

Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
Central Water Commission

3rd Floor (South), Sewa Bhawan,
R. K. Puram, New Delhi-110066
Dated the, 06/06/2024

Subject: Grant of provisional pension under CCS (Pension) Rules, 2021.

In accordance with the Central Civil Services (Pension) Rules, 2021, it is advised that in instances where pension cases are delayed due to administrative reasons, the Heads of Offices are hereby advised to issue provisional pension to the retirees as per Rule-62 of CCS (Pension) Rules, 2021 and DoP&PW's O.M. No. 12(9)/2020-P&PW(C)-6450 dated 23.02.2022 (copy enclosed).

For the issuance of such provisional pension, it is advised that employees retiring up to and including 31.10.2024 may be considered. Thereafter, the issue will be reviewed. This issues with the approval of the competent authority.

Enclosures: As above.

Signed by Shekharendu Jha

Date: 06-06-2024 10:34:28

Reason: Approved

(Shekharendu Jha)
Director (E)-I

To

All the Superintending Engineers (C) of field organizations.

Copy to:

All the Chief Engineers of field organizations.

59. Completion of pension case.- (1) In cases under rule 57, the Head of Office shall complete Part I of Form 7 along with the check list and the pension calculation sheet not later than four months before the date of retirement of a Government servant. In cases under rule 58, the Head of Office shall complete Part I of Form 7 along with the check list and the pension calculation sheet within two months after submission of Form 4 and Form 6 by a Government servant or his or her spouse or member of his or her family, as the case may be.

(2) In the case of a Government servant who has died after retirement and in respect of whom Forms referred to in rule 57 or rule 58 have not been submitted, action shall be taken in accordance with sub-rule (5) of rule 80.

60. Forwarding of pension case to Accounts Officer.- (1) **After complying with the requirement of rules 57, 58 and 59, the Head of Office shall forward the pension case to the Accounts Officer and shall also send to the Accounts Officer,-**

(i) copies of Form 4, Form 6 and an undertaking to the Bank in Format 9, signed and submitted by the Government servant;

(ii) copies of Form 7 (including the check list and the pension calculation sheet) and the covering letter in Format 10, and

(iii) duly completed and up-to-date service book of the Government servant along with any other documents relied upon for the verification of service.

(2) The particulars of the Government dues referred to in rule 67 ascertained and assessed by the Head of Office and the amount to be withheld, if any, as per the intimation of Directorate of Estates under sub-rule (5) of rule 68 shall also be furnished to the Accounts Officer in Format 10 so that the dues are recovered out of the gratuity before its payment is authorised.

(3) The Head of Office shall retain a copy of each of the Forms referred to in sub-rule (1) and sub-rule (2) for his records.

(4) The pension case and the papers referred to in sub-rule (1) and sub-rule (2) shall be forwarded to the Accounts Officer not later than four months before the date of superannuation of a Government servant and in cases other than retirement on superannuation not later than two months after the date of submission of Form 4 and Form 6.

61. Intimation to Accounts Officer regarding any event having bearing on pension or any Government dues.-

(1) If, after the pension case and pension papers have been forwarded to the Accounts Officer under rule 60, any event occurs which has a bearing on the amount of pension admissible, the fact shall be promptly reported to the Accounts Officer by the Head of Office.

(2) If, after the particulars of Government dues have been intimated to the Accounts Officer under sub-rule (2) of rule 60, any additional Government dues come to the notice of the Head of Office, such dues shall be promptly reported to the Accounts Officer.

62. Provisional pension for reasons other than Departmental or Judicial proceedings.-(1) Where, in a case of retirement on superannuation, after a Government servant or his or her spouse or a member of his or her family, as the case may be, has submitted the Forms in accordance with sub-rule (2) or sub-rule (3) of rule 57 but,-

(i) in spite of following the procedure laid down in rule 57, it is not possible for the Head of Office to forward the pension case and pension papers referred to in rule 60 to the Accounts Officer within the period specified in sub-rule (4) of that rule; or

(ii) the pension case and pension papers forwarded to the Accounts Officer have been returned by the Accounts Officer to the Head of Office for eliciting further information before issuing pension payment order and order for the payment of gratuity,

and the Government servant is likely to retire before his pension and gratuity or both can be finally assessed and settled in accordance with the provisions of these rules, the Head of Office shall rely upon such information as may be available in the official records and shall determine the amount of provisional pension and the amount of provisional retirement gratuity.

(2) In a case of retirement otherwise than on superannuation, on receipt of Forms from Government servant or his or her spouse or a member of his or her family in accordance with sub-rule (1) or sub-rule (2) of rule 58, the Head of Office shall rely upon such information as may be available in the official records and shall determine the amount of provisional pension and the amount of provisional retirement gratuity.

(3) Where the amount of pension and gratuity cannot be determined for reasons other than the departmental or judicial proceedings and a provisional pension and provisional gratuity is required to be sanctioned in accordance with sub-rule (1) or sub-rule (2), the Head of Office shall do the following, namely:-

(a) issue a letter of sanction addressed to the Government servant endorsing a copy thereof to the Accounts Officer authorising,—

- (i) 100 per cent. of pension as provisional pension from the date following the date of retirement; and
 - (ii) 100 per cent. of the gratuity as provisional gratuity withholding ten per cent of gratuity.
- (b) specify in the letter of sanction, the amount recoverable from the gratuity as assessed under rule 67 and after issuing the letter of sanction referred to in clause (a), the Head of Office shall draw,—
- (i) the amount of provisional pension; and
 - (ii) the amount of provisional gratuity after deducting therefrom the amount specified in sub-clause (ii) of clause (a) and the dues, if any, specified in rule 68, in the same manner as pay and allowances of the establishment are drawn by him.
- (4) A sanction for provisional pension under sub-rule (3) shall be issued not later than ten days after the date of retirement of Government servant in cases covered under sub-rule (1) and within one month from the date of submission of forms in cases covered under sub-rule (2).
- (5) The amount of provisional pension and gratuity payable under sub-rule (2) or sub-rule (3) shall, if necessary, be revised on the completion of the detailed scrutiny of the records.
- (6)(a) The payment of provisional pension shall not continue beyond the period of six months from the date of retirement of a Government servant or from the date of submission of Form 4 and Form 6 by the Government servant, whichever is later, and if the amount of final pension and the amount of final gratuity had been determined by the Head of Office in consultation with the Accounts Officer before the expiry of the said period of six months, the Accounts Officer shall,—
- (i) issue the pension payment order; and
 - (ii) direct the Head of Office to draw and disburse the difference between the final amount of gratuity and the amount of provisional gratuity paid under sub-clause (ii) of clause (b) of sub-rule (3) after adjusting the Government dues, if any, which may have come to notice after the payment of provisional gratuity.
- (b) If the amount of provisional pension disbursed to a Government servant under sub-rule (3) is, on its final assessment, found to be in excess of the final pension assessed by the Accounts Officer, it shall be open to the Accounts Officer to adjust the excess amount of pension out of gratuity withheld under sub-clause (ii) of clause (a) of sub-rule (3) or recover the excess amount of pension in instalments by making short payments of the pension payable in future.
- (c) (i) If the amount of provisional gratuity disbursed by the Head of Office under sub-rule (3) is more than the amount finally assessed, the retired Government servant shall not be required to refund the excess amount actually disbursed to him.
- (ii) The Head of Office shall ensure that chances of disbursing the amount of gratuity in excess of the amount finally assessed are minimized and the officials responsible for the excess payment shall be accountable for the over-payment.
- (7) If the final amount of pension and gratuity have not been determined by the Head of Office in consultation with the Accounts Officer within a period of six months referred to in clause (a) of sub-rule (6), the Accounts Officer shall treat the provisional pension and gratuity as final and issue pension payment order immediately on the expiry of the period of six months.
- (8) As soon as the pension payment order has been issued by the Accounts Officer under clause (a) of sub-rule (6) or sub-rule (7), the Head of Office shall release the amount of withheld gratuity under sub-clause (ii) of clause (a) of sub-rule (3) to the retired Government servant after adjusting Government dues which may have come to notice after the payment of provisional gratuity under sub-clause (ii) of clause (b) of sub-rule (3).
- (9) If a Government servant is or was an allottee of Government accommodation, the withheld amount should be paid on receipt of 'No Demand Certificate' from the Directorate of Estates.
- (10) It shall be the responsibility of the Head of Office to ensure that in cases where there is a delay in issue of Pension Payment Order, a provisional pension and provisional gratuity is sanctioned in accordance with this rule.

63. Authorisation of pension and gratuity by the Accounts Officer.— (1)(a) On receipt of pension case and pension papers referred to in rule 60, the Accounts Officer shall apply the requisite checks, record the account encasement in Part II of Form 7 and assess the amount of pension, family pension and gratuity and issue the pension payment order not later than two months in advance of the date of the retirement of a Government servant on attaining the age of superannuation.

(b) In the cases of retirement otherwise than on attaining the age of superannuation, the Accounts Officer shall apply the requisite checks, complete Part II of Form 7, assess the amount of pension, family pension and gratuity, assess dues and issue the pension payment order within forty five days of the date of receipt of pension papers from the Head of Office.

भारत सरकार
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
पेंशन और पेंशनभोगी कल्याण विभाग
(Desk-H)

8th Floor, Janpath Bhawan,
Janpath, New Delhi,
Dated the 23rd February, 2022

OFFICE MEMORANDUM

Sub: Payment of Provisional Pension and gratuity under Rule 62 of the Central Civil Services (Pension) Rules, 2021 in case of delay in issue of PPO authorizing regular pension – reg

The undersigned is directed to say that in accordance with Rule 62 of the Central Civil Services (Pension) Rules, 2021 (Rule 64 of the erstwhile Central Civil Services (Pension) Rules, 1972), the Head of Office is required to sanction a provisional pension/gratuity, in cases where a delay is anticipated in issuing a PPO authorizing regular pension. **Rule 65 of the CCS (Pension) Rules, 2021 further provides that in all cases where pension/ family pension/gratuity (including provisional pension/ family pension/gratuity) has not been sanctioned or is delayed, and it is clearly established that the delay in payment was attributable to administrative reasons or lapses, interest shall be paid on arrears of pension/family pension/gratuity at the rate and in the manner as applicable to General Provident Fund amount.** Every case of delayed payment of pension/family pension/gratuity in respect of employees of a Ministry or Department and the employees of its attached and subordinate offices shall be considered by the Secretary of that Ministry or Department or any other officer authorized by him, and where it is found that the delay in the payment of pension/family pension/ gratuity was caused on account of administrative reasons or lapse, interest shall be required to be paid to the affected pensioner/family pensioner. In such cases, responsibility shall be fixed and disciplinary action shall be taken against the Government servant or servants who are found responsible for the delay on account of administrative lapses.


2. Although as per Rule 62 of CCS(Pension) Rules, 2021, payment of provisional pension shall not continue beyond the period of six months from the date of retirement of the Government servant, the Rule further provides that the Accounts Officer shall treat the provisional pension as final and issue pension payment order immediately on the expiry of the period of six months, if the final amount of pension and gratuity have not been determined by the Head of Office in consultation with the Accounts Officer within the aforesaid period of six months.

Cont..2



3. In view of the provisions of Rule 62 of CCS (Pension) Rules, 2021 (earlier Rule 64 of CCS (Pension) Rules, 1972), the Accounts Officer has to treat the provisional pension as final and issue pension payment order immediately on the expiry of the period of six months provided in the Rule, if the final amount of pension and gratuity have not been determined by the Head of Office in consultation with the Accounts Officer within the said period. Therefore, there should not be a situation where regular pension is not authorized by the Accounts Officer to a retired Government servant on expiry of the period of six months.

4. All Ministries/Departments and their Account Officers are advised to strictly comply with the provisions of Rule 62 of the CCS (Pension) Rules, 2021. It is further emphasized that pension should not be discontinued under any circumstances, if, for any reason, PPO for regular pension could not be issued by the Accounts Officer till the expiry of the aforesaid period of six months.


23/2/2022
(Ashok Kumar Singh)

Under Secretary to the Govt. of India
Ph: 23310108

To

1. All the Ministries/ Departments, Government of India.
2. All Officers/Desks of the Department.
3. NIC, DoPPW: for uploading on website of this Department.

Copy to:

Controller General of Accounts, Mahalekha Niyantrak Bhawan, Ministry of Finance, New Delhi.