

**Office of the Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt.-110010.**

No. AT/V/DAD/00163/02/2016

Dated: 23.02.2016

To,

All CDAs/PCDAs (Heads of Offices)

Sub: Timely processing of pension claims and other retirement claims and timely release of pensionary benefits to the retiring employees of DAD.

This HQrs Office has been in receipt of number of complaints seeking interest on delayed payments of DCRG monthly pension, commuted value of pension and other retirement benefits. In number of cases interest has become due on account of delays in release of pension payments to the retiring DAD personnel.

2. As per Rule 60 & 61 of CCS (P) Rules, the Head of Office shall process pension claims, documents and other details complete in all respects not later than 6 months before the date of retirement of the employees. Further, it has to be ensured by the respective Head of Office that all formalities are completed before the retirement of the employees ensuring that pension papers are processed timely, seamlessly and all dues/other demands are adjusted well before the date of retirement of the individual inter-alia ensuring that pension payments are notified timely and reach the concerned Pension Disbursing Agency (PDA) timely to enable first disbursement of pension benefits immediately following the date of retirement of the employees. Further, Rule 68 of CCS (P) Rules provides for payment of interest at the rate applicable to GPF deposit in case of delays in release of gratuity beyond 3 months. It is also required that the Head of the Office would fix responsibilities for delays in payment of gratuity and other retirement benefits.

