

भारतीय आयुर्विज्ञान अनुसंधान परिषद
(प्रशासन)

संख्या: 16/22/2025-Admn./E.Office.257155

दिनांक: 25/03/2026

कार्यालय ज्ञापन

विषय: DoPPW के दिनांक 29.09.2025 के दिशा-निर्देशों के अनुपालन हेतु नोडल अधिकारी एवं पेंशन मित्र के नामांकन के संबंध में।

पेंशन एवं पेंशनभोगी कल्याण विभाग (DoPPW) के कार्यालय ज्ञापन संख्या 4/35/2024-P&PW(D)/10377 दिनांक 29.09.2025 के माध्यम से केंद्रीय सिविल सेवकों के सेवानिवृत्ति लाभों (पेंशन एवं पेंशनरी लाभ) के समयबद्ध निपटान, सेवा अभिलेखों के डिजिटलीकरण, Bhavishya पोर्टल के उपयोग तथा पेंशन मामलों की निगरानी हेतु नोडल अधिकारी एवं पेंशन मित्र नामित किए जाने के संबंध में दिशा-निर्देश जारी किए गए हैं।

उक्त दिशा-निर्देशों के अनुपालन में तथा सक्षम प्राधिकारी की स्वीकृति के उपरांत निम्नलिखित नामांकन किए जाते हैं:

1. नोडल अधिकारी (Nodal Officer):

परिषद मुख्यालय के लिए Joint Secretary/Director स्तर (या समकक्ष) के नोडल अधिकारी के रूप में:
डॉ. नीता कुमार, वैज्ञानिक-एफ

2. पेंशन मित्र (Pension Mitra):

सेवानिवृत्त कर्मचारियों की सहायता हेतु पेंशन मित्र के रूप में:
डॉ. स्नेह शालिनी, तकनीकी अधिकारी-सी

उपरोक्त अधिकारी DoPPW के दिशा-निर्देशों के अनुसार परिषद मुख्यालय के पेंशन मामलों की निगरानी, समन्वय तथा समयबद्ध निपटान सुनिश्चित करेंगे।

यह कार्यालय ज्ञापन तत्काल प्रभाव से लागू होगा।

Digitally signed by
Jaibir Singh
Date: 26-03-2026
13:16:06

(जयबीर सिंह)

सहायक महानिदेशक (प्रशासन)

प्रतिलिपि:

- महानिदेशक/अपर महानिदेशक/वरि.उपमहानिदेशक (प्रशा.)/वरि.वित्त सलाहकार के निजी सचिव
- परिषद के सभी प्रभाग प्रमुख
- उपमहानिदेशक (प्रशा.)/सहा. महानिदेशक (प्रशा.)/सहायक महानिदेशक (वित्त)
- डॉ. मनजीत सिंह चालगा, आई.सी.एम.आर. की वेबसाइट पर अपलोड करने के अनुरोध के साथ।

Fwd: Re: Nomination of Nodal Officers and Pension Mitras for implementation of DoPPW Guidelines dated 29.09.2025 – reg.

M. S. Rawat <rawatms.hq@icmr.gov.in >

Thu, 22 Jan 2026 10:14:47 AM +0530

To "Administration ICMR"<adm-hq@icmr.gov.in>

==== Forwarded message =====

From: Manisha Saxena <srddga.hq@icmr.gov.in>

To: "M. S. Rawat" <rawatms.hq@icmr.gov.in>

Date: Thu, 22 Jan 2026 10:06:01 +0530

Subject: Fwd: Re: Nomination of Nodal Officers and Pension Mitras for implementation of DoPPW Guidelines dated 29.09.2025 – reg.

==== Forwarded message =====

==== Forwarded message =====

From: Office of Secretary DHR <secy-dhr@gov.in>

To: "Richa Khoda" <richa.khoda@gov.in>, "Manisha Saxena" <srddga.hq@icmr.gov.in>

Date: Wed, 21 Jan 2026 17:31:31 +0530

Subject: Fwd: Re: Nomination of Nodal Officers and Pension Mitras for implementation of DoPPW Guidelines dated 29.09.2025 – reg.

==== Forwarded message =====

==== Forwarded message =====

From: Shri Niraj Verma <secy-jus@gov.in>

To: "Jagannath Srinivasan" <jsapp-doj@gov.in>

Cc: "Secy to the President" <secy.president@rb.nic.in>, "secyvp" <secyvp@nic.in> ,

"Devesh Chaturvedi" <secy-agri@gov.in>, "Dr Abhilaksh Likhi" <secy-fisheries@nic.in> ,

"Mr Naresh Pal Gangwar" <secyahd@nic.in>, "Rajesh Kotecha" <secy-ayush@nic.in> ,

"Nivedita Shukla Verma" <sec.cpc@nic.in>, "Secretary Department of Pharmaceuticals"

<secy-pharma@nic.in>, "SHRI RAJAT KUMAR MISHRA" <fertsec@nic.in>, "Mr Vikram

Dev Dutt" <secy.moc@nic.in>, "Secretary DPIIT" <secy-ipp@nic.in>, "Commerce Office"

<csoffice@nic.in>, "Amit Agrawal" <secy-dot@nic.in>, "VANDITA KAUL" <secretary-

posts@indiapost.gov.in>, "Nidhi Khare" <secy-ca@nic.in>, "Shri Sanjeev Chopra" <secy-

food@nic.in>, "secy-coop" <secy-coop@gov.in>, "Secretary MCA" <secy.mca@nic.in> ,

"VIVEK AGGARWAL" <secy-culture@nic.in>, "sdpsn" <sdpsn@nic.in>, "secyesw"

<secyesw@nic.in>, "CHANCHAL KUMAR" <secydoner@nic.in>, "Dr M Ravichandran"

<secretary@moes.gov.in>, "Sanjay Kumar" <secy.sel@nic.in>, "Vineet Joshi"

<secy.dhe@nic.in>, "Secretary MeitY" <secretary@meity.gov.in>, "Mr Tanmay Kumar"

<secy-moef@nic.in>, "Vikram Misri" <psfs@mea.gov.in>, "secyeast"

<secyeast@mea.gov.in>, "secyer" <secyer@mea.gov.in>, "secywest"
 <secywest@mea.gov.in>, "Sripriya Ranganathan" <secycpv@mea.gov.in>, "secysouth"
 <secysouth@mea.gov.in>, "Ms Anuradha Thakur" <secy-dea@nic.in>, "V Vualnam"
 <secyexp@nic.in>, "Secretary DFS" <secy-fs@nic.in>, "Revenue Secretary"
 <rsecy@nic.in>, "Shri K. Moses Chalai" <secy-dpe@nic.in>, "Secretary FPI"
 <secy.mofpi@nic.in>, "PUNYA SALILA SRIVASTAVA" <secyhfw@nic.in>, "secy-dhr"
 <secy-dhr@gov.in>, "Shri Kamran Rizvi" <shioff@nic.in>, "Govind Mohan"
 <hshso@nic.in>, "RAJENDRA KUMAR" <secybm@nic.in>, "Secretary OL" <secy-
 ol@nic.in>, "Srinivas Katikithala" <secyurban@nic.in>, "Sanjay Jaju" <secy.inb@nic.in>,
 "V.L Kantha Rao" <secy-mowr@nic.in>, "Ashok Kumar K Meena" <secydws@nic.in>,
 "Secretary Labour Employment" <secy-labour@nic.in>, "Dr. Rajiv Mani" <secylaw-
 dla@nic.in>, "Dr Rajiv Mani" <secyoffice-ld@gov.in>, "Shri S C L Das Secy MSME"
 <secretary-msme@nic.in>, "Piyush Goyal" <secy-mines@nic.in>, "Chandra Shekhar
 Kumar" <secy-mma@nic.in>, "Santosh Kumar Sarangi" <secy-mnre@nic.in>, "Vivek
 Bharadwaj" <secy-mopr@nic.in>, "secpng" <sec.png@nic.in>, "Shri Vijay Kumar"
 <secyship@nic.in>, "Pankaj Agarwal" <secy-power@nic.in>, "Secretary MoRTH" <secy-
 road@nic.in>, "Dr Rajesh S Gokhale" <secy@dbt.nic.in>, "secy-dsir" <secy-
 dsir@nic.in>, "Shailesh Kumar Singh" <secyrd@nic.in>, "secy-dolr" <secy-dolr@nic.in>,
 "Debashree Mukherjee" <secy-msde@nic.in>, "Sudhansh Pant" <secywel@nic.in>,
 "secy-ncbc" <secy-ncbc@nic.in>, "V. VIDYAVATHI" <secretaryda-msje@nic.in>,
 "secretary-ncsc" <secretary-ncsc@nic.in>, "chairmanoffice"
 <chairmanoffice@isro.gov.in>, "Dr Saurabh Garg IAS" <secretary@mospi.gov.in>,
 "Secretary Ministry Of Steel" <secy-steel@nic.in>, "Neelam Rao" <secy-textiles@nic.in>,
 "Dr Srivatsa Krishna" <sectour@nic.in>, "Anil Malik" <secy.wcd@nic.in>, "Hari Ranjan
 Rao" <secy-sports@nic.in>, "Pallavi Jain Govil" <secy-ya@nic.in>, "DG ITBP"
 <dg@itbp.gov.in>, "dg" <dg@crpf.gov.in>, "DG CISF" <dg@cisf.gov.in>, "digadm" <digadm@itbp.gov.in>,
 "edpdte" <edpdte@bsf.nic.in>, "dg-hqdg" <dg-
 hqdg@assamrifles.gov.in>, "aresawarb-dgar" <aresa.warb-dgar@gov.in>, "Director
 SSB" <dg-ssb@nic.in>, "Dhrubajyoti Sengupta" <js-doppw@nic.in>, "Divya AB"
 <divya.ab@gov.in>, "rpmeena90" <rp.meena90@gov.in>

Date: Wed, 21 Jan 2026 17:29:17 +0530

Subject: Re: Nomination of Nodal Officers and Pension Mitras for implementation of DoPPW Guidelines dated 29.09.2025 – reg.

===== Forwarded message =====

Niraj Verma

Secretary
 Department of Justice
 Ministry of Law & Justice
 New Delhi
 Tel No: 23383674

---- On Wed, 21 Jan 2026 16:44:18 +0530 **Keshav Sharma**
 <keshavsharma.edu@nic.in> wrote ---

महोदया/महोदय,

Please refer to the trailing email on the above subject. Requisite Nomination of Nodal Officers and Pension Mitras for implementation of DoPPW Guidelines

dated 29.09.2025 are still awaited from most of the Ministry/
Department/Attached/Subordinate/field offices. Accordingly, it is requested that
this may please be expedite.

Regards,

(Keshav Madhav Sharma)
Under Secretary
D/o Pension & Pensioners' Welfare,
New Delhi.

===== Forwarded message =====

From: RAVI MEENA <rp.meena90@gov.in>

To: "secypresident"<secy.president@rb.nic.in>, "secyvp"<secyvp@nic.in>, "Secy-
agri"<secy-agri@gov.in>, "secy-fisheries"<secy-fisheries@nic.in>, "secyahd"
<secyahd@nic.in>, "secy-ayush"<secy-ayush@nic.in>, "seccpc"
<sec.cpc@nic.in>, "secy-pharma"<secy-pharma@nic.in>, "fertsec"
<fertsec@nic.in>, "secymoc"<secy.moc@nic.in>, "secy-ipp"<secy-ipp@nic.in>,
"csoffice"<csoffice@nic.in>, "secy-dot"<secy-dot@nic.in>, "secretary-posts"
<secretary-posts@indiapost.gov.in>, "secy-ca"<secy-ca@nic.in>, "secy-food"
<secy-food@nic.in>, "secy-coop"<secy-coop@gov.in>, "secymca"
<secy.mca@nic.in>, "secy-culture"<secy-culture@nic.in>, "sdpns"
<sdpns@nic.in>, "secyesw"<secyesw@nic.in>, "secydoner"<secydoner@nic.in>,
"secretary"<secretary@moes.gov.in>, "secysel"<secy.sel@nic.in>, "secydhe"
<secy.dhe@nic.in>, "secretary"<secretary@meity.gov.in>, "secy-moef"<secy-
moef@nic.in>, "psfs"<psfs@mea.gov.in>, "secyeast"<secyeast@mea.gov.in>,
"secyer"<secyer@mea.gov.in>, "secywest"<secywest@mea.gov.in>, "secycpv"
<secycpv@mea.gov.in>, "secysouth"<secysouth@mea.gov.in>, "secy-dea"<secy-
dea@nic.in>, "secyexp"<secyexp@nic.in>, "secy-fs"<secy-fs@nic.in>, "rsecy"
<rsecy@nic.in>, "secy-dpe"<secy-dpe@nic.in>, "secymofpi"
<secy.mofpi@nic.in>, "secyhfw"<secyhfw@nic.in>, "secy-dhr"<secy-
dhr@gov.in>, "shioff"<shioff@nic.in>, "hshso"<hshso@nic.in>, "secybm"
<secybm@nic.in>, "secy-ol"<secy-ol@nic.in>, "secyurban"<secyurban@nic.in>,
"secyinb"<secy.inb@nic.in>, "secy-mowr"<secy-mowr@nic.in>, "secydws"
<secydws@nic.in>, "secy-labour"<secy-labour@nic.in>, "secy-jus"<secy-
jus@gov.in>, "secylaw-dla"<secylaw-dla@nic.in>, "secyoffice-ld"<secyoffice-
ld@gov.in>, "secretary-msme"<secretary-msme@nic.in>, "secy-mines"<secy-
mines@nic.in>, "secy-mma"<secy-mma@nic.in>, "secy-mnre"<secy-
mnre@nic.in>, "secy-mopr"<secy-mopr@nic.in>, "secpng"<sec.png@nic.in>,
"secyship"<secyship@nic.in>, "secy-power"<secy-power@nic.in>, "secy-road"
<secy-road@nic.in>, "secy"<secy@dbt.nic.in>, "secy-dsir"<secy-dsir@nic.in>,
"secyrd"<secyrd@nic.in>, "secy-dolr"<secy-dolr@nic.in>, "secy-msde"<secy-
msde@nic.in>, "secywel"<secywel@nic.in>, "secy-ncbc"<secy-ncbc@nic.in>,
"secretaryda-msje"<secretaryda-msje@nic.in>, "secretary-ncsc"<secretary-

ncsc@nic.in>, "chairmanoffice"<chairmanoffice@isro.gov.in>, "secretary"
<secretary@mospi.gov.in>, "secy-steel"<secy-steel@nic.in>, "secy-textiles"
<secy-textiles@nic.in>, "sectour"<sectour@nic.in>, "secywcd"
<secy.wcd@nic.in>, "secy-sports"<secy-sports@nic.in>, "secy-ya"<secy-
ya@nic.in>, "DG ITBP"<dg@itbp.gov.in>, "dg"<dg@crpf.gov.in>, "dg"
<dg@cisf.gov.in>, "digadmn"<digadmn@itbp.gov.in>, "edpdte"
<edpdte@bsf.nic.in>, "dg-hqdgar"<dg-hqdgar@assamrifles.gov.in>, "aresawarb-
dgar"<aresa.warb-dgar@gov.in>, "Director SSB"<dg-ssb@nic.in>
Cc: "secy_mop"<secy_mop@nic.in>, "Dhrubajyoti Sengupta"<js-doppw@nic.in>,
"Divya AB"<divya.ab@gov.in>, "keshavsharmaedu"<keshavsharma.edu@nic.in>
Date: Wed, 17 Dec 2025 12:09:18 +0530
Subject: Nomination of Nodal Officers and Pension Mitras for implementation of
DoPPW Guidelines dated 29.09.2025 – reg.
===== Forwarded message =====

महोदया/महोदय,

Please find attached the DO Letter dated 16 December 2025 from the Secretary, Department of Pension and Pensioners' Welfare, regarding pendency of PPOs in various Ministries/Departments.

सादर,

रवि प्रकाश मीणा
अनुभाग अधिकारी
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
पेंशन और पेंशनभोगी कल्याण विभाग

मनीषा सक्सेना, आईआरएस
Manisha Saxena, IRS
वरिष्ठ उप महानिदेशक, प्रशासन
Senior Deputy Director General, Administration
भारतीय आयुर्विज्ञान अनुसंधान परिषद
Indian Council of Medical Research,

स्वास्थ्य अनुसंधान विभाग, भारत सरकार

Department of Health Research, Government of India

स्वास्थ्य एवं परिवार कल्याण मंत्रालय

Ministry of Health & Family Welfare

वी. रामलिंगस्वामी भवन, अंसारी नगर, नई दिल्ली-110029

V. Ramalingaswami Bhawan, Ansari Nagar, New Delhi-110029.

Tel(Off.) +91-26589330 & 26588102

E-mail: srddga.hq@icmr.gov.in

Website: www.icmr.gov.in

No. 4/35/2024-P&PW(D)/10377
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Pension and Pensioners' Welfare

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi,

29th Sep, 2025

कार्यालय ज्ञापन

विषय: Comprehensive Guidelines for timely payment of retirement dues (pension and pensionary dues) and issue of Pension Payment Orders (PPOs) at the time of retirement of Central Civil Services Employees-reg.

In continuation of the various initiatives undertaken by DoPPW to streamline the pension processing, a set of comprehensive guidelines are being circulated for universalizing timely payment of retirement dues and issuance of PPOs/ePPOs. The major thrust areas identified for systemic improvement are **digitization of service records, universalization of Bhavishya, appointment of High Level Oversight Committee (HLOC) in DoPPW and line Ministries and handholding of pensioners** through introduction of **Pension Mitras/Welfare Officers** in all the departments.

2. **Rule 63(1)(a) of the CCS (Pension) Rules, 2021**, stipulates the issuance of the PPO/ePPO, not later than two months in advance of the date of the retirement of a government servant on attaining the age of superannuation. **It is clarified at the outset that PPOs should include e-PPOs also.** The requirement is for business process re-engineering within each ministry/ Department.

A. Digitization of Service Records and verification : A concerted and time-bound target should be followed in all the Ministries and Departments for **digitization of Service records** and 100% adoption of **e-HRMS** so that verified Service Records are available. With respect to the CAPFs personnel in MHA, there should be full adoption of the Employee Payroll system (EPS) and digitization of service books.

B. Pension Mitras or Welfare Officers : Introduction of the concept of **Pension Mitras** in every Department on the lines of best practices followed in Ministry of Railways. A Welfare Officer should be deputed by the Head of office (HOO) with each retiring employee to facilitate filling up of forms and other formalities. He/she shall also be responsible for handholding the dependents for documentation and verification in the event of death of the pensioner while submitting the claim for family pension. A separate circular delineating the roles and responsibilities of the Welfare officer will be issued by DoPPW subsequently.

C. Roles and Responsibilities of the stakeholders and timelines: The roles and responsibilities of each of the stakeholders with timelines as prescribed under the CCS (Pension) Rules, 2021 are attached in the Annexure.

D. Vigilance Clearance (VC) : It is clarified that no pension can be delayed for the want of Vigilance clearance. As per 63(5)(a) of the CCS (Pension) Rules,



2021, "in case, any departmental or judicial proceedings are pending against the Government servant, a provisional pension as provided in sub-rule (5) of rule 8 shall be authorised by the Accounts Officer and no gratuity shall be paid to the Government servant until the conclusion of the departmental or judicial proceedings and issue of final orders thereon...". This provision is also reiterated under Rule 8 of the CCS(Pension) Rules, 2021. Therefore, **each ministry/department should ensure that VC in respect of their retiring employees is issued within 3 months prior to retirement since the validity of a VC is of 3 months as per extant norms.**

E. Oversight Monitoring (OSM) Mechanism: An Oversight Mechanism (OSM) for monitoring and for taking corrective measures on the pension cases, processed through Bhavishya is to be set up at two levels - a Nodal Oversight Mechanism in the DoPPW and in each Ministry/department.

High-Level Oversight Committee (HLOC):

a. The HLOC is to be constituted by DoPPW, comprising of Controller General of Accounts (CGA), Director General (CGHS), Director General (NIC), Pr CCA/CCA (MHA), Pr CCA/CCA (MoF) and CPAO as its members with Secretary (Pension) as Chairperson. Joint Secretary (Pension) will act as a Convenor of the Committee.

b. The HLOC would review the status of pendency of pension cases in Ministries/departments **on a bimonthly basis** and examine the broad trends in the adherence of the timelines by the stakeholders across the Ministries/departments, based on the data-sets, to be introduced in the Bhavishya Portal.


c. It will issue monthly reports showing the performance of Ministries/Departments on the basis of major parameters of functioning of Bhavishya Portal.

d. It will recommend systemic improvements, either in the procedure or regarding the technological upgradation and integration of Bhavishya Portal.

F. Monitoring in Ministries/Departments:

a. The Nodal Officers (not below the rank of Joint Secretary/Director or equivalent) will be nominated across Ministries/Departments for effecting the timely payment of retirement dues (pension and pensionary dues) and issue of Pension Payment Orders (PPOs), both in the cases of retirement on superannuation and retirement other than superannuation.

b. The Nodal Officer would facilitate the mapping of each employee -wise. DDO, HOO, HoD, PAO, CPAO and Pension Disbursing Authority including Banks on Bhavishya portal for effective and accountable monitoring through Oversight Mechanism. Further, the Nodal Officer would ensure that the report on verification of qualifying service is submitted to Secretary of the Ministry/Department by 31st January every year. The adherence to the prescribed timelines of the actions involved will be analyzed on monthly basis.



- c. Electronically verified Service Records (SRs) should be preferred and gradually manual SR should be discouraged. Pension files requiring to be returned more than twice for want of documentation should be taken up at an escalated level for final decision and should be dealt on higher priority to clear pendency.
- d. The Nodal Officer shall ensure the capacity building of DDOs, HOOs, HoDs and PAOs through the modules on working of Bhavishya, to be developed on iGoT Karmayogi Portal in collaboration with Capacity Building Commission.
- e. The Nodal Officer shall ensure the deployment of adequate manpower in the pension processing and sanction. Further, efforts may be made to assist and guide the retiring employees through dedicated manpower.
- f. It will be incumbent upon the Nodal Officer to **universalize Bhavishya for pension processing** and sanction and ensure that the manual processing of the pension and pensionary benefits are done as per the provisions of Rule 53 of CCS (Pension) Rules, 2021, strictly adhering to the timelines.
- g. The timely verification of qualifying service has been observed as one of the major causes for delay in processing and sanctioning of pensionary dues. Therefore, responsibility is entrusted upon the HoD to ensure that the certificates regarding verification of qualifying service of the employees are issued 18 years after the service and 5 years prior to their retirement. A report on compliance of this provision shall also be submitted to Secretary of the Ministry/Department by 31st January every year.
- h. For Ministries / departments having subordinate formations that process pension, a measure of the pendency should be introduced as one of the KPIs for the evaluation of the respective Units/ subordinate formations.
- i. **Regular meetings on a monthly basis at the level of nodal officer should be held with the associated PAOs** for rectifying issues which are routine in nature. Pension files returned more than twice by PAO for want of documentation should be taken up at a level higher than the level of nodal officer for final decision and should be dealt on higher priority to clear pendency.

G. Revamped Bhavishya Portal:

Bhavishya was made mandatory for all central civil Ministries and Departments w.e.f 01.01.2017. As on date, 99 Ministries/ Departments, 1036 Offices and 9536 DDOs are on Board and 2,93,644 PPOs have been issued through Bhavishya. A revamped Form 6 A has already been introduced and is widely used. Prescribed Timelines have also been uploaded. Bhavishya has given an impetus for digitization of service records. Therefore, all efforts should be made in the Ministries/Departments for universal adoption of Bhavishya.

3. This issues with the approval of the competent authority.





(DIVYA A B)
Director

Tel: 011-24624802

To

I. All Secretaries to Government of India,


I. NIC, DOPPW for uploading on Department's website.

Copy for information to: -

- I. Prime Minister's Office
- II. Cabinet Secretary
- III. Secretary (Coordination & PG), Cabinet Secretariat.

Annexure

S.No	Process	Authority Concerned	Timeframe
1	Preparation of list of employees who are due to retire within 12 to 15 months	Head of Deptt (HoD)	1 st January, 1 st April, 1 st July and 1 st October each year.
2	Communication of the list to the PAO concerned	Head of office (HOO)	31 st January, 30 th April, 31 st July and 31 st October each year. In case of Government servants retiring for reasons other than superannuation, immediately, as soon as the fact comes to notice. In the case of a Government employee retiring for reasons other than by way of superannuation, the Head of Office shall promptly inform the Accounts Officer concerned, as soon as the fact of such retirement becomes known to him.
3	Communication of the list to the Directorate of Estates in respect of employees having General Pool Accommodation with a view to obtain 'No Demand Certificate.	HOO	12 months before retirement.
4	Verification and determination of qualifying service, and if necessary, in consultation with the employee; and determination of average emoluments.	HOO	12 months before the retirement. The process to complete before eight months from the retirement.
5	HOO shall furnish to the retiring Government employee a certificate regarding the length of qualifying service and the emoluments/average emoluments to be reckoned for retirement gratuity and pension and advise the retiring Government employee to submit a duly filled 'Form 6A'.	HOO	8 months before the retirement.
6	Submission of Form 6A and	Employee	6 months before



	other relevant documents by the employee		retirement.
7	Submission of documents to PAO. In the cases of retirement other than superannuation , the HOO shall complete the processing and send the case to PAO not later than two months after the date of submission of Form-6A.	HOO	4 months before the retirement.
8	Checking the pension and gratuity admissible and forwarding the PPO/ePPO to the pension paying authority. In the cases of retirement otherwise than on attaining the age of superannuation, PPO shall be issued within forty five days of the date of receipt of pension papers from the HOO.	Pay & Accounts office (PAO)	2 months before the retirement.
9	Dispatch of PPO/ePPO to Central Pension Accounting Office (CPAO) .	PAO	On the last working day of the month preceding the month of retirement.
10-A	Issue the Special Seal of Authority (SSA) and forward the same to the Pension Disbursing Authority along with a Half copy of the PPO/ePPO.	CPAO	By 20th of the month of retirement.
10-B	Handing over of pensioners half of the PPO/ePPO to the retiring employee	HOO	Date of retirement
11	Completion of all formalities and crediting the pension to the pensioner's account.	CPPC/Paying Branch	Last date of the month.

