

**GOVT OF NCT OF DELHI  
OFFICE OF THE MEDICAL DIRECTOR  
GURU TEG BAHADUR HOSPITAL  
DILSHAD GARDEN, DELHI-110095**

Dated: 08/07/2025

No.PA/DMS(A)/GTBH/2025/2857

**CIRCULAR**

It has been observed that the retirement files in E-I, E-II, E-III branch are being processed at the eleventh hour before retirement of any employee.

This leads to late processing of the Pension Cases and hardships to the retiring/retired employees. It has also been observed that online initiation of retirement proposal in the Bhavishya Portal is initiated at very late stage by the employee and the office which also leads in delay in Pension dispersal.

In view of the above, all the employees of the GTB Hospital are instructed to file their Pension Papers both physically and on Bhavishya Portal as soon as the retirement order is issued.

The Section Officers of E-I, E-II, E-III Branch are directed to issue the retirement order six months prior to the date of retirement of the employees. The calculation of the retiral benefits should also be processed after issue of retirement order, in co-ordination with the retiring employees & account functionaries. The details in the Bhavishya Portal should be obtained from the retiring employees at least two months prior to retirement and the same should be processed digitally as soon as possible.

The Account Functionaries and DDO, GTB Hospital are also directed to give priority in processing of retiral benefits of each and every employee of GTB Hospital.

The instructions mentioned above should be complied in true spirit.

  
(SANDIP DUTTA)  
DMS(A)/HOO

**Section Officers (E-I, E-II, E-III), GTBH  
DDO, GTBH**

F.No.1/DMS(A)/P.A./Misc./GTBH/2025/2857

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Copy for information to:-

1. PA to the Medical Director, GTBH
2. All HODs
3. All AMSs
4. All MOI/Cs
5. Account Functionaries
6. DPA, GTBH with direction for upload the same to the website of GTBH.

  
(SANDIP DUTTA)  
DMS(A)/HOO