons other than immediately as soon as the fact comes to notice.	56(2)
			In the case of a Government servant retiring for reasons other than by way of superannuation, the Head of Office shall promptly inform the Accounts Officer concerned, as soon as the fact of such retirement becomes known to him.	56(3)
3	Communication of the list to the Directorate of Estates in respect of employees having General Pool Accommodation	Head of the Office.	12 months before retirement.	56(4)

	with a view to obtain 'No Demand Certificate.			
4	Verification and determination of qualifying service, and if necessary, in consultation with the employee; and determination of average emoluments.	Head of the Office.	12 months before the retirement. The process to complete before eight months from the retirement.	59 (a) & (b)
5	Communication of facts to the retiring employees for action by the employees.	Head of the Office.	8 months before the retirement.	59(c)
6	Submission of papers by the employee	Employee	6 months before retirement.	59(c)(iii)
7	Presentation of papers to pay and accounts office.	Head of the Office	4 months before the retirement.	61(4)
8	Checking the pension and gratuity admissible and forwarding the PPO to the pension paying authority.	Pay and accounts office	1 month before the retirement.	65
9	Dispatch of PPO to CPAO	PAO	On the last working day of the month preceding the month of retirement.	
10-A	Dispatch of Bank half of the PPO to CPPC of Authorized Bank	CPAO	By 20 th of the month of retirement.	
10-B	Handing over of pensioners half of the PPO to the retiring employee	Head of Office	Date of retirement	
11	Completion of all formalities and crediting the pension to the pensioner's account.	CPPC/Paying Branch	Last date of the month.	