

PERS CONFD

General Headquarter
IGT & E Branch
FGEI (Cantts/ Garrisons) Dte
Sir Syed Road, Rawalpindi
Telephone No. 5563198
No. 0409/Pension-FGEI (NTS)
06 Oct 2021

To: _____
Regional Dir
FGEI (C/G) Regional Office _____

ID: W & L Cell/ College/ SA (Male & Female)

Subj: **Pension, Family Pension, Benevolent Fund & Farewell Grant Cases**

1. It has been observed that un-nec delays occur in cases related to Pension, Family Pension, Benevolent Fund & Farewell Grant cases. The prac results in deprivation of the indls/ family members from their due rights. In order to timely finalize pension and related cases, competent authority has dir that:-

- a. Proactive apch must be adopted in speedy disposal of pension related cases IRO **Teaching & Non-Teaching Staff** of retiring/ deceased emp. The cases must be prep & completed in all respects **at least three months (90 days) before their date of retirement** (except **LPC** and **PAFA-357** which will be verified by CMA).
- b. Subj cases of emp must reach this Dte **within one month (30 days) from the date of retirement/ death**. In this regard, concerned principal/ DDO will contact the deceased family and provide full asst to the family for provn of all nec docus.
- c. A spec rep from instns/ Regional Office will be detailed to ensure speedy finalization of cases.
- d. Cases must properly be scrutinized by the Head of instns as well as Regional Offices before fwd to Dte, so that un-nec delay may not occur.
- e. It must be ensured that retired emp and deceased family should get his/ her pension from the next month of his/ her retirement/ death.
- f. Farewell Grant cases on retirement will be fwd to this Dte within one month from the finalization of pension case.
- g. Cases must be prep according to enclosed checklist.
- h. In case of delay, concerned principal/ DDO will be held resp and action will be taken as per rules.

2. A cert that there is no "**Pending Case**" relating to pension/ family pension, benevolent fund, farewell grant and other related cases after retirement/ death etc will be fwd to this Dte on **qtrly basis**. First report in this regard must reach this Dte latest by **15 Oct 2021**. From 01 Jan 2022 onwards, qtrly report will be fwd during 1st week of each qtr.

3. This supersedes all the previous policies issued on the subj from time to time.

4. Fwd for strict compliance, please.

sdxxxxx
Brig
Dir (Adm)
(Adeel Iqbal Awan)

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