

MOST IMMEDIATE

File No.19011/09/2016-Fin.II
Government of India / Bharat Sarkar
Ministry of Home Affairs / Grih Mantralaya

North Block, New Delhi
Dated: 02 August, 2016

OFFICE MEMORANDUM

Subject: Conference of Financial Advisers with Financial Secretary – reg.

The undersigned is directed to say that a conference of all the FAs with Finance Secretary was held in Ministry of Finance on 3rd June 2016. It was decided interalia that a list of employees retiring within one year should be prepared in advance and their retirement formalities should be completed well in time.

2. All Administrative Divisions / Organisations / Subordinate & Attached Offices under the control of MHA are requested to prepare the list of employees retiring within one year and complete their formalities in advance. Instructions issued by Department of Pension and Pensioners Welfare from time to time should also be strictly adhere to.



(Kumar Manoj Kashyap)
Under Secretary to the Govt. of India
Tele Phone: 23093245.

To

1. Additional Secretary & RGI.
2. Joint Secretary (Admn.) of Ministry of Home Affairs, DoPT, DoAR&PG, DoP&PW, DoOL, Do Justice & Cab. Sectt.
3. All Directors General / Financial Advisers of CAPFs/CPOs.
4. All Finance Secretary of UT Administration.
5. The Commissioners of Police, Delhi.
6. Sh. Robin Jain, Sr. Accounts Officer (A/Cs) PAO, MHA, C-1 Hutments, Dalhausi Road, New Delhi, with the request that the above instructions may be brought to the notice of all PAOs under MHA.
7. Sr. Accountants Officer PAO (P&M), MHA, Jam Nagar House, New Delhi.
- ✓ 8. SO, IT Cell, MHA, North Block, New Delhi for uploading the same in MHA website.