



केन्द्रीय विद्यालय संगठन (मु.)  
KENDRIYA VIDYALAYA SANGATHAN (HQ)  
18, संस्थागत क्षेत्र/18, Institutional Area,  
शहीद जीत सिंह मार्ग/Saheed Jeet Singh Marg  
नई दिल्ली-110016/ New Delhi-110016.  
फोन नं./Phone no. : 26858570,  
वेबसाइट/Website: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

F.110230(Misc)2015-KVS(HQ)/P&I/

Dated 10/6/16

✓ The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
All Regional Offices

Sub:- Forwarding of Pension Papers to KVS(HQ), Service verification- reg.

Sir,

As you are aware that Pensionary benefits of Group 'A' officers employed in your region and staff of Regional Office are settled at KVS(HQ) for which Pension Papers along with the Service Book and Personal File are forwarded by your office to KVS(HQ) for necessary action.'

2) It has been observed in several cases that the Pension Papers were forwarded at the eleventh hour without thorough scrutiny at RO level due to which while processing Pension Papers at KVS(HQ) several deficiencies/shortcomings have been noted particularly in respect of qualifying services for which inputs are required from concerned Regional Offices which may eventually cause unnecessary delay in settlement of pensionary benefits. Similar observations were also made in the internal Audit Reports issued by the Ministry of Human Resource Development. It was further observed that the condition of the Service Books forwarded by the Regional Offices are found to be shabby and few pages torn in many cases with a result, vital information viz pay fixation, leave account, family verification could not be checked in the KVS (HQ) .

3) This office has issued instructions on several occasions to all ROs regarding retaining a copy of Service Book and Personal File at the RO level before forwarding them to this office for settlement of Pensionary Benefits. However it has been observed in several cases that ROs are not retaining the photocopy of Service Book and Personal File but forwarding all sorts of representation of retired employees to this office which otherwise could be easily settled at RO level if the photocopy of Service Book and Personal File had been retained. This results in undue delay in settling grievances of pensioners.

It is, therefore, reiterated that at the time of forwarding of Pension Papers to KVS(HQ), the certificate in regard to the Qualifying service from date of Joining to the date of retirement should invariably be attached along with all the other documents and a copy thereof should be retained at RO level. The Service Book should be properly binded and all the entries should be neatly made, verified and certified in order to process the pensionary benefits of the employees without any delay.

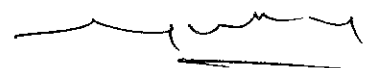
Yours faithfully



(S. Muthusivam)  
Deputy Commissioner (Finance)

Copy to:

1. The Finance Officer, All Regional Offices - for information and with the instruction to examine the Service Books of all employees due for retirement within a span of 2 years at the time of Internal Audit of the Kendriya Vidyalayas.
- ✓ 2. The Deputy Commissioner (EDP) KVS (HQ) with the request to upload this circular on the KVS website.



Deputy Commissioner (Finance)