



O/o The Principal Controller of Defence Accounts (Pension), Draupadighat, Allahabad – 211014  
Tele. : 0532-2421877, 2421879, 2421880, 2421110, 2422555 Fax : 0532-2421869, 2423549  
website : [www.pcdapension.nic.in](http://www.pcdapension.nic.in) e-mail : [cda-albd@nic.in](mailto:cda-albd@nic.in)  
Call Centre No(Toll Free)-1800-180-5325(Timing-9:30 AM to 6:00 PM)

Circular No C-179

No. G1/C/MISC/ Vol-X/Tech  
O/o the PCDA (P), Allahabad  
Dated: 26/12/2017

To,

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(All Head of Department under Min. of Defence)

**Sub: -Belated submission of superannuation/retiring pension claim in respect of civilian paid from defence service estimate.**

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Of late, belated submission of superannuation/retiring pension claim in respect of civilian being paid from defence service estimate are being noticed which ultimately results into avoidable delays and causes hardship to the pensioners. Belated submissions of claims have not been appreciated by the competent authority and it has been directed to call for advance intimation of likely to retirees from all the H.O.Os well in advance.

2. An **Annexure** is enclosed for submission of **quarterly** basis (i.e. QE. Mar, Jun, Sep & Dec) list of employee due for Superannuation/Retiring in coming **six month**.

3. In view of the above, you are requested to issue suitable instructions (along with copy of this circular) to all the Head of the Offices under your administrative control to ensure the submission of information in prescribed proforma upto 5<sup>th</sup> of following month of Quarter ending without delay to **"The O/C of Group-VII, G1/Civil Section, O/o the PCDA (Pension) Allahabad, Draupadi Ghat, UP-211014"**.

(Subhash Kumar)  
Dy.CDA (P)

No:G1/C/MISC/ Vol-X/Tech

Dated: 26/12/2017

**Enclosure:** - As above

**Copy to:-**

1. The CGDA, Ulan Batar Road Palam, Delhi Cantt-10
2. All Pr. CDA /CDA / C of F&A (Fys)/CDA (Fund)
3. All G.M. Fys.
4. All CE/Nodal CE of various Commands.
- 5.O I/C G1/Civil (Gp-VII) (Local)

Sd/-  
(Virendra Kumar)  
Sr. AO (P)

**ANNEXURE**  
**(Quarterly Basis)**

**List of employee due for Superannuation/retirement in coming next SIX (06) Month for the QE.....**

<b>Sl. No.</b>	<b>Organisation Code</b>	<b>Name of Office/Unit</b>	<b>Name of Employee</b>	<b>Designation</b>	<b>Date of Retirement</b>	<b>Pension claim initiated(Y/N)</b>	<b>Letter No. &amp; Date vide which case forwarded to PCDA(P)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>

**(Signature with seal)**

**Name:**

**Designation:**

**Unit:**