

**GOVERNMENT OF ANDHRA PRADESH
FINANCE (HRM.V) DEPARTMENT**

CIRCULAR MEMO.No.221003-A/96/A2/HRM.V/2016,

dated:08.09.2016

Sub:- Pensions – APRPRs 1980 – Forwarding of pension proposals 6 months before retirement of a Government Servant – Instructions issued - Regarding.

- Ref:-
1. Appendix –I of A.P Revised Pension Rules, 1980.
 2. Cir.Memo No. 113616-E/326/A2/HRM.V/2015, dated 07.01.2016.
 3. D.O.Lr.No.PM/I/1-1(12-A)/2016-17/179684, dt.15.04.2016 received from O/o the Accountant General, A.P and Telangana, Hyderabad.
 4. Circular Memo No. 221003-A/96/A2/HRM.V/2016, dated. 28.04.2016.
 5. D.O.Lr.No.PM/I/1-1(12-A)/2016-17/192703,dated 18.08.2016 received from O/o the Accountant General, A.P and Telangana, Hyderabad.

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The Accountant General, O/o A.G (A&E) in the reference 3rd and 5th cited informed that Appendix-I to the APRPRs 1980 illustrates the procedure to be followed while forwarding pension proposals 6 months before retirement of Government servant. The AG has also analyzed the period of delay in receipt of fresh superannuation cases departmental wise during the period 1.4.2016 to 30.6.2016 and requested the departments for their valuable support to achieve the goal of payment of pensionary benefits as soon as the retirement take place.

2. Therefore, in continuation of earlier Cir. Memo cited above, all the departments of Secretariat/HODs are once again requested to ensure that all the Pension Sanctioning Authorities under their control shall adhere to the procedure as laid down in Appendix-I to the APRPRs 1980 and forward pension proposals 6 months before the retirement of a Government servant to the Accountant General (A&E), AP&TS, Hyderabad, for timely settlement of pensionary benefits. Department wise delay in submission of pension cases is herewith enclosed for necessary action.

3. This Circular Memo can be accessed at [HTTP://www.aponline.gov.in](http://www.aponline.gov.in).

HEMA MUNIVENKATAPPA
SPECIAL SECRETARY TO GOVERNMENT

To
All Departments of Secretariat
All Head of the Departments
The Registrar of All the Universities in Andhra Pradesh
The Director of treasuries and accounts AP Hyderabad
The Pay and Accounts Officer, AP, Hyderabad
The Director of State Audit, AP Hyderabad
The Director Works and Accounts, AP, Hyderabad
Copy to
The Principal Account General (A&E), A.P, Hyderabad

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SECTION OFFICER

17:02 Hrs]

Processed date : 02/08/2016

STATEMENT SHOWING DELAYS IN RECEIPT OF FRESH SUPERANNUATION CASES
During the period 01/04/2016 to 30/06/2016

S.No.	DEPT	No. of S.cases recd.	BEFORE RETIREMENT							AFTER RETIREMENT						
			>6 months	5-6 months	4-5 months	3-4 months	2-3 months	1-2 months	<1 month	<1 month	1-2 months	2-3 months	3-4 months	4-5 months	5-6 months	>6 months
1.	ACB	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0
2.	AEDN	6	0	0	0	0	0	3	0	1	0	0	0	0	1	1
3.	AGRI	34	0	0	0	2	5	8	7	0	4	1	3	0	0	4
4.	AHB	34	0	0	0	1	3	12	8	4	3	0	1	0	0	2
5.	AIS	13	0	0	0	2	0	2	5	2	0	0	0	0	0	2
6.	ARCH	4	0	0	0	0	0	0	1	0	1	0	2	0	0	0
7.	BCW	16	0	0	0	0	2	2	5	1	2	1	0	0	0	3
8.	BES	5	0	0	0	0	1	1	1	0	0	0	0	0	0	2
9.	CEO	4	0	0	0	0	2	1	0	0	1	0	0	0	0	0
10.	CHYD	41	0	0	0	0	1	8	5	5	5	3	3	1	2	8
11.	COOP	22	0	0	0	0	1	6	9	1	1	0	1	0	0	3
12.	CSP	3	0	0	0	0	2	0	1	0	0	0	0	0	0	0
13.	CTS	67	0	0	1	1	12	14	15	4	8	1	3	2	0	6
14.	CULT	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
15.	DAO	2	0	0	0	0	0	0	0	0	1	0	0	0	0	1
16.	EADB	39	0	0	0	3	5	6	10	7	2	2	2	0	0	2
17.	EKNL	36	0	0	0	2	6	15	9	1	0	0	0	0	0	3
18.	EMDK	45	0	0	2	4	21	9	6	2	0	0	0	0	0	1
19.	EMTR	27	0	0	0	1	2	11	7	1	1	1	0	1	1	1
20.	ENDO	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
21.	ENLG	80	0	0	1	3	10	34	14	7	5	1	0	1	0	4
22.	ENZB	45	0	0	1	0	7	18	9	4	3	2	0	1	0	0
23.	ERL	2	0	0	0	0	0	0	0	0	1	0	0	0	0	1
24.	ERRD	45	0	0	0	0	6	17	10	0	4	3	1	3	0	1
25.	EXC	26	0	0	0	0	2	7	6	2	3	0	1	0	1	4
26.	FIRE	31	0	0	0	1	2	4	9	1	6	3	2	1	0	2
27.	FISH	7	0	0	0	1	0	1	3	1	0	0	0	1	0	0
28.	FOR	25	0	0	0	1	0	6	4	0	5	2	1	1	0	5
29.	GHD	8	0	0	0	0	1	2	1	2	0	0	2	0	0	0
30.	HATP	9	0	0	0	0	2	5	2	0	0	0	0	0	0	0
31.	HCDP	16	0	0	0	1	1	9	4	0	0	0	0	0	0	1
32.	HCTR	4	0	0	1	0	0	1	1	0	0	0	0	0	0	1
33.	HEGD	18	0	0	0	2	9	3	3	0	0	0	0	0	1	0
34.	HGNT	8	0	0	0	0	1	2	2	0	0	0	0	0	0	3
35.	HKMM	4	0	0	0	0	0	0	0	0	0	1	0	0	0	3

[Processed date : 02/08/2016

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STATEMENT SHOWING DELAYS IN RECEIPT OF FRESH SUPERANNUATION CASES
During the period 01/04/2016 to 30/06/2016

No. of S.No. DEPT	BEFORE RETIREMENT								AFTER RETIREMENT							
	S.cases recd.	>6 months	5-6 months	4-5 months	3-4 months	2-3 months	1-2 months	<1 month	<1 month	1-2 months	2-3 months	3-4 months	4-5 months	5-6 months	>6 months	
101. MKNL	19	0	0	0	1	3	5	10	0	0	0	0	0	0	0	
102. MKNR	9	0	0	0	0	0	3	2	1	0	1	0	0	0	2	
103. MKT	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	
104. MMBN	11	0	0	0	1	0	2	4	0	0	1	0	1	0	2	
105. MMDK	8	0	0	0	1	3	1	1	1	0	0	0	0	0	1	
106. MNG	4	0	0	0	0	1	2	1	0	0	0	0	0	0	0	
107. MNLG	13	0	0	0	0	1	1	2	6	1	0	0	0	1	1	
108. MNLR	7	0	0	0	0	0	2	4	0	0	0	0	0	0	1	
109. MNZB	2	0	0	0	0	0	0	0	0	0	1	0	1	0	0	
110. MPKS	4	0	0	0	0	1	0	1	0	0	0	0	0	0	2	
111. MPL	36	0	0	0	2	3	3	6	2	1	1	2	3	0	13	
112. MRRD	5	0	0	0	0	0	2	2	0	0	1	0	0	0	0	
113. MSKL	9	0	0	0	0	6	3	0	0	0	0	0	0	0	0	
114. MVSP	13	0	0	0	1	6	2	3	0	0	0	0	0	0	1	
115. MVZN	5	0	0	0	0	1	2	2	0	0	0	0	0	0	0	
116. MWGD	8	0	0	0	1	3	3	1	0	0	0	0	0	0	0	
117. MWGL	20	0	0	0	0	0	4	3	4	4	0	1	1	0	3	
118. NCC	3	0	0	0	0	1	0	2	0	0	0	0	0	0	0	
119. PADB	15	0	6	7	1	0	0	1	0	0	0	0	0	0	0	
120. PAO	3	0	0	0	1	1	0	0	0	1	0	0	0	0	0	
121. PATP	11	0	0	0	0	1	8	2	0	0	0	0	0	0	0	
122. PCDP	14	0	0	0	1	7	4	2	0	0	0	0	0	0	0	
123. PCTR	7	0	0	0	0	1	5	1	0	0	0	0	0	0	0	
124. PEGD	19	0	0	0	2	1	8	7	0	1	0	0	0	0	0	
125. PGNT	12	0	0	1	1	0	0	10	0	0	0	0	0	0	0	
126. PH	22	0	0	0	0	3	2	5	3	0	1	2	1	0	5	
127. PHYD	150	0	0	0	3	11	42	38	14	21	4	8	2	0	7	
128. PKMM	15	0	0	0	0	0	7	5	0	1	2	0	0	0	0	
129. PKNA	22	0	0	0	0	10	10	2	0	0	0	0	0	0	0	
130. PKNL	3	0	0	1	1	0	0	1	0	0	0	0	0	0	0	
131. PKNR	18	0	0	0	1	6	4	3	0	2	0	0	0	2	0	
132. PMBN	6	0	0	0	0	1	1	2	1	1	0	0	0	0	0	
133. PMDK	3	0	0	1	0	1	0	0	0	0	1	0	0	0	0	
134. PNLG	12	0	0	0	4	5	0	3	0	0	0	0	0	0	0	
135. PNLR	18	0	0	0	1	2	4	11	0	0	0	0	0	0	0	

23

136. PNZB	15	0	0	0	2	1	3	7	0	2	0	0	0	0	0	0
137. PORT	7	0	0	0	0	2	5	0	0	0	0	0	0	0	0	0
138. PPKS	12	0	0	0	0	2	8	2	0	0	0	0	0	0	0	7
139. PRAN	48	0	0	2	4	8	20	6	0	1	0	0	0	0	0	4
140. PRR	27	0	0	0	1	2	12	8	0	0	0	0	0	0	0	12
141. PRRD	22	0	0	0	0	1	9	5	6	0	1	0	0	0	1	0
142. PRT	72	0	0	0	1	5	10	16	14	7	2	4	0	0	0	0
143. PSKL	7	0	0	1	1	0	5	0	0	3	3	3	0	1	0	2
144. PTS	35	0	0	0	2	3	7	11	3	0	0	0	0	0	0	0
145. PVSP	18	0	0	0	0	1	7	10	0	0	0	0	0	0	0	0
146. PVZN	13	0	0	0	3	5	2	3	0	0	0	0	0	0	0	0
147. PWGD	10	0	0	0	2	6	2	0	0	0	0	0	0	0	0	0
148. PWGL	21	0	0	3	2	3	5	5	3	0	0	0	0	0	0	8
149. REAN	39	0	0	0	2	7	10	12	0	0	0	0	0	0	0	0
150. REGS	26	1	1	1	2	6	5	6	0	0	1	0	3	0	0	0

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			>6 months	5-6 months	4-5 months	3-4 months	2-3 months	1-2 months	<1 month	<1 month	1-2 months	2-3 months	3-4 months	4-5 months	5-6 months	>6 months
151.	RERT	106	0	0	0	8	7	11	23	12	6	5	6	4	2	22
152.	RNB	37	0	0	1	2	3	7	4	2	5	3	1	0	0	9
153.	SATP	45	0	0	0	4	13	20	8	0	0	0	0	0	0	0
154.	SCDP	44	0	0	0	1	15	17	9	0	0	0	0	0	0	2
155.	SCTR	86	0	0	0	4	21	36	25	0	0	0	0	0	0	0
156.	SECT	38	0	0	0	6	5	9	6	5	4	0	1	0	0	2
157.	SEGD	75	0	0	1	4	24	35	10	0	0	0	1	0	0	0
158.	SERI	23	0	0	0	0	1	6	4	2	4	3	1	0	1	1
159.	SGNT	49	0	0	0	2	7	24	15	0	0	0	0	0	0	1
160.	SHYD	68	0	1	0	3	11	17	10	7	7	2	3	2	0	5
161.	SKMM	57	0	0	2	0	11	22	8	3	5	1	2	1	0	2
162.	SKNA	31	0	0	0	0	15	16	0	0	0	0	0	0	0	0
163.	SKNR	49	0	0	1	2	6	10	13	2	6	3	1	1	0	4
164.	SLR	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0
165.	SMBN	59	0	0	0	2	13	20	11	6	1	3	1	1	0	1
166.	SNLR	48	0	0	1	2	11	28	6	0	0	0	0	0	0	0
167.	SPKS	46	0	0	0	3	7	25	11	0	0	0	0	0	0	0
168.	SSKL	63	0	0	1	4	18	28	12	0	0	0	0	0	0	0
169.	SVSP	36	0	0	1	3	11	12	8	0	1	0	0	0	0	0
170.	SVZN	50	0	0	0	1	14	25	10	0	0	0	0	0	0	0
171.	SWG D	74	0	0	1	3	18	38	11	2	0	0	0	0	0	1
172.	SWGL	66	0	0	0	0	4	24	14	6	0	6	2	1	4	5
173.	TEDN	21	0	0	0	0	2	4	3	6	2	1	1	0	0	2
174.	TOWN	8	0	0	0	0	0	2	2	0	3	1	0	0	0	0
175.	TRAC	32	0	0	0	1	3	10	6	1	1	2	1	3	1	3
176.	TRPT	9	0	0	0	0	1	0	2	1	2	0	0	0	0	3
177.	WATR	5	0	0	0	0	0	3	0	1	0	1	0	0	0	0
178.	WELL	95	0	1	0	5	13	15	12	7	8	6	1	0	2	25
179.	WNM	8	0	0	0	0	0	4	3	0	1	0	0	0	0	0
TOTAL:	3537	1	9	42	155	561	1045	754	218	199	97	95	48	28	285	

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**GOVERNMENT OF ANDHRA PRADESH
FINANCE (HRM.V) DEPARTMENT**

CIRCULAR MEMO.No.221003-A/96/A2/HRM.V/2016, dated:28.04.2016

Sub:- Pensions – APRPRs 1980 – Forwarding of pension proposals 6 months before retirement of a Government Servant – Instructions issued - Regarding.

- Ref:-
1. Appendix -I of A.P Revised Pension Rules, 1980.
 2. Cir.Memo No. 113616-E/326/A2/HRM.V/2015, dated 07.01.2016.
 3. D.O.Lr.No.PM/I/1-1(12-A)/2016-17/179684,dt.15.04.2016 received from O/o the Accountant General, A.P and Telangana, Hyderabad.

* * *

The Deputy Accountant General (Pensions), O/o A.G (A&E) in the reference 3rd cited informed that Appendix-I to the APRPRs 1980 illustrates the procedure to be followed while forwarding pension proposals 6 months before retirement of Government servants due for retirement in the form of application appended to it. After the enhancement of retirement age to 60 years the superannuation retirements in the State of Andhra Pradesh will resume from June 2016 onwards and their retirement benefits are due to be settled. Therefore, the Accountant General requested the Government to issue necessary instructions to all Pension Sanctioning Authorities for submission of pension cases to Accountant General timely to arrange payment of Pensionary Benefits as soon as the retirement takes place.

Therefore, all the departments of Secretariat/HODs are requested to instruct all the Pension sanctioning Authorities under their control to forward the Pension proposals to Accountant General 6 months before retirement of a Government Servant duly following the procedure as laid down in Appendix-I to the APRPRs 1980 along with a forwarding letter issued vide reference 2nd cited above.

HEMA MUNIVENKATAPPA
SPECIAL SECRETARY TO GOVERNMENT

To
All Departments of Secretariat
All Head of the Departments
The Registrar of All the Universities in Andhra Pradesh
The Director of treasuries and accounts AP Hyderabad
The Pay and Accounts Officer, AP, Hyderabad
The Director of State Audit, AP Hyderabad
The Director Works and Accounts, AP, Hyderabad
Copy to
The Principal Account General (A&E), A.P, Hyderabad

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SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH
FINANCE (HRM.V) DEPARTMENT

Cir.Memo.113616-E/326/A2/HRM.V/2015

Dt:07.01.2016

Sub: Pension- Pro-forma letter for forwarding pension proposals-Reg.

Ref: Lr.PM/III/4-2/2015-16/163473 Dt: 19.11.2015 received from O/o
the Accountant General, AP Hyderabad.

The Accountant General, AP, Hyderabad has informed that that many of the pension proposals received from the Pension Sanctioning Authorities are incomplete in shape and lack clarity also. These lapses delay the authorisation of pension cases.

Further he has requested the Government to issue instructions to the Pension Sanctioning Authorities to send the pension proposals along with the forwarding letter in the pro- forma prescribed enclosed.

Therefore all the Departments of Secretariat/HODs are requested to instruct all the Pension Sanctioning Authorities under their control to send the pension proposals along with forwarding letter are appended to the Cir Memo.

HEMA MUNIVENKATAPPA
SPECIAL SECRETARY TO GOVERNMENT

To
All Departments of Secretariat
All Head of the Departments
The Principal Account General (A&E)
The Director of treasuries and accounts AP Hyderabad
The Pay and Accounts Officer, AP, Hyderabad
The Director of Treasuries and Accounts, AP, Hyderabad
The Director of State Audit, AP Hyderabad
All District Treasuries Officers
All District Educational Officers
All District Panchayat Officers
All District Collectors
All Municipal commissioners

//FORWARDED::BY ORDER//

H. Gov. S.
SECTION OFFICER

Name of the Office – Pension Sanctioning Authority

Letter No:

To
The Accountant General (A&E)
Andhra Pradesh & Telangana
Saifabad
HYDERABAD
Sir,

Sub : Forwarding of Service / Family Pension Proposals in respect of Sri/ Smt

Ref : 1. G.O.Ms.No.263, Fin&Plg(PSC)Department, Dt: 23.11.1998
2. G.O.Ms.No.97, Finance(PSC)Department, Dt: 07.05.2014
3. Application of Sri / Smt

I hereby forward the pension proposal in triplicate, in respect of Sri/
Smt.....
(Designation) ,..... (Office), who retired / is going to retire / expired on
(date) along with the following documents.

Sl.No	Details of documents	Enclosed of not
1	Application for pension and gratuity in Part I duly signed by the applicant – in duplicate	Yes/No
2	Calculation of pension/Gratuity & Commutation etc Part II(A) – in	Yes/No
3	Sanction of Pensionary Benefits Part II (B)	Yes/No
4	Details of service in combined / successor states – Part II (C) – in duplicate	Yes/No
5	Descriptive Rolls with specimen signatures of applicants & attested across the photos by the State Government Gazetted Officer – in quadruplicate	Yes/No
6	Nomination form (for Retirement Gratuity, Life time arrears of Service pension, Death relief & Commuted value of pension) – in duplicate	Yes/No
7	Declaration of non-receipt of any other pension – in duplicate	Yes/No
8	Last Pay Certificate	Yes/No
9	No Dues Certificate	Yes/No
10	Service Register	Yes/No
11	Death Certificate in case of Family Pension	Yes/No
12	Family Members certificate in case of Family pension	Yes/No
13	Certificate of Date of Birth – in case of FP to minor Children	Yes/No
14	Guardian ship certificate – in case of FP to minor children / disabled children	Yes/No
15	Any other document (Specify the name of the document when enclosed)	Yes/No

The reason for non-furnishing of the above required documents are:

SI No	Serial No of the list above	Reasons for non-submission

The receipt of the Pension proposals along with Service Registers may please be acknowledged. Necessary orders authorising the pensionary benefits may please be issued at the earliest.

Yours faithfully,

Pension Sanctioning Authority.

Copy to individual
Copy to the