

CSK HIMACHAL PRADESH KRISHI VISHVAIDYALAYA, PALAMPUR
“Pension Branch”

No.QSD.1-1768/2021-CSKHPKV/Pension/-66837-936 Dated, Palampur, the:-

01 Oct 2022

CIRCULAR

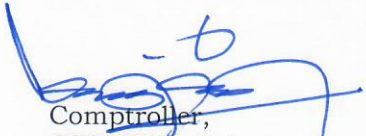
In continuation to this office circular No.QSD.1-1/2015-CSKHPKV/Pension/-52066-153 dated 27.07.2022, it has been observed that pension papers of the employees who are going to retire from University service, are not being processed in time by the Departments/office/Units concerned and are sent to this office at the nick of time of retirement of the employees causing delay in issuing **Pension payment Order (PPO)**. Sometimes pension cases are found incomplete due to non-settlement of temporary advances drawn in respect of retiring and have to be returned to the concerned departments/offices/units for attending observations which further delays disposal of pension cases.

Therefore, it is enjoined upon all concerned that the pension case of the employees who are to retire from University service, may be prepared timely by completing the required formalities and sent to this office complete in all respects atleast **Two/Three months in advance of the month** of retirement for issuing Pension Payment Order to avoid inconvenience to the retiring employees.

It may also be ensured that all employees/officers who are holding charge of some Projects/Store/Stock etc. may be relieved off from such additional duties so as to clear all dues, so that **“No Due Certificates”** can get well in time and pension cases could be decided before retirement.

In case any legal proceedings are raised in future due to delay in settlement of pensionary/retiral benefits, the entire responsibility will rest upon the office concerned.

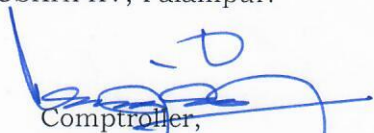
This may be given **Personal Attention**.


Comptroller,
CSKHPKV, Palampur.
Dated:Even.

Endst. No. Even.

Copy to:-

1. All the Statutory Officers, CSKHPKV, Palampur.
2. All the Heads of the departments/Offices/Unites, CSKHPKV, Palampur
3. All the Associate Directors/Scientist Incharges, RRSs/RSSs/KVKs, CSKHPKV.
4. The Deputy Controller (State Audit), CSKHPKV, Palampur.
5. The Secy. To Vice-Chancellor, CSKHPKV, Palampur.
- ✓ 6. The Incharge, UNS for uploading the circular on the University Website-Comptroller Portal.
7. The Dy. Registrars (Admn./Acad/Estt./Rectt.), CSKHPKV, Palampur.
8. The Dy. Registrar (Accounts), CSKHPKV, Palampur.
9. The PA to Vice-Chancellor/Registrar/Comptroller, CSKHPKV, Palampur.
10. Guard file.


Comptroller,
CSKHPKV, Palampur.