



कार्यालय प्रधान मुख्य आयकर आयुक्त,
आन्ध्र प्रदेश व तेलंगाना, हैदराबाद

Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
दसवीं तल, आयकर शिखर / 10TH Floor, Income Tax Towers,
ए.सी .गार्ड्स, हैदराबाद / AC Guards, Hyderabad – 500 004.
टेलि.नं./Tel. No. 040 – 23425474, फ़ैक्स /Fax 040-23241427

F. No. Pr.CCIT/AP & TS/Estt/Circulation/2023-24

Date:19.06.2023

To
All DDOs of
Andhra Pradesh and Telangana Region,

Madam/Sir,

विषय/Sub: **Timely payment of retirement benefits to the retiring employees- Reg.**

संदर्भ/Ref: (1) Letter in F.No.ZAO/CBDT/HYD/EAI/2022-23/4363 dated:06.06.2023.

(2) O/o.CGA's OM No. TA-3-602/1/2020-TA-III/CS-902/231 dated 01.06.2023 (Copy enclosed)

Please refer to the above.

I am directed to forward herewith a copy of the O.M. O/o.CGA's OM No.TA-3-602/1/2020-TA-III/CS-902/231 dated: 01.06.2023 received from the O/o. CGA, New Delhi for information and necessary compliance.

In this connection, I am further directed to request the DDOs to go through the above referred letter carefully and complete the superannuation cases within the prescribed timelines before the date of retirement. Because, it is observed that most of the DDOs are submitting the pension cases two weeks prior to date of retirement. Due to delay in submission of pension cases, concerned office is unable to adhere to the guidelines prescribed by O/o. CGA. Hence it is requested to All of DDOs to submit the pension cases atleast four months prior to date of retirement so as to ensure timely processing of cases.

भवदीय/Yours faithfully,


(थंबा महेंद्र/THAMBA MAHENDRA)

आयकर उपायुक्त (मुख्या.)(प्रशा.)

Dy. Commissioner of Income Tax
(Hqrs)(Admn.),

कार्या. प्रमुआआ, आन्ध्र प्रदेश व तेलंगाना, हैदराबाद
O/o.Pr.CCIT, AP&TS, Hyd.

Encl: As above.

To

All the Heads of Offices, AP & Telangana Region.

To be uploaded on the website www.incometaxhyderabad.gov.in

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GOVERNMENT OF INDIA
ZONAL ACCOUNTS OFFICE
OFFICE OF THE PRINCIPAL CHIEF CONTROLLER OF ACCOUNTS
CENTRAL BOARD OF DIRECT TAXES

भारत सरकार / Government of India
वित्त मंत्रालय / Ministry of Finance
आयकर विभाग / Income Tax Department
U 9 JUN 2023
Dated June 6, 2023
सं. आ.आ. वित्त मंत्रालय / GOVERNMENT OF INDIA
मुख्य आयकर अधिकारी / आयकर विभाग / Income Tax Department
O/o. the JCI (Hqrs)(Admin & Vig) Pt. CCI, Hyd. 51983
08 JUN 2023
O/o. Pt. Chief Commissioner of Income Tax
Andhra Pradesh & Telangana:
10th Floor, 'B' Block, Income Tax Towers
A.C. Guards, Hyderabad - 500 004

No.ZAO/CBDT/HYD/EA I/2022-23/ 4363

To

The Principal Chief Commissioner of Income Tax
O/o Principal Chief Commissioner of Income Tax,
IT Towers, Hyderabad

Sir

Sub: Timely payment of retirement benefits to the retiring employees - reg
Ref: O/o CGA's OM No. TA-3-602/1/2020-TA-III/CS-902/231 dated 01/06/2023
(copy enclosed)

As per the instructions received from the O/o CGA, New Delhi all superannuation pension cases are to be processed before date of retirement. However it is observed that most of the DDOs are submitting the pension cases two weeks prior to date of retirement. This office is unable to adhere to the guidelines prescribed by O/o CGA due to delay in submission of pension cases by DDO. Hence, you are requested to instruct all of DDOs to submit the cases atleast four months prior to date of retirement so as to ensure timely processing of cases.

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for circulation

Yours faithfully

Handwritten signature and date 6/6/23

K CHITRA
Zonal Accounts Officer

Encl: As above

Copy : Sr.AO, (Coord. Section), O/o DCA(SZ), Chennai

4TH Floor, Aayakar Bhawan, Basheer Bagh, Hyderabad - 500 004 (Telangana)
Phone & Fax: 040-23425589/23236512(Fax), email: zaohyd.cbdt@nic.in

Handwritten note: for circulation

TA-3-602/1/2020-TA-III/CS-902/231
Ministry of Finance
Department of Expenditure
Office of Controller General of Accounts
Mahalekha Niyantrak Bhawan
E-Block, GPO Complex, INA, New Delhi

OFFICE MEMORANDUM

Subject: -Timely payment of retirement benefits to the retiring employees

It has been brought to the notice of this office that first credit of pension to the account of pensioners has been inordinately delayed and in certain cases beyond three months. The instructions, in this regard, are clear (as issued vide CPAO's OM dated 12.07.2021 and 23.05.2021) that first credit of pension is to be made on the basis of e-PPO and the physical PPO booklet and related documents will follow as per standard timelines.

2. Controller General of Accounts has taken a serious view of delay in credit of pension/family pension in the accounts of pensioners/family pensions and has directed that all efforts must be made to ensure that the pension is credited to the account of pensioners by the due date.

3. The attention of all concerned is also drawn towards the timelines prescribed by the Department of Pension & Pensioners' Welfare (DoP&PW) for processing and payment of pension/family pension, gratuity, other retirement benefits and authorization by Accounts officer under Rule 63 and 76 of CCS (Pension) Rules, 2021.

4. This office has also time and again reiterated that the provisions of para 7.3.2 and 7.3.3 (Role of PAO and CPAO) of the Civil Accounts Manual (read with correction slips) need to be adhered to by all concerned.

5. The following time standards are required to be followed by the all field offices.

Activity	Time Standard for processing cases	Office
Processing of all pension/family pension cases by Pay & Accounts Offices (PAO) after receiving all necessary forms and documents, complete in all respect from the Head of Office.	i. Not later than two months in advance of the date of retirement. ii. 30 days from the date of receipt of the case in case of family pension.	PAO to CPAO
Verification of PPO by CPAO and issuance of SSA along with PPO to CPPC of the pension Disbursing bank	15 days	CPAO to Bank.

6. The time standard for submission of pension papers complete in all respect by Head of Office to PAO shall be remain as per the CCS (Pension) Rules, 2021.

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7. In view of the above, all Pr. CCAs/CCAs/CAs (I/C) of the respective Ministries/Departments are requested to ensure that Pension/Family pension cases are processed within the prescribed timelines so as to ensure that the pension/family pension is invariably credited in the account of pensioner/family pensioner on the due date.

Parul Gupta
1/6/2023.
(Parul Gupta)

Dy. Controller General of Accounts

To

1. All Pr. CCAs/CCAs/CAs (IC) of the Ministries/ Depts. concerned.
2. Joint CGA, GIFMIS, O/o CGA, Maha-Lekha Niyantak Bhawan, E-Block, GPO Complex, INA, New Delhi.
3. CC(Pension), Central Pension Accounting Office, Trikot-II, Bhikaji Kama Place, New Delhi-66

Copy for information to:

1. PPS to Secretary (Pension)
2. PPS to CGA
3. PPS to Additional CGA (A&FR)
4. PS to Joint CGA (AR, PR)

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