

From

The Director General of Police,
Punjab, Chandigarh.

To

All Heads of Police Offices in Punjab (By Name)

No. 3907-4006/Con.SA7 dated, Chandigarh, the :- 14/05/2014

Subject: Payment of retiral benefits to the employees of the Police Department.

It has been observed that in spite of exhaustive provisions in the rules and standing instructions of the Govt. to finalize pension case of the employees well before their retirement, most of the pension cases of officials/officers of the Police Department are not processed /taken up in a time bound manner which causes delay in the finalization of pension case and the concerned employees are not able to get their pensionary benefits on the date of retirement resulting into financial hardship as well mental agony to them. Such delay also gives rise to un-necessary and avoidable litigation. You are, therefore, requested to ensure that all retiral benefits should be paid to an employee on the date of his/her retirement. In case there is some delay on account of procedural formalities, prior approval of head of the unit will have to be taken by the DDO giving details thereof.

2. To ensure that the above time frame is meticulously adhered to and for achieving the desired result, each officer responsible for disbursement to retiral benefits should adopt the following procedure:-

- a) Pension case of each employee should be taken up at least one year before the impending retirement of the employee and processed as per detailed procedure laid down in Chapter 9 of CSR Vol. -II.
- b) After completion of all formalities, the same may be please sent to Accountant General at least 6 months before the impending retirement of an employee, along with complete record. If authorization (Certificate & Report) from the Accountant General is not received within a month, the matter may be taken up by the Head of Office/Department with the Accountant General (A & E) to get the same expedited.

- c) If the case can not be completed because an enquiry is pending or the service record is not complete or for any other reason action should be initiated to fix the pension on provisional basis and simultaneously all efforts should be made to complete the formalities so that full pension, gratuity and other benefits can be released in time.
- d) If the case for pension and other retiral benefits gets delayed because of the employee not providing/furnishing any documents which are required to be furnished by him under the rules, six months before his retirement he shall be called and all assistance shall be rendered if he is not able to complete any forms etc. In case the employee still defaults the heads of Police Office/Drawing and Disbursed Officers must bring the matter to the notice of next higher authorities.
- e) Process for ascertaining Govt. dues and issuance of NDC should also be completed well before the date of retirement so that no difficulty is encountered in timely release of DCRG.
- f) The concerned employee shall be called by the DDO in his office 6 months prior to his retirement. The DDO shall hand over a check list (Pension, DCRG, Commutation of Pension and Family Pension (in case of death of the retiree), GPF, GIS (those who are member), Police Welfare Fund, Leave Encashment and Ex-Gratia grant (in case death of the retiree) about the retiral benefits to be given to him so that the employee concerned cannot complaint at the later stage.
- g) The DDO concerned shall personally proactively ensure that all the formalities are completed well in advance so that the employee get all his retiral benefits on the date of his retirement and not forced to run from pillar to post for the same. The concerned dealing hand should also be directed to ensure to get the needful done well before the time to avoid undue harassment to the employee who is retiring on superannuation.
- h) In case the retiring employees does not get his retiral benefits within the stipulated period as mentioned above, an enquiry shall be conducted and the responsibility of the concerned official/officer shall be fixed and suitable punishment in view of the extent of the lapse shall be awarded.

- i) DIG, Incharge of these units /AIG/GRP shall personally ensure that the above mentioned instructions are meticulously complied with by units/Distt. falling under their respective jurisdiction. They shall furnish a certificate on 30th June and 31st Dec of every year that retiral benefits have been disbursed to all the retirees during the period under report and there is no inordinate delay in disbursement of their claims.

for Director General of Police, Pb.

ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਪੁਲਿਸ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
(ਗੁਪਤ ਸ਼ਾਖਾ 3)

ਨੰ: 4007-4055 /ਖੁਫੀਆ ਗਸ-7, ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ:- 14/05/2014

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਮੁੱਖ ਡਾਇਰੈਕਟਰ, ਵਿਜੀਲੈਂਸ ਬਿਊਰੋ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
2. ਵਧੀਕ ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਪੁਲਿਸ, ਸੁਰੱਖਿਆ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
3. ਵਧੀਕ ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਪੁਲਿਸ, ਆਈ.ਵੀ.ਸੀ. ਅਤੇ ਐਚ.ਆਰ., ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
4. ਵਧੀਕ ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਪੁਲਿਸ, ਲਾਅ ਐਂਡ ਆਰਡਰ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
5. ਵਧੀਕ ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਪੁਲਿਸ, ਪਾਲਿਸੀ ਅਤੇ ਰੂਲਜ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
6. ਵਧੀਕ ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਪੁਲਿਸ, ਇੰਟੈਲੀਜੈਂਸ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
7. ਵਧੀਕ ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਪੁਲਿਸ, ਕਰਾਈਮ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
8. ਵਧੀਕ ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਪੁਲਿਸ, ਸੂਚਨਾ ਅਤੇ ਤਕਨੋਲੋਜੀ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
9. ਕੰਟਰੋਲਰ, ਵਿੱਤ ਅਤੇ ਲੇਖਾ, ਸੀ.ਪੀ.ਓ., ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
10. ਡਿਪਟੀ ਕੰਟਰੋਲਰ, ਵਿੱਤ ਅਤੇ ਲੇਖਾ, ਸੀ.ਪੀ.ਓ., ਪੰਜਾਬ।
11. ਪੀ.ਐਸ. ਟੂ ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਪੁਲਿਸ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
12. ਸੀ.ਪੀ.ਓ. ਦੀਆਂ ਸਮੂਹ ਸ਼ਾਖਾਵਾਂ ਦੇ ਸੁਪਰਡੈਂਟ/ਇੰਚਾਰਜ।
13. ਇੰਚਾਰਜ/ਪੰਜਾਬ ਪੁਲਿਸ ਵੇਬਸਾਈਟ ਨੂੰ ਹੁਕਮਾਂ ਦੀ ਕਾਪੀ ਪੰਜਾਬ ਪੁਲਿਸ ਦੀ ਵੇਬਸਾਈਟ ਤੇ ਅਪਲੋਡ ਕਰਨ ਲਈ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਅੰਮਲਾ ਅਫਸਰ

ਵਾ: ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਪੁਲਿਸ, ਪੰਜਾਬ