



GOVERNMENT OF SIKKIM  
DEPTT. OF PERSONNEL  
GANGTOK - 737101

No: 3999 /GEN/DOP

Dated: 24.01.2020

MEMORANDUM

According to the existing practice, personal files of retiring Government employees are moved for finalizing their retirement benefits only after retirement of the concerned Government employees. It has, however, been observed that this practice has often resulted in undue hardship to the retired Government employees at his/her old age owing to the delay in finalization of cases.

With a view to expedite sanctions and in continuation of the Establishment Department Circular No. 17/Gen./Est. Dated 22.04.1977 and Memorandum No. 5(56)152/Gen./Est. Dated 31.05.1984 and Department of Personnel Circular No. H(26)5152/Gen/DOP dated 17.01.2011 and Finance Department Circular No. 23/Fin/Pen/92 dated 22.07.1992, the following instructions are issued for strict compliance for initiating pension / gratuity cases of the retiring Government employees hereafter :-

1. Register of Retirement dates in respect of each and every employee shall be maintained by every office which is the custodian of Personal files of the Government servants.
2. Office Order relating to retirement shall be issued before six months of the date of retirement duly ensuring the confirmation of service of the retiring Government servant.
3. Relevant No Objection Certificates/Clearance Certificates (NOCs), Pension Claim Papers (Set-1), joint photograph in respect of surviving spouse taken in single frame or single photograph, as the case may be, etc. shall be submitted by the retiring Government servant at least before two months of retirement duly allowing him/her to collect the NOCs, Pension Claim Papers, Photographs etc. during his office hours by concerned Head of Department/Office.
4. Undertaking to the effect from the retiring Government employee shall be obtained before two months of retirement for facilitating processing of file for sanction of leave salary in lieu of unutilized leave.
5. After completion of all the formalities relating to preparation of Pension Claim Papers, Head of Department / Head of Office shall be responsible for onward submission of file to Pension Division through DOP before one month of superannuation of the Government employee, duly allowing him/her to pursue the file in PGIPF Division himself/herself, if desired, during his/her office hours.

Contd....2/-

6. Concerned Head of Department/Head of Office shall ensure that the retiring Govt. servant will not apply for or avail any kind of leave such as Earned Leave / Half Pay Leave / EOL etc., except on unavoidable ground, which will have direct bearing on sanction/drawl of leave salary in lieu of unutilized leave, as applicable, already sanctioned after submission of Undertaking to that effect. However, in the event of leave applied for or availed after sanction of leave salary, same shall be intimated to the PGIPF Division by concerned Head of Department / Head of Office within first week of retiring month and the equivalent portion of leave salary shall be recovered / curtailed by PGIPF from his/her leave salary payable on retirement or from the subsequent monthly pension, whichever is applicable.

7. The cheque related to the retirement benefits of retiring Govt. servant shall be handed over to the concerned Head of Department/Head of Office by PGIPF in due course of time before the date of retirement except in all such cases where there are legal issues / family disputes involved.

8. The concerned Head of Department / Head of Office shall be responsible for ensuring receipt of cheque related to retirement benefits by the retiring Government servant on the last working day of his service i.e. the date of retirement / superannuation.

By Order.

(Tenzing Gelek)  
Principal Secretary-Personnel  
Dated: 24.01.2020

Memo No: 4000 - 4006 /GEN/DOP

Copy for information to:

1. All Head of Departments
2. Addl. Chief Secretary, Raj Bhawan
3. Director, PGIPF Division, Finance Deptt.
4. District Collector, N/E/S/W
5. Director, ATI
6. Joint Secretary, Home Deptt. for publication in Gazette
7. Joint Secretary-cum-Staff Officer to Chief Secretary
8. File &
9. Guard file.