



AJMER VIDYUT VITRAN NIGAM LIMITED

HATHI BHATA, POWER HOUSE, JAIPUR ROAD, AJMER
Phone No. 0145 - 2432695 / Fax No. 0145 - 2630636

No. AVVNL / MD / Secy. (Admn.) / Estt. / F. / D. Dt.

No 8550

7 MAR 2013

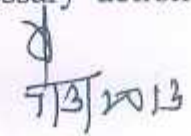
Chief/Zonal Chief Engineer (),
Chief Accounts Officer (R&C/IA/ATB),
Addl. S.P. (Vigilance.),
Dy. Controller Of Stores,
AVVNL, _____.

Sub.:- Expeditious disposal of pension cases-Instructions thereof.

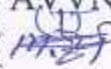
Ref.:- Circular No. RVPN/AAO/F&R/F.42 (Pt. II)/D.137 Jaipur, dated
28.02.2013.

The above referred Circular for expeditious disposal of pension cases & instructions thereof is enclosed herewith for further necessary action and strict compliance.

Encl. :- As above.
(2 Nos.)

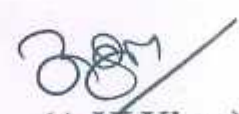

(J.R. Choudhary)
Secretary (Admn.)
AVVNL, Ajmer

Copy to the following for information and necessary action:

1. The Company Secretary, AVVNL, Ajmer.
2. The TA to Managing Director, AVVNL, Ajmer/Jaipur.
- ✓ 3. The Superintending Engineer (), AVVNL, Ajmer.
4. The Dy. Director Personnel () AVVNL, _____.
5. The Sr. Accounts Officer (EA&Cash), AVVNL, Ajmer.
6. The Accounts Officer () AVVNL, _____.
7. The Executive Engineer (Legal) AVVNL, Ajmer.
8. The Personnel Officer/ Asstt. PO (O&M), AVVNL, _____.
9. The AS/PA to Managing Director/Director (Tech./Fin.), AVVNL, Ajmer/Jaipur.
10. Office Order / Master file.

Encl. :- As above.
(2 Nos.)




(A.K. Khan),
Establishment Officer



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

Regd. Office: Vidyut Bhawan, Jyoti Nagar, Jaipur 302 005

Website: www.rvpn.co.in

RVPN- F&R (Gen.) No: 133

NO.RVPN/AAO/F&R/F.42 (Pt.-II) /D. 137

JAIPUR, Dated: 28/02/2013

Circular

Sub:- Expeditious disposal of pension cases - Instructions thereof.

It has come to the notice that after retirement of employees from services of the Power Sector Companies, the due and admissible pensionary claims are not settled in prescribed time, out of ignorance of rules and procedure. This causes undue harassment to retired employees as well as reflects adverse image of Nigams by large and build-up unwanted pressure of liability of interest on such claims.

Instructions have been issued time and again laying stress on expeditious disposal of pension cases, the last in the series being order No. 1744 dated 16.11.2005. The cases are still being reported for non-releasing of pensionary benefits timely.

To curb the situation, revised time bound programme for preparation/processing and finalization of pension cases is enclosed herewith and it is enjoined upon all the Circle Accounts Officers/Personnel Officers/Unit Officers/Controlling Officers/ Asstt. Personnel Officers of various Power Sector Companies to ensure settlement of pension cases in prescribed time. Proper monitoring of settlement of pension cases be done by the DDPs/ POs/APOs of Circle concerned and report on monthly basis be submitted to the Secretary (Admn.)/Chief Controller of Accounts, RVPN.

Instance come to notice in future when the officers/officials concerned etc. have been remiss in this regard will be viewed seriously.

This is subject to approval by the Co-ordination Committee and ratification by the Board of Directors of RVPN.

Encl: As above

By Order,

Chief Accounts Officer (P&F-Cont.)

Copy submitted/forwarded to the following for information and circulation in various offices under their jurisdiction and control: -

1. The Secretary (Admn.), RVPN, Jaipur.

2. The Chief Controller of Accounts, RVPN, Jaipur.
3. The Chief Engineer (PP&M/IT& Training /MM/MP&S/NPP&R/LD/), RVPN, Jaipur.
4. The Zonal Chief Engineer(T&C), RVPN, Jaipur/Ajmer/Jodhpur.
5. The Zonal Chief Engineer(Civil), RVPN, Jaipur/Jodhpur.
6. The Controller of Internal Audit, RVPN, Jaipur.
7. The Chief Accounts Officer (), RVPN, Jaipur.
8. The Joint Legal Remembrancer, RVPN, Jaipur.
9. The Superintending Engineer (), RVPN, _____
10. The Dy. Controller of Accounts (P&F), RVPN, Jaipur.
11. The Sr. Accounts Officer (), RVPN, _____
12. The Incharge, Data Centre, RVPN, 101, Vidyut Bhawan, Jaipur.
13. The Assistant Secretary (Pension), RVPN, Jaipur.
14. PA to CMD, RVPN, Jaipur.
15. The Accounts Officer (), RVPN, _____
16. PA to Director (Finance/Technical/Operations), RVPN, Jaipur.
17. PA to Company Secretary, RVPN, Jaipur.
18. Office Order/Master File.

Copy also submitted/forwarded to the following for information and circulation in various offices under their jurisdiction and control: -

1. The Secretary (Admn.), JVVNL/AVVNL/Jd. VVNL, Jaipur/Ajmer/Jodhpur.
2. The Joint Director (P&A), RVUN, Jaipur.
3. PA to CMD, Jaipur Discom/RVUN, Jaipur.
4. PA to Managing Director, Ajmer Discom/Jodhpur Discom, Ajmer/Jodhpur.



(Ramesh Samtani)
Asstt. Accounts Officer (Admn.-F&R)

Note: Orders are also available on the Nigam's website www.rvpn.co.in

Revised time bound programme for preparation/processing and finalization of pension cases

S.No.	Particulars	Time prescribed	Responsibility	
1	Orders to be issued (prior to retirement)	2 years prior to date of retirement	Appointing Authority/ Secretary (Admn.)	
2	Checking of fixations and service book	Before 1 year prior to date of retirement	Concerned Accounts Authority/Controlling Authority	
3	Filling of pension sets and other related documents	6 months prior to date of retirement	Employee concerned, Head of Office, concerned DDP/PO/ APO of the Zone/Circle	
4	Submission of pension sets to DS/AS (Pension)	4 months prior to date of retirement	Employee concerned, Head of Office, concerned DDP/PO/ APO of the Zone/Circle	
5	Monitoring/Assistance in processing the above cases/documents and furnishing report on monthly basis to Secretary (Admn.) /CCOA in the following format	Every month	Concerned DDP/PO/APO of the Zone/Circle	
S.No.	No. of employees retiring within 6 months	No. of cases where pension sets filed/GPF & DCRG cases filed	Remaining No. of employees	Remarks for non filling of final payment cases
1	2	3	4	5
6	Processing of pension & other cases	Within 2 months after receipt of pension sets	DS / AS (Pension)	
7	Processing of pension & release of GPO/CPO/PPO etc.	Within 2 months from the date of receipt of pension cases	Sr. Accounts Officer (Pension)	

