

Administration of Daman and Diu
Directorate of Accounts, Daman.
Daman – 396220

NO. DA/DMN/MISC/ 1777

Dated: 02/11/2012.

OFFICE MEMORANDUM

Finance Department, Daman & Diu and Dadra Nagar Haveli, had issued the Office Memorandum No. 1/31-FD/2011-12/281 dated 11/07/2012, for release of retirement dues on time, etc. for the Retiring/Retired Employees. Instances have come to the notice of the Administration, that these instructions are not being followed by the Head of Offices/DDOs of both the UTs. It has also been noticed that the Head of Offices are not preparing Pension Cases, Leave Encashment, Insurance, and Final Payment of GPF etc. of their retired employees even after completion of one year from the date of retirement of Govt. Servant. These cause financial hardships to the retired Govt. servant as well as their families.

It is once again reiterated that all Head of Offices/DDOs of UT of Daman & Diu and Dadra Nagar Haveli, should follow instructions /guidelines issued vide Office Memorandum dated 11/07/2012 strictly and ensure that all legitimated retirement benefits should be paid to their retired Government servant in time, failing which the matters will be viewed seriously and disciplinary action as deemed fit shall be initiated against the responsible Head of offices/DDOs.

This issued with the approval of Finance Secretary vide Diary No. 3264 dated 02/11/2012.


(P. J. Bamania)
Director of Accounts

To,
All the Head of Offices
Daman & Diu and Dadra & Nagar Haveli.

Copy to :

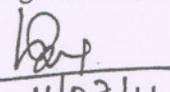
1. Staff Officer to the Administrator for kind information.
2. PA to the Development Commissioner, Daman, Diu and DNH.
3. PA to the Finance Secretary, Daman, Diu and DNH.
4. Collector, Daman, Diu and DNH.
5. The Director of Accounts, Daman
6. The AAO, Diu.
7. The Dy. Secretary (Fin), Silvassa for information and necessary action for DNH.
8. DIO, NIC, Daman with a request to publish in the website of NIC.

OFFICE MEMORANDUM

Sub : Release of retirement dues on time, etc....

Instances have come to the notice of the Administration that the Government Servant who retire from Government Service on Superannuation/Voluntary Retirement, etc. are not getting their legitimate retirement dues on the date of their retirement thereby causing lot of financial difficulties and hardships to the retired Government Servants notwithstanding instructions issued by the UT Administration from time to time.

- 2) As per Rule 56 of CCS (Pension) Rules, "every Head of Department shall have a list prepared every six months, that is, on the 1st January and the 1st July each year of all Government Servants who are due to retire within the next 24 to 30 months of that date" and forward the same to the Accounts Office responsible for issue of pension payments, etc.
- 3) Henceforth it is directed that all Heads of Office shall promptly initiate the preparation of pension benefits like Pension, Gratuity, Commutation Value, Group Insurance, Final Payment of General Provident Fund/CPF, Leave encashment well in time and ensure that the retiring Government Servant do receive their legitimate dues from the Government on the date of retirement on superannuation/Voluntary Retirement, etc.
- 4) The Directorate of Accounts/Treasury Office shall ensure that the pension cases submitted by the Head of Office/Head of Department of UT Daman & Diu are cleared within the time limit so as to enable the Government Servant to receive their legitimate retirement dues on the date of their retirement.
- 5) For Dadra & Nagar Haveli, the Heads of offices/Head of Department of UT of DNH shall pursue the pension cases submitted by them with the concerned A.G., Rajot /A.G., Ahmedabad so that the pension cases submitted by them are cleared within the time limit as to enable the Government Servant to receive their legitimate retirement dues on the date of their retirement
- 6) All Heads of Offices and Heads of Departments of UT Administration of Daman & Diu and Dadra & Nagar Haveli shall henceforth follow the above instructions scrupulously. Any violation/deviation of these instructions will be viewed seriously and disciplinary action will be initiated against those found deficient in discharge of their duties as prescribed above.


(Gyanesh Bharti)
11/07/11
Finance Secretary

To
All Heads of Offices
Daman/Diu and Dadra & Nagar Haveli.

- Copy to :
- (1) Staff Officer to the Administrator for kind information.
 - (2) PA to the Development Commissioner, Daman, Diu and DNH.
 - (3) PA to the Finance Secretary, Daman, Diu and DNH.
 - (4) Collector, Daman/Diu and DNH.
 - (5) The Director of Accounts, Daman.
 - (6) The AAO, Diu.
 - (7) The Dy. Secy (Fin), Silvassa for information & necessary action for DNH.
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