

## OPERATIONAL GUIDELINES FOR PENSION REVISION CELL

With the introduction of ROP'19 of the State Govt. employees, the Superannuation and Family pension cases are to be revised of those Pensioners/Family pensioners who expired on or after 01-01-2016. Approximately, there are 10000 cases to be revised and out of which 2000 cases have been sent back to the department for regulation of pay after digitization of records as per PAG's order. As of today, approximately 200 cases have been returned by the department after fixation of pay under ROP'19. In view of the above, the work of revision of pension cases need to be started as the lockdown has been relaxed to some extent. In order to cope up with the work, the following actions are proposed:

- i. Due to shortage of staff and heavy pending cases and inflow of new cases, a new Pension Revision Cell to be created headed by one Sr. AO other than Sr. AO/Pension who will take up revision cases and independently issue final authority at his level. He will be responsible for monitoring of cases and reporting weekly to the higher authority of the status of disposal.
- ii. The Pension revision Cell will also be responsible for scanning the remaining revision cases and despatching the service records/books to the concerned authorised person of the department with proper acknowledgement to ensure that there is no misplacement of records.
- iii. The Pension revision cases after due fixation of pay by the department received back in Pension-I section shall be collected as per work progress in the Pension revision Cell. The Pension-1 section will ensure proper diarising and recording and preparation of the revision cases which will be handed over to the Pension revision cell after recoding the details in a register and signature obtained of the Pension revision Cell.
- iv. After completion of revision report of the cases, the pension cases should be forwarded to Ms. Niveditta Verma, DEO for printing of authority of revision cases. Thereafter, Ms. L. Sumila Devi Sr. Acctt. will put up to AAO/Revision after recording in the PPO Register. After Sr. AO, Revision cell issue the final authority of the cases have been submitted by AAO/Revision, the completed pension revision authorities will be received by Shri Gopal Thapa, Acctt for outward entry and for final dispatch to DTA and send to General despatch for sending personal and department copy through registered post. The report of despatch should be submitted to the Sr.AO/Rev. Cell by Gopal Thapa on a weekly basis for confirmation and reporting to the higher authority.