

GOVERNMENT OF ASSAM
PENSION & PUBLIC GRIEVANCES DEPARTMENT
DISPUR:::::GUWAHATI::6

NO.PPG(P) 350/2011/10

Dated Dispur, the 13th Dec, 2011.

From : Md. M.U. Ahmed, IAS
Secretary to the Govt. of Assam
Pension & Public Grievances Department.

To : 1) Principal Secretary of All Administrative Department.
2) All the Commissioner & Secretary/ Secretary.
3) All Heads of Department.
4) All Deputy Commissioners.
5) All Sub-Divisional Officers. (Civil).
6) All Treasury Officer.

Sub : **Simplified proforma regarding retirement of Government servant to avoid delay in Submission/Payment of Pension capturing essential information for the coming five years for 2012-2016 -----Appointment of Nodal Officer thereon.**

Ref : NO.PPG(P)350/2011/9

Dated Dispur, the 16th Nov, 2011.

Sir,

I am directed to refer to his Departments letter quoted above and to say that as desired by Hon'ble Chief Minister, Govt. of Assam in the P & PG Department has decided that the reasons for delay in submission of pension papers to the proper Authority for final disposal by the concerned Department is to identified and suitable remedial steps against the delay for prompt disposal of pension case are to be taken up by the Government to ensure the timely settlement of pension case of various Department.

For this purpose Government in the P & PG Department have already adopted a simplified proforma capturing of all essential information regarding retirement of Government servant during the next five years W.E.F. 2012-2016 indicating numbers of Government servant to be retired year-wise.

And accordingly all the Administrative Department have already been requested to submit consolidated statement on the basis of the report received from the concerned Heads of Department/District Office as per prescribed Proforma.

Contd...2/-

Now, all the Administrative Department, Heads of Department and Head of Office of the District are required **to appoint a Nodal Officer** to supervise the matter and to keep close touch with the Competent Authority to expedite the function of the Government within the specified time.

The Nodal Officer will be responsible for any delay and discrepancies occurred in submission of pension papers of the retiree in all aspects.

The Nodal Officer for the Administrative Department will not be below the rank of Deputy Secretary/Joint Secretary, while, the Deputy Director / Joint Director of the Heads of Department and the Head of Office of the District Offices will act as Nodal Officer for the purpose.

All concerned are requested to appoint their designated officer to act as Nodal Officer and submit their names and address in details with telephone number to this Department within 15th of January'2012 with out fail.

Matter may Please be treated as Top Most Priority.

Yours faithfully,

Secretary to the Govt. of Assam
Pension & Public Grievances Department.

Memo No-PPG(P) 350/2011/10

Dated Dispur, the 13th Dec,2011.

Copy to :-

1. Shri. P.K. Chowdhury, I.A.S, Additional Chief Secretary, Programme Implementation and Monitoring Cell, Chief Minister's Secretariat, for kind information.
2. P.S. to the Hon'ble Chief Minister for kind appraisal of the Chief Minister.
3. P.S. to the Hon'ble Minister, Pension and Public Grievances Department.
4. P.S. to the Chief Secretary, Assam.
5. P.S. to the Chief Information Commissioner, Assam.

By order etc.,
Secretary to the Govt. of Assam,
Pension & Public Grievances Department.