



GOVERNMENT OF ARUNACHAL PRADESH
FINANCE DEPARTMENT
ITANAGAR

Dated 14 FEB 2022

File No.DAP/PEN/3/2001(Pt)/4217-25

Circular

In continuation to circular No. DAP/PEN/3/2001(Pt) Dated 1st July 2021 and in accordance with Rule-65 of CC(P) Rules-1972, it has been decided to mandatorily issue Pension Payment Order (PPO) on the last working day of retirement of the Government servant w.e.f 31.05.2022.

All the Heads of Department (HoDs) and Heads of Offices (HoOs) of Government of Arunachal Pradesh are required to submit the pension papers of the retiring Government servant to Director of Audit & Pension, Government of Arunachal Pradesh, Naharlagun not later than four months in advance of the date of retirement of the Government servant in complete in all respects as per checklist circulated and uploaded on the Government website (www.arunachalpradesh.gov.in).

The timely submission of pension papers is an essential requirement for enabling the issue of PPO on the last working day of the retiring Government servant .

However, before handing over the PPO & other retirement benefits on the day of retirement, the HoD/HoO shall ensured that Vigilance Clearance Certificate (VCC) holds good. The retiring government servant should also necessarily furnish an undertaking to the effect that he/she has not encroached upon the Govt. properties or abetted in such encroachment at the time of submission of pension papers (as per specimen enclosed herewith).


In case of any HoO fails to submit the pension papers as per checklist before four months from the date of retirement of government servant, an explanation from the HoO shall be called by HoD concerned for the reason thereof. The show- cause notice together with the explanation shall be forwarded to Finance Department for a decision on taking appropriate action against the defaulting officer (s).

(Dr. Sharat Chauhan, IAS)
Principal Secretary(Finance)
Government of Arunachal Pradesh
Itanagar.

No.DAP/PEN/3/2001(Pt)
Copy forwarded to:-

Dated

1. The Commissioner to His Excellency Governor, Arunachal Pradesh, Itanagar for information.
2. The PPS to Hon'ble Chief Minister, Govt. of Arunachal Pradesh for information.
3. The PS to Chief Secretary, Govt. of Arunachal Pradesh, Itanagar for information
4. All the Commissioners / Principal Secretaries/Secretaries, Govt. of Arunachal Pradesh, Itanagar/ Naharlagun for information.
5. The Principal Resident Commissioner, Govt. of Arunachal Pradesh , Arunachal Bhawan, Chanakyapuri, Kautilya Marg, New Delhi.
6. All Chief Engineers, Govt. of Arunachal Pradesh for information.
7. All Deputy Commissioners/ Add. Deputy Commissioners Govt. of Arunachal Pradesh for information.
8. All the Head of the Offices, Govt. of Arunachal Pradesh for information and wide circulation to respective subordinate offices.
9. Office copy.



(Dr. Sharat Chauhan, IAS)
Principal Secretary(Finance)
Government of Arunachal Pradesh
Itanagar.

Specimen

UNDERTAKING

I..... do hereby undertake not to encroach/abett in the encroachment of Govt. properties after submission of vigilance clearance certificate and pension papers to the Directorate of Audit & Pension, Govt. of Arunachal Pradesh, Naharlagun.

In case of breach of this undertaking the concerned authority may take necessary action against me.

Signature of the retiring Govt. Servant.

Countersigned by :-

**(Head of office)
with seal**