

HIMACHAL PRADESH  
PUBLIC WORKS DEPARTMENT

NO.PWE-94-82 (Misc)/27-ES-I 1914-2014 Dated:- 14-05-2025  
From

Engineer-in-Chief,  
HP.PWD, Shimla-2.

To

The Engineer-in-Chief (Projects)HPPWD,  
The Chief Architect HPPWD, Shimla,  
All the Chief Engineer (s) HPPWD,  
All the Superintending Engineer (s) HPPWD,  
All the Executive Engineer(s) HPPWD,  
LAOs Shimla/Mandi /Kangra HPPWD,

Subject:-

Guidelines for timely settlement of Pension and GPF  
cases to minimize Court Cases.

I am directed to enclose herewith a copy of letter No.  
PWD-A-F0(1)/1/2024 dated 01-05-2025 alongwith its enclosure received from  
Secretary (PW) to the Govt. of Himachal Pradesh on the subject cited above and to  
request you to ensure strict compliance of these instructions in letter and spirit.

Encl: As Above.


/

Registrar,  
Himachal Pradesh,PWD,  
Shimla-2

Copy forwarded for information and similar necessary action to:-

1. Copy to the Executive Engineer (ICT Wing) HP.PWD Shimla-2 with direction to upload this letter a/w its enclosures on the official website of the Department.
2. Copy to the Supdt.G-I, Cash Section (DDO) in this office for information and further necessary action.

Encl: As Above.

  
Registrar,  
Himachal Pradesh,PWD,  
Shimla-2

OK

**Important**

No. PWD-A-F0(1)/1/2024  
Government of Himachal Pradesh  
Public Works Department

From

The Secretary (PW) to the  
Government of Himachal Pradesh.

To

The Engineer-in-Chief,  
HPPWD Nigam Vihar,  
Shimla-171002

Dated: Shimla-2, the 01-05-2025.

Subject:-

Guidelines for timely settlement of Pension and GPF  
cases to minimize Court Cases.

Sir,

I am directed to invite your attention to letter No. Fin  
(Pen)A(3)-1/2007-Vol-II, dated 05-04-2025 (copy enclosed) received  
from Special Secretary (Finance) to the Government of H.P., which is  
addressed to all the administrative Secretaries as well as all the HoDs  
on the subject cited above and to request you to ensure strict  
compliance of these instructions in letter and spirit.

Yours faithfully,

Signed by

Surjeet Singh Rathore

Date: 30-04-2025 19:36:45

(Surjeet Singh Rathore)  
Additional Secretary (PW) to the  
Government of Himachal Pradesh



**Important**

**No.Fin(Pen)A(3)-1/2007-Vol-III**  
**Government of Himachal Pradesh**  
**Finance (Pension) Department**  
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From

The Chief Secretary to the,  
 Government of Himachal Pradesh,  
 Shimla-171002.

To

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of the Department, Himachal Pradesh.

Dated: Shimla- 2, the 05<sup>th</sup> April 2025

**Subject: Guidelines for timely settlement of Pension and GPF Cases to minimize Court Cases.**

Sir/Madam,

This is with reference to the letter received from the Principal Accountant General (A&E), Himachal Pradesh, regarding concerns raised by the Office of the Comptroller & Auditor General of India about the large number of court cases involving government departments and field offices. It has been observed that most of these cases pertain to entitlement functions, specifically General Provident Fund (GPF) and pension-related matters. The primary reasons for these litigations are errors and delays in the settlement of entitlement cases.

The following are the key areas of concern which needs immediate corrective action by the departments/offices:

**A. Timely Submission of Pension Cases:**

- o As per Rule 61 of the CCS (Pension) Rules, 1972, pension case papers should be forwarded to the Accounts Officer at least six months before the superannuation date of the concerned government servant.
- o In cases other than retirement on superannuation, pension documents must be submitted not later than three months after the submission of Form 5.

**B. Due Diligence at the level of Pension Sanctioning Authorities:**

- o The Pension Sanctioning Authorities must strictly adhere to the instructions issued by the Government of Himachal Pradesh while processing pension cases.
- o Special attention is required on the following aspects:
  - Pay fixation anomalies post-implementation of the 6th Pay Commission.
  - Transition from the National Pension System (NPS) to the Old Pension Scheme (OPS).
  - Counting of contract service for pensionary benefits.
  - Implementation of judgments passed by Hon'ble Courts.



- Government directions on pension matters issued from time to time.

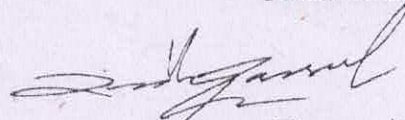
**C. Areas of Concern in respect of GPF Cases:**

- GPF final payment cases should be sent to the Principal Accountant General (A&E) before the retirement of the subscriber as per GPF (CS) Rules, 1960.
- Retention cases should be forwarded within six months after the retirement of the subscriber, as per the Finance Department Notification dated 28 August 2007.
- GPF subscription should be discontinued three months before the superannuation of the government servant, in accordance with Rule 7 (GID-1) of the GPF (CS) Rules, 1960.

Therefore, with the objective to ensure that pensioners and GPF subscribers are not subjected to unnecessary inconvenience and also to minimize the litigations, timely processing of entitlement claims, the corrective measures as elaborated above may strictly be followed by all the departments and their subordinate offices.

Non-adherence of these instructions effectively and efficiently by the concerned officer/official will be viewed seriously by the Government.

**Yours faithfully,**



**Special Secretary (Finance) to the  
Government of Himachal Pradesh.**

**Endst. No.Fin(Pen)A(3)-1/2007-Vol-III Dated: Shimla, April 2025**  
Copy is forwarded to the Principal Accountant General (A&E), Himachal Pradesh for information with reference to letter No.Pen-1/C-1/entitlement issues/pension/2024-25/5260 dated 05.02.2025.

**Special Secretary (Finance) to the  
Government of Himachal Pradesh**