

**GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT**

Ref. No:10895/2018/A&P4
Dated:11/09/2018

Office of the Prl.Chief Conservator of
Forests, Aranya Bhavan, K M Munshi
Road, Nagarampalem, AP, Guntur-522004.

**Dr Mohd.Ilyas Rizvi, I.F.S.,
Prl. Chief Conservator of Forests
(Head of Forests Force)

Circular No.01/2018/A&P4

Sub: Pensions – FD - Automation of Pension – Payment of retirement benefits
on the day of retirement without the intervention of the employee –
Instructions - Issued – Reg.

Ref: G.O.Ms.No.100Finance (HR.III.Pension-I) Dept., dt: 27.06.2018.

The Government have reiterated the instructions through G.O. cited with regard to forwarding pension proposals to the AG, AP, Amaravathi, **90 days in advance** of the retirement of the Government Servant along with NDC by the Pension Sanctioning Authorities invariably.

It is, therefore, requested that all the Circle Heads / Pension Sanctioning Authorities to take necessary action on the instructions of the Government and they shall initiate the process of obtaining **"No Due Certificate"** in respect of all Government Dues like HBA/Conveyance etc., and ensure that these dues be recovered from the Government Servant and send it to the AG (A&E), AP, Amaravathi along with pension papers 90 days in advance, so as to avoid delay in settlement of pensionary benefits on the next day of retirement and thereby avoiding payment of interest.

The Circle Heads / Pension Sanctioning Authorities have been submitting pension returns every month and shown heavy pendency is shown due to lack of appropriate action on the pension cases and submitted simple reasons like **pension papers are awaited from the individuals, NDCs are pending from other divisions, pay fixation in RPS is to be done etc.** The above reasons are not good and sufficient for postponing the payment of pensionary benefits, as the employees list, who are going to retire was prepared by the Pension Sanctioning Authorities in advance i.e., before 18 months. They might have taken action on processing pension proposals after obtaining pension papers from the individuals and NDCs from the concerned authorities within the stipulated time, the delay for release of pensionary benefits to the pensioners does not arise. Monthly reviews on the pension cases Circle-wise are being issued and the Circle Heads are requested to bestow their personal attention on finalization of pension cases and to reduce the pendency but the response is not satisfactory.

Of late it is observed that pension cases are getting delayed due to the following reasons:

- non-obtaining the pension papers (4) before retirement
- non-finalization of disciplinary / vigilance cases
- Works executed without sanction of estimates
- non-finalization of CRs
- non-maintenance of records like, cash book, works register, M. Book, Plantation Journal/Nursery Journal, Distribution Registers, DFLR, Form-V etc.
- non-handing over of forest produce involved in offence cases
- non-communication of recovery orders
- non-posting of the recovery particulars in retrenchment register
- non-fixation of pay in the Revised Pay Scales

- untimely release of increments and pending payment of arrears
- non-fixation of pay under Automatic Advancement Scheme
- non-regularisation of leave/absconding periods
- non-regularisation of suspension periods
- non-posting of entry of list of family members in the SR
- non-posting of GIS entries in the SRs

The above are some of the regular omissions that are obstructing the process of pension cases. All these omissions are completely avoidable with a little effort.

Every Unit Officer maintains a list of persons who are due to retire within 18 months and 6 months as on 1st January and 1st July every year. It clearly indicates the persons who are going to retire and on which date. There are standing instructions that Pension proposals need to be forwarded to the Accountant General, AP, Amaravathi / State Audit Officer of the concerned district before four months. But as seen from the Pension return, it is seen that even after six months of retirement, the pension proposals were not obtained and processed. This causes unwanted delay in forwarding the pension proposals for issue of authorization by the concerned authority. The Circle Heads/Divisional Forest Officers are, therefore, requested to issue strict instructions to the Superintendent/concerned Assistant to obtain the pension papers from the staff before (4) months of their retirement and process the pension proposals. Likewise, the process for obtaining the NDCs from the previous stations may be started before one and half year as and when the list of retirees is ready which reduces time in obtaining the NDCs from other end.

The majority of pension cases are pending for want of non-finalization of disciplinary cases. This is due to late reporting of the cases such as incurring of excess expenditure, non-execution of works etc. which should be reported and tackled as and when it is noticed. The cases are dragged years together and before retirement, these cases are reported upon and disciplinary action has been initiated. Sometimes, the disciplinary action dragged till his retirement. The Disciplinary authorities are well aware that after retirement, any disciplinary action pending at the time of retirement or contemplated after retirement, Government alone competent for finalisation of disciplinary proceedings. As such, all the disciplinary authorities are requested to make trial of those cases on priority and see that these cases are finalized within the stipulated time to avoid further loss of time in settling the pension.

There were cases reported that works were executed without sanction of estimates and the person who executed the work either retired or died and the Officer who released the funds also retired. In such cases, action could be initiated with the available record whether the incumbent had actually executed the work or not and to take necessary action. This could be avoided if the funds are released only to the sanctioned works.

It is further reported that the CRs of the retiree have not been finalized. As could be seen from the reports, the CRs pertaining to the previous years, say 6-10 years and sometimes they were related to more than 10 years. This is most unwarranted. As per Forest Code Section 107, the CR should be submitted by the FRO in Form no.30 immediately as and when the work is completed. It is observed that the CRs used to submit after completion of financial year which is not at all correct. It is a known fact that in the Forest Department the works are seasonal and 70% of works are completed by October itself. But the Completion reports are not submitted and filed though the works were completed. Had the CRs been submitted and filed immediately, the Government money which was incurred more than the sanctioned amounts could have been recovered at once and thereby the current year budget is raised to that extent. Moreover, further sanctions can be accorded to the actual working duly incorporating the figures from the CR filed. (Advance operations are being carried out in previous FY whereas raising and maintenance works in the next FY). It is therefore requested that all the Conservator of Forests / Divisional Forest Officers to evolve proper mechanism to file all the CRs immediately and they should not be carried over to the next financial year. It is further observed that the show-cause notices/recovery orders issued to the subordinates are not served on the incumbents. Due to which, the recovery orders were not given cognizance in the court of law and ultimately the courts direct to release the total benefits as the incumbent was not

given the opportunity of being heard. All this could be avoided by putting special efforts to see all the recovery orders issued are served on the incumbents, obtain duplicate served copy and note in the Register of recoveries with all the details.

In some cases, forest produce kept under the custody of subordinates and pending transportation from the coupe site, is not handed over to the successor and at a later date it is reported that some of the forest produce is missing and not on ground as per Form V. The Divisional Forest Officers are requested to issue strict instructions well in advance before the retirement of a incumbent to show/handover the produce lying on the ground and make sure that if any produce is missing / not available on ground, it shall be recorded upon and obtain signature of the incumbent and two other witness so as to take further action in this regard.

It is further reported that the recoveries noted in the Retrenchment Register is not noted in the LPCs of the individuals and they are not taken into the Register of the Office to which the incumbent was transferred. Owing to which, after retirement huge amounts are being shown in the NDCs. This should be avoided.

There are cases for delaying the pension proposals non-fixation of pay in the RPS. The pay of every person who opted to come into Revised Pay scales should be completed within the time frame. In some cases, it is observed that the pay of retired persons is not fixed the in the last two PRCs. The pay in the Revised Pay Scales shall be fixed immediately, even though there are un-regularized periods. Only in the cases of suspension and absconding, the pay shall be fixed only after they are reporting to duty. This omission is occurred due to complacency of the staff. The Circle Heads / Divisional Forest Officers should see that no employee is left without fixation of pay in the RPS and responsibility shall be fixed on the staff who delayed wantonly.

It is also reported that in some old cases records, such as, cash books, Work Registers, M. Books, Plantation Journals, Nursery Journals, Distribution Registers, DFLR books, Form-V etc. are not traced out to finalize the CRs. It is ridiculous. The information is to be written in Range as well as Division records. It is therefore requested that the Divisional Forest Officer should inspect all these records time and again and see the records are properly maintained to avoid further complications.

There are other instances reported in the pension returns that due to untimely release of increments and pending payment of arrears, non-fixation of pay under Automatic Advancement Scheme, non-regularisation of leave/absconding periods, non-regularisation of suspension periods the pension proposals could not be forwarded in time. This can be avoided. The Superintendent / Senior Assistant concerned shall be asked to clear such cases as and when the list of retired persons prepared.

It is further observed that FAMILY MEMBERS CERTIFICATE duly signed by the Government employee is not being obtained and posted in the SR with the attestations of DDO. Owing to which, several court cases relating to bigamy are being received and it is very much difficult to ascertain to whom the pensionary benefits are to be paid. All the DDOs are therefore requested to get the FAMILY MEMBERS CERTIFICATE from all the employees working under them and see that the entry is posted in SR.

It is observed that inordinate delay is occurred in payment of GIS to the retiree/family pensioner due to non-posting of the subscription details in the SR every year. As per the G.O., the GIS should be paid on the date of retirement itself. This should be complied with.

It is further impressed upon that the Government have issued clear direction that if any delay in payment of pension is noticed, the interest for such delay is calculated and being recovered from the concerned and paid to the pensioner through Treasury. It is therefore requested to gear up the staff to finalize the pension cases without any delay and see pensionary benefits are paid immediately after the retirement.

It is therefore requested to follow the above procedure, failing which take stringent action against the defaulters for not complying with the procedure and for not adhering to

the time schedule in forwarding the pension proposals to the Accountant General/State Audit Officer of the concerned district for timely settlement of the pensionary benefits of retired Government Servant.

It is requested to acknowledge receipt of the circular instructions.

Encl: A/a.

Sd/- MOHD ILIYAS RIZVI
PRINCIPAL CHIEF CONSERVATOR OF FORESTS
O/o PCCF-HOFF-PCCF

To

All the Circle Heads as per the distribution list.

Copy to all officers in the O/o PCCF (HoFF) for information and necessary action.

Copy to the DFOs/Pensioning Sanctioning Authorities as per the distribution list.

//t.c.b.o.//

Superintendent