



## परिपत्र

विषय: सेवानिवृत्त होने वाले सरकारी अधिकारीयों/ कर्मचारियों द्वारा पेंशन कागजात प्रस्तुत करने के लिए समय-सीमा का अनिवार्य रूप से अनुपालन से संभंधित ।

**Subject : Mandatory Adherence to Timelines for Submission of Pension Papers by retiring Government officers/officials.**

Attention is invited to the existing instructions governing the timely processing and settlement of pension cases. As per Rule 59 of the Central Civil Services (Pension) Rules, 2021, every Government servant due to retire on superannuation is required to submit the duly completed pension papers at least six (06) months prior to the date of retirement.

2. Principal Accountant General has viewed with serious concern that, in a large number of cases, retiring officials are not adhering to the prescribed timelines for submission of pension documents. This has resulted in avoidable delays in processing pension cases.
3. In this regard, the following deficiencies have been repeatedly observed:
  - (i) Retiring officials are submitting pension documents to the Entitlement Section with considerable delay.
  - (ii) Online entries on the *Bhavishya Portal*, which are required to be completed by the retiring official themselves, are often being left incomplete or are being attended to by the pension seat.
  - (iii) Pension papers are frequently found to be incomplete and procedurally irregular, leading to repeated correspondence and delays during verification.
4. Owing to the above lapses on the part of retiring officials, this office is often unable to settle and forward pension cases to the Pay and Accounts Office (PAO) within the mandatory period of four (04) months prior to the date of retirement, as prescribed in the *Pension Process Map(Encl)*. Such delays not only constitute a violation of the prescribed procedures but also cause undue hardship to the retiring Government Officers/Official.
5. Therefore, it is hereby strictly directed that all Government servants due for retirement shall ensure that their pension papers are complete in all respects and submitted through the *Bhavishya Portal*, with the hard copies reaching the Entitlement Section, not later than six (06) months before the date of their superannuation.
6. Strict adherence to the above timelines is essential to facilitate timely issuance of the Pension Payment Order (PPO). Any delay in the settlement or authorization of pensionary benefits arising out of late submission, incomplete documentation, or non-compliance with prescribed procedures shall rest solely with the concerned retiring official.

This issues with the approval of Sr. Deputy Accountant General.

Sd/

Sr. Audit Officer  
(Entitlement Section)

Dated: 16.01.2026

No.: Entt./Audit/Pension/CCS(Pension)Rules/2025-26/779-85

Copy sent by e-mail to the following for information and necessary action.

1. Secretary, Principal Accountant General
2. Private Assistant, Deputy Accountant General(Admn.)
3. Private Assistant, Deputy Accountant General(AMG-I)
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5. Private Assistant, Deputy Accountant General(AMG-III)
6. Senior Audit Officer, I.T.A
7. Welfare Officer

  
Sr. Audit Officer  
(Entitlement Section)