

**मिसेल स/F.No.11-4/2022-Admn-II**  
**भारत सरकार/Government of India**  
**कृषि एवं किसान कल्याण मंत्रालय/Ministry of Agriculture & Farmers Welfare**  
**कृषि एवं किसान कल्याण विभाग/Department of Agriculture & Farmers Welfare**  
**वनस्पति संरक्षण, संगरोध एवं संग्रह निदेशालय/Directorate of Plant Protection, Quarantine & Storage**  
**एन एच-8, फरीदाबाद-१२१००१, हरियाणा/NH-IV, Faridabad-121001(Haryana)**

दिनांक/Dated: 26/12/2023

**CIRCULAR**

**Subject: Verification of Pay Fixation of all officers/officials who are due to retire within 03 years - Reg;**

In last few years, it has been observed that many cases of **erroneous pay fixation** after financial up-gradation on account of annual increment/pay commission/MACP/promotion have surfaced and such error remains undetected till the time officer/official becomes due for superannuation. These errors are often detected, at the time of retirement when his/her pension orders are processed by the Head of Office in consultation with PAO .

2. In order to avoid such last minute correction(s) in erroneous pay of employees, it has been decided with the approval of Competent Authority that henceforth, pay fixation of all the employees who are **due for superannuation within 3 years, may be verified** by Head of Office in consultation with Accounts/PAO/Audit Officer.
2. All the In-charges/Head of Office of offices/sub-offices of this Directorate are hereby directed to observe **strict compliance to** the above said instructions.
3. This may please be accorded '**TOP PRIORITY**'.

Signed by Kusum Goel

Date: 26-12-2023 12:15:04

Reason: Approved

(Kusum Goel)

Chief Administrative Officer

To

In-charges/Head of Offices of all stations of this Directorate

Copy To:

1. All Division Heads viz. IPM/PQ/Locust/CIL/CIB&RC of this Directorate for info.
2. Sr. Accounts Officer/PAO
3. Section Officer(Adm.I, Adm.II, Adm.III).
4. PA to PPA.
5. IT Cell- for uploading on website of Directorate.