



GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT: FINANCE DEPARTMENT
Srinagar/Jammu

C I R C U L A R

Subject:- Regarding proper/compulsory mention of all information while filing of Forms at the time of submission of pension case to Accountant General's office.

The Accountant General (A&E) Jammu and Kashmir has pointed out gaps in submission of pension cases by Pension Sanctioning Authorities (PSA) of various departments leading to avoidable delay in settlement of pension cases. In this regard Accountant General's office has framed a check list which provides the basic detail of rules/codal provisions for guidance of the Pension Sanctioning Authorities in Government Departments.

Accordingly, Administrative Secretaries of all the Departments are requested to direct the Pension Sanctioning Authorities subordinate to them to go through the rules/ codal provisions detailed in the check list (annexed herewith) for completion of all formalities well before submission of the pension cases to Accountant General (A&E) J&K, so that authorization of the pensionary benefits is made well within the time frame and inconvenience to retired/retiring employees is avoided.

Sd/-

(Navin K. Choudary), IAS,
Commissioner/Secretary to Government,
Finance Department.


Dated: 20 -02-2017

No: A/14(85)-III-857

Copy to:-

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 Hon'ble Chief Minister.
6. Principal Secretary to Hon'ble Governor.
7. Principal Resident Commissioner, 5-Prithvi Raj Road New, Delhi.
8. Chief Electoral Officer, J&K Jammu.
9. All Commissioner / Secretaries to Government.
10. Divisional Commissioner Kashmir/ Jammu.
11. Chief Vigilance Commissioner, J&K Srinagar.
12. Secretary to Chief Justice J&K High Courts Srinagar /Jammu.
13. Registrar General, J&K High Court Srinagar/ Jammu.
14. Director General Funds organization J&K.
15. Director General Audit & Inspections.
16. Director General Budget, J&K.
17. Director General Accounts & Treasuries, J&K.
18. Director General Information J&K.
19. All Head of Departments / Managing Directors/ Chief Executive of State PSU's / Autonomous Bodies.
20. Secretary J&K Public Service Commission.
21. All District Development Commissioners.
22. Secretary, J&K Legislative Assembly / Legislative Council.
23. Director Finance, Principal Northern Zonal Accountancy Training Institute Jammu.
24. Director Accounts & Treasuries Srinagar /Jammu.
25. Principal Accountancy Training School Srinagar.
26. All Director Finance/Financial Advisors & CAO's.
27. Joint Director Funds 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. General Manager, J&K Bank Corporate Office, Srinagar/Jammu.
32. Private Secretary to Chief Secretary.
33. Private Secretary to Hon'ble Ministers/ Hon'ble Ministers of State for information of the Hon'ble Ministers.
34. All officers / Section officers of Finance Department.
35. President Non-Gazetted Employees Union Civil Secretariat Srinagar/ Jammu.
36. I/c Website, FD. (www.jakfinance.nic.in).
37. I/c Website, GAD. (www.jkgad.nic.in).
38. Government order file (W2scs).


(M. R. Andrabi),
Director (Codes),
Finance Department.

Requisite Checks of Pension case before their submission to office of the Accountant General (A&E) Srinagar/ Jammu.

1. General

Check 1

Pension cases duly sanctioned should be sent 6 months prior to the date of retirement on superannuation to the office of the AG (A&E) Jammu/ Srinagar, as the case may be, so as to ensure that the retiree starts getting pension immediately after retirement. In case of delay the PSA needs to ensure to record proper reasons of delay while sending the pension case.

(Govt. Instruction (d) below Article-284 A of J&K CSR Volume-I)

Check 2

In cases where it is not possible to sanction pension within the above time frame due to suspension or pending departmental proceedings against the retiring Government servant etc. it has to be ensured that the provisional pension is sanctioned and case forwarded for authorisation to AG office in time. Gratuity may be kept pending in such cases.

(Govt. instruction 1 (i), (ii) & (iii) below Article 168-D of J&K CSR Volume-I)

Check 3

The pension cases of all Group 'B', 'C' and 'D' are to be forwarded under the signature of Head of the Offices, Gazetted Officers by Head of Departments and Group 'A' by Administrative departments.

(Article 287 B (b) (i) and Article 288 of J&K CSR Volume II)

2. Superannuation pension cases

Check 1

In superannuation pension cases please check that Forms 3, 6, 7, 8,14A and Form F are being forwarded to Accountant General (A&E) office. (Form F is required in case a Govt. Servant desires to commute a fraction of Superannuation pension without medical examination and commuted value should be authorized through the pension payment orders)

Check 2

Form 3 should invariably be filled up completely. It is required to be ensured that name, date of birth, relation, occupation and marital status etc. of all family members including spouse of Govt. servant is filled in the Form 3. This information becomes useful as and when the family pension is authorized to eligible family member of a Govt. Servant/ Pensioner and for authorizing enhanced pension as and when the family pensioner attains the age of 80 years and more.

Check 3

Form-6 should invariably be filled up completely. Please note that where an entry of any amount of Pension or gratuity or both is to be reduced for unsatisfactory service rendered by the Govt. Servant has been shown in the form.

Check 4

Form-8 is a form of letter forwarding there under the Pension Papers of a government Servant. The details of Govt. dues which have remained outstanding on the date of retirement of Govt. Servant and which need to be recovered out of Death cum retirement gratuity should be shown in the form.

(Article 289 of J&K CSR Volume-I) It may also be impressed upon all PSAs to clearly indicate the amount outstanding on account of advances/ pending recovery. In case there is nothing outstanding the same should be indicated as NIL outstanding in Form-8.

Check 5

Form 7 (Form for assessing of Pension/Gratuity) with details of service should be filled in completely.

(Article 289 1 of CSR Volume I)

Check 6

Form 14-A is a form for application of family pension in respect of pensioners who have retired on or after 01.04.1965 and have a wife or husband living is required to be filled in completely duly signed by head of office/Department.

(Rule 29 of Schedule XV J&K CSR VOL.II)

Check 7

As per **SRO 138 of 2016 dated.25.04.2016, Article 240-A(Vii) J&K CSR VOL.I** the elderly pensioners/Family Pensioners shall have to be paid additional quantum of pension/Family pension after attaining the age of 80,85,90,95 &100 years & above in relation of their basic pension. As such date of birth of the spouse is mandatory to be recorded in Form 3 while submission of the pension case.

3. Voluntarily Retirement Pension Cases.

Check 1

In case of Voluntarily Retirement, Pension Cases may be sent to AG Office only after the person has actually retired and not in advance.

Check 2

Notice for Voluntarily Retirement may not be accepted in case the govt. servant has not completed 45 years of age or 20 years of qualifying service. The periodicity of notice period is 3 months before the date he desires to retire.

(Article 230 of CSR Volume I)

Check 3

Please note that qualifying service mentioned in 2 above means pensionable service reduced by non-qualifying service one including EOL/LWP on other than medical grounds.

(Article 194 (D) of CSR Volume I)

Check 4

It may also be seen that whether 20 years qualifying service has been verified in consultation with AG or not. The govt. servant who opts for voluntarily retirement shall not be permitted to retire until the above fact is verified by the office of AG.

(Note 1 below Article 230 of CSR Volume I)

4. Invalid Retirement Cases.

Check 1

Please note whether invalid pension awarded to a Govt. servant is by virtue of bodily or mental infirmity and certificate of permanently

incapacitated for the Govt. Service or for a particular branch to which he belongs, is in accordance to the Article 219 J&K CSR.

Check 2

Medical Certificate for invalid pension is required only in cases where the age of the Govt. servant is less than the superannuation age. The competent Medical Authority to establish incapacity of a Govt. servant is superintendant of civil hospital at Headquarters of Govt. servant or Dy. Director Health Services of the province in which the officer to be retired is serving.

(Article 216 of CSR Volume I)

5. Pension cases of employees finally absorbed in Public Sector Undertakings/ Autonomous Bodies.

Check 1

Please note whether the absorption was in public interest. The permanently absorbed employee will be entitled to pensionary benefits provided that is the case.

(Article 185 D (V) B (a) of J&K CSR Volume-I)

Check 2

Please note whether the permanently absorbed employee has exercised option with regard to pensionary benefits. An option in this regard is required to be submitted within a period of 6 months of absorption by the government employee whether to receive monthly pension and gratuity or receiving a gratuity and lump sum amount in lieu of pension worked out with reference to commutation table obtaining on the date from which pension could be disbursable.

(Article 185 D (V) B (a) of J&K CSR Volume-I)

Check 3

The pay that he would have drawn had he continued in Govt. service may invariably be noted in the service book of the pensioner.

6. Family pension cases (Death in harness)

Check 1

Photograph of only family pensioner may be sent to AG office without family photograph or with deceased employee.

Check 2

Items 19, 20, 21 & 24 of form 18 are required to be filled up completely and send form 18 in original with a covering letter in Form 19 in original to AG Office.

(Rule 26 (1) of Schedule XV J&K CSR VOL.II)

Check 3

Form 16, 17, 18 & 19 are necessary to be filled up/got filled up from beneficiaries and sent to the AG office.

Check 4

The form 17 should invariably be signed by the applicant for family pension and witnessed by two persons each. In case of illiterate person left hand thumb impression of the applicant may be taken in presence of two persons.

Check 5

Please note that as per Hindu marriage Act, 1956 2nd marriage contracted during lifetime of 1st spouse is ab-initio invalid. 2nd marriage contracted by a Govt. servant after 5th February, 1971, the family pension to junior widow shall be admissible only if the Govt. servant has obtained permission of the competent authority for 2nd marriage.

(Rule 22 (a) of Schedule XV J&K CSR VOL.II)

Check 6

If family pensioner is illiterate and his/her thumb impression is taken as specimen signature, the same should be witnessed by two persons.

(Rule 25 1(a) of Schedule XV J&K CSR VOL.II)

7. Pension Cases where payment is to be made through Guardian.

Check 1

In case payment is to be made to minor through the legal guardian, the legal guardianship should be recognized by the Court.

(Govt. instruction 4 below Rule 21 of Schedule XV J&K CSR VOL.II)

Check 2

Family pension may be made to the minor through the natural guardian i.e., father or mother.

(Note 2 below Rule 10 of Schedule XV J&K CSR VOL.II)

Check 3

In case the Govt servant dies before got confirmed on any post or having less than 5 years quasi permanent service, the beneficiary will be entitled for gratuity

(Rule 11(b) of Schedule X J&K CSR VOL.II)

8. Pension to families of government Servants whose whereabouts are not known.

Check 1

When such proposals are sent to AG's Office, it is to be seen that the fact about the missing Govt. Servant/pensioner should be certified by Police Officer not below the rank of Dy. Inspector General of Police.

(Article 249(O) of J&K CSR Volume-I)

Check 2

Please note that Administrative Department of the Government is the sanctioning authority in such cases. As such sanction of Government is pre-requisite.

(Article 249 (p) (c) of J&K CSR Vol-I)

9. Commutation of pension

Checks 1

Please note that Form D or F as applicable in cases is complete in all cases where pensioner having retired on Superannuation pension applies for commutation while in service.

(Rule 33 A (a) of Schedule X of J&K CSR Vol-II)

Check 2

The date on which acknowledgement of receipt of the application is issued may be indicated in Part-II of the form.

(Refer Forms D & F)

Check 3

Part II & III may be duly signed by Head of office. **(Refer Forms D & F)**

Check 4

Please ask the pensioner to indicate pension to be commuted in terms of percentage or fraction. The term 'As per Rules' is not acceptable as it does not indicate exact part of pension to be commuted.

Check 5

In case of commutation of pension after one year of Superannuation, Form A, B and C may be submitted to AG office after examination of the Pensioner by the Competent Medical board.

Check 7

Medical Certificate issued in advance of Admissibility Report from this office is not acceptable.

10. Checks of Service Book.**Check 1**

Erasure in name and date of birth may be avoided. In case there is an overwriting or cutting in date of birth, it may be established by the Administrative Department.

(Rule 35 AA (c) of Chapter III of J&K CSR Vol-II)**Check 2**

If there is a break in service/interruption please state whether the same are condoned. If so, take a note to that effect in the service book over proper attestation.

(Article 28-B of J&K CSR Vol-I)**Check 3**

Notes regarding EOL/ LWP should invariably state whether the spells of leave were on medical ground or otherwise.

Check 4

Please see that the increments have been postponed suitably owing to EOL/LWP.

Checks 6

Pay Fixed under (RP) Rules, 2009 may invariably be got verified from Audit Party visited in your office.

Check 7

In case the Govt. servant retires on compulsory retirement or dies in harness please take a note of conformation in service or declare quasi permanent during service in the service book.

Check 8

In cases where increments are postponed, please state whether it was so done owing to EOL/LWP or as a measure of punishment.

Check 9

In case of service on daily wages, please state the exact period of such service and record a certificate to the effect that the service had been verified from Nominal Muster Roll maintained in the office and has rendered continuous and uninterrupted daily wages service from the date of engagement till he/she regularized on permanent establishment. Vr. No and date vide which a daily wager is paid 1st and last wages may also be recorded in that certificate.

Check 10

Leave account appended to the service book may be updated till the date of retirement.


Accounts Officer (Codes)
Finance Department