

Do and Dont's

Do's

- Pension Sanctioning Authority shall ensure to get the pension papers filed from the retiree 24 months before the date of his/her retirement.
- Immediately on receipt of pension papers action will be initiated for verification/completion of service book/record.
- Steps should be taken to finalize long standing advances/recoveries against the retiree well in time.
- It should be ensured that steps are taken to expedite enquiries, if any, pending against the official.
- Accommodation for the permissible period after the date of retirement, the licence fee be deposited in advance after obtaining consent of concerned employee to facilitate issuance of 'No Due Certificate'.
- Pension case should be sent online through iHRMS to this office for the issue of PPO not later than 6 months before the date of retirement.
- The pension case after removing the objections raised by the A.G. (A&E) Punjab should be resubmitted to the A.G.(A&E) at earliest.
- In case of employees against whom departmental/judicial proceedings are pending steps should be taken for the grant of provisional pension by PSA and on completion of departmental/judicial proceeding, pension case with no enquiry/judicial proceeding certificate may be submitted to AG office without delay.

Don'ts

- Don't write name in the pension papers different from the one recorded in the Service Book.
- Don't send the incomplete pension case without the Service Book of the retiree.
- Don't send the pension case without recording up to date entries of the retiree under proper attestation in the Service Book.
- Don't send the case without previous reference, if any, to avoid duplication in authorization of pensionary benefits.
- Don't send the case in un-prescribed forms.