

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

**NO.PPG(P)88/90/Pt-I/30**

**Dated Dispur, the 2<sup>nd</sup> June/2004.**

From : Shri S.L. Chakravorty,  
Deputy Secy, to the Govt. of Assam.

To : All Commissioner & Secretary/Secretary of  
All Administrative Deptts/All Heads of Deptt/  
All Commissioners of Divisions/All Deputy Commissioners  
All Sub-Divisional Officers.

Sub : Guide lines for preparation and submission of Pension cases.

Sir,

I am directed to invite a reference to the subject quoted above and to say that several instructions have been issued from time to time for the preparation and submission of pension cases/papers of the retired Govt. employees in time to the Accountant General, Assam for early settlement of the cases.

But it is observed that said instruction are not scrupulously followed by the Department and the pension sanctioning authorities, resulting in unnecessary delay in finalizing the pension cases by the Accountant General which put the pensioners often in hardship which could be averted had the action was taken timely as per laid down procedure.

In order to minimize to hardships of the retired employees prompt disposal of their pension cases is urgently required as per procedure laid down under this Deptt's Notification NO.PPG(P)254/93/85 dated 29-10-99 and as per instruction issued vide this Department's letter No.PPG(P)88/99/5 dated 3-09-1999.

In this connection Accountant General has prepared a Guide a Guide line with reference to relevant rules for processing and submission of pension papers with time Schedule which is enclosed for perusal and wide circulation to the Subordinate offices for taking necessary action as per time and work Schedule mentioned therein.

Considering the Gravity and importance of the matter you are requested to prepare and submit the pension papers of the retired Govt. employees henceforth to Accountant General, Assam to facilitate the issuance of GPO/PPO by the Accountant General in the following month of retirement of the Govt. servant(S).

Yours faithfully,  
Deputy Secy. to the Govt. of Assam  
Pension and Public Grievances Department

**Memo No. PPG(P)88/90/Pt.I/30-A**

**Dated Dispur, the 2<sup>nd</sup> June/2004.**

Copy to : The Accountant General, Assam, Maidamgaon, Beltola, Guwahati-23, for information.

By order etc.  
Deputy Secy. to the Govt. of Assam,  
Pension and Public Grievances Department.