

OFFICE OF THE SPECIAL COMMISSIONER OF POLICE

WELFARE & ESTATE OVERSIGHT, 5 RAJPUR ROAD, DELHI-110054.

No. 2527-72 /P.Sec. Spl CP/Welfare & EOS Delhi 09/06/2017

To

The Dy. Commissioners of Police,
All District & Units, Delhi.

Subject: Welfare - Pension cases.

Please refer to my D.O. letter No. 2003-2038/P.Sec. Spl CP/Welfare & EO dated 17.09.2015 regarding the need for expeditious action in settlement of pension cases (Enclosed).

It has come to notice that on account of non availability of documents in respect of fixation of pay, nomination and PAN/Adhar card, preparation of pension documents lingers on unnecessarily. This results in causing undue hardships to the retired persons/bereaved families concerned and unwarranted delay in settlement of pension ultimately. One effective way of addressing these issues is posting of personnel with experience in pay fixation matters and documentation in pension cells functioning in district/units. In addition to the above, district/units should thoroughly check service book/character rolls on the aforesaid points in respect of personnel who report to them on transfer/posting.

In case of any need for clarification in regard to pay fixation, such cases should be referred to F.A. to C.P., Delhi for vetting well in advance. All prescribed nomination forms and copies of PAN/Adhar card should also be affixed in service book/character rolls.

A checklist in respect of pension cases is enclosed.

It is observed that the knowledge of ACP/HQ and Addl DCP concerned is often found to be inadequate for effective monitoring of progress in speedy disposal of pension cases. It is of critical importance that they get themselves updated constantly on bottle-necks in processing and ensure that they are removed quickly. DCsP should also regularly ensure proper oversight.


(S. Vasudeva Rao) IPS

Spl Commissioner of Police,
Welfare & EOS, Delhi.

No. 2573-2618 /P.Sec. Spl CP/Welfare & EO Dated Delhi 09/06/2017

Copy to:-

- 1) All Spl Commissioners of Police, Delhi.
- 2) All Joint Commissioners of Police, Delhi.
- 3) All Addl Commissioners of Police, Delhi.
- 4) S.O. to Commissioner of Police, Delhi.
- 5) F.A. to C.P. Delhi

INFORMATION/DOCUMENT REQUIRED IN FAMILY PENSION CASES

1. Name of the Bank, SB Account No. with BSR code No. to draw family pension.
2. Aadhar Number and PAN Number.
3. List of family member of the deceased.
4. Proof of dates of birth of the family pensioner and child/children of the deceased employee.
5. Form No. 12 (Form of application for the grant of Death-Cum-Retirement-Gratuity on the death of a government servant) with relevant documents provided in the said form.
6. Form No. 14 (Form of application for the grant of family pension on the death of a government servant) with relevant documents provided in the said form.
7. Option regarding to draw medical facility from CGHS or to draw medical allowance.
8. Option for obtaining the PPO either from office (Delhi Police) or from concerned Bank.
9. Descriptive roll (in triplicate in respect of the wife/legal heirs showing her/his height, identification mark on the hand, face etc.
10. Four (4) Passport Size photographs of the family pensioner.
11. Undertaking to refund the excess payment on account of pensionary benefit if any made to you, duly signed (in triplicate).
12. Nomination form regarding arrear of pension duly filled-in (proforma enclosed).
13. Two copies of Death Certificate of the deceased employee in original.

एस. वासुदेव राव
भा.पु.से.

विशेष आयुक्त पुलिस

S. Vasudeva Rao
IPS

Special Commissioner of Police



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Welfare & Estate Oversight
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E-mail: splcp_welfare-dl@nic.in

D.O.No. _____

Copy of D.O. letter sent to DCsP/District & Units vide No. 2003-2038/P.Sec.Spl CP/Welfare & E.O. dated 17.09.2015 regarding pension cases

Dear Shri

Though initiatives have been taken for settlement of terminal benefits to the personnel on the date of their retirement, it is a matter of concern that undue delays still occur in some cases. As many as 80 such cases of non issue of pension payment orders from January 2015 have come to our notice.

As you are aware, the procedure for settlement of terminal benefits including pension payment order has been clearly laid down. Delays often occur because of lack of consistent follow up action and monitoring thereof by superior officers. As a result, the pensioner and his family face financial and other hardships for no fault of theirs. There is an urgent need to strengthen and improve systemic aspects of pension settlement process. Unless DCsP deploy dedicated personnel with domain knowledge, bottlenecks keep arising and delays become longer and longer. You may also need to have our own mechanism for checking of progress in these cases right from the initial stages. It is essential that ACP/HQ coordinates with P.A.O. office on a regular basis so that small and routine problems are promptly addressed and resolved.

It is well known that the ground work for preparation of pension papers starts as early as 2 years before retirement date. This period is sufficient enough for removal of any kind of deficiency in pension papers. It may further be mentioned that we are required to send each pension case to the concerned P.A.O. six months in advance of his/her retirement. Proper coordination with P.A.O. can result in issue of pension payment order one month before the date of retirement of the government servant.

It is observed that pension cases get unduly delayed mainly on grounds of improper fixation of pay, non-compliance of rules relating to MACP scheme, pendency of absence period, non-reconciliation of H.B.A. and other advances, non-availability of key documents, lack of service verification certificate, non-obtention of vigilance clearance, etc.

A copy of letter No. F.9(01)2015/T-1/Pr.AO/731-1840 dated 19.08.015 addressed to HODs/Principal Secretaries of GNCT, Delhi by Principal Secretary Finance, GNCT of Delhi in this regard is enclosed.



In the light of above, you are urged to form a pension cell in your unit/district for proper preparatory and follow up action on all pension cases from the incipient stage to financial settlement. This cell may also ensure that related terminal benefits like GPF, gratuity, leave encashment, DCRG, CGEIS, DPWS contribution are paid in time. These measures would go a long way in promoting welfare and morale of personnel who render long and useful service to the public.

With regards,

Yours Sincerely,

- COPY -

Sd/-
(S.Vasudeva Rao) IPS

All District/Unit DCsP
(By name)

No. 2038-2078 /P.Sec. Spl CP/Welfare & E.O.S. Dated 17.09.2015

Copy to:

- 1) Commissioner of Police, Delhi.
- 2) All Sr. Spl Commissioners of Police, Delhi.
- 3) All Spl Commissioners of Police, Delhi.
- 4) All Joint Commissioners of Police, Delhi.
- 5) All Addl Commissioners of Police, Delhi.

(S. Vasudeva Rao) IPS
Special Commissioner of Police,
Welfare & Estate Oversight, Delhi