

COMMISSIONERATE OF MUNICIPAL  
ADMINISTRATION,  
CHENNAI: MADRAS : 600 005.

Rec.No. 48640/95/ OP3 Dt. 25-7-95.

CIRCULAR

SUB: ESTABLISHMENT - Municipal Councils and  
Township Committees - Allowing Municipal  
Employees to retire on the date of  
superannuation - Further instructions -  
Issued.

REF: This Office Circular No. 24380/92/OP3  
Dt. 26.3.92, 4.2.93, and 17.12.93.

The personal attention of all the Regional  
Directors of Municipal Administration and the Municipal  
Commissioners is invited to the reference cited.

2. In spite of several instructions issued in  
the circulars cited it was noticed that neither the  
Regional Directors of Municipal Administration nor the  
Municipal Commissioners send the proposals seeking  
clearance for retirement of Municipal Employees in  
time, consequent on which, a last minute rush has to  
be made. This creates lot of official inconvenience in  
issuing clearance for retirement, at the eleventh hour.

3. With reference to the above, in continuation  
to the instructions issued in this office circular No.  
24380/92/ OP3 Dt. 17.12.93, the following instructions  
are issued.

4. Of late, it has been noticed in one case  
in which the Municipal Commissioner sent the retirement  
proposal of an employee (Sanitary Worker) whose date of  
Birth was 1-7-35, the Commissioner requested clearance  
to allow to retire the above employee on 31-7-95. As  
per the rules in force, if the date of birth of a Government  
servant falls between the second day and the last day  
of the month, he will be permitted to retire on the A.N.  
of the last day of that month (in the case of  
superannuation) and in the case of employee whose date of  
birth falls on the first day of the month, his date of  
retirement will be the last day of previous month

Eg:- Date of birth of a Government Servant : 1-7-1937  
Date of his retirement  
(on superannuation) : 30-6-1995

5. So, in order to have a clear bio-data  
of the employees for whom the retirement clearance  
is sought for, the proposal should accompany with the

...2.

date of birth of the individual. In future, unless the date of birth is furnished, the retirement clearance will not be given, to avoid taking risk by this office.

6. Therefore, all the Regional Directors of Municipal Administration and Municipal Commissioners are hereby instructed to adhere to the above instructions without fail. It has also been pointed that the Regional Directors of Municipal Administration who have been instructed in this office circular dated 17-12-93, do send quarterly report well in advance and the Municipal Commissioners are sending copy of the letter addressed to the Regional Directors of Municipal Administration concerned, seeking clearance at the lag end of the month.

7. The administrative sections of this Commissionerate dealing with municipal establishment 'F', 'H', 'J', 'K', and 'TP' will examine the proposals received from the Regional Directors of Municipal Administration and refer the same to 'OP3' before 15th of every month. While doing so, the date of birth of the retiring person should also be indicated without fail.

The instructions now issued shall be scrupulously followed by all the Regional Directors of Municipal Administration and Executive Authorities of Municipalities.

(Sd.) V. BALASUBRAMANIAN,  
for Commissioner.

To

All Regional Directors of Municipal  
Administration.

All Executive Authorities of Municipalities.

Copy to : Superintendent F, H, J, K, TP and OP.

ADMA / JD(A) / JD (WB) / SE/ PA to CMA  
APA to CMA.

F1, H1, J1, K1, K2, TP4 and OP3.

Stock File.

//forwarded//by order//

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*S. G.*  
S.G. SUPER INTENDENT.  
*25/7/95*