OFFICE MEMORANDUM

Subject: VOLUNTARY/RETIRING PENSION OF GOVERNMENT SERVANTS

The undersigned is directed to refer to para 5 of this Division's O.M No. OB.2/63-IMP(I) dated 18.08.1966 and 28.07.1966, reiterated vide O.M No. 8(5)Reg-6/73 date 04.01.1975 on the above subject and to say that according to the Article 465-B of CSR (Note-1), it is the right of all Government servants to seek Voluntary/Retiring Pension after completing 25 years of qualifying service; provided that an officer who intends to retire, shall, at least three months before the date on which he/she intends to retire, should submit a written intimation to the authority competent to fill the appointment held by him at the time of submitting that intimation indicating the date on which he/she intends to retire. Such an intimation, once submitted, shall be final and cannot be modified or withdrawn. A number of cases have come to the notice of this Division in which it was found, after such an application for retirement under para 5 of the O.M dated 18.08.1966 referred to above had been submitted and accepted by the competent authority and the government servant had actually retired, that the 25 years qualifying service for pension had not been rendered e.g. the period of extra-ordinary leave had not been excluded from service. As such the government servants became altogether ineligible for pension, which caused hardship.

2. In order to avoid recurrence of such cases in future and to avoid resultant hardship to the retired government servant concerned it has been decided:
   i. The PAO/retiring Officer/Official must ensure three month notice prior to the date of voluntary retirement.
   ii. In case of any lose to retiring officer/official, an inquiry must be carried out to fix the responsibility with regards to the issuance of the notification for retirement without ensuring completion of required length of service in the light of Finance Division's O.M dated 04-01-1975.
   iii. Finance Division's O.M. No. F. 14(1)-Reg.7/2007-230 dated 18.09.2008, the benefit of condonation of a period of not exceeding six months deficiency in qualifying service for pension under CSR-423 shall not be applicable voluntary/retiring pension.

3. This O.M. may be adopted in true letter and spirit.

(Fraz Ahmed)
Section Officer (R-06)
Ph # 9245848

ALL MINISTRIES/DIVISION ETC.
Copy also forwarded for information to:

1. President's Secretariat (Public), Islamabad.
2. President's Secretariat (Personal), Islamabad.
3. Prime Minister's Office (Internal), Islamabad.
4. Prime Minister's Office (Public), Islamabad.
7. Election Commission of Pakistan, Islamabad.
8. Supreme Court of Pakistan, Islamabad.
10. AGPR, Islamabad/Lahore/Peshawar/Karachi/Quetta.
11. Pakistan Mint, Lahore.
13. Federal Public Service Commission, F-5/1, Agha Khan Road, Islamabad.
18. Chief Accounts Officer, M/O Foreign Affairs, Islamabad.
19. Chief Accounts Officer, Pakistan Railways, Lahore.
20. All Joint Secretaries(Exp)/Deputy Secretaries(Exp), Finance Division, attached to Ministries/Divisions etc.
21. Secretariat Training Institute, Islamabad.
23. DG, Post Offices, Islamabad.
25. Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
29. Earthquake Re-construction and Rehabilitation Authority (ERRA), Islamabad.
31. Intelligence Bureau, Islamabad.
32. Member (Finance), KRL, P.O Box #1384, Islamabad.
33. Controller General of Accounts, Sector G-5/2, Islamabad.
34. Governor, State Bank of Pakistan, Karachi.
35. President, National Bank of Pakistan, Karachi
36. PP&A Dte, GHQ and Joint Staff, Headquarter, Rawalpindi.
37. Web Administrator, Finance Division, Islamabad (for uploading at Finance Division's Website i.e. (www.finace.gov.pk).

(Fraz Ahmed)
Section Officer (Reg.6)