

Municipal Commissioner's Circular No. 14... of 2021-22 Dated 12-06-2021  
(Modified Pension File Processing System)

Attention is drawn to Municipal Commissioner's Circular No.19 of 2011-12 and 11 of 2019-20. The intention has been to expeditiously sanction pensionary/Death-cum-Retirement Benefits (DCRB). A computerised system has been developed as per the direction of Hon'ble Chairperson, BoA.

Henceforth, the system of processing the Pension Files should follow the steps mentioned below:

1. Functional Department will forward the Pension file to SR&A/c Department 3 (*three*) months before retirement of the incumbent along with all documents/reports duly verified by concerned IFU upon recording the event in the computerized system with a system generated unique File Id. SMS will be forwarded to the corresponding beneficiary that his/her Pension file has been sent to SR&A/c Department for processing.
2. In case of unexpected demise of an employee, functional Department will forward the Pension file to SR&A/c Department within 1 (*one*) month from the date of getting intimated of the incident along with all documents/reports duly verified by concerned IFU upon recording the event in the computerized system with a system generated unique File Id. The department concerned shall proactively help the family in filing the related documentation on time. SMS will be forwarded to the corresponding beneficiary that his/her Pension file has been sent to SR&A/c Department for processing.
3. SR&A/c Department will receive the file in system after getting the corresponding hard file. Another SMS will be forwarded to the corresponding beneficiary notifying the then status.
4. SR&A/c Department will process the file as usual and generate a PPO Number. An SMS will be forwarded to the corresponding beneficiary intimating him/her the PPO Number.

The above mentioned system shall monitor the DCRB files submitted by any department. This system will intimate current status to the beneficiary at each stage.

The pendency list shall be monitored monthly by the Special Municipal Commissioner (Personnel). Quarterly reports shall have to be placed before Hon'ble Chairperson, Board of Administrators, through Municipal Commissioner. This has the approval of Hon'ble Chairperson, Board of Administrators, KMC.

All concerned are hereby directed to adhere to the system as mentioned above with immediate effect.

*Be*  
12/6/2021  
Municipal Commissioner

Distribution:

1. OSD to Hon'ble Chairperson, BoA
2. Spl. Mpl. Commissioner (G,D&P)
3. Spl. Mpl. Commissioner (Rev)
4. Municipal Secretary
5. All Controlling Officers
6. All HoDs

*Be*  
12/6/2021  
Municipal Commissioner