

Circular No. 20/2008

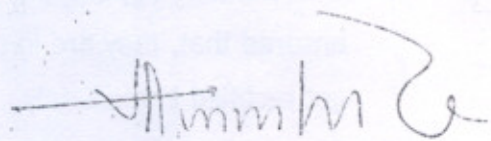
Sub: Motor Vehicles Department – Guidelines for submission of pension papers issued – reg.

Ref: G.O. (P) No. 524/07 Fin dated 26/10/2007.

It has come to notice that, many of the officers of this department are not submitting their pension papers in time, resulting in avoidable delay in settling their pensionary benefits. In many cases, the pension papers are submitted after retirement which also results in avoidable delay in processing pension papers. The following guidelines are therefore issued for speedy disposal of pensionary claims.

1. Regional Transport Officers/Deputy Transport Commissioners who are the Pension Sanctioning Authorities of NGOs under their jurisdiction shall formally request all retiring employees to file their pension papers, one year prior to their retirement. The name of offices where these employees had worked three years prior to their retirement, and the period of service in each station should also be called for.
2. The pension applications so received should be verified then and there and ensured that, they are in-order. Short comings / defects found if any, should be got rectified immediately.
3. Those who have not submitted the pension papers shall be reminded at regular intervals till the officer submits the application for pension.
4. Establishment section at Transport Commissionerate shall furnish list of officers who are retiring within one year to K section, during January every year.
5. K Section of Transport Commissionerate should alert the retiring officers as well as Deputy Transport Commissioners / Regional Transport Officers concerned to obtain and forward pension papers six months before retirement as mentioned in 1 above.

6. K section of Transport Commissionerate should also take similar action to obtain pension papers of all retiring officers in whose case Transport Commissioner is the Pension Sanctioning Authority.
7. All retiring officers should be directed to file their applications for closure of General Provident Fund claims, Insurance claims, Family Benefit Scheme, etc. well in advance to avoid delay in sanctioning the claims.
8. Pension Sanctioning Authorities shall obtain the Non Liability Certificates / Liability Certificates in respect of the retiring employees well in advance except from the office where they are working at the time of retirement.
9. Pension Sanctioning Authorities should ensure that Non Liability Certificates / Liability Certificates are issued within one month from the date of superannuation.
10. In case of employees / officers who die in harness shall be taken up on a priority basis and necessary action for getting and submitting the pension papers initiated without waiting for any requests by the Transport Commissioner / Deputy Transport Commissioner / Regional Transport Officer / Joint Regional Transport Officer concerned.
11. Once pension papers are received at the Transport Commissioner's Office the Superintendent K shall ensure processing the same within minimum time and Superintendents A and G shall personally ensure prompt response from their Sections to queries from K.



~~Additional Transport Commissioner~~
In Charge of Transport Commissioner

To

All Deputy Transport Commissioners,
All Regional Transport Officers,
All Joint Regional Transport Officers of Sub-RT Offices

Copy to:

CA to TC, Addl. TC, Senior DTC & Secretary STA, Senior DTC (Taxation), Senior AO, Senior FO, Law Officer, SO, AO, Senior Superintendents, A Section Office file, S/F & Spare.

Jvs