

**GOVT OF NCT OF DELHI
DEPARTMENT OF FORESTS AND WILDLIFE
A-BLOCK, 2ND FLOOR, VIKAS BHAWAN
IP ESTATE, NEW DELHI-110002**

F.1(249)/DCF(HQ)/Estt./Misc./2023/Pt.File/ Dated: 11/3/26
17749-53
ORDER

It has been observed that in certain cases the information regarding the processing of pension/retirement benefits is not being monitored in a timely manner. In order to ensure proper administrative control and compliance with the CCS (Pension) rules 2021, the following instructions are hereby issued for strict compliance by all concerned:

- **Timely Processing of Pension Cases:-** The concerned Establishment Branches shall ensure that pension cases and retirement benefits of employees are processed well in advance so that all admissible pensionary and retirement dues are released on the date of retirement, as per the prescribed rules and procedures.
- **Responsibility of Divisional Offices:-** The Divisional Offices shall ensure strict compliance with the above instructions and fix responsibility for any delay or lapse in monitoring or processing of retirement cases.

These instructions shall be followed meticulously by all concerned offices.

This issues with the approval of the Competent Authority.

Digitally signed by

Vipul Pandey
(Vipul Pandey)

Dy. Conservator of Forests (HQ) Date: 11-03-2026

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Copy to:

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1. PPS to PCCF/HoD, Dept. of Forests & Wildlife, GNCT of Delhi.
2. PA to CCF/CF, Dept. of Forests & Wildlife, GNCT of Delhi.
3. DCF South/Central/North/West/P&M(HQ), Dept. of Forests & Wildlife, GNCT of Delhi.
4. Sr. AO/DDO(HQ), Dept. of Forests & Wildlife, GNCT of Delhi.
5. Guard file.