



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**KRISHI BHAVAN NEW DELHI**

F. No. FIN/10/09/2018-Pension

Dated the 4<sup>th</sup> September, 2018

Subject:- Holding of Monthly Meeting with Pensioners to settle pension related grievances of Pensioners/family pensioners of the Council-reg.

It has been decided with the approval of the Competent Authority in Council that all Pension authorization Units in ICAR may dedicate a day every month to hold the 'Monthly Meeting with Pensioner/family pensioners', as part of good governance, to minimize their grievances related to pension on a pattern similar to the Pension Adalats being organized by Ministry/Department in the Government of India. It has been decided that each Pension Authorization Unit will hold first such meeting on 18<sup>th</sup> September 2018. Wide publicity in terms of its relevancy should be given and cases for the monthly meeting may be shortlisted latest by 7<sup>th</sup> September, 2018.

The main objective of the 'Monthly Meeting with Pensioner' would be prompt and quick redressal of pensioners grievances, within the framework of extant policy guidelines. While holding these meeting, each Pension Authorization Unit should ensure the presence of all concerned stakeholders across the table, viz. officials in charge of Pay fixation, & Pension processing, PPO issuing branch, Finance & Accounts Officer, Heads of Offices sanctioning Pension, as well as senior officials of the concerned Banks. A notice in advance, intimating the time and venue of the Monthly Meeting should also be sent to the pensioners/family pensioners so that he/she or his/her representative can be present to plead his case. For effective redressal across the table, it is imperative that the Pension Authorization Unit should, in advance examine the cases and make preparations for the Monthly Meeting.

A nodal officer may be nominated from each Pension Authorization Unit who will coordinate both within PAU and all constituent units of ICAR attached to it and will also intimate the Council status and number of cases being taken up in the 'Monthly Meeting with Pensioner' of the Pension Authorization Unit and the outcome of the meeting organized by the PAUs in the prescribed proforma as mentioned below.

**Proforma****Statement of Monthly Meeting with Pensioner**

Sl. No.	Total cases taken up during Monthly Meeting with Pensioner	Number of cases resolved during Monthly Meeting with Pensioner	Number of Cases Unresolved/Pending

**Summary of Cases**

Sl. No.	Name of Petitioner	Grievance Reg. No.	Gist of Grievance	Outcome of Grievance in Monthly Meeting with Pensioner

*Devendra Kumar*  
(Devendra Kumar)  
Director (Finance)

**Distributions:-**

1. I/C ARIC, DKMA, Krishi Anusandhan Bhawan-I, Pusa, New Delhi-12 for uploading the instructions on the website of ICAR.
2. All Pension Authorization Units of ICAR
3. DDGs of all SMDs.
4. PPS to DG, ICAR/Secretary, DARE
5. PPS to Secretary, ICAR/Special Secretary, DARE
6. PPS to AS&FA, DARE
7. PS to Director (Finance), ICAR.
8. Secretary, CJSC, ICAR.
9. Pensioners/Family pensioners may approach their respective Pension Authorization Unit for redress of their grievance, if any

# भा.कृ.अनु.प. — केन्द्रीय कृषि अभियांत्रिकी संस्थान

नबी बाग, बेरसिया रोड, भोपाल — 462 038

ICAR — CENTRAL INSTITUTE OF AGRICULTURAL ENGINEERING

NABI BAGH, BERASIA ROAD, BHOPAL — 462038

मि.सं. सी.आई.ए.ई./पेंशन प्रकोष्ठ/वि.ले.अ./2018  
F.No.CIAE/Pension Cell/F&AO/2018/

दिनांक: 5 सित., 2018  
Dated:05<sup>th</sup> Sept.,2018

## परिपत्र / CIRCULAR

भारतीय कृषि अनुसंधान परिषद, नई दिल्ली के परिपत्र मि.सं. FIN/10/09/2018-पेंशन दिनांक 4 सितम्बर, 2018 द्वारा जारी निर्देशों अनुसार इस संस्थान के पेंशन यूनिट के माध्यम से पेंशन/फेमिली पेंशन प्राप्त करने वाले पेंशनरों/फेमिली पेंशनरों की पेंशन संबंधी शिकायतों के निवारण हेतु मंगलवार दिनांक 18.9.2018 को पृथम बैठक का आयोजन किया जाना प्रस्तावित है। अतः सभी पेंशनरों/फेमिली पेंशनरों को सूचित किया जाता है कि वे इस बैठक हेतु अपनी पेंशन संबंधी मामले की किसी भी प्रकार की शिकायत के निपटारे हेतु संलग्न प्रपत्र में एक सप्ताह के भीतर आवेदन प्रस्तुत करें। आवेदन पत्र व्यक्तिगत रूप से/डाक द्वारा/मैसेजर द्वारा इस संस्थान के पेंशन प्रकोष्ठ में या ई-मेल ([ciaepensioncell@gmail.com](mailto:ciaepensioncell@gmail.com)) द्वारा भिजवाए जा सकते हैं। प्राप्त आवेदन पत्रों की छंटनी के उपरांत जिन शिकायतों के निवारण हेतु पृथम मासिक बैठक में विचार विमर्श किया जाएगा, उन पेंशनरों/फेमिली पेंशनरों/उनके अधिकृत प्रतिनिधियों को बैठक के स्थान व समय की जानकारी देते हुए बैठक में शामिल होने की सूचना भिजवाई जाएगी। पेंशनरों/फेमिली पेंशनरों की पेंशन संबंधी शिकायतों के निवारण हेतु प्रतिमाह बैठक का आयोजन किया जाएगा, जिसके लिए आवेदन पत्र कभी भी भिजवाए जा सकते हैं।

As per directions of the Indian Council of Agricultural Research, New Delhi vide F.No.FIN/10/09/2018-Pension dated the 4<sup>th</sup> September, 2018, it is proposed to hold the first meeting with Pensioners/family pensioners who are receiving pension through Pension Unit of this Institute, on Tuesday, the 18<sup>th</sup> Sept., 2018 to settle pension related grievances of pensioners/family pensioners. It is, therefore, informed to all pensioners/family pensioners to kindly send their pension related grievances for the first meeting in the enclosed proforma at Pension Cell of this Institute in person/through post/messenger or through email ([ciaepensioncell@gmail.com](mailto:ciaepensioncell@gmail.com)) within one week. Applications will be shortlisted to resolve the grievances in the first monthly meeting and notice intimating the venue and time to attend the meeting will be sent to the pensioners/family pensioners or their authorized representatives. The meetings to resolve the pension related grievances of pensioners/family pensioners will be organized every month for which grievances can be sent at any time.

  
(महेश कुमार मुलानी)

(Mahesh Kumar Mulani)

वि.ले.अ./Fin. & Accounts Officer

APPLICATION FOR REDRESSAL OF GRIEVANCE RELATED TO PENSION

पेंशन संबंधी शिकायत के निवारण हेतु आवेदन पत्र

1.	Name of Pensioner/Family Pensioner पेंशनर/फैमिली पेंशनर का नाम	
2.	Address for communication पत्राचार हेतु पता	
3.	Contact No. /(Mobile No.) संपर्क नं० /मोबाईल नं०	
4.	Email address ईमेल पता	
5.	PPO No. & Date पी.पी.ओ. संख्या व दिनांक	
6.	Date of Retirement/Death of Govt. servant सरकारी कर्मचारी की सेवानिवृत्ति/मृत्यु की तिथि	
7.	Name of the Institute where working at the time of retirement/death संस्थान का नाम जहां जहां सेवानिवृत्ति/मृत्यु के समय कार्यरत थे ।	
8.	Detail of grievance related to pension पेंशन से संबंधित शिकायत का विवरण	
9.	Are you interested to attend the meeting for redressal of grievance in person or through representative? (If through representative, give the name, address, Contact No. and email address of the representative to whom meeting notice can be sent) क्या आप व्यक्तिगत रूप से या अपने प्रतिनिधि के माध्यम से शिकायत के निपटारे हेतु बैठक में शामिल होने के इच्छुक हैं? (यदि प्रतिनिधि के माध्यम से तो उसका नाम, पता, संपर्क नं० व ई-मेल पता दें, जिससे कि बैठक की सूचना भिजवाई जा सके)	

Place/स्थान  
Date/दिनांक

Signature of Pensioner/Family Pensioner  
पेंशनर/फैमिली पेंशनर के हस्ताक्षर