

The Office of the Accountant General (A&E), Punjab, has observed the following deficiencies in the pension papers which are sent by the DDO's for authorization of pension to pensioners:-

List of Deficiencies noticed in the Service Books sent by DDO's to Accountant General's Office

1. Certificate regarding counting of Ad-hoc Service and Work charged Service is not found recorded under proper attestation in terms of Punjab Govt. (Finance Department) letter dated 26.10.1995 and dated 11.3.92 respectively.
2. Pay entries are not found attested by DDO's.
3. Certain spells of service verification is not done/attested by DDO.
4. Retirement/Voluntary Retirement orders are not found recorded in Service Books.
5. Complete details of Pay of juniors and seniors employees for removal of anomaly are not recorded by DDO's under proper attestation.
6. Scale of pay is not recorded in Service Book.
7. Un-authorized absence exceeding 5 years is required to be regularized by the Government i.e. Administrative Secretary of the concerned Department of the Government in terms of Rule 3.25 (1) & (2) of Punjab Civil Services Rules (Volume-I). This is done by the DDO's/other un-authorized authorities at their own level which is not in order.
8. Entry regarding regularization of suspension period is not recorded in Service Books.
9. Ad-hoc Service of counted towards grant of 8/18 years ACP and 8/16/24/32 Years P.S.U. in Service Books which is not allowed as per Govt. of Punjab's orders No. _____ dated _____.
10. Though the period of EOL and suspension (not regularized) is not admissible to be counted towards qualifying service and for the grant of 8/18 years ACP and 8/16/24/32 Years P.S.U. in Service Book yet the same are counted, which is not in order.
11. Benefit of bunching increments is given by taking into consideration the increments earned during Military Service in Service Book. This is not in order.
12. Advance increments for Military Service given beyond entitlement i.e. Maximum 5 for 1st emergency period i.e. 26.10.62 to 9.1.68 are allowed which is not in order.
13. Variation of Date of Birth as per Military discharge certificate as well as the one recorded in the Service Book relating to the period of civil service.
14. The entry regarding regularization of strike period is not recorded in Service Book.
15. Entry regarding date of initial appointment/regularization not recorded in Service Book.
16. Entry regarding the counting of service of previous department not recorded in the Service Book of present department under Rule 117-A (V) of Punjab CSR Vol. II.
17. The entry regarding change in 'Surname' after marriages of female employee are not attested by competent authorities.

Due to the above deficiencies, found in pension papers, Accountant General (A&E), Punjab Office is not in a position to authorize the pension. In the circumstances Accountant General (A&E), Punjab office is compelled to return these cases to the DDO's for complying with the observations. Non-observance of essential formalities thus, causes delays in the authorization of pensionary benefits. The DDO's are therefore requested to ensure that the pension papers are submitted by them in time in complete shaper supported by requisite documents & requirement. So as avoid delays in authorization of pensionary benefits.

General observations noticed in the incomplete pension cases

1. Pending enquiry against the retiree.
2. Family Pension case required to be prepared in r/o minor along with guardianship certificate.
3. Attested photos by Pension Sanctioning Authority not attached.
4. Wholly Dependency and income certificate, issued by the Deputy Commissioner, not attached in case of Family Pensioner i.e., parents/widow/divorcee daughter.
5. Parents already in receipt of any pension are not entitled to another Family Pension on account of death of their son/daughter in case income including pension is Rs. 2620/3500 + admissible D.A. with effect from 1.1.06 P.M.
6. Family pension case prepared in favour of dependent brother, sister and any other relation is not admissible.
7. Death certificate not attached with Family Pension case.
8. List of family members not attached with Family Pension Case.
9. Affidavit to the effect, that the widow is the only legally wedded wife of the deceased official and she has not remarried after his death, not attached with Family Pension case.
10. No Due Certificate not attached with the Family Pension Case.
11. Certificate for counting of work-charged service not recorded in Service Book.
12. Six conditions as per Punjab Government instructions dated 26.10.95 not recorded in Service Book under proper attestation for counting of Ad-hoc Service for pensionary benefits.
13. Ad-hoc service having interruption of more than 30 days between two spells of Ad-hoc service & Ad-hoc & regular service is not countable for pensionary benefits.
14. Ad-hoc service for grant of 8/18 Years Proficiency Step Up and 8/16/24/32 Years A.C.P. not countable.
15. Service Book not sent with Pension case.
16. Special/Premature treatments given to work-charged staff are not countable for pensionary benefits.
17. Allowing of bunching increment benefit by taking into consideration of Military Service increments.
18. Advance increments on account of Military service are to be restricted to a maximum of 5 increments. The benefit of Military service is admissible only to those who joined Military during National Emergency period i.e. 26.10.62 to 9.1.68.
19. Non regularization of Extra Ordinary Leave period beyond 5 years by the competent authority.
20. Only that period of Extra Ordinary and suspensions counts for proficiency step up/ACP which is otherwise countable as qualifying service.
21. Suspension period not regularized.
22. Pension papers stamped with office seal but not signed by the Pension sanctioning authority.
23. Comparative statement in r/o Junior/Senior employee, in order to remove anomaly, not prepared and Service Book of Junior employee not sent.
24. No complaint/enquiry/court case pending certificate not attached.
25. Copy of speaking order for implementing Court Judgement not supplied in case judgement is against rules, the concurrence of Finance Department of the Government is necessary as per Government Finance Department instructions dated 14.2.2001.
26. Copy of order of Voluntary retirement not attached.
27. Undertaking under Rule 9.15 of the Punjab CSR Vol. II neither filled properly nor countersigned by the Drawing & Disbursing Officer.
28. Miscellaneous.