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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

OFFICE ORDER

No. AC/VI/PENSION/2023/e- 149821

Dated: 07.08.2023

Subject: Streamlining the Pension Disbursement process.

It has been observed that few pension proposals are received from ICMR Institutes/HQs and sent to Finance Wing (Pension Cell), without proper verification by concerned Division/Administration. Some proposals are forwarded at last minute, causing delay in issuance of Pension books to retiring employees.

Hence, in order to streamline the pension disbursement process and to avoid hardship to retiring employees, Division/Administration Section is advised to carry out the required due – diligence, before forwarding the pension papers to Pension Cell, as per CCS Pension Rules, 1972. The Procedure for determination and authorisation of the amounts of pension and gratuity are governed by Rule 56 to 76 of the CCS (Pension) Rules, 1972. (Copy of rules attached at F/A)

1. Institute/Division/Administration shall undertake the preparatory work for processing of pension cases one year before the date on which an employee is due to retire on superannuation, or on the date on which he proceeds on leave preparatory to retirement whichever is earlier.
2. Division/Administration will scrutinize & check the pension papers received from and its Institutes/ICMR HQ, including verification of last pay drawn, qualifying service, pay fixation, as per ICMR guidelines, as issued from time to time.
3. After complying with the Rules 57, 58 and 59, Division/Administration shall forward the pension case to the Finance Wing (Pension Cell).
4. The Division/Administration may send complete pension papers (along with necessary forms), to the Finance Wing (Pension Cell), **not later than 4 months**, before the date of retirement of employee, to issue PPO and disburse the same to bank for release of pension and other benefits.

Dr. R. Lakshminarayanan
Deputy Director General (Admn.)

Copy for information: -

1. PS to DG/Sr. DDG (Admn.)/Sr. FA
2. All Divisional Heads
3. All ICMR Institutes
4. DDG(A)/ADG(A)
5. All Sr. A.Os/Sr. ACOs/ACOs/AOs
6. ACO (Pension Cell)
7. Dr. M.S. Chalga, Sc 'D' – to upload on ICMR Website