



**EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN. C.I.G. MARG, NEW DELHI-2**

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No. A-40/12/Misc./2011-A/cs-IV

*Dt: 23/6/11*

To,  
All ACs-RDs/Directors I/Cc/JDs I/Cs/D(M)D/D(M) Noida/AC-NTA/All MS/

**Subject:- Forwarding of Pension Proposals to Hqrs. Office.**

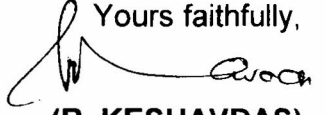
Sir,

As per Rule-61 of the CCS(Pension) Rules 1972, the pension proposal, duly filled in Form-8 along with Service Card of the officer and any other documents relied upon for the verification of service, shall be forwarded under a covering letter to the competent authority not later than six months before the date of retirement of officer. It is observed that some proposals are being received without signature/original service cards or service verification certificate and other relevant papers. Some proposals are being received in Hqrs. Office in the month of the retirement of the officer resulting in likelihood of the finalization of the pension/gratuity getting delayed.

All Head of offices/Jt. Director (Fin.)/DD(Fin.) are therefore, requested to keep strict watch on the above instructions & send the Pension proposals to Hqrs. Office within stipulated period along with relevant documents in order to avoid any difficulty being faced by ESIC pensioners.

Further, as you are aware, the target date for implementation of the pension application in the ERP is 01.7.2011. However, pension proposals are not being received through the ERP. It is therefore requested that pension cases may also be submitted through the said module and in case where any difficulty is being faced the same may be reported to WIPRO under intimation to us.

Hindi Version will follow.

Yours faithfully,  
  
(R. KESHAVDAS)  
JT. DIRECTOR (Fin.)

Copy to :

1. Jt. Director (Fin.)/DD(F)/AD(F) for information and necessary action.
2. AC(System) Hqrs. for uploading on the website.

*Wc D (109)  
24/6/11*