

GUIDELINES

How to prepare Pension papers of a Govt. Servant Due for Retirement in the event of a Govt. Servant.

(Rule 95, 182, 183, 184, 185, 187, 188, 192, 198 & Govt. of Assam Notification No.FAP/SC/9/76/5 dated 29-4-76)

A) Preparation of Superannuation List.

- 1) Under rule 95 of Assam Services (Pension) Rules,1969, the Head of the Office/Department should prepare a “Superannuation Statement” on the 1st January in each year showing a list of all officers, gazetted or non-gazetted who will attain the age of Superannuation in course of the next calendar year (i.e. 1st January to 31st December next year).
- 2) As soon as the list is prepared intimation should be sent every such Govt. Servant to enable him to make a formal application for pension one year in advance of the date of his retirement.
- 3) The Superannuation list should also include the names of officers who are on temporary deputation to other Department/Government or on foreign Service and intimation should similarly be issued to such officer as well as the head of the Department or foreign employer under whom he is serving temporarily.
- 4) One copy of the “Annual Superannuation Statement” prepared should be sent to the A.G. (A&E) , Assam, Administrative Deptt. and Finance Deptt.
- 5) In case of a Govt. Servant retiring for reasons other than by way of superannuation, the Head of office should take expeditious action as soon as he knows the fact of such retirement.
- 6) A copy of Superannuation list shall also be endorsed to the Directorate of Estate, if the Govt. Servant concerned is an allottee of Govt. accommodation, for the issue of “ No Demand Certificate” in respect of the period preceding 8(eight) months of the retirement of the allottees.
- 7) Annual Superannuation Statement should be checked by the Head of the office at least quarterly to see if any office at least quarterly to see if any officer due to retire within 1(one) year has not yet submitted his pension application.

Contd..3.

B) Obtaining of Pension Application: (Rules 184 of Assam Services (Pension) Rules, 1969.

- 1) Every Govt. Servant at his own interest shall submit a Formal Application for pension in Form No.1 (Pension) one year in advance of the date of his retirement.
- 2) A Gazatted officer shall submit a Formal Application for pension Form No.1 (Pension) to the Head of the Department. If the officer himself is the Head of the Department, he shall submit the Application in Form No.2 (Pension) direct to the Administrative Department of the Govt. servant alongwith a Formal Application in Form No.1 (pension).
- 3) A Non-gazatted officer shall submit at the time of Retirement of the Govt. Servant (Rule 198 of Assam Service (pension) Rules, 1969).

C) Issue of Notification/Office order at the time of Retirement of the Govt. Servant (Rule 198 of Assam Services (Pension) Rules,1969).

A Gazette notification in the case of Gazetted officer and an order in the case of non-gazetted Officer specifying the actual date of retirement shall be issued within a week of such date and a copy of every such notification or order shall be forwarded to Accountant General immediately. Failure or delay in issue of notification or beyond the date on which he is required to retire.

D) Preparation of Pension Papers.

First Stage.

- 1) The Head of office or other authority responsible for preparing the pension papers should process the work of preparation of Pension papers in the prescribed Form-2 (Pension) 2(two) year before the date of retirement of the Govt. Servant.
- 2) At the stage the department is essentially to assess the qualifying Service of the Govt. Servant.
- 3) The Head of the office shall ensure that gap, deficiencies and imperfection if any noticed in the Service Book/ records etc. are set right as provided under rules. The scrutiny done at the stage is limited to the immediate purpose of preparation of pension papers.

- 4) This process should be completed 8(eight)months ahead of the date of retirement of the Govt. Servant.

2nd Stage.

- 5) The Head of the office shall process the pension papers 8(eight) months before the date of retirement of the Govt. For this he will obtain particulars from the retiring Govt. Servant in Form No.1 (Pension) and Form No. I.(Pension). The Head of office will determine the Qualifying service, Average emoluments and admissible Pension and Gratuity and complete the Form No.2 within a period of 2(two) months.
- 6) If any delay is anticipated in processing of Pension case, the Head of Office is required to pay Provisional Pension and Gratuity.
- 7) In case of death of the Govt. Servant while in Services, the Head of office is required to start processing of Family Pension papers and complete it within 1(one) month of death of the Govt. Servant.

- E) (i) Forwarding of pension papers to the O/O the A.G.(A&E). Assam.

After complying with the formalities as mentioned above, the Head of the office shall forwarded the pension case of a Govt. Servant to the O/O the A.G. (A&E) Assam not later than six months before the date of retirement of Govt. Servant for authorizing admissible pension, and gratuity, with a forwarding letter in Form 19 along with the following documents :-

- 1) Service Book/Roll (if the Govt. Servant is a non-gazetted one or gazette officer drawaing pay on establishment pay Bill.
- 2) NOC from Estate Officer, if the Govt. Servant is occupying Govt. accommodation.
- 3) Descriptive Roll in duplicate duly attested.
- 4) 3 (three) copies of joint photograph duly attested.
- 5) Invalid certificate from the appropriate medical authority if the application is for invalid pension.
- 6) Memorandum of average emoluments.

- 7) Two copies of specimen signatures, duly attested or in the case of person not literate enough to sign their names, two slips bearing the left-hand thumb and fingers impressions, duly attested.
- 8) Two slips each showing particulars of height and identification marks duly attested.
- 9) Pay particulars Service Statement case of non-gazetted Govt. Servant.
- 10) Form No.I Formal application for pension.
- 11) Form No. I (New)-Details of family of the Govt. Servant duly signed by the Govt. Servant and attested by the Head of office.
- 12) Form No.2 (Revised) Part-I Details of the Service and other particulars for assessing pension and gratuity duly signed by the Head of office with a memorandum showing calculation of pension and gratuity.
- 13) Consent letter as prescribed in respect of outstanding HB Advance and Motor Car Advance where clearance certificate is not yet issued by A.G. duly signed by the Govt. servant.

E (ii) Forwarding of Family Pension cases.

Family Pension cases are forwarded to Accountant General (A&E).

Assam alongwith the following forms documents within I(one) month of receipt of claim.

- 1) Service Book (complete and verified up-to date).
- 2) Form No. 21-(New) forwarding letter.
- 3) Form No. 10-Application for family pension duly signed by the spouse of the deceased Govt. Servant or the Guardian of the minor child of the deceased govt. Servant and attested by two Gazetted Govt. Servants responsible persons of the locality where the applicant resides.
- 4) Revised Form No.3-Application for gratuity duly signed by the spouse of the deceased Govt. servant or the Legal Guardian of the minor child duly attested by two Gazetted Govt. Servants responsible persons of the locally where the applicant resides.
- 5) Form No. 20 (New).
- (a) Part-I Section-I- Details of service and other particulars for assessing family pension and DCRG duly signed by the Head of office.

- (b) Part-I Section-II- Details of provisional family pension provisional gratuity paid by the Head of office and outstanding Govt. dues duly signed by the Head of office.
- 6) Nomination for gratuity, i.e. Form No. 12 or 13,14 or 15 as the case may be duly signed by the Govt. Servant before his demise and accepted and countersigned by the Head of office.
- F) Verification of Service Book.

Service Book of the Govt. Servant should be duly completed in all respects before sending the Services Book to the A.G. offices. It should be checked to ensure that-

- 1) the service of pensioner (from the commencement to the date of retirement) has been verified and recorded in the service Book under proper attestation.
- 2) the date of retirement / date has been recorded in the service Book under attestation.
- 3) the pensioner was granted any extension of service, if so, the same should be recorded in the service book under proper attestation.
- 4) in case of re-employment made before sending the pension proposal to the Accountant General, the re-employment pay and allowances have been recorded in the Service Book and the same also shown separately in the L.P.C.
- 5) the period of suspension if any, have been recorded in the Service Book stating specifically how the period of suspension would be treated for purpose of pension etc.
- 6) all extra-ordinary leave taken by the Govt. Servant without medical certificate have been noted in the Service Book with proper indication as to whether or not the same should be taken as qualifying service for pension.
- 7) the date of confirmation has been recorded in the Service Book.
- 8) the nomination papers for Gratuity G.P.F. /Insurance etc submitted by the Govt. Servant has been attached with the Service Book.
- 9) Provisional pension DCRG sanctioned to the Govt. Servant have been recorded in the Service Book under proper attestation indicating the rate of pension period and amount of D.C.R.G.
- 10) any other non-qualifying service has been noted in the Service Book.

11) last pay drawn by the Govt. servant with increment has been recorded in the Service Book under proper attestation and Initial pay Fixation Statements as a result of all past Revisions of pay have been attached in duplicate with the Service Book.

G) Duties of the Govt. Servant:

Every Govt. Servant is entitled to check his Service Book Annually. It is his own interest to ensure that his service Book and leave accounts are maintained by the Govt. Properly and o ensure that.

a) an entry exists in the Service Book that the Govt. Servant has been medically examined and found fit on initial appointment.

b) the date of birth and date of confirmation in a service or past is properly entered in the Service Book.

c) annual verification of his service every year after year has been done without any interruption under proper attestation.

d) all annual increments have been noted in Service Book with pay fixation, if any.

e) each and every noting in the Service Book has been attested by the cement authority.

f) nominations submitted by him for GPF, DCRG, GIS etc. are accepted and attached in his Service Book.

2) The Govt. Servant who are due to retire within 2 years should check his whole Service Book and if any defidencies are found, it should at once be brought to the notice of the authorities for redification.

3) The Govt. Servant should submit application for pension in Form-I and Form-IA duly filled in with all enclosures as asked for in due time.