

**Municipal Corporation of Delhi**  
**Final Payment Section**  
**Dr. Shyama Prasad Mukherjee Marg**  
**3<sup>rd</sup> Floor, Civic Centre, New Delhi-110002**

No DCA(FP-II)/MCD/2022/845


Dated: 06<sup>th</sup> July, 2022

**Circular**

Please find enclosed the O.M No. 10(503/Coord/Gr.(pension)/2022/1813-1818 dated 13.06.22 issued by Special Secy. Services for finalization of pending pension matters within one month of special drive. I am directed to convey that all DDOs/DCAs may follow the SOP guidelines issued by F&G vide Office Order No. DCA/F&G-I/MCD/2022/76 dated 10.06.2022.

All Zonal DCAs may submit the status of pending final payments cases for retirement and death and submit the details in the prescribed format (copy attached) to Pension cell (HQ) by every Friday. All the pending cases may be resolved during the special drive from 06.07.2022 to 06.08.2022 for redressal of grievances of MCD employees.

Encl: As above

  
DCA (Final Payment)-II

Copy to:-

1. All DCAs
2. All DDOs through DCAs

✓ 3. Director (IT) with the request to upload on MCD's website.

Copy for information to:-

PS to Addl. Commissioner (Finance)



**OFFICE OF CHIEF ACCOUNTANT CUM FINANCIAL ADVISOR  
MUNICIPAL CORPORATION OF DELHI  
23<sup>RD</sup> FLOOR, DR. SPM CIVIC CENTRE,  
JLN MARG, NEW DELHI – 110002.**

**No. DCA/F&G-I/MCD/2022/D- 76**

**Dated:- 10.06.2022**

**OFFICE ORDER**

To streamline the final payments of retiring/deceased employees, the Commissioner MCD has approved the following:-

1. Six month prior to retirement of an employee, DDO must start the process of final payments viz completion of his/her service book, opening of Joint bank account of the pensioner with Spouse, in the designated branch of bank, adjustment of advance, dues related to SLF. .
2. The DCA of the concerned zone will update GPF account, verification of GPF missing entry if any, obtaining of family details etc. No advance, except the LTC advance shall be sanctioned to an employee including personal and official advance three months before his/her retirement. DCA of the zone and Labor Welfare Office will look after the progress of work regularly.
3. A list of employees along with GPF number be forwarded to DCA Final Payment at HQ, six month in advance for scrutiny of their account. DCA Final Payment will inform the GPF missing entries if any within 10 days from the receipt of information. On receipt of information from DCA FP, the DDO concerned will start the process of verification of missing GPF entries from the accounts section and inform the GPF section accordingly. This will help to cut short the time at the time of finalization of GPF account. For fast moving of Information and communication the method of E-mail should be used. An e-mail ID on NIC for this specific work will be created by the DCA FP office and circulated to all zones.

4. The DCAs of the zones shall obtain a list of the employees, who are going to retire within next 3 months, from the payroll system and initiate the process for obtaining of "No Dues" certificates from the concerned departments such as Vigilance, Land & Estate, Advance & all societies etc. Online. The present system of DDO obtaining No Dues Certificate is dispensed with. Henceforth the process for obtaining of No Dues Certificate from the various departments must be started 3 months prior to retirement of an employee. Once the form for no dues certificate is forwarded to the concerned department, the DCA of the zone may ensure that the same may be pursued rigorously, so that no dues from the concerned department are received without any delay. The DCA (FP) will also ensure that the entire concerned department expedites the receipt of No Dues Certificates on the basis of intimation sent by the Zonal DCAs concerned. If No Dues from the concerned department is not obtained within 10 days of receipt of request then it will be deemed to be issued. All such No Dues will be initiated and received by email of NIC domain.
5. 6 months before the retirement, DDOs will start the formalities such as fill up the prescribed forms and obtain the signature of employee concerned, so that the administrative approval of competent authority for final payments may be obtained for timely processing and disposal of final payment case.
6. After obtaining the administrative approval from the Competent Authority the final payment case may be prepared online as well as in physical file and submitted to the concerned accounts branch by the 10<sup>th</sup> of the month in which employee is going to retire. The Accounts branch will ensure that No dues have been obtained and will process the file accordingly.
7. After scrutinizing of claim, PPO must be issued within 7 days from the date of receipt of claim in the accounts branch and signature of employee concerned be obtained under the verification of DDO, so that the pension should be started on the due date. After completing the case, it may be forwarded to the DCA (FP) for onward submission to bank for disbursement of pension in time.
8. In case of any delay on the part of DDOs, the matter may be reported to the Zonal Deputy Commissioner as well as the Additional Commissioner (Finance).
9. In case of death of an employee, the process of final payment should be immediately started on receipt of death certificate. Labour Welfare Dept. will help the family of the deceased in getting death certificate and thereafter will get the forms filled by the DDOs office. Labour Welfare Department will post one Labour Welfare Superintendent in zones.


10. All DDOs shall update the GPF, GIS and Gratuity nomination of all the employees working under their control and the same should be pasted in the service book of the employee. A fresh nomination under the signature of employee along with two witness and duly countersigned by the DDO be recorded in next two months. The name of nominee, date of birth, age and relation to be mentioned clearly. Aadhar number of each member of the family to be recorded in the service record. The zonal DCA will coordinate and review the progress of work and appraise to Zonal Deputy Commissioner. A common nomination form for GPF, GIS, Gratuity and Commutation of Pension is enclosed here with.
11. To update the GPF nomination, DCA (FP) will prepare a schedule of date & time, to organize the camp at the zonal level in consultation with zonal DCA, and circulate the same well in time. All DDOs must ensure that the requisite records such as service book and nomination forms should be updated and shall be available on the scheduled date and time.
12. All DDOs will ensure that the family details of the employee in Form 3 be updated within two months along with Adhar card of all family members. This will help in settlement of claim if situation arises at a later stage.
13. Labor Welfare Department will regularly take up a fortnightly meeting to review the status of the final payments of death/retiring employees in the zone and apprise to the concerned zonal DC. Labor Welfare Officer will be responsible in getting all the forms filled by the retiree and next of kin of deceased employee. In case of delay, concerned Deputy Commissioner of the zone is to be informed immediately.

The above timelines and instructions shall be strictly adhere to and any laxity in this regard will be viewed seriously.

1. All DCs
2. All DCAs
3. All DDOs
4. CLWO

Copy to:- For information pl.

1. PS to Commissioner, SDMC
2. All Addl. Commissioners

  
Dy. Controller of Accounts  
F&G  
**SANJAY GUPTA**  
Dy. Controller of Accounts (F&G)-1  
Municipal Corporation of Delhi  
S.P. Mukherjee, Civic Centre



**ZONE**  
**Retirement/Death cases report**

S.No	Name	BMID	Deptt	Date of death/ retirement	Dt of submission of pension form by employees or family members	Date of Admn Approval	Date of receipt of pension case in Accounts deptt	Date of sanction of pension by Zonal finance deptt	Date of issue of PPO	Remarks

**Status of Death/ Retirees cases as on**

Departments	Under process with DDOs on	No. of cases in which Claimants not applied	Total	File Received for Pension	Balance cases as on
DEMS					
M-I					
M-II					
M-IV					
M-III					
Project-I					
Project-II					
Auto Workshop					
Health (M&CW)					
Hort.					
Edu					
Public Health					
EE(SLF)					
Total					

DETAILS OF RETIREES DURING 2021 & 2022

	TOTAL	DISPOSED OFF	BALANCE	Remarks
Jan-21				
Feb-21				
Mar-21				
Apr-21				
May-21				
Jun-21				
Jul-21				
Aug-21				
Sep-21				
Oct-21				
Nov-21				
Dec-21				

Jan-22				
Feb-22				
Mar-22				
Apr-22				
May-22				
June-22				

Detail of employees who are going to retire within next 3 month

July -22				
Aug-22				
Sep-22				