

- 26 -

**DELHI DEVELOPMENT AUTHORITY  
(PENSION CELL)**

No.F1 (1)07/Misc/Pension/Pt.File/ 443.

Dated: 21/09/07

CIRCULAR NO: — 16/2007

Efforts are being made to ensure that the employees of the Authority retiring from service on superannuation are paid their pensionary dues on the date of retirement itself or at the most in the retirement function which is held by the Welfare Department normally before 10<sup>th</sup> of the following month. However, the Welfare Department has not been able to initiate the pension cases in a complete shape well in advance from the date of retirement of the incumbents. As a result of this, the pensionary dues to the retirees could not be got sanctioned from the Competent Authority in time and paid to the retirees on the date of retirement or in the retirement function. The main reason for delay in making payment of pensionary dues to the retirees on the last date of retirement is attributable to non-compliance of check list by the last DDO of the concerned employee. This is despite the fact that a proper check list prepared by the Pension Cell is available with the DDOs for guidance. Moreover, a number of employees are now retiring every month and the DDOs must be well acquainted with the formalities to be completed in processing such cases. There should be no reason for delay in preparing the cases or sending incomplete cases to the Pension Cell for getting them sanctioned from the Competent Authority. A copy of the check list is again enclosed herewith for guidance and strict compliance by all the DDOs concerned. All DDOs are, therefore, again requested to ensure that in future all Pension Cases are sent to the Pension Cell well in advance and complete in all respect so that Pensionary dues are paid to the retirees on the date of retirement. Responsibility for delay in making payment of pensionary dues to the retirees shall devolve on the last DDO of the concerned employee, if complete case is not sent to the Pension Cell ahead of the date of superannuation.

  
(RAJIV PANDEY)  
CHIEF ACCOUNTS OFFICER

**Encl: As stated.**

**Copy forwarded to:-**

1. All DDOs of DDA.
2. Commissioner (P).