

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

OFFICE MEMORANDUM

No. FIN-CS3-PEN-0017-2022/28288/F,

Date: 09 10-2023

**Sub: - Disposal of pension cases within stipulated time.**

Chapter-VIII of the OCS (Pension) Rules, 1992 provides a streamlined procedure for preparation and processing of pension papers at different levels and sanction thereof. Necessary provisions have been embedded therein with stipulated timeframe. In addition, Finance Department has issued circular No. 643/F, dated 06.01.2020, Letter No. 26092/F, dated 20.10.2022 and Letter No. 36/F, dated 02.01.2023 for speedy disposal of pension applications and issuance of No Dues Certificate.

2. The Head of Office shall be responsible for obtaining the pension particulars from the retiring Government Servant timely and forward the same to the Pension Sanctioning Authority. The Pension Sanctioning Authority shall take necessary steps to send the same to Office of the Principal Accountant General (A&E), Odisha, Bhubaneswar not later than two months before the date of retirement of the Government Servant

3. In spite of the executive instructions in many cases, it is found that the Pension Sanctioning Authorities have not put much emphasis on their responsibility for timely sanction of the pension.

4. The statutory provisions of the OCS (Pension) Rules, 1992 has been amended vide Finance Department Notification No. 26635/F, dated. 22.09.2023 in order to facilitate timely sanction of final pension to the retiring employee. It has been instructed therein that in case where pension and gratuity cannot be finally assessed and settled due to any reason prior to the date of retirement, the Head of Office shall ask the retiring Government servant six months in advance before his retirement to furnish a written statement on plain paper stating the total length of qualifying service including details of emoluments last drawn excluding the break or other non-qualifying periods of service along with the following minimum requirement of documents prior to sanction of provisional pension.

- I. OCS (Pension) Form-C, D & E
- II. Descriptive Roll
- III. Specimen Signature

P.T.O

- IV. No Demand Certificate (NDC) .....
- V. Joint/ single Passport size photograph
- VI. Loanees/ Non-loanee certificate .....

5. The payment of provisional pension shall not continue beyond the period of six months other than the cases coming under rule 66 and rule 65(6)(e) of the OCS (Pension) Rules, 1992.

6. All Departments are requested to bring the above instruction to the notice of all Sub-ordinate offices under their administrative control for strict compliance.

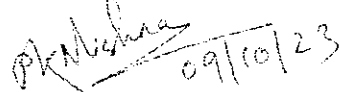


**Principal Secretary to Government**

Memo No. 28289/F.,

Date: 09-10-2023

Copy forwarded to All Departments of Government/ All Heads of Departments/ All Collectors/ All District and Sessions Judges/ The Principal Accountant General (A&E), Odisha, Bhubaneswar/ The Controller of Accounts, Odisha, Bhubaneswar/ Deputy Accountant General, Odisha, Puri / Secretary to Governor/ Principal Secretary to Chief Minister/ Secretary to Odisha Legislative Assembly/ Principal, Odisha Secretariat Training Institute, Bhubaneswar/ Director General, Gopabandhu Academy of Administration, Bhubaneswar/ Director, Madhusudan Das Regional Academy of Financial Management, Bhubaneswar for information.

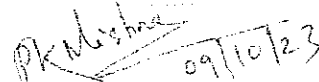


**Joint Secretary to Government**

Memo No. 28290/F.,

Date: 09-10-2023

Copy forwarded to all Officers and all Branches of Finance Department for information.



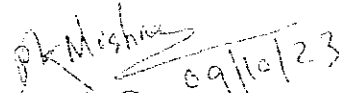
**Joint Secretary to Government**

Memo No. 28291/F.,

Date: 09-10-2023

Copy forwarded to Sri Lapan Kumar Pattanaik, Sub-Nodal Officer (E-Gazette), FID, Finance Department for information and necessary action.

He is requested to hoist this Office Memorandum regarding disposal of pension applications in stipulated time in the Official Website (<https://finance.odisha.gov.in>) of Finance Department for General Information.



**Joint Secretary to Government**

23/10/23

Sri T. K. Pattanaik  
Sub-Nodal Officer, FID