**DELHI DEVELOPMENT AUTHORITY**

**OFFICE OF COMMISSIONER (PERSONNEL)**

**WELFARE SECTION**

**No.F.11(08)2012-16/Welfare/Pt./496 Dated:05/12/2016**

**C I R C U L A R**

**Sub: Amendment of activity-wise time frame for processing of retirement cases.**

DoPT vide order No.F.18(3)2015-Estt.(Pay-I) dated 02.03.2016 issued instructions regarding recovery of wrongful/excess payments made to the Government servants. The said OM has also been made applicable in DDA with the approval of VC, DDA vide F&E Circular No.09/2016 dated 26.04.2016.

“DOPT vide above mentioned Office Memorandum has referred to Hon’ble Supreme Court orders regarding wrongful recovery wherein recovery from employees (Class-3 & 4 employees) and recovery from retired employees/employees **due to retire within one year**, **have been disallowed**.”

For further guidelines/directions regarding recovery of wrongful/excess payments made to the Government servants, after due discussions and deliberations, following decisions are hereby circulated for strict compliance by all concerned :-

1. In order to avoid any situations of recovery (where over payments are involved due to wrong pay fixation etc.), it was decided that retirement notification will be issued before TWO years of retirement. This is to be made effective from the month of November, 2016 onwards.

It was also decided that retirement notification of 2018 (tentative) is to be pursued and finalized immediately by Welfare Department and also by Director (W/C).

2. Amended time frame of all the activities pertaining to retirement payment schedule is enclosed alongwith this Circular. All concerned may note for strict compliance of time allocated to them. The time frame is separate for regular staff and for Work-charged staff due to the reasons that in case of Work-charged staff, the competency to accept the pension papers lies with respective DDOs/Ex. Engineer/Dy. Director (Hort.) whereas for regular staff, it is done at the Head Quarters Office.

3. It was also decided that to pursue with the waiver of recovery cases, if any, there will be Nodal Officer from following offices:-

(a) Dy. Director (Welfare) for regular staff.

(b) Dy. Director of Director (W/C) Office.

(c) A.O.(Works)-I (Nodal Officer from Finance Wing).

4. During pre-audit, the cases of recovery detected by Works Audit Cell will be summarized by A.O.(Works)-I for sending it to respective Nodal Officer [DD(PB)/DD(W/C)] (only in respect of cases where recovery is not possible i.e. it is not before ONE year of retirement). **“Works Audit Cell will have to comprehensively pin-point the reasons of recovery/excess payments. Thereafter the action for working out the amount of recovery/excess payments involved and also the officers responsible for these wrongful recovery/excess payments shall be taken by the concerned DDOs and intimated to A.O.(W)-I, so that these cases are processed by administratative Nodal Officers, i.e.DD(PB) or DD(W/C) office.”**

 This is issued with the approval of Vice-Chairman, DDA.

**Encl: As stated above.**

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 **30/11/16 30/11/16**

 **( Santosh Kumar ) ( M.K. Gupta )**

 **Chief Accounts Officer Commissioner (Pers.)**

**All HODs/Chief Engineers(DDA)**

**Copy to :-**

* 1. **OSD TO VC.**
	2. **EM/FM/PC(P)/CVO/CAO.**
	3. **Director(Personnel)-I, II.**
	4. **Dy. Director (Personnel)-I, II, III, IV & V.**
	5. **All Dy. CAOs.**
	6. **All DDOs.**

 **Director (P)-II, DDA**

ACTIVITY WISE TIME FRAME FOR PROCESSING OF RETIREMENT CASES

(FOR REGULAR STAFF)

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. | Activity | Officer/Official responsible | Time Frame |
| 1 | 2 | 3 | 4 |
| 1. | Issue of retirement notification | Concerned Assistant Director (Pers) Branch in r/o Regular Employee. | 2 years before retirement in a consolidated list for the full Calendar Year. |
| 2. | Submission of service book to Works Audit Cell for pre-audit (including checking of pay fixation and ensuring complete action if any revision is required with a copy of retirement order affixed on it duly attested by DDO. | AO (Works) | 1 years 11 months before retirement |
| 3. | In case of any deficiency on account of service verification, Transfer Entry of Authority share in case of the same in service book, wrong pay fixation, calculation sheet, etc. | DDO/AO (Works) | 1 years 9 months before retirement |
| 4. | Immediate action by respective DDO to clear observations/deficiencies pointed by AO (Works) at personal level within one week (Return to AO (Works) after correction). | DDO | 1 years 8 months before retirement |
| 5. | Recovery of over payments. If any. | DDO | 1 years 8 months before retirement |
| 6. | Filling up of pension forms | By the retiring employees with the help of WI | 1 years 6 months before retirement |
| 7. | Submission of pension file by retirees to concerned DDO | By the retiring employees | 1 years before retirement |
| 8. | Software pension calculation. | DDO | 10 months before retirement |
| 9. | Forwarding the file to DDO i.e. A.O.(Estt.)G/NG for HQ cases & AO (CAU) for zonal cases who has to check tha data w.r.t. PBR & attachi) Provisional LPCii) Pension calculation sheetiii)Stopping of GPF deduction | DDO | 9 months before retirement |

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| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |
| 10. | DD(P)-I,II,III & IV has to complete:-i) Checking of appointment data/other details w.r.t. notification/other permanent record of P.B.ii) CNDC & VCR- sending letters/circulars & pursuingiii) acceptance of pension papers from the Competent Authority i.e. acceptance o commutation & family details | Assistant Director (PB)-I,II,III & IV | Ensuring receipt of the file containing pension papers 8 months before retirement (to be ensured by Welfare Inspector).Sending to DDOs (for necessary action by DD(P)-I,II,III & IV 4 months before retirement sending to DDO after necessary action. |
| 11. | Receipt of complete case in Pension Cell | AO (Pension) | 6 months before retirement |
| 12. | Forwarding CDNC&VCR to Pension Cell by PB | Personnel Branch | 2 months before retirement |
| 13. | Final pay orders/pension calculation sheets by Pension Cell and submission of file to C.A. for authorization of pension. | AO (Pension)Cell | 25 days before retirement |
| 14. | Sending of pay orders to Cash Branch | AO(Pension)Cell | 15 days before retirement |
| 15. | Sending of Leave Encashment E.Os orders by PB/Ex.Engineer to respective AO(Estt.)/AO(CAU) and sending of pay order by respective AO(Estt.) to Cash Branch | Respective DD(PB)I,II,III & IV and AO (Estt.)NG. | 15 days before retirement |
| 16. | Sending of pay order of GPF by respective AO/DDO to Cash Branch/CAU. | Respective AO/DDO | 15 days before retirement |
| 17. | Sending of online payment of GPF and Leave Encashment. | Respective DDO | 10 days before retirement |
| 18. | Online payment order for commutation & gratuity, PPO etc. | AO (Pension) Cell | 2 Days for the retirement function |
| 19. | Online payment & PPO books etc. to retirees | DD (Welfare) | On the last working day of the month |

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Chief Accounts Officer Commissioner (Pers.)

ACTIVITY WISE TIME FRAME FOR PROCESSING OF RETIREMENT CASES

(FOR W/C STAFF)

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. | Activity | Officer/Official responsible | Time Frame |
| 1 | 2 | 3 | 4 |
| 1. | Issue of retirement notification | Concerned DD/EE in r/o W/C (R) Employee. | 2 years before retirement in a consolidated list for the full Calendar Year. |
| 2. | Submission of service book to Works Audit Cell for pre audit (including checking of pay fixation and ensuring complete action if any revision is required with a copy of retirement order affixed on it duty attested by DDO). | AO(Works) | 1 years 11 months before retirement |
| 3. | In case of any deficiency on account of service verification, TE of Authority share in case of the same in service book, wrong pay fixation, calculation sheet, etc. | DDO/AO (Works) | 1 years 9 months before retirement |
| 4. | Immediate action by respective DDO to clear observations/deficiencies pointed by AO (Works)/Pension Cell at personal level within one week (Return to AO (Works) after correction). | DDO | 1 years 8 months before retirement |
| 5. | Recovery of over payments. If any. | DDO | 1 years 8 months before retirement |
| 6. | Filling up of pension forms | By the retiring employees with the help of WI | 1 years 6 months before retirement |
| 7. | Submission of pension file by retirees to DDO along with reqd. documents | By the retiring employees through Welfare Inspectors. | 1 years before retirement |
| 8. | Software pension calculation. | DDO | 10 months before retirement |
| 9. | Submission of complete pension files (after completing above actions mentioned in Point No.5) to Pension Cell. | DD/EE/AO(CAU) | 9 months before retirement |
| 10. | DDO has to compete:-i) Checking of nominationii) Service verificationiii) Provisional LPCiv) Authority share transfer entryv) CNDC/VCRvi) Acceptance of pension papers by DD/Ex.Eng./Respective DDO | By Dy.Dir.(Hort.), Ex. Engineer, Respective DDOs/AO(CAU) | 8 months before retirement |

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| 1 | 2 | 3 | 4 |
| 11. | Receipt of complete case in Pension Cell | AO (Pension) Cell | 6 months before retirement |
| 12. | Final pay orders/pension calculation sheets by Pension Cell and submission of file to C.A. for authorization of pension. | AO(Pension)Cell | 25 days before retirement |
| 13. | Sending of pay orders to Cash Branch | AO(Pension)Cell | 15 days before retirement |
| 14. | Sending of Leave Encashment E.Os orders by DDO to respective AO (CAU) and issue of cheque. | EE/DD (Hort.) | 15 days before retirement |
| 15. | Sending of pay order of GPF by respective DDO to CAU. | Respective DDO | 15 days before retirement |
| 16. | Sending of online payment of GPF and Leave Encashment. | Respective DDO | 10 days before retirement |
| 17. | Online payment order for commutation & gratuity, PPO etc. | AO (Pension) Cell | 2 Days for the retirement function |
| 18. | Online payment & PPO books etc. to retirees | DD (Welfare) | On the last working day of the month |

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Chief Accounts Officer Commissioner (Pers.)