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From

Principal Secretary to Govt. Haryana,
Urban Local Bodies Department.

To

✓ Director,
Urban Local Bodies, Haryana,
Chandigarh.

Memo No. 16/1/2014-2 C I

Dated 26/3/14

Subject:-

Dual Family Pension Case - Smt. Om Pati Wd/o Late Sh
Dharma Pal, Peon (Retired)

Reference to your memo no. P.A-1/2013/57145, dated

27.12.2013 on the subject noted above.

3. You are advised to take action in the matter as per notification issued by
Finance Department vide No. 2/26/2013-1 Pension, dated 12th February,
2014 (copy enclosed).

[Signature]
Superintendent Committee-I
for Principal Secretary to Govt. Haryana.
Urban Local Bodies Department.

[Signature]

B(P.)

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**HARYANA GOVERNMENT
FINANCE DEPARTMENT
NOTIFICATION**

The, 7th February, 2014

No. 2/26/2013-IPension.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules to further amend the Punjab Civil Services Rules, Volume-II, in their application to the State of Haryana, namely:-

1. (1) These rules may be called the Punjab Civil Services Volume-II (Haryana Amendment) Rules, 2014.
- ✓ (2) They shall come into force with effect from 24th September, 2012.
2. In the Punjab Civil Services Rules Volume-II, in Appendix-I, in Family Pension Scheme, 1964, in para 10,-
 - (i) for the sign " . " existing at the end, the sign " : " shall be substituted ; and
 - (ii) after para 10, the following proviso shall be added, namely:-
 "Provided that widows/widowers of such Government employees as are governed by this scheme shall be allowed to draw dual family pension i.e. one from civil side and another from military side."

Rajan Gupta

Additional Chief Secretary to Government, Haryana,
Finance Department.

U.O. No. 2/26/2013-IPension Dated, Chandigarh 12th February 2014
A copy is forwarded for information and necessary action to:-

1. Chief Secretary to Government Haryana.
2. All the Additional Chief Secretaries to Government Haryana.
3. All the Principal Secretaries to Government Haryana.

Sarda Rani
Under Secretary Finance(Pension)
for Addl. Chief Secretary to Government, Haryana,
Finance Department.

To

1. Chief Secretary to Government Haryana.
2. All the Additional Chief Secretaries to Government Haryana.
3. All the Principal Secretaries to Government Haryana.

U.O. No. 2/26/2013-1Pension
Endst. No. 2/26/2013-1Pension

Dated: 12th February 2014

Dated: 12th February 2014

A copy is forwarded to the following for information and necessary action:-

1. All Heads of Departments, Commissioners of Divisions.
2. All the Deputy Commissioners & Sub Divisional Officers (Civil) in Haryana.
3. The Registrar, Punjab & Haryana High Court, Chandigarh.
4. Accountant General (A&E/Audit) Haryana, Chandigarh alongwith 10 spare copies.
5. Director, Treasuries & Accounts Department, Haryana, 30 Bays Building, Sector 17, Chandigarh alongwith 10 spare copies.
6. All Treasury Officers/Assistant Treasury Officers in Haryana State.

Sarla Rani
Under Secretary Finance(Pension)
for Addl. Chief Secretary to Government, Haryana,
Finance Department.

Dated: 12th February 2014

Endst. No. 2/26/2013-1Pension

A copy is forwarded to Secretary, Council of Ministers Haryana, w.r.t. to his U.O No. 9/44/2014-2 Cabinet dated 07.02.2014 for information and necessary action.

Sarla Rani
Under Secretary Finance(Pension)
for Addl. Chief Secretary to Government Haryana,
Finance Department.

Endst. No. 2/26/2013-1Pension

Dated: 12th February 2014

A copy is forwarded to the In-charge, Computer Cell, Finance Department for placing the same on Finance Department's website i.e. www.finhrv.gov.in.

Sarla Rani
Under Secretary Finance(Pension)
for Addl. Chief Secretary to Government Haryana,
Finance Department.

Endst. No. 2/26/2013-1Pension

Dated: 12th February 2014

A copy is forwarded to following banks for information and necessary action:-

1. Chief Accountant-Reserve Bank Of India, Central Office, Department of Government and Bank Accountants, Post Box No. 8143-Mumbai-400051.
2. General Manager (Operations), Sector 17-B, Post Box No. 139, State Bank of India, Chandigarh-160017.
3. General Manager (Operations), 11 Parliament Street, State Bank of India, New Delhi.
4. Chief Manager (Development R& S.B) State Bank of Patiala, Head Office, Patiala.
5. Punjab National Bank, PNB House, Sector 17, Chandigarh.
6. Bank of Maharashtra, Chandigarh Zone, SCO 88-89, Sector 17-C, Chandigarh
7. Canara bank, Circle Office Bay Site 17-18, Sector 12, Karnal.
8. Corporation Bank, SCO 23, Sector 11, Panchkula.
9. Haryana Gramin Bank, Near Bajrang Bhawan, Delhi Road, Rohtak.
10. Oriental Bank of Commerce, Regional Office, SCO 23-24, Sector 12 Urban Estate, Karnal.
11. UCO Bank, Zonal Office, Bank Square, Sector 17-B, Chandigarh.

Sarla Rani
Under Secretary Finance(Pension)
for Addl. Chief Secretary to Government Haryana,
Finance Department.

हरियाणा सरकार
वित्त विभाग
अधिसूचना

दिनांक 7 फरवरी, 2014.

संख्या 2/26/2013-1 पेशना- भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, पंजाब सिविल सेवाएं, नियम जिल्द-II, हरियाणा राज्यार्थ को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं अर्थात:-

- (1) ये नियम पंजाब सिविल सेवाएं जिल्द-II, (हरियाणा संशोधन) नियम 2014 कहे जा सकते हैं।
- (2) ये 24 सितम्बर 2012 से लागू हुए समझे जायेंगे।

2. पंजाब सिविल सेवाएं नियम, जिल्द-II में अनुबन्ध-I में, परिवारिक पेशना स्कीम 1964 में पैरा-10 में, -

(i) अन्त में विद्यमान "I" चिह्न के स्थान पर, " ; " चिह्न प्रतिस्थापित किया जाएगा ; तथा

(ii) पैरा 10 के बाद, निम्नलिखित परन्तुक जोड़ दिया जाएगा अर्थात :-

"परन्तु इस स्कीम द्वारा शासित ऐसे सरकारी कर्मचारी की विधवा/विदुर जो कि परिवारिक पेशना अर्थात एक सिविल की ओर से तथा दूसरी सेना की ओर से के लिए अनुज्ञात होगी।"

राजन गुप्ता
अपर मुख्य सचिव, हरियाणा सरकार,
वित्त विभाग।

From

Director, Urban Development,
Haryana, Chandigarh.

To

All the Executive Officers/Secretaries,
Municipal Councils/Municipal Committees in
the State of Haryana.

Memo.No.S.O.(P)/2003/

Dated:

PA 4
9096-9162
17/2/03

Subject:- Instructions regarding stick to deadline for pension cases.

The directions have been issued time and again to strictly adhere to the time schedule fixed by the Govt. for finalizing pension and family pension cases so that employees get paid well in time. The delay in the payment of pension and family pension not only causes unnecessary harassment to the retiree but also increases financial burden on the Govt. as retired employees move to Court for release of pension benefits and generally get favourable judgement, the Courts orders have to comply with by paying interest on delayed payments i.e. the wastage of public money. While dealing with the pension cases you do not realize that the absence of humane and compassionate approach in such matter do not only puts a retired employee to unnecessary harassment and pecuniary loss but also result in the wastage of time and public money. Therefore, your attention is invited to the codal provision and guidelines/instructions for dealing the pension cases in future as under :-

The chapter-IX of Punjab C.S.R. Volume-II contains schedule and procedure of processing pension cases and getting the same finalized.

Rule 9.1 reads "All authorities dealing with applications for pension under these rules should bear in mind that delay in the payment of pensions involves peculiar hardship. It is essential to ensure therefore that a Govt. employee begins receive his pension on the date on which it becomes due."

NOTE:-"In order to prevent cause for complaint on the part of the pensioner, it is most important that pension cases should always be given as high a degree of priority as possible."

11. Certificate regarding employment/retirement, marriage/remarriage and joint family declaration.

These instructions may please be brought to the notice of all concerned under your control for strict compliance and to follow these guidelines meticulously any lapse in this regard if noticed later on will leads to disciplinary action against you.

RSW
Accounts Officer
For Director, Urban Development,
Haryana, Chandigarh.

Dated: 17/4/3

PA/E/
Endst.No.S.O.(P)/2003/ 9164

A copy of the above is forwarded to Director, Local Audit, Department, Haryana, Chandigarh for information with the remarks that all the R.A.O. may please be directed to comply with these instructions in letter and spirit otherwise no incomplete pension case will be entertained in this directorate in future to avoid court cases etc.

RSW
Accounts Officer
for Director, Urban Development,
Haryana, Chandigarh.

PENSION APPLICATION:- Rule 9.4 Every head of office shall undertake work of preparation of pension papers in form Pen-I two years before the date of which Govt. employee is due to retire on superannuation.

COMPLETION OF SERVICE RECORD:- Rule 9.5 The head of office shall divide the period of preparatory work of two years in the following three stages.

(a) First Stage - Verification of service:

Going through the service book of the employee and satisfy himself as to whether the certificates of verification for the entire service are recorded therein he shall arrange to get the unverified portion or portions of service verified from service record concerned and record necessary verification certificates.

Simultaneously year-wise detail of pension contribution from the date of joining to 31.3.1993 shall be prepared as per pay entries in the service book in Annexure-A which should be got authenticated from R.A.O. with the details of pension share remitted to Directorate in pension fund and if there is any discrepancy the same should be got rectified within six months positively by the head of office. The option for pension scheme obtained for the employee must be pasted in service book.

(b) Second Stage:-

Making good omission in the service book head of office while scrutinising the certificate of verification shall also identify if there are any other omissions, imperfections or deficiencies which have a direct bearing on the determination of emoluments and the service qualifying for pension-Every effort shall be made to complete the verification of service and making good omissions, imperfections and deficiencies. For the purpose of calculating of average emoluments the head of office shall verify from the service book the correctness of the emoluments drawn or to be drawn during the last ten months of service.

Similarly year-wise detail of pension contributions from 1.4.1993 to the date of retirement shall be prepared as per pay entries in the service book in Annexure-B which should be got authenticated from R.A.O. with the details of pension share remitted to directorate in pension fund. In case of any discrepancy the same should be got rectified within six months positively by the head of office.

(c) Third Stage:- Obtaining form Pen-9 by the head of office:-

Eight months prior to the date of retirement of the Govt. employee the head of office shall obtain form pension-9 from the Govt. employee duly completed.

RETIREMENT CASES:

1. Formal application in form pen-9
2. Form pen-I (four pages)
3. Joint photograph (i.e. Retiree with spouse)/photographs (self) duly attested three copies.
4. Two copies bearing specimen signature duly countersigned if illiterate then thumb impression.
5. Two slips showing particulars of height and identification marks duly attested.
6. Details of present and after retirement address form pension-1
7. Details of family members showing age/date of birth and relationship of each with Govt. employee alongwith marital status.
8. Copies of application (three months notice) by the Govt. employee and retirement orders in case of voluntary/premature retirement.
9. Service book duly completed in all respect alongwith option form duly signed for pension scheme.
10. History sheet of service and pension share report in Annexure-A and B duly authenticated by R.A.O.
11. Calculation sheet of pension.
12. Last pay certificate.
13. Consolidated No demand certificate relating to entire service.
14. Commutation of pension application in case pensioners desire to commute a portion of pension duly signed by retiree with date.
15. Nomination for life time arrears of pensionary benefit must attached with the pension case.
16. Branch of bank through which the retiree wants to draw his pension.

DEATH/FAMILY PENSION CASES:-

1. Form H-formal application for family pension.
2. Attested three copies of passport size photographs of widow/widower or claimant for family pension.
3. Attested copy of death certificate.
4. Service book duly completed in all respects alongwith option form duly signed for pension scheme.
5. Calculation sheet alongwith history sheet of service and report of pension share in Annexure-A & B duly authenticated by R.A.O.
6. Sanction for family pension
- Specimen signature (Thumb impression case illiterate claimant) in duplicate

FROM DATE OF JOINING TO 31.03 1998

ANNEXURE-"A"

PENSION CONTRIBUTION OF SH./SMT

MUNICIPAL COUNCIL/COMMITTEE

DATE OF JOINING

DATE OF DEATH/RETIREMENT

YEAR	BASIC PAY	CONTRIBUTION	OPENING BALANCE	INTEREST	TOTAL	
1	2	3	4	5	6	7