

**GOVERNMENT OF ASSAM
PENSION & PUBLIC GRIEVANCES DEPARTMENT.**

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NO.PPG(P) 88/99/Pt.I/19

Dated Dispur, the 23rd June, 2003.

OFFICE MEMORANDUM

Government is seized of the hardships faced by the retired employees due to delay in receiving pension. Hence in order to ameliorate their grievances, it is impressed upon all to adhere to the following points gleaned from and in the light of Pension Rules, which, if complied with scrupulously, will go a long way in mitigating the sufferings of the retirees. In this connection Govt. letter NO.PPG(P) 88/99/5 dated 29-10-99 may kindly be referred to.

1. Head of office (in Pension Rules head of office means appointing authority) will maintain a superannuation Register with the following particulars :

- (a) Name and designation of the retiring employee.
- (b) Date of birth.
- (c) Date of Superannuation/retirement.
- (d) Date of initiation and processing of the pension.

2. Head of office will notify the retiring employee in writing his date of retirement, provide him with the relevant forms two years prior to the date of retirement for furnishing the required information as per the given columns therein.

3. The Head of office will scrutinize the pension papers with reference to relevant rules, meet the deficiencies, if any; and forward the pension papers to Accountant General, or Director of Pension as the case may be, six months prior to the date of retirement for issue of PPO to enable the pensioner to get his pension from the next month of retirement.

4. It is seen that the Head of office gets eighteen months time to verify service records, regularize service matter wherever necessary, access liabilities if any, Eighteen months time is considered sufficient for meeting the requirements.

5. Sanction or provisional pension should be resorted to in exceptional cases where for some specific reason pension cannot be allowed immediately. Provisional pension is granted for one year. Any request for extension of Provisional Pension ipso recto cast a reflection on the Head of office. It may be borne in mind that delay in payment of pension, if attributable to administrative lapses, will make Govt. liable to pay interest. Department is required to fix responsibility and take disciplinary action against the employee found responsible for delay who is to make good the loss sustained by Govt. for the lapse. Intervention by the High Court is a different a matter.

6. Each administrative department/Heads of Department will have a pension monitoring cell to monitor and review the pension cases of the department under supervision of a responsible officer.

7. Cooperation of all the Departments in expeditious disposal of pension cases will be highly appreciated.

Sd/- A. AHMED,
Secretary to the Govt. of Assam,
Pension & Public Grievances Department.

Contd..2/-

Memo No.PPG(P)88/99/Pt.I/19-A

Dated Dispur, the 23rd June, 2003.

Copy to :-

1. The Accountant General, (A&E) Assam, for information.
2. All Administrative Department information and necessary action.
3. All Heads of Department for information and necessary action.
4. All Deputy Commissioner/ S.D.O. with a request to review pension cases of the District/Sub-divisional offices periodically.
5. The Director of Pension, Assam, for information and necessary action.
6. The P.S. to the Chief Minister, Assam, for information of the Hon'ble Chief Minister.

By order etc
Under Secy. to the Govt. of Assam,
Pension & Public Grievances Department, Dispur.