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**GOVERNMENT OF JAMMU AND KASHMIR**  
**FINANCE DEPARTMENT**  
**DIRECTORATE GENERAL OF ACCOUNTS & TREASURIES, J&K, JAMMU/SRINAGAR.**

**C I R C U L A R**

**Subject:- List of J&K State Government Employees retiring in a year ending 31-03-2018 (2017-18).**

Attention is invited to the statutory provisions laid down under Article 284 and 285 of J&K CSR Vol-I and relevant instructions below the rule together with Government instructions thereof issued from time to time on the subject. In the said rules Heads of Departments and authorities concerned for preparation and finalization of pension cases have been advised to follow the prescribed time schedule for submission of pension cases to the office of Accountant General in respect of their subordinate employees retiring from service within the succeeding six months period. The Accountant General J&K has pointed out that despite clear instructions and repeated requests most of the Pension Sanctioning Authorities do not submit pension cases as per prescribed time schedule envisaged in the rules, which results in inordinate delay in the issuance of PPO&GPO, hence causing lot of inconveniences and hardships to the pensioners. The Accountant General J&K has, therefore, advised to inform all the Head of Departments, Head of Offices and concerned DDO's to ensure that list of retiring employees, proceeding on superannuation, be framed and submitted to the Accountant General J&K after every six months i.e on 1<sup>st</sup> January and 1<sup>st</sup> July each year. The list so furnished should indicate the name of Government Servant retiring within 24 months period, Designation of the employees, Date of Birth and the Date of Retirement and the list should reach to the office of Accountant General J&K not later than 31<sup>st</sup> of January and 31<sup>st</sup> of July each year, as the case may be.

In view of above, all the Head of Departments, Head of Offices and DDO's concerned are advised to ensure that instructions laid down under article 284 and 285 of J&K CSR Vol-I, read with relevant instructions on the subject issued by the Government from time to time, may be followed in letter and spirit in order that pension cases of retiring employees could be submitted to the office of Accountant General within the given time lines as per prescribed time schedule.


Sd/-  
Director General,  
Accounts and Treasuries,  
Finance Department

No:-DGAT/PAC/Pension/157-IV/ 132

Dated:- 13 -03-2018

Copy to:-

1. Accountant General (A&E) Srinagar/Jammu.
2. Commissioner/Secretary to Government. **All Departments.**
3. **ALL H.O.D's.**
4. Office file/relevant file.

  
DY. Director (Central),  
Accounts & Treasuries,  
Finance Department