



सत्यमेव जयते

**Office of the Pr. Chief Commissioner of Income Tax**  
**Andhra Pradesh & Telangana**  
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F.No. Pr. CCIT/Estt/Pension/22-23

Dated 26.04.2022

**OFFICE MEMORANDUM**

Sub: - Establishment – I.T. Department, A.P. & Telangana -  
Clarification regarding processing of Pension Papers –  
Issue of Instructions – Regarding.

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It has been brought to the notice of this office that the Retiring Officers/Officials working in stations other than their Head of Office/Department are located at, are facing problems in finalization of Pension Papers/Pay fixation.

2. In view of the above, I am directed to communicate that the DDO concerned (i.e where salary is paid) should take up the activity of processing of pension papers/ Pay fixation by taking necessary approvals from the Head of the Departments/ Head of the office (having administrative control over the retiring officer/official).
3. Any delay in processing the pension papers of the retiring Officer/ Official within the prescribed time limits will be viewed seriously as per the CCS Conduct rules.
4. This is issued with the prior approval of the Pr. CCIT, A.P. & Telangana, Hyderabad.

  
(P. KRISHNA KUMAR)

Dy. Commissioner of Income Tax,(Hqrs)(Admn),  
O/o Pr.CCIT, AP&TS, Hyderabad

Copy to:

All the Heads of the Offices/AOs & DDOs, A.P. & Telangana, Hyderabad.