

Sl. No. 1316

Date 19.5.14

**HARYANA URBAN DEVELOPMENT AUTHORITY**

**C - 3, Sector - 6, Panchkula (Haryana)**

No. HUDA - Pension / 2014/117/3 - 20

Dated: - 9/5/14

Dy. No. Secy 1189  
Dated... 13/5/14

1. All the Administrators of HUDA in the State.
2. All the Estate Officers of HUDA in the State.
3. The Secretary, HUDA, Panchkula.
4. All the Superintending Engineer of HUDA in the State.
5. The Chief Town Planner HUDA, Panchkula.
6. The Senior Architect, HUDA, Panchkula.
7. All the Senior Accounts Officer, HUDA, in the State.
8. The Senior Accounts Officer, HUDA, HQ, Panchkula.

Subject: - **Adoption of procedure for expeditious finalization of case of Pensionary benefits in a time bound manner.**

It is to inform you that time & again Pension and final payment of GPF cases are being received in this office with similar type of mistake resulting in delay in sanctioning the Pension case and Final cases of GPF cases. The office has to cut sorry figure in the eyes of court when any retired official approaches court for delay in sanctioning his Pension and GPF case. It has been viewed seriously by higher authorities and accordingly it has been decided to inform you that before sending the Pension case following points be also kept in mind which are in addition to instructions already issued vide this office memo no's 8227-8290, 30943-84, dated 29.02.2008 & 30.07.2010 respectively.

1. Option for Pension on Form A must be attached.
2. The pension case should reach this office after proper checking / verification by Section Officer and duly signed by Sr. Accounts Officer posted in the O/o concerned Administrator.
3. Before submitting the Pension case and service book to this office it must be ensured that all the necessary entries in the Service book have been made duly attested by the D.D.O/ Head of office.
4. All the form / papers of GPF / Pension book must be filled in properly completely.
5. GPF statement in the final payment case should be verified by the Section Officer and by DDO of the concerned office and also give the detail of Loan and Advances / Final Payment made by the R.P.F.C. Karnal to members w.e.f. 5/1999 to till date.
6. All the papers / Form of Final Payment of GPF should be attested / verified by the D.D.O.
7. A stamp also be affixed on the last GPF statement i.e. "Certified that GPF subscription & arrears of the members have been reconciled with the pay bills

8. Last subscription of the Official/ Officer (members) which is deducted from the salary may also be filled up with Cheque / D.D. No. & date.

It is further intimated that due to delay in sanctioning the pension cases and Final payment of GPF cases, employees are knocking the door of the Court and Court is giving the decision to pay the interest @ 10% or 12% per annum resulting therein unnecessary burden on the department/ Pension and GPF Trust.

It is also worth to mention here that due to unnecessary delay in sending the cases, strict disciplinary action will be initiated against the concerned Officials and defaulting Officials/ Officers will be liable to pay the interest on late submission of the Pension case and Final payment cases of GPF to the Pension Cell, if awarded by Hon'ble Courts.

*Ldl*  
*9/5/14*  
(Rajesh Jindal, IRS)  
Chief Controller of Finance,  
HUDA, Panchkula

Endst. No. EA-6-2014/ *12154*

dated:- *16/5/14*

A copy of the above is forwarded to the following for information and necessary action

1. All Field Offices of HUDA.
2. All Head of the branches of HUDA (HQ).
3. All Establishment Assistants.

*[Signature]*  
Dy. Supdt. (E)  
for Chief Administrator, HUDA (HQ)  
Panchkula

*[Signature]*  
*16/5/14*