

 	<p>माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क प्रधान मुख्य आयुक्त कार्यालय  <b>Office of the Principal Chief Commissioner of GST &amp; Central Excise</b>  तमिलनाडु एवं पुदुच्चेरी, चेन्नई अंचल  <b>Tamil Nadu &amp; Puducherry, Chennai Zone</b>  जी एस टी भवन, सं. 26/1, महात्मा गांधी रोड, चेन्नई – 600 034  <b>GST Bhawan, No.26/1, Mahatma Gandhi Road, Chennai –600 034</b>  ई-मेल / Email: <a href="mailto:budget-prcco@gov.in">budget-prcco@gov.in</a> / <a href="mailto:zonalbudgetprcco@gmail.com">zonalbudgetprcco@gmail.com</a>  दूरभाष / Ph: 28335007 / 28335011 फैक्स / Fax: 044-28331050 / 1015</p>	 
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जीसीसीओ / GCCO/II/25/4/2024-ADMN

दिनांक / Date: .04.2024

## CIRCULAR

विषय / Sub: Delay in processing of pension papers of retirees – reg.

संदर्भ / Ref: 1) Pr. CCO's Circular issued in File No. GCCO/II/25/32/2022-ADMN (Receipt No: I/1794372/2024) dated 17.01.2024.

2) Pr. Chief Commissioners D.O Letter No. GCCO/II/25/32/2022-ADMN of even no. dated 26.04.2024.

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Reference is invited to this office Circular cited under reference (1) above regarding adhering to Time-lines on disbursement of pensionary benefits and also Pr.CC D.O. letter addressed to Principal Commissioners and Commissioners of this zone cited under reference (2) above.

2. The above correspondences are consequent to the D.O letters dated 11.1.2024 & 22.04.2024 (File No. 30013/01/2024-Ad. IVA) from Member & Special Secretary, CBIC, New Delhi, regarding the delay in processing of pension cases across CBIC, reported by the Principal Chief Controller of Accounts (Pr. CCA), CBIC to Chairman, CBIC through his D.O letters dated 12.12.2023 & 12.04.2024 respectively.

3. The Pr. CCA has highlighted that out of 1957 PPOs issued during the last Financial Year, in less than one percent cases pension papers were received by the Pr.CCA in time from the CBIC formations. Pr.CCA has further added that pension & pensionary benefits can be released timely, if pension papers, complete in all respects along with Vigilance Clearance Certificate are submitted to them well in time as per the timelines prescribed in Rule 60 (4) of CCS Pension Rules 2021 (i.e. pension papers to be forwarded to the concerned PAOs not later than 4 months before date of superannuation).

4. In this connection attention is invited to Rule 65 of the CCS (Pension) Rules, 2021 which provides for payment of interest on arrears of pension, family pension and gratuity, if the delay in payment is attributable to administrative reasons or lapses. Thus, delay in disbursal of pension and pensionary benefits not only creates hardship for superannuating officers but also results in avoidable interest liability on Government, with the concerned office and officers being squarely responsible for the same.

5. In view of the above, Member (Admin.) has directed to closely monitor the above issue & ensure timely submission of pension papers complete in all respects along with Vigilance Clearance to the concerned Pay & Accounts Offices (PAOs).

6. In this regard, **the following instructions are issued for strict adherence & 100% compliance:**

- i. All the officers due for superannuation should be directed to submit the pension papers to the concerned Administrative Officers (AOs) not later than six months before the date of Superannuation. (For ready reference a list of officers due for Superannuation between June - December, 2024 is enclosed herewith as **Annexure- 'A'**. These officers may be directed to submit their pension papers immediately to their concerned Administrative Officers). If any officer is finding any difficulty in filling up the pension papers / updation in the portal, proper assistance should be provided to the retiring officer so as to enable the Officer to submit all mandatory requirements six months prior to the date of superannuation.
  - ii. All AOs should process the pension papers of retirees immediately on receipt & ensure the same is forwarded to the concerned PAOs not later than 4 months before date of superannuation (As per Rule 60 (4) of CCS Pension Rules, 2021).
  - iii. Ensure timely submission of Vigilance Clearance in respect of the retiring officer.
  - iv. All Pay Fixations / Pay Arrears / MACP Orders (including officers in the unorganized Group- 'A') should be completed 6 months prior to the Date of Superannuation.
  - v. No Transfer Orders should be issued from present place of posting (Hqrs. / Division / Comm'te / Station) in respect of the officers retiring within six months.
7. The above instructions may be strictly adhered to. Any deviation in this regard, will be viewed very seriously. Further, to monitor 100% compliance in the said matter, a report in the prescribed proforma (**enclosed as Annexure- 'B'**) may be forwarded to this office **through email to [budget-prcco@gov.in](mailto:budget-prcco@gov.in) by 5<sup>th</sup> of every month without fail/ delay.**
8. This issues with the approval of the Principal Chief Commissioner of CGST & Central Excise, Chennai Zone.

Signed by

dyapriya Dharanipathi

(डी जयप्रिया / D. JAYAPRIYA) Date: 06-05-2024, 18:21:15

अपर आयुक्त / ADDITIONAL COMMISSIONER

संलग्नक / Enclosed: - Annexure - 'A' & 'B'

सेवा में / To

1. The Principal Commissioner / Commissioner of CGST & Central Excise, Chennai North / Chennai South / Chennai Outer / Puducherry / Coimbatore GST / Salem / Trichy / Madurai / Chennai Audit-I / Chennai Audit-II / Coimbatore Audit / Chennai Appeals-I / Chennai Appeals-II /

Coimbatore Appeals.

2. The Additional Commissioner of CGST & Central Excise, Chennai North (i/c of Pr. CCO).
3. The Pay & Accounts Office, CGST & Central Excise, Chennai / Puducherry / Coimbatore / Salem / Trichy / Madurai.
4. The Assistant Commissioner (CCA-Estt.) - To ensure no officer Superannuating within six months are transferred from their present Comm'te / Station.
5. The Assistant Commissioner (CF-CCA) - To ensure MACP Orders are issued to the retired officers (including in r/o officers in unorganized Group - 'A') six months prior to their date of Superannuation.
6. All Assistant Commissioners (Vigilance section), Chennai CGST & Central Excise Zone - To ensure timely issuance of Vigilance Clearance Certificate.
7. The Superintendent, Computer section (i/c of Pr. CCO) - for uploading in Chennai CGST Zonal

## Annexure - A

### List of Officers due for Superannuation from 02.06.2024 to 01.01.2025

SI. No.	Emp. Code	Name of the Officer (S/Shri./Smt./Ms.)	Date of Birth	Designation	Date of Retirement	Commissionerate
1	597	Ashish Varma	15.11.1964	Principal Chief Commissioner	30.11.2024	Pr. CCO
2	4680	J. Ilango	18.06.1964	Joint Commissioner	30.06.2024	Trichy GST
3	4418	S Krishnan	01-10-1964	Assistant Commissioner	30-09-2024	Pr. CCO
4	10713	Sundararajan S	12-06-1964	Assistant Commissioner	30-06-2024	Chennai South
5	11373	Prakash J	17.06.1964	Assistant Commissioner	30.06.2024	Madurai
6	10907	Jesu Chandra Bose	01.12.1964	Assistant Commissioner	30.11.2024	Madurai
7	9630	Madhivanan M K	28-09-1964	Assistant Commissioner	30-09-2024	Chennai Audit-I
8	7299	T.S. Senthilkumar	07-06-1964	Assistant Commissioner	30-06-2024	Chennai North
9	11323	Meenakshi Nayagam	19-12-1964	Assistant Commissioner	31-12-2024	Chennai Outer
10	1683	S. Nalini	17-11-1964	Chief Accounts Officer	30-11-2024	Chennai South
11	1325	Mythili J	02-07-1964	Chief Accounts Officer	31-07-2024	Coimbatore GST
12	3654	Shobha V Nair	12-08-1964	Chief Accounts Officer	31-08-2024	Chennai South
13	5039	T.Ganesan	13.06.1964	Chief Accounts Officer	30.06.2024	Trichy GST
14	5529	V. Santhi	17.06.1964	Chief Accounts Officer	30.06.2024	Trichy GST
15	3871	Chandra R	20-06-1964	Superintendent	30-06-2024	Coimbatore GST
16	3715	Nandakumar M	24-12-1964	Superintendent	31-12-2024	Coimbatore GST
17	2708	Padmini R	14-06-1964	Superintendent	30-06-2024	Coimbatore GST
18	3505	Rajarajeswari D	05-06-1964	Superintendent	30-06-2024	Coimbatore GST
19	3733	K V Saumyanarayanan	16-06-1964	Superintendent	30-06-2024	Pr. CCO
20	1143	J Ashok Kumar	24-06-1964	Superintendent	30-06-2024	Pr. CCO
21	4808	K Suresh Kumar	18-07-1964	Superintendent	31-07-2024	Pr. CCO
22	1430	S Divakar	11-09-1964	Superintendent	30-09-2024	Pr. CCO
23	2297	P Balaji Ganesan	19-10-1964	Superintendent	31-10-2024	Pr. CCO
24	1452	K.B. Sundar	27-08-1964	Superintendent	31-08-2024	Chennai South
25	4902	K. Akila	01-12-1964	Superintendent	30-11-2024	Chennai South
26	1434	G. Jayaprakash	30-12-1964	Superintendent	31-12-2024	Chennai South
27	3463	B. Nagendiran	10.06.1964	Superintendent	30.06.2024	Salem
28	1199	Melvin Dsouza	04.06.1964	Superintendent	30.06.2024	Salem
29	2222	Bhuvaneswari. N	20.06.1964	Superintendent	30.06.2024	Madurai
30	1930	S. Nagarajan	03.06.1964	Superintendent	30.06.2024	Madurai
31	4796	R Sutha	25.06.1964	Superintendent	30.06.2024	Chennai Audit-II

SI. No.	Emp. Code	Name of the Officer (S/Shri./Smt./Ms.)	Date of Birth	Designation	Date of Retirement	Commissionerate
32	4714	V Selvam	06.06.1964	Superintendent	30.06.2024	Chennai Audit-II
33	5424	S.Ramakrishnan	10.07.1964	Superintendent	31.07.2024	Trichy GST
34	5918	Vetriselvan K	13-10-1964	Superintendent	31-10-2024	Chennai Audit-I
35	2764	A Srinivasan	23-07-1964	Superintendent	31-07-2024	Chennai North
36	2933	K Jayaraman	01-07-1964	Superintendent	30-06-2024	Chennai North
37	1389	L.Balaji	26-09-1964	Superintendent	30-09-2024	Chennai Outer
38	1365	T.Pradeep Kumar	09-11-1964	Superintendent	30-11-2024	Chennai Outer
39	2989	J.Venkataramanan	17-06-1964	Superintendent	30-06-2024	Chennai Outer
40	2987	R.Santhi	27-06-1964	Superintendent	30-06-2024	Chennai Outer
41	2921	A.Sampoornanand	02-09-1964	Superintendent	30-09-2024	Chennai Outer
42	4347	G.K. Jagadeesh	09-12-1964	Superintendent	31-12-2024	Chennai Outer
43	3694	Daniel Arputharaj D	09-06-1964	Administrative Officer	30-06-2024	Coimbatore GST
44	1391	C K Ganeshan	24-08-1964	Administrative Officer	31-08-2024	Chennai North
45	3808	Dhanalakshmi C	18-12-1964	Executive Assistant	31.12.2024	Coimbatore Audit
46	3993	Sathiyavani R	17-09-1964	Executive Assistant	30-09-2024	Coimbatore GST
47	8034	Vasanthi G	02-08-1964	Executive Assistant	31-08-2024	Coimbatore GST
48	3750	P. Anitha Angalina	27.10.1964	Executive Assistant	31.10.2024	Salem
49	3950	A. Murugesan	10.06.1964	Tax Assistant	30.06.2024	Salem
50	4438	C Lilly Pushpam	24-08-1964	Head Havaldar	30-11-2024	Chennai North
51	2005	Krishnamma K	15-08-1964	Head Havaldar	31-08-2024	Chennai North
52	1566	Sham Singh	05-10-1964	Head Havaldar	31-10-2024	Chennai Outer
53	4011	R Thundian	16-12-1964	Head Havaldar	31-12-2024	Coimbatore Appeals
54	4058	Vijaya M	15-06-1964	Head Havildar	30-06-2024	Coimbatore GST
55	4002	P. Siddan	13.06.1964	Head Havildar	30.06.2024	Salem
56	2410	T. Natarajan	04.06.1964	Driver Grade-II	30.06.2024	Madurai

