

**PANJAB UNIVERSITY, CHANDIGARH**

From:  The Finance & Development Officer Panjab University, Chandigarh.	To:  1. All the Chairpersons/Heads of the Departments/Institutions/Centres/ Branches/Directors of P.U. Regional Centres/Principals of Constituent Colleges, Panjab University, Chandigarh.
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No. 5260-5459/FDO/F-8

Dated 20/12/2021

**Subject: Monitoring of release of retirement benefits.**

In order to rationalize the procedure for timely release of retirement benefits to University employees, detailed instructions were issued vide this office letter No. 5359-5608/A dated 16.04.2015.

It has been noticed that in some cases the retirement dues were not processed within the prescribed time limits. In order to monitor the timely payments of retirement benefits of retired employees (i.e., Gratuity, Leave Encashment and Pension), the concerned Office Supdt. shall implement the following mechanism:

1. All the Office Supdts. shall open a new Register to be named as 'Retirement Benefits Monitoring Register'.
2. The Office Supdts. shall prepare a list of all the employees who have already retired or are due to retire in the month of December, 2021. The names of all these retired/to be retired employees shall be entered in the said Register.
3. The Register shall be maintained as per the following format:

i) **O.S. (Pension) for payment of pension:**

Name of employee	PF No.	Date of issue of order of retirement benefits	Date of receipt of case	Date of Release of Pension	Remarks

ii) **O.S. (P.F.) for payment of gratuity:**

Name of employee	PF No.	Date of issue of order of retirement benefits	Date of receipt of case	Date of Release of Gratuity	Remarks

iii)

**O.S. (Salary) for payment of Leave Encashment:**

Name of employee	PF No.	Date of issue of order of retirement benefits	Date of receipt of case	Date of Release of Leave Encashment	Remarks

4. From January 2022 onwards, as & when the Estt. Section issues office orders for release of retirement benefits, the same shall be entered in the above register by the concerned Office Supdt. personally to watch & monitor the release of retirement benefits.
5. While monitoring, the concerned Office Supdt. must ensure that due retirement benefits are being released within the prescribed time limits. In case, the Office Supdt. observes that a particular case/file is getting delayed for one or the other reasons, he/she must apprise the concerned Controlling Officer, i.e. Asstt. Registrar/Deputy Registrar (Accounts) immediately for taking necessary action.
6. Once in a month, the said Register would be examined by the concerned Asstt. Registrar to check the compliance of above monitoring mechanism.
7. The status of clearance of retirement benefits shall also be reviewed during the monthly review meetings of the concerned branch with the F.D.O.

  
20/12/2021  
Finance & Development Officer

Issued to:

1. Deputy Registrar (Accounts)
2. ACLA
3. All Assistant Registrars (Accounts)
4. All Office Supdts. (Accounts)

CC: SVC for kind information of Vice Chancellor