

## **STEPS INVOLVED IN SANCTION / GRANT OF PENSION UNDER PENSION ROLL SYSTEM.**

**Step-1 (Action by Administrative Department)** Every Administrative department / Appointing Authority shall notify a list of all government servants (both gazetted and non-gazetted) who are due to superannuate in the ensuing calendar year. Such list shall be issued in the last quarter of the outgoing calendar year and circulated to all concerned, including the Accountant General, Punjab.

**Step-2. (Action by Accountant General Punjab).** The Accountant General, Punjab shall scrutinize the list circulated by the AD / Appointing Authority and cross-check the details with their own record and reconcile discrepancies, if any.

**Step 3 (Action by Retiring Government Servant).** The retiring government servant shall provide the following information (in the prescribed proforma (**Annex-A**) to the Pension Sanctioning Authority, 120 days prior to the date of his retirement:-

- (i) A list of family members
- (ii) An undertaking / consent for making good any dues / recovery established against him on any account during his life time / or after his death.
- (iii) Option for getting full pension or with commutation (maximum upto 35% of gross pension).

**Step 4 (Action by Pension Sanctioning Authority).** Immediately on the receipt of the aforesaid information / certificates, the administrative cum financial sanction for pension/commutation shall be accorded in favour of the retiring Government servant. The pension shall be sanctioned in appropriate form placed at **Annex-B(I-IV)**, with or without commutation, as opted by the retiring government servant. This shall be subject to recovery of any sum duly established against him during his service or after issuance of notification / orders of retirement. This action will be completed by the Pension Sanctioning Authority (PSA) 90 days before the date of superannuation of the retiring government servant on the basis of monthly salary slip, service record available with it and information provided by retiring government servant.

**Step 5 (Action by AG, Punjab).** On the receipt of Notification/Orders of retirement on superannuation and sanction of pensionary benefits, the AG, Punjab shall determine his pension/commutation and issue pension authorization letter / pension payment order (PPO) to the retiring government servant, under intimation to PSA, indicating its **pension cost center/specifically** allocated by the latter, beside issuing payment advice to the banker of the retiring government servant for transfer credit of pensionary dues in the bank account in which his last salary was credited.

**Step 6 (Action by Pensioner).** The Pensioner drawing pension through direct credit shall produce a life certificate to the Accountant General, Punjab bi-annually in the prescribed proforma (**Annex-C**) in person or through his representative or by post / courier service.

**Step 7 (Action by Accountant General, Punjab).** In case the life certificate is not received in the office of the Accountant General, Punjab, on the expiry of six months, he shall stop the pension and send a letter at pensioner's address informing about the stoppage of his pension due to non-receipt of his life certificate, under intimation to the Manager, of the concerned Bank maintaining the account of the pensioner.

**Step 8 (Action by Accountant General, Punjab).** In case, a pensioner produces the life certificate subsequently to the Accountant General, Punjab, he will release / authorize the pension, including arrears, to the concerned bank under intimation to the pensioner.

**Step 9 (Actions by Bank and Accountant General Punjab).** The Bank (Main Branch or its dealing Wing) and Accountant General, Punjab shall carry out reconciliation on quarterly basis regarding new pension authorized, pension transferred to other places, pension stopped/restored, pension discontinued, pension amended, on the basis of full details and particulars of pensioners. Reconciliation statement shall be signed by the officers of BS-17 or above/equivalents in banks and copies shall be retained as permanent record. Any discrepancy shall be resolved within six weeks. The responsibility for disciplinary action and reporting to crime investigation agencies, if needed, will rest with the end where fraud etc. is detected.

**Step-10 (Action by Accountant General Punjab).** The Accountant General, Punjab shall send a copy of pension roll to the Pension Sanctioning Authority in July and January each year. The Pension Sanctioning Authority shall verify the bonafides of the pensioners and report back to the Accountant General, Punjab for any exceptions.

**Step-11** The Additional Chief Secretary will hold monthly review of disposal of pension cases on the basis of data provided by the Pension Reform Unit of the Finance Department. The Chief Secretary may review the disposal of such cases in the quarterly meeting of the Administrative Secretaries to the Government of the Punjab.

**(to be given by retiring government servant 120-days before his superannuation)**

Descriptive Roll (list of family members)

Sr.No.	Name	Relation with the retiring Servant	Govt.	CNIC# (if available)	Age/Date of Birth	Marital Status
1						
2						
3						
4						
5						
6						
7						

Signature of retiring Government Servant  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact # \_\_\_\_\_

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I hereby undertake to refund the amounts established against me during or after my service or the same may be deducted at source from my pension / commutation

Signature of retiring Government Servant

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I hereby opt full pension without commutation or commutation @-----(subject to a maximum of 35%) of my gross pension.

Signature of retiring Government Servant

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**[To be issued by the Appointing Authority 90 days before superannuation of the retiring Government servant].**

**Subject:- SPECIMEN OF NOTIFICATION / ORDERS OF RETIREMENT ON SUPERANNUATION AND SANCTION OF PENSIONERY BENEFITS.**

**Notification / Order:-**

On attaining the age of superannuation, Mr. 'A' s/o 'B' residing at----- having Contact No.----- Designation-----, drawing pay----- (reckonable for pension), as under, in BS---- Personal No..... CNIC No....., presently posted at (office)----- placing of posting (-----) shall stand retired from Government service on\_\_\_\_\_.

Basic pay-----  
Special pay-----  
Personal pay-----  
Qualification pay-----  
Technical pay-----  
Senior post allowance-----  
Total pay Rs.-----

- (2) **Total length of qualifying service for pension is \_\_\_\_ years \_\_\_\_ months \_\_\_\_ days.**
- (3) No inquiry is pending against him.
- (4) No Demand /Recovery is due against him.
- (5) Orderly allowance @----- pm
- (6) Administrative and financial sanction for grant of pension without commutation\* or pension with commutation @ (\*\*%), as determined by the Accountant General, Punjab, is hereby accorded in favour of Mr. \_\_\_\_\_ as admissible under the rules.

\*(subject to option of retiring Government servant)

Signature[ By NAME] with stamp

\*\* (subjected to a maximum of 35% of gross pensions)

Pension Sanctioning

Authority

\*\*\* (to be allocated by AG, Punjab)

\*\*\*Pension Cost Center Code

No

**Note 1:-** The sanction accorded, as above, is subject to change on account of any additional information / facts reported subsequently.

**Note 2:-** Pay reckonable for pension includes basic pay, personal pay, qualification pay, special pay, technical pay and senior post allowance or any other emolument reckonable for pension.

CC.

1. Accountant General, Punjab Lahore, with the request to endorse a copy of the PPO to this department/office.
2. Retiring Government servant (full name, parentage and address).  
You are hereby informed that your first monthly pension starting w.e.f \_\_\_\_\_ shall be transfer-credited by Accountant General, Punjab in the same bank account in which your last payment of salary was credited. However, if you, further want to receive your pension in any other bank account, you may inform the Accountant General, Punjab in writing, after due attestation by a gazetted officer.

**[To be issued by the Appointing Authority 90 days before superannuation of the retiring Government servant].**

**Subject:- SPECIMEN OF NOTIFICATION / ORDERS OF RETIREMENT ON SUPERANNUATION WHERE OF ANTICIPATORY PENSION IS SANCTIONED.**

**Notification / Order:-**

On attaining the age of superannuation, Mr. 'A' s/o 'B' residing at----- having Contact No.----- Designation-----, drawing pay----- (reckonable for pension) as under, in BS-- -- Personal No..... CNIC No....., presently posted at (office)----- placing of posting (-----) shall stand retired from Government service on\_\_\_\_\_.

Basic pay-----  
Special pay-----  
Personal pay-----  
Qualification pay-----  
Technical pay-----  
Senior post allowance-----  
Total pay Rs.-----

- (2) **Total length of qualifying service for pension is \_\_\_\_ years \_\_\_\_ months \_\_\_\_ days \_\_\_\_.**
- (3) Since a departmental inquiry (state brief facts) is pending against him, anticipatory pension upto (-%) is sanctioned in favour of Mr. 'A' as admissible to him under the Rules.

Signature [ By NAME] with stamp  
Pension Sanctioning Authority

\*(to be allocated by AG, Punjab)

\*Pension Cost Centre Code No-----.

**Note 1:-** The sanction accorded above is subject to change on account of any additional information/facts reported subsequently.

**Note 2:-** Pay reckonable for pension includes basic pay, personal pay, qualification pay, special pay, technical pay and senior post allowance or any other emolument reckonable for pension.

CC.

1. Accountant General, Punjab Lahore, with the request to endorse a copy of the anticipatory pension order to this department/office for record.
2. Retiring Government servant (full name, parentage and address).

You are hereby informed that your first monthly anticipatory pension starting w.e.f \_\_\_\_\_ shall be transfer-credited by the Accountant General, Punjab in the same bank account in which your last payment of salary was credited. However, if you, subsequently want to receive your pension in any other bank account, you may inform the Accountant General, Punjab in writing after due attestation by a gazetted officer.

**Subject:- SPECIMEN OF NOTIFICATION / ORDERS FOR GRANT OF PENSION SUBSEQUENT TO ANTICIPATORY PENSION.**

**Notification / Order:-**

Reference Orders No....., dated..... granting..... percent anticipatory pension to Mr. 'A' s/o 'B' residing at----- having Contact No.----- Designation----- drawing pay----- (reckonable for pension) as under, in BS---- Personnel No..... CNIC No.....lastly posted at (office)----- placing of posting (-----) and who stands retired from Government service on\_\_\_\_\_.

Basic pay-----  
 Special pay-----  
 Personal pay-----  
 Qualification pay-----  
 Technical pay-----  
 Senior post allowance-----  
 Total pay Rs.-----

(2) The disciplinary / criminal case pending against the aforestated retired government servant has been finalized vide No ..... dated..... (give brief status). Therefore, final pension payment (@ (\*%)) and commutation @ (\*\*%) as determined by Accountant General, Punjab, is hereby sanctioned.

(3) The anticipatory/commutation granted earlier shall be adjusted against the final payment of pension granted under this Notification/Order.

(4) Orderly allowance @----- pm.

\* As admissible

Signature[ By NAME] with

stamp

\*\* Subject to a maximum of 35% of gross pension.

Pension sanctioning

Authority

Pension Cost Center

No. \_\_\_\_\_

**Note 1:-** The sanction accorded above is subject to change on account of any additional information / facts reported subsequently.

**Note 2:-** Pay reckonable for pension includes basic pay, personal pay, qualification pay, special pay, technical pay and senior post allowance or any other emolument reckonable for pension.

CC.

1. Accountant General, Punjab Lahore, with the request to endorse a copy of the Pension Authorization Order to this department/office for record.
2. Retiring Government servant (full name, parentage and address).  
 You are hereby informed that your first monthly pension starting w.e.f \_\_\_\_\_ shall be transfer-credited by the Accountant General, Punjab in the same bank account in which your last payment of salary was credited. However, if you, subsequently want to receive your pension in any other bank account, you may inform the Accountant General, Punjab in writing after due attestation by a gazetted officer.

**[To be issued by the Appointing Authority 90 days before superannuation of the retiring Government servant].**

**Subject:- SPECIMEN OF NOTIFICATION / ORDERS OF RETIREMENT ON SUPERANNUATION AND SANCTION OF PENSIONARY BENEFITS, ALONGWITH RECOVERY.**

**Notification / Order:-**

On attaining the age of superannuation, Mr. 'A' s/o 'B' residing at----- having Contact No.----- Designation-----drawing pay----- (reckonable for pension) as under, in BS----, Personal No..... CNIC No....., presently posted at (office)---- placing of posting (----) shall stand retired from Government service on\_\_\_\_\_.

Basic pay-----  
Special pay-----  
Personal pay-----  
Qualification pay-----  
Technical pay-----  
Senior post allowance-----  
Total pay Rs.-----

- (2) **Total length of his qualifying service for pension is \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days.**
- (3) No inquiry is pending against him.
- (4) Recovery amounting to Rs.....(Rupees.....) is due against him.
- (5) Orderly allowance @----- pm.
- (6) Administrative and financial sanction for grant of pension without commutation\* or pension with commutation @ (\*\*%), as determined by the Accountant General, Punjab, is hereby accorded in favour of Mr.\_\_\_\_\_ as admissible under the rules.

\*(subject to option of retiring Government servant)  
\*\*(subjected to a maximum of 35% of gross pensions)

Signature[ By NAME] with stamp  
Pension Sanctioning

Authority

\*\*\* (to be allocated by AG, Punjab)

\*\*\*Pension Cost Center Code No-----

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**Note 1:-**

The sanction accorded as above is subject to change on any account of additional information / facts reported subsequently.

**Note 2:-**

Pay reckonable for pension includes basic pay, personal pay, qualification pay, special pay, technical pay and senior post allowance or any other emolument reckonable for pension.

CC.

1. Accountant General, Punjab Lahore, with the request to endorse a copy of the Pension Authorization Order to this department/office for record
2. Retiring Government servant (full name, parentage and address).  
You are hereby informed that your first monthly pension starting w.e.f \_\_\_\_\_ shall be transfer-credited by the Accountant General, Punjab in the same bank account in which your last payment of salary was credited. However, if you, subsequently want to receive your pension in any other bank account, you may inform the Accountant General, Punjab in writing after due attestation by a gazetted officer.

**LIFE CERTIFICATE**  
**TO WHOM IT MAY CONCERN**

This is to certify that \_\_\_\_\_ S/O \_\_\_\_\_  
Holder of PPO No. \_\_\_\_\_ CNIC No. \_\_\_\_\_ whose specimen  
signature / thumb impression and address are appended below is alive todate \_\_\_\_\_

Address

\_\_\_\_\_  
**(Pensioner Signature/Thumb Impression)**

Phone No. \_\_\_\_\_  
(City / Area Code)

\_\_\_\_\_  
**Name** \_\_\_\_\_  
**(Signature of attesting officer)**  
**Address** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**No.** \_\_\_\_\_  
**(Official Stamp of attesting officer)**

**Phone**

**NOTE-1: THIS CERTIFICATE IS TO BE SIGNED BY CLASS-1 GAZETTED OFFICER/MILITARY COMMISSIONED OFFICER / MAGISTRATE / SUB-REGISTRAR / PENSIONED OFFICER / MUNSIF / MEMBER OF THE CENTRAL OR PROVINCIAL LEGISLATURE ASSEMBLIES / MANAGER OF THE SCHEDULED BANK.**

**NOTE-2: THIS CERTIFICATE MAY BE FURNISHED TO THE AG (PUNJAB) IN PERSON OR A THROUGH REPRESENTATIVE OR BY POST/COURIER SERVICE**