

No.F.2-4/2020 (ADMN) FDE  
GOVERNMENT OF PAKISTAN  
FEDERAL DIRECTORATE OF EDUCATION

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Islamabad, the 23<sup>rd</sup> November, 2020

**CIRCULAR**

Subject: **STANDARD OPERATIONAL PROCEDURES (SOPs) FOR PROCESSING OF PENSION CASES.**

It has been observed with the grave concern that Pension cases of retiring/retired employees are being delayed and resultant inconvenience after retirement. To facilitate the outgoing employees of Federal Directorate of Education following directions/guidelines should be implemented in true letter and spirit, failing which disciplinary action shall be initiated against the all concerned:

- i. Office order(s)/Notification (s) of all retiring employees must be issued one years before the date of superannuation to enable them to avail the option of Leave Encashment or work for last year as per provision of the rules.
- ii. After Office order(s)/Notification (s) of retirement, Heads of all institutions from which the retiring employee belongs shall submit the complete pensionary liabilities /cases on prescribed perform alongwith requisite attachments within 30-days. It shall be onus of the concerned Head of institution to complete and submit the case within stipulated period of 30-days to the Director (Pension), FDE.
- iii. Director (Pension), FDE shall process and complete the case of the payable dues of the outgoing officer/official within 30-days and forward the same to the concerned Head of Institution for further submission to the office of AGPR within 15-days. It shall be onus of the Head of Institution concerned to liaison with the office of AGPR. This would enable the retiring officer/official to receive all emoluments immediately after his/her retirement.
- iv. Director (Budget & Audit) will ensure that allocation of budget on account for retiring officers/officials must be available in the respective head of accounts for respective fiscal year.
- v. Director (Pension) shall provide the list of all retiring employees upto December 2021 to the office of Director (Budget) for requisition of necessary funds for all outgoing employees.
- vi. Director (Admn)/DDO, FDE and Heads /DDOs of institutions concerned are responsible to get service verification and last pay slips of all gazetted/Non-gazetted employees under their department at AGPR level well before actual date of their retirement to avoid any delay in finalization of their pensionary liabilities.
- vii. All concerned Directors/AEOs are duty bound to monitor continuously such matters within their domain to expedite disposal.

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viii. All outgoing retiring officers/officials (Teaching / Non-Teaching) are also directed to cooperate with respective Heads concerned in preparation of pension cases, etc as most of the information / evidences are required to be provided by the incumbents concerned in this regard.

2. Above in view, all concerned are directed to implement on above mentioned directions in letter and spirit to avoid any unnecessary delay, failing which strict disciplinary actions would be taken against all concerned.

3. This issues with the approval of Director General (Edu).

  
(CH. GULZAR AHMED)  
Deputy Director (Admn)

To,

- i. All the Directors.
- ii. All AEOs, FDE.
- iii. All Heads of Educational Institutions, Islamabad/Federal Area.

Copy to:

- i. PS to DG (Edu).
- ii. DDO, FDE.
- iii. All Section Incharges, FDE.
- iv. Notice Board.
- v. Circular file.
- vi. Office Order file.
- ✓ vii. FDE website.

(CH. GULZAR AHMED)  
Deputy Director (Admn)