OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
CENTRAL REVENUE BUILDING: I. S. PRESS ROAD: COCHIN-682 018
E-mail: cexcochi@excise.nic.in FAX-0484-2390608 Phone : 0484-2390404

C.No. II/39/27/2004 Estt. I

Date: 08 /02/2013

ATTENTION ALL FUTURE RETIREES/DDOs

Sub: Timely submission of pension claims.

As per Rule 61 of CCS(Pension) Rules 1972, the Head of Office, not later than six months prior to the date of retirement of the Government servant, shall forward his/her pension papers complete in all aspects to PAO office for authorization of pension and other retirement benefits. Hence officers in charge of all Sections of Cochin Hqrs/Divisions of Cochin Commissionerate are directed to send the pension papers of Government servants who are retiring upto the month of July 2013 to PAO for timely settlement of pension cases. Further retiring officers are directed to submit their pension papers eight months in advance so that the same can be sent to PAO before six months of retirement of the officer concerned.

In this connection copy of Pay and Accounts Office, Central Excise, Cochin letter No. PAO/CE/CHN/PEN./2012-13 dated 30.01.2013 is forwarded herewith for strict adherence.

[K C JOHNY]
ADDL. COMMISSIONER

Encls: As above

To

As per DL. No. 1.

Submitted to:-

The Chief Commissioner of Central Excise, Customs & Service Tax, Cochin.

The Commissioner, Cochin/Trivandrum/Calicut/Customs Preventive Commissionerate (for information).

The Superintendent (Computer Cell), Central Excise Hqrs. Office, Cochin – for uploading in website.

Sri. Jacob
Pl issue a circular
to all AAOs (DDOs)

C01349

सत्यमेव जयते

PAY AND ACCOUNTS OFFICE

CENTRAL EXCISE
C R BUILDING, I.S.PRESS ROAD
COCHIN – 682 018
Phone: 0484-2396018

No. PAO/CE/CHN/PEN./ 2012-13/ 2149 . Dated : 30 .01.2013.

To

The Additional Commissioner,
O/o the Commissioner of Central Excise,
Customs and Service Tax,
C.R. Building, I.S. Press Road,
COCHIN 682018.

Sir,

Sub: Particulars of Officers(all cadres) due to retire from service on superannuation during the period 1.1.2013 to 31.12.2014.

Ref : Your letter no.C.No.II/39/27/2004 Estt.I dated 16.01.2013.

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Kindly refer to your letter under reference. As per Rule 61 of CCS(Pension) Rules 1972, the Head of Office, not later than six months prior to the date of retirement of the Government servant, shall forward his pension papers complete in all aspects to this office for authorisation of pension and other retirement benefits. You are therefore requested to give directions to all the Heads of Offices concerned to send the pension papers of Government servants up to sl.no.35 of your letter under reference. Not even one of the 5 cases pertaining to this month(January 2013) has been received in this office till-date which is very much objectionable and highly unfortunate since these cases should have been received in this office before 31.07.2012 as per Rule 61 of CCS(Pension) Rules 1972 . Late receipt of pension cases will put this office into hardships in timely settlement of pension cases. You are therefore requested to issue directions to all the DDOs under your region to submit the pension cases in consonance with the Rule 61 of CCS(Pension) Rules 1972.

Yours faithfully,

(U. UNNIKRISHNAN)
Senior Accounts Officer

Copy to all DDOs with a request to adhere to the provisons of Rule 61 of CCS(Pension) Rules 1972.

Senior Accounts Officer