

Principal Accounts Office
Govt. of NCT of Delhi
A-Block, Vikas Bhawan, I.P.Estate, New Delhi

No.F.59(17)/P.Cell/Pensionary Dues/2025-26/1079-82

Dated: 17/10/2025

CIRCULAR

Sub: Timely payment of retirement benefits to the retiring employees.

The Department of Pensions and Pensioners' Welfare, Ministry of Pension, Public Grievances and Pension, Govt. of India has informed that only 3% of the PPOs in the Civil Ministries/Departments are generated well before two months of retirement and around 21% within one month of retirement. It has been viewed seriously by the Competent Authority.

In this context, it is informed that as per GIDs no. 2 below Rule 53 of CCS (Pension) Rules, 2021, timelines have been prescribed for each activity involved in the processing of a pension case and for payment of pension and gratuity to a retiring Government servant. As per the timelines, the process of verification of service and other preparatory work should be undertaken one year before a Government servant is due to retire on superannuation, the Government servant should submit the forms six months before retirement, the Head of Office should send the pension case to the PAO four months before retirement and the PAO should issue PPO and send it to CPAO one month before retirement. The CPAO is required to issue the Special Seal Authority (SSA) within 21 days, thereafter.

With a view to ensure payment of all retirement dues and delivery of Pension Payment Order (PPO) to retiring employees on the day of retirement itself, the worthy Chief Secretary, Delhi has accorded approval to implement 'Bhavishya', an online Pension Sanction & Payment Tracking System, mandatorily for the employees of Government of NCT of Delhi vide AR Departments OM No.2/02/2023/AR/4174-81 dated 01.09.2023. The timelines of submission of pension cases as per Bhavishya is aligned with the timelines prescribed in GIDs no. 2 below Rule 53 of CCS (Pension) Rules, 2021

In view of above, all the Pay and Accounts Officers are hereby directed to impress upon all the Head of Offices/DDOs under their payment control to adhere to the timelines as prescribed in GIDs no. 2 below Rule 53 of CCS (Pension) Rules, 2021.



(NIRMALA RANI)

Dy. Controller of Accounts (Pension)

To,

All PAOs of GNCT of Delhi
Delhi/New Delhi

Copy to:

1. PA to Chief Controller of Accounts, Pr. Accounts Office, GNCT of Delhi for information.
2. PA to Controller of Accounts, Pr. Accounts Office, GNCT of Delhi for information.
3. All the DCAs, Pr. Accounts Office, GNCT of Delhi.
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 **PA(S) TOL(S)**