

GOVERNMENT OF ANDHRA PRADESH  
FOREST DEPARTMENT

Ref.No. 649693/91-Y.1,  
Dated. 1.11.1991.

Office of the Prl. Chief  
Conservator of Forests,  
ARANYA BHAVAN, A.P., Hyderabad-4.

DR.K. KESAVA REDDY, I.F.S.,  
PRINCIPAL CHIEF CONSERVATOR OF FORESTS

CIRCULAR No.21 /91.

Sub:- PENSION - Sanction of Pensions including Provisional Pension and Anticipatory Pension to the retiring employees. - Certain instructions - Issued.

Numerous representations are being received by the Prl. Chief Conservator of Forests from the retired sub-ordinates pleading for sanction of long pending cases of pension and payment of other retirement benefits.

2. The Government have reiterated its policy that every retiring sub-ordinate should be able to receive the Pension Payment Order and other retirement benefits on the day of retirement itself. The Revised Pension Rules have been issued in 1980. The pension forms have further been simplified by the Government, which were communicated in CCP.Mis. 6/90, dated 6.1.1990.

3. Yet abnormal delays are found in sanction of pension and other retirement benefits to the retired employees. The pension sanctioning authority has a responsibility to see that action is initiated in time i.e., sufficiently in advance of the retirement of the Government servant and see that all the pending issues such as charge sheets, recoveries etc. are all settled, so that the pensioner gets his pension promptly from the date of retirement. The need and the responsibility of ours to settle pension claims of the retired or deceased employees have been reiterated time and again both by the Government and by this office.

4. A brief resume of some of the important instructions issued in the recent past is given below for the particular attention of all the Officers concerned with sanctioning of pension or submission of pension papers.

(1) P.CCF's Ref.No.53495/88-B4, dt.16.9.88 (Circular 7/88):

It was emphasised that action should be taken sufficiently in advance to obtain NDC from the Officers concerned where the incumbent worked earlier. The LPC and NDC have to be submitted together and there is no point in sending pension papers without LPC and NDC.

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- (2) P.CCF's Ref.No.71618/88-B4, dt.25.8.88:

Finance Department Circular Memo.No. 12437/A/112PSC/88, dt.23.8.88 was communicated regarding procedure on authorisation of pensionary benefits where disciplinary proceedings are pending.

- (3) CCF. Mis. 82/89, dt.24.8.89.

Abrochure on pensions issued by the Accountant General Hyderabad was communicated. Elaborate instructions were issued on preparation of pension and family pension cases. It was pointed out that advance action should be taken to finalise the dues to Government.

- (4) P.CCF.DO.Ref.No.22872/89-Y3, dt.15.5.1989.  
Govt.DO.No.33332. A/341 PSC/88, Fin&Plg.Dept.,dt.26.12.88.

It was directed by the Government that in old cases the pension papers should be sent to the Accountant General in complete shape six months before the retirement of the employee.

- (5) CCF.Mis.No.59/89, dt.18.9.89.

Instructions of Government were communicated. In particular it was stated in para 5 that "if the No demand certificate is not sent with the pension papers on any plea it will be presumed that there are no dues or recoveries and the pensionary benefits will be sanctioned to the retiring employees or pensioners without waiting for the No Demand Certificates from the Conservators of Forests and on their personal responsibility."

- (6) CCP.Mis.6/90,dt.6.1.90.

Copy of G.O.Ms.No.356, Finance and Planning Dept., dated. 28.11.89 was communicated about the simplified pension form.

- (7) CCF.Ref.No.75436/89-Y1, dt.14.12.90.

Instructions were issued about sanction of anticipator pension.

5. Inspite of all the instructions issued it is found that the pension cases are still abnormally delayed and the subordinates are driven to the extreme step of personally approaching and representing to the Prl.Chief Conservator of Forests in his camp and at his Headquarters spending their amounts to reach Hyderabad. Some of the cases are pathetic where family pensions are involved. The Revised Pension Rules provide for grant of Provisional pension or anticipatory pension as the case may be in case there is likely to be delay in sanction of regular pension vide rules 51 and 52 and Appx.I which are briefly discussed below.

- (1) Rule 51: Anticipatory pension where no Departmental proceedings are pending:

This Rule provides for sanction of anticipatory pension and drawal and payment by the concerned Head of Office. This is to be applied only in cases where no disciplinary proceedings are in progress under Rule 9 of the Rules. A clarification in the matter has been issued in this office Rc.No. 75436/89/Y1, dt.14.12.90. Which may be kept in view. The

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anticipatory pension can be sanctioned only after the pension papers of the Government servant have been dispatched to the Audit Officer concerned i.e., either the local fund Audit Officer or the Accountant General as the case may be, and shall be at a rate not exceeding 4/10 of last drawn emoluments if the Government servant has put in 33 years of qualifying service is less than the required 33 years.

(2) Rule 52: Provisional pension where Departmental or Judicial proceedings are pending:

This is to be sanctioned at a rate not exceeding the maximum pension which would have been admissible on the basis of qualifying service upto date of retirement or suspension as the case may be. The pension sanctioning authority has a discretion and has to take due care with reference to the circumstances of each case, while deciding the amount of provisional pension to be sanctioned. The Provisional pension can be paid only on admission of the qualifying service by the Audit officer or the Accountant General as the case may be. It is therefore incumbent on the pension sanctioning authority to send the pension papers for verification and obtain clearance of the Audit Officer or Accountant General as the case may be.

(3) Retirement Gratuity (D.C.R.G.)

Anticipatory Retirement Gratuity can also be sanctioned by the pension sanctioning authority as specially provided for in G.O.Ms.No.230 Fin.&Plg.(FW.Pen.I) Department, dt. 18.6.1985 subject to a maximum of 80% of the eligible amount of gratuity along with anticipatory pension. No anticipatory gratuity shall be however released if there are any departmental or judicial proceedings pending or are contemplated against the pensioner.

6. Furnishing of L.F.C. and N.D.C.

It is found that in many of the pension proposals received in this office LPC and NDC are not enclosed to them. These are the most important documents and in the absence of LPC and NDC, the pension papers cannot be sent to Accountant General by this office. Such incomplete pension proposals simply get struck up and the officers cannot take shelter on the plea that pension papers are not pending with them. They are taking months and years to submit LPC and NDC on the plea that charges are pending, that recoveries are to be worked out after sanction of estimates etc. On such plea LPC and NDC are delayed for even years in some cases. The Divisional Forest Officers and conservators of Forests must be able to decide these things by giving personal directions in such cases and not be helpless. The officers concerned have a duty to decide such cases before the retirement of the sub-ordinate concerned and if for any reason they have failed to do so, it is for them to seek some alternative course of action if the retired subordinate does not co-operate, and pass just and equitable orders on the

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merits of each case. Instead of taking effective and purposeful action things are allowed to drift and pleas of helplessness are put forth.

7. Particular attentions of all the officers is invited to the provisions contained in last para of App.I of the A.P. Revised Pension Rules, 1980, where in it has been clearly stated that the Accountant General or the Pension Issuing Authority shall release the pension and other terminal benefits as soon as an employee retires irrespective of whether the competent authority has communicated the sanction for the pension or not. They may withhold 10% of retirement gratuity or Rs. 1,000/- whichever is less. Even this withheld amount shall be released by the pension Issuing Authority or Accountant General automatically at the end of six months from the date of retirement if nothing is heard from the Head Office/Dept. or the Pension Sanctioning Authority. Therefore there is a specific responsibility on the part of the officers concerned if they fail to furnish the LPC or NDC in time and delay matters after furnishing the pension papers, which can be taken note of as their administrative incapacity and in such cases the officers concerned shall be held responsible.

8. It is found that these well meaning provisions are not made use of, and the Govt. Servant is just cut off from official obligations making him disheartened after putting in hard service of over three decades. It is for the pension sanctioning authority to initiate action in this regard and see that the pensioner and their families do not suffer.

9. All the Conservators of Forests and the Divisional Forest Officers are informed that they should make use of the provisions of the above rules and see that the anticipatory or provisional pension whichever is applicable is sanctioned after the prescribed formality of referring the case to the concerned audit officer etc., so that relief is provided promptly and the retired subordinates or their families are not put to the necessity of approaching this office for relief. The matters should not just left to the office staff who either out of ignorance of rules and provisions for pension settlement or due to officers disattention to the subject make the pensioners plight miserable. It is for this reason the Accounts Officers attached to the circles are directly made responsible to make the subject streamlined and followed up constantly and vigorously.

10. I would like to emphasize as a last word that prompt sanction of pension and payment of retirement benefits to the retiring employees is the essential ingredient of not only a good personal policy, but the hall mark of a good administrative and compassion. I wish and hope that all officers will give the utmost importance to this work. For the convenience and guidance of the officers, copies of the references quoted in this circular are enclosed.

Sd/- Dr. K. Kesava Reddy,  
PRL. CHIEF CONSERVATOR OF FORESTS.

Encl: As above.

To  
All the Officers in Distribution list "A".

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COPY OF:

CCP.MIS.NO.59/89,  
Dated. 18th Sept.1989.

O/o the Prl.Chief Conservator of  
Forests, A.P., Hyderabad.

Sri Pushp Kumar, IFS.,  
Prl. Chief Conservator of Forests

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Sub: PENSIONS - Issue of P.P.O./G.P.O. - before  
retirement - instructions to be followed by the  
Heads of Offices and Heads of Departments -  
Orders of Government.

- Ref: 1. Chief Secretary's DO.Lr.No.33382-A/341/PSC/88,  
dt. 26.12.1988.  
2. Govt. Circular Memo.No.18982-A/183-PSC/88-1,  
Finance (PSC) dt. 23.7.1989.  
3. Govt. Circular Memo.No.18982/A/183-PSC/88-2,  
Finance (PSC) dt. 23.7.1989.

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Copies of the references cited are communicated herewith  
for necessary action.

2. The Pension papers of the Govt. Servants due to retire  
within 18 months should be got preferred and submitted to the  
pension sanctioning authority 18 months before the expected  
date of retirement, in complete shape. The preparation of  
pension papers should not be delayed on any plea like expeta-  
tion of some orders from superiors or reports from subordinates  
on pay fixation or verification of works or finalisation of  
disciplinary cases or cases pending in courts or any where.  
There is actually nothing that comes in the way of preparation  
and submission of pension papers in time and this work should  
be taken up and carried out on the basis of the position and  
it stands at that time.

3. The A.G. has been authorised by Govt. the issue PPOs  
for the full pension on the basis of the sanction recorded in  
the pension papers and to withhold only a taken amount of  
Rs. 1000/- from the Gratuity for want of LPC only. The NDC  
should go to the A.G. with pension papers six months before  
the date of retirement. If the NDC is not sent to the A.G.  
with pension papers in time and if any losses or recoveries  
to be made from the pension or Gratuity are not made the  
pension sanctioning authorities in respect of the pension  
cases in the Regional (circle) and Divisional Offices and  
the Conservators concerned with the submission of pension  
papers in respect of the pension to be sanctioned by the  
Prl.Chief Conservator of Forests will be personally respo-  
nsible for all such consequential losses or non-recovery  
of dues from the pensionary benefits.

4. The No Demand Certificate is a vital document in a  
pension case. Action should be taken much earlier than the  
fixed time to obtain or verify the dues recoverable from the  
concerned sources that the NDC could be furnished in time.  
According to the A.P.C.S.(M.C.A) Rules whenever any employer  
to that of another, the former has no jurisdiction to deal

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with any case of recovery or disciplinary action, hence he should immediately transfer any and every case of inaction irregularities, omissions and commission losses, disciplinary cases etc. against the retiring and transferred Govt. servant to the new disciplinary authority within a week of the actual transfer of the employee, if necessary after making investigations or enquiring relating to all matters concerning to the conduct and duties of the employees upto the date of relief in the old station. If this is not done it will be the personal responsibility of the former authority concerned in respect of any lapses or non-recoveries. On receipt of the cases of allegations, irregularities, lapses, losses, disciplinary cases etc. if any the new disciplinary authority should see that all such matters and cases are disposed of immediately in any case before the time for the issue of NDC. It is the sole responsibility of all the Administrative and disciplinary authorities to dispose off all such cases and disciplinary proceedings in time before the time for the issue of NDC and in any case before the retirement of the Govt. Servant, if necessary by taking special steps and in preference to any other work. Failure to do so will be their personal responsibility for all consequences.

5. In respect of pension cases submitted to this office, if the No DEMAND CERTIFICATE is not sent with the pension papers on any plea (except when a disciplinary case is pending disposal in this office on receipt of final report or findings in complete shape from the Conservators of Forests concerned and not in respect of cases for which reports due from the Conservators of Forests) it will be presumed that there are no dues or recoveries due from the retired/retiring employees and the pensionary benefits will be sanctioned to the retiring employees or pensioners without waiting for the No Demand Certificate from the Conservators of Forests and on their personal responsibility. Any losses and Govt. dues remaining unrecovered on the release of pensionary benefits by the A.G. become automatically recoverable from the persons who have failed to report in time.

6. The orders of Govt. regarding the verification of service on completion of 25 years, bringing the S.Rs. upto date, the action to be taken different levels to finalise pension including anticipatory family pension etc. are very clear and they should be strictly followed. If there are any cases of seniority promotion or appointment to special Grades, pay fixations etc. including any issue that comes in the way of prompt action and sanction of pension in time, the concerned authorities should be at all times personal and special attention for their finalisation in time in preference to any other work.

7. The Conservators of Forests are requested to obtain the quarterly statements in the Annexures I and II prescribed in the reference third cited from their subordinates for each quarter ending with march, june, september and Dec. and submit the same to this office in duplicate with their remarks on each item to reach this office by 15th of the month following each quarter. The first statement for the quarter ending 30-9-89 should be submitted to reach this office by 15.10-1989. The receipt of this reference should be acknowledged by return post.

Sd/- Pushp Kumar,  
Pr. Chief Conservator of Forests.  
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SUPERINTENDENT.

VVM.

COPY OF:

FROM ADDL. CCF. (WL&A) DO. REF. NO. 22872/89-Y3,  
dt. 15.5.89..

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Sub: Pensions - Quarterly return of quarterly ending  
31.3.89 on Forwarding by the pension papers to  
A.G. Six months before retirement - Reg.

Ref: Fin.&Plg. DO.Lr.No. 33332/A/341/PSC/88, dt. 26.12.88.

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I am to invite your attention to the reference cited  
(copy enclosed) where in the Govt. have called for the quart-  
erly return on pension on cases. The quarterly return for  
quarter ending 31.12.1988 and for 31.3.1989 are still due  
from your office. As the Govt. Are pressing for the return  
for quarter ending 31.3.89, I request you to please submit  
the pension return for quarter ending 31-3.89 within a week  
without fail.

Yours Sincerely,  
Sd/- T.V. Rangarajan,

// TRUE COPY //

COPY OF: DO. Lr.No. 33332-A/341/PSC/88, dt. 26.12.1988 from  
Chief Secy. to Govt. Fin.&plg. (FW.PSC) Dept.

Sub: Issue of pension payment order/Gratuity payment  
Order on the date of retirement forwarding of pen-  
sion papers to A.G. Six months before retirement  
Reg.

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Accountant General A.P. has written to inform the Govt.  
that the time schedule provided in the A.P. Revised Pension  
Rules, 1980 with regard to the finalisation of pension cases  
are not being adhered to by the administrative depts. resulting  
in considerable delay in the disbursement of pension to the  
retiring incumbents.

A.G. further states that an analysis has revealed that  
in respect of large number of cases the proposals for pension  
in complete shape alongwith the sanction in accordance with  
the provisions of Revised Pension Rules are not submitted  
to A.G. at least 6 months prior to the date of retirement,  
the incumbent. An analysis to the AG's office reveal that  
in over 55% of the cases, the pension papers were received  
in the O/o the AG only after the date of retirement. Such  
delays on the part of various pension sanctioning agencies  
are impermissible and Govt. is anxious that every retiring  
incumbent receive his pension and other retirement benefits  
immediately after retirement without any delay. The circum-  
stances into the delay that has occurred in the past as also  
any simplification of procedure for sanction and disbursement of  
pension is being studied separately and necessary instructions  
on these including expediting the verification of service  
which is found to be a single biggest block in the expeditious  
sanction of pension, would be issued separately.

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88. However, Govt. direct that all officers including Heads of Depts shall follow the instructions contained in the Revised pension Rules, 1980 strictly and ensure without fail that pension paper incomplete form including the proposal, commutation and sanction therefore, of every retiring incumbent is forwarded to the A.G. 6 months prior to the date of retirement of the retiring incumbent.

If inspite of best efforts on the part of the department pension papers of any incumbent could not be despatched to the Accountant General 6 months prior to the date of retirement, the Head of the Department shall forward to Finance Deptt. Every quarter with the quarter ending 31-3-1989 a full list of such retiring incumbent whose papers could not be sent to Accountant General together with the reasons for not following the provisions of the rules for scrutiny and orders.

In all cases where pension could not be sanctioned and disbursed due to the administrative delays, the Heads of Department shall ensure that anticipatory pension or provisional pension in those cases where delay is attributed to disciplinary proceedings as provided for in the rules shall be sanctioned. Prompt sanctioning and disbursement has to be taken seriously. Any lapse on the payment of the departments, resulting in delay in sanction of pension shall be viewed seriously and the Head of Office in respect of non-gazetted officers, the Head of Department in respect of non-gazetted officers, shall be personally held responsible for such delays. Delay in sending pension papers to the Accountant General without justifiable reason shall invite disciplinary action against these accountant officers. Government experts concerned to take this issue seriously and help in liquidating completely any delay in sanctioning and disbursement of pensionary benefits.

Yours sincerely,

Sd/-  
(G.R. NAIR)

// TRUE COPY //

SUPERINTENDENT.



Copy of:

From A.G. A.P. Hyd.D.O.Lr.No.PM/1/1-012)87-88/42,  
dt.18-07-89 addressed to Prl.CCF.

Dear Sri Babu

I am forwarding herewith a copy of 'Brouchure on Pension' issued for the benefit of various pension sanctioning officers working under you.

I shall be thankful if you could please give this Brochure wide publicity among the officers and staff working under you and also ensure that the guidelines given in the Brouchure are followed in letter and spirit.

I hope this Brouchure will help in demysatisfying the procedure for settlement of pension and also enable us to understand each other better.

Yours Sincerely,  
Sd/-

Encl: Brouchure.

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Copy of:

From Dy.AG(p),O/oAG(A&E)Hyd.D.O.No.PM/I/I(12)/87-88/85,  
dt.25-7-89 addressed to Prl.CCF.

Dear Sri Babu,

I am forwarding herewith a copy of 'Brouchure on pension' issued for the benefit of various pension sanctioning officers working under you.

I shall be thankful if you would please give this Brochure wide publicity among the officers and staff working under you and also ensure that the guidelines given in the Brouchure are followed in letter and spirit.

I hope this Brouchure will help in demysatisfying the procedures for settlement of pension and also enable us to understand each other better.

Regards,

Yours Sincerely,  
Sd/-

Encl: Brouchure.

Rajiv Bharadwaj,

// TRUE COPY //

Copy of:

GOVERNMENT OF ANDHRA PRADESH  
FINANCE & PLANNING (F.W.PSC) DEPT.  
CIRCULAR MEMO.NO. 19625-4/335/PSC/89, Dt.29th July,1989.

Sub: - Expeditionious settlement of pension cases - Issue of pension payment order/gratuity payment order before retirement - Reg.

A Brouchure on pension is prepared by A.G(A&E) AP.Hyd.in consultation with Finance Dept. This Brouchure renders necessary guidelines to the pension sanctioning officer and Ministerial staff involved in the preparation and processing of pension cases of retiring employees. The guidelines given in the Brouchure are with a view to ensure the issue of PPO/GPO and communication authorisation before retirement.

All the concerned Officers may take advantage of the Brouchure (enclosed) in Processing the pension cases of employees. This may be given wide publicity among the Ministerial staff and retiring employees.

// TRUE COPY //

K.KRISHNA DAS,  
SPL. SECRETARY TO GOVT.

Copy of:

A BROCHURE ON PENSION ISSUED BY THE ACCOUNTANT  
GENERAL (A&E) A.P. HYDERABAD:  
WITH BEST COMPLIMENTS FROM: H.R. GANGAR, A.G. (A&E)

THIS BROCHURE IS MEANT TO BE USEFUL GUIDE TO DEPARTMENTAL  
AUTHORITIES (Particularly Pension Sanctioning Authorities )

THE EMPLOYEES AND THE EXISTING PENSIONERS

This intended to:

- a) help submission of pension case free from defects to the Office of Accountant General which will enable their speedy settlement and authorisation of Pensionary benefits soon after retirement.
- b) emphasise the need for sending the pension papers, well in advance and the date of retirement in complete shape.

The brochure presents only a broad guidance about the procedure required to be followed. The Rules in detail are contained in A.P. Revised Pension Rules, 1980 which deal with different kinds of pensionary benefits like pension DCRG, Family pension and Commutation. The contents of the brochure do not modify codal provisions and are meant only to serve as a means of quick reference.

GUIDELINES:

(A) FOR EMPLOYEES:

- i) All the employees should file nomination to DCRG if he has a family ( as defined in rule 46(5) of the Revised Pension Rules, 1980). The nomination shall be in favour of a member of the family. Employees not having family can nominate any person or persons or a body of individuals whether incorporate or not. This nomination shall become invalid in the event of their acquiring family. In such cases fresh nomination should be submitted in the prescribed form. Nominations should show clearly the name, relationship address and share payable to each nominee. Absence of valid nominations results in delay in settlement of claims and also leads to avoidable disputes. As such, all employees in their own interest should for their nominations in time and ensure that such nominations are got recorded in their service books.
- ii) Every Government servant shall submit a formal application for Pension in Form 5 to this Head of the Office/Head of the Department atleast 18 months in advance on the date of his actual or anticipated retirement.

(B) FOR DEPARTMENTAL AUTHORITIES: PROCESSING OF PENSION CASES

i (a) Maintenance of Service Records:  
Pension is based on the length of qualifying service and last 10 months emoluments. It is, therefore, of utmost important that the Service Book is maintained up-to-date and contains all relevant information and the entries are properly attested.

(b) Whereever the service particulars are not verifiable for any period of service, such period of service shall be verified on the basis of an affidavit to be given by the

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employees duly supported by collateral evidence of contemporary employees.

(c) If any portion of service rendered by a Government servant is not capable of being verified as above, the Head of the Department may issue a Certificate to the effect that the Government servant was in service during the relevant period and was not on extraordinary leave or under suspension. This certificate may be issued on the basis of any collateral evidence and after obtaining from the Government servant in writing a declaration that he had in fact rendered that period of service.

(d) All orders and events affecting the service or emoluments or other benefits should be entered in the service book. Periodical verification of the entries in the service book should be done with due regard to the rules and orders. Option to pension Rules, nomination etc. should be recorded in the Service Book and duly countersigned by the Head of the Office after proper and careful scrutiny and a note should be made to that effect in the Service book.

ii) FINALISATION OF DUES TO GOVERNMENT:

Advance action should be taken to assess the dues to the Govt. and intimate the same to A.G. at least two months in advance of retirement. Where delay in finalising this is anticipated action as contemplated under Rules should be taken so that the pension claim may not be held up for want of the same.

iii) PREPARATION OF PENSION PAPERS:

After receipt of the formal application for pension in Form (5) from the employees at least 18 months in advance of his/her retirement. Pension papers should be prepared and forwarded to the A.G. (through the sanctioning authority) at least SIX MONTHS IN ADVANCE of the date of retirement after according advance sanction.

iv) The pension sanctioning authority must ensure that advances sanction is accorded by completing page 3 of Form V. All major dues against the Government servant must be assessed and intimated to the Accountant General prior to the date of retirement. In case during the time between submission of pension proposals and date of retirement. Any facts come to the notice of the sanctioning authority necessitating the revision of the sanction, the same must immediately be intimated to the Accountant General and receipt confirmed. It may be borne in mind that under Rule 6 of A.P.R.P.Rs. 1980. A.G. has power to assume sanction on the date of retirement provided no intimation to withhold or impose cut in pension is received by the date of retirement. Likewise the A.G. may release gratuity on the date of retirement. The withholding 10% or Rs. 1000/- whichever is less, if no major dues outstanding against the Govt. servant are intimated and L.P.C. is not furnished by the date of retirement. The withheld amount however, shall be released without further reference to the Department if no communication is received within six months from the date of

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retirement. The pension sanctioning authorities/head of the offices are requested to be extra careful in respect of those service pension cases where the proposal is being submitted after the date of retirement as the period essential to assume sanction and assume non-existence of outstanding does may already have elapsed.

Following is the list of document to be sent alongwith Pension Papers.

(a) Retirement cases:

1. Formal application in Form 5.
2. 3 copies of joint photographs/photographs (self) duly attested.
3. 2 copies bearing specimen signatures/left hand thumb impression, if illiterate.
4. 2 slips showing particulars of height and identification marks.
5. Details of present address and address after retirement.
6. Details of family as defined under Rules 46(5) of the Revised Pension Rules 1980.
7. Medical Certificate if the claim is for invalid pension.
8. Option as contemplated in the rules, if it is a case of absorption in Autonomous bodies. Public Sector undertakings.
9. Complete particulars on page 3 of the pension papers duly authenticated by the pension sanctioning authority.
10. Service book duly completed in all respect.
11. Supporting documents/Certificates such as non-re-employment certificate, Grants-in-aid, certificate in respect of teachers working in Private Aided Schools/Colleges.
12. Military Service verification certificate, if any, in the prescribed form duly countersigned wherever necessary for reckoning such service.
13. Original preliminary service verification certificate, if verification was done earlier.
14. In case of Voluntary retirement, copy of the orders of the competent authority permitting it.
15. Last Pay Certificate and No Dues Certificate.
16. Communication application with advance sanction.
17. Nomination for commuted value of pension may be obtained and forwarded vide G.O.Ms.No.253, dt. 12.9.1986.
18. Nomination for payment of arrears of pension vide G.O.Ms.No.169, Finance dt. 23.6.1986.

(b) DEATH CASES:

1. Application form duly filled up in proper form.
2. Attested Passport size photographs (3 copies) of widow/widower/claimant for family pension.
3. Photostat copy of Death certificate.
4. Service book duly completed.
5. Nomination for D.C.R.G. if existing.
6. Orders of the sanctioning authority specifying names of claimants for DCRG in the absence of nomination and adhere payable to each etc.
7. Address and descriptive roll including left hand thumb and finger impression of the widow/widower and claimants who are majors for DCRG in duplicate duly attested.

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8. Documents in support of minors, share such as indemnity bond, Legal guardianship certificate wherever necessary.
9. Last pay certificate and No Due Certificate.
10. Declaration of receipt/non-receipt of D.A. any other pension.

(c) FOR PENSIONERS:

i) Payment of pension:

After verification of the applicant's title to the claim and its correctness, the Pensionary benefits will be authorised by this office for payment from the Treasury/Pension payment Office through which payment is desired. Intimation of issue of authorisation will be sent to the pensioner. He should present this intimation to the Treasury Officer/pension payment Officer who will handover the pensioner's copy of the Pension payment Order to him. If pension is not claimed within one year from the date of issue of PPO the payment of arrears of pension is subject to the provision of A.P.T.C. Vol. I. If DCRG payment is not made within Six months revalidation by A.G. is necessary for payment.

N.B. Pension claims in respect of all Class IV and other low paid employees such as police Constables and Head Constables working throughout the State and also in respect of teachers working in the three districts of Hyderabad, Krishna and Kurnool are notified by the respective departmental officers and authorisations issued by the Local Fund Audit Officers of the Districts concerned.

ii) Payment of Pension through Banks:

Payment of pension can be arranged through Nationalised Banks on making necessary application to the Treasury/Pension Payment Office in accordance with the provision of G.O.(P) No. 299 Finance and Planning Department dt. 22.8.1985 effective from 1.11.1985.

iii) Revalidation of authorisation:

Request for revalidation of authorisation should be sent along with a letter explaining the reasons for non-drawal through the Treasury/Pension payment Office for revalidation along with the authorisation letter which require to be revalidated.

iv) Request for change of place for payment of pension/  
Family Pension:

Change of Treasury/P.P.O. for payment of pension/Family pension within the State of A.P. can be done by the Treasury Officer/Pension payment Officer on receipt of a written request from the pensioner. The Treasury Officer will forward both halves of the pension payment order to the Treasury Officer of the new District with information as to the date upto which payment was made in the old District and will simultaneously forward a copy of the communication to A.G. on receipt of the intimation of transfer from the Treasury Officer, A.G.'s Office will assign a new number to the Pension Payment Order and intimate it to the Treasury Officer of the new District, who will not it in both halves of the pension payment order. The Treasury Officer of the new place of payment may invariably commence payment immediately on receipt of documents from the



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earlier place of payment on the old P.P.O.No. and need not await intimation from the Accountant General. The Change of PPO No. is essential only for the purpose of records to the A.G.'s Office.

In respect of change of Treasury/P.P.O. outside the State of A.P. the pensioner will apply to the concerned Treasury Officer/ Pension payment Officer who will pass on such requests alongwith both halves of pension payment order to A.G.'s office who will issue Special Seal authorisation to the concerned A.G.

V) Payment of Life Time Arrears of Pension:

Payment of Life Time Arrears of Pension will be made by the pension Disbursing Officer to the legal heirs as per legal heir certificate subject to the provisions of A.P.T.C Vol.I.

vi) ON DEATH OF PENSIONER:

a) Death Relief:

In the case of death of pensioners in receipt of service pension, a lumpsum amount equal to one month's pension subject to a minimum of Rs.500/- is PAY to the nominee of the pensioner. The payment will be made the Treasury Officer/Pension payment Officer concerned receipt intimation from the nominee vide G.O.Ms.No.504, Finance & Planning Dept.dt.10.12.1981 read with G.O.Ms.No.281, Finance & Planning Department.dt.5.11.1982.

(b) Family pension will be paid from the day following the date of death of the pensioner, if the name of the beneficiary and rate of Family Pension are incorporated in the P.P.O. (the beneficiary should apply with death certificate to the Treasury/Bank) otherwise the eligible claimant should apply to A.G. through Department.

vii) Payment of adhoc increase/reliefs to pensioners:

The A.P. State Government in their G.O.Ms.No.270 Fin.& Plg.( FW.PSC.I) Dept. dt.1-1-86 have authorised the Treasury Officer/P.P.Os./Public Sector Bank to pay relief orders issued by the Government from time to time without waiting for the instructions/authorisation from A.G.(A&E) A.P., Hyderabad. However, the A.G.(A&E) Hyderabad will continue to forward the relief orders to other Accountant General in respect of pension payments of A.P.State Government Pensioners drawing pension through other Accountant General.

viii) Loss of P.P.Os./G.P.Os.

When pensioner's copy of PPO is lost, an application is to be sent to the District Treasury Officer through the Disbursing authority for issuing a duplicate. If disbursed half is lost, a fresh copy of the disburser's half will be issued by A.G.'s Office after obtaining particulars about the period upto which the pension was paid and the last date payment from the Treasury Officer and after verifying in the Pensioner's half. When copy of Gratuity Payment Order or commutation authorisation is lost, it should be reported promptly to A.G. who will issue fresh authorisation after calling back and cancelling disburser's copy. A non-payment certificate should also be sent to A.G. along with disburser's copy of authorisation.

Contd...7.



ix) Commutation:

Medical examination is not necessary for commutation, if the application is received by the Department within one year of retirement except in case of invalid pension. Advance commutation application may be accepted along with application for pension and gratuity. It is not necessary to quote the PPO No. and amount, if the application for commutation is being enclosed with the pension proposals. One may only state the fraction of pension proposed to be commuted. No commutation is permissible while Departmental or Judicial proceedings are pending against the pensioner.

x) Restoration of commuted value:

A Pensioner who had commuted a portion of his pension is entitled to have that commuted portion of his pension restored after the prescribed period of time. All commutation authorisations issued after 27.11.1980 onwards contain the date from which commuted portion of pension is to be restored. The pension Disbursing Officers can act on this without any further authorisation from A.G's Office. Only the commutation authorisations issued prior to that date, requires sanction from A.G's Office for restoration. A pensioner who had retired voluntarily and commuted a portion of his pension should submit, along with his application for restoration of the commuted amount at the prescribed age, an affidavit that he was not re-employed from the date of voluntary retirement till the date he attained the normal date of superannuation.

CCP.Mis. 82/89  
Dated 24 - 8 - 1989

OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR  
OF FORESTS, A.P., HYDERABAD.

Sri PUSHP KUMAR, IFS.,  
Princ. Chief Conservator of  
Forests.

Communicated for information and necessary action.

Sd/- S.Thirupataiah,  
For Princ. Chief Conservator of Forests.

// TRUE COPY //

JV.12.11.91.

SUPERINTENDENT.

GOVERNMENT OF ANDHRA PRADESH  
FOREST DEPARTMENTRef.No.75436/89/W1,  
Dated. 14.12.1990.O/o the Prl.Chief Conservator  
of Forests, A.P., Hyderabad.Sri M. Sitaramarao, IFS.,  
Prl.Chief Conservator of ForestsSub:- Pensions - Sanction of Anticipatory pension and  
anticipatory Gratuity - payment to the retired  
employees - ordered by Govt. - Executive instru-  
ctions - Issued.Ref:- 1. G.O.Ms.No.230, Fin&Plg.(SW.Pen.I) Dept.  
dt.18.6.85 communicated in this office  
Endt.No.41237/85-B4, dt.9.7.85.  
2. Govt.Circular Memo.No.18982-A/183/PSC/88-1,  
Dt.23.7.89 communicated in this office CCP.  
Mis.No.59/89, dt.18.9.89.

Also Read:- Rule 51 of A.P.Revised Pension Rules, 1980.

Immediate attention of the Officers is invited to the orders of the Government communicated in the reference 1st and 2nd cited, wherein the Head of Office is empowered to sanction Anticipatory Gratuity to the extent of 80% of the amount worked out by the Departmental authorities, only after due verification of the connected records available and qualifying service verified and duly adjusting all the dues known to the Department upto the date of release of the Anticipatory Gratuity. The Anticipatory Gratuity shall, however, has to be sanctioned/released to the pensioners against whom there are no Departmental or Judicial proceedings pending or contemplated against them, or only on the conclusion of the Departmental or judicial proceedings.

Instances have come to the notice of the Prl.Chief Conservator of Forests that the Divisional Forest Officers/Conservators of Forests are sanctioning the Anticipatory Gratuity to the pensioners, for whom the Prl.Chief Conservator of Forests is the appointing authority and also the pension sanctioning authority without referring the cases to him and also against whom the disciplinary cases are pending either at their level or at Prl.C.C.D's level. This action of Deptl. Officers may result in complications for future recoveries to be made, if any, from the pensioners concerned.

In view of the above, all the Officers are requested not to sanction either the Anticipatory pension under Rule 51 of the A.P.R.P.Rules, 1980 or the Anticipatory Gratuity in pursuance of the Orders contained in the references 1st and 2nd cited, without obtaining prior concurrence of the Prl.Chief Conservator of Forests in respect of the pensioners for whom Prl.C.C.F. is the appointing authority and as well as pension sanctioning authority, so as to avoid any future complications.

The above instructions should be followed scrupulously, failing which they will be held responsible for all the future complications.

The receipt of this reference should be acknowledged by return of post.

Sd/-H.K.DESAI,  
Chief Conservator of Forests(Admin)

// TRUE COPY //

SUPERINTENDENT.



Extract of Rule 51 of A.P.R.P. Rules, 1980:51. Sanction of Anticipatory Pension -(A) SERVICE PENSION:

After the pension papers of a Govt. Servant have been sent to the Audit Officer concerned the Head of the Office shall draw and disburse anticipatory pension not exceeding, if the Govt. Servant has put in 33 years of qualifying service, 3/10ths or if the Govt. Servant has put in less than 33 years bears to the qualifying services put in by the Govt. Servant, of the last drawn emoluments which count towards pension and for this purpose adopt the following procedure, namely:-

(a) He shall issue a sanction letter to the Govt. Servant endorsing a copy thereof to the competent pension Sanctioning Authority and the Audit Officer indicating the amount of anticipatory pension payable to such Govt. servant on retirement from service;

(b) After the issue of the sanction letter he shall draw the amount of anticipatory pension on establishment pay bills the disburse the amount to the pensioner until such time as the final pension is released to the pensioner by Audit Officer;

(c) The competent Pension sanctioning Authority soon after receipt of the copy of the sanction accorded by the Head of the Office concerned, shall issue, under intimation to the Audit Officer, a confirmatory sanction for payment of anticipatory pension to the pensioner till the final pension is authorised by the Audit Officer;

(d) The anticipatory pension paid as per sub-clause (a) shall be adjusted in full from the final pension;

(e) No anticipatory pension shall be admissible in cases where disciplinary proceedings are in progress under Rule 9 of these Rules.

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vvm.

Extract of Rule 52 of A.P.R.P. Rules, 1980:52. Provisional pension where departmental or judicial Proceeding may be pending:-

(1) (a) In respect of a Govt. servants referred to in sub-rule (4) of rule 9, the Audit Officer/Head of Office shall pay the provisional pension not exceeding the maximum pension which would have been admissible on the basis of qualifying service up to the date of retirement of the Govt. servant, or if he was under suspension on the date of retirement, upto the date immediately preceding the date on which he was placed under suspension.

(b) The provisional pension shall be paid by the Audit Officer/Head of Office during the period commencing from the date of retirement to the date on which upon the conclusion of the departmental or judicial proceedings, final orders are passed by the competent authority.

(c) No gratuity shall be paid to the Govt. servant until the conclusion of the departmental or judicial proceedings and issue of final orders thereon.

(2) Payment of Provisional pension made under sub-rule (1) shall be adjusted against final retirement benefits sanctioned to such Govt. servant upon conclusion of such proceedings but no recovery shall be made where the pension finally sanctioned is less than the provisional pension or the pension is reduced or withheld either permanently or for a specified period.

(3) Nothing contained in this rule shall prejudice the operation of rule 6 when final pension is sanctioned upon the conclusion of the departmental or judicial proceedings.

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Copy of:

GOVERNMENT OF ANDHRA PRADESH  
FINANCE & PLANNING (FW.P.S.C.) DEPARTMENT

CIRCULAR MEMO.NO.12437/A/112/PSC/98,dt.23.7.1988

Sub:- Authorisation of Pensionary benefits where disciplinary proceedings are pending - Reg.

Ref:- DO.Lr.No.PV.3/1-G-211/375 SP/363, dt.22.6.1988  
of Dy. A.G. (pensions) O/o.the AG(A&E) A.P.,  
Hyderabad.

In the reference cited the Deputy Accountant General, (Pensions), Office of the Accountant General (A&E), A.P., Hyderabad, had brought to the notice of Government that in a number of cases where disciplinary proceedings are pending the pension papers are sent to Accountant General duly signed by the pension sanctioning authorities on page 3 of the pension forms. But it is mentioned in the covering letters that the pensionary benefits should not be released until further reference is received. It is also reported that A.G.'s office is receiving a lot of such cases in respect of land Revenue and Public works Departments. The A.G. has suggested to Government that they will be compelled to return all such cases to the Departments for re-submission of the cases regarding categorical entry on page 3 itself about the pendency of disciplinary proceedings or otherwise. The Dy.A.G. also requested for issue of suitable instructions to the Head of the Departments.

As per Rule 52 of A.P.R.P. Rules 1980, where ever Departmental proceedings or Judicial proceedings are pending only provisional pension is payable. No Gratuity shall be paid to the retired Government Servants until the conclusion of Departmental or Judicial Proceedings and issue of final orders thereon. The Departments while forwarding such pension cases to Accountant General, should invariably mention in page 3 pension Forms that Departmental/Judicial Proceedings are pending and that only provisional pension may be released, Sanction order of the competent authority for provisional pension should also be sent alongwith the proposals for release of provisional pension. The pension sanctioning authorities are competent to sanction provisional pension to Non-Gazetted Officer. Provisional pension to Gazetted Officers shall be sanctioned by Government only.

If the above instructions are not followed and if the pendency of Departmental or Judicial proceedings is not mentioned in page 3 of the pension Forms, the A.G. will be at liberty to release full pensionary benefits presuming the sanction. The Departments in case of any disciplinary proceedings pending against any official, should inform the A.G. prior to the date of retirement of the official that pensionary benefits should not be released.

Contd...2.

All the Heads of Officers/Heads of Departments/Pension Sanctioning Authorities are requested to follow the above instructions scrupulously to avoid any overpayment of pensionary benefits where Departmental or Judicial proceeding are pending.

All the Departments of Secretariat including Revenue and P.W.D. are requested to bring these instructions to the notice of all the Officers working under their control for strict compliance.

K. KRISHNADAS,  
SPECIAL SECRETARY TO GOVERNMENT.

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FOREST DEPARTMENT

Ref.No.71618/88-D4,  
Dated. 25.8.1988.

C/o the Prl. Chief Conservator of  
Forests, A.P., Hyderabad.

Sri K.V.S. Babu, IFS.,  
Prl. Chief Conservator of Forests,  
Ex-Officio Secretary to Government.

Communicated for information and necessary action.

Sd/- T.S. Rangarejan,  
for Prl. Chief Conservator of Forests.

// TRUE COPY //

Superintendent.

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COPY OF:

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GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

PENSIONS: Simplification of pension application and other forms - orders - Issued.

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FINANCE AND PLANNING (FW.PSC) DEPARTMENT

G.O.Ms.No.356

Dated. 28-11-1989.

O R D E R:-

Government some time past in consideration to simplify the existing pension forms which are lengthy with too much documentation involving monotonous labour in preparation of pension cases. Keeping in view the suggestions of the Institute of Research and Public opinion Hyderabad and Anti-corruption Bureau, the existing pension forms have been simplified for the use of the retiring incumbents and departments.

2. The simplified pension forms both for service pension and family pension are given in the Annexure to this order.

3. The following are the salient features of the simplified forms:-

A. SERVICE PENSION:

(1) PENSION APPLICATION FORM PART-I.

This is a common simplified application form for pensions, gratuity and commuted value of pension to be submitted to the Head of the Office in respect of Non-Gazetted Officers and Head of the Department in respect of Gazetted Officers by the retiring employees 18 months in advance to the date of retirement. This is to be submitted in duplicate. One for the use of pension sanctioning authority and the other to be forwarded to the A.G./Director of Local Fund Audit. The employee is required to fill up only his personal data like, name, Date of birth, Date of appointment, Date of Retirement etc. The following documents are also required to be submitted by the employee alongwith the above application.

(a) NOMINATION:-

According to the existing rules a pensioner has to submit different forms of nominations for DCRG, Life Time Arrears, Death Relief, and Commuted value of pension. As a measure of simplification, all those nominations have been clubbed and a single nomination form is now prescribed for submission in triplicate by the employee alongwith the pension application form. Two copies of nomination form will be forwarded to A.G./Director of Local Fund Audit and the third one will be retained by the pension sanctioning authority as office copy. The A.G./Director of Local Fund Audit will in turn communicate one copy of the nomination to the Pension Disbursing Officer alongwith pension payment order for disbursement of Life Time Arrears, Death relief and Commuted value of pension to the nominee in the event of death of the pensioner.

Contd...P.2.

(b) List of Family Members:

This is an essential document to be submitted by the retiring employee to enabling simultaneous sanction and authorisation of family pension along with service pension so that in the event of death of the pensioner, disbursement of family pension will be automatic. On submission of a simple application with a copy of Death Certificate to the pension Disbursing Authority, who will immediately resume the payment. The retiring incumbent has to give correct information of his family members in this document as alterations after retirement are not permissible. This is to be submitted in duplicate by the retiring incumbent one for the use of the pension sanctioning authority and the other one to be forwarded to AG/Dir. of Local Fund Audit by the Pensions sanctioning authority.

(c) Declaration:

The retiring employee has to furnish a declaration as to whether he is in receipt of any other pension, as DA on pension is payable only on one pension and not both pensions like service pension and family pension drawn by the same pension. This is to be submitted in duplicate, one for the use of the pension sanctioning authority and the other to be forwarded to Accountant General/Dir. of Local Fund Audit by the pension sanctioning authority.

(d) Descriptive rolls:

For identification of the pensioner by the pension disbursing officer for disbursement of pension, the retiring employee has to furnish descriptive rolls like photo, specimen signatures and identification marks duly attested by Gazetted Officer. Four copies of descriptive rolls are required to be submitted, 3 copies are to be forwarded to A.G., Dir. of Local Fund Audit by the pension sanctioning authority and one copy will be retained by the Pension sanctioning authority.

(e) Joint Photo:

The retiring employee has also to submit 4 copies of joint photo of himself and his spouse for authorisation of family pension simultaneously with service pension. 3 copies will be forwarded to AG/Dir. of Local Fund Audit by the pension sanctioning Authority and one will be retained by the pension sanctioning Authority as his office copy.

2. FORM FOR ASSESSING PENSION, AND GRATUITY PART - II.

According to the existing forms prescribed in the Manual of pensions, a lengthy and laborious History of services was prescribed to be furnished. As the Service Register invariably accompanies the pension forms. Govt. through that the above form gives duplication of service Register only which is not required. Government accordingly modified and prescribe a simple Assessment Form.

The particulars relating to qualifying service, average emoluments, quantum of pension, Family Pension and DCRG are to be worked out by the Department in this form. This is



-: 3 :-

not required to be filed in by the retiring employee.

This form is to be prepared by the Head of the Office in triplicate, two copies are to be sent to A.G./Director of Local Fund Audit, One will be retained by the Pension sanctioning Authority.

### 3. Pension Sanction Part-III

This is meant for recording the sanction of pension sanctioning authority for payment of pensionary benefits admissible under the rules. This is to be prepared in duplicate by the pension sanctioning authority. One to be forwarded to A.G./Dir. of Local Fund Audit and other to be retained by the pension sanctioning authority.

### 4. FORWARDING FORM:

The pension application Form submitted by the retiring incumbent along with nomination, list of family members, declaration, descriptive rolls and joint photo part II assessment form prepared by Head of the Office, Part III pension sanction and service register, are to be forwarded to A.G./Mr. of Local Fund Audit by the pension sanctioning Authority in this forwarding form.

### B. FAMILY PENSION ( DEATH WHILE IN SERVICE )

(1) In respect of death while in service the family of the deceased Govt. Servant has to submit a simple application form for family pension and DCRG alongwith copy of death certificate, list of family members, declaration, descriptive rolls to the Head of the Office. All these documents are required to be submitted in duplicate except descriptive rolls which are to be submitted in quadruplicate. One copy of the application form in part I and copy of the list of family members, declaration and death certificate and 3 copies of descriptive rolls, should be sent to A.G./Dir. of Local Fund Audit retaining the other copy with the Head of the Office in respect of non-gazetted officers and Head of the Department in respect of Gazetted Officers.

(2) Part II is meant for assessing family pension and DCRG by the Head of the Office. This is to be prepared in triplicate, two copies are to be sent to A.G./Dir. of Local Fund Audit and the other copy with the Head of the Office in respect of the non-gazetted, head of the Department in respect of Gazetted officers.

(3) All the family pension papers are required to be forwarded to A.G./Dir. of Local Fund Audit by the Head of Office in respect of non-gazetted and Head of the Dept. in respect of Gazetted Officers in the forwarding form alongwith service register, Guardianship certificate in respect of miners, LPC, Death certificate and nomination for gratuity if any filed by the deceased employee.

(4) The simplified forms shall be supplied free of cost to the retiring employees/Families of deceased Govt. Servants. Necessary arrangements in this regard.

Contd...4.

5. These simplified forms come into force with immediate effect. If the pension papers are already submitted in the old forms by the retired employees or families in case of death while in service, they need not be returned.

6. All the Departments of Secretariat, Head of Departments, Head of Office and Pension Sanctioning authorities are directed to use these simplified pension forms. The instructions already issued by the government vide Circular Memo Nos. 18962/A/183/PSC/88-1, 88-2 and 88-3 dated 23.7.1989 should be followed by all Departments for prompt disposal of pension cases so that the retiring incumbent receives his pensionary benefits immediately on retirement.

( BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH )

K. KRISHNA DAS,  
SPECIAL SECRETARY TO GOVERNMENT.

// TRUE COPY //

C.P. MIS. NO. 6 (six)/90  
Dated: 6-1-1990.

Office of the Prl. Chief Conservator  
of Forests, A.P., Hyderabad.

Sri Pushpa Kumar, IFS.,  
Prl. Chief Conservator  
of Forests

...

Communicated in continuation of this office Mis. No.  
59/89 dated 18.9.1989.

Sd/- S. Radhakrishna Murthy,  
for Prl. Chief Conservator of Forests.

// TRUE COPY //

SUPERINTENDENT.

VVM.