

OHPC PENSION FUND

OHPC Corporate Office, Janpath, Bhoinagar, Bhubaneswar-751 022
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OFFICE ORDER

DATED, BHUBANESWAR THE 04/05/2011

No.OHPC/Trust-24/09/ **1029 (WE)** / As per the decision of 32nd Meeting of the Board of Trustees of OHPC Pension Fund held on 08.11.2010 at Corporate Office, Bhubaneswar, it was decided to adopt a procedure to ensure that the retiring employees get their pensionary benefits within one month of retirement.

Accordingly, the draft office order was circulated to all the unit heads for their comments. But, no comments have been received except from the unit head of CHEP. The comments were again deliberated in the Trust Meeting held on 26.03.2011. After deliberation, the final order issued here after.

- (1) Particulars of service verification details, pay fixation details etc., as per the check list should be completed by the units 3 (three) months prior to the retirement except for the cases the increment falls within the said 3 (three) months. Such pension cases should be sent immediately after sanction of the annual increment.
- (2) The pension proposal and the check list duly verified and authenticated / certified by the units should be submitted to the Trust alongwith the service books 2 (two) months prior to the date of retirement. The Trust Wing will return the service books to the unit before one month of retirement for issue of LPC and NDC at the unit level.
- (3) The Trust Wing shall finalise the cases on the basis of the certification by the units without any further verification of service particulars / pay fixation particulars. For mistakes, if any detected subsequently, the certifying authority shall be accountable.

This procedure will be followed w.e.f. 01.04.2011.

Encl- Check List & Particulars of Service

Sd/
(P.K.SAHOO)
SECRETARY

Memo No. 1030 (8) / Dated, BBSR the 04/05/2011

Copy alongwith encl. forwarded to the SGM (El.), HPS, Burla, Dist-Sambalpur / The SGM (El.), RHEP, Rengali, Dist-Angul / The GM (Elect.), UIHEP, Mukhiguda, Dist-Kalahandi / The GM (El.), BHEP, Balimela, Dist-Malkangiri / The GM (El.), CHEP, At/Po-Chiplima, Dist-Sambalpur / The Project Manager, UIHEP, Khatiguda, Dist-Nawarangpur / The AGM (El.), UKHEP, Bariniput, Dist-Koraput / The Manager (Elect.), Potteru Electrical Division, Kalimela, Dist-Malkangiri for information & necessary action.


D G M (FINANCE-I)

Contd.....P/2

Memo No. 1031 (7) / Dated, BBSR the 04/05/2011

Copy to the DGM (F), HHEP, Burla / DGM (F), RHEP, Rengali / DGM (F), UIHEP, Mukhiguda / DGM (F), UIHEP, Khatiguda / AGM (F), UKHEP, Bariniput / AM (F), BHEP, Balimela / Dy. Mgr. (F), CHEP, Chiplima for information and necessary action.

Encl- As above


D G M (FINANCE-I)

Memo No. 1032 (6) / Dated, BBSR the 04/05/2011

Copy to the Dy. Mgr. (HRD), HHEP, Burla / AM (HRD), RHEP, Rengali / Dy. Mgr. (HRD), UIHEP, Mukhiguda / Dy. Mgr. (HRD), BHEP, Balimela / AM (HRD), CHEP, Chiplima / Dy. Mgr. (HRD), UKHEP, Bariniput for information and necessary action.

Encl- As above


D G M (FINANCE-I)

Memo No. 1033 (12) / Dated, BBSR the 04/05/2011

Copy to Sri S K Pattanayak, IRAS, Director (Finance), Trustee & Chairman / Sri S K. Rath, Director (HRD), Trustee / Sri P K Sahoo, Company Secretary, Trustee & Secretary / Sri D K Sahoo, SGM (El.), Spl. Invitee / Sri P P Sahu, DGM (Finance-I), Trustee / Sri H P Mohapatra, Trustee, Corporate Office / Sri Bhagirathi Behera, Trustee, Corporate Office / Sri R K Das, Trustee, HPS, Chiplima Power House / Sri Banambar Samantaray, Trustee, UIHEP, Mukhiguda / Sri Sukanta Sahoo, Trustee, RHEP, Rengali / Sri Prasanth Kumar Panda, Trustee, UKHEP, Bariniput / Sri Krishna Buruda, Trustee, BHEP for information and necessary action.

Encl- As above


D G M (FINANCE-I)

Memo No. 1034 (2) / Dated, BBSR the 04/05/2011

Copy to DGM (HRD) / AGM (Finance), Corporate Office, BBSR for information and necessary action.


D G M (FINANCE-I)

e/c

Check list for documents to be submitted for sanction of Pension

	<u>Yes</u>	<u>No</u>
1. Service Book / Roll	<input type="checkbox"/>	<input type="checkbox"/>
2. LPC	<input type="checkbox"/>	<input type="checkbox"/>
3. NDC	<input type="checkbox"/>	<input type="checkbox"/>
4. P.F. A/c No.	<input type="checkbox"/>	
a) OHPC A/c No.	<input type="checkbox"/>	
b) OSEB A/c No.	<input type="checkbox"/>	
5. Commutation Annexure – 1	<input type="checkbox"/>	<input type="checkbox"/>
6. Pension application in Part-I,II,III & IV duly filled in	<input type="checkbox"/>	<input type="checkbox"/>
7. Application form for release of gratuity	<input type="checkbox"/>	<input type="checkbox"/>
8. Service particulars (sample attached)	<input type="checkbox"/>	<input type="checkbox"/>
9. Personal identification (in triplicate)	<input type="checkbox"/>	<input type="checkbox"/>
10. Single and joint photo (in triplicate)	<input type="checkbox"/>	<input type="checkbox"/>
11. L.T.I. & specimen signature (in triplicate)	<input type="checkbox"/>	<input type="checkbox"/>
12. .Life certificate	<input type="checkbox"/>	<input type="checkbox"/>
13. Non employment certificate	<input type="checkbox"/>	<input type="checkbox"/>
14. Marriage / non marriage certificate (in case of family pension)	<input type="checkbox"/>	<input type="checkbox"/>
15. Undertakings for recovery of outstanding dues etc. Annexure-1	<input type="checkbox"/>	<input type="checkbox"/>
16. Attested copy of S.B.I. Pass Book	<input type="checkbox"/>	<input type="checkbox"/>
17. Proof of age of children	<input type="checkbox"/>	<input type="checkbox"/>

Signature of the concerned Officer

Particulars of Service

Service Particulars of Sri _____

Designation :-	
Name of Unit :-	
Date of Birth :-	
Date of Joining :-	
Date of Rtd/death :	
Nomination recorded if any	

- 1) Reference of page No. ___ & Vol.No. ___ of S.B for condonation of overage appointment if any
- 2) Reference of page No. ___ & vol. No. ___ of S.B. towards period of Boy service if any
- 3) Reference of page No. ___ & vol. No. ___ of S.B. towards period of suspension / punishment / withheld of increment if any
- 4) Reference of page No. ___ & vol. No. ___ of S.B. towards entry for optee / deemed optee to OSEB / OHPC Pension Scheme
- 5) Reference of page No. ___ & vol. No. ___ of S.B. towards entry for converted to Regular
- 6) Retirement / death order recorded at page No. ___ & vol. No. ___ of S.B.
- 7) Non payment of Gratuity recorded at page No. ___ & vol. No. ___ of S.B.

1	2	3	4	5	6	7	8	9
Initial appointment / date of promotion / date of increment/ date of revision	Scale of Pay	Pay after annual increment / promotion / Revision of pay	Service Book page reference	Service verification period	Service Book page reference	Period of E.O.L.	Service Book page reference	Remarks

Signature of DA/HA

Seal with Signature of Unit HRD Head

Seal with Signature of Unit Head