



**GOVERNMENT OF JAMMU AND KASHMIR,  
CIVIL SECRETARIAT: FINANCE DEPARTMENT.**

**C I R C U L A R**

Subject:- Speedy Disposal of Pension Cases.

The Accountant General effects recovery of the amount from pensionary benefits in cases where the retirees have drawn excess salary. This is causing undue financial hardships to such employees. In order to obviate the difficulties so faced, instructions were issued by Finance Department vide Circular No A/60(78)-194 dated 14.2.2005 to all the Departments to issue necessary instructions to the HoDs / Drawing and Disbursing Officers subordinate to them to get the pay fixation of the employees checked/verified by the Audit parties of Accountant General/Director General Audit & Inspections by providing Service Books and related records and have verification certificate to this effect recorded on the service book of each employee.

2. It was also impressed upon that the priority be accorded to the cases of those employees who are to retire within next three to four years. In case audit of the office is not expected in near future, the service records (Service Bqoks) of such employees were advised to be sent to Audit office for verification so that excess amount if drawn, is recovered before the superannuation of the employee.

3. It was also made known that in case, the Accountant General points out recovery of any amount during the course of assessing the pension, the concerned Head of the office/Drawing and Disbursing Officer shall be responsible and pay drawn in excess be recovered from the defaulter.

4. The biggest drawback in this regard brought into the notice by the Accountant General is, that, instead of the person committing the mistake, the pensioner suffers. The departmental authorities actually responsible for incorrect



fixation of pay are not held accountable, despite the above clear-cut instructions which call for action against the erring Government servants. Such approach in the matter makes employees especially (Class IV and Non-Gazetted), to suffer by way of huge recoveries.

The basic policy of the Government is to ensure, that a pensioner gets his pension as soon as he retires. In order to achieve this objective, it is once again enjoined upon the Administrative Secretaries of the departments to impress upon all the Drawing & Disbursing Officers under their control to adhere to the circular instructions issued from time to time in letter and spirit and ensure that pension papers are sent to the Accountant General six months before the month of retirement of an employee.

**Sd/-**  
**(M.R. Andrabi),**  
**Director (Codes),**  
**Finance Department.**

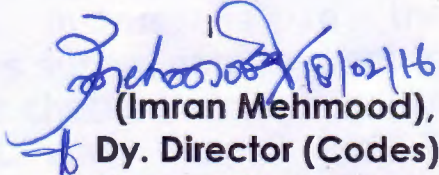
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Dated:-18.02.2016

**Copy to the:-**

1. Advocate General J&K High Court Srinagar/Jammu.
2. All Financial Commissioners.
3. Principal Accountant General, J&K Srinagar/ Jammu.
4. All Principal Secretaries to Government.
5. Principal Secretary to HE the Governor
6. Chief Electoral Officer, J&K Jammu.
7. All Commissioner / Secretaries to Government.
8. Principal Resident Commissioner, 5-Prithvi Raj Road New, Delhi.
9. Divisional Commissioner Kashmir/ Jammu.
10. Commissioner of Vigilance, J&K Srinagar.
11. Secretary to Chief Justice J&K High Courts Srinagar /Jammu.
12. Registrar General, J&K High Court Srinagar/ Jammu.
13. Director General Funds organization J&K.
14. Director General Audit & Inspections.
15. Director General Budget, J&K.
16. Director General Accounts & Treasuries, J&K.
17. Director General Information J&K.
18. All Head of Departments / Managing Directors/ Chief Executive of State PSU's / Autonomous Bodies.
19. Secretary J&K Public Service Commission.
20. All District Development Commissioners.
21. Secretary, J&K Legislative Assembly / Legislative Council.

22. Director Finance, Principal Northern Zonal Accountancy Training Institute Jammu.
23. Director Accounts & Treasuries Srinagar /Jammu.
24. Principal Accountancy Training School Srinagar.
25. All Director Finance/Financial Advisors & CAO's.
26. Joint Director Funds organization Srinagar/Jammu.
27. CAO, Irrigation & Flood Control Organization Srinagar /Jammu.
28. All Treasury Officers.
29. General Manager, Government Press for publication in Government Gazette.
30. Director Local fund Audit & Pensions, J&K.
31. Principal Private Secretary to Chief Secretary.
32. Private Secretary to Hon'ble Ministers/ Hon'ble Ministers of State for information of the Hon'ble Ministers.
33. All officers / Section officers of Finance Department.
34. President Non-Gazetted Employees Union Civil Secretariat Srinagar/ Jammu.
35. I/c Website, FD. ([www.jakfinance.nic.in](http://www.jakfinance.nic.in)).
36. I/c Website, GAD. ([www.jkgad.nic.in](http://www.jkgad.nic.in)).
37. Government order file (W2scs).

  
(Imran Mehmood),  
Dy. Director (Codes),  
Finance Department.