

From

Principal Secretary to Government Haryana,
Finance Department

532
20/9/18

1. All the Heads of Departments in Haryana
2. All the Divisional Commissioner Ambala, Hisar, Rohtak, Karnal, Faridabad & Gurugram.
3. All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
4. The Registrar General, Punjab & Haryana High Court Chandigarh

Memo No. 68/2/2001-3 Pension (FD)

Dated: Chandigarh, the 11th September, 2018.

Subject:- New Proforma for Pension Cases/family pension cases in regards expeditious processing of pension cases.

Sir/Madam,

Kind reference be made to the subject cited above.

As informed by Principal Accountant General (A&E), Haryana, the issue of expeditious disposal of pension/family pension cases received in this office from all Pension Sanctioning Authorities have been reviewed by them from time to time and they have making efforts to reduce the time to process pension cases and ensure that Government employee begins to receive his/her pension on the date on which it become due and also ensure that no mistake occurs while incorporating the personal information regarding the pensioners. Accordingly, a new form, that has been designed by them to capture the relevant details on a single format with least disruption to existing process.

To avoid delay in finalising the Pension/family pension cases, all HODs/PSAs are requested to incorporate this Proforma (**copy enclosed**) in the Pension case file duly filled with all details and send them along with relevant pension cases.

You are, therefore, requested that the above instructions may please be conveyed to all officers/officials dealing with pension cases for strict compliance.


A copy of these instructions is also available on the website of Finance Department and can be downloaded from the site www.finhry.gov.in.

Receipt of these instructions may be acknowledged.

DA/Proforma.

Yours faithfully,



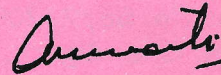
Under Secretary Finance (Pension)
for Principal Secretary to Government Haryana
Finance Department 


Endst. No. 68/2/2001-3 Pension(FD)

Dated 11.09.2018.

A copy is forwarded to the following for information and necessary action to:-

1. Chief Secretary to Govt. Haryana.
2. All the Addl. Chief Secretaries/ Principal Secretaries to Government Haryana



Under Secretary Finance (Pension)
for Principal Secretary to Government Haryana
Finance Department 

To

1. Chief Secretary to Government, Haryana.
2. All the Addl. Chief Secretaries/Principal Secretaries to Government Haryana.

U.O. No. 68/2/2001-3 Pension(FD)

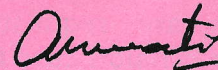
Dated 11.09.2018.


Endst. No. 68/2/2001-3 Pension (FD)

Dated 11.09.2018.

A copy is forwarded to the following for information and necessary action:-

1. Principal Accountant General (A & E) Haryana, Chandigarh w.r.t. their letter No. Pen-1/Gen 3A/2017-18/3192-94 dated 15.03.2018 and Pen-1/Gen 3A/18-19/475 dated 16.05.2018.
2. In-Charge, Computer Cell, Finance Department for placing the instructions on the website of Finance Department's i.e. www.finhry.gov.in.



Under Secretary Finance (Pension)
for Principal Secretary to Government Haryana
Finance Department 

PROFORMA FOR PENSION CASES (SUPERANNUATION AND FAMILY)

(MUST BE FILLED IN CAPITAL LETTERS)

Letter No. and Date	:
Case Type Superannuation/Voluntary/ Family /Compulsory/Retiring	:
DDO Name & Code	:
Name of the Pensioner	:
Father's/Husband's Name	:
Date of Birth	:
Category State Services	:
Class A/B/C/D	:
Designation	:
Address Before Retirement	:
Address After Retirement	:
Correspondence Address	:
Treasury for Pension	:
Treasury for DCRG	:
Date of Joining	:
Date of Retirement/Death	:

Signature & Stamp
alongwith Mobile No. and e-mail Id

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