

MOST IMMEDIATE/OUT TODAY

GOVERNMENT OF NCT OF DELHI
OFFICE OF THE ADDL. MED. SUPERINTENDENT (ADMN)/HOO
LOK NAYAK HOSPITAL: NEW DELHI-110 002

No. F.PA/AMS(A)/ /LNH/Misc/132/2025-26/204

Dated: 14/10/20

OFFICE ORDER

Sub: Time Frame for Processing Pension Cases as per CCS Pension Rules

Every month around 5-10 employees get retired after attaining the age of superannuation in Lok Nayak Hospital. It is being observed that Time Frame prescribed in CCS Pension Rules for completing the pension process for employees who are retiring on attaining the age of superannuation is not being followed by the concerned Branch Incharges in LNH strictly and it is seen that in almost every case retirement benefits as well as PPOs are not being handed over to the retiring employees on or before the date of retirement as has been mandated by the Pension Rules. A brief pension process map and Time Frame as per CCS Pension Rules is given hereunder:

S.No	Process	Authority Concerned	Time Frame	Applicable Rule CCS Pension Rules
1	Preparation of list of employees who are due to retire within 12 to 15 months	Head of Department	1 st January, 1 st April, 1 st July and 1 st October each year	
2	Communication of the list to the Accounts Officer Concerned	Head of Department/ Head of Office	31 st January, 30 th April, 31 st July and 31 st October each year. In case of Government servants retiring for reasons other than immediately as soon as the fact comes to notice	56(2)
			In the case of a Government servant retiring for reasons other than by way of superannuation, the Head of Office shall promptly inform the Accounts Officer concerned, as soon	56(3)

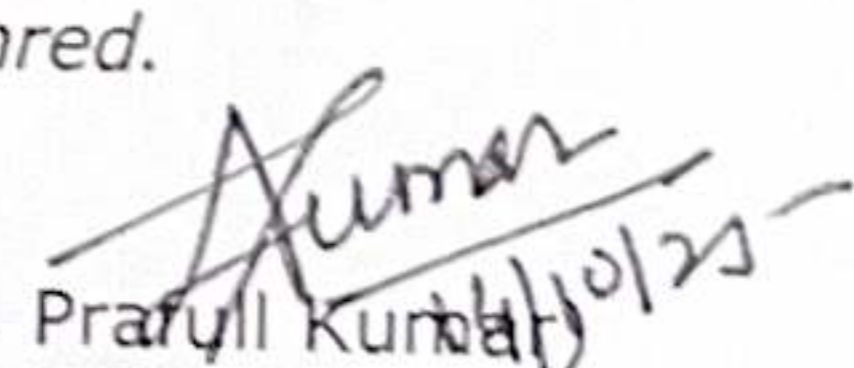
			as the fact of such retirement becomes known to him	
3	Communication of the list to the Directorate of Estates in respect of employees having General Pool Accommodation with Head of Office a view to obtain 'No Demand Certificate'	Head Office of	12 months before retirement	56(4)
4	Verification and determination of qualifying service, and if necessary, in consultation with the employee; and determination of average emoluments	Head Office of	12 months before the retirement. The process to complete before eight months from the retirement	
5	Communication of facts to the retiring employees for action by the employees	Head Office of	8 months before the retirement	59(c)
6	Submission of papers by the employee	Employee	6 months before retirement	
7	Presentation of papers to pay and accounts office	Head Office of	4 months before the retirement	61(4)
8	Checking the pension and gratuity admissible and forwarding the PPO to the pension paying authority	PAO	1 month before the retirement	65
9	Dispatch of PPO to CPAO	PAO	On the last working day of the month preceding the month of retirement	
10A	Dispatch of Bank half of the PPO to CPPC of Authorized Bank	CPAO	By 20 th of the month of retirement	
10B	Handing over of pensioners half of the PPO to the retiring employee	Head Office of	Date of retirement	
	Completion of all	CPPC/Paying	Last date of the	

11	formalities and crediting the pension to the pensioner's account	Branch	month	
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Therefore, henceforth, all Branch Incharges are directed to scrupulously adhere to the time frame prescribed for processing the pension cases in r/o retiring employees as detailed above, failing which if it is found that the pensionary benefits as well as PPOs are not disbursed/ given to the retiring employees as per the time frame given above due to the laxity on the part of Section Officers, the concerned Branch Incharge shall be held responsible.

Further, all documents/papers submitted for disbursal of pensionary benefits as well as for final withdrawal of GPF of the retiring employee shall mandatorily be countersigned by the concerned Dealing Assistant as well as by the concerned Branch Incharges/Section Officers before submitting the same for final signature of the Head of Office. Countersigning of all pension papers/final withdrawal of GPF amount of retiring employees has become more important in view of the fact that the then Section Officer concerned of E-III Branch in 2019 had given 3rd Maternity Leave to few Nursing Officers which prima-face seems to in blatant disregard of the applicable rules in this regard. In one such case, Smt. Hattinkim Gante, Nursing Officer, ID NO. 66202594 who was granted 3rd Maternity Leave in now being asked to convert her maternity leave to EoL. All Section Officers, especially Section Officers of E-III are required to go through all such cases and submit a report to the undersigned with a fortnight positively.

This order is being issued for strict compliance of all concerned.


(Dr. Prafull Kumar)

Addl. Medical Superintendent (Admn)/HOO

No. F.PA/AMS(A)/ /LNH/Misc/132/2025-26/

Dated:

Copy to:

1. Dy. Director (Admn)/DCA/Accounts Branch
2. All Section Officers (SO/E-1, II, III, IV & V)
3. PS to MD, LNH/AMS(M)/Dir(A) for kind information of the officers concerned
4. Nursing Superintendent, LNH
- ✓ 5. Technical Officer (IT) for uploading the order on website of LNH
6. Guard File


(Dr. Prafull Kumar)
Addl. Medical Superintendent (Admn)/HOO