

Minutes Of The Review Meeting Held On 23/2/2012 At 10.00 A.M in the Chief Secretary's Conference Hall [Block-C, Third Floor] Chaired By In Charge Chief Secretary, Assam with the All Additional Chief Secretaries, All Principal Secretaries, All Commissioner & Secretaries/Secretaries -- *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.*

Officers Present

1. Sri P.P Varma, IAS, Additional Chief Secretary, Health & Family Welfare Department. i/c Chief Secretary.
2. Sri Jitesh Khosla, IAS, Additional Chief Secretary, WPT&BC etc., Department.
3. Sri. Jatindra Bir Singh, IAS, Principal Secretary, Industries & Commerce etc. Department.
4. Sri Shyam Lal Mewara, IAS, Principal Secretary, Food & Civil supplies and consumer affairs etc Department.
- 5 . Sri Rajib Kr Bora, IAS, Principal Secretary, AR & Training Personnel etc Department.
6. Sri Sailesh, IAS, Principal Secretary, Sports & YW, Transport etc Department.
7. Sri Saraswati Prasad, IAS, Principal Secretary, Env. & Forest, UDD etc Department.
8. Sri Atul Chaturvedi, IAS, Principal Secretary, AH & Veterinary Department.
9. Sri Gayatri Baruah, IAS, Commissioner & Secretary, Excise, I & PR Department
10. Sri Archana Varma., IAS, Commissioner & Secretary, Panchayat & Rural Development Department
11. Sri N.M Hussain, IAS, Secretary, Education Department.
12. Sri. Mahtab Uddin Ahmed, IAS, Secretary, P&PG Department.
13. Sri G.D. Tripathi, LAS, Secretary, Home, Political etc Department.
14. Sri M.H. Batman, IAS, Secretary, Health & FW Department.
15. Sri N. A. Hazarika, IAS, Secretary, Soil Conservation Department.
16. Md. Sohrab Ali, IAS, Secretary, Education Department.
17. Dr. A.K. Roy, IAS, Secretary, GAD, Fisheries Department.
18. Sri K. Goswami, ACS, Commissioner & Secretary, S.A. Department.
19. Sri H.K. Bora, Secretary, PHE Department.
20. Sri Ratul Sarma, Secretary, Water Resource Department.
21. Sri M.K. Pathak, Secretary, Irrigation Department and Other Officers Present.

The meeting was presided over by the Chief Secretary [I/C], Sri P.P Varma, IAS, Additional Chief Secretary [I].

- As directed by the Chief Secretary, (I/C) Md. M.U Ahmed, I.A.S, Secretary, P&PG Department explained the purpose of the meeting. He has explained the matter elaborately and emphasise that as per existing Procedure Pension Case for retired Government Servant should be processed 2(two) years before retirement

and the same should be forwarded to the Pension sanctioning Authority i.e to the A.G, Assam and Director of Pension, Assam as the case may be 6 (six) months before retirement enabling the Retd. Govt. servant to get the pension immediately after their retirement.

- Secretary P&PG Department has brought it to the notice of all Members present in the Meeting that most of the Departments do not follow the existing Procedure for Processing an Submission of Pension Cases of the Pensioner within the time frame resulting in undue delay in settlement of Pension Cases of the retd Govt. Servant, for which retd. Govt. Servants are to face financial hardship for indefinite time for want of final disposal of their Pension Case. Even Government have to compensate the Pensioner by the intervention of the Hon'ble Court from time to time and in a embracing situation.

Secretary further added that, in some cases of various Departments temporary GPI Advance & Non-Refundable GPF Advances are sanctioned by quoting wrong GPF account Number which leads to excess drawal resulting negative balance in the GPF account. To avoid such practice all concerned are requested to follow Government procedure strictly in force. Recently P & PG Department has issued one O.M. wherein some guidelines have been issue and all Departments are requested to follow the same strictly to avoid irregularity.

- For the fact stated above the Government in the P& PG Department have decided that the reasons for delay in submission of Pension Papers to the Authority for final disposal by concerned Department are to be identified and suitable remedial steps to avoid delay in submission of Pension Papers are to be taken as desired by Hon'ble Chief Minister, Assam and finally, to impress up on the importance of the matter P&PG Department have prepared and adopted a simplified Proforma capturing of all essential information regarding retirement of Govt. servant during 2012-2016.
- Secretary, P & PG department made it clear that the main intention of the Govt. is not just to collect Data but to facilitate the pensioners by giving retiral benefits soon after their retirement.
- And subsequently, all the Departments were requested to submit information both in hard & soft copies as per prescribed Proforma with request to appoint Nodal Officer to supervise the Pension Matters for each Administrative Department /Heads Of Department and so on and the Nodal Officers will be responsible for timely processing of pension cases.
- The matter has already been reviewed by Hon'ble Chief Minister, who desires to take prompt follow up action by the Administrative Department. Further Hon'ble Chief Minister desires that responsibility is to be fixed against the delinquent officials who failed to process the certain cases timely causing under hardship to the retd Govt servant.
- Chief Secretary (I/C), Sri P.P Varma, IAS, expressed concern over the matter and appeal to all the Department to take immediate effective steps to get rid of such delaying practice of settlement of Pension Cases.
- During the discussion Sri G.D. Tripathi, IAS, Secretary, Home, Political etc Department has suggested that a Government web site is to be created wherein the data of the Government employees to be retired in the next five years and other relevant information uploaded for proper monitoring which will help to tide over the

situation. Reacting to this, CS has commented that this will be a good step and each Deptt should develop a website and they should feed all data into that. But to tide over the present problem all Department should first furnish all required information to P & PG Department. P & PG Department should also develop a website for the purpose in consultation with the NIC.

- It was observed that most of the Departments have not submitted the required information regarding retirement of Govt. servant for the coming five years, i.e., 2012-2016 to P & PG Department even after repeated request from the Department. In this regard, Sri J. Khosla, IAS, Additional Chief Secretary, WPT & BC etc Department has suggested that as the Budget session for 2012-2013 is going to be held from 1st March 2012 and this is the fag-end of current financial year, so the last date of submission of required information should be extended up to 30th April 2012. Accordingly P & PG Department have agreed to extend the last date of submission of required information up to **30th April 2012** and emphasis that all the Department should submit the information **both in hard soft copies** so as to enable the **Govt. to monitor** the matter in a proper way.
- It was also agreed that most of the delayed cases of Pension are related to Education Department so the Department should take immediate effective steps for timely/quick disposal of Pension Cases to avoid hardship of the Pensioners.
- Often overstay in service beyond the date of superannuation in some cases of various Departments are noticed. So, the regular verification of service record relating to entry in the Service Book specifically indicating Date of Birth, Date of Entry into Govt. Service supported with original documents should be made by competent authority of respective Departments to avoid the practice of overstay etc. in the service life.
- The Meeting also agreed to that the Departmental Proceedings which were initiated against the Govt. Employees before and after Retirement should be disposed of expeditiously and in a time bound manner.

The meeting ended with a vote of thanks from the chair.

sd/-
(P.P Varma, IAS)
Chief Secretary [I/C], Assam

Memo No- PPG(P) 350/2011/ 21

Dtd. 02/03/2012

Copy to-

1. Sri P.P Varma, LAS, Additional Chief Secretary, Health & Family Welfare Department.
2. Sri Jitesh Khosla, IAS, Additional Chief Secretary, WPT&BC etc., Department.
3. Sri Jatindra Bir Singh, IAS, Principal Secretary, Industries & Commerce etc. Department.
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19. Sri H.K. Bora, Secretary, PHE Department . A
20. Sri Ratul Sarrna, Secretary, Water Resource Department
21. Sri M.K. Pathak, Secretary, Irrigation Department.
22. P.S to Hon'ble Minister P &PG Department for favour of kind appraisal of Hon'ble Minister
23. All Departments.

By Order etc.,

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