


Internal Office Order

Subject : Regarding Pension Diary

1. All sections dealing with pension daak should refer to the date of receipt in the AG office as reference date. The dates on which a case is diarized in edaak or SAI diary shall not be used for reporting to undersigned.
2. Pension CRT shall open the HDPE bags of daak received every day and segregate their contents into three categories a) loose daak b) Regular/Family pension cases and c) Pension Revision cases (all kinds).
3. The loose daak pertaining to pension wing shall be diarized in the pension daak management system and sent to respective sections on next day. While sending loose daak to the pension section the urgent letters should be duly stamped as "Urgent".
4. To enable the segregation of the pension cases which are closed in envelopes, the envelopes which don't specify whether it is a pension revision case or other, such envelopes should be opened immediately.
5. Once opened if the case pertains to pension revision, then the case should put back in the envelope and sealed by a stapler and kept back in the rack where the pension revision cases received on a particular day are placed.
6. All Regular/family pension cases post the completion of exercise at 4 and 5 above should be sent to SAI Diary on next day.
7. The pension revision cases in the pension CRT section shall be diarized date wise as per requirements. Non-SAI Pension revision cases shall be diarized in the edaak software while the SAI pension

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- revision cases shall be recorded as being done currently by pension CRT and sent to SAI Diary for diary.
8. The loose daak which does not pertain to the pension section shall be sent to CRT-2.
 9. All pension revision cases received in the daak and by hand on a day should be kept together at an earmarked place.
 10. No official of the AG office should enter the Pension CRT room without due authorization and any person who does so shall be construed to have personal interest in a case. At such instances the case which was pulled out shall be pushed back by 15 days and the official shall be proceeded against as per disciplinary rules. Pension CRT shall report all such instances to the undersigned directly.
 11. Pension SAI Diary shall diarize cases in order of date of receipt in the AG office and shall not diarize any case out of turn without the prior message of the undersigned.
 12. The process mentioned at 4 and 5 above shall also be carried out for all the daak received in AG office post 1.3.2022 stored in the Pension CRT section within one week.
 13. SAI Diary section at 4th floor should keep the fresh/family pension cases and the pension revision cases separately.
 14. These orders shall be effective immediately.


Sr. DAG(Pension)
O/oPAG(A&E), Punjab

Copy to :-

Sr. AO (PPCB) for records

Pension CRT and Pension SAI Diary

All officials of pension wing

All officials of PAG(A&E), Punjab office