

भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण
विभाग
केंद्रीय जल आयोग
ई-गवर्नेंस सेल



Government of India
Ministry of Jal Shakti
Dept. of Water Resources, RD & GR
Central Water Commission
e-Governance Cell

Subject : Measures to be taken by the Executive Engineers (EEs) / DDOs regarding timely payment of retirement benefits to the Pensioners / Family Pensioners in the backdrop of COVID-19 Pandemic – reg.

Sir,

In view of the spread of COVID-19 pandemic and the lockdown which came into effect due to the same, the movement of physical Dak has been affected which has impacted routine works involved in Pension case processing. This has led to a situation where in Pension benefits are not getting paid even after PPO has been issued.

Based on inputs received from PAO, the following system of payments may be adopted by the respective Executive Engineers (EEs) / DDOs of CWC for Pension cases where PPO has been issued but bills are pending :

- 1) System generated Scanned copy of the bills duly signed by the DDO may be submitted to PAO through Establishment-IV, CWC along with scanned copy of the authority of commutation/ gratuity/ service gratuity/ death gratuity.
- 2) Scanned copy of the PD generated copy of the bills of leave encashment, arrear of pension/ family pension (along with copy issued by the PAO) and CGEGIS duly signed by the DDO may be submitted to PAO through Establishment-IV, CWC. Scanned copy of the sanctions order of leave encashment and CGEGIS duly signed by the DDO may also be sent along with the bills.
- 3) It may be ensured that all retirement benefits bills may be sent at one time as far as practicable.
- 4) Bills of leave encashment/CGEGIS to be countersigned by the AAO and record a certificate in the bills that "Leave account and CGEGIS account have been checked by me personally and found correct".
- 5) A certificate may be sent with the scanned copy of the bills duly signed by the AAO (may be furnished by the HOO where no AAO is available) that necessary entries have been made in the service books of the individuals regarding payments details.
- 6) Subsequently copies of the physical bills along with sanction orders and original authorities letters of commutation/gratuity/ service gratuity/death gratuity may be sent by post for cancellation and record of the PAO.
- 7) Where service book is lying in the Establishment-IV section, scanned copy of the bills may be submitted to Establishment-IV, CWC who will forward it to



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PAO along with original copy of the authority letter issued by PAO along with service book.

- 8) Where service books have not reached to the respective Divisions, bills of leave encashment and CGEGIS and arrear of pension/ family pension may be sent after receiving the service books of the officials.
- 9) Scanned copy of the bills as mentioned above may please be sent by email to estt4@nic.in and egovernance-cwc@gov.in latest by 30th June 2020.

This issues with approval of Chairman, CWC.

Yours truly

(K. Vysakh)
Deputy Director

To (Through email and website):

- 1) All the Executive Engineers, CWC.
- 2) Sr. AO, Pension Section, PAO, CWC, New Delhi.
- 3) Under Secretary E-IV, CWC, New Delhi.
- 4) Section Officer, E-IV, CWC, New Delhi.

Copy for kind information to (Through email and website):

- 1) Sr. PPS to Chairman, CWC, New Delhi.
- 2) Sr. PPS to Member (RM), CWC, New Delhi.
- 3) All the Chief Engineers of regional office, CWC
- 4) Chief Engineer (HRM), CWC, New Delhi.
- 5) Secretary, CWC, New Delhi.
- 6) Controller of Accounts, DoWR, RD &GR, Ministry of Jal Shakti, New Delhi.

