

16/04/2015

PANJAB UNIVERSITY CHANDIGARH
OFFICE OF FINANCE & DEVELOPMENT OFFICER

To:

1. All the Head of Deptts./Branches/
Offices, P.U., Chandigarh.
2. The Chairperson, Department of V.V.B.I.S.&I.S., Hoshiarpur (Pb.)
3. The Director, Swami Sarvanand Giri PURC Barjwara, Hoshiarpur
(Pb.)
4. The Director, P.U.R.C. Muktsar (Pb.)
5. The Director, P.U.R.C., Kauni, Muktsar (Pb.)
6. The Director, P.U.R.C., Ludhiana (Pb.)
7. The Director, P.U. Ext. Lib. Ludhiana (Pb.)
8. Director Public Relations, P.U., Chandigarh.
9. All the Principals of Constituent Colleges P.U. Balachaur, Distt.
Nawan Shahar, Guru Harsahai, Distt. Ferozepur, Sikhwal Shri
Muktsar Sahib and Nihal Singhwala, Distt. Moga (Pb.).
10. All Assistant Registrar (Accounts Branch)
11. R.A.O.
12. P.A. to Vice-Chancellor
13. P.A. to D.U.I.
14. P.A. to Registrar

Subject: Rationalization of the procedure for release of retirement benefits
to University employee.

Dear Sir/Madam,

I have been desired to convey you the decision of Syndicate taken
in its meeting dated 25.01.2015 vide para 26 with respect to the
procedure relating to release of retirement benefits to University
employees as below:-

1) Payment of Pension:

The Pension Cell shall maintain the record of all employees which are
due to retire in the next coming six months. Before the due date of
retirement of an employee, the pension cell shall issue a set of pension
form to the concerned department/branch of the employee at least two
months before the due date of retirement of the concerned employee.
The concerned department shall fill up the necessary details in the
pension form on the basis of the particulars recorded in the service book
of the employee and submit it back to the pension cell alongwith service
book after due verification by the concerned HOD not later than seven
days after the date of retirement of the concerned employees. Before
submission of the service record, the concerned department/controlling

officer must ensure that the service record of the concerned employee is verified upto the date of retirement. On receipt of the pension form alongwith service book complete in all respect, the pension cell will process the case for fixation of pension and ensure the payment of monthly pension on the 1st working day of the following month of retirement. The pension shall be released without waiting for the NDC from other departments/offices.

2) Final Payment of Provident Fund/General Provident Fund:

As per the provident fund regulations 14.15 appearing at page 131 of P.U. Calendar Volume-I of 2007, an employee can keep the balance of provident fund up to one year from the date of retirement. If an employee wants to withdraw the final payment of provident fund before the expiry of one year after the date of retirement, he/she may apply for the same to Provident Fund Section and the final payment shall be released without waiting for the NOC from other departments/offices. However, if the retired employee has retained the University accommodation after the date of retirement, then an amount of Rs.1.00 lac (or as decided by the House Allotment Committee from time to time alongwith surety of a permanent employee) shall be withheld till the employee vacates the accommodation.

3) Leave Encashment/Furlough & Gratuity:

The bill of leave encashment/furlough & Gratuity shall be submitted in the Accounts Branch by the concerned department/branch along with service book. Before submission of bill of leave encashment/furlough, the department/branch must ensure that the leave account of the employee is completed upto the date of retirement and has been duly audited by the office of Resident Audit Officer (RAO). The payment of the leave encashment/furlough & gratuity shall be released only on receipt of final 'NDC' from all the concerned departments/offices. Accounts Branch shall ensure to release the due amount of leave encashment/furlough & gratuity within 10 days from the date of receipt of bill, service book with complete leave record and final 'NDC'.

4. The employee is required to obtain No Dues Certificates from the following departments/offices:

- 1) Establishment Section
- 2) Concerned departments/ branches
- 3) AC Joshi Library
- 4) Estate Branch & Rent Recovery Cell
- 5) Store
- 6) Health Centre
- 7) All Sections under Accounts Branch

The Nodal Office for keeping the record of No Dues Certificate shall be Provident Fund Section as per existing practice in the Accounts Branch.

1. The Provident Fund Section shall seek the status of dues/No Dues Certificate directly from all the departments/branches separately with a copy to the retiring employee. The letter for seeking NDC shall be issued at least three months before the date of retirement of the concerned employee.
2. On receipt of such letter, the concerned department/section shall report back to Provident Fund Section within 15 days from the date of receipt of such letter, the dues towards the retiring employee. In case, the concerned department/office does not give or fails to give report to Provident Fund Section within the stipulated time, then it shall be presumed that nothing is due towards the concerned employee and any loss to the University on his account shall be the personal responsibility of the concerned Head of Department/Branch or the concerned Superintendent and dealing official.
3. No report shall be held back on the plea that certain dues are pending towards the employee. All such dues shall be quantified in monetary term and shall be reported to the Provident Fund section within the stipulated time frame. On receipt of all the No Dues Certificates, the Provident Fund Section shall release the gratuity and also give a report in this regard to Salary Section for release of leave encashment/furlough.
4. The format to report status of dues by the concerned department/branch shall be as below:-

FORMAT

This is to certify that nothing is due from Shri/Smt. _____,
Designation _____, Department/Branch _____,
_____ Provident Fund Account No. _____ retiring on
_____ except following dues:

1. _____
2. _____
3. _____

(Full details to be given
along with amount)

Head of Department/Branch

5. In case, the concerned department/office has reported certain dues towards the employee while submitting the NDC, then the PF Section within 2 days shall issue a notice to the retiring employees informing him/her of pending dues as intimated by the Concerned Department/Office. By such notice an opportunity shall be given to the employee to submit necessary information with respect to adjustment of such dues within one week from the date of receipt of such notice. On the basis of the information given by the retiring employee, the office must complete the process of adjustment of dues within 15 days from the date of receipt of the required information/documents from the retiring employee. In case the retiring employee does not submit any reply within the prescribed time, then it shall be presumed that the employee has nothing to say about the dues and accordingly the necessary recovery shall be effected from the final payment of Gratuity/Furlough/Leave Encashment. In case of any dispute with respect to adjustment of dues then the case shall be submitted to the Vice-Chancellor alongwith comments of the concerned Department/Office which has intimated dues and the explanation of the retiring employee and the final decision shall be taken by the Vice-Chancellor. In case the issue of pending dues is not resolved within one month from the date of retirement then the leave encashment/furlough/gratuity shall be released after withholding the pending dues. The final decision of the withheld amount shall be taken by the University within one month of the release of balance amount.

Sincerely yours,


Finance & Development Officer