TOP PRIORITY

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF ACCOUNTS & TREASURIES

No.DAT/Pen–I/A1/Cir/2025–26 Puducherry, dt. 26-02-2026

CIRCULAR

Sub : DAT – Pension – Settlement of pensionary benefits – Adhering to time schedule in presenting the pension case to the Directorate of Accounts & Treasuries – Reg.

Ref : 1.Circular No.DAT/Pen/A1/Misc.Cir/2014, dated 09/06/2014 of the Directorate of Accounts & Treasuries, Puducherry.
2.Circular No.3121/Secy(Fin)/PA/14, dt 30/07/2014 of the Finance Department, Puducherry.
3.Circular No.1890/Secy(Fin)/Misc–Cir.(Pension)/2016, dt 09/09/2016 of the Finance Department, Puducherry.

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Attention of all Heads of Departments / Heads of Offices is invited to the circulars cited and to state that even after repeated instructions to comply with the procedure laid down in the CCS (Pension) Rules, 1972 (now 2021) most of the departments are submitting the pension cases of retiring Government servants only in the month when the government servant is retiring.

2. As per Rule 60 of CCS (Pension) Rules, 2021 "*after complying with the requirement of Rules 57, 58 and 59, the Head of Office shall forward the pension case to the Accounts Officer not later than* ***four months*** *before the date of superannuation of a Government servant and in cases other than retirement on superannuation not later than two months after the date of submission of Form 4 and Form 6.*"

3. In some cases, the pension proposals are submitted after the date of retirement. This delay in submission, contrary to the rules / instructions results in belated issue of Pension Payment Orders hence, delayed payment of retirement benefits.

4. It has often been reported that the delayed submission is due to the reason that the Vigilance Clearance in respect of the Officers/Officials are being issued one month prior to the date of retirement. In this regard, it is stated that the pension proposal shall be forwarded as per the time schedule stipulated under the CCS (Pension) Rules, 2021, without waiting for Vigilance Clearance, after ascertaining that there are no Disciplinary case or Judicial case are pending in respect of the Officer/ Official, and Provisional Pension is not required to be authorized under Rule 8 of CCS (Pension) Rules, 2021. However, in the event of Vigilance Clearance is declined due to some reasons after forwarding the pension papers, the fact may be intimated immediately to the Accounts Officer as per Rule 61 of CCS (Pension) Rules, 2021.

5. It is further informed that the pension proposals in respect of those *retiring on superannuation from the month of July, 2026 will be entertained only if, they are received four months before the date of their superannuation.* In exceptional cases, the pension proposal will be accepted with the approval of the Head of Department in the case of Subordinate Offices and with the approval of the Administrative Secretary concerned in

the case of Head of Departments.

6. All the Heads of Departments / Heads of Offices are, therefore, requested to strictly adhere to the time schedule and procedure to be followed for timely presentation of pension proposal to this Directorate. The Dealing Assistants should accordingly be trained in such a way that the pension proposal in complete shape to be presented in time.

7. This issues with the approval of the DC–cum–Secretary (Finance).

Digitally signed by
H Sheik Moideen
Date: 26-02-2026
13:03:16

(H. SHEIK MOIDEEN)
DIRECTOR

To
All Heads of Department / Heads of Office
Puducherry / Karaikal / Mahe / Yanam.

Copy submitted to :
1.The PS to DC–cum–Secretary (Finance), Puducherry.
2.The PS to Director of Accounts & Treasuries, Puducherry.
3.The Programmer, DAT, Puducherry – for uploading in the DAT website.