

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

OFFICE MEMORANDUM

No. PEN-02/2020 643/F., Bhubaneswar, Dated. **06.01.2020**

Sub: **Issue of NDC and Sanction of Pension in time.**

OCS (Pension) Rules, 1992 relating to grant of pension, gratuity and commuted value of pension have further been modified and liberalised in OCS (Pension and Commutation of Pension) Rules, 1992 (Second Edition dated 31.12.2015). A simplified procedure streamlining the action oriented time schedule for preparation, processing and sanction of pension and gratuity at different levels has been prescribed under Chapter –VIII of the OCS (Pension) Rules, 1992, a synopsis of which is enclosed in **Annexure-I**. It is to be kept in mind that the intention behind the statutory rules and subsequent simplified procedure is that, in all cases of retirement, either 'provisional' (equal to 100% of the final pension) or 'final' pension as the case may be, **should be sanctioned on the first day of the month in which it is due to the retired employee.**

2. Despite the codal provision and with all Circulars and guidelines up to 31.12.2015 incorporated in its second edition, making the pension sanctioning procedure simpler and further transparent for the office of the Pension Sanctioning Authority, the delay in the release of all statutory entitlement to a pensioner has not been minimised to the desired extent, primarily because the action oriented time schedule is not strictly adhered to by different Head of Office/ Pension Sanctioning Authorities(PSA). As a result, the pension cases are either lying unattended, or if attended, the processing of pension papers is quite slow missing the codified time limit to reach the office of Accountant General (A & E), Odisha before the date of retirement of the employee. Pension papers are also very often held up either at the level of Head of Office or PSA or Accountant General due to non-receipt of specific N.D.C. showing the adjustment of Government dues pertaining to any long term interest bearing loan like House Building/ Special House Building (HUDCO)/ Car/ Motor Cycle/ Computer Advances etc. sanctioned in favour of the retiring/ retired Government Servants while in service. Another major cause that has been experienced is the inordinate delay in finalisation of

Departmental Proceedings/ Judicial proceedings instituted against the employee. Delay in preparation, sanction and authorisation of Pension Payment Order (PPO) and Gratuity Payment Order (GPO) thus invite resentment and litigation which very often lead to payment of penal interest on held up terminal benefits by the order of Courts.

3. To expedite the sanction of retirement benefit, one Senior Officer not below the rank of Joint Secretary to Government in each Administrative Department should be declared as '*Nodal Officer*' to monitor the pension related issue of the Department as well as all establishments under its administrative control in regular intervals. The officer concerned shall also look into the pension related Court cases. He should be the coordinating authority between Pensioner, PSA, AG (A&E), Odisha and Treasury as the case may be.

4. Since one of the important grounds for delay in finalisation of retirement benefit is the delay in issue of NDC, it has now been decided by the State Government that Head of Office should obtain NDC in respect of long-term advances from the Accountant General, Odisha one year prior to retirement of the Government servants (**Annexure-II**) and forward the pension paper including a copy of NDC to Accountant General, Odisha through the Pension Sanctioning Authority for authorisation of PPO/ GPO. In cases, where the Accountant General, Odisha is not able to issue NDC before submission of the pension papers of the Government servant, the Head of Office/ Pension Sanctioning Authority should indicate the amount of outstanding Government dues in the prescribed pro forma (enclosed) on the basis of record maintained by the Drawing and Disbursing Officer (DDO) or relying upon the Last Pay Certificate (LPC) issued by the previous employer in case of transferred employee. The information so furnished by the Pension Sanctioning Authority on the basis of DDO's report should be acceptable to the Accountant General, Odisha until and unless there is any valid ground to object to the DDO's report. If verification in Accountant General's Office reveals that the amount outstanding as per certificate of the Head of Office/ Pension Sanctioning Authority does not tally with the amount maintained in the Office of the Accountant General, Odisha, the higher amount shall be withheld. The PPO and/or the GPO will be released for the balance amount. The withheld amount would be released subsequently on reconciliation (Quarterly) of the discrepancy. If more dues are found to be recoverable, that will have to be realised from the T.I. on Pension. For effecting recovery from the T.I., the Pension Sanctioning Authority shall, by order in writing, direct the Treasury Officer to adjust it by short payment of T.I. and credit the revised amount by transfer credit to the proper Head of Account as may be intimated by the

Pension Sanctioning Authority. Whenever recovery from T.I. is not feasible for whatsoever reasons, the Pension Sanctioning Authority/ Head of Office will take appropriate action under Law as has been issued by Government.

5. Speedy disposal of pension cases of the retiring/ retired employees in accordance with the procedure outlined above, will be a step in the direction of making administration more responsive and humane, and will address the genuine grievance of the employees that at the end of their service, they are not supposed to face the financial hardship in their retired life. Government expect that Pension Sanctioning Authorities will scrupulously follow the aforesaid procedure which seeks to further simplify the existing provision and guideline.

Yours faithfully,

Sd/-
Principal Secretary to Government

ANNEXURE-I

The rules and procedures about the processing of pension papers				
Name of the authority	Duty of the authority	Time schedule	Reference of the relevant provision	Remarks
(1)	(2)	(3)	(4)	(5)
Head of Office	1. Verification of Service prior to retirement.	He shall verify the service rendered by a Government servant 5 years before the date of retirement or after completion of 25 years of service whichever is earlier and communicate the employee concerned the period of qualifying service so determined. The provisions laid down under the O.M. enclosed herewith be followed scrupulously.	FDOM No. 5731/F, dated 15.2. 1997/ Rule-65 of OCS (Pension) Rules, 1992	
	2. Processing of Pension paper	(a) He shall undertake the work of preparation of pension paper at least 18 months before the date on which a Government servant is due to retired on superannuation.	Sub-rule (1) of Rule 57 of OCS(P) Rules, 1992	
		(b) He shall obtain the particulars from Government Servant at least one year before the date of retirement and complete the processing of pension papers not later than 8 months in advance of the date of retirement of the employee.	Sub-rule (2) of Rule 58 of OCS (P) Rules, 1992	
		(c) Where the Head of Office is not the appointing authority pension paper shall be transmitted to the appointing authority one year before the date of retirement of the Government servant.	Sub-rule (3) of Rule 58 of OCS (P) Rules, 1992	
		Head of Office shall complete part 1 of OCS (P) Form F not later than 6 month of the date of retirement of the Government servant and forward the same along with Form F to the appointing authority	Rule-61 of OCS (P) Rules, 1992	
Pension Sanctioning Authority (Appointing Authority)	Sanction of Pension	Appointing Authority shall sanction the pension in Part-II of Form—F and intimate the same to the Accountant General, Odisha in Form—G not later than 2 months before the date of retirement of Government servant	Rule, 62 (2) (i) of OCS (Pension) Rules, 1992	
Accountant General, Odisha	Authorisation of PPO/GPO by Accountant General	Accountant General shall issue the PPO/GPO not later than one month in advance of the date of retirement of the Government Servant.	Rule, 64 (1) of OCS (Pension) Rules, 1992	

Issue of NDC				
(1)	(2)	(3)	(4)	(5)
PSA/ Head of Office	1. NDC (HUDCO)	He shall Issue NDC in favour of the <i>employee</i> one year before to his retirement in respect of repayment of Long Term Loan pertaining to Housing Building availed from HUDCO as per the provisions laid down under F.D.O.M. No. 32251/F., dated 04.07.2002.	FDOM No. CS-IV-HBA(S) 3/2002-32251/F., dated 04.07.2002 with reference to FD OM No. 1 dated 01.01.2000.	
	2. NDC — Government dues	Every PSAs/ Head of Office shall issue NDC as regards Government dues pending against an employee by enquiring from the offices in which the retiring Government employees worked during the last one year of his/ her service.	Note (a) (b) & (c) under Sub-rule 3(b) of Rule 68 of the OCS (Pension) Rules, 1992.	
	3. NDC— Government Accommodation	If in any particular case, it is not possible for the authority in charge of Government accommodation to determine the outstanding Licence Fees, then the said authority shall inform the Head of Office that 10% of the Gratuity may be withheld pending receipt of further information.	Sub-rule (6) of Rule 69 of the OCS (Pension) Rules, 1992. The other provisions under the aforesaid rules may scrupulously be followed.	
	4. NDC— other than Government Accommodation	For the dues other than the dues pertaining to occupation of Government accommodation as referred to in clause (b) of sub-rule (3) of rule 68, the Head of Office shall take steps to access the dues two years before the date on which the Government servant is due to retire on superannuation and the whole process shall be completed by the Head of Office eight months prior to the date of the retirement of the Government servant.	Sub-rule (1) & (2) of Rule 70 of the OCS (Pension) Rules, 1992 and other provisions of Rule 70 shall also be followed.	
	5. NDC—arising out of Audit para	The issuance of the NDC as regards Audit Para/ SVP shall be undertaken by the Head of Office as per the laid down provisions.	sub-rule (4) (5) and (6) of Rule 70 of the OCS (Pension) Rules, 1992.	
DISCIPLINARY PROCEEDINGS/ CRIMINAL PROCEEDINGS				
PSA/ Head of Office	1. Release of DCRG	The procedure enshrined under the OCS (CC &A) Rules, 1962 and the executive instructions issued time to time by the Government shall be followed in letter and spirit while releasing the DCRG in favour of the retiring employees.		
	2. Release of Gratuity under Rule 66 of the OCS (P) Rules, 1992	No gratuity shall be paid to the Government servant until the conclusion of the departmental or judicial proceedings and issue of final orders thereon. Provided that where departmental proceedings have been instituted under Rule 16 of the Odisha Civil Services (Classification, Control and Appeal) Rules, 1962 for imposing any of the penalties specified in clause (i), (ii) and (iii-A) of rule 13 of the said rules, the payment of gratuity shall be authorized to be paid to the Government servant.	Sub-rule (2) of Rule 66 of the OCS (P) Rules, 1992. The other provisions under said rule shall also be followed.	

Issue of NDC				
(1)	(2)	(3)	(4)	(5)
SANCTION OF PENSION ON DEPUTATION				
PSA/ Head of Office	1. Sanction of Pension in favour of Govt. Employees who retires while on Deputation	The steps under sub-rule (1) & (2) of Rule 67 of the OCS (P) Rules, 1992 shall be taken in order to sanction the retirement benefits to the employee retiring while on deputation to the Central/ Other State Government.	sub-rule (1) & (2) of Rule 67 of the OCS (P) Rules, 1992	

ANNEXURE -II

"Certified that Shri_____Designation_____Office of the_____had neither drawn any House Building Advance nor Motor Car/ Motor Cycle Advance/ Computer Advance during the entire period of his service as per the LPC issued by the concerned authorities of different places of posting.

(a) Certified that Sri_____Designation_____, Office of the_____has drawn Rupees_____towards House Building Advance/ Motor Car Advance/ Motor Cycle Advance/ Computer in Voucher No_____and date_____and the total principal along with total interest accrued thereof has been recovered fully and no amount is outstanding against him.

(b) Certified that Shri_____Designation_____, Office of the_____has drawn Rupees_____towards HBA in voucher No___dated___or MCA/Computer in voucher No___dated____out of which Rupees_____towards principal and Rupees_____towards interest are outstanding upto ___ (Month) ___(Year) which may be recovered from his D. C. R. G.

**Signature of the
Senior Accounts Officer, AG (A&E), Odisha**

P R O F O R M A

"Certified that Shri _____ Designation _____ office of the _____ had neither drawn any House Building Advance nor Motor Car/ Motor Cycle Advance/ Computer Advance during the entire period of his service as per the LPC issued by the concerned authorities of different places of posting.

(a) Certified that Sri _____ Designation _____ office of the _____ has drawn Rupees _____ towards House Building Advance/ Motor Car Advance/Motor Cycle Advance/ Computer in Voucher No _____ dated _____ and the total principal along with total interest accrued thereof has been recovered fully and no amount is outstanding against him.

(b) Certified that Shri _____ Designation _____, Office of the _____ has drawn Rupees _____ towards H. B. A in voucher No _____, date _____ or MCA/Computer in "voucher No. _____ date _____ out of which Rupees _____ towards principal and Rupees _____ towards interest are outstanding upto _____(Month)_____(Year) which may be recovered from his D. C. R. G.

**Signature of the Head of Office/
Pension Sanctioning Authority**

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FINANCE DEPARTMENT

OFFICE MEMO UM

The 14th February

SUBJECT— efficacy on vice prior retirement

It has been the notice of Government that in most cases of retirement the final pension and gratuity are not sanctioned before the date of retirement for some reason or other. On the other hand, the provisional pension and gratuity in terms of Rule 65 of O. C. S. (Pension) Rules, 1992 are not also sanctioned in time because of delay in ascertaining the qualifying service of the retired/retiring employees. This causes a great deal of avoidable hardship to the retired employees.

2. In order to make the system more result oriented Government have decided that every Head of Office shall verify the service rendered by a Government servant 5 years before the date of retirement or after completion of 25 years of service, whichever is earlier and communicate him the period of qualifying service so determined. The verification so done shall be treated as final and shall not be reopened when necessitated by a subsequent change in the rules/orders governing the conditions under which the service qualifies for pension. Head of Office shall prepare the pension papers on the basis of the qualifying service determined by him earlier and send the same to Accountant-General, Orissa through the Pension Sanctioning Authority for authorisation of P. P. O./G. P. O. one month in advance of the date of retirement.

3. Necessary amendments to the relevant Rules will be issued in due course.

P. K. MISHRA

Principal Secretary to Government