

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No.FIN-CS3-MISC-0015-2023/ 19914 /F;

Date: 05-07-2025

From

Prasanta Kumar Mishra
Joint Secretary to Government

To

The Additional Chief Secretaries to Government/
Principal Secretaries to Government/
Commissioner-cum- Secretaries to Government/
All Departments.

Sub:- Clarification on issue of retirement to Government employees-No need to seek approval of Hon'ble Minister for such routine matter-reg.

Madam/Sir,

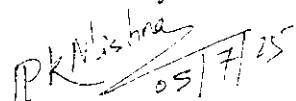
In inviting a reference to subject cited above, I am directed to say that it has been mentioned under Rule 57 OCS (Pension) Rules , 1992 to issue list of officers retiring every year i.e. on 1st day of July each year of all Government Servants under their Administrative Control within the next 18 to 24 months in the prescribed format i.e. O.C.S Pension Form –A [see Rule 57(2)] to Accountant General Odisha, Appointing Authority, Administrative Department concerned, Director of Treasuries and Inspection , Odisha and the Estate Officer, GA & PG(Rent) not later than 31st July each year.

Rule-40 of O.C.S (Pension) Rule 1992 also speaks about the principles to be adopted for issuance of said retirement notification. Retirement on attaining the age of superannuation is automatic.

The very intention of the above rules is to avoid overstay in service beyond the date of retirement, submission of pension paper, vacation of Government Quarter, NDCs etc. to facilitate finalization of pensionary benefits on the date of superannuation itself.

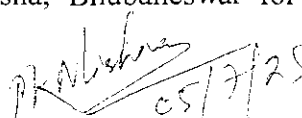
It is, therefore advised that since issue of retirement notice is a very routine matter, the Pension Sanctioning Authority/ Delegated authority by Administrative Departments/ HoDs / Head of Office can approve and issue such retirement notice without requiring approval of higher authority.

Yours faithfully


Joint Secretary to Government

Memo No 19915 /F, Date: 05-07-2025

Copy forwarded to the Principal Accountant General, Odisha, Bhubaneswar for information.


Joint Secretary to Government

Memo No 19916 /F, Date: 05-07-2025

Copy forwarded to the GA & PG Department (Rent) / DTI (O), Bhubaneswar / Heads of Departments / All Collectors for information and necessary action.

PK Mishra
05/7/25
Joint Secretary to Government

Memo No 19917 /F, Date: 05-07-2025

Copy forwarded to OFS-I/ OFS-II/ OTAS/CCA/LFA/ Small Saving/OE-I/ OE-II/ CT & GST Branches of Finance Department for information and necessary action.

PK Mishra
05/7/25
Joint Secretary to Government

Memo No 19918 /F, Date: 05-07-2025

Copy forwarded to Tapan Kumar Pattanaik, ADPO (FID), Finance Deptt. with a request to upload it in the Finance Department portal.

PK Mishra
05/7/25
Joint Secretary to Government

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