

List of DO's and Don'ts for DDOs and Pensioners of Haryana Government Employees.

Do's

- ❖ Head Office 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.
- ❖ In case of Gazetted Officer a reference should be made to the Govt. for getting clearance certificate from the Vigilance Department in favour of the retiring officer one year before the date of retirement.
- ❖ Where the employee wants to retain Govt. accommodation for the permissible period of 4 months 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 to this office for the issue of Certificate and Report at least one year before the date of retirement.
- ❖ The pension case after removing the objections raised by the A.G.(A&E)Haryana in the Certificate and Report should be resubmitted to the A.G.(A&E) at least one month before the date of retirement of the employee.
- ❖ In case of employees against whom departmental/judicial proceedings are pending steps should be taken for the grant of provisional pension and the case should be sent to A.G(A&E) Haryana at least 6 months before retirement.

Don't's

- ❖ 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 valid/attested photographs and list of family members 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.

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Dy.Accountant General(Pen.)