

**ADMINISTRATION SECTION**  
O/o ADDL. DIRECTOR GENERAL (B&A)  
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No.ADG/B&A/ADMN/PENSION/MISC/2020/12

Dated: 24.04.2020

**OFFICE MEMORANDUM**

**Subject:-Guidelines for finalization of pension cases in the PAOs attached with Prasar Bharati-reg**

This is with reference to the status report of pension cases received from the PAOs attached with Prasar Bharati.

2. It has been observed from the reports that there are still few cases of officers/officials retiring on 30<sup>th</sup> April, 2020 pending in PAOs for various reasons. PAOs have to be more proactive in settling all pension cases well in time and it is not a good practice to wait and watch after making their observations and pointing out discrepancies to the respective DDOs. PAOs must keep pursuing constantly with respective DDOs for any clarification and have to ensure the Pension authorization in totality and well in time.

3. PAOs are therefore directed to coordinate with the HoOs/concerned offices and sort out the observations and discrepancies and get the pension cases back in PAO and finalize them before 30<sup>th</sup> April, 2020. It is further directed that AAO Pension should be deputed to coordinate with the concerned departments and HoOs to finalize and ensure that authorization is made before 30<sup>th</sup> April, 2020.

4. If the HoO/concerned office is not responding promptly, it must be brought to the notice of the concerned Head of Department under intimation to DDG (Fin/B&A), Prasar Bharati Sectt., New Delhi and if needed the delay may be escalated to ADG (B&A), Prasar Bharati to take up the matter with concerned HoD. It must be ensured that all pension cases are authorized before the date of retirement except cases which are under sub-judice.

5. Above guidelines must be followed by the PAOs every month without fail. PAOs shall be held responsible personally for the delay. Any negligence and casual approach by the PAOs shall be dealt accordingly.

This issues with the approval of the ADG (B&A), Prasar Bharati Sectt.



**(C.K. Jain)**  
**Dy. Director General (Fin/B&A)**

To,

1. Pay and Accounts Officer, PAO-AIR, New Delhi, Mumbai, Chennai, Kolkata.
2. Pay and Accounts Officer, PAO-DD, New Delhi, Guwahati.
3. Office Order File.

Copy to:-

1. ADG (Admn.), O/o DG:AIR, Akashvani Bhawan, New Delhi for information and further necessary action.
2. ADG (Admn.), O/o DG:DD, Doordarshan Bhawan, New Delhi for information and further necessary action.
3. DDG (Tech), Prasar Bharati Sectt., New Delhi with request to upload the enclosed OM on Prasar Bharati website and e-office portal.