

No.6/329/2011-PER/3246
UT Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat,
Moti Daman – 396 220.

Dated : 13 / 12 / 2011.

C I R C U L A R

The Finance Department vide Office Memorandum No. 1/31-FD/2011-12/281 dated 11.7.2011 issued instructions to all Heads of Offices in respect of release of retirement dues to Government servants in time.

Instances have come to the notice of Administration that the Government servants who retire from Government service on superannuation/voluntary retirement are not getting their legitimate retirement dues on the date of their retirement thereby causing lot of financial difficulties to the retired Government servant. Even to the employees who die in harness, Pension benefits are not released to next of their kin.

All Heads of Offices of Daman, Diu and Dadra & Nagar Haveli shall henceforth prepare a list of Government servants working under them, who are going to retire within the next five years. The said list shall be submitted to the Department of Personnel & Administrative Reforms, Secretariat, Daman in Annexure 'A' enclosed herewith. The said list shall also be uploaded on website of concerned department.

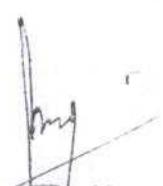
Further, the department may also furnish information regarding pendency of such release of pensionary benefits to employees who have retired/died, as on date. If there is no such case, a 'NIL' Report may be submitted. This information should reach Joint Secretary (Per) within fifteen days of release of this Circular.

The Heads of Offices concerned shall initiate the preparation of pension benefits like Pension, Gratuity, Commutation Value, Group Insurance, Final Payment of General Provident Fund/CPF, Leave encashment and other dues, six months before the time of retirement of a Government servant and ensure that the retiring Government servant do

receive their legitimate dues from the Government on the date of retirement on superannuation/voluntary retirement.

Any violation in this regard shall be viewed seriously, and invite disciplinary proceedings against the concerned Head of Office.

Encl : Annexure 'A'.


(P. S. Jani)
Joint Secretary (Personnel)

To,
All Head of Offices/Head of Departments,
Daman, Diu and DNH.

Copy for information to :-

1. The Staff Officer to Administrator, Secretariat, Daman.
2. The Development Commissioner, Secretariat, Daman.
3. The Finance Secretary, Secretariat, Daman.
4. The Managing Director, OI DC, Daman.
5. The Secretary (Education), Secretariat, Daman.
6. The Collector, Daman/Diu/DNH.
7. The Director of Accounts, Daman/D.
8. The Deputy Secretary (Per), DNH for similar action in respect of DNH Administration.
9. The D.I.O., NIC, Daman for uploading the same to the Administration website.
10. Office copy/Guard file.

ANNEXURE - A

LIST OF GOVERNMENT SERVANTS DUE FOR RETIREMENT TILL DECEMBER 2015

Sr. No.	Name of the Employee	Designation	Date of Birth	Date of retirement

No.

Dated :

Name of Office :

Signature of Head of Office