

GOVERNMENT OF ARUNACHAL PRADESH
FINANCE DEPARTMENT
ITANAGAR

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

Dated 14 Feb 2022

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 ensure 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).

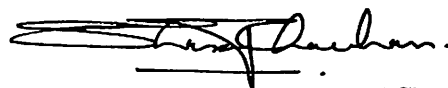


(Dr.Sharat Chauhan, IAS)
Principal Secretary(Finance)
Government of Arunachal Pradesh
Itanagar.

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**

GOVERNMENT OF ARUNACHAL PRADESH
FINANCE DEPARTMENT
ITANAGAR

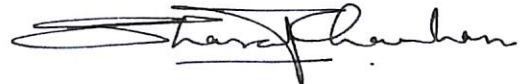
File No.DAP/PEN/3/2001 (Pt)/4208-16

Dated 14/2/22
14 FEB 2022

Circular

In continuation to earlier circular No.DAP/PEN/3/2001(Pt) Dated 1st July '2021 and in terms of SR-202, Government servants of Govt. of Arunachal Pradesh shall inspect their service book from 1st April to 30th April every year and shall submit the self declaration/certificate (in duplicate) to the effect that he/she has verified the service book duly countersigned by the Head of Office (HoO). One copy has to be kept in the service book and another is to be submitted to HoD concerned.

A specimen format of self declaration/certificate is annexed herewith. At the end of the period, all Heads of Offices shall send an inspection completed report countersigned by the Heads of Department in respect of the Department Employees by 31st of May every year.



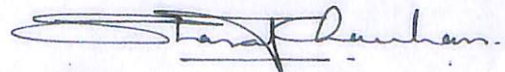
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Principal Secretary(Finance)
Government of Arunachal Pradesh
Itanagar.

No.DAP/PEN/3/2001(Pt)

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5. The Principal Resident Commissioner, Govt. of Arunachal Pradesh , Arunachal Bhawan, Chanakyapuri, Kautilya Marg, New Delhi.
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(Dr.Sharat Chauhan, IAS)
Principal Secretary(Finance)
Government of Arunachal Pradesh
Itanagar.

ANNEXURE

Name of Ministry/ Department / Office	Name of Govt. Servant	Designation	Service Verified	
			From	To

I do hereby declare that I have verified my Service Book on the..... day of April.....

Countersigned by:-

Signature of Govt. Servant.

Head of Office
(with seal)