



**GOVERNMENT OF ODISHA
DEPARTMENT OF HIGHER EDUCATION**

No.HE-NGCET-II-MISC-27-2020 42652 **Dated** 27-10-2021

From

Ashwini Kumar Mishra, IAS
Director, Higher Education.

To

All RDEs / Principals of 488 category of Non-Government Aided colleges/ Higher Secondary Schools.

Sub: Standard Operating Procedures of sanction/drawl of Provisional Pension and issue of NDC thereof.

Madam/Sir,

Consequent upon amendment of Odisha Educational Institutions Employee's Retirement Benefit Rules 1981 and it's notification of Higher Education Department bearing no. 36682/HE,dt.09.09.21,the following Standard Operating Procedure is suggested for drawl of Provisional Pension

1. The revised procedure of sanction and drawl of provisional pension by the RDE's and Principal I/C shall come into force w.e.f 01.11.2021.
2. The Principals of 488 category colleges/ Higher Secondary Schools who have been declared as DDOs, shall draw the Provisional Pension of the employees who will retire in the month October, 2021 and onwards. Concerned Regional Directors of Education (RDEs) will draw and disburse Provisional Pension in respect of the Principals of the above colleges who will retire in the month October-2021and onwards. Accordingly, proposal for Provisional Pension in respect of these Principals will be submitted to the respective RDEs.
3. Similarly, proposals for Provisional Pension received from the Principals and not sanctioned by the Director, Higher Education (even if the employee has retired before October, 2021) shall be reverted to the colleges / RDEs for sanction and drawl at their level. Proposal for Provisional Pension in respect of the employee who have

retired prior to October-2021, which have not been submitted by the Principal till date will also be sanctioned/ drawn at the RDEs / Principals level as the case may be.

4. Provisional Pension shall be sanctioned only for the employees who were receiving salary as per GIA order, 1994 and prior to it. Under no circumstances, Provisional Pension shall be sanctioned in favour of retired employees receiving Block Grant / GIA under GIA Order, 2004, 2008, 2009, 2014, 2017 and 2018.
5. Henceforth Director, Higher Education, will not sanction any Provisional Pension of the Employees of the Non-Govt. Aided Colleges coming under pensionable establishment, except the 15 nos. of non-Govt. Aided Sanskrit colleges and Aided colleges having no DDO, like BirenMitra College etc. In respect of these 15 Non-Govt. fully Aided Sanskrit colleges& other Non-DDO College employees receiving GIA under GIA order, 1994, Provisional Pension shall continue to be sanctioned and drawn by the Director, Higher Education.
6. The Head of Account from which the online Provisional Pension sanction order is to be booked is "**05-2071-01-109-1043-38008-11-1-0**".
7. Provisional Pension shall be drawn @ of $\frac{2}{3}$ rd of the final pension admissible. TI as admissible from time to time shall also be paid. The following illustration shows the amount of Provisional Pension to be paid.

Example (for 7th Pay) :-

- a. Basic pay last drawn in the month of retirement : Rs. 54,000/-
 - b. Final pension admissible (@ $\frac{1}{2}$ of last month basic pay drawn) : Rs. 27,000/-
 - c. Provisional Pension to be paid : Rs. 18,000/- ($\frac{2}{3}$ rd of Rs. 27,000/-).
 - d. TI (as declared from time to time at current rate) : 128% of Rs.18,000/- i.e, Rs. 23,040/-
 - e. Total Provisional Pension to be paid : Rs. 41,040/- (Rs. 18,000/- + Rs. 23,040/-)
8. Director of Treasury and Inspection shall be requested to provide login credentials to concerned Principals of 488 category and RDEs who have been declared as DDOs for generation of online Provisional Pension sanction order.
 9. The Principals can directly submit the Provisional Pension bills to Treasury without counter signature of such bills by the Sub-Collector concerned.
 10. No provisional gratuity and death-cum- retirement gratuity shall be sanctioned and drawn.

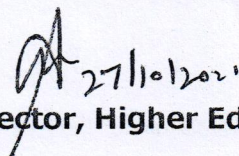


11. Final Pension proposals of both the Principals & their staffs will be submitted to the Director Higher Education for sanction as is being done now. .

Issue of Non-Drawl Certificate (NDC)


12. After sanction of Final Pension and issue of Final Pension Authority Slip by the Controller of Accounts, the Principals / RDEs will issue Non-Drawl Certificate (NDC) to the concerned treasuries only in respect of the employees whose Provisional Pension has to be drawn by the Principals / RDEs. Under no circumstance the RDEs and the Principals shall issue Non-Drawl Certificate in respect of employees whose provisional pension is sanctioned and drawn by the Director, Higher Education. No Treasury Officer should entertain the NDC issued by RDE's / Principals in respect of the employees whose Provisional Pension is sanctioned & drawn at the Directorate level.
13. During issue of NDC, it is mandatory for the NDC issuing authority to provide the following documents to the respective Special, District and Sub-Treasury Officers :-
- a. The forwarding letter.
 - b. A detail calculation sheet of drawl bearing Bill No. and Date. and TV No. and Date.
 - c. A copy of Provisional Pension sanctions order.
14. At the time of submission of final pension proposal, the Principals must mentioned the DDO Code of the Principals / RDEs as the case may be.
15. After finalization of Pension, Director of Treasury and Inspection shall be requested to instruct the treasuries to accept the NDCs issued by the Colleges / RDEs w.e.f. dtd. 01.11.2021.
16. For the time being, until further instructions are issued, the existing Provisional Pension holders will continue to receive their Provisional Pension at the Directorate level and NDC shall be issued by the concerned sections of the Higher Education Department as before.
17. The procedure for sanctioning the final pension will be continued as before by the Director, Higher Education being the Pension Sanctioning Authority.

Yours faithfully,


Director, Higher Education


Memo No. 42653 /HE //dt. 27-10-2021

Copy forwarded to the Additional Secretary, Finance Department (Odisha) for information and necessary action.

 27/10/2021
Director, Higher Education

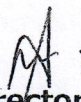
Memo No. 42654 /HE //dt. 27-10-2021

Copy forwarded to the Directorate of Treasury and Inspection, Odisha, Bhubaneswar for information and necessary action. He is requested to provide necessary DDO login provision in i-FMS so that the DDOs can sanction and prepare the Provisional Pension bill at their level. **List of 488 Categories DDOs enclosed for reference.**

 27/10/2021
Director, Higher Education

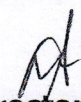
Memo No. 42655 /HE //dt. 27-10-2021

Copy forwarded to the Controller of Accounts, Odisha, Bhubaneswar for information and necessary action. He is requested to make necessary DDO SMS link in i-FMS so that the DDO's can suomoto prepare the NDC in case the pension is finalized. **List of 488 Categories DDO s enclosed for reference.**

 27/10/2021
Director, Higher Education

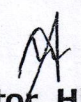
Memo No. 42656 /HE //dt. 27-10-2021

Copy forwarded to the F.A.-cum-Additional Secretary to Govt., Department of Higher Education, Odisha, Bhubaneswar for information and necessary action.

 27/10/2021
Director, Higher Education

\Memo No. 42657 /HE //dt. 27-10-2021

Copy forwarded to the all ADMs / Sub-Collectors as President Governing Body/ Treasury Officers of the District /Spl./ Sub Treasury concerned for information and necessary action.

 27/10/2021
Director, Higher Education