

HIGH COURT OF JAMMU AND KASHMIR

(Office of the Registrar General at Srinagar)

C I R C U L A R

No. 53 Dated : 16/5/2012

It has been observed that the pension matters of the officers/officials are not settled before their date of retirement on superannuation. It has also come to the notice of this Registry that even the benefit of cash-in-lieu of leave salary equivalent to the 300 days of earned leave is not sanctioned in favour of the officers /officials or paid to them on the date of their retirement on superannuation on account of delayed submission of their cases to the Competent Authority and sometimes even after their retirement, that too, incomplete in many respects.

The Hon'ble Chief Justice has expressed his displeasure and serious concern over this state of affairs. In order to ensure that the payment of pension and other pensionary benefits is made on the first of the month in which it is due, and to avoid any hardship to the retiring officers/officials, the following directions are issued: -

1. All Competent Officers of the High Court and all the Judicial Officers are impressed upon to ensure that service books of retiring officers/officials are sent to the AG's Office well in time, for pre-checking of pay fixation as well as other entries recorded therein, in terms of circular dated: 03-01-2013 and 17-01-2013 issued by the Finance Department.
2. The Competent Officers of the High Court and all the Judicial Officers shall initiate the process of preparing pension papers of the retiring officers/officials, working under their control, well in time. This process should be completed at the earliest and in no case later than eight months in advance of the date of retirement of officers/officials.
3. Pension papers of the retiring officers/officials should be sent to the Accountant General's office for authorization of pension six months prior to the date of retirement.
4. Every retiring officer/officials shall furnish "No Demand Certificates" in respect of Government Dues from all the concerned departments in terms of Rules 168 AA of J&K Civil Services Regulations, well in time and in no case later than six months prior to the date of his/her retirement.

5. Efforts shall be made by all the concerned to ensure that the final settlement of G.P. Fund, SLI and benefits of case-in-lieu of leave salary in terms of Rule 37 of J&K Civil Services (Leave) Rules are settled / sanctioned well in time so that same are paid to the retiring officer / official on the date of his/her retirement itself."

By order; .


(Sanjay Chak)
Registrar General

No: 5016-46/NA

Dated 16/5/2017

Copy to:-

1. Principal Secretary to Hon'ble the Chief Justice
2. Registrar Vigilance, High Court of J&K, Srinagar
3. Registrar Judicial, High Court wing, Jammu/Srinagar
4. All Pr. District & Sessions Judge, with the request to circulate the same amongst the Judicial Officers working under their control.
5. Central Project Coordinator, e-Courts, High Court of J&K, Srinagar
6. Incharge NIC, for uploading the same on the High Court website.


Registrar General

