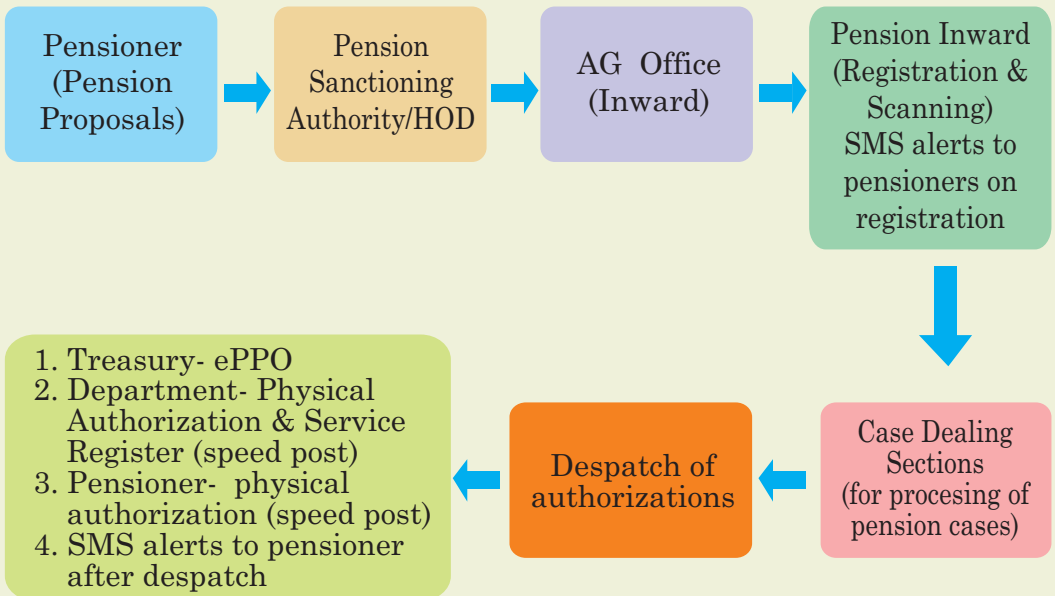


GUIDELINES ON PENSION FOR SERVING EMPLOYEES, PENSIONERS AND DEPARTMENTAL AUTHORITIES

This guidance is prepared by the AG office for the benefit of the serving employees/pensioners, and departmental authorities (particularly Pension Sanctioning Authorities). It presents only broad guidelines about the procedures to be followed. They do not modify codal provisions of Telangana State Revised Pension Rules (TSRPR), 1980, which deal with different kinds of pensionary benefits like Pension, Death-Cum-Retirement Gratuity (DCRG), Family Pension (FP) and Commutation.

FLOWCHART ON SUBMISSION/PROCESSING OF PENSION CASES



GUIDELINES ON PENSION FOR SERVING EMPLOYEES AND PENSIONERS

Every Government servant shall submit the pension application in the format prescribed by the Government of Telangana vide G.O.Ms.No.263 Finance & Planning (FW.PSC) Dept., dated 23.11.1998, at least 18 months in advance of his/her date of retirement on superannuation.

I. PENSION FORMS:

The pension forms prescribed by Government are common for service pension/family pension/retirement gratuity/service gratuity/commutation. The following documents are to be sent along with the pension papers:

- i. Application Form for Pension, Gratuity and Commutation in Part I including list of all the family members along with their marital status and dates of birth.
- ii. Nomination for Gratuity, Commuted Value of Pension and Lifetime Arrears.
- iii. Descriptive Rolls in triplicate with a single photo of self and a joint photo with spouse and self with identification marks and specimen signatures of spouse, duly attested by the departmental gazetted officer.
- iv. Part II A indicating calculation of Pension, DCRG and No Dues Certificate.
- v. Part II B Sanction of Pension by the Pension Sanctioning Authority.
- vi. Service Registers.
- vii. Medical Certificate in case of invalidation retirement.

- viii. In case of Voluntary Retirement, a copy of the orders of the competent authority permitting/accepting such retirement.
- ix. Last Pay Certificate / No Dues Certificate
- x. Grant-in-Aid Certificate in respect of employees of Aided institutions
- xi. Attested copies of the death certificate
- Where the FP beneficiary is the second spouse, the death certificate of the first spouse and the re-marriage certificate issued by the concerned Registrar, Registration and Stamps department should be submitted. The list of family members should indicate the respective children of the first/second spouse.
- xii. Where there is a compromise in a court of law between two wives, the compromise deed should be enclosed.
- xiii. Guardianship Certificate in respect of minors
- In case of Muslims, the guardianship certificate in respect of minor children for releasing their share of gratuity (as the mother is not a natural guardian)
- xiv. In case of claim for time limit family pension by children below 25 years age, the death certificate of spouse and birth certificate of the children should be furnished.
- xv. An attested copy of the nomination for gratuity, if filed by the deceased employee
- xvi. Relinquishment of pension by eligible members in favour of any other member should be referred to and decided by the Government and these orders should accompany the proposals.

- xvii. Where nomination for gratuity is not available, the following members may apply for gratuity in the absence of family as per Category-I Rule 46(5) of RPRs, 1980:
- Parents
 - Brothers below 18 years of age
 - Unmarried/widowed sisters
 - Married daughters and children of a pre-deceased son
- xviii. The family members' certificate must be attested by the departmental authorities.

II. PROCEDURE FOR SUBMITTING AN APPLICATION FOR COMMUTATION OF PENSION:

- a) The willingness of the Pensioner to commute the pension (maximum 40 per cent of the pension) must be indicated in Column 5 of Part I of the Pension proposals.
- b) In respect of medical invalidation retirement cases, if the pensioner desires to claim the commutation after one year of his/her retirement, the pensioner will be referred to the medical board by the department for obtaining a medical certificate.
- c) No commutation is permissible while Departmental or Judicial proceedings are pending against the pensioner. After the conclusion of departmental proceedings, the pensioner has to apply for the commuted value of pension within one year of the conclusion, in the prescribed form, and commutation will become absolute on the date on which the application is received by the Head of the Office.

III. TRANSFER OF PPO FROM ONE TREASURY TO ANOTHER TREASURY:

The pensioner can represent (a simple application) to the District Treasury Officer requesting the transfer of pension to the desired district treasury within the state or any other state.

IV. RESTORATION OF COMMUTATION OF PENSION:

The commutation portion of pension shall be restored by Pension Disbursing Authority (DTO) after 15 years from the date of payment of Commuted Value of Pension (CVP). However, in case of voluntary retirement, the pensioner has to represent to the Accountant General through a simple application duly stating that he/she was not re-employed after retirement along with affidavit for restoration of pension.

GUIDELINES FOR DEPARTMENTAL AUTHORITIES

V. PROCESSING OF PENSION CASES:

The procedure for processing the pension cases is mentioned in Appendix-I of RPRs, 1980 for Pension Sanctioning Authorities/Departmental Authorities.

Maintenance of Service records:

- i. Pension is calculated based on the length of qualifying service and 'Average Emoluments' or 'Last basic pay drawn'. It is therefore of utmost importance that the Service Book is maintained in chronological order of the event, is up-to-date and contains all relevant information such as promotion/ Automatic Advancement Schemes/Suspension/Punishment/EOL, etc.
- ii. In respect of unverified portion of service if any, the Head of Office shall arrange to verify the same with reference to Pay Bill register/Acquittance rolls or by obtaining affidavit from the employee duly supported by collateral evidence as per Appendix-I (3) of RPRs, 1980 declaring that he/she has rendered the service during the said period.
- iii. The Head of the Office / Department may issue a certificate duly recording it in the Service Register to the effect that the Government Servant was in service during the relevant period and was not on extraordinary leave or under suspension.

VI. FINALISATION OF DUES TO GOVERNMENT:

Advance action should be taken by the Pension Sanctioning Authority/departmental authorities to assess dues payable to the Government and recovery of the same from the gratuity (as per Appendix-I(7) of RPRs, 1980) and the same may be noted in Part-IIA of pension proposals to be forwarded to Accountant General six months (Appendix-I (5) of RPRs, 1980) before the date of retirement of employee on superannuation. Where delay is anticipated, action may be taken as per Rule 51 of RPRs 1980 so that the pension payment claim may not be held up.

VII. CHECKS TO BE DONE BY THE DEPARTMENTAL AUTHORITIES/PSA:

The Pension Sanctioning Authorities/ Heads of the Offices are requested to be extra careful while forwarding the proposals where the proposals are being submitted after the date of retirement, as Accountant General will release the pensionary benefits, if nothing is mentioned in the pension proposals about pendency of departmental proceedings or dues to be recovered.

The following checks may be made before forwarding the proposals:

- Check dues
- Disciplinary actions, if any
- Proceedings in case of voluntary retirement
- Grant-in-aid certificate in case of aided schools/colleges
- Medical certificate in case of medical invalidation cases
- The place of payment should be the district where the Government last served as mentioned in Part-II C of pension proposals.

VIII. FORWARDING OF PENSION PAPERS TO THE OFFICE OF THE ACCOUNTANT GENERAL

- i. After receiving Part I of the application from the employee, pension papers should be prepared and forwarded to the Accountant General (through the Sanctioning Authority) at least six months before the date of retirement, after according sanction in Part II B.
- ii. If any facts come to the notice of the Department necessitating revision, during the time between the submission of pension proposals and date of retirement, it must be intimated immediately to Accountant General before the employee actually retires.

ACTION BY PENSION ISSUING AUTHORITIES (AG OFFICE)

- i. The checks done by the Accountant General before finalising pensionary benefits are as follows:
 - Part I (Commutation, Signature of applicant, counter signature by Pension Sanctioning Authority)
 - Part II A (calculation of service pension, column no. 19 indicating dues and service particulars)
 - Declaration/certificate given by the Pension Sanctioning Authority as per Circular Memo no. 42/PSC/2012 of Finance (PSC) department)
 - Part II B (sanction order)
 - Part II C (service rendered in the combined state and Telangana state, last serving station)
 - Annexure-I Descriptive Rolls (attestation by pension sanctioning authority, signature of the applicant and the FP beneficiary Identification marks)
 - Nomination
 - Last Pay certificate
- ii. The Accountant General will release gratuity on the date of retirement, withholding 10 per cent or Rs.1,000/- whichever is less if no major dues are outstanding against the Government Servant as intimated in the pension proposals.
- iii. If LPC is not furnished by the date of retirement or within 3 months from the date of retirement, the withheld amount will be released without further reference to the Department.
- iv. Pensionary benefits will be authorised by the Accountant General for payment from the Treasury/Pension Payment Office under the jurisdiction of the last place of working station.
- v. Intimation of the issue of authorizations will be sent as follows:

Treasury Copy

e-PPO /e-GPO/e-CPO through IFMIS

Department Copy

Physical copy of authorization along with SR through speed post

Pensioner Copy

Physical copy through speed post

Pensioner

SMS alerts on

1. Registration of a pension case
2. After the despatch of authorization

Can view the status of the pension case and also download the pensioner copy from the AG office website.

https://www.agaepts.gov.in/OnlineSrvcs/auth_dld.aspx

ACTION BY THE PENSION DISBURSING AUTHORITY

- i. The payment of pensionary benefits should not be denied (Government Circular Memo No 7614-A/127/PSC/89, Finance & Planning FW (PSC) dated 20.12.1989) on the ground that the pensioner had not submitted his copy of the intimation letter.
- ii. If pension is not claimed within one year from the date of issue of Pension Payment Order, the process stipulated as per Instruction 60 under SR 87 of Treasury Code should be followed, i.e. when a pensioner has failed to receive his pension for one year, the

Disbursing Officer should make enquiries through the District Police, as to the cause of his non- appearing stating clearly where the pensioner was residing, and the pension should not be paid till the enquiry is completed and the payment of pension shall be continued if no objection is found as a result of the enquiry should be followed.

- iii. If the payment for Death-Cum-Retirement Gratuity (DCRG) authorization was not paid within three years from the date of issue of the authorization, this time barred authorization may be returned to the Accountant General office along with the non-payment certificate for revalidation.
- iv. The pensioner should submit life certificate every year after November and before March of succeeding year through the T-App Folio app or by using the Jeevan Pramaan app or appear in physical before Disbursing authority for continuation of payment of pension.

IX. LOSS OF PPOs/GPOs:

- i. When a pensioner's copy is lost, an application is to be made to the District Treasury Officer for issuing a duplicate.
- ii. In cases where the Disbursers portion (Treasury copy of authorization) issued by the Accountant General is lost in transit and not traceable, the Accountant General will issue a duplicate Pension Payment Order on receipt of proposals from the Director of Treasuries and Accounts (DTA) and duly obtaining non-payment certificate from the

pension disbursing authority. A similar procedure is followed in case of Gratuity Payment Order and Commutation Payment Order, which are lost in transit (and not traceable).

If pensionary benefits are not authorised within 30 working days (as per the citizens charter) of the receipt of the Pension proposals complete in all respects, such cases may be brought to the attention of the Deputy Accountant General (Pension) in the AG Office for redressal.

**Contact Numbers in AG Office
for Enquiry/Clarifications**

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Sr. AO (PM) 040 – 22331421

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