

No. 22/25/2024-EC-X 1145
Government of India
Director General
Central Public Works Department

Nirman Bhawan, New Delhi
Dated 09 August, 2024

Office Memorandum

Sub: Pension process map and time frame for those who are retiring on superannuation-reg.

The undersigned is directed to state that all the stakeholders shall strictly follow the instructions/directions (available at Pensioners' portal) (copy enclosed) prescribed by Department of Pension & Pensioners' Welfare, on the above cited subject, to avoid any delay in processing of pension cases.

2. This issues with the approval of competent authority.

Encl.: As above.


(Nilanjan Karmakar)
Deputy Director Admin (VI)
Tel No. 2306 2188

To

All the SDGs/ADGs/CEs/SEs/EEs/E-in-C of all Project Regions/Regions, CPWD.
(Through CPWD website)



Ups and downs in life are very important to keep us going, because a straight line even in an ECG means we are not alive.

Ratan Tata (Indian industrialist / Former chairman of Tata Sons)

Pension Process Map and Time Frame for those who are retiring on Superannuation

#S.No	Process	Authority Concerned	Timeframe	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	56(1)
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 as the fact of such retirement becomes known to him	56(3)
3	Communication of the list to the Directorate of Estates in respect of employees having General Pool Accommodation with a view to obtain 'No Demand Certificate'	Head of Office	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 of Office	12 months before the retirement. The process to complete before eight months from the retirement	59(a) & (b)
5	Communication of facts to the retiring employees for action by the employees	Head of Office	8 months before the retirement	59(c)
6	Submission of papers by the employee	Employee	6 months before retirement	59(c)(iii)
7	Presentation of papers to pay and accounts office	Head of Office	4 months before the retirement	61(4)

#S.No	Process	Concerned	Timeframe	Pension Rules
8	Checking the pension and gratuity admissible and forwarding the PPO to the pension paying authority	Pay & Accounts Office	1 month before the retirement	65
9	Dispatch of PPO to CPAO	Pay & Accounts Office	On the last working day of the month preceding the month of retirement	
10 (A)	Dispatch of Bank half of the PPO to CPPC of Authorized Bank	CPAO	By 20 th of the month of retirement	
10 (B)	Handing over of pensioners half of the PPO to the retiring employee	Head of Office	Date of retirement	
11	Completion of all formalities and crediting the pension to the pensioner's account	CPPC/Paying Branch	Last date of the month	

Note: For cases of retirement other than on superannuation, it is provided that PPO shall be issued within six months of submission of duly completed Form 5 c the date of retirement whichever is later.