ମନୋଜ ଆହୁଜା, ଭା.ପ୍ର.ସେ.
ମୁଖ୍ୟ ଶାସନ ସଚିବ, ଓଡିଶା
MANOJ AHUJA, IAS
CHIEF SECRETARY, ODISHA

ଦୂରଭାଷ: ୦୬୭୪-୨୫୩୪୩୦୦ / ୨୫୩୬୭୦୦ (O)
Tel. : 0674-2534300 / 2536700 (O)
ଫ୍ୟାକ୍ସ : ୦୬୭୪-୨୫୩୬୬୬୦
Fax : 0674-2536660
ଇ-ମେଲ / E-mail : csori@nic.in
ପତ୍ର ସଂଖ୍ୟା/Letter No.: 3521 4
ତାରିଖ/Date: 22 11 2024

ପ୍ରାପ୍ତେଷୁ

ଓଡ଼ିଶା ସରକାରଙ୍କ ସମସ୍ତ ବିଭାଗର ଅତିରିକ୍ତ ମୁଖ୍ୟ ଶାସନ ସଚିବ/
ପ୍ରମୁଖ ଶାସନ ସଚିବ/ କମିଶନର ତଥା ଶାସନ ସଚିବ

ବିଷୟଃ- ସରକାରୀ କର୍ମଚାରୀଙ୍କୁ ଅବସର ଗ୍ରହଣ ଦିବସ ଦିନ ପୂର୍ଣ୍ଣାଙ୍ଗ ପେନସନ ପ୍ରଦାନ ସମ୍ବନ୍ଧରେ

ମହାଶୟା/ ମହାଶୟ,

ଆପଣମାନେ ଅବଗତ ଅଛନ୍ତି ଯେ ସରକାରୀ କର୍ମଚାରୀଙ୍କୁ ଅବସର ଗ୍ରହଣ ଦିବସରେ ପୂର୍ଣ୍ଣାଙ୍ଗ ପେନସନ ପ୍ରଦାନ କରିବାପାଇଁ ପୂର୍ବରୁ ସାଧାରଣ ପ୍ରଶାସନ ଓ ସାଧାରଣ ଅଭିଯୋଗ ବିଭାଗ ତରଫରୁ ନିର୍ଦ୍ଦେଶନାମା ଜାରି କରାଯାଇଛି। କିନ୍ତୁ, କେତେକ କ୍ଷେତ୍ରରେ ଏହା ସଠିକ ଭାବେ ପାଳନ ହେଉନଥିବାର ଦୃଷ୍ଟିକୁ ଆସିଅଛି।

ତେଣୁ, ଓଡ଼ିଶା ସିଭିଲ ସର୍ଭିସ ପେନସନ ନିୟମ, ୧୯୯୨ ଓ ଏହି ବିଭାଗ ପତ୍ର ସଂଖ୍ୟା ୪୦୨୮, ତା ୧୨.୧୨.୨୦୧୯ ରିଖ (ଏକକିତା ନକଲ ସଂଲଗ୍ନ କରାଗଲା) ଅନୁସାରେ ସମସ୍ତ ଯୋଗ୍ୟ ସରକାରୀ କର୍ମଚାରୀଙ୍କୁ ସେମାନଙ୍କର ଅବସର ଦିବସରେ ପୂର୍ଣ୍ଣାଙ୍ଗ ପେନସନ ପ୍ରଦାନ ପାଇଁ ଫଳପ୍ରସୂ ପଦକ୍ଷେପ ନେବା ନିମନ୍ତେ ନିଜର ବିଭାଗ ତଥା ନିଜ ବିଭାଗ ଅଧିନସ୍ଥ ସମସ୍ତ ବିଭାଗୀୟ ମୁଖ୍ୟ ତଥା ପେନସନ ମଞ୍ଜୁର କରୁଥିବା ଅଧିକାରୀମାନଙ୍କୁ ପୁନଃ ଅବଗତ କରାଇବା ପାଇଁ ଅନୁରୋଧ କରାଯାଉଛି।

ଯଦି କୌଣସି ସରକାରୀ କର୍ମଚାରୀଙ୍କ ବିରୁଦ୍ଧରେ ବିଭାଗୀୟ ଶୃଙ୍ଖଳାଗତ କାର୍ଯ୍ୟାନୁଷ୍ଠାନ ଅଥବା ଭିଜିଲାନ୍ସ ମକଦ୍ଦମା ଥାଏ, ତେବେ ସମ୍ପୃକ୍ତ କର୍ମଚାରୀଙ୍କ ଅବସର ଗ୍ରହଣର ଯଥେଷ୍ଟ ପୂର୍ବରୁ ତାହାକୁ ଫଏସଲା କରିବା ପାଇଁ ସମ୍ପୃକ୍ତ ବିଭାଗୀୟ /କାର୍ଯ୍ୟାଳୟ ମୁଖ୍ୟଙ୍କ ସ୍ତରରେ ପଦକ୍ଷେପ ଗ୍ରହଣ କରାଯିବା ଏକାନ୍ତ ଆବଶ୍ୟକ।

ଏହି ପରିପ୍ରେକ୍ଷୀରେ ସୂଚିତ କରାଯାଉଛିକି ମାନବିକତା ତଥା ଉତ୍ତମ ପ୍ରଶାସନ ଦୃଷ୍ଟିକୋଣରୁ ଅବସର ଦିବସରେ ସମସ୍ତ ଅବସରପ୍ରାପ୍ତ ଯୋଗ୍ୟ କର୍ମଚାରୀଙ୍କୁ ପୂର୍ଣ୍ଣାଙ୍ଗ ପେନସନ ଦେବା ସୁନିଶ୍ଚିତ କରିବେ ଏବଂ ଏହା ସମ୍ପୃକ୍ତ ଅଧିକାରୀଙ୍କ ଦକ୍ଷତା ମାପକାଠିର ପରିଚାୟକ ହେବ।

ପୁନଶ୍ଚ, ପ୍ରତ୍ୟେକ ମାସରେ ଅବସର ଗ୍ରହଣ କରୁଥିବା ସରକାରୀ କର୍ମଚାରୀଙ୍କ ମଧ୍ୟରୁ କେତେଜଣଙ୍କୁ ଅବସର ଦିବସରେ ପୂର୍ଣ୍ଣାଙ୍ଗ ପେନସନ ପ୍ରଦାନ କରାଯାଇଛି ତାହାର ତଥ୍ୟ ସମ୍ପୃକ୍ତ ଅଧିକାରୀମାନେ ପରବର୍ତ୍ତୀ ମାସର ୭ ତାରିଖ ସୁଦ୍ଧା ସାଧାରଣ ପ୍ରଶାସନ ଓ ସାଧାରଣ ଅଭିଯୋଗ ବିଭାଗର ସ୍ୱତନ୍ତ୍ର ଶାସନ ସଚିବଙ୍କୁ srsahoo.pgp@gmail.com ମେଲ ଦ୍ୱାରା ନିମ୍ନ ସ୍ୱାକ୍ଷରକାରୀଙ୍କ ଅବଗତି ନିମନ୍ତେ ପ୍ରେରଣ କରିବେ।

ଏହା ଅତ୍ୟନ୍ତ ଜରୁରୀ ଅଟେ।

ଆପଣଙ୍କ ବିଶ୍ୱସ୍ତ,

ମୁଖ୍ୟ ଶାସନ ସଚିବ

ଜ୍ଞାପକ ସଂଖ୍ୟା- 35215 /ସା.ପ୍ର ଓ ସା.ଅ, ତାରିଖ - ୨୨/11/୨୦୨୪

ଏହାର ଏକକିତା ନକଲ ପ୍ରଧାନ ମହାଲେଖାପାଳ, ଓଡିଶା, ଭୁବନେଶ୍ୱରଙ୍କ ସଦୟ ଅବଗତି ଓ ବିହିତ କାର୍ଯ୍ୟାନୁଷ୍ଠାନ ନିମନ୍ତେ ପ୍ରେରଣ କରାଗଲା ।

ସ୍ୱତନ୍ତ୍ର କର୍ତ୍ତବ୍ୟରତ ଅଧିକାରୀ –ତଥା –
ସ୍ୱତନ୍ତ୍ର ଶାସନ ସଚିବ

ଜ୍ଞାପକ ସଂଖ୍ୟା- 35216 /ସା.ପ୍ର ଓ ସା.ଅ, ତାରିଖ - ୨୨/11/୨୦୨୪

ଏହାର ଏକକିତା ନକଲ ଭିଜିଲାନ୍ସ ମହାନିର୍ଦ୍ଦେଶକ, ଓଡିଶା, କଟକଙ୍କ ସଦୟ ଅବଗତି ଓ ବିହିତ କାର୍ଯ୍ୟାନୁଷ୍ଠାନ ନିମନ୍ତେ ପ୍ରେରଣ କରାଗଲା ।

ସ୍ୱତନ୍ତ୍ର କର୍ତ୍ତବ୍ୟରତ ଅଧିକାରୀ –ତଥା –
ସ୍ୱତନ୍ତ୍ର ଶାସନ ସଚିବ

ଜ୍ଞାପକ ସଂଖ୍ୟା- 35217 /ସା.ପ୍ର ଓ ସା.ଅ, ତାରିଖ- ୨୨/ 11/୨୦୨୪

ଏହାର ଏକକିତା ନକଲ ସ୍ୱତନ୍ତ୍ର ଶାସନ ସଚିବ, ସାଧାରଣ ପ୍ରଶାସନ ଓ ସାଧାରଣ ଅଭିଯୋଗ ବିଭାଗଙ୍କ ସଦୟ ଅବଗତି ଓ ବିହିତ କାର୍ଯ୍ୟାନୁଷ୍ଠାନ ନିମନ୍ତେ ପ୍ରେରଣ କରାଗଲା। ସମସ୍ତ ବିଭାଗର ବିବରଣୀକୁ ସେ ମୁଖ୍ୟ ଶାସନ ସଚିବଙ୍କ ଅବଗତି ନିମନ୍ତେ ପ୍ରତ୍ୟେକ ମାସ ୧୫ ତାରିଖ ସୁଦ୍ଧା ସଙ୍କଳନ ପୂର୍ବକ ଉପସ୍ଥାପନ କରିବେ।

ସ୍ୱତନ୍ତ୍ର କର୍ତ୍ତବ୍ୟରତ ଅଧିକାରୀ –ତଥା –
ସ୍ୱତନ୍ତ୍ର ଶାସନ ସଚିବ

Government of Odisha
General Administration & Public Grievance Department
****

No. GAD-PEN-PEN-0024-2019 4028 /PEN Bhubaneswar, dated, 12th December, 2019.

From

Shri Sanjeev Chopra, I.A.S.
Principal Secretary to Government.

To

All Departments of Government
All Heads of Departments
All RDCs / All Collectors.

Sub: SANCTION OF FULL PENSION ON THE DATE OF RETIREMENT.

Timely sanction of pension to retiring Government servants has become a major challenge for the administration in the present time and for delay or non-sanction of pension in many cases, Hon'ble High Court is issuing contemptuous remarks and imposing penalty on the Government authorities.

It is therefore impressed upon the Departments / Head of Departments / PSAs that the pension to Government servants (not suffering Vigilance/ Criminal cases after cognizance taken by Courts and/or Disciplinary proceedings entail major penalty) shall mandatorily be sanctioned on the date of retirement w.e.f. March, 31, 2020 and violation without valid reason shall be viewed seriously & responsibility shall be fixed.

(1) In order to bring about punctuality in the Pension sanction system & enforce the statutory directives under the OCS (Pension) Rules, 1962, the task-timeline indicated below, should be scrupulously adhered to by all concerned.

	Process & Task Under respective provision of OCS (Pension) Rules, 1962	Timeframe	Responsibility of the PSA (Department /HoD/ Controlling Officer) & Accountant General (A&E)	Responsibility of the Pensioner
1	Preparation of list of employees who are due to retire within (i)24 months (ii) 12 months (separately)	1st January of each Year Follow up in July.	Communicate to retiring Government servants and all concerned in time	
2	Issue notice to Government servants retiring within 24 months & currently serving establishment [Rule 58(1)]	As per the schedule of retirement, each month	Notice to Government servants & current Offices to update service records & report discrepancy Finalise DP, within 1year	Ensure verification of own service record, regularise deputation & settle /update loan/LTAs
3	Issue notice to Government servants who are due to retire within 12 months & their respective Offices &Call for clearances (Rule-61)	1yr before retirement & Follow up prior to 6 months if (ePension Paper & NDCs) not received	Call for clearances from Vigilance / CID-CB (for Group-A) & NDCs Call for complete ePension paper unfailingly ensuring receipt by 6 months to retire	Pursue receipt of NDCs /clearances from Offices where served Ensure filing pension application on line not later than 6 months to retire

4	Verify NDCs / Clearances (including Pool quarters NDC) & service data on HRMS	Six months prior to retirement	Follow up with respective Offices/Ensure updated eService Books, leave a/c, LTA recovery & NDCs	
5	Sanction of Pension and all retirement benefits [with reference to Vigilance/ Criminal cases & DPs] (Rule 62)	Not later than Four months prior to date of retirement of Government servant	Online reference to the Accountant General (A&E), Odisha prior to Four months of retirement (sanction notional increment if due within last 4 months)	
6	Authorisation of PPO/GPO Handing over Pensioner's [Rule 64 (1)]	30 days prior to date of retirement	Accountant General (A&E), Odisha	

(2) It is also an imperative that the retiring Government servant shall ensure that all his service records & leave accounts updated, Long Term Advances & Loans cleared & NDCs received or s/he should provide complete information to the PSA, for which, notice prior to two years of retirement has been prescribed and should invariably be insisted upon.

(3) The CMGI is in the process to update e-Service Book, online Leave and Advances module, seeding of AADHAR & Bank Account records on HRMS. The eService Book of Government employees on March 31st, 2020 will be completed in the first phase by February 15, 2020. The task is going to be complete by June, 2020 for which, training has commenced. The DDOs shall remain responsible to update service records alongwith leave and Long Term Advances on HRMS, in time. This would hasten & ease out the process of verification of NDCs & other requisites for sanction of pension.

(4) It should be ensured that all pension applications are received online with effect from January, 2020 as physical application would not be honoured by the Accountant General (A&E). Where the Government servant is unable to apply for pension online, the PSA's establishment shall ensure online submission of application.

(5) Receipt of NDCs/clearances shall be ensured within six months prior to retirement & sanction of pension must be made four months before the date of superannuation. For the time being, the Accountant General has been requested to relax the four months stipulation to one month for cases of retirement till March, 2020.

(6) This arrangement is being monitored by the Finance Department through Directorate of Treasuries & Inspections, as all information being integrated to IFMS.

(7) A Nodal Officer may be nominated & communicated to all concerned, especially for queries & clarification of the retiring Government servants, under intimation to this Office.

This may be brought to the notice of all PSAs/ DDOs, Heads of Office dealing with establishment of different cadre of Government employees to ensure full pension on the date of superannuation.

Principal Secretary to Government.

MINUTES OF THE MEETING OF THE CORE COMMITTEE ON PENSION.

Meeting of the Core Committee on Pension was held on 09.12.2019 at 5.00PM in the Conference Hall of the Home Department under the chairmanship of the Principal Secretary, GA & PG Department.

List of Officers present in the meeting is at Annexure-A to the minutes.

Follow up of the decisions taken in the meeting on 26.11.2019 was discussed with special emphasis on implementation of the e-Pension with automation of requisite data for ensuring full pension [governed under the OCS (pension) Rule, 1962] to all the retiring Government servants on the date of retirement. Procedural & administrative measures to handle the mandatory requirements in a expeditious & fool proof manner was the crux of the discussion as is indicated below.

TIMELY PROCESSING FOR SANCTION OF PENSION

Rule 58 of OCS (Pension) Rules, 1962 stipulates processing of Pension by Head of Office (PSA) two years preceding superannuation & as per Rule 62, the PSA has to sanction pension & make over to the Accountant General (A&E), Odisha four months prior to retirement enabling the Accountant General (A&E) to grant pension within 30 days ending on date of retirement. It shall be the responsibility of all PSAs now to issue retirement notice to all Government servants retiring in the calendar year 2021.

The DAG, Pension present in the meeting indicated that a timeline, as has been prescribed in the National Pension Portal is to be worked out for the State Government employees.

The procedural stipulation has to be enforced on all the PSAs without fail through the Departments / Heads of Offices / PSAs with effect from the Calendar Year, 2021. PSAs shall have to sanction pension in deserving cases & make over to the Accountant General (A&E), Odisha four months prior to the retirement in respect of the cases retiring in June, 2020 & thereafter.

However, for paucity of time to maintain the stipulation of four months & as the information have to be obtained through correspondences (not available in electronic form) in respect of Government servants retiring till May, 2020, the Accountant General (A&E), Odisha shall be requested to relax the time of four months to one month.

The Health & Family Welfare Department is having identical issues in sanction of pension and the Commissioner-cum-Secretary present in the meeting indicated that the Department shall be able to sanction full pension, in eligible cases, on the date of retirement of the Government servants from March, 2020 onwards.

[Action: Pension & Grievances Branch, GA & PG Deptt.]

TIMELY COLLECTION OF CLEARANCES

- For cases within May, 2020, all the PSAs (DDOs) shall share the list of Retiring Government servants to the Accountant General (A&E), Director of Treasuries & Inspections, Executive Director, CMGI, Director, Vigilance & Addl. DG, CID-CB (for Group-A) for obtaining statutory clearances in the format containing fathers' name & Date of Birth at least three months' prior to sanction of pension.

[Action: Pension Branch of respective PSAs]

- As has been discussed & decide earlier, preparation / updation of e-Service Book is underway which would provide all service details of the retiring Government servants including leave, sanction of Long Term Advances and deputation.

[Action: CMGI]

- The deputation period with sanction details would be communicated to the Accountant General (A&E), Odisha (Deputy Acc. General, Pension, for that matter) to verify deposit of LSC / PC by the borrowing authorities. Information of LTA shall have to be collected from the respective & subsequent Offices after sanction of LTA in favour of the retiring employee.

For expediting collection of the above two information, concerned retiring employee shall have to intimate the PSA regarding (1) period of deputation, its sanction alongwith date & time of relief from Government Office to join in deputed post & joining in the subsequent substantive posting (2) sanction of LTA, recoveries if concluded & clearance issued by the Accountant General (A&E) for .

[Action: All Departments / All PSAs / Retiring Government servants]

- For providing vigilance clearances in respect of Group-A Officers within a week time from the date of reference, the Vigilance Directorate is required to digitize & update the data by using additional manpower.

When e-Service Book is prepared & put to use, this can be shared with the Directorate of Vigilance to ensure the identification details of the retiring employees.

[Action: Directorate of Vigilance & CMGI]

- The representative Officer, CID-CB indicated that they have got their information updated, which can be provided within 5-7 working days.
- Training of the PSAs (for gap data updation on the e-Service Book) shall be completed by the CMGI by end of December, 2019 and if required, technical support to be provided till mid of January, 2020. The respective PSAs shall collect the Service Books of the retiring employees & update their service records for expeditious collection of procedural information.

[Action: All Departments / All PSAs]

- There shall be a Nodal Officer for each Department / HoD / PSA to coordinate with respective Nodal Officers in the offices of Accountant General (A&E), Directorate of Treasuries & Inspections, CMGI & Directorate of Vigilance in case of requirement.

[Action: All Departments / All PSAs & Pension & Grievances Branch, GA & PG Deptt.]

- The borrowing Departments / Agencies / Organisations would be sensitized for timely deposit of the LSC / PC & clearance of arrears, pending after receipt of sanction of the Accountant General (A&E) prior to date of retirement of Government servants.

[Action: All Departments / All Borrowing Agencies]

- The Rent Officer, GA & PG Department would be provided with list of Retirement (for postings at Bhubaneswar & Cuttack) for timely clearance & intimation of dues to be recovered.

ENFORCEMENT OF e- PENSION

- No pension application shall be sent to the Accountant General (A&E) without being routed through ePension. For the time being, the attached documents shall be scanned & uploaded. For clarity, physical application shall be downloaded & sent simultaneously.

[Action: All PSAs]

- The Finance Department have taken steps to provide Digital Signature Certificate to all DDOs / all PSAs by February, 2020.

By June, 2020, e-Service Book, online leave, loan modules, AADHAR & Bank accounts shall be updated on HRMS and made available to be mapped with e-Pension in order to facilitate online verification, thereby reducing time for scrutiny.

[Action: Directorate of Treasuries & CMGI]

SENSITISATION OF THE PSAs & RETIRING FOVERNMENT SERVANTs

- The Government Departments and their sub-ordinate establishments would take up the process of expeditious collection of information in order to ensure timely sanction of pension. The District authorities sanctioning pensions shall be sensitized on the subject under the chairmanship of the Collectors. Since the Government servants belonging to District cadre almost have all service recording & require less clearances / NDCs, sanction of pension should be ensured on the date of retirement. This shall also be discussed with the Collectors in Collectors' Video Conference taken by Chief Secretary.
- The retiring Government employees shall be made responsible to update their own service records, ensure sanction of deputation & recovery of Long Term Advances

etc. and on receipt of retirement notice ahead of retirement and make available the PSAs the clearances etc. through official communications from the PSAs.

The meeting concluded with vote of thanks.

Principal Secretary to Government,
GA & PG Department.

Government of Odisha
General Administration & Public Grievance Department
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Memo No. 4029 /PEN Dated 12 /12/2019.
GAD-PEN-PEN-0024-2019

Copy forwarded to the Private Secretary to the Principal Secretary to Government, GA & PG Department / Principal Secretary to Government, Finance Department / Commissioner-cum-Secretary to Government, School & Mass education Department/ Commissioner-cum-Secretary, Higher Education Department/ Commissioner-cum-Secretary to Government, Health Department for kind information of the Principal Secretaries & Commissioner-cum-Secretaries.

Addl. Secretary to Government
12/12/19

Memo No. 4030 /PEN Dated 12 /12/2019.

Copy forwarded to the Private Secretary to the Addl. DG of Police-cum-Director, Vigilance /Addl. DG of Police, CID-Crime Branch for kind information & needful appropriate action of the Director of Vigilance & Addl. DG, CID-CB, Odisha.

Addl. Secretary to Government
12/12/19

Memo No. 4031 /PEN Dated 12 /12/2019.

Copy forwarded to the Accountant General (A&E), Odisha / Director of Treasuries & Inspection for kind information and necessary action.

Addl. Secretary to Government
12/12/19

Memo No. 4032 /PEN Dated 12 /12/2019.

Copy forwarded to the Executive Director, CMGI for kind information and necessary action.

Addl. Secretary to Government
12/12/19

Memo No. 4033 /PEN Dated 12 /12/2019.

Copy forwarded to all the Departments (except GA&PG, Finance, Health & FW, School & ME, Higher Education)/ all RDCs / all Collectors for information and necessary action.

Addl. Secretary to Government
12/12/19

LIST OF OFFICERS ATTENDED THE MEETING. (Annexure-A)

Dt. 09.12.2019 at 5.00PM in the Conference Hall, Home Department

1	Principal Secretary to Government, GA & PG Department
2	Commissioner-cum-Secretary to Government, Health & Family Welfare Department
3	Shri Nanda Dulal Das, Deputy Accountant General (Pension) O/O The Accountant General (A&E), Odisha
4	Md. Sadique Alam Executive Director, CMGI
5	Shri Sudhansu Sekhar Bhuyan, Director of Pension & Grievances, GA & PG Department
6	Shri Pravat Kumar Bhoi, Addl. Secretary to Government, School & Mass Education Department
7	Shri Sidhartha Das, Joint Director, Treasuries & Inspections, O/O The Director of Treasuries & Inspections, Odisha
8	Addl. SP, CID-CB, Odisha, Cuttack
9	Shri Pradyumna Kumar Dwivedy, Dy. SP, Vigilance, Odisha, Cuttack
10	Sri Abanikant Pattanaik, Addl. Secretary, GA & PG Department.