



RVPN/CCOA/AO (Estt-Cont)/D 120

Dated 8/5/2017

**CIRCULAR**

Subject:- Procedure for No dues Certificate required before retirement.

1. A list of employee against whom any outstanding is lying in books is required to be prepared and uploaded on RRVPL Website in the month of June and December every year and employee as well as CAO (P&F), RVPN Jaipur may be intimated accordingly by the Head of office (HOO). If it is found that name of employee has not been uploaded on website by that circle and not intimated to an individual, it will be deemed that nothing is outstanding against the employee in that circle/accounting unit and head of office /controlling officer will be held responsible for any outstanding dues found later against the employee of that circle. First list of employees who are going to retire within one year is required to be uploaded on RVPN website by 22<sup>nd</sup> May 2017.

**2. No dues Certificate:-**

**2.1) Following Advances/facilities are given to employees for which No dues Certificate are required at the time of retirement:-**

1. House Building Advance
2. Conveyance Advance
3. Short Duration Advance
4. Travelling Advance
5. Medical Advance.
6. Quarter (Housing).

**2.2) Procedure for obtaining "No Dues Certificate" for such advances are as under:-**

1. **House Building Advance:** - Sanctioning Authority will calculate the interest and intimate to the concerned employee to deposit the same and also intimate to head of office to recover from salary, time to time. All clearance must be done 8 months prior to the date of retirement. Employee shall be responsible to obtain No Dues Certificate from the Sanctioning Authority/concerned circle.
2. **Conveyance Advance:-** Sanctioning Authority will calculate the interest and intimate to the concerned employee to deposit the same and also intimate to head of office to recover from salary, time to time. All clearance must be done 8 months prior to the date of retirement. Employee shall be responsible to obtain No Dues Certificate from the Sanctioning Authority/concerned circle.
3. **Short Duration Advance:** - Head of office will intimate to concerned officer/official to submit the account of SDA as per circular issued earlier and arrange to recover balance, if due. HOO shall be responsible to issue No Dues Certificate in this regard on the date of retirement.

4. **Travelling Advance**:- Sanctioning authority will intimate to the concerned employee to clear the advance taken as per rules and also intimate to head of office to recover from salary, if due. Present HOO shall be responsible to issue No Dues Certificate for his circle.
5. **Medical Advance** :- Sanctioning authority will intimate to the concerned employee to clear the advance taken as per rules and also intimate to head of office to recover from salary, if due. Present HOO shall be responsible to issue No Dues Certificate for his circle.
6. **Quarter (Housing)**:- DS (GAD), Circle SE, SE (Civil)/ any Quarter allotment authority will publish a list of employees against whom over dues of nigram accommodation are lying outstanding and upload the same on RVPN website in the month of June & December every year. Accommodation allotment authority will be responsible for making recovery on account of accommodation availed/ allotted& Issue the final NO DUES certificate to Head of the Office.

**3) Requirement of No Dues certificate for GPF Holders:-**

- 3.1) **GPF Final Payment** :- GPF final payment shall be released even without obtaining the "NO DUES" Certificate in respect of any Advance and Quarter Vacation report& DE/PE Report under GPF Rules 1988.
- 3.2) **Pension & Family Pension**:-Provisional Pension/Family Pension may be granted even without obtaining the "NO DUES "Certificate in respect of any Advance and Quarter Vacation report .However, it is worth to mention that DE/PE and Judiciary Enquiry Report under Rule 6 & 7 Of RCS Pension Rules 1996 will affect the Grant of Pension/Family Pension. If there are Pending Enquiries against the retiring employee then Provisional Pension /Family pension may be granted upto 100%(Rule 90 of RCS Pension Rules 1996) as per the discretion power of Pension sanctioning authority. Final pension shall be released after obtaining "No Dues Certificate".
- 3.3) **Gratuity** : It may not be granted without obtaining the NO DUES in respect of any Advances, since as per the Rule 92 of RCS Pension Rules 1996, "All dues may be adjusted against Gratuity. In case Quarter Vacation report is not received then 25% under sub rule (5) of Rule 93 of RCS Pension Rules 1996 may be withheld till the no Dues certificate received".

However, it is worth to mention that DE/PE and Judiciary Enquiry Report under Rule 6 & 7 of RCS Pension Rules will also affect the Grant of Gratuity. If there are Pending Enquiries in Rule 6 of RCS Pension Rules 1996 against the retiring employee then Provisional Gratuity (75% to 95%, as the case may be) may be granted & If there are Pending Enquiries in Rule 7 of RCS Pension Rules 1996 against the retiring employee then no Gratuity will be granted (Rule 90 of RCS Pension Rules 1996) till the final NO DE/PE and Judiciary Report received.

**3.4) Commutation**:- Commutation shall not be released to the Nigam servant who has been granted provisional pension pending determination of final pension without obtaining the "NO DUES Certificate" as per the clause no 4 of Chapter II (appendix I Commutation pension Rules 1996)

Further, No Board servant against whom departmental or judicial proceedings as referred to in Rule 7 of the Pension Rules, have been instituted before the date of his retirement, or the pensioner against whom such proceedings are instituted after the date of his retirement, shall be eligible to commute a fraction of his provisional pension authorised under Rule 90 of the Pension Rules or the pension, as the case may be, during the pendency of such proceedings, as per the clause no 4 of Chapter II (appendix I Commutation pension Rules 1996).

**3.5) Leave Encashment** :- Payment of leave Encashment (terminal leave) will be released at the time of retirement only after obtaining "NO DUES CERTIFICATE".

**4.) Requirement of No Dues certificate for CPF holders:-**

**4.1) CPF Final Payment** :-CPF Final payment shall be released even without obtaining the "NO DUES" Certificate in respect of any advances, as per the Rule 42 of CPF Final Payment Rules effective from 24.02.2005. As per this rule "The amount standing to the credit of any member in the fund shall not in any way be capable of being assigned or charged and shall not be liable to attachment under any decree or order of any court in respect of any debt or liability incurred by the member".

**4.2) CPF Gratuity**:-CPF Gratuity shall be released even without obtaining the "NO DUES" Certificate in respect of any advances as per the Rule 10 of CPF Gratuity Rules 1972. As per this rule "The board shall not recover any outstanding against the employee which could not be recovered during his/her service period from the amount of gratuity payable to him or to his/her nominee or heirs as the case may be, unless the employee of the board gives his/her option for making recovery of any loan and advances taken by him/her from the board as per the provisions contained for such option in various rules and regulations of the board and the employee or his nominee or heir shall not in any way assign the amount of gratuity payable to him/her".

**4.3) Leave Encashment**: - Payment of leave Encashment (terminal leave) will be released at the time of retirement only after obtaining "NO DUES CERTIFICATE".

Hence, All Head of offices are advised to assess and ascertain any kind of dues other than above heads and intimate to the individual employee during service period and arrange to recover from salary.

  
(Madhu Pandey)  
Chief Accounts Officer (P&F-Cont)

Copy to the following for information and necessary action :-

1. The Secretary (Admn.), RVPN, Jaipur.
2. The Zonal Chief Engineer /CE /Addl CE(\_\_\_\_\_), RVPN, \_\_\_\_\_.
3. The Chief Accounts Officer (\_\_\_\_\_), RVPN, \_\_\_\_\_.
4. The Superintending Engineer /Executive Engineer (\_\_\_\_\_), RVPN, \_\_\_\_\_.
5. The Senior Accounts Officer/ Dy. COA (\_\_\_\_\_), RVPN \_\_\_\_\_.
6. The JS/DS/AS(\_\_\_\_\_), RVPN, Jaipur.
7. The Accounts Officer (\_\_\_\_\_), RVPN, \_\_\_\_\_.

  
Accounts Officer (Estt-Cont)