

- **GUIDELINES FOR PROCESSING OF PENSION PAPERS.**

1. **PROVISIONAL RELEASE ORDER FOR THOSE EMPLOYEES RETIRING IN THE NEXT CALENDAR YEAR SHOULD BE ISSUED LATEST BY 31ST JANUARY OF EVERY CURRENT YEAR.**

2. **WHILE ISSUING THE PROVISIONAL RELEASE ORDER, TWO COPIES OF PENSION PAPERS ARE TO BE GIVEN TO THE RETIRING GOVERNMENT SERVANT.**

- 3. NO DEMAND CERTIFICATES FROM PHE, POWER, PWD, WORKS & HOUSING AND HOME DEPARTMENT, SHALL BE OBTAINED BY THE CONCERNED DEPARTMENT FOR ITS RETIRING EMPLOYEES.**

- 4. DULY FILLED PENSION PAPERS SHALL BE SUBMITTED TO THE DEPARTMENT/OFFICE BY THE RETIRING GOVERNMENT SERVANT WITHIN 2(TWO) MONTHS FROM THE DATE OF ISSUE OF PROVISIONAL RELEASE ORDER OR ONE YEAR BEFORE THE DATE OF RETIREMENT, WHICHEVER IS EARLIER.**

- 5. THE HEAD OF DEPARTMENT/OFFICE SHALL ENSURE THAT VERIFICATION OF QUALIFYING SERVICE INCLUDING UPDATION OF SERVICE BOOK IS COMPLETED 8 (EIGHT) MONTHS IN ADVANCE OF THE DATE OF RETIREMENT.**

- 6. COMPLETED PENSION PAPERS OF RETIRING GOVERNMENT SERVANT SHALL BE FORWARDED TO AG OFFICE 6 (SIX) MONTHS BEFORE THE DATE OF RETIREMENT.**

7. FAILURE TO FORWARD PENSION PAPERS OF RETIRING GOVERNMENT SERVANTS TO AG OFFICE 6 (SIX) MONTHS BEFORE THE DATE OF RETIREMENT, THE SALARY OF THE CONCERNED DDO AND HOD SHALL BE DISABLED FROM BEING GENERATED IN E-PAY BILL TILL THE PENSION PAPERS ARE FORWARDED TO AG OFFICE.

**[Vide P&AR OM No.AR-3/GEN-174/2007 (PT)
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