

Pension & Fund Section

S. No.	Details of work/services done by the Section	Assistant Section Officer	Section Officer	Deputy Financial Adviser
1	<p>Maintenance of accumulated fund under GPF of all CSIR labs/institutes. Maintenance of cash book, broad sheet for NPS as well as for GPF/CPF. IMPACT work, remittance/recoupment of GPF/CPF and correspondence with Labs/institutes regarding recoupment/remittance of GPF/CPF. Examining of pension scrolls received from State Bank of India, correspondence with SBI for discrepancies observed while posting of the scrolls i.e. settlement of excess debit/credit etc. Investing surplus funds of GPF and monitoring the same for timely & correctly realizing the same. Processing the investment of surplus funds pertaining to Govt. Grant, Innovation Fund, Welfare Fund etc. as per the requirements received from the concerned Sections/Divisions and after obtaining approval of the competent authority, informing about the same to the concerned Section/Division for taking further necessary action by them. Investment Guidelines, Empanelment of Banks, Preparation of R&P A/c, Income & Expenditure A/c and balance sheet in r/o GPF/CPF and NPS, accrued interest statement etc. Monitoring of NPS work carried out in all CSIR labs/institutes, dealing with grievances of CSIR employees appointed under NPS.</p>	Sh. Gyan Prakash Singh		
3	<p>All matters related to pension/family pension of CSIR, maintenance of PPO Register, DCRG Register, commutation & leave encashment Register, Pension circulars/notifications, process of pension/family pension cases of CSIR Hqs and preparation of PPOs, Authorise payments of gratuity/death gratuity, commutation of pension. Correspondence with State Bank of India to settle grievances of pensioners/family pensioners, preparation of Budget Estimates pertaining to pension & family pension of CSIR Hqs, calculation of Income tax on pension/family pension etc. Work related to pension scrolls received from State Bank of India, matching the same with debit advice/bank statement received from the bank for the purpose of reconciliation of Bank Statement in r/o the SB A/C maintained by Audit Section of CSIR. Visits to Banks regarding pension debit scrolls and other pension related matters. Diary and dispatch work of the Section.</p>	Smt. Shashi Devi	Sh. Anil Kumar Sharma	Sh. Ajit Singh