



Finance (PC) Department,  
Fort St. George,  
Chennai - 600 009.

Letter No. 54154 / Pay Cell / 2009—1, dated: 17 --9—2009.

From  
**THIRU K. GNANADESIKAN, I.A.S.,**  
Principal Secretary to Government

To  
All Secretaries to Government.  
All Departments of Secretariat.  
All Heads of Departments.  
All Collectors/District Judges/Magistrates.  
The Accountant General, Chennai – 9 /18 /35/Madurai.  
All Pay and Accounts Officers.  
All Treasury Officers / All Sub-Treasury Officers.  
The Chairman, Tamil Nadu Public Service Commission, Chennai-2.  
The Registrar General, High Court, Chennai–104.  
The Commissioner of all Corporations.

Sir,

Sub: Revision of pensionary benefits in respect of those retired / died in harness on or after 1-1-2006 and upto 31-5-2009 – Procedure Guidelines to be followed – Further instructions –Issued.

Ref : 1. Government Letter No.44880 / PC/2009—1, Finance Department, dated: 04—8—2009.  
2. From the Accountant General (A&E),Tamil Nadu, letter No.Pen.30/Unit-1/1-74/PCR/2009-2010/330, dated: 04—9—09.

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I am to invite your attention to the references cited.

2) The Accountant General (A&E), in his letter second cited has informed that the details of Pensioners, who retired between 1—1—2006 and 31—5—2009 for whom revision of scales of pay is due, the details of which has been sent districtwise in Compact Disk along with instructions to all Heads of Departments and this work is to be completed shortly. It has also been informed that authorizations for all the three benefits viz. Pension, Commutation, DCRG. is to be issued electronically to the Treasuries concerned with the aid of digital signature. However, the concerned Departments and the individual pensioners will be intimated through letters of authorizations to the Treasury Officers concerned. As regards those drawing pension outside the State, the abovesaid three benefits shall be issued in hard copy to the respective Accountant General.

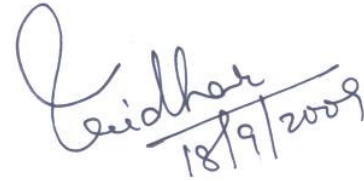
3) Regarding issue of two authorizations, one for the pre-revised pay and another for the revised pay, the Accountant General has proposed to intimate the admissible pre-revised pensionary benefits in the authorizations to be issued straightaway in the revised pay in lieu of two authorizations. This will facilitate the Treasury Officers and the Departmental Officers to make payment of pre-revised pensionary benefits in full and to calculate the arrears to be paid in three instalments.

/p.t.o./

4) To process the revised pension proposals of those retired between 1—1—2006 and 31—5—2009 as contemplated above, the Accountant General has requested the Government to issue suitable instructions to all the Heads of Departments in this regard. Further he has also pointed out that pension proposals in the pre-revised pay still continue to be received from certain departmental officers and therefore requested the Head of Departments to instruct their subordinates to send pension proposals to his office only after re-fixing the pay in the revised scales of pay. Accordingly, I am directed to request all the Head of Departments / Heads of Offices to furnish the data called for in the Compact Disk sent by the Accountant General in respect of the retirees from 1—1—2006 to 31—5—2009 in bulk on or before 30—9—2009 for enabling immediate processing and finalization of the authorizations in respect of the three benefits viz. Revised Pension, Commutation and DCRG. A copy of the instruction sheet is enclosed for your ready reference. As far as the list of retirees of Secretariat, the said list has been sent by Accountant General to the Chief Secretary to Government in Compact Disk and a copy of the Accountant General letter along with the Compact Disk has been forwarded to the Departments of Secretariat by Finance (Pension) for immediate further process and forwarding the details to Accountant General for due authorization.

5) The above work may be given "**Top Priority**" so as to avoid delay in making payment of the arrears to the retired employees.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Saidhar', with a horizontal line underneath it. Below the line, the date '18/9/2009' is written in the same ink.

for Principal Secretary to Government.

## INSTRUCTION SHEET

The data has been provided as a Foxpro dbf file having columns as detailed below:-

<b>DATA FURNISHED BY ACCOUNTNAT GENERAL</b>		
<b>Sl.No.</b>	<b>Field Name</b>	<b>Description</b>
01.	PREFIX	Prefix to Pension Payment Order number
02.	PPO	Pension Payment Order number
03.	NAME	Name of the Government Servant
04.	DESIGN	Designation of the Government Servant
05.	DOB	Date of Birth
06.	DOR	Date of Retirement
07.	DOD	Date of Death
08.	DDO 1	Drawing and Disbursing Officer
09.	DDO 2	Drawing and Disbursing Officer
10.	DCODE	District Code
11.	DISTRICT	District Name
12.	TRY	District Treasury Code
13.	TNAME	District Treasury Name
14.	STRY	Sub Treasury Code (if applicable)
15.	STNAME	Sub Treasury Name (if applicable)
16.	DEPTCODE	Government Department Code
17.	GTRYCODE	Government Treasury Code.

<b>DATA TO BE FURNISHED BY DEPARTMENT</b>		
<b>Sl.No.</b>	<b>Field Name</b>	<b>Description</b>
18.	DAR	Date of death after retirement of the pensioner, if applicable
19.	DDOCODE	Drawing and Disbursing Officer code
20.	LASTPAY	Revised Basic pay on the date of retirement / death
21.	SPLPAY	Special Pay drawn on the date of retirement / death
22.	PERPAY	Personal Pay drawn on the date of retirement / death
23.	GRPAY	Grade Pay
24.	MINIMUM	Minimum of pay band
25.	PAY BAND	Revised Pay Band
26.	COMMUT	Whether willing to commute
27.	MOBILE NO	Mobile number of the pensioner / family pensioner

Col. Nos. 1 to 17 have been provided by Office of the Accountant General.

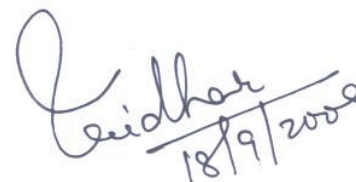
Col. Nos. 18 to 27 may be filled up at your end.

DDO Code allotted to your office may be filled up in Col.No.19.

Please ensure that pay elements are filled in separately in Col.20,21,22 & 23.

Unwillingness to commute may be indicated by the letter 'N' in Col.26. If the column is left blank, commutation will be admitted.

//True Copy//

  
18/9/2009

SECTION OFFICER.