

অসম চৰকাৰ



সত্যমেব জয়তে
GOVERNMENT OF ASSAM

Handbook of Pension



পেঞ্চন প্ৰক্ৰিয়াৰ হাতপুথি

**Administrative Reforms, Training, Pension and Public Grievances Department
Government of Assam**

**প্ৰশাসনীয় সংস্কাৰ, প্ৰশিক্ষণ, পেঞ্চন আৰু ৰাজহুৱা অভিযোগ বিভাগ
অসম চৰকাৰ**



Message from Hon'ble Chief Minister, Assam

Dr. Himanta Biswa Sarma

Taking inspiration from the governance mantra of 'Minimum Government Maximum Governance' of our beloved Prime Minister, we have leveraged technology to reduce the hardship faced by the pensioners. We are striving to improve the 'ease of living' for the citizens through various reforms including ensuring business process reforms for timely payment of pension and other dues to the employees.

Kritagyata, a one stop digital solution, has been designed by the NIC for the ARTPPG Department to facilitate online submission of pension forms, track status and generate online Pension Payment Orders. Dedicated 'Pension Seva Kendras' have been set up across Assam to aid and assist the pensioners and the Departments for uploading of pension papers on time. Assam has onboarded onto the Central 'Jeevan Pramaan' portal to provide digital life certificates to the pensioners and to dispense with their physical appearance before the Banks.

Procedure for commutation of pension has been simplified by delegating authority of sanction to the Head of Office for retirees applying within one year of retirement. We have also increased the number of Medical Boards for the retirees applying for commutation of pension after one year of retirement. Further, we have amended the Group Insurance Scheme (GIS), 1983 to simplify and avoid delay in payment of GIS to the employees. We have also decentralised the sanctioning authority of the NRA advance of the General Provident Fund directly to the Head of Office.

In the series of reforms, a need was felt to put different Acts, rules, and their amendments together for easy referring. I hope that this compendium called 'Handbook of Pension' would be helpful to Government Officials/ Retirees/ Pensioners and the Administrative Departments as a "Ready Reckoner" for all pension related matters. This compendium has also used various graphical illustrations for ease of comprehension.

I compliment the Administrative Reforms, Training, Pension & Public Grievances Department and NIC who have prepared a very lucid and comprehensive document for the pensioners.

Dr. Himanta Biswa Sarma
Chief Minister
Assam



Message from Chief Secretary, Assam

Paban Kumar Borthakur, IAS

The Department of Administrative Reforms, Training, Pension and Public Grievances plays a vital role for formulation of policies relating to Pension and other retirement benefits of Assam Government employees. The main rule relating to pension governs the Assam Services (Pension) Rules, 1969 which gets frequently amended, which is difficult to keep track of. Similarly, multiple OMs/Notifications/ Circulars at times and causes confusion in the subordinate offices.

I am happy to know that Administrative Reforms, Training, Pension and Public Grievances Department in collaboration with National Informatics Centre (NIC) is going to release a compendium 'Handbook of Pension' summarizing the process of submission of pension proposals, sanction of different pensionary benefits including Compassionate Family Pension, GIS, GPF etc. to the State government employees which will act as a ready reckoner for pension related processes for all the stake holders.

I congratulate the Administrative Reforms, Training, Pension and Public Grievances Department for taking a user oriented initiative of the online Pension portal-Kritagyata for easy monitoring and timely disposal of Pension cases. I am sure that these efforts will immensely help all the stake holders.

Paban Kumar Borthakur, IAS
Chief Secretary, Assam



Message from Commissioner & Secretary ARTPPG Department, Govt. of Assam

Shantanu P. Gotmare, IAS

Administrative Reforms, Training, Pension and Public Grievances Department (ARTPPG), Government of Assam and National Informatics Centre (NIC), Assam has examined the contents of the Handbook *vis-a-vis* the AS(P) Rule 1969. ARTPPG Department has also revised the rules and the reporting system through Gazette Notifications.

There were other reforms in the pension process, which required incorporation in the Handbook. I am pleased to mention that all such changes have been incorporated in the Handbook of Pension. It covers comprehensively all materials which a Pension Sanctioning Authority as well as Retiree/Pensioner is required to know. It includes brief about the rules and the processes and important provisions of AS(P) Rules, 1969, which will serve as a Ready Reckoner for various Government Departments.

Earlier published material scattered in time is brought together in this edition and includes updated information including reforms taken up through Kritagyata portal recently.

I would like to express my sincere thanks to the Committee for vetting the full content. ARTPPG acknowledges the contributions of Committee Members for Handbook of Pension. Special mention must be made of Mr. Manabendra Goswami, Technical Director (NIC) and Ms. Monita Borgohain, Secretary, ARTPPG Department along with their team for relentless work to get the Handbook in the present form with its unique feature of graphical illustrations.

I hope that this Handbook will be extremely useful to various Departments, retiring officials as well as pensioners of the Government of Assam.

Shantanu P. Gotmare, IAS
Commissioner & Secretary
ARTPPG Department

ACKNOWLEDGEMENT

Department of ARTPPG acknowledges the contributions of following members for their contribution in bringing out a comprehensive Handbook of Pension.

1. Smt. Archana Varma, IAS, Principal Secretary to the Govt. of Assam
2. Shri Shantanu P Gotmare , IAS, Commissioner & Secretary to the Govt. of Assam
3. Smt. Monita Borgohain, ACS, Secretary to the Govt. of Assam
4. Smt. Malavika Choudhury, ACS, Addl. Secretary to the Govt. of Assam
5. Shri Manabendra Goswami, Technical Director, NIC
6. Shri Satyendra Nath Das, Joint Secretary to the Govt. of Assam
7. Shri Debojyoti Nath ,AFS, Director of Accounts and Treasuries
8. Shri Janardan Misra , AFS (Retired)
9. Shri Ranjan Bora, AFS, Director of Pension I/C
10. Shri Manohar Deka, AFS, Financial Adviser
11. Shri Gautam Baishya, Finance and Accounts Officer
12. Shri Pranjal Ray, Assistant Section Officer
13. Smt. Kasmirie Chetia, Assistant Section Officer
14. Shri Partha Pratim Sharma, Assistant Section Officer

DISCLAIMER

The materials in this Handbook are intended to provide a general reference or resource only. It does not supersede AS (Pension) Rules 1969, or any codified act/rules for this purpose.

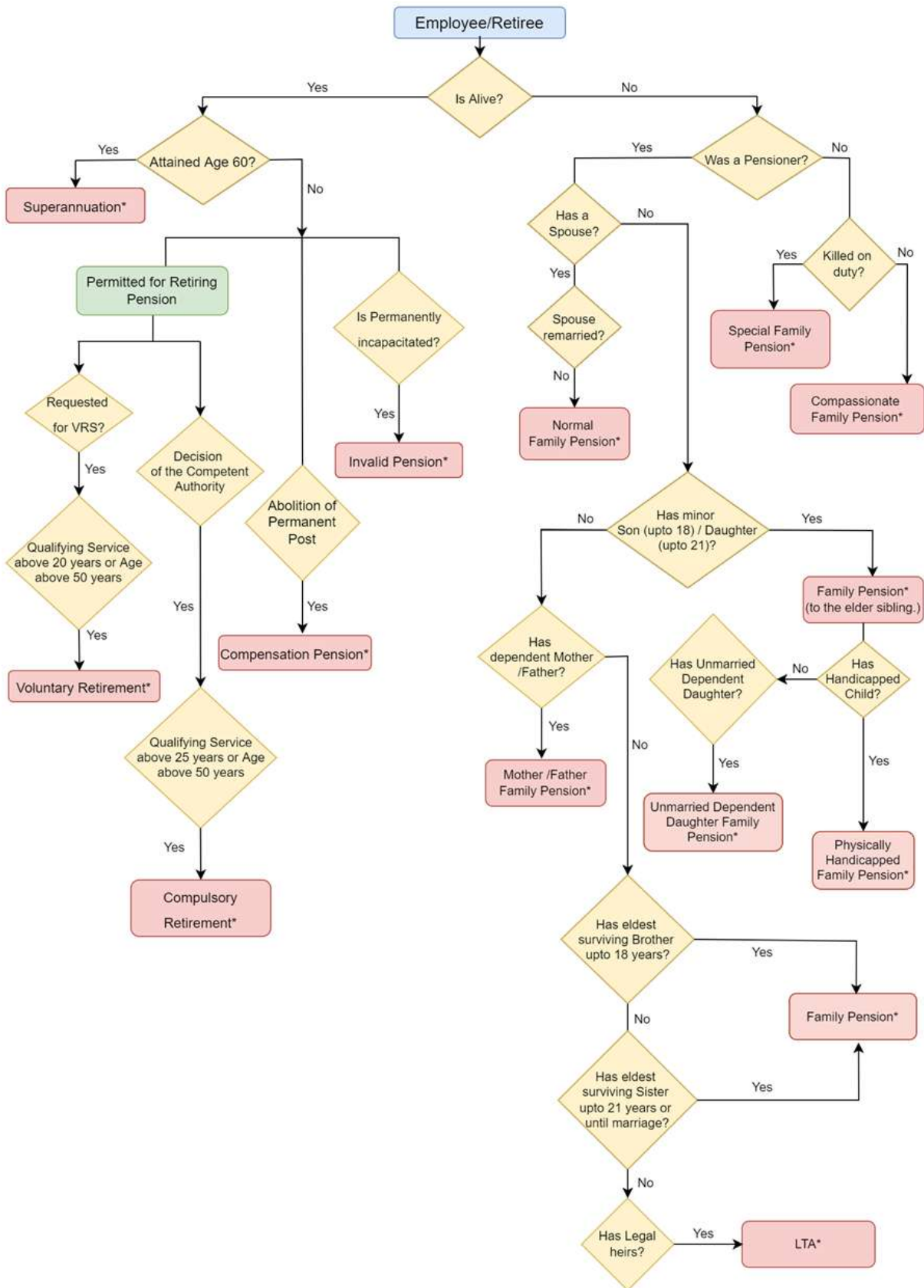
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GLOSSARY OF IMPORTANT TERMS

ACPS	—	Assured Career Progression Scheme
AG	—	Accountant General
BDR	—	Before Date of Retirement
C.O / B.D.O	—	Circle Officer / Block Development Officer
CFP	—	Compassionate Family Pension
CPF	—	Contributory Pension Fund
CTMIS	—	Comprehensive Treasury Management Information System
DA	—	Dearness Allowance
DR	—	Dearness Relief
DCRG	—	Death-cum-Retirement Gratuity
DDO	—	Drawing and Disbursing Officer
DLC	—	Digital Life Certificate
DoAT	—	Directorate of Accounts and Treasuries
DOB	—	Date of Birth
DOJ	—	Date of Joining (in the Government Service)
DOP	—	Directorate of Pension
DOR	—	Date of Retirement
EOL	—	Extra-ordinary Leave
EPPO	—	Electronic Pension Payment Order
FAQ	—	Frequently Asked Questions
FP	—	Family Pension
GIS	—	Group Insurance Scheme
GPF	—	General Provident Fund
HOD	—	Head of Department
HOO	—	Head of Office
LEB	—	Leave Encashment Benefit
LTA	—	Life Time Arrear
MACPS	—	Modified Assured Career Progression Scheme
NDC	—	No Dues Certificate
NLC	—	Non-Liability Certificate
NPS	—	National Pension System
NSDL	—	National Securities Depository Limited
OM	—	Office Memorandum
PAN	—	Permanent Account Number
PFRDA	—	Pension Fund Regulatory & Development Authority
PPAN	—	Permanent Pension Account Number
PPG	—	Pension and Public Grievance
PPO	—	Pension Payment Order
PRAN	—	Permanent Retirement Account Number
PSA	—	Pension Sanctioning Authority
PSK	—	Pension Seva Kendra
ROP	—	Revision of Pay
T.O	—	Treasury Officer
VRS	—	Voluntary Retirement Scheme

PENSION DECISION TREE



[*Subject to fulfilment of other conditions.]

GRAPHICAL ILLUSTRATIONS OF PENSION PROCESSES

SUPERANNUATION PENSION

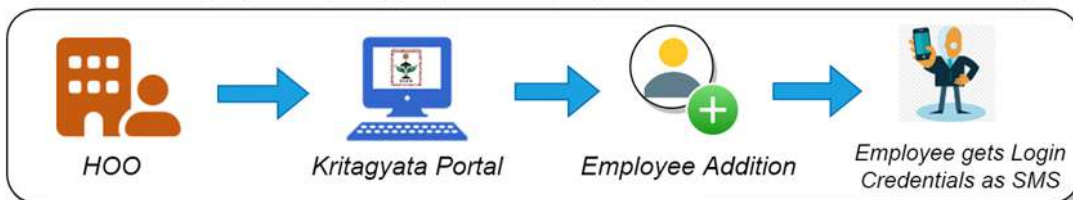
Online Pension Process

NIC

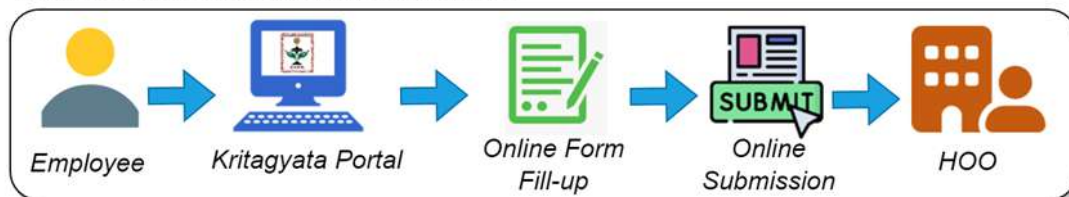
1. Employee eligible for superannuation can apply for pension a year ahead of his/her Date of Retirement.



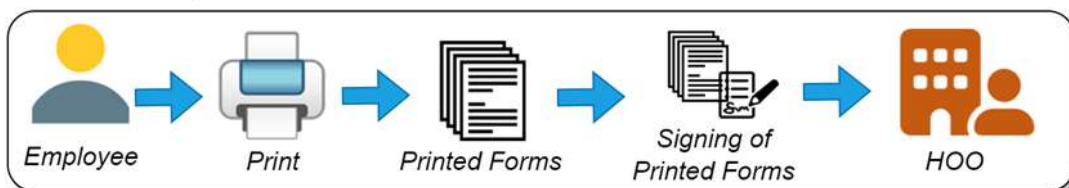
2. Head of Office (HOO) enrolls the details of Employee on the Online Pension Sanction and Payment Tracking System (Kritagyata). The Employee gets SMS alert on his/her mobile phone.



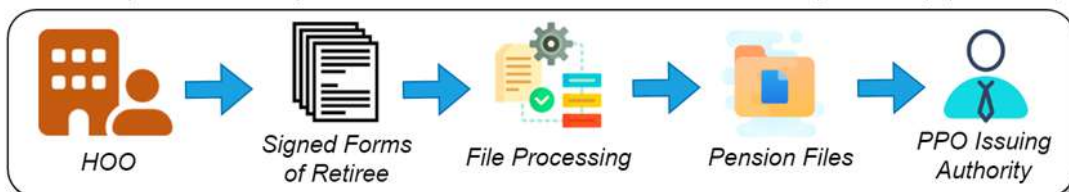
3. Employee submits forms online to the HOO.



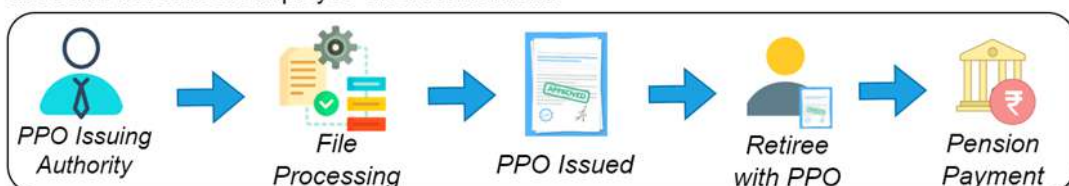
4. Employee submits system generated printed copies of Form 1, Form A, Form 3, Form 5, and Undertaking to the HOO.



5. The HOO processes the pension case and forwards to the PPO Issuing Authority (DOP/AG).



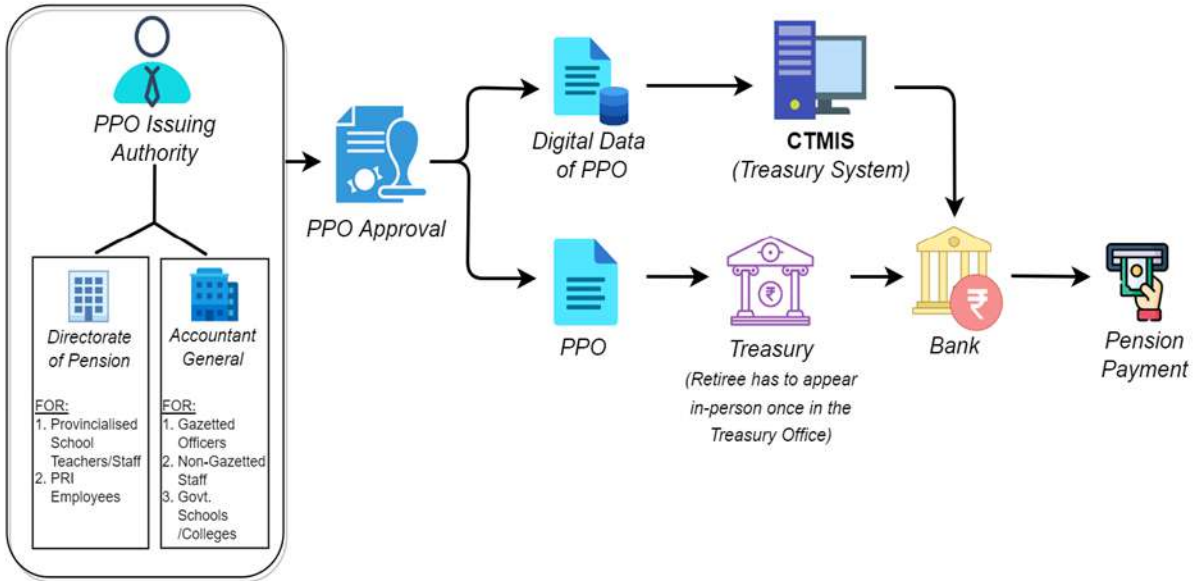
6. PPO Issuing Authority processes the pension case and issues PPO. Pension gets credited into the bank account of Employee after Retirement.



PPO Issue & Payment

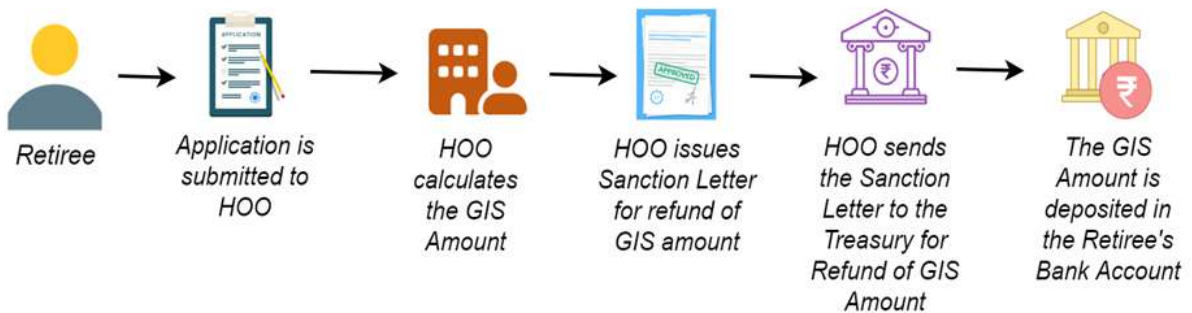
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Flow for final PPO Issue and the Pension Payment process:

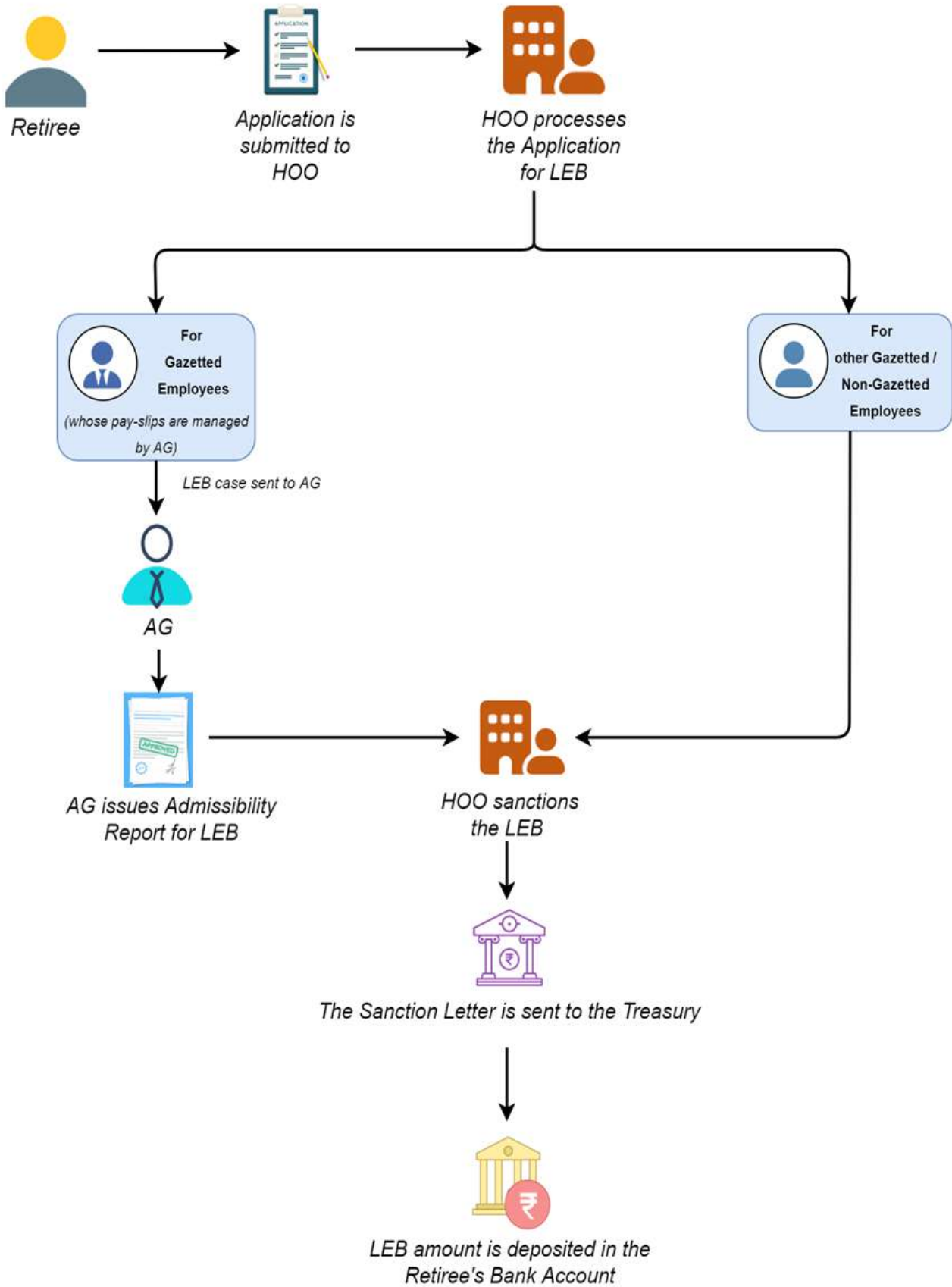


Group Insurance Scheme (GIS)

NIC



Leave Encashment Benefit (LEB)



VOLUNTARY RETIREMENT

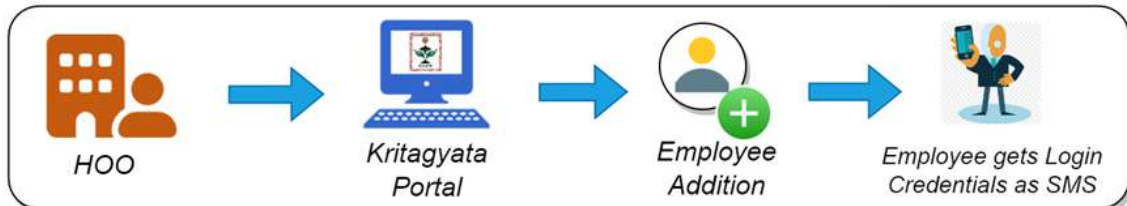
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Online Pension Process

- Employee, permitted for VRS, can request HOO for processing of Pension.



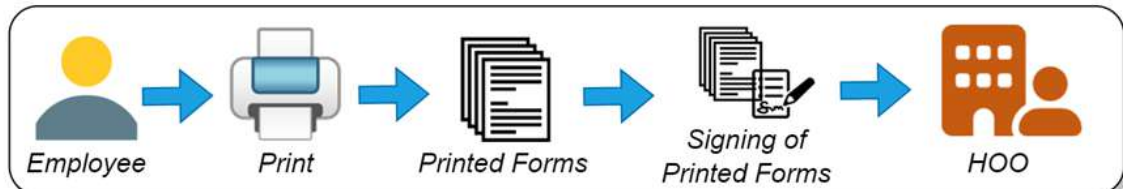
- Head of Office (HOO) enrolls the details of the Employee on the Online Pension Sanction and Payment Tracking Portal (Kritagyata). The Employee gets SMS alert on his/her mobile phone.



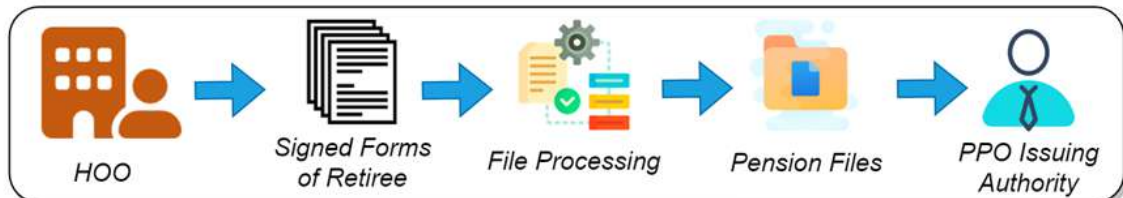
- Employee submits forms online to the HOO.



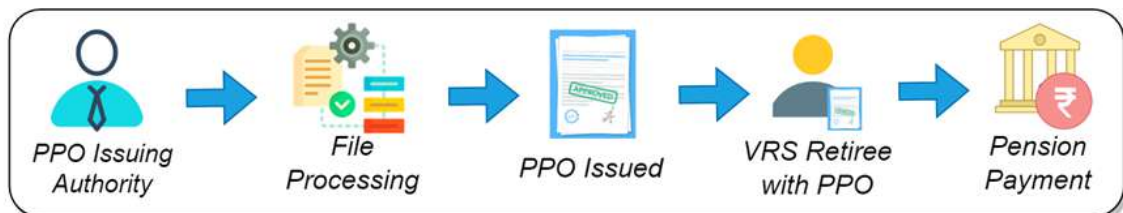
- Employee submits system generated printed copies of Form 1, Form A, Form 3, Form 5, and Undertaking to HOO.



- The HOO processes the pension case and forwards to the PPO Issuing Authority (DOP/AG).



- PPO Issuing Authority processes the pension case and issues PPO. Pension gets credited into the Bank Account of the Employee after Retirement.



Family Pension

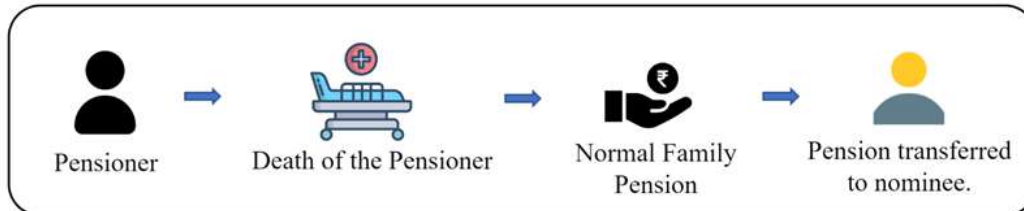
NIC

Types of Family Pension:

1. Normal Family Pension:

If a Pensioner dies, the pension is auto converted as Family Pension to the nominee, subject to the following conditions:

- (i) Intimation by the nominee to the department with death certificate.
- (ii) Physical appearance of the nominee before the Pension Sanctioning Authority (PSA).



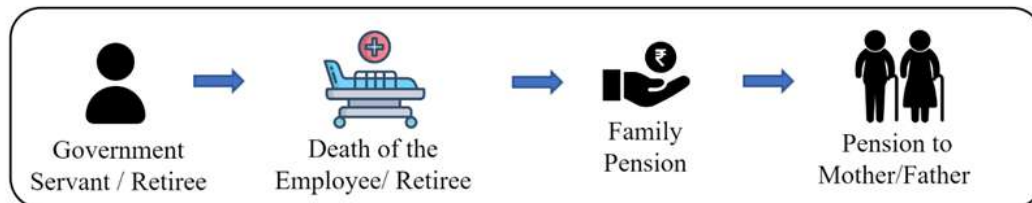
2. Compassionate Family Pension (CFP):

If any Government Servant dies in harness, the nominee becomes eligible for CFP.



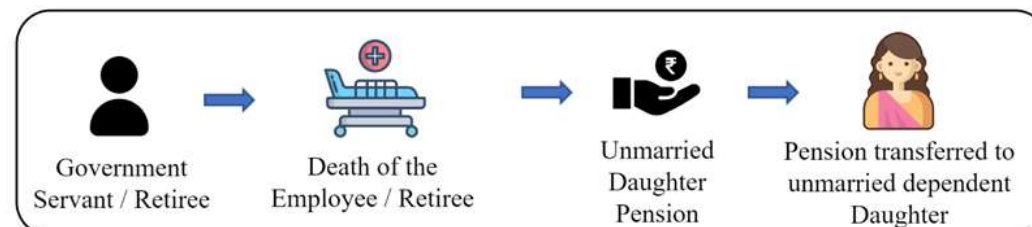
3. Mother/Father Family Pension:

If the Mother/Father are wholly dependent on the deceased employee, and the deceased employee is not survived by a spouse or an eligible child, then the mother/father becomes eligible for Family Pension.



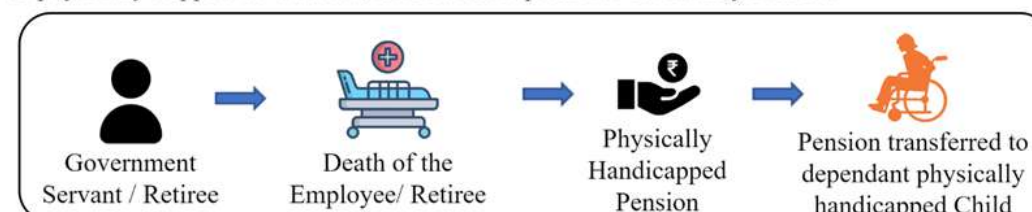
4. Unmarried Daughter Family Pension:

Unmarried dependent daughters are eligible for Pension as per laid down Rules. The family pension shall be allowed to continue beyond 21 years of age to an unmarried dependent daughter subject to the fulfilment of certain conditions.



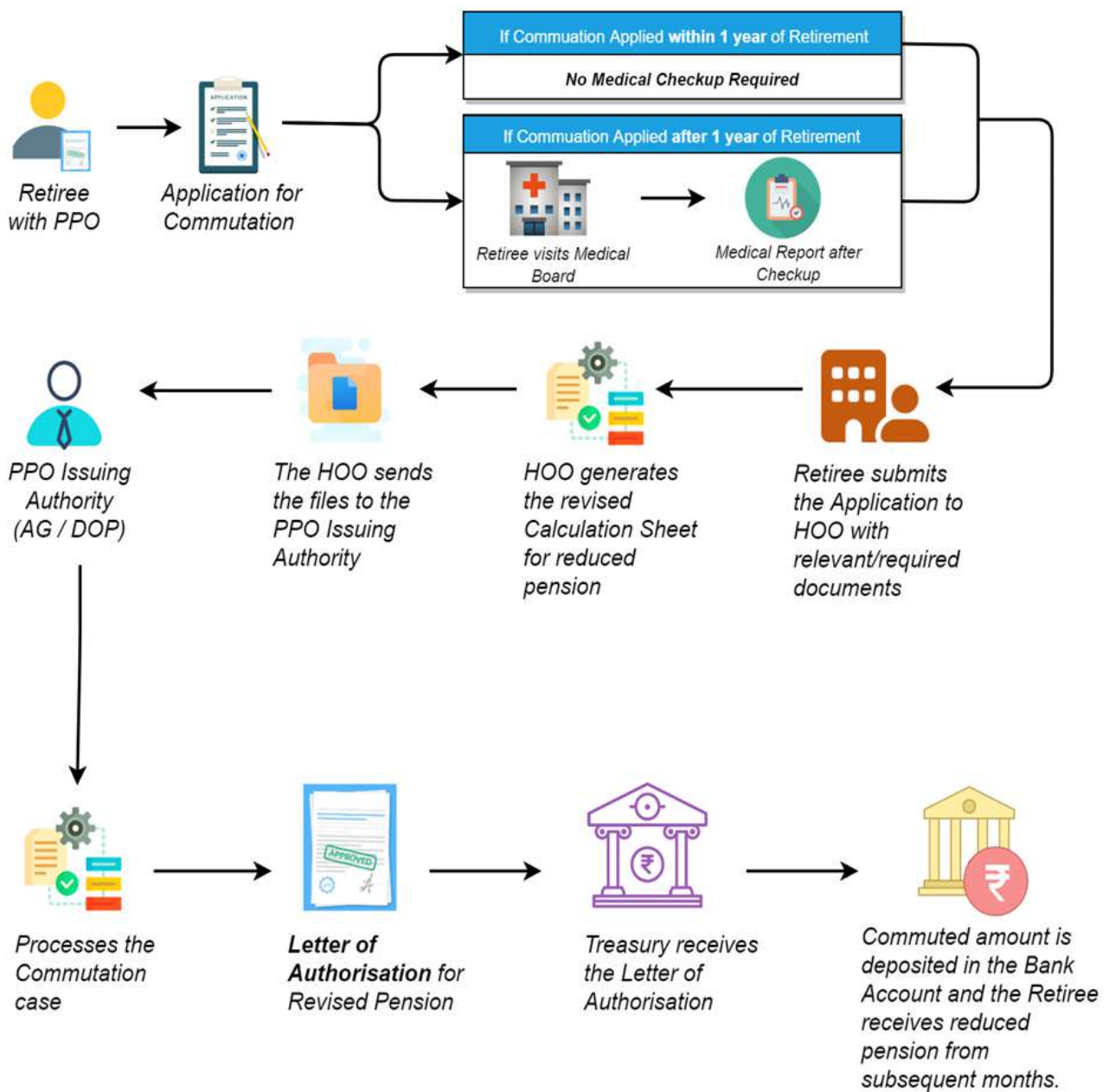
5. Physically Handicapped Family Pension:

If the son or daughter of a government servant is suffering from any disorder or disability of mind or is physically crippled or disabled, then he/she is permitted for Family Pension.



Commutation of Pension

The Revision of Pension under **Commutation** can be applied by the Retiree (after his/her PPO is issued) to commute a portion of pension (not exceeding specified limit) into a one-time payment amount.



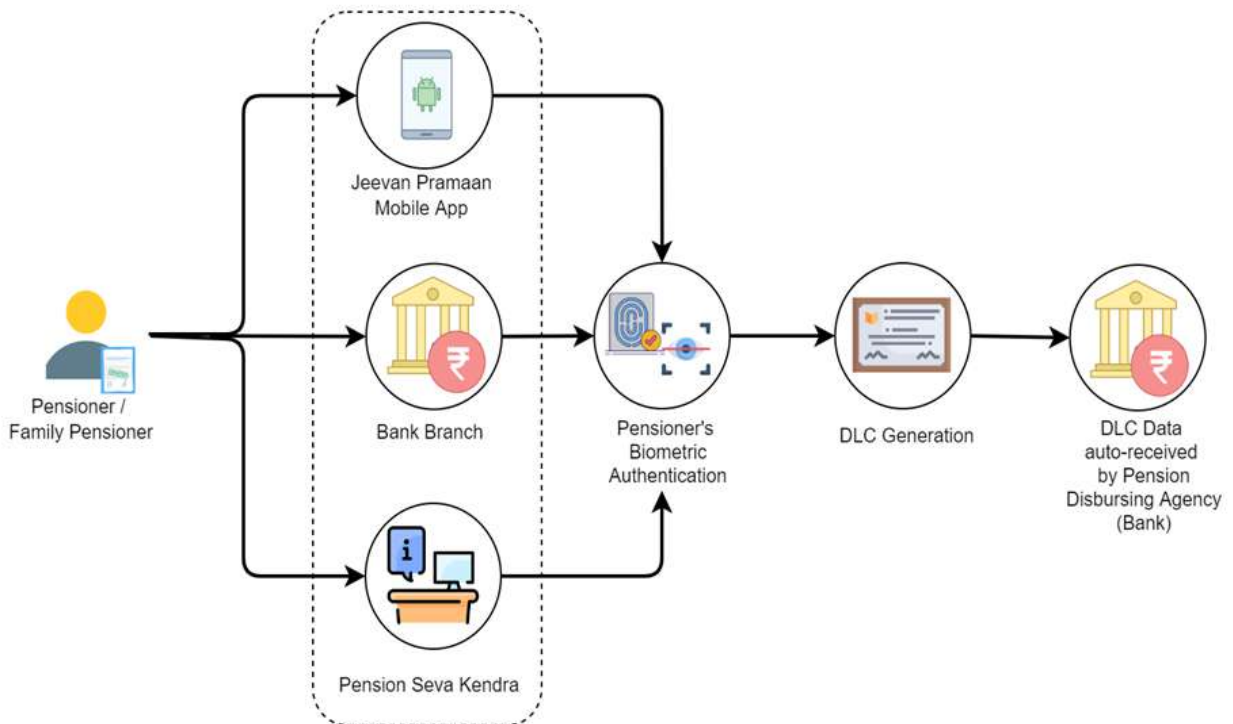
Jeevan Pramaan



Digital Life Certificate (DLC), also called as Jeevan Pramaan, is a biometric enabled digital service for pensioners. They need not visit the office of disbursing agency for physical submission of life certificate and instead may use the Aadhaar enabled biometric authentication mechanism to generate DLC.



Process to submit DLC online to Disbursing Agency (Bank)



Background:

Assessment and Issuance of Authorisation of Pension Payment in respect of Government Employees of Assam is the responsibility of the Director of Pension (DOP) or Accountant General (AG), as the case may be. DOP deals with the cases of provincialized schools (both Teaching and Non-Teaching Staff) and provincialized posts (PRI) of Department of Panchayat and Rural Development, Government of Assam and Compassionate Family Pension (CFP) cases of All India Services (AIS) officers borne on Assam cadre. All the other cases including pension proposals of Colleges, Government Schools and Gazetted / Non-Gazetted Posts of Departments and their Directorates etc. are dealt by the AG, Assam. All Appointing Authorities are the Pension Sanctioning Authority (PSA) as well.

The following 6 (six) retirement benefits are governed by the Assam Services (Pension) Rules, 1969, as amended, :-

- (1) Pension
- (2) Commutation of Pension
- (3) Death-cum-Retirement Gratuity (DCRG)
- (4) Group Insurance Scheme (GIS)
- (5) General Provident Fund (GPF)
- (6) Leave Encashment Benefit (LEB)

1. Eligibility criteria for qualifying service towards pension

The Government servants fulfilling the following basic conditions of qualifying service are eligible for pension:

- (i) **Service must be under the Government:** The services of an employee does not qualify unless he/she is appointed and his/her duties and pay are regulated by the Government, or under conditions determined by the Government. [Rule 32]
- (ii) **Employment must be substantive and permanent:** The service does not qualify unless the employee holds a substantive office on a permanent establishment. However, the temporary or off-ciating service under the Government of Assam, followed without interruption, by confirmation in the same or any other post shall count in full as qualifying service. [Rule 36]
- (iii) **Government servant must be paid by the Government:** The pensionable services that are paid from the consolidated Fund of the State shall qualify for Pension. [Rule 44]

2. Classification of Pensions:

- (i) **Compensation Pension [Rule 68 (a) of AS(P) Rules, 1969]:** - This is admissible when an employee is discharged due to abolition of permanent post and if he/she is not appointed to another post [Rule 69]. There are some restrictions as given in Rules 72 to 75 of AS(P) Rules, 1969. Further, reasonable notice is required to be given if services of an officer are dispensed with on the abolition of his/her office.

- (ii) **Invalid Pension [Rule 68 (b) of AS(P) Rules, 1969]:** - This is admissible if an employee retires from service on account of any bodily/mental infirmity and applies for an invalid pension [Rule 82]. Incapacity for service is to be established by a medical certificate in the manner given in Rule 83 of AS(P) Rules, 1969. Form of medical certificate is given in Rule 87 (a).
- (iii) **Superannuation Pension [Rule 68 (c) of AS(P) Rules, 1969]:**- This is admissible to an employee who is entitled to or compelled to retire at a particular age as prescribed by the Govt. from time to time. From 30-Nov-2007, the retirement age is 60 years. [Rule 93 of AS(P) Rules, 1969]
- (iv) **Retiring Pension [Rule 68 (d) of AS(P) Rules, 1969]:**- This is admissible to an employee who is permitted to retire after completing qualifying service for 25 years or such less time as may be prescribed [Rule 96]. Grant of retiring pension is regulated under Rules 99 to 101 of AS(P) Rules, 1969.
- (v) **Compulsory Retirement:-** Under FR56(b) Government may retire an employee in the public interest by giving 3 (three) months' notice or pay in lieu of notice after he/she has attained 50 years of age or 25 years of qualifying service*, whichever is earlier.
(*Vide OM No. PPG(P) 140/2017/10 dated 12-Jul-2017)
- (vi) **Voluntary Retirement:-** Under FR 56(c), a Govt. servant may opt for VRS at any time on attainment of 50 years of age or 20 years of qualifying service, whichever is earlier, by giving 3 (three) months' notice in writing to the authority concerned. In such case, qualifying service shall be allowed a notional weightage for a period not exceeding 5 (five) years subject to the condition that total service rendered by the Govt. servant does not exceed 33 years in any case.

3. Family pension and admissibility

Family Pension refers to the pension paid to the family after death of the Government servant/ Pensioner . It is admissible to the following family members:

- (i) Surviving spouse up to their death or remarriage, whichever is earlier;
- (ii) Minor son until he attains the age of 18 years.
- (iii) Unmarried daughter until she attains the age of 21 years or marriage, whichever is earlier.
- (iv) In case of absence of the above family members, the family pension will be admissible to the following dependent family members:
- (v) Father; then
- (vi) Mother; then
- (vii) Eldest surviving brother up to the age of 18 years; then
- (viii) Eldest surviving sister up to the age of 21 years or marriage whichever is earlier.

Note-1: - Son and daughter include the legally adopted children before retirement.

Note- 2: - In case there are two or more widows, pension will be payable to the eldest surviving widow.

The term 'eldest' would mean seniority with reference to the date of marriage. [Rule 143]

4. Minimum continuous service for getting family pension

The minimum period of continuous service for getting family pension is 1(one) year [Rule 140]. It is not granted to more than one family member at the same time. It will first be admissible to the surviving spouse and thereafter to the minor children. The payment of family pension to minor children is made through their natural/legal guardian. [Rule 143(iii)]

5. Family Pension to spouse married after retirement

The marriage shall mean marriage before or after retirement without having relevance to the date of amendment of the Assam Services (Pension) Rules, 1969 which was notified vide PPG (P).148/1992/183 Dated 18-Jan-1995. The Family Pension is admissible to the surviving spouse after 18-Jan-1995 irrespective of period of marriage which may be pre or post retirement event, as the case may be. [PPG (P).111/2003/32 Dated 07-Jul-2004]

6. Family Pension to handicapped son/daughter

As per Rule 143C of the Assam Service (Pension) Rules, 1969 (as inserted vide Notification No PPG (P).268/95/85 Dated 30-May-2003), if the son or daughter is suffering from any disorder or disability of mind or is physically crippled or disabled so as to render him or her unable to earn a livelihood even after attaining the age 18 years in the case of son and 21 years in the case of daughter, the family pension shall be payable to such son or daughter for life subject to certain conditions.

7. Family Pension to unmarried daughter beyond age of 21 years

The family pension shall continue beyond 21 years of age to an unmarried dependent daughter subject to the fulfillment of the following conditions: -

- i. that there is no disabled child eligible for lifetime family pension;
- ii. that a certificate of non-marriage and non-employment in the prescribed format duly certified by Circle Officer/Block Development Officer concerned shall be furnished by the un-married dependent daughter to the Treasury or Bank every year.

In cases where there are two or more family members who are eligible for pension present at the time of death of the surviving spouse, the family pension as admissible shall be divided to all of them in equal shares till their eligibility ceases.

If all of them are minors, the family pension shall be paid through the legal/natural guardian; otherwise it shall be paid in the following manner:

- i. it shall be paid to the eldest eligible member who shall divide it equally amongst other eligible members;
- ii. if the eldest eligible member becomes ineligible for the family pension, it shall be paid to the next eligible member and so on;
- iii. in every case the family pension recipient has to sign and submit an indemnity bond to the competent authority so that the recipient divides the amount amongst the beneficiaries in equal share.

These provisions shall cover all cases of family pension irrespective of the date of death of the Government servant/pensioner. [Rule 143(i)(d)]

8. Enhanced rate of family pension

If a pensioner dies, the family pension equal to superannuation pension shall continue to be paid for a period of 10 years or till the date on which the pensioner would have completed 67 years of age, whichever is earlier. [vide OM No. PPG (P) 140/2017/10 Dated 12-Sep-2017]

9. Special Family Pension

The Special Family Pension is admissible to the relative of a Government servant who is killed while discharging his/her duties or for reasons connected with discharge of the duties as a result of attack by extremist/ terrorist/anti-social elements/ dacoits/ smugglers etc or during action against dacoits, smugglers, hostiles or other anti-social elements to the kin/relative of the deceased Government servant who were dependent.

The following relatives are eligible, according to the order of priority and condition mentioned below: -

- (i) Wife, in case of a male Government servant till her death or re-marriage whichever is earlier;
- (ii) Husband, in case of a female Government servant till his death or re-marriage whichever is earlier;
- (iii) In absence of relatives as at (i) and (ii) above, the children are eligible as follows:-
 - (a) Minor son till date of attaining 18 years of age;
 - (b) Unmarried minor daughter till date of attaining 21 years of age or marriage whichever is earlier.
- (iv) Parents, in the absence of eligible children if they were dependent on the deceased Govt. servant;
- (v) Brothers below the age of 18 years and unmarried sister below the age of 21 years in the absence of any one under (iv) above, if they were dependent on the deceased Govt. servant. [vide OM No. FM 40/1985/7 Dated 26-Aug-1985]

10. Rate of Special Family Pension:

Unlike the normal Family Pension, the Special Family Pension is equivalent to last monthly pay and allowances which shall be admissible and allowed to be drawn till the date on which the deceased Government servant would have normally attained the superannuation age, had he remained in service. [vide OM No. FM 40/1985/76 Dated 13-Mar-1989] .

Illustration:

A Govt. Employee is killed while discharging duties on 10-01-2022. His pay on that day was:

•	Pay	- 54920
•	Grade Pay	- 14500
•	DA 37%	- 25685

• HRA 10%	- 6942
• MA	- 600
Gross Salary	102647

The Gross Pay of ₹ 102647 shall be the Special Family Pension.

Again on 01-07-2023 the deceased Govt. Servant would have earned an annual increment of 3% over the basic pay had he been alive. So this 3% of increment shall be added to the Family Pension as follows –

• Pay	- 54920
• Grade Pay	- 14500
Basic Pay	<u>- 69420</u>
Add 3% increment	<u>- 2083</u>
	71503
• DA 37%	- 26456
• HRA 10%	- 7150
• MA	<u>- 600</u>
Gross Salary	105709

So, the Special Family Pension shall be ₹ 105709 w.e.f. 01-07-2023. In such way the Special Family Pension shall increase till the date of deem superannuation of the deceased Government Servant.

In addition to Special Family Pension an ex-gratia grant shall also be paid to the families of Govt. Servants so killed at the following rate-

1. Government Servant of any rank – ₹ 1,00,000/-
2. Home Guard deployed with Police personnel for law & order duty – ₹ 1,00,000/-

11. Compassionate Family Pension (CFP):

The CFP Scheme is introduced by the Govt. of Assam in lieu of compassionate appointment for the family of the deceased Government Servant who die while in service on or after 01-Apr-2017 with an objective of providing immediate financial relief to the family of such Govt. Servants (vide notification No.FEG.28/2017/26 dated 14-Sep-2013). The family is paid 100% of the last pay drawn by the deceased employee till the date of deemed superannuation of the deceased employee. Additionally, the applicable D.R. and other relief amount as admissible in normal family pension would also be paid.

12. Life Time Arrear (LTA):

If an employee dies shortly after retirement, a pension and/or gratuity due to the deceased employee from the date of retirement up to and inclusive of the day of his/her death may be paid to the legal heirs in accordance with normal provision of rules. [Note below rule 205]

13. Death Cum Retirement Gratuity (DCRG):

Retirement Gratuity is payable to the retiring Government servant. A minimum of 5 years of qualifying service and eligibility to receive service gratuity/pension is essential to get this one-time lump sum benefit. **Death Gratuity** is a one-time lump sum benefit payable to the surviving spouse or the nominee of a permanent or a quasi-permanent or a temporary Government

servant, including CFP beneficiaries.

14. Service Gratuity:

A Retiring Government servant will be entitled to receive service gratuity (and not pension) if total qualifying service is less than 10 years and in case of regularized Muster Roll (M.R)/ Work Charge (W.C) Workers the qualifying service is less than 20 years. Admissible amount is half month's basic pay last drawn for each completed 6 monthly period of qualifying service. There is no minimum or maximum monetary limit on the quantum. This one-time lump sum payment is distinct from and is paid over and above the Retirement Gratuity.

15. Group Insurance Scheme (GIS):

GIS is a self-financing scheme of the employees on contributory basis that provides twin benefits. It is governed under State Govt. Employees Group Insurance Scheme, 1983. In the event of death of an employee, while in service, his/her legal heir(s) is entitled to get insurance amount appropriate to the group and accumulated savings fund amount as per Ready Reckoner issued by P&PG Department from time to time. In the event of quitting service, on account of retirement/resignation/dismissal, the employee concerned shall get 70% of the total accumulation of savings fund together with interest thereon as per Ready Reckoner.

16. General Provident Fund (GPF):

GPF is compulsory contribution of regular Government Servants in pensionable establishments who entered in Govt. service prior to 01-Feb-2005. Advances from GPF is admissible to the subscriber subject to fulfillment of certain conditions as laid down in concerned rules. The sanctioning authority for all GPF Advances shall be the Head of Office. If there is no specified Head of Office, then the sanctioning authority is vested upon the Head of the Department.

17. Leave Encashment Benefit (LEB):

It refers to the amount that an employee receives for their unutilized earned leave at the time of retirement/death. For all Gazetted Employees, Leave balance admissibility report will be provided by AG.

The amount of Leave encashment is calculated as below: -

Last pay plus DA as admissible on the date of retirement/death multiplied by EL at credit on the date of retirement/death (subject to maximum of 300 days) divided by 30.

18. Commutation of Pension:

A retiree has an option to commute a portion of pension, not exceeding 33.33%, into a lump sum payment as per the provisions of Assam Services (Commutation of Pension) Rules 1965. It is recovered in 14 years after which commuted portion of pension shall be restored. However, if a pensioner dies after receiving commutation of pension, no recovery is made from the family pensioner. If a pensioner dies before receipt of the sanctioned amount of commutation, the family pensioner is entitled to receive the sanctioned amount.

The amount is calculated as: one-third of basic pension multiplied by rate as per commutation table of AG multiplied by 12 (twelve).

19. Preparation of pension case [Rule 180 of AFR]:

(i) How to work out Date of Retirement (DOR):-

Head of Office (HOO) will verify the Service Book of employee and work out the DOR. If the Date of Birth (DOB) is first day of the month, DOR will be the last date of the preceding month on which he/she completes 60 years of age. If the DOB is any day other than first day of the month, the DOR will be last day of that month on which he/she attains the age of 60 years.

In case of old HSLC/HSSLC Pass Certificate/Admit Card, where age is mentioned as on 1st day of a month of a year instead of exact date of birth, then DOB should be computed as clarified vide Finance Deptt.'s O.M. No. FEG.26/2012/29 dated 31-Oct-2012.

(ii) Calculation of qualifying service: -

Gross service from the date of joining in pensionable service to the date of retirement minus non-qualifying service, if any. The net qualifying service is limited to 33 years or 66 six-monthly period of qualifying service. Fraction of less than six months is to be ignored and more than six months is to be taken as one unit of six-monthly period. For the purpose of pension, a Govt. servant should complete minimum 10 years of continuous service and be confirmed in the post. However, a Govt. Servant completing 20 years of continuous service is entitled to pension without confirmation.

(iii) Calculation of pension: -

Superannuation pension is calculated @ 50% of the last month's pay or 50% of the last 10 month's average emoluments, whichever is beneficial to the employee. This amount shall be rounded off to the next multiple of ₹10/-. Such amount, in no case shall be lower than 50% of the minimum of the basic pay drawn by the employee. To be eligible for the maximum pension, minimum qualifying service is 25 years. For those Govt. servants who have rendered qualifying service for 10 years and above but less than 25 years, pension shall be calculated proportionately. From 01-Apr-2016, minimum pension is ₹5500/- and maximum is ₹65,000/- per month plus, DR and MA as admissible.

20. Provisional Pension:

To avoid hardship for non-receipt of pension/DCRG by a pensioner immediately after retirement, the HOO is authorized to sanction provisional pension/DCRG in case there is delay or likely to be delay in processing and finalising pension papers and issue of final authority for drawal of due pension by Accountant General/Director of Pension, as the case may be.

For granting provisional pension, the HOO should see following points: (OM No.PPG(P)227/2004/8, dated 01-Dec-2004)

- (i) Retiring employee should apply for provisional pension in writing.
- (ii) Date of Birth (DOB)
- (iii) Date of Joining (DOJ)
- (iv) Date of Retirement (DOR)
- (v) Net qualifying service
- (vi) 10 months' average emoluments
- (vii) Last pay

- (viii) Rate of DA
- (ix) Govt. outstanding dues, if any.

On being satisfied on the above points, the sanctioning authority (HOO) may sanction 100% provisional pension to the retired Govt. servant and 100% DCRG after adjustment of Govt. outstanding dues. HOO should also withhold 10% of DCRG for recovery of unassessed dues, if any, to be assessed by Accountant General/Director of Pension in finalising the pension case.

21. Pension to a Government Servant who retires under suspension:

If a Government servant under suspension attains the age of superannuation before the conclusion of Departmental or Court proceeding, he/she will cease to draw subsistence allowance, but will be paid provisional pension at the rate not exceeding the maximum pension which would have been admissible on the basis of his qualifying service up to the date immediately preceding the date on which he was placed under suspension. However, no DCRG shall be paid. [Rule 22]



To ease the hardship of the pensioners, Government of Assam implemented the online Pension Sanction and Tracking system named as “Kritagyata” in collaboration with NIC for tracking the sanction and payment of pension. It has been operationalized in Assam w.e.f 01-Oct-2020. Initially it was rolled out across the Districts of Assam for Provincialised Schools and PRI members, but Government of Assam through Hon’ble Cabinet approval held on 28-Oct-2021, notified “Kritagyata” as the portal for all pensioners of the Government of Assam. Pensioners can access this online system and submit their data online and after processing by Departmental Officials, the pensioners can also view and download their Pension Payment order (PPO) online.

Required Information to be filled up under “Kritagyata” portal

1. DDO (Drawing & Disbursing Officer) Role (Information required to be filled)

A. Name of the retiree

B. PAN Card

C. Date of birth

(The DOB should be calculated as per date recorded in HSLC/HSSLC Pass Certificate/ Admit Card recorded in Service Book. In case of old HSLC/HSSLC Pass Certificate/ Admit Card, where age is mentioned as on 1st day of a month of a year instead of exact date of birth, then DOB should be computed as clarified vide Finance Deptt.’s O.M. No. FEG.26/2012/29 dated 31-Oct-2012)

D. Date of Joining

Following points required to be considered on inserting date of joining (if applicable only).

- I. Date of Adhoc grant/date of joining whichever is later as per provision of section 2 (ii) of ASE(P) Act, 1977.
- II. Date of Provincialization
- III. Stipendiary Period required to be count as date of joining as per SR 3(2) of FR & SR & Rule 55 Note 3 of AS(P) Rules, 1969.

E. Grade

F. Designation

2. Retiree Role

Retiree must re-check all the information filled & forwarded by the DDO before moving to next phase. If the concern retiree found any error/mis-information on the information filled by the DDO, then the concern retiree must inform the same to the DDO for necessary changes/update/modification.

The following information to be filled by the Retiree under various segments are describe in brief below:

Personal Information (Form 5)

Detail personal information required to be filled up by the retiree which are described below:

- a. **Name (Must tally/same with PAN Card & HSLC Admit Card/Service Book/Birth Certificate)**
- b. Present Address
- c. Post Retirement Address
- d. **Signature (must tally/same as Bank Signature)**
- e. **Single Photo (Current Photograph)**
- f. **Joint Photo with spouse (If pensioner is unmarried/divorcee/widow etc. single photo may be upload in-place joint photograph)**

NB: If the retiree doesn't have any family or immediate nominee then the retiree must select **DO YOU HAVE FAMILY** option to "NO" from the drop-down menu.

Family/Nominee Details (Form3) and (Form1)

The retiree's must consider the following points before giving the nominee information

1. First Wife will be first legal claimant as nominee as per pension rules.
2. Spouse will be nominee & will be subject to 100% share of the family pension benefits.
3. Son under 18yrs or Daughter under 21yrs may be given as nominee for minor family pension benefits only if the spouse is dead.
4. Physically handicapped child can be given as nominee for Physically Handicapped Family pension only if spouse is dead.

Retiree must feed correct information about the nominee:

- I. Name of the Nominee (as per Bank Account/PAN Card/HSLC Admit/Birth Certificate/Aadhaar Card)
- II. Date of birth of Nominee.

Arrear Payment Share (Form A)

100% share to the nominee/ desired shares to the nominees may be given and saved the same.

Selection of Treasury & Bank Account Details

The retiree may select any treasury within Assam irrespective of his last salary drawing treasury. And at the same time retiree must feed correct Bank Account Details for future correspondence if required.

Checklist

The retiree must confirm the following points before forwarding the file to HOO.

- I. Retiree Name
- II. Retiree Signature
- III. Any loan or outstanding towards the Govt./Bank etc.

NB: The retiree must confirm and validate all the information filled before sending/ forwarding the pension proposal to HOO/HOD.

PLEASE NOTE THAT ONCE PENSION PROPOSAL FORWARDED TO HOD/HOO RETIREE CAN'T ALTER OR MODIFY THE RETIREE'S INFORMATION.

Following forms required to be print, signed & seal and then forward it to concern HOO/HOD.

- a. **Form-1 (Personal Information)**
- b. **Form-1A (Nominee Details)**
- c. **Form-3 (Percentage Share)**
- d. **Form-5 (Treasury & Bank Information)**
- e. **Undertaking**

Retiree have to recheck & revalidate all the above said print documents before sending it to HOD/HOO.

3. Head of Office Role

- a. **Recheck & Revalidation:** The HOD/HOO will cross-verify the information shared by the retiree before moving to the next phase/stage. If the HOO/HOD finds any misinformation regarding the pension proposal, then the HOO/HOD can return the pension proposal to concern retiree by following below mention step:

ACTION → Form-4BDR → RETURN

- b. **PSK Role under HOO/HOD:** As per honorable cabinet decision, the PSK (Pension Sewa Kendra) will scan & forward the Service Book against the respective PAN Card of the pensioner/retiree.
- c. **Service Verification:** The HOO/HOD will revalidate the scanned Service Book as forwarded by PSK with the original Service Book and verify the same under following steps:

ACTION → Form-8MBDR → SERVICE VERIFICATION-covering the entire service period with countersign by the HO. The Service Verification Certificate has to be uploaded by the HOO/HOD in PDF format.

- d. **Uploading of NLC/NDC (Non Liability Certificate/No Demand Certificate):** The HOO/HOD will upload the NLC/NDC certificate against the concern pension proposal. The NLC/NDC report have to uploaded by the HOO/HOD in PDF format under.

ACTION → Form-4MBDR → NLC/NDC Upload-with countersignature of appointing authority

- e. **Form 7 & Checklist:** The HOO/HOD will have major & pivotal role in generating the form-7. **Basically** form-7 is service summary report of the concern pensioner. The following points needs to be consider by the HOO/HOD.
 1. Last Basic Pay
 2. Non Qualifying Service

3. Additional Qualifying Service
4. Net Qualifying Service
5. Provisional Pension & DCRG if paid. And if paid; Provisional Pension/DCRG sanctioned amount & order date.

ACTION → Form-7

Checklist: The HOO/HOD will revalidate the following points:

1. Pensioner Name
2. Any outstanding/dues etc.
3. Signature
4. All the print documents submitted by the Pensioner.

f. Form-08

Form-08 is forwarding letter of the HOO/HOD. Form-8 will have File No. that needs to be given by the HOO/HOD.

HOO/HOD have to give following documents in hard copy (Sign & Seal) to the pension approving authority.

- I. Form-7
- II. Form-8
- III. NLC/NDC

NB: The HOO/HOD must validate all the information included in pension proposal before forwarding the same to the concern pension approving authority.

PLEASE NOTE ONCE THE PENSION PROPOSAL FORWARDED TO PENSION APPROVING AUTHORITY THEN HOD/HOO CAN'T ALTER/MODIFY/UPDATE ANY INFORMATION OF THE CONCERN PENSIONER.

4. AG/DOP Role

- I. AG/DOP will verify service details received digitally and will approve for online generation of PPO/ e-PPO.
- II. AG/DOP will return cases online if found wrong in service details/pay fixation etc. for re-submission.
- III. Re-submitted forms will be examined accepted for approval and generation of online PPO/e-PPO.

5. CTMIS Role

CTMIS will capture online Pension data for further release of payment through Treasury to the Retiree.

Check List of Superannuation Pension under (Kritagyata Portal) / Family Pension / Disability Pension /Unmarried Daughter Pension / Compassionate Family Pension

1. **For Superannuation pension under (Kritagyata Portal)** as per Govt. Order No. PPG(G) 25/2019/99 Dtd.13-Jul-2022)
 - i. Service Book (in original)/Scanned copies from Pension Sewa Kendra etc.
 - ii. Form No.1, 1A, 3, 5, 8 & 7; 1 & 1A to be sign by the pensioner and other forms are to be assessed by HOO with countersign.
 - iii. Consent letter/Undertaking of the Retiree.
 - iv. Non liability certificate counter signature by the HOO.
 - v. Last Pay Certificate duly counter signed by DDO.
 - vi. Three Slips of Descriptive roll duly attested by the DDO.
 - vii. Three Slips of Specimen Signature in respect of the pensioner duly attested by the DDO.
 - viii. Three copies of Single/Joint photo duly attested by the DDO.

2. **For Voluntary, Invalid Pension:**
 - i. Service Book (in original)
 - ii. Form No. 1, 1A, 2 & 19. [Form 1, Form 1A (Details of family), Form 2-Assessing pension & gratuity-Ref No.FMP.37/85/27, dated 24-Jun-1986, Form-Forwarding letter pension paper of Govt. servant]
 - iii. Last pay certificate.
 - iv. No demand certificate by the pensioner.
 - v. Three Slips of Descriptive roll duly attested by the DDO.
 - vi. Three Slips of Specimen Signature in respect of the pensioner duly attested by the DDO.
 - vii. Three copies of Joint/Single photograph duly attested by the DDO.
 - viii. Consent letter from the pensioner.
 - ix. Provisional Pension & DCRG sanction order in respect of the pensioner.
 - x. Voluntary Retirement or Invalid pension order from concerned authority.

3. **For Family Pension (CFP) as per Govt. OM No. PPG (P) 292/ 2017/01 Dtd.31-Oct-2017: -**
 (Admissible for Govt. employees appointed before 01-Feb-2005 CFP w.e.f. 01-Apr-2017)
 - i. Service Book in original.
 - ii. Form No. 20-A, 3-A, 10-A & 21-A.
 - iii. Last pay certificate.
 - iv. No demand certificate.

- v. Three Slips of Descriptive Roll in respect of family pensioner duly attested by the DDO.
- vi. Three Slips of Specimen Signature in respect of family pensioner duly attested by the DDO.
- vii. Three copies of Single photograph in respect of the family pensioner duly attested by the DDO.
- viii. Consent letter from the pensioner.
- ix. Provisional family Pension & DCRG sanction order.
- x. Death Certificate of the deceased employee.
- xi. Next of kin Certificate issued by competent authority.
- xii. Legal Guardian Certificate issued by competent authority if the family pension is claimed by minor.

4. For Disable Pension (as per Govt. Notification No. PPG (P) 224/2004/179 Dtd. 03-Aug-2017):

- i. Form No. 3,10,20 & 21 and Form-A (Rule 13(4) (ii). [Form-10-Form of application for family pension-Ref Om No.FMP.4/86/23, dated 26-May-1987] [Form 20-For assessing and authorising the payment], [Form 21-Form of letter to the AG forwarding of Family pension and DCRG papers for the grant of Family pension and DCRG when a Govt. Servant dies to the family of Govt. Servant who dies while in service]
- ii. Death certificate of Father & Mother.
- iii. Age proof certificate of applicant/claimant.
- iv. Disability Certificate issued by Jt. Director of Health Service.
- v. No Objection Certificate from others Family members.
- vi. Three Slips of Descriptive Roll in respect of the claimant.
- vii. Three Slips of Specimen Signature in respect of the claimant.
- viii. Three copies of Single photograph in respect of claimant duly attested by HoO.
- ix. Next of Kin Certificate issued by competent authority.
- x. If the disability of the claimant manifests after retirement / death of a Govt. servant the conditions as laid down in the Govt. Notification as stated above to be fulfilled for claiming lifetime family pension.
- xi. Certificate for date of occurring disability.
- xii. If the family pension is claimed by the minors, legal guardian certificate required.
- xiii. Non-Marriage, Non-Employment Certificate duly certified by C.O/B.D.O. in prescribed format required.
- xiv. In case where pension payment order has been already issued in respect of the deceased pensioner / family pensioner, both halves of PPO is required from concerned Treasury Office alongwith upto date payment certificate.

5. For Unmarried Dependent Daughter (as Per Govt. Notification No.PPG(G)10/2013/49 Dtd. 09-Aug-2018):-

- 1) Form-A (Rule 13(4) (ii)
- 2) Death certificate of Father & Mother.
- 3) Age proof certificate of the applicant.
- 4) Three slips of Descriptive Roll in respect of the claimant duly attested by DDO.
- 5) Three slips of Specimen Signature in respect of the claimant duly attested by DDO.
- 6) Three copies Single photograph of the claimant duly attested by DDO.
- 7) No Objection Certificate from others Family members.
- 8) Next of Kin Certificate.
- 9) Non-Marriage, Non-Employment certificate duly certified by C.O/B.D.O.in prescribed format.
- 10) If already received final pension, both halves of PPO are required from concerned T.O.

In service book following points are to be checked before processing a pension case:-

- ✓ Date of Birth along with supporting age proof certificate. [DOB in case of family member is to be recorded as per age proof certificate]
- ✓ Date of Appointment with appointment letter.
- ✓ Post creation Govt. Letter must be noted in the 1st page of the Service Book.
- ✓ Certificate of Service Verification covering the entire service period recorded in the service book with proper attestation.
- ✓ If any Promotion/ ACPS/MACPS allowed that must be recorded in the Service Book with supporting orders.
- ✓ If any Pay equalisation/stepped up done, that must be recorded in the Service Book with supporting order as per ROPs Rule.
- ✓ In the last page of Service Book it must be noted that **“Earlier the Pension case has not been forwarded to the Directorate of Pension: Assam for Pension Benefits”**
- ✓ In case of delay in submission of pension proposal, reason for the same must be recorded.
- ✓ All IPS (Initial Pay Statements) must be prepared as per ROP's.
- ✓ In case of Suspension, Break in Service, EOL (Extra Ordinary Leave) period, if any, that must be recorded in Service Book with proper attestation of Head of Office.

Procedures for Pension Sanction as per Rules and Statutory Provisions:

(i) Modified Forms applicable in Kritagyata

The following forms are to be submitted by the DDO/HoO while submitting pension proposals through the Kritagyata portal to the Director of Pension/Accountant General, Assam for sanction

Sl. No	Form No	Remarks	Order No
1	Form1	Common Nomination Form for Gratuity, General Provident Fund and Government Employees' Group Insurance Scheme	PPG(G)25/2019/99, dated 19-Jul-2022
2	Form A	Common Nomination Form for arrears of pension and commutation of pension	PPG(G)25/2019/99, dated 19-Jul-2022
3	Form 3	Details of Family	PPG(G)25/2019/99, dated 19-Jul-2022
4	Form 5	Particulars to be obtained by the Head of Office from the retiring Government Servant six months before the date of his retirement	PPG(G)25/2019/99, dated 19-Jul-2022
5		Consent letter/undertaking	PPG(G)25/2019/99, dated 19-Jul-2022
6	Form 7	Details of calculations	PPG(G)25/2019/99, dated 19-Jul-2022
7	Form 8	Forwarding letter to the Director of Pension/Accountant General as the case may be. This will replace FORM 19 which was an old practice	PPG(G)25/2019/99, dated 19-Jul-2022

(ii) Superannuation Pension or General Pension: -

Sl. No	Procedure/Preparation/Sanction	Act/Rule/Statutory Provision/OM/Notification
1	All District Authorities/ HoD/ Competent authorities are authorized to start processing of pension proposals within one year of retirement.	Notification No.PPG(P)418/2021/19, dated 11-Nov-2021
2	The Government in Administrative Reforms, Training, Pension & Public Grievances Department has launched a online portal named "Kritagyata" w.e.f. 1st October, 2020 for the State Government pensioners for online submission of pension papers with tracking facilities of pension applications. Now all pension cases will be submitted and processed through the KRITAGYATA Portal. For matters relating to online pay fixation, Director of Pension and A.G., Assam is responsible.	Notification No.PPG(P)418/2021/18, dated 11-Nov-2021
3	AMTRON has set up Pension Sewa Kendras in the respective District Offices for uploading of scanned service book and pension submission of pension proposal to the pension sanctioning authority through the KRITAGYATA Portal.	Notification No.PPG(P)418/2021/18, dated 11-Nov-2021
4	All District Offices/ HoDs like Principals of the Colleges are authorized as respective District Authorities for sending pension papers of all retired Government Employees of the State Government to the Director of Pension and the Accountant General (A&E) Assam respectively through the KRITAGYATA Portal.	Notification No.PPG(P)418/2021/19, dated 11-Nov-2021

(iii) Family Pension to Disabled Son/Daughter

Sl. No	Procedure/Preparation/Sanction	Act/Rule/Statutory Provision/OM/Notification
1	<p>a. All such proposals should be routed by the Heads of office through the Deputy Commissioners of Concerned Districts with specific recommendation.</p> <p>b. Such cases would have to be recommended by the State Medical Board.</p> <p>c. Certificate of disability has to be issued by the Govt. Approved Medical Boards of respective Districts.</p> <p>d. A Certificate shall be furnished by the disabled son or daughter to the Treasury or Bank as the case may be once in a year that she or he has not started earning her livelihood once in a year.</p> <p>e. Appointing Authority is the Pension Sanctioning Authority. A.G. (A&E), Assam or the Director of Pension, Assam as the case may be issue PPO to the concerned Treasury Officer.</p>	<p>Rule 143(c) of Assam Services (Pension) Rules, 1969</p> <p>1. Notification No.PPG(P) 224/2004/179, dated 03-Aug-2017.</p> <p>2. Notification No.PPG(P)268/95/85, dated 30-May-2003.</p>

(iv) Family Pension (Unmarried Daughters)

Sl. No	Procedure/Preparation/Sanction	Act/Rule/Statutory Provision/OM/Notification
1	<p>a. Application format has to be submitted as per format appended with No.PPG(G)10/2013/49, dated 09-Aug-2018, duly countersigned by the DDO/HOO.</p> <p>b. Certificate of non-marriage and non-employment issued by the Circle Officer/B.D.O as per format appended with No.PPG(G)10/2013/49, dated 09-Aug-2018 duly countersigned by the BDO/Circle Officer.</p> <p>c. Appointing Authority is the Pension Sanctioning Authority. A.G. (A&E), Assam or the Director of Pension, Assam as the case may be issue PPO to the concerned Treasury Officer.</p>	<p>Rule 143 of Assam Services (Pension) Rules, 1969</p> <p>Notification No.PPG(G)10/2013/49, dated 09-Aug-2018.</p>

(v) Special Family Pension

Sl. No	Procedure/Preparation/Sanction	Act/Rule/Statutory Provision/OM/Notification
1	<p>a. The Government of Assam in the Department of Finance introduced the Special family pension in the year 1985 for the state Govt. Employees killed in discharge or in connection with discharge duties, as a result of attack by extremists, antisocial elements etc. This is to be establishment by the report of the concerned DC and SP. The family of such Govt. servant are entitled to draw a special family pension equivalent to last monthly pay and allowances as admissible till the date on which the deceased Govt. Servant normally attained the superannuation age had he remain alive. Thereafter, it will be reduced to normal family pension.</p> <p>b. Other procedures for drawal and disbursal of family pension as prescribed in Pension Rules/Treasury Rules shall apply in case of drawl of Special Family Pension.</p> <p>c. Appointing Authority is the Pension Sanctioning Authority.</p>	<ol style="list-style-type: none"> 1. OM No.FMP.40/85/7 dated 26-Aug-1985. 2. OM No.FMP.40/85/76 dated 13-Mar-1989. 3. PPG(P)269/2005/15, dated 27-Dec-2005 4. PPG(P)56/2006/12, dated 25-Sep-2006

(vi) Compassionate Family Pension (CFP)

Sl. No	Procedure/Preparation/Sanction	Act/Rule/Statutory Provision/OM/Notification
1	<p>a. CFP Scheme was introduced by the Govt. of Assam in Finance Department according to which the family of a deceased Govt. servant who die while in service on or after 01-Apr-2017 is paid 100% of the last pay drawn by the deceased employee till the date of deemed superannuation of the deceased employee. Over and above the Compassionate Family Pensioner shall get the applicable D.R. and other relief amount as admissible in normal family pension. This will also be revised periodically as and when normal pension/family pension are revised. On attaining the date of deemed superannuation, the CFP shall be converted into normal family pension. This normal Family pension shall be fixed at 50% of the CFP from the date of deemed superannuation till 67 years of age of the deceased employee. During this period of 7 years, normal family pension will be revised periodically as and when normal pension is revised. Further, on completion of the above period of seven years, the normal family pension shall be reduced from 50% to 30% till the applicable eligibility as per the A.S.(P) Rule, 1969 as amended from time to time.</p> <p>b. Pursuant to the introduction of the CFP Scheme, P&PG Department issued revised guidelines for family pension in respect of Government Servants who die while in service, pursuant to the CFP Scheme, 2017.</p> <p>c. The scope of the CFP scheme was also extended to the families of AIS Officers borne on Assam cadre.</p> <p>d. The Director of Pension, Assam has been authorized as the Designated Authority to issue PPO for CFP to AIS Officers borne on Assam cadre.</p> <p>e. Clarificatory OM issued on CFP to AIS Officers borne on Assam Cadre.</p> <p>f. For payment of CFP to NPS category of Govt. Employees and procedure to be adopted OM has been issued vide No.PPG(P)165/2014/Pt/7 dated 18-Jun-2018 & No. PPG(P). 165/2014/17 dated 14-Jan-2016. The CFP holders under NPS category shall have to furnish an undertaking to the Govt. For surrender of the entire pension wealth under the pension Account of the deceased subscriber as per procedure laid down in OM No. PPG (P) 165/2014/pt/7 dated 18-Jun-2018.</p> <p>All Administrative Department/Heads of Department and Heads of offices are the sanction authority as applicable.</p>	<p>1. Notification No.FEG.28/2017/26 dated 14-Sep-2013.</p> <p>2. Notification No.FEG.28/2017/46 dated 05-Jul-2018.</p> <p>3. Notification No.FEG.28/2017/41 dated 25-May-2018.</p> <p>1. OM No.PPG(P). 292/2017/1 dated 31-Oct-2017.</p> <p>2. OM No.PPG(P). 292/2017/18 dated 14-Dec-2021.</p> <p>3. OM No.PPG(P). 292/2017/24 dated 29-Jan-2022.</p> <p>4. OM No.PPG(P). 292/2017/58 dated 02-Apr-2022.</p> <p>5. OM No.PPG(P). 165/2014/Pt/7 dated 18-Jun-2018.</p> <p>6. OM No.PPG(P). 165/2014/17 dated 14-Jan-2016.</p>

(vii) GPF

Sl. No	Procedure/Preparation/Sanction	Act/Rule/Statutory Provision/OM/Notification
1	The sanctioning authority for all GPF Advances shall be the Head of Office. If there is in any case no specified Head of Office, then the sanctioning authority is vested upon the Head of the Department. The Head of Office is the sanctioning authority of GPF.	Notification No.PPG(P)33/2022/20, dated 23-Mar-2022

(viii) Death Cum Retirement Gratuity

Sl. No	Procedure/Preparation/Sanction	Act/Rule/Statutory Provision/OM/Notification
1	<p>The amount of DCRG will be 1/4 of the emoluments of an officer for each completed 6 monthly period of qualifying service subject to a maximum of 16 1/2 times of the emoluments. For the purpose of DCRG minimum 5 years of qualifying service is required and maximum period is 33 years. Emoluments for the purpose of DCRG means pay in the pay band plus grade pay drawn last plus DA as admissible at the time of retirement/death. The maximum limit of DCRG is 15,00,000/- effective from 01-Apr-2016.</p> $\text{DCRG} = \frac{\text{LE} \times \text{SMP (Max.66)}}{2 \times 2} \quad \text{or} \quad \text{DCRG} = \frac{\text{LE} \times \text{QS (Max.33)}}{2}$ <p>Here, the LE= Last Emolument; SMP= Six Monthly Period; QS= Qualifying Service (While calculating the DCRG, if it contains a fraction of a rupee, it shall be rounded off to the next higher rupee)</p> <p>Government servants appointed on or after 01-Feb-2005 regulated by the New Defined Contribution Pension System shall be eligible for the benefit of Retirement Gratuity and Death Gratuity on the same terms and conditions as applicable to employees covered by Assam Services (Pension) Rules, 1969.</p> <p>Appointing authorities are the sanctioning authority.</p>	<p>Rule 135 of Assam Services (Pension) Rules, 1969.</p> <p>OM No.PPG(P)165/2014/36, dated 01-Feb-2021</p>

(ix) GIS

Sl. No	Procedure/Preparation/Sanction	Act/Rule/Statutory Provision/OM/ Notification
1	<p>a. Certificate (or statement) from the DDO to be furnished to the sanctioning authority to the effect that subscription have been made in the appropriate group.</p> <p>b. Treasury Challans etc. should be produced by employees who are on deputation (both gazetted and non- gazetted) for the sanctioning of GIS money to the concerned authority in the parent department after retirement/resignation from service.</p> <p>c. The amount being accumulation under the saving fund along with the interest accrued thereon become payable after retirement.</p> <p>d. The Saving Fund together with Insured Amount will be payable to the deceased Govt. servant who die while in service.</p> <p>The Head of Office is the sanctioning authority of GIS.</p>	<p>State Govt. Employees Group Insurance Scheme, 1983</p> <p>OM No.PPG(P)91/2012/8, dated 24-Apr-2013</p>

(x) Leave Encashment

Sl. No	Procedure/Preparation/Sanction	Act/Rule/Statutory Provision/OM/ Notification
1	Last Basic Pay + DA as admissible on the date of retirement/death x Nos. of EL at credit subject to maximum of 300 days / 30 [Leave Rule]. For all Gazetted Employees Leave Admissibility Report (LAR) will be provided by AG.	Application to be received in plain paper

(xi) Commutation of Pension

Sl. No	Procedure/Preparation/Sanction	Act/Rule/Statutory Provision/OM/ Notification
1	<p>While applying for commutation of pension Form No.-A as prescribed supported by 2 passport size photographs are to be submitted to the sanctioning authority. No medical examination is required if the option is exercised within one year of retirement. If the option is exercised after expiry of one year, he/she will have to undergo medical examination by the specified competent authority. The amount of commutation of pension is calculated as $\frac{1}{3}$ of basic pension x rate as per chart x 12. And to be recovered in 14 years after which commuted portion of pension will be restored. If a pensioner dies after receiving commutation of pension, no recovery is to be made from the family pensioner.</p> <p>Now, the Director of Pension and AG, Assam have been authorized to receive proposals of the retirees applying for Commutation of Pension within one year of retirement directly from the Administrative Department and to give authority directly to the concerned Treasuries for disbursement of the commuted amount.</p> <p>Administrative Reforms, Training, Pension & Public Grievances Department, Govt. of Assam, AG, Assam and Director of Pension are the sanctioning authority as the case may be.</p>	<p>Assam Services (Commutation of Pension) Rules 1965</p> <p>Notification No.PPG(P)418/2021/23, dated 11-Nov-2021</p>

(xii) Sanction of provisional pension to a Govt. Servant who retired while under suspension

Sl. No	Procedure/Preparation/Sanction	Act/Rule/Statutory Provision/OM/ Notification
1	<p>All Administrative Department/Heads of Department and Heads of offices of District shall issue provisional pension/ provisional family pension and DCRG to all retired Government Employees of the State Government as admissible soon after their retirement till the final PPO is issued by the AG(A&E) Assam and Director of Pension, Assam as the case may be under the provision of Rule 22(1) of the Assam Services (Pension) Rules, 1969.</p> <p>It is also clarified that retired Govt. employee against whom any Departmental or Judicial proceeding is continued no DCRG shall be paid to him until the conclusion of such proceeding and the issue of Final orders there on.</p> <p>All Administrative Department/Heads of Department and Heads of offices of District are the sanction authority as the case may be.</p>	<p>Rule 22(1) of the Assam Services (Pension) Rules, 1969</p> <p>Notification No.PPG(P)7/2012/8, dated 21-Jun-2012</p>

22. New Defined Contribution Pension System (NPS):

This scheme has been introduced by the Finance (Budget) Department, Govt. of Assam vide their OM No.BW.7/2008/Pt/40, dated 06-Oct-2009 replacing the existing old pension scheme. This scheme is applicable to all regular Govt. servant joining on or after 01-Feb-2005. The Govt. of Assam in P&PG Deptt. vide OM No.PPG(P)165/2014/17, dated 14-Jan-2016 have extended the benefits of Invalid Pension/Disability Pension and Family Pension/Extra Ordinary Family Pension and DCRG on Provisional basis to the State Govt. employees appointed on or after 01-Feb-2005 under NPS and died in harness or discharged on invalidation/disability.

Procedure for New Defined Contribution Pension System (NPS)

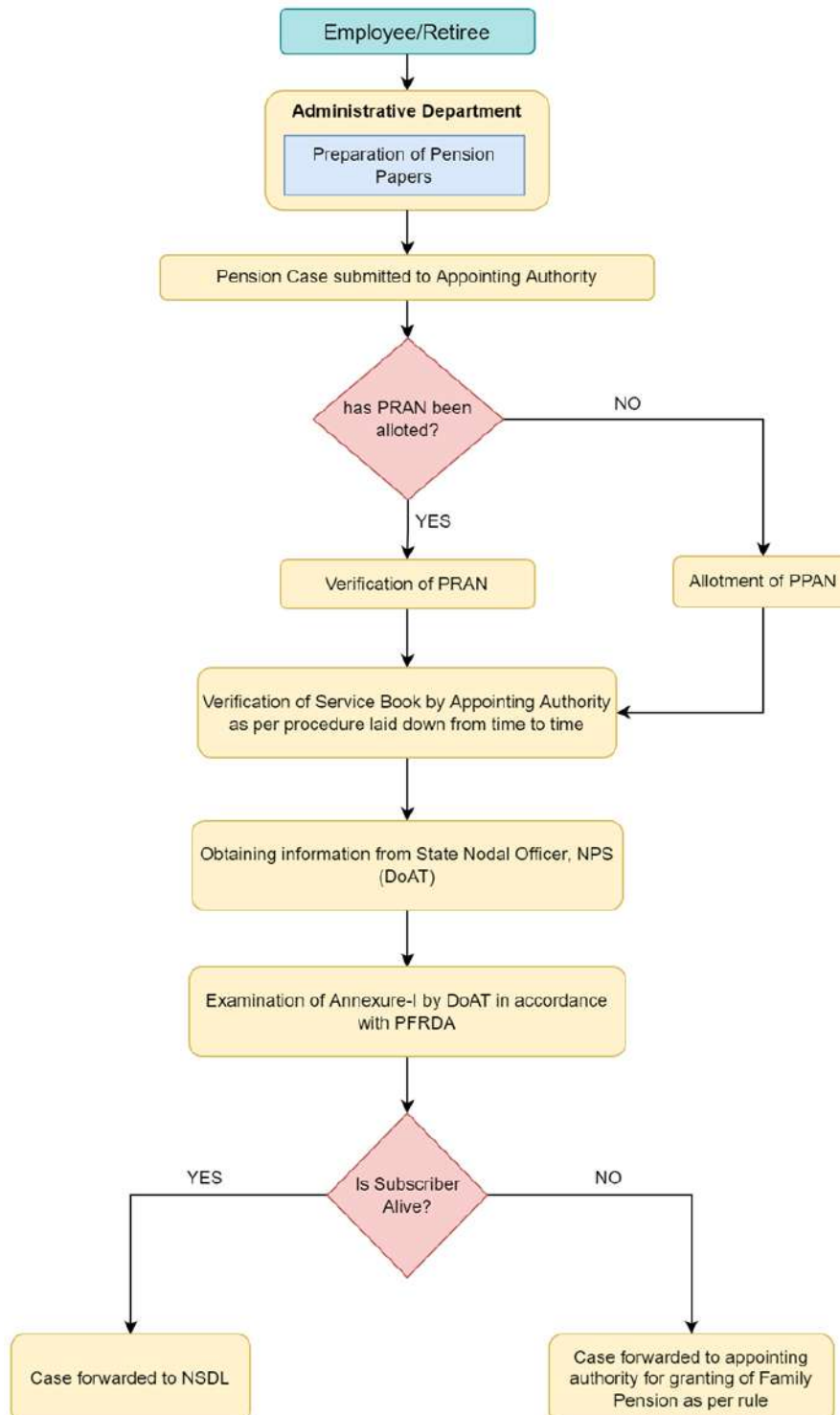
Sl. No	Procedure/Preparation/Sanction	Act/Rule/Statutory Provision/OM/ Notification
1	<p>The Govt. of Assam in P&PG Dept. extended the benefits of invalid pension/disability pension and family pension/extra ordinary family pension and DCRG on provisional basis to the State Govt. employees appointed on or after 01-Feb-2005 under NPS who dies in harness or discharged on invalidation/disability.</p> <ol style="list-style-type: none"> Administrative Deptt./Head of Deptts./Head of Offices as the case may be, shall prepare pension papers in case of NPS beneficiaries (both gazetted and non-gazetted) in accordance with the same procedure as prescribed for Assam Govt. employees appointed before 01-Feb-2005 and shall submit the same with all relevant documents (which is required in case of pre 01-Feb-2005 employees) to the concerned appointing authorities. The Permanent Retirement Account No. (PRAN) of the concerned Govt. servant (if allotted) by National Security Depository Limited (NSDL) must be indicated. Where the person dies before allotment of PRAN, his PPAN has to be indicated. These numbers will be treated or be taken into account by the treasury/CTMIS as the reference number for all purposes. The concerned Appointing Authorities will carry out the necessary checks with reference to the entries in the Service Book in case of non-gazetted employees/service record in case of gazetted employees and admissibility of the claim on the basis of the OM No. PPG(P). 165/2014/17 dated 14-Jan-2016. The Appointing Authorities shall thereafter obtain detailed information related to the claim from the State Nodal Officer, NPS, i.e. Director of Accounts & Treasuries, Assam as per the proforma given at Annexure-I. Annexure-I should be dully filled up by the Appointing Authorities where required and forward it to Director of Accounts & Treasuries, Assam for remaining information & countersignature and also for verifying of the PPAN and (or) PRAN of the deceased employees. 	Application to be received in plain paper

	<p>3. The Director of Accounts & Treasuries, Assam cum State Nodal Officer, NPS after receipt of the Annexure-I shall examine the claim in accordance with the PFRDA guidelines/regulations issued by the Govt. of India and furnish relevant information in appropriate columns given at Annexure-I. The Director of Accounts & Treasuries, Assam shall also obtain from Central Recordkeeping Agency (CRA) registered under NPS the information about the likely monthly annuity amount with the accumulated pension wealth in the subscribers account and record it in the Annexure-I. The dully filled Annexure shall thereafter be communicated to the Appointing Authority after affixing seal & signature.</p> <p>4. The Appointing Authority on receipt of the information (Annexure-I) from the Director of Accounts & Treasuries shall forward the information to the claimant along with the family pension amount (Column II of Annexure-I) they are eligible to get so as to ensure that the claimant/family members of the subscriber takes as informed decision in the matter of availing the benefits available to him/them i.e. whether to opt for monthly annuity or additional benefits like family pension, disability pension as the case may be.</p> <p>The subscriber/family of the subscriber on receipt of the information of monthly annuity amount and monthly family pension amount shall choose any one option in writing in plain paper within a period of 1 (one) month and submit the same to their concerned DDOs. If the subscriber/family of the deceased subscriber, avails the option of additional relief in lieu of monthly annuities pension on death or disability as the case may be, the Govt. shall have the right to adjust or seek transfer of the entire accumulated pension wealth of the subscriber to itself. The subscriber or family members of the subscriber availing such benefit shall specifically and unconditionally agree and furnish an undertaking as per the format given at Annexure-II to transfer the entire accumulated pension wealth to the Govt., in lieu of enjoying or obtaining such additional reliefs like- family or disability pension or any other pensionary benefits from the Govt. with the release of additional benefits to the eligible subscriber/family members of the deceased subscriber, the right to claim any benefits under the National Pension System, by any person shall extinguish thereupon including the rights of the nominee as recorded for the purpose of receiving benefits under NPS.</p>	
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<ol style="list-style-type: none"> 5. As per Govt. OM No. PPG(P). 165/2014/17 dated 14-Jan-2016, Provisional DCRG to the State Govt. employees appointed on or after 01-Feb-2005, shall be paid on getting discharged on invalidation/disability or to the family of such deceased Govt. employees. The DCRG shall be paid irrespective of any option availed by the subscriber/family of the subscriber. 6. The DDOs shall pass on the information so obtained at Para (4) from the claimant/family of the deceased subscriber to the concerned Appointing Authority for approval on the claim. The Appointing Authority on the basis of the option availed by the subscriber/family of the subscriber shall further examine the claim under the Exit and Withdrawal manners stipulated in the PFRDA Regulation and subsequent amendments time to time issued from Govt. of India and accord sanction to such claim accordingly and forward the same to the DDO concerned for drawal and disbursement. The Appointing Authority shall also forward copies of sanction orders to the respective Administrative Department/Head of Department/Head of Offices/Treasury including a copy to the pensioner/family pensioner concerned for information. The appointing Authority shall also retain a copy for their own record. Further, the Appointing Authority shall forward a copy of sanction order along with the dully signed undertaking (Annexure II) to the Director of Accounts & Treasuries so that the NPS Corpus can be withdrawn and deposited in state exchequer from their end. 7. On receipt of the approval from the Appointing Authority, DDOs after recording the entries in the register as mentioned below at Para (8), shall draw & disburse the provisional disability pension/family pension to the subscriber/family of the deceased subscriber as the case may be. All payments will be made via bank transfer as per existing procedure. 8. The Administrative Department/Head of Department/Head of Offices shall maintain a separate register an entry will be recorded there in as PRAN No, Name of Govt. servant, PRAN No, option availed by the subscriber/family of the subscriber and awards notified provisionally and at the time of processing of final claim the same will be mentioned in the claim for final adjustment as per the format given at Annexure III. 9. The compassionate family pension (CFP) holders under NPS, shall also have to furnish an undertaking to the Govt. for surrender of the entire pension wealth accumulated under the pension account of the deceased subscriber as per Annexure II stipulated a Para (4) above. 	
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| 10. Other procedures prescribed for pre 01-Feb-2005 pensioners will also be followed by the Administrative Department/Head of Department/Head of Offices in case of NPS beneficiaries as when required. | Application to be received in plain paper |
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FLOW FOR NPS



A. Rate of pension and family pension and its computation

The full superannuation pension of a State Government employee shall be determined at the rate of 50% of last monthly emolument drawn or 50% of last 10 months average emolument whichever is more beneficial to the employee. The amount so computed on the basis of the above principle shall be rounded off to next multiple of ₹10 which will be Basic pension for all purpose.

The pension and family pension are fixed according to the provision in the Assam Services (ROP) Rules notified time to time. According to the following Assam Services (ROP) Rules, the pension is fixed as shown against each Revision of Pay Rules:

Revision of Pay Rule	Pension	Family Pension
Assam Services (ROP) Rules, 1998 [01-Jan-1996 to 31-Dec-2005]	AE X SMP (Max.66) ----- 2 X 2 X 33 [Min. pension ₹1225/-, Max. ₹8500/-]	30% of Basic pay subject to minimum ₹1225/-.
Assam Services (ROP) Rules, 2010 [01-Jan-2006 to 01-Mar-2016]	LE X SMP (Max.50) ----- 2 X 2 X 25 [Min. full pension ₹3000/- Max.₹27500/-]	30% of Basic pay subject to minimum ₹3000/- [Rounded of to next multiple of ₹10/-]
Assam Services (ROP) Rules, 2017 [01-Apr-2016 onwards]	LE X SMP (Max.50) ----- 2 X 2 X 25 [Min. full pension ₹5500/-, Max. ₹65000/-]	30% of last Basic pay subject to minimum ₹5500/- [Rounded of to next multiple of ₹10/-]

[LE= Last Emolument; AE= Average Emolument; SMP= Six Monthly Period]

B. What is the minimum and maximum of pension?

As per the Assam Services (ROP) Rules, 2017, the minimum amount of superannuation pension shall not be less than ₹5500/- per month and the maximum amount of superannuation pension shall not be more than ₹65,000/-per month with effect from 01-Apr-2016. [PPG (P) 140/2017/10 Dated 12-Jul-2017]

C. Minimum period of qualifying service for full pension

The pension is fixed according to Government policy adopted through the provisions in the Assam Services (ROP) Rules notified from time to time. According to Assam Services (ROP) Rules, 2017, the full pension is admissible on completion of 25 years of qualifying service. Earlier, the full pension was admissible on completion of 33 years of qualifying service. [PPG(P)140/2017/10 Dated 12-Jul-2017]

D. Minimum period of qualifying service for getting pension

The minimum period of qualifying service for getting pension is 10 years. However, it is 20 years

in case of temporary Government servant. According to Assam Services (ROP) Rules, 2010, the full pension is admissible on completion of 25 years of qualifying service. Prior to publication of aforesaid ROP, full pension was admissible on completion of 33 years of qualifying service.

E. Rate of DCRG for Family Pension: -

[Rule 135 of Assam Services (Pension) Rules, 1969]

1. If dies within 5 years from the date of joining, no DCRG is paid.
2. If dies in between 5 years to 24 Years, DCRG admissible is minimum 12 times of the emoluments i.e., basic pay plus DA.
3. If dies exceeding 24 years as per formula as mentioned below:-

Last Pay + DA x nos. of six monthly period of service/4 (maximum 33 years) and monetary limit is ₹15,00,000/- effective from 01-Apr-2016 as per OM No.PPG (P)140/2017/10 dated 12-Jul-2017.

F. Recovery of Government due from DCRG

Recovery of all Government dues from the death-cum-retirement gratuity (DCRG) or any other types or gratuity due in respect of any officer may be made without obtaining his consent or the consent of the members of his family. [Note below rule 20]

G. Renewal of the Pension Payment Order

When the reverse of Pension Payment Order is filled up, or when the pensioner's half is found to be worn or torn, both halves may be renewed by the Treasury Officer. [Rule 224]

H. Loss of Pension Payment Order

If the pensioner loses his half of the Pension Payment Order, a new order may be issued by the Treasury Officer who should see that no payment is made on the half alleged to have been lost. The necessary notes should be made in remarks column of the Register in T.R 36 of the Treasury Rules. [Rule 225].

I. Commutation to the pensioner against whom a Judicial or Departmental proceeding is pend-ing

As per provision to rule 3 of Assam Services (Commutation of Pension) Rules, 1965, a Government servant against whom a Judicial or Departmental proceeding is pending shall not be permitted to commute any part of his pension during pendency of such proceeding.

J. Present rate of interest on commuted amount of pension

As per Assam Services (Commutation of Pension) (Amendment) Rules, 2013, the lump sum payable to the pensioner shall be calculated bearing interest at the rate of 8% limiting the quantum of commutation value at 33.33% of the basic pension. [PPG(P) 366/2011/32 Dated 12-Feb-2013]

K. Recovery of commuted pension from the family pensioner

The commuted pension is not recovered from the family pensioner. If the pensioner dies on or after the day on which the commutation become absolute before receiving the com-

mutation value, the value shall be paid to his heir and no recovery is made from the heir. [PPG(P).149/2004/8 Dated 30-Nov-2004]

L. Pension cases is to be prepared and to be submitted in prescribed Forms –

- 1) Family Pension:** Form No-3, Form No.10, Form No-20, Form No. 21.
- 2) Superannuation:** Subsequent to introduction of online portal namely Kritagyata, the old forms in practice are no longer useful, as the portal itself generates print copies of forms due to the simplified process of granting Pensions. However, to adopt new system certain time gap is analysed and therefore some of the old forms are in practice for manual submission of pension cases i.e. Form No.1, Form No.1A, Form No.2, Form No.12 and Form No.19 dully filled in carefully by the pensioners which is to be countersigned by the sanctioning authority/appointing authority/HOO.
- 3) Along with the pension papers following papers are to be enclosed**
 - (i) Original Service Book with upto date entry and complete service verification certificate by HOO.
 - (ii) Copy of LPC/Pay Slip (in case of gazetted officer).
 - (iii) 3 copies of specimen signature dully Attested-Descriptive Roll.
 - (iv) 3 copies of descriptive roll dully attested [Rule 182 of AFR].
 - (v) 3 copies of joint photograph dully attested by HOO [Rule 181 of AFR].
 - (vi) Consent letter in prescribed format.
 - (vii) Non- liability certificate from competent authority.

Appendix-I



**Office
Memorandums /
Notifications /
Orders**

Sl. No.	Title name	Name of OM, notification	OM/Notification No. & Date	Date	Page No.
1	Pension Seva Kendra	Set up of Pension Seva Kendra in the respective District Offices	No. PPG 418/2021/18	Dated- 11-Nov-2021	50
2	Online processing of Pension - Kritagyata	Processing of Pension proposal through Kritagyata portal	No. PPG 418/2021/19	Dated- 11-Nov-2021	51-52
3	Pension Forms of Kritagyata	List of forms to be submitted through Kritagyata portal for online submission of Pension case	No.PPG(G) 25/2019/99	Dated- 13-Jul-2022	53
4	Family pension for Handicapped son(s) /Daughter	Insertion of new rule 143-C, pay life time family pension to the handicapped son(s) / Daughter(s) of Government servants who retired/died while in services. And the procedures	NO.PPG(P) 268/95/85	Dated- 30-May-2003	54-56
5	LTA case	Amendment of Rule 143 © 2 condition of fulfilling for claiming of Lifetime Family Pension	No .PPG(P) 224/2004/179	Dated- 03-Aug-2017	57-58
6	Cabinet decision on Provisional .Pension	Cabinet approval regarding payment of provisional pension/ DCRG/FP by the Adm Dpt /HOO till the final PPO issued by Director of Pension /AG	No. PPG(P) 7/2012/8	Dated- 21-Jun-2012	59
7	Pension in respect of Unmarried Daughter	Payment of Unmarried daughter pension beyond the age of 21 years and the procedure .	No.PPG(G) 10/2013/49	Dated- 09-Aug-2018	60-63
8	Non employment Certificate	Certificate of non-employment	Annexure III		64
9	Unmarried Daughter(s) Pension	Format of Application for Unmarried Daughter(s) Pension of Assam Govt Pensioners	PPG(P) 10/2013/166	Dated- 17-Aug-2022	65

10	Check list for Unmarried Daughter's Pension	Application format and check list of documents in respect of unmarried daughter pension	No.PPG(G) 10/2013/166 Annexure III (A) and Annexure III (B)	Dated- 17-Aug-2022	66-68
11	Special Family Pension	Special Family pension for the State Govt. Employees killed in discharge Duties or in connection with discharge Duties.	No. FMP. 40/85/7.	Dated- 26-Aug-1985	69-70
12	Relief towards Special Family Pension	Amount of pension and other reliefs provided to the deceased govt servant family under Special Family Pension	FMP.40/85/76	Dated- 13-Mar-1989	71-72
13	CFP	Compassionate Family Pension	No. FEG.28/2017/26	Dated- 14-Sep-2017	73-75
14	Revise Comprehensive Guidelines	Revise comprehensive guidelines for F/P of Govt servant who died while in service pursuant to CFP Scheme	No. PPG(P) 292/2017/1	Dated- 31-Oct-2017	76-78
15	Family Pension under CFP	Entitlement of F/P under CFP scheme	No. FEG.28/2017/41	Dated- 25-May-2018	79-80
16	Payment procedure of FP/CFP	Preparation and procedure of payment of F/P under CFP scheme	No. FEG. 28/2017/46	Dated- 05-Jul-2018	81-82
17	CFP for AIS	Extension of benefit of CFP to All India Services Officers borne in Assam Cadre	No .PPG(P) 292/2017/18	Dated- 14-Dec-2021	83-84
18	PPO to AIS	Designated Authority to issue and sign PPO for CFP to the Families of All India Service Officers borne in Assam Cadre	No .PPG(P) 292/2017/24	Dated- 29-Jan-2022	85
19	CFP for AIS	Procedure of Payment of CFP to the Families of All India Service Officers borne in Assam Cadre	No .PPG(P) 292/17/58	Dated- 02-Apr-2022	86-87
20	CFP	Amendment of CFP Rules	No. PPG(G) 433/2021/87	Dated- 30-Aug-2022	88-90

21	GPF Advance	Powers delegate to HOO for grant of temporary GPF advance with special reasons	No .PPG(P) 33/2022/20	Dated- 23-Mar-2022	91
22	GIS	Amendment of GIS scheme	No .PPG(P) 91/2012/B	Dated- 24-Apr-2013	92-93
23	GIS	Amendment of GIS scheme	No . ART PPG(P) 267/2022/52	Dated- 17-Aug-2022	94-95
24	Commutation	Powers delegate to Director of Pension for issue Authority of Commutation Pension to the retiree applied within one year of retirement	No .PPG(P) 418/2021/23	Dated- 11-Nov-2021	96
25	Relief under NPS	Additional relief to the Employee under NPS Scheme	No .PPG(P) 165/2014/17	Dated- 14-Jun-2016	97
26	Relief on NPS claims	Additional Relief on Death/Disability of Govt servants under NPS and procedure to be adopted for submission of claims	No .PPG(P) 165/2014/ pt./7	Dated- 18-Jun-2018	98-103
27	DCRG	Extension benefit of Gratuity and DCRG to the Govt Employees covered under NPS	No .PPG(P) 165/2016/36	Dated- 01-Feb-2021	104-105
28	Date of Birth	Calculations of DOB	No. FEG 26/2012/29	Dated- 31-Oct-2012	106

**GOVERNMENT OF ASSAM
ADMINISTRATIVE REFORMS, TRAINING, PENSION & PUBLIC GRIEVANCES
DEPARTMENT, DISPUR:::GUWAHATI::6**

**ORDERS BY THE GOVERNOR OF ASSAM
NOTIFICATION**

No. PPG(P) 418/2021/18: Dated Dispur, the 11th November, 2021
In pursuance of the approval of Hon'ble Cabinet held on 28.10.2021 for streamlining the procedures for reducing the hardship faced by the Pensioners, the Governor of Assam is pleased to notify KRITAGYATA Portal as front end for processing of all pension cases and for matters relating to pay fixation, AMTRON software for Director of Pension and PSAI software of A.G., Assam will be back end with immediate effect.

AMTRON will set up Pension Seva Kendra in the respective District Offices in the space provided by Education Department along with procurement of scanners in the respective District Offices. ARTP&PG (P&PG) Department shall reimburse the amount spent on the Pension Seva Kendra.

Similar Pension Seva Kendra will be set up by AMTRON for cases of Government employees and the amount for cost incurred shall be reimbursed by ARTP&PG (P&PG) Department.

Steps will be taken for integration of KRITAGYATA Portal with PSAI Portal, FIN ASSAM Portal and the CTMIS Portal.

This supersedes all earlier notifications issued in this regard.

By order and on behalf of Governor of Assam

Sd/-(Smti. A. Varma, IAS)

Principal Secretary to the Government of Assam,
Administrative Reforms, Training, Pension & Public Grievances
Department

Memo No. PPG(P) 418/2021/18-A

Dated Dispur, the 11th November, 2021

Copy to :-

1. All Addl. Chief Secretaries/ Principal Secretaries/ Commissioner & Secretaries/ Secretaries to the Government of Assam, Dispur.
2. The Principal Secretary, Assam Legislative Assembly, Dispur.
3. All Commissioners of Divisions.
4. The Deputy Director General & State Informatics Officer, NIC, Assam.
5. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
6. The S.O to Chief Secretary, Assam, Dispur.
7. The PPS to Chief Minister, Assam, Dispur.
8. All Administrative Departments.
9. All Heads of Department.
10. All Deputy Commissioners/ Sub-Divisional Officers.
11. The Secretary to the Hon'ble Governor of Assam, Guwahati-4.
12. The P.S to all Minister/ Minister of State, Assam, Dispur.
13. The Managing Director, AMTRON, Bamunimaidam, Guwahati-781021
14. The Director of Pension, Housefed Complex, Dispur.
15. Political (Cabinet Cell) Department, Dispur.
16. All Treasury Officers, Assam.
17. The Superintendent of Assam Government Press, Bamunimaidam, Guwahati-21. He/she is requested to publish this notification in the next Gazette and submit 200 (Two hundred) copies of the same to the undersigned.
18. Content Manager. He is requested to upload the notification in the Departmental website.

By order etc.,

Addl. Secretary to the Government of Assam,
Administrative Reforms, Training, Pension & Public Grievances
Department

**GOVERNMENT OF ASSAM
ADMINISTRATIVE REFORMS, TRAINING, PENSION & PUBLIC GRIEVANCES
DEPARTMENT, DISPUR:::GUWAHATI::6**

**ORDERS BY THE GOVERNOR OF ASSAM
NOTIFICATION**

Dated Dispur, the 11th November, 2021

No. PPG(P) 418/2021/19: In pursuance of the approval of Hon'ble Cabinet held on 28.10.2021 for streamlining the procedures for reducing the hardship faced by the Pensioners and in order to simplify the procedure for submission of pension proposals, the Governor of Assam is pleased to authorize all District Offices/ HoDs like Principals of the Colleges as respective District Authorities for sending pension papers of all retired Government Employees of the State Government to the Director of Pension and the Accountant General (Audit) Assam respectively through the KRITAGYATA Portal as front end with immediate effect.

Further, all District Authorities/ HoD/ Competent authorities are authorized to start processing of pension proposals within one year of retirement.

This supersedes all earlier notifications issued in this regard.

By order and on behalf of Governor of Assam

Sd/- (Smti. A. Varma, IAS)
Principal Secretary to the Government of Assam,
Administrative Reforms, Training, Pension & Public Grievances
Department

Memo No. PPG(P) 418/2021/19 -A

Dated Dispur, the 11th November, 2021

Copy to :-

1. All Addl. Chief Secretaries/ Principal Secretaries/ Commissioner & Secretaries/ Secretaries to the Government of Assam, Dispur.
2. The Principal Secretary, Assam Legislative Assembly, Dispur.
3. All Commissioners of Divisions.
4. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwhati-29.
5. The S.O to Chief Secretary, Assam, Dispur.
6. The PPS to Chief Minister, Assam, Dispur.
7. All Administrative Departments.
8. All Heads of Department.
9. All Deputy Commissioners/ Sub-Divisional Officers.
10. The Secretary to the Hon'ble Governor of Assam, Guwahati-4.
11. The P.S to all Minister/ Minister of State, Assam, Dispur.
12. The Director of Pension, Housefed Complex, Dispur.
13. Political (Cabinet Cell) Department, Dispur.
14. All Treasury Officers, Assam.
15. The Superintendent of Assam Government Press, Bamunimaidam, Guwahati-21. He/she is requested to publish this notification in the next Gazette and submit 200 (Two hundred) copies of the same to the undersigned.
16. Content Manager. He is requested to upload the notification in the Departmental website.

By order etc.,

f. Gogoi 11/11/2021
Addl. Secretary to the Government of Assam,
Administrative Reforms, Training, Pension & Public Grievances
Department

**GOVERNMENT OF ASSAM
ADMINISTRATIVE REFORMS, TRAINING, PENSION & PUBLIC GRIEVANCES
DEPARTMENT, DISPUR:::GUWAHATI::6**

CORRIGENDUM

Please read Accountant General (A&E) instead of Accountant General (Audit) as appeared in the Notification No. PPG(P) 418/2021/19, Dated Dispur, the 11th November, 2021.



(Smti. A. Varma, IAS)
Principal Secretary to the Government of Assam,
Administrative Reforms, Training, Pension & Public Grievances
Department

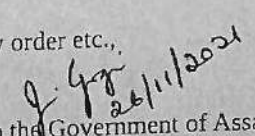
Memo No. PPG(P) 418/2021/30-A

Dated Dispur, the 26th November, 2021

Copy to :-

1. All Addl. Chief Secretaries/ Principal Secretaries/ Commissioner & Secretaries/ Secretaries to the Government of Assam, Dispur.
2. The Principal Secretary, Assam Legislative Assembly, Dispur.
3. All Commissioners of Divisions.
4. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwhati-29.
5. The S.O to Chief Secretary, Assam, Dispur.
6. The PPS to Chief Minister, Assam, Dispur.
7. All Administrative Departments.
8. All Heads of Department.
9. All Deputy Commissioners/ Sub-Divisional Officers.
10. The Secretary to the Hon'ble Governor of Assam, Guwahati-4.
11. The P.S to all Minister/ Minister of State, Assam, Dispur.
12. The Director of Pension, Housefed Complex, Dispur.
13. Political (Cabinet Cell) Department, Dispur.
14. All Treasury Officers, Assam.
15. The Superintendent of Assam Government Press, Bamunimaidam, Guwahati-21. He/she is requested to publish this notification in the next Gazette and submit 200 (Two hundred) copies of the same to the undersigned.
16. Content Manager. He is requested to upload the notification in the Departmental website.

By order etc.,


Addl. Secretary to the Government of Assam,
Administrative Reforms, Training, Pension & Public Grievances
Department

**GOVERNMENT OF ASSAM
ADMINISTRATIVE REFORMS, TRAINING, PENSION & PUBLIC GRIEVANCES
DEPARTMENT DISPUR:::GUWAHATI:::6**

No. PPG(G) 25/2019/99

Dated Dispur, the 13th July, 2022**ORDER**

Consequent upon decision taken by the Hon'ble Cabinet, Kritagyata is operationalised as the online portal for processing of all pension cases under Government of Assam. Accordingly, the following forms are to be submitted by the DDO/HOO while submitting pension proposals through the Kritagyata portal to Director of Pension/Accountant General, Assam for sanction.

- a) FORM1 (Common Nomination Form for Gratuity, General Provident Fund and Government Employees' Group Insurance Scheme);
- b) FORM A (Common Nomination Form for arrears of pension and commutation of pension);
- c) FORM 3 (Details of Family);
- d) FORM 5 (Particulars to be obtained by the Head of Office from the retiring Government Servant six months before the date of his retirement);
- e) Consent letter/undertaking;
- f) FORM 7 (Details of calculations);
- g) FORM 8 (Forwarding letter to the Director of Pension/Accountant General as the case may be. This will replace FORM 19 which was an old practice).

All the above forms can be generated from the Kritagyata portal and print copies can be taken by the retiree and Head of Office for further necessary action.

Sd/
(Smti. A. Varma, IAS)
Principal Secretary to the Govt. of Assam,
Administrative Reforms, Training, Pension &
Public Grievances Department

Memo No. PPG(G) 25/2019/99-A

Dated Dispur, the 13th July, 2022

Copy to :-

1. The Principal Secretary to Hon'ble CM, Assam, Dispur.
2. The Principal Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
3. The Deputy Director General & State Informatics Officer, NIC, Assam.
4. The Managing Director, AMTRON, Industrial Estate, Bamunimaidam, Guwahati-21
5. All Deputy Commissioner, Assam.
6. The Director of Elementary Education, Assam, Kahilipara, Guwahati-19.
7. The Director of Pension, Assam, Housefed Complex, Last Gate, Dispur.
8. P.S. to the Principal Secretary, ARTP&PG Department, Dispur.
9. P.S. to the Commissioner and Secretary, ARTP&PG Department, Dispur.
10. P.S. to the Secretary, ARTP&PG Department, Dispur.
11. The Addl. Secretary, ARTP&PG Department, Dispur.
12. All Administrative Department, Janata Bhawan, Dispur.
13. For uploading in Departmental website.

By order etc.,

Secretary to the Govt. of Assam,
Administrative Reforms, Training, Pension &
Public Grievances Department.

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

Dated Dispur, the 30 th May, 2003

**NOTIFICATION
ORDERS BY THE GOVERNOR OF ASSAM**

NO.PPG(P) 268/95/85 : In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is pleased to make the following Rules further to amend the Assam Services (Pension) Rules, 1969 hereinafter referred to as principal Rules, in the manner hereinafter appearing, namely :-

Short title and Commencement : 1. (i) These rules may be called Assam Services (pension) (Amendment) Rules, 2003.
(ii) They shall come into force on the date of their publication in the official Gazette.

Insertion of new rule 143-C 2. In the Principal Rules, after rule 143-B, the following new rule shall be inserted as rule 143-C, namely :-

143-C (1) This rule shall apply to pay life time family pension to the handicapped son(s) /Daughter(s) of Government servants who retired/died while in services.

(2) If the son or daughter of a Government servant is suffering from any disorder or disability of mind or is physically crippled or disabled so as to after attaining the age of 18 (eighteen) years in the case of the son and 21 (twenty one) years in the case of daughter, the family pension shall be payable to such son or daughter for life subject to the following conditions, namely :-

(i) If such son or daughter is one among 2(two) or more children of the Government servant the family pension shall be ****payable to the minor son or daughter as the case may be in the order of their birth until the last minor son attains the age of 18(eighteen) years or the last minor daughter attains the age of 21 (twenty one) years as the case may be, and thereafter the family pension shall be resumed in favour of the son or daughter suffering from disorder or disability of mind or who is physically crippled or disabled and shall be payable to him/her for life:

(ii) If there are more than one such children suffering from disorder or disability of mind or who are physically crippled or disabled, the family pension shall be paid in order of their birth and the younger of them will get the family pension only after the elder next above him/her ceases to be eligible:

contd ..2/-

provided that where the family pension is payable to twin children, it shall be paid to such children in equal shares; provided that when one such child ceases to be eligible his/her share shall revert to the other child and when both of them ceases to be eligible family pension shall be payable to the next eligible family pension shall be payable to the next eligible single child/twin children ;

- (a) firstly to the son, and if there are more than one son, the younger of them will get the family pension only after the life time of the elder;
- (b) Secondly, to the daughter, and if there are more than one daughter, the younger of them will get the family pension only after the life time of the elder;
- (iii) the family pension shall be paid to such son or daughter through the guardian as if he or she were a minor except in the case of the physically crippled or disabled son/daughter who has attained the age of majority.
- (iv) before allowing the family pension for life to any such son or daughter, the appointing authority shall satisfy that the handicapped is of such a nature so as to prevent him or her from earning his or her livelihood and the same shall be evidenced by a certificate obtained from a medical officer not below the rank of a Civil Surgeon setting out, as far as possible, the exact mental or physical condition of the child;
- (v) the person receiving the family pension as guardian of such son or daughter (or such son or daughter not receiving the family pension through a guardian) shall produce every three years a certificate from a medical officer not below the rank of a Civil Surgeon to the effect that he or she continues to suffer from the disorder or disability of mind or continue to be physically crippled or disabled.

3. **Explanations :**

- (a) only that disability which manifests itself before retirement or death of the Government servant while in service shall be taken into account for the purpose of grant of family pension under this rule.
- (b) A daughter shall become ineligible for family pension under this rule from the date she gets married.
- (c) The family pension payable to such a son or daughter shall be stopped if he or she starts earning his/her livelihood.
- (d) In such case it shall be the duty of the Guardian (or son or daughter) to furnish a certificate to the concerned Treasury or Bank, as the case may be, every month that (i) he or she has not started earning his/her livelihood; (ii) in case of daughter that she has not yet married.

contd..3/

-3-

4. The other conditions of family pension rules, 1969 will continue to operate wherever necessary.

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

Memo No.PPG(P) 268/95/85-A

Dated Dispur, the 30 th May, 2003

Copy to :-

1. All Special Commissioners/Special Secretaries/Commissioners & Secretaries/Secretaries to the Government of Assam of All Administrative Departments.
2. All Heads of Departments.
3. All Commissioners of Divisions.
4. All Deputy Commissioners.
5. All Sub-Divisional Officers.
6. All Treasury Officers.
7. The Principal Secretary to the Karbi-anglong District Council, Diphu.
8. Principal Secretary to the N.C. Hills District Council, Haflong.
9. The Accountant General, Assam, Maidamgaon, Beltola, Ghy-28.
10. The Resident Commissioner, Assam, Bhawan, New Delhi.
11. The Trade Adviser & Director of Movements, Assam House, Calcutta.
12. The P.S. to Chief Secretary, Assam, Dispur, Guwahati-6.
13. All Ministers of Assam, Dispur, Guwahati-6.
14. The Registrar, Gauhati High Court, Guwahati-1.
15. The Deputy Director, Assam Govt. Press, Bamunimaidam, Ghy-21 for publication of this O.M. in the Extra ordinary issue of the Assam Gazettee. He s requested to supply 4000 copies to this Department immediately.

By order etc.,

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

**GOVERNMENT OF ASSAM
PENSION AND PUBLIC GRIEVANCES DEPARTMENT
DISPUR, GUWAHATI-6**

ORDERS BY THE GOVERNOR

NOTIFICATION

Dated Dispur, the 3rd August, 2017.

No. PPG(P) 224/2004/179 : In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is pleased to make the following rules further to amend the Assam Services (Pension) Rules, 1969 hereinafter referred to as the Principal Rules, namely :-

Short title and commencement

- 1.** : (1) These rules may be called the Assam Services (Pension) (Amendment) Rules, 2017.
(2) They shall come into force on the date of their publication in the Official Gazette.

Amendment of Rule 143(C) 2. :

In the Principal Rules, for the existing provision in Rule 143(C) in Sub-Rule (3), for the existing Clause (a), the following shall be substituted, namely :-

“(a) The disability of son / daughter which manifests itself before or after retirement / death of the Govt. servant whichever the case may be, shall be taken into account for the purpose of grant of lifetime family pension under this Rule.

For the cases where disability of son / daughter is shown to be manifest after retirement / death of a Govt. servant, the following conditions has to be fulfilled for claiming lifetime family pension-

- (I) All such proposals would have to be routed by the Head of Office through the Deputy Commissioners of the concerned Districts With specific recommendation;
- (II) Such cases would then have to be recommended by the State Medical Board ;
- (III) Certificate of disability has to be issued by the Govt. approved Medical Boards of respective Districts ; and
- (IV) A certificate shall be furnished by the disabled son or daughter to the Treasury or Bank as the case may be once in a year that she or he has not started earning her or his livelihood.

NB :- The provisions of these rules shall be applicable with retrospective effect. However the financial benefits for such claims shall be prospective only i.e. from the date of issue of this Notification and without any arrear.”

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

Memo No. PPG(P) 224/2004/179 -A
Copy to :-

Dated Dispur, the 3rd August, 2017

1. The Chief Secretary, Assam, Dispur, Guwahati-6.
2. All Additional Chief Secretaries to the Govt. of Assam, Dispur, Guwahati-6.
3. All Principal Secretary to the Govt. of Assam, Dispur, Guwahati-6.
4. All Commissioner and Secretary to the Govt. of Assam.
5. The Regional Director, Reserve Bank of India, Station Road, Panbazar, Guwahati.
6. All Nationalized Pension Disbursing Banks.
7. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
8. The Commissioner & Secretary to the Governor of Assam, Rajbhawan, Guwahati-1.
9. The Chairman, Board of Revenue, Panbazar, Guwahati-1.
10. The Chairman, Assam Administrative Tribunal, Panbazar, Guwahati-1.
11. All Divisional Commissioner, Assam.
12. The Agriculture Production Commissioner, Assam, Dispur, Guwahati-6.
13. All Administrative Department/Heads of Department.
14. All Senior Financial Adviser/Financial Advisor/ Senior Finance and Accounts officer/
Finance and Accounts officer.
15. All Deputy Commissioner/Sub-Divisional Officers.
16. The Joint Secretary to the Govt. of Assam, Political (Cabinet Cell) Department with
reference to their endorsement dated 01/06/2017 in File No. PPG(P) 222/2004 in
connection with the approval of the cabinet Meeting held on 22/05/2017.
17. The Resident Commissioner, Govt. of Assam, Assam Bhawan, Sardar Patel Marg,
Chanakyapuri, New Delhi.
18. The Trade Adviser and Director of Movement to the Govt. of Assam, Assam House, 8
Russel Street, Kolkata.
19. The Liaison Officer, Assam House, Stoney Land, Shillong.
20. The Registrar, Gauhati High Court, Panbazar, Guwahati-1.
21. All District and Session Judge.
22. The Director of Administrative Staff College (CTI) Khanapara, Guwahati-21.
23. All Treasury Officers / Sub-Treasury Officers.
24. Director of Pension, Assam, Housefed Complex, Guwahati-21.
25. Director of Accounts and Treasuries, Housefed Complex, Guwahati-6.
26. Director of Printing and Stationery, Assam, Bamunimaidam, Guwahati-21 for
publication in the next issue of the Assam Gazette. He is also requested to supply 2000
(Two thousand) copies of the same to this Department.
27. P.S. to Hon'ble Chief Minister, Assam for kind appraisal of Hon'ble CM.
28. P.S. to Hon'ble Minister, P & PG Department for kind appraisal of Hon'ble Minister.

By order etc.,

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

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

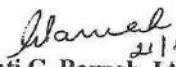
**Order by the Governor
NOTIFICATION**

Dated Dispur, the 21st June, 2012.

NO.PPG(P)7/2012/8 : In pursuance of the approval of Cabinet held on 7/6/2012 the Governor of Assam is pleased to order that henceforth all Administrative Department/Heads of Department and Heads of offices of District shall issue provisional pension/provisional family pension and DCRG to all retired Government Employees of the State Government as admissible soon after their retirement till the final PPO is issued by the Accountant General (A&E) Assam and the Director of Pension, Assam as the case may be under the provision of Rule 22(1) the Assam Services (Pension) Rules 1969.

It is clarified that the retired Govt. employee against whom any Departmental or Judicial proceeding is continued no DCRG shall be paid to him until the conclusion of such proceeding and the issue of Final orders there on.

This cancels all earlier orders issued vide O.M.No.PPG(P)277/2004/8 dated 01/12/2004.

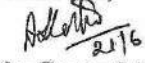

(Smti G. Baruah, IAS),
Commissioner & Secy. to the Govt. of Assam,
Pension & Public Grievances Department.

NO.PPG(P)7/2012/8 -A
Copy forwarded to :

Dated Dispur, the 21st June, 2012.

1. The Chief Secretary to the Govt. of Assam, Dispur, Guwahati-6.
2. The Additional Chief Secretary, I & II Assam.
3. All Principal Secretary/Commissioner & Secretaries/Secretaries to the Govt. of Assam.
4. The Commissioner & Secretary to the Chief Minister, Assam.
5. The Commissioner & Secretary to the Governor of Assam.
6. Resident Commissioner, Assam Bhawan, New Delhi.
7. Accountant General, Assam, Maidamgaon, Beltola, Guwahati-29.
8. All Commissioner of Divisions.
9. Legislative Department with reference to their U/O No. 75/2011 dated 21/4/2011.
10. All Heads of Department.
11. Deputy Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur with reference to the letter No.PLA(V)141/2007/45 dated 12/6/2012.
12. The Principal Secretary to the Karbi Anglong District Council, Diphu.
13. The Principal Secretary to the N.C. Hills District Council.
14. The Trade Adviser & Director of Movement, Assam House, Kolkata.
15. The Registrar, Guwahati High Court, Guwahati-1.
16. All Deputy Commissioners.
17. O.S.D., Political (A) Cabinet Cell Department with reference to their endorsement dated 8/7/2011.
18. All Sub-Divisional Officers.
19. All Treasury Officers.
20. The Superintendent, Assam Government Press, Bamunimaidam, Guwahati-21 for immediate publication in the Extraordinary issue of the Assam Gazette. He is requested to supply 2000 copies of the Notification to the Department immediately.

By order etc.,


Deputy Secy. to the Govt. of Assam,
Pension & Public Grievances Department.

**GOVERNMENT OF ASSAM
PENSION AND PUBLIC GRIEVANCES DEPARTMENT
DISPUR :::::::::: GUWAHATI- 6.**

**ORDERS BY THE GOVERNOR
NOTIFICATION**

Dated Dispur, the 9th August, 2018.

No.PPG(G) 10/2013/49 : In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is pleased to make the following rules, further to amend the Assam Services (Pension) Rules, 1969, hereinafter referred to as the principal Rules, in the manner hereinafter appearing, namely :-

- | | | | |
|----------------------------|----|-----|---|
| Short title & commencement | 1. | 1) | These rules may be called the Assam Services (Pension) Amendment Rules, 2018. |
| | | 2) | They shall come into force with immediate effect. |
| Amendment of rule 143 | 2. | (a) | In the principal Rules, in rule 143 -
in sub-rule (i), in clause (d), the words “unmarried minor daughters” shall be substituted by the words “unmarried dependent daughters.” |
| | | (b) | in sub-rule (ii), in clause (c), for the punctuation mark “.” appearing at the end, the punctuation mark “.” shall be substituted and thereafter the following proviso shall be inserted, namely :-

“Provided that family pension shall be allowed to continue beyond 21 years of age to an unmarried dependent daughter of a Government Servant / Pensioner, subject to the fulfilment of the following conditions :-

(i) that there is no disabled child eligible for life time family pension ;

(ii) that a certificate of non-marriage and non-employment in the prescribed format duly certified by the C.O. / B.D.O. concerned (Annexure-III) shall be furnished by the unmarried dependent daughters to the Treasury or Bank once in a year.” |

- (c) in sub-rule (ii), in clause (c), after Note 1 the following new notes shall be inserted, namely, - Note 2, Note 3, Note 4 and Note 5 :-

Note 2 : In cases where there are two or more family members (minor son/unmarried dependent daughters) present at the time of death of the widow/widower, the family pension as admissible shall be divided to all of them in equal shares till their eligibility ceases as per sub-rule (ii) (b) or (c) of rule 143 (as amended). If all members are minors, the family pension shall be paid through legal/natural guardian, otherwise family pension shall be paid in the following manner –

(a) the family pension shall be paid to the eldest eligible member of the family who shall divide it equally among other eligible members ;

(b) if the eldest eligible member becomes ineligible to receive the family pension, it shall be paid to the next eligible member of the family who shall divide it equally among other eligible members and so on.

(c) in every case, the family pension recipient has to sign and submit an indemnity bond to the competent authority so that the recipient divides the amount amongst the beneficiaries in equal share.

Note 3 : If at the time of submission of family pension claim, there are no minor children in the family, the family pension shall be paid from the date of filing application by the claimant or from the date of coming into force of this notification whichever is later. No claim for arrear benefit under this clause shall be entertained. Otherwise, the family pension shall be paid from the date following the date of death of the widow/widower as the case may be.

Note 4 : In cases where family pension is already being drawing on the date of publication of this notification, it shall be allowed to continue by the current recipient till his/her eligibility ceases as per normal rules and thereafter the family pension shall be paid as per the procedure mentioned above at Note 2 under Rule 143(ii)(c).

Note 5 : The eligibility of dependent father, mother, brother (up to 18 years) and unmarried sister (up to 21 years) for family pension under the notification No. PPG(G) 10/2013/38 dated 20/08/2015 issued by this department is applicable only if there is no unmarried dependent daughters or disabled child eligible for life time family pension present in the family of the deceased Government Servant. The above mentioned notification is also applicable in cases where the Government Servant dies unmarried.”

The provisions of this notification shall cover all cases of family pension irrespective of the date of death of the Government Servant/Pensioner.

Sd/- Dr. A.U. Choudhury, IAS
Commissioner & Secretary to the Govt. of Assam
Pension & Public Grievances Department

Memo No. PPG(G) 10/2013/49-A
Copy for information :-

Dated Dispur, the 9th August, 2018

1. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
2. The Director of Pension, Assam, Housefed Complex, Guwahati-6.
3. The Director of Accounts & Treasuries, Assam, Kar Bhawan, Ganeshguri, Guwahati for information and necessary action.
4. All Principal Secretary / Commissioner & Secretary / Secretary to the Govt. of Assam, All Administrative Department.
5. All Heads of Departments for information and necessary action.
6. All Divisional Commissioners.
7. All Deputy Commissioner, District.
8. The Secretary, Assam Public Service Commission, Khanapara, Guwahati-22.
9. The Secretary, Assam Legislative Assembly, Dispur, Guwahati-6.
10. All Treasury Officers for information and necessary action.
11. The Principal Secretary, Karbi Anglong Autonomous Council / N.C. Hills.
12. All Senior Financial Adviser/Financial Adviser/ FAOS.
13. The Regional Manager / Manager, United Bank of India / State Bank of India / United Commercial Bank / Punjab National Bank / Allahabad Bank / Central Bank, Guwahati / UCO Bank / Canara Bank / Bank of Baroda.
14. The Deputy General Manager, Reserve Bank of India, Guwahati.
15. The Joint Secretary to the Govt. of Assam, Political (Cabinet Cell) Department in connection with the approval of the Cabinet Meeting held on 23/07/2018.
16. The Resident Commissioner, Assam Bhawan, Sardar Patel Marg, Chanakyapuri, New Delhi.
17. The Trade Adviser and Director of Movement, Assam House, 8 Russel Street, Kolkata.
18. The Registrar, Gauhati High Court, Panbazar, Guwahati-1.
19. P.S. to the Hon'ble Chief Minister, Assam for kind appraisal of Hon'ble CM.
20. P.S. to the Hon'ble Minister, P & PG Department for kind appraisal of Hon'ble Minister.
21. The Chairman, Assam Administrative Tribunal, Panbazar, Guwahati-1.
22. The Staff Officer to the Chief Secretary, Assam, Guwahati-6.
23. The Director of Printing & Stationary, Assam, Bamunimaidam, Guwahati-21 for publication in the next issue of the Assam Gazette. He is also requested to supply 2000 (Two thousand) copies of the same to this Department.

By order etc.,

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

ANNEXURE -III

CERTIFICATE TO BE SUBMITTED BY PENSIONER
CERTIFICATE OF NON-EMPLOYMENT

I declare that I have not been serving in any capacity either in a Government Department / Office, Corporation, Undertaking, Autonomous Body, Statutory Body of Central or State Government or Union Territory or a Local Fund during the past one year.

Signature

Name of the Pensioner

PPO No.

Date

CERTIFICATE OF NON-MARRIAGE

I hereby declare that I am not married / I have not been married during the past one year.

Signature

Name of the Pensioner

PPO No.

Date

Verified & found to be correct.

Signature of C.O. / B.D.O.

with Seal & Date

Format of Application for family pension to unmarried daughter(s) of the Assam Government pensioners.

1. Name of the applicant (in capital letters) :
2. Name of the deceased Government Servant with Designation :
3. Name of the Office where the deceased Govt. Servant had served last :
4. (a) Date of joining in service :
(b) Date of retirement / date of death (death certificate is to be enclosed):
(c) Last pay of the deceased Govt. Servant :
5. Date of Death of the Spouse (death certificate is to be enclosed) :
6. Name of the Treasury from where applicant want to draw family pension :
7. PPO No. (Photocopy of the PPO is to be enclosed) :
8. Full Address of the applicant :
9. Mobile No. of the applicant :
10. Permanent Account Number (PAN) of the applicant :
11. Aadhaar No. (if any) :

Yours faithfully,

Signature of the Applicant

Certified by the DDO/Head of the Department.