



Govt. of India,
Ministry of Finance
O/o Pr. Chief Controller of Accounts
Central Board of Indirect Taxes and Customs
(Coordination, Expenditure Section)
DGACR Building, I P Estate, New Delhi-110002
E-Mail: expdr-coord@gov.in

F.No. Pr.CCA/CBIC/Coord-Expdr/Monthly Pen. Rept/2021-22/161

Dated: ..4.03.2022

Office Memorandum

Subject: - Timely payment of retiring benefits to the retiring employees of CBIC

Attention is invited to OM No. 3(6)/2021-P&PW (H)-7380 dated 09 March, 2021 issued by the Department of Pension and Pensioners' Welfare, Ministry of personnel & Public Grievance vide which it has been highlighted that timelines have been prescribed under the CCS (Pension) Rules, 1972 for each activity involved in the processing of a pension case and for payment of pension and gratuity to a retiring Government servant. As per this timeline, the process of verification of service and other preparatory work should be undertaken one year before a Government Servant is due to retire on superannuation. The Government servant should submit the forms six months before retirement, the Head of Office should send the pension case to the PAO four months before retirement and the PAO should issue PPO and send it to CPAO one month before retirement.

In order to monitor the progress of the pension cases in field PAOs, this office has been obtaining monthly pension status report from them. On perusal of the report for the month of February, 2022 it has been observed that the most of PAOs have not been following the above instruction in true spirit. This has been also viewed seriously by the competent authority.

All the Zonal Heads/PAOs of CBIC are once again requested to strictly adhere to the timeline prescribed for settlement of pension cases and clear the pending pension Cases at the earliest .

This issues with the approval of the Competent Authority.

Encl: as above.

(Lakshman Dubruwal)
Sr. Accounts Officer

To:

1. All Zonal Heads, O/o Pr. CCA, CBIC
2. All PAOs O/o Pr. CCA, CBIC
3. Sr. AO(Admn), CBIC

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