

# J&K PROJECTS CONSTRUCTION CORPORATION LTD

( A J&K State Government Undertaking )

## Head office

Haft Chinar(Near Sher Gari Police Station)  
Srinagar Kashmir- 190009  
Visit us at: [www.jkpcc.com](http://www.jkpcc.com)



## Jammu Office

Panama Chowk Rail-head  
Jammu(Tawi)180012  
(E-mail: [info@jkpcc.com](mailto:info@jkpcc.com))

**Sub: Settlement of Retirement claims of JKPCC Ltd employees.**

## CIRCULAR

It has been observed that the settlement of post retirement claims of JKPCC Ltd employees gets delayed mainly due to delay in submission of such claims/submissions of incomplete cases despite the issuance of Retirement Notice of retiring employees effecting the retirement spreading for Two years.

In order to sanction the post-retirement benefits in favour of retired employee/legal heirs of the deceased employees within shortest possible time, it is impressed upon all DDOs/DGMs that the retirement gratuity cases/leave encashment cases be submitted to Managing Director Two (2) months prior of retirement of an employee.

The DDOs concerned shall ensure that action for obtaining of NOCs etc from Units where the retiring employee has worked, shall be processed Six (6) months prior to his retirement.

The DDOs shall also ensure that while submitting the Gratuity cases of the retiring employees to Head Office for accord of sanction Two (2) months prior to the retirement of an employee the following documents should be annexed with the case:

1. NOCs from the Units where the employee had worked during his service including the NOC from Accounts Officer Jammu/Kashmir.
2. Last Pay certificate.
3. Last 20 months pay drawn statement.
4. Nomination form/succession certificate in respect of deceased employee.
5. Leave account duly signed by the DDO.

In addition to above the DDOs while submitting the retirement claims, should ensure the following necessary entries in the service book of the retiring employee.

1. Service verification of entire service period.
2. Retirement entry in pursuance to retirement notice of Head Office.
3. Authentication/revisiting of pay fixation/up-gradation/re-vision of pay etc.
4. Attestation/Authentication of Cutting/Overwriting (if any) in the Service book.
5. All the entries made in the service book should be properly signed and stamped.

The instructions conveyed by virtue of this Circular should be strictly adhered by all the concerned and the defaulting Officers/Officials shall be personally responsible for the consequences thereof.

Sd/-  
(M. Raju) IAS  
Managing Director  
JKPCC Ltd Jammu

No:- Ps/mo/8084-8109  
Dated: 20-12-2018

### Copy to the:-

1. Executive Director, JKPCC Ltd Jammu for information.
2. Financial Controller JKPCC Ltd Jammu for information.
3. Company Secretary JKPCC Ltd Jammu for information.
4. All Dy. General Managers JKPCC Ltd Unit \_\_\_ for information & strict necessary action.
5. Private Secretary to M.D, JKPCC Ltd Jammu for kind information of Managing Director.
6. Accounts Officer JKPCC Ltd Srinagar/Jammu for information & strict necessary action.
7. I/c Website JKPCC Ltd.

MR. Tahit -  
8  
20.12.18

Ju  
Dy. General Manager (Adm)  
JKPCC Ltd Jammu  
20/12  
20/12