

GOVERNMENT OF JAMMU AND KASHMIR
Finance Department
(www.jkdat.gov.in)

CIRCULAR

Subject: Common observations in Pension Cases – Instructions for strict compliance by DDOs/PSAs.

It has been observed that several pension cases received in the office of the Principal Accountant General (PAG), J&K, from various Drawing and Disbursing Officers (DDOs) and Pension Sanctioning Authorities (PSAs) contain certain discrepancies and deficiencies. These issues are causing avoidable delays in the finalization of pension cases.

To ensure the timely settlement and issuance of Pension Payment Order of pensionary benefits and to maintain uniformity and accuracy in the submission of documents, all DDOs and PSAs are advised to carefully follow the instructions given below:

1. Uploading of Forms in Correct Fields.

It has been noticed that forms are often uploaded in incorrect fields on the Pension Suvidha Portal. For instance, in the field meant for Form-05, Form-03 or Some unrelated document is uploaded.

2. Mismatch in Name of Pensioner / Family Pensioner.

In many cases, the name of the pensioner differs from the name recorded in the Service Book. DDOs/PSAs should verify and ensure that the name exactly matches the one recorded in the Service Book before submission of the pension case.

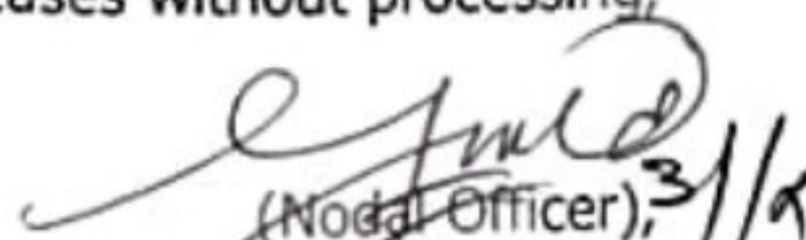
3. Quality of Scanned Documents.

It has been observed that the quality of scanned documents uploaded on the portal is, in several cases poor and unreadable making verification difficult. All forms and supporting documents must be clearly scanned and readable. Blurred, dark, or faint images will not be accepted and such cases will be returned for correction and resubmission.

4. Specimen Signature of Family Pensioner.

It has also been noticed that the specimen signature (or left-hand thumb impression, where applicable) of the family pensioner is missing in some cases. DDOs/PSAs must ensure that this is properly obtained and included with the pension papers before submission.

All concerned are, therefore, directed to review the above points carefully and ensure strict compliance before forwarding pension cases to the PAG office. Any case found incomplete or deficient in these respects will result in the return of cases without processing, leading to unnecessary delays.


(Nodal Officer),
Pension Suvidha Portal,
Accounts & Treasuries,
Finance Department.

Dated 31.10.2025

No. DGAT/PS/DR/7746150/382

Copy to:

1. Principal Accountant General, Jammu / Srinagar.

2. Mr. Rajesh Kumar, Sr. Director (IT), NIC, J&K.
3. All concerned DDOs/PSAs.
4. PS to the Principal Secretary to Government, Finance Department
5. PS to Director General, Accounts & Treasuries, J&K
6. Relevant File.