

**GOVERNMENT OF ANDHRA PRADESH  
SCHOOL EDUCATION DEPARTMENT**

Memo.No.ESE02-16021/93/2025-Pension

Dated:31-07-2025

Sub:- School Education Dept., - Timely Submission of Pension Proposals - Instructions issued by the O/o. the Principal Accountant General (A&E) - To follow the instructions - Communicated for necessary action - Reg.

Ref:- 1. UO Note.No.281627/FIN01-HROMISC/74/2025-HR-III,  
Dated:13.07.2025 of the Secretary, Finance Dept., AP.  
2. Government Memo.No.2906597/Gen/ESE01/A2/2025,  
Dated:18.07.2025.

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While enclosing a copy of the Government memo in the reference 2<sup>nd</sup> cited along with its enclosures, all the Regional Joint Directors of School Education and District Educational Officers in the state are hereby requested to adhere the instructions scrupulously as desired by the Principal Accountant General (A&E), AP with regard to timely submission of Pension Proposals.

Encl: As above

**PARVATHI PAYYAVULA  
DIRECTOR (COORDINATION)**

To

All the Regional Joint Director of School Education in the state.

All the District Educational Officers in the State.

Copy submitted to the Deputy Secretary to Govt., School Education (GEN) Dept., AP-Secretariat, Velagapudi, Amaravathi.

GOVERNMENT OF ANDHRA PRADESH  
SCHOOL EDUCATION (GENERAL) DEPARTMENT



Memo.No.2906597/Gen/ESE01/A2/2025, Dated: 18-07-2025

Sub:- School Education - Pension - Timely Submission of Pension  
Proposals - Instructions issued by the O/o of the Principal  
Accountant General(A&E), A.P. - To follow the instructions - Reg.  
Ref:- From Finance (HR.III-Pension & GPF) Department vide U.O. Note  
No.281627/FIN01-HROMISC/74/2025-HR-III,  
dt.13.07.2025.

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A copy of the reference cited together with its enclosures is  
herewith sent to all the Head of the Departments under the control of  
School Education. They are requested to adhere the instructions  
scrupulously as desired by the Principal Accountant General(A&E), A.P.

**VENKATESWARLU RAVINUTHALA**  
**DEPUTY SECRETARY TO GOVERNMENT**

To

All the Head of the Departments under the control of School  
Education(w.e.)

The School Education(OP) Department, A.P. Secretariat(w.e.)

Copy to :

The Finance (HR.III-Pension & GPF) Department, A.P. Secretariat.  
SF/SC

// FORWARDED BY:: ORDER //

*[Signature]*  
SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH  
FINANCE (HR.III-PENSION & GPF) DEPARTMENT

U.O.NoteNo.2816271/FIN01-HROMISC/74/2025-HR-III Dt:13-07-2025

Sub:- Finance Department- Pension – Timely Submission of Pension Proposals – Instructions – Issued – Reg.

Ref:- Letter No. PAG (A&E)/AP/PM-1/2024-25/354279, dated 30.04.2025 from the Deputy Accountant General (E), O/o Principal Accountant General (A&E), Andhra Pradesh, Vijayawada.

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The attention of all Departments is invited to the reference cited above, wherein the Office of the Principal Accountant General (A&E), Andhra Pradesh, has observed that pension proposals are not being submitted in a timely manner as prescribed in the Andhra Pradesh Revised Pension Rules, 1980 (AAPRPRs).

2. As per the Appendix to the AP RPRs, pension proposals shall be submitted at least six months prior to the date of retirement/superannuation of the concerned official. However, during the quarter of January to March 2025, only 79.70% of pension proposals were received before the date of superannuation.

3. The PAG(A&E) has informed that a significant number of proposals are being submitted with less than three months' lead time, causing delays in the timely authorization of pensions. Such delays adversely affect the timely disbursement of pensionary benefits to retiring employees.

4. After examination of the issue, all Departments of Secretariat are therefore requested to strictly ensure that pension proposals are submitted to the Office of the Principal Accountant General (A&E), Andhra Pradesh, at least six months in advance of the official's date of superannuation. This will facilitate the timely processing and authorization of pension and related benefits.

5. These instructions shall also be communicated to all Drawing and Disbursing Officers (DDOs) and Heads of Departments under the administrative control of respective Departments for strict compliance.

**V VINAY CHAND I A S**  
**SECRETARY TO GOVERNMENT**

To



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So. G. M.



The all the Departments of Secretariat  
The Finance (Admn.I) Department  
The Finance (Admn.II) Department  
The Finance (Admn.III) Department

//FORWARDED:BY ORDER//

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SECTION OFFICER



PAU/AN/1-APR/PR/180/2025

Date: 14/07/2025

To  
The Principal Secretary to Government  
Finance Department  
Government of Andhra Pradesh  
AP Secretariat  
Velagapudi, Amaravathi  
Andhra Pradesh. 522 238

Sub: Timely Submission of Pension Proposals - Reg.  
Ref: Appendix-I APRPRs 1980.

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With reference to the subject cited the pension proposals of the officials shall be forwarded to this office in advance of six months of retirement, as per the appendix of APRPRs 1980. However, during the quarter of January to March 2025, only 79.70% cases respectively are received before the date of superannuation.

Receipt of cases before various months of Date of Superannuation:

Quarter	Various months before the date of Superannuation							Total cases Received during this Quarter	% of Cases received in advance
	>6	5-6	4-5	3-4	2-3	1-2	<1		
January to March 2025	1	68	244	565	608	370	217	2601	<u>79.70%</u>

In this regard pursuance by finance department with all the departments of Government of Andhra Pradesh in submission of pension proposals in advance of six months, enable us to achieve the goal of authorization of pension cases prior to the date of superannuation.

Yours faithfully

Deputy accountant General (F)

Phone No : 0866-2999406

No. FIN01-HR/MS/74/2025-RP/11 (Computer No. 2816271)

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