

I/10398/2023

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Sanjay Gandhi Post Graduate Institute of Medical Sciences

संजय गाँधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ

Rae-Bareilly Raod, Lucknow-226014 (INDIA)

No.PGI/DIR/Camp/547/2023

Date: 02/09/2023

OFFICE ORDER

In supersession of all previous orders issued in respect to Terminal Benefits, following guidelines are being laid down in compliance of SGPGIMS Regulation, 2011 & as per provisions of Pension rules:-

1. All Heads of concerning establishment are being empowered to issue administrative order prior to 06 months of the retiring person of their establishment. The concerning head of establishment will allow the payment of GPF & GIS to the retiring person without No Dues Certificate & direct him/her to submit pension book duly completed along with no dues certificate for the release of rest retiral dues, prior to 03 months of his/her retirement.
2. All retiring person will ensure that pension book duly completed along with no dues is submitted prior to 03 months of his/her retirement.
3. All Heads of concerning establishment will ensure that the proposal related to retiral dues of retiring person, after completion of all formalities and calculations, is submitted to the Finance Department for financial concurrence within 15 days from the date of submission of pension book by the retiring person.
4. Finance Department will forward the file after financial concurrence to the Director for administrative approval and return the file to concerning establishment for issuance of administrative order for the same.
5. All Heads of concerning establishment will submit the proposal to the Finance Department in the personal file of retiring person along with the administrative order for payment.
6. Finance Department will prepare a pension file of retiring person on the basis of proposal submitted by the concerned establishment & will issue PPO (Pension Payment Order) & release the retiral dues.
7. After payment of retiral dues personal file of retiring person will be returned to the concerning establishment along with PPO & the same shall be kept under control of concerning establishment. For any revision in the pension, the same procedure shall be adopted by the concerning establishment.

This order will be implemented with immediate effect and will be effective till further orders.

(Radha Krishan Dhiman)
Director

Copy to:-

1. Additional Director
2. Chief Medical Superintendent/Medical Suptd.
3. Joint Director (Adm)
4. Executive Registrar
5. Finance Officer
6. Notice Board
7. I/C server with the direction to upload it Institute's web site.
8. Office order file

(Radha Krishan Dhiman)
Director