

পঞ্জীকৃত নম্বৰ - ৭৬৮/৯৭

Registered No.-768/97



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 597 দিশপুৰ, বৃহস্পতিবাৰ, 18 আগষ্ট, 2022, 27 শ্ৰাবণ, 1944 (শক)  
No. 597 Dispur, Thursday, 18th August, 2022, 27th Sravana, 1944 (S. E.)

GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
ADMINISTRATIVE REFORMS, TRAINING,  
PENSION AND PUBLIC GRIEVANCES DEPARTMENT

## NOTIFICATION

The 17th August, 2022

**No. PPG(G) 10/2013/166.-** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is hereby 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 and Commencement	1.	(1) These rules may be called the Assam Services (Pension) (Amendment) Rules, 2022. (2) They shall come into force on the date of their publication in the Official Gazette.
Amendment of rule 143	2.	In the principal Rules, in rule 143, in sub-rule (ii), in clause (c), in the the proviso - (i) after sub-clause (ii), the following new sub-clause (iii) shall be inserted, namely:- “(iii) that an Application Form given in Annexure- III(A) along with Checklist of Documents as mentioned at Annexure- III(B) shall be furnished by the unmarried daughter at the time of submission of claim for family pension.” (ii) in Note 2, after clause (c), the following new clause (d) shall be inserted, namely:- “(d) If the family pension recipient does not divide the amount among the other beneficiaries in equal share and on receipt of such complaint from the eligible family members, the competent authority shall issue orders apportioning the family pension among the other eligible family members.”

**ARCHANA VARMA,**  
Principal Secretary to the Government of Assam,  
ARTPPG Department.

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

1. \*Name of the applicant (Unmarried Dependent Daughter) (in capital letters)  
(Refer to the instruction as note overleaf) :
2. Name of the deceased Government Servant with Designation :
3. \*\*Name of other eligible siblings  
(Refer to the instruction as note overleaf) :
4. Name of the Office where the deceased Government Servant had served last :
5. (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 Government servant :  
(d) Last payment certificate from the concerned pension disbursing bank (copy to be enclosed) :
6. Date of death of the Spouse of the deceased Government servant  
(death certificate to be enclosed) :
7. Name of the Treasury from where applicant want to draw family pension :
8. PPO No. (Photocopy of the Pensioner's halve of PPO/FPPO to be enclosed) :
9. Full Address of the applicant :
10. Mobile No. of the applicant :
11. Permanent Account Number (PAN) of the applicant & other members  
(Photo copy to be enclosed) :
12. Aadhar No. of the applicant & other members (if any)  
(Photo copy to be enclosed) :
13. Self declaration by the unmarried dependent daughter that there is no disabled child in the family eligible for life time family pension.  
(Photo copy to be enclosed) :
14. Next of Kin certificate (Photo copy to be enclosed) :
15. Duly attested Descriptive Roll, Specimen Signature, Recent Passport Size Photograph, three copies each (Copy to be enclosed) :

Yours faithfully,

Date:.....

Signature of the Applicant.

Certified by the DDO/HOD of the Department that all the relevant documents as per checklist has been enclosed and that the aforesaid information is true to the best of my knowledge.

Date:.....

Signature of the DDO/HOD  
(with date, seal and Signature.)

**N.B:\*1.**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 in cases where applicable as per Note -2 of P & PG Department's notification No. PPG (G) 10/2013/49 dated 09-08-2018.

**\*\*2.** In case of minor daughter, a "Legal Guardianship Certificate" from the competent court of law has to be furnished.

THE ASSAM GAZETTE, EXTRAORDINARY, AUGUST 18, 2022 8543

Annexure III (B)

**Checklist of documents to be appended with the proposal for release of family pension to unmarried dependent daughters of Assam Government Pensioners.**

1. 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 in cases where applicable as per Note -2 of P & PG Department's notification No. PPG (G)10/2013/49 dated 09-08-2018.
2. A self declaration by the unmarried dependent daughter to the effect that there is no disabled child in the family eligible for life time family pension.
3. Certificate of non – marriage and non – employment as per prescribed format as appended at Annexure – III of P & PG Department's Notification No. PPG(G) 10/2013/49 dated 09-08-2018.
4. Duly filled in all columns of the application form which shall have to be certified/countersigned by the DDO/HoD with date, seal and signature. The applicant must invariably mention the date of application in the application format.
5. Copy of the Pensioner's halve of the PPO/FPPO with copy of the last payment certificate from the concerned pension disbursing bank.
6. Duly attested Descriptive Roll, Specimen Signatures, Recent Pass Port size photograph, three (3) copies each.
7. Copy of the PAN Card and Aadhar (if any) of the applicant and other members as evidence of date of birth of the applicant as well as of other daughters.
8. In case of minor daughter, a "Legal Guardianship Certificate" from the competent court of law.
9. Copy of the Next of Kin Certificate issued by the concerned Deputy Commissioner.
10. Copy of the death certificates of both the parents.

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Extraordinary Gazette No. 1193 - 50 + 10 - 18 - 08 - 2022. (visit at - [dps.assam.gov.in](http://dps.assam.gov.in))

**ASSAM GOVERNMENT PENSION CODE**

**GOVERNMENT OF ASSAM FINANCE (A.P.F)**

**DEPARTMENT : PENSION BANCH**

**Office Memorandum**

**Dated Dispur, the 26 August,1985.**

**Subject:- Special Family pension for the State Govt. Employees killed in discharge  
Duties or in connection with discharge Duties.**

No. FMP. 40/85/7. The question of providing adequate financial benefits to the relatives/next of kin State Government servants killed in discharge of his/her duties has been engaging the attention of the Government. After careful consideration the Governor of Assam is pleased to order that the next of kin/relatives of the deceased regular govt. servants, whether permanent or temporary, who is killed while engaged in discharge of duties or for reasons connected with the discharge of duties, will entitled to draw a special family pension from the date following date of death of the govt. servant at the rate of full monthly salary including the increment, dearness allowances and all other allowances as were admissible to the deceased employee at the time of his /her death. This special family pension equivalent to last monthly pay and allowances shall be admissible and allowed to be drawn till the date on which the deceased employee would have normally attained the superannuation age had he remained in service. The special rate of family pension under this O.M. will be in substitution of the normal family pension admissible under the Assam Service (Pension) Rules, 1969 and not in addition to the normal family pension admissible there under From the date following the notional rate of superannuation of the deceased employee the family pension would be admissible at the rates and under conditions at which it would have normally been admissible under the provisions of the A.S. (P) Rules 1969. No extra-ordinary family of the deceased employee in such a case.

The special family pension under the O.M. will be admissible, until the date on which deceased would have attained the age of superannuation to the following relatives, as may applicable, according to the order of priority and conditions mentioned below:

1. Widow, in case of male officer, till her death or re-marriage whichever is earlier.
2. Husband, in the case of female officer, till death or re-marriage whichever is earlier.
3. In the absence of widow/husband, minor sons and unmarried daughters below the age of 18 years and 21 years respectively.
4. In the absence of eligible children under 3 above, parents if they were dependent on the deceased officer.

Contd...2...

5. In the absence of any one under 4 above, brothers below the age of 18 years and unmarried sisters below the age of 21 years if they were dependent on the deceased employee.

Normal terms and conditions of family pension as per the Pension Rules will thereafter apply from the date on which the deceased would have attained the superannuation age.

Relief a admissible on normal family pension on the date the special family pension is granted in individual case under this O.M. will not be allowed over and above this special family pension equivalent to last emoluments of the deceased officer. But any new installment of relief granted on normal family pension and effective from any date after the grant of special family pension in individual case, will be admissible on this special family pension also. On expiry of the period of eligibility of special family pension on the date on which the deceased officer would have attained the age of superannuation, the usual family pension as may be in force at that time on normal family pension.

As such cases will be considered on merit and sanctioned by the Administrative Department concerned with prior approval of finance (A.P.F.) Department for which purpose the proposals with relevant details should be sent to Finance (APF) Department.

The benefit of Special family pension as extended above shall also be granted to the A.I.S. Personnel serving in the State and killed in similar circumstances after obtaining clearance of Govt. of India.

Other procedures for drawal and disbursal of family pension as prescribed in relevant Pension Rules/Treasury Rules shall apply in case of drawal of Special Family Pension under this O.M. also.

This order shall come into force with effect from the date of issue of this Office memorandum but the families of Police Personnel killed in the disturbances in the Assam-Nagaland border in June,1985 will also be entitled to the benefit of the Special Family Pension under this O.M.

Sd/-  
Deputy Secy. To the Govt. of Assam,  
Finance (A.P.F.) Department.

**GOVERNMENT OF ASSAM  
FINANCE DEPARTMENT**

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**FMP.40/85/76  
OFFICE MEMORANDUM**

Dated Dispur, the 13<sup>th</sup> march, 1989.

Sub: Special Family Pension for the State Government employees killed in discharge of duties or in connection with discharge of duties-clarification thereon.

A reference is invited to this Department's Office Memorandum No. FMP.40/85/7 dt. 26.08.85 on the subject noted above, according to which special family pension at the rate of full monthly salary including increments, dearness allowances and all other allowances as was admissible to the deceased Government employee who is killed while engaged in discharge of his duties or for reasons connected with discharge of his duties was admissible. However, the word "killed" having not been defined clearly in the aforesaid O.M., a number of cases of death due to Motor accident/other accidents/drowning have been referred to Finance Department for sanction of Special Family Pension in terms of the aforesaid O.M.

2. It is now clarified that cases of death, injury, disablement caused due to accident or otherwise are covered by disablement caused due to accident or otherwise are covered by the Assam Services (Extra Ordinary) Pension Rule 1963 and are therefore not entitled to special family pension in terms of the aforesaid O.M. Only the families of Government servants who die, while performing duties or in connection with discharge of duties, as a result of attack by extremists, antisocial elements etc. or during action against dacoits, smugglers, hostiles or other antisocial elements will be entitled to the Special Family Pension in terms of the O.M. No. FMP.40/85/7 dt. 26.8.85.

3. Similarly the Ex-Gratia grants @ ₹.1,00,000/- for Gazetted Government servants and ₹.50,000/- for the Non-Gazetted Government servants in terms of Finance Department O.M. No. FMP. 13/85/6 dt.14.6.85 will be admissible in respect of families of Government servants killed in the manner mentioned in para 2 above.

Sd/-S.Kabilan  
Financial Commissioner & Secretary  
to Government.

Contd...2..

-2-

MEMO NO. FMP. 40/85/76.

Dated Dispur, the 13<sup>th</sup> March, 1989.

Copy forwarded to:-

1. The Accountant General, Assam (Accounts), Pension Section, Christian Basti, Guwahati-5 for the information and necessary action.
2. Principal Private Secretary to Chief Minister, Assam, Dispur Guwahati-6.
3. The Secretary to the Governor of Assam, Dispur.
4. All Private Secretary to Chief Secretary to Ministers of Assam, Dispur.
5. Private Secretary to Chief Secretary/Additional Chief Secretary, Assam.
6. The Chairmen, Board of Revenue, Assam/Chairman, Assam Administrative Tribunal.
7. All Commissioners of Division.
8. Assam Agricultural Production Commissioner/Assam Agricultural University.
9. All Secretaries to the Govt. of Assam, Dispur.
10. All Administrative Deptts./Heads of Department.
11. All Deputy Commissioners/Sub-divisional Officers.
12. All Financial Advisers/ F.A.Os.
13. All Treasury Officers in Assam.
14. Trade Advisor to the Govt. of Assam, Assam House, 8 Russel street, Calcutta.
15. The Liaison Commissioner, Assam House, New-Delhi/Assam Bhavan, Shillong.
16. The Registrar, Gauhati High Court, Guwahati-1.
17. All Dists. And Session Judges in Assam.
18. The Director, Administrative Staff College (C.T.I.), Khanapara, Guwahati-22.
19. The Superintendent, Assam govt. Printing Press, Bamunimaidan Guwahati-21 for publication in the next issue of the Assam Gazette and supply of 2000 spare copies to this Department by special messenger.
20. The Accountant General, Assam etc., Shillong for information and necessary action.

By Order etc.

(N.G. Goswami)

Under Secretary to the Govt. of Assam.  
Finance (A.&F.) Department.



# THE ASSAM GAZETTE

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EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 569 দিশপুৰ, বুধবাৰ, 11 অক্টোবৰ, 2017, 19 অহিন, 1939 (শক)  
No. 569 Dispur, Wednesday, 11th October, 2017, 19th Asvina, 1939 (S.E.)

GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
FINANCE (ESTT.-A) DEPARTMENT

## NOTIFICATION

The 14th September, 2017

No. FEG.28/2017/26.-

**Sub.: "Scheme for Compassionate Family Pension in lieu of Compassionate Appointment", in short called as Compassionate Family Pension (CFP) Scheme.**

Governor of Assam is pleased to notify the following guidelines for a new scheme, namely, "Scheme for Compassionate Family Pension in lieu of Compassionate Appointment", in pursuance of the paragraphs. 61 to 63 of the budget announcement of 2017-18 and in complete suppression of the Compassionate appointment policy of the State Government notified by the Personnel (B) Department vide ABP.50/2006/Pt/182 dated 1st June 2015 and all other related OMs.

2. The primary objective of the policy of the compassionate appointment has been to support the family income of the employee who dies-in-harness, who was the sole bread earner of the family as a stop-gap arrangement and if the family managed to sustain themselves for three years after the date of the death of the employee, there was no ground for compassionate appointment.

3. In the above background, it has been noticed that the existing compassionate appointment policy did not fully serve these objectives and often the legal heir fails to get an appointment immediately due to practical difficulties such as lack of educational qualifications by the legal heir and non-availability of vacancies within the stipulated five per cent of total vacancies etc.

4. In view of above, it has been envisaged to replace the existing policy of appointment on compassionate ground of the dependants of State Government employees who die in harness by "Scheme for Compassionate Family Pension in lieu of Compassionate Appointment", in short called as Compassionate Family Pension (CFP) Scheme.



5. The detailed guidelines as provided below shall be followed by all the departments in the State Government:

5.1 The applicable definition of family of the employee dies-in-harness will be the definition of family that is given in the Assam Services (Pension) Rules, 1969 (as amended from time to time).

5.2. CFP scheme is not applicable for Voluntary retirement/resignation or any other cases and "an employee dies-in-harness" is the sole criteria. The cause for the death of the employee-in-harness can be anything, either natural or unnatural.

5.3. Where the employee dies before superannuation, the family pension equal to 100% of the last pay drawn by the deceased employee be paid for a period up to the date of 'deemed superannuation' of the deceased employee i.e., the date on which the employee would have superannuated had he been alive. This would compensate the loss of family income to a large extent and fulfill the requirement of compassionate conditions arising out of the death of the serving employee.

However, the Govt. servant must complete minimum 1(one) year of continuous service without break before death while in service.

5.4. The last pay drawn for this purpose is the last basic pay (pay in the pay band plus grade pay). Over and above, the Compassionate

Family Pensioner will get the applicable Dearness Relief and other Relief amounts as admissible in the normal family pension.

5.5. This CFP fixed at 100% of the last pay drawn will be revised periodically as and when normal pension/family pension are revised.

5.6. On attaining the date of deemed Superannuation; the CFP will be converted into normal Family Pension. This normal family pension shall be fixed at 50% of CFP from the date of deemed superannuation till 67 years of age of the deceased employee. During this period of 7 years, the normal family pension will be revised periodically as and when normal pension is revised.

5.7. Further, on completion of above period of 7 years, the normal family pension will be reduced from 50% to 30% till the applicable eligibility as per the Assam Services (Pension) Rules, 1969 (as amended from time to time).

5.8. But, in case of CFP, the Compassionate Family Pensioner ceases to get the CFP at 100% of the last pay drawn if the Compassionate Family Pensioner happens to be ineligible for normal family pension as per Assam Services (Pension) Rules, 1969 (as amended from time to time).

5.9. This will be applicable to all employees of State Government, provincialized employees and all others as eligible under Assam Services (Pension) Rules, 1969 (as amended from time to time), all State Government employees under NPS category and All India Services officers borne on Assam cadre.

5.10. It is also provided that if the parents or other eligible family members are not looked after by the Compassionate Family Pensioner, on receipt of such complaint from them, the competent authority will issue orders apportioning the Compassionate Family Pension appropriately among the other eligible family members.

5.11. The scheme is applicable to those employees who died/die in harness on or after 01.04.2017. However, the relevant OMs related to the Compassionate appointments will be applicable to those who died on or before 31.03.2017.

5.12. The Pension and Public Grievances Department and Personnel (B) Department will take further necessary action accordingly by amending/issuing necessary rules/guidelines.

**RAVI KOTA,**  
Principal Secretary to the Government of Assam,  
Finance Department.

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

No. PPG(P) 292/2017/1

Dated Dispat, the 31<sup>st</sup> October, 2017

**OFFICE MEMORANDUM**

- Subject :** Revised Comprehensive Guidelines for Family Pension in respect of Government Servants who died while in service, pursuant to Compassionate Family Pension Scheme 2017.
- References :**
- a) Assam Service (Pension) Rules 1969 [Section -IV: Family Pension Scheme '1964]
  - b) Assam Services (Revision of Pay) Rules'2017
  - c) Finance (Estt-A) Department's Notification No-FI:G.28/2017/26 Dated 14/9/2017
  - d) PPG Department's O.M No- PPG(P)165/2014/17 dated 14/1/2016.

In pursuance of Compassionate Family Pension Scheme 2017 and other existing Schemes as referred to above, the Govt. of Assam in P & PG Department has carefully examined these Rules / Notifications and relevant forms and documents and has now hereby issued the following Guidelines governing Compensatory Family Pension / Family Pension in respect of Government Servants including NPS covered employees under the State Govt. of Assam who died while in service .

**(1) Family pension holders [cases covering death of Govt servants while in service appointed before 01/02/2005] who are presently enjoying the benefit of family pension from the Govt of Assam.**

**i) The Family Pension sanctioned to the family of a Govt Servant who died while in service on or before 31/03/2016.**

In this category, family pension to the family of a Govt Servant who died while in service is sanctioned in the following manner-

**a) in case of normal death, the Rule 142 (as amended) of A.S(P) Rules, 1969 is applicable. The admissibility of family pension under this Rule is defined as follows-**

" A Govt Servant who dies while in service after having rendered not less than 7 years continuous service the rate of family pension payable to the family shall be equal to 50% of the pay last drawn or twice the family pension admissible under the normal Rules, which ever is less, and the amount so admissible shall be payable from the date following the date of death of the government servant for a period of 7 years or for a period up to date which the deceased government servant would have attained the age of 65 years had he survived, which ever is less. Thereafter the family pension will be reduced to 30% of the last Basic Pay drawn. In cases where the govt. servant had less than 7 years of continuous service before death, family pension will be calculated at the rate of 30% of the last basic pay drawn by the deceased employee."

**b) in case of death prescribed under Special Family Pension Category, the admissibility of special family pension are governed by the Finance Department's O.M No-FMP.40/85/7 dated 26/8/1985 , OM No-13/85/15 dated 9/8/1989, OM No- FMP.40/85/24 dated 22/5/1987 and OM No-FMP.40/85/76 dated 13/3/1989.**

" As mentioned in the above O.Ms - a Govt Servant who is killed while engaged in discharge of duties or for reasons connected with the discharge of duties, the next of kin/ relatives of the deceased Govt servant [whether permanent or temporary] will be entitled to draw a special family pension from the date following the date of death of the Govt servant to till the date on which the deceased employee would have normally attained the superannuation age had he remain in service, at the rate of full monthly salary including the increments, dearness allowances and all other allowances as were admissible to the deceased employee at the time of his/her death. Thereafter the family pension will be reduced to 30% of the last Basic Pay drawn."

However, w.e.f 18/11/2015, the Government has allowed Special Family Pension at revised rate arising out of the Assam Services (Revision of Pay) Rules, 2010 vide Notification No- PPG(P) 100/2013/15, dated 18/11/2015.

**ii) The Family Pension sanctioned to the family of a Govt Servant who died while in service on or after 01/04/2016.**

**a)** In case of normal death, **Assam Services (Revision of Pay) Rules 2017** and O.M No- PPG(P)140/2017/10 dated 12/7/2017 is applicable. The admissibility of family pension for such cases is defined as follows-

"In this type of cases the family pension equal to **50%** of the last Pay drawn by the deceased employee be paid for a **period of 10 years** or till the date on which the employee would have **completed 67 years** of age had he been alive, whichever is less. Thereafter the family pension will be reduced to 30% of the last Basic Pay drawn. This will not be applicable if the govt. servant had put in less than 7 (seven) years of continuous service prior to his death. In cases where the govt. servant had less than 7 years of continuous service before death, family pension will be calculated at the rate of 30% of the last basic pay drawn by the deceased employee."

**b)** In case of death prescribed under Special Family Pension Category, the admissibility of special family pension are governed by the Finance Department's O.M No-FMP.40/85/7 dated 26/8/1985, OM No-13/85/15 dated 9/8/1989, OM No- FMP.40/85/24 dated 22/5/1987 and OM No-FMP.40/85/76 dated 13/3/1989.

"As mentioned in the above O.Ms - a Govt Servant who is killed while engaged in discharge of duties or for reasons connected with the discharge of duties, the next of kin/ relatives of the deceased Govt servant [whether permanent or temporary] will be entitled to draw a special family pension from the date following the date of death of the Govt servant to till the date on which the deceased employee would have normally attained the superannuation age had he remain in service, at the rate of **full monthly salary** including the increments, dearness allowances and all other allowances as were admissible to the deceased employee at the time of his/her death. Thereafter the family pension will be reduced to 30% of the last Basic Pay drawn."

However, w.e.f 18/11/2015, the Government has allowed Special Family Pension at revised rate arising out of the Assam Services (Revision of Pay) Rules, 2010 vide Notification No- PPG(P) 100/2013/15, dated 18/11/2015.

**iii) The Compassionate Family Pension / Family Pension sanctioned to the family of a Govt Servant who died while in service on or after 01/04/2017 (in lieu of compassionate appointments provided till 31/03/2017.**

**a)** The Government in Finance (Estt-A) Department vide Notification No- FEG.28/2017/26 dated 14/9/2017 has come up with a Scheme for Compassionate Family Pension [CFP] in lieu of compassionate appointment for which there has been some changes in the admissibility of family pension to the family/legal heir of a deceased Govt servant died in harness on or after 01/04/2017.

As per the provisions of the said scheme – where the employee dies before superannuation after completing minimum 1 (one) year of continuous service, the family pension equal to 100% of the last pay drawn by the deceased employee be paid to the family / legal heir who have the eligibility to receive normal family pension as per AS(P) Rule 1969 (as Amended from time to time) for a period up to the date of deemed superannuation of the deceased employee i.e the date on which the employee would have superannuated had he been alive. The last pay drawn for this purpose is the last basic pay (pay in the PB + GP). Over and above the Compassionate Family Pensioner will get the applicable dearness relief 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 will 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, the normal family pension will be revised periodically as and when normal pension is revised.

Further, on completion of the above period of 7 years, the normal family pension will be reduced from 50% to 30% till the applicable eligibility as per A.S(P) Rules 1969 as amended from time to time.

b) Special Family Pension claims shall also be covered under the Compassionate Family Pension Scheme w.e.f 01/04/2017.

(2) Family pension for cases covering death of Govt servants while in service appointed on or after 01/02/2005.

Family pension on **Provisional basis** to the family of the State Government employees, appointed on or after 01/02/2005 and covered by the NPS (New Defined Contributory Pension System) who have died in harness since 01/02/2005 shall be governed by the P & PG Department OM No. PPG(P) 165/2014/17, dated 14/01/2016.

However, the Govt Servants appointed under New Defined Contributory Pension System and died on or after 01/04/2017 shall be governed provisionally by the provisions as described under **Clause (1) (iii) (a)** of this Guideline and in terms of Para 5.9 of Finance (Estt-A) Department's Notification FEG.28/2017/26 dated 14/9/2017.

These Guidelines has been issued in terms of the Finance (Estt-A) Department's Notification FEG.28/2017/26 dated 14/9/2017 [Para 5.12] . Amendments to the relevent Rules of A.S(P) Rules 1969 shall be done after following due procedures in force.

The relevant forms prescribed are **enclosed herewith**.

This has the approval of Hon'ble Minister, P & PG Department.

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

Memo No. PPG(P) 292/2017/1-A  
Copy to :-

Dated Dispur, the 31<sup>st</sup> October, 2017

1. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
2. The Director of Pension, Assam, Housefed Complex, Guwahati-6.
3. All Principal Secretary / Commissioner & Secretary / Secretary to the Govt. of Assam, All Administrative Department.
4. All Divisional Commissioners.
5. The Secretary, Assam Public Service Commission, Khanapara, Guwahati-22.
6. The Secretary, Assam Legislative Assembly, Dispur, Guwahati-6.
7. All Treasury Officers.
8. The Principal Secretary, Karbi Anglong Autonomous Council / N.C. Hills.
9. All Senior Financial Adviser/Financial Adviser/ FAOS.
10. 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.
11. The Deputy General Manager, Reserve Bank of India, Guwahati.
12. The Resident Commissioner, Assam Bhawan, New Delhi.
13. The Trade Adviser and Director of Movement, Assam House, Kolkata.
14. The Registrar, Gauhati High Court, Panbazar, Guwahati-1.
15. P.S. to the Hon'ble Minister, P & PG Department.
16. The Chairman, Assam Administrative Tribunal, Panbazar, Guwahati-1.
17. The Staff Officer to the Chief Secretary, Assam, Guwahati-6.
18. The Director, Assam Government Press, Bamunimaidam, Guwahati-21 for publication of this Office Memorandum in the next issue of the Assam Gazette with request to supply 2000 copies to the Department immediately.

By order etc.,

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

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GOVERNMENT OF ASSAM  
FINANCE (Estt-A) DEPARTMENT  
DISPUR, GUWAHATI-6

Order by the Governor  
NOTIFICATION

No. FEG.28/2017/41

Dated Dispur, the 25<sup>th</sup> May, 2018

Sub : "Scheme for Compassionate Family Pension in lieu of Compassionate Appointment", in short called as Compassionate Family Pension (CFP) Scheme

Ref : This Department's earlier Notification No FEG. 28/2017/26 Dated 14-09-2017

In continuation of Notification No. FEG.28/2017/26 Dated 14-09-2017 and consequent upon the decision taken by the Government of Assam, relating to Compassionate Family Pension Scheme, the Governor of Assam is pleased to order as follows-

1. If the next of kin of deceased government employee is an employee of the State/central Government or Government undertaking, Corporation or Autonomous Body receiving Grants in aid from State/ Central Government, he/she shall be eligible for Compassionate Family Pension.
2. Relief shall be admissible to such categories of family in terms of P & P.G. Department's O.M. No. PPG (P) 151/2004/51 Dated 12-12-2016.
3. The Compassionate Family Pension Scheme is not applicable to fixed pay employees.

Sd/-  
(Shyam Jagannathan, IAS)  
Commissioner & Secretary to the Govt. of Assam  
Finance Department  
Dispur, Ghy-6

Memo No.FEG. 28/2017/41-A

Dated Dispur, the 25<sup>th</sup> May, 2018

Copy forwarded to :-

1. The A.G. (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
2. The Staff Officer to Chief Secretary, Assam.
3. All Principal Secretaries/Commissioner & Secretaries to the Govt. of Assam,  
.....
4. All Administrative Department .....
5. The Personnel (B) Department, Dispur, Guwahati-6 for information.
6. The P & PG Department, Dispur, Guwahati-6 for information.
7. The Legislative Department, Dispur, Guwahati-6 for information.
8. All Heads of Departments.
9. All Commissioner of Divisions, Assam / All Deputy Commissioners / Sub- Divisions.  
The Joint Secretary to the Govt. of Assam, General Administrative Department, Dispur,  
Guwahati-6 is requested to circulate the same to the Commissioner of Divisions/Deputy  
Commissioners / Sub-Divisional Officers, Assam for internet for their early receipt.
10. The Joint Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur,  
Guwahati-6 for information.
11. All Sr. F.As./F.As, all Departments, Dispur.

Contd.

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12. All Treasury Offices/Sub Treasury Offices, Assam. In-charge, e-Governance Cell, Finance Department is requested to circulate the same to all the Treasury Officers, Assam through internet for their early receipt.
13. The Trade Adviser to the Govt. of Assam, Assam House, 8 Russel Street, Kolkata.
14. The Resident Commissioner, Assam House, New Delhi/Liaison Officer, Assam House, Shillong/Assam House, Mumbai.
15. The Principal Secretary, Karbi Anglong Autonomous Council, Diphu/ N.C. Hills Autonomous Council, Haflong.
16. The Principal Secretary, B.T.C., Kokrajhar/Rabha Hasong Autonomous Council, Dudhnoi, Goalpara/Lalung (Tiwa) Autonomous Council, Morigaon/ Mising Autonomous Council, Gogamukh, Dhemaji.
17. The Director, Printing & Stationery, Assam Government Press, Bamunimaidam, Guwahati-21 for publication in the next issue of Assam Gazette.
18. (e-Governance Cell), Finance Department for uploading the O.M. in Government portal.
19. The Director, Information & Public Relation Department for wide publication of the Notification through Press/Radio/T.V.

By Order etc.



25/05/2018  
Under Secretary to the Govt. of Assam,  
Finance (Estt.-A) Department, Dispur.



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 369 দিশপুৰ, শুক্ৰবাৰ, 20 জুলাই, 2018, 29 আহাৰ, 1940 (শক)  
No. 369 Dispur, Friday, 20th July, 2018, 29th Asadha, 1940 (S.E.)

GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
FINANCE (ESTT-A) DEPARTMENT :: DISPUR

## NOTIFICATION

The 5th July, 2018

No. FEG. 28/2017/46.-

**Sub. :** “Scheme for Compassionate Family Pension in lieu of Compassionate Appointment” in short called as Compassionate Family Pension (CFP) Scheme.

It has come to the notice of Finance Department that Compassionate Family Pension is not being sanctioned timely to the family of the employees who die in harness, which is against the true spirit of the notification on Compassionate Family Pension issued vide No.FEG.28/2017/26 dated 14/09/2017.

The primary objective of the scheme of Compassionate Family Pension is to support the family income of the employees who die in harness and ensure that they do not suffer financial hardship.

To ensure this, the detailed procedure shall be followed by all the Departments in the State Government.

- (1) CFP will be sanctioned in the same way as Normal Pension/Family Pension.
- (2) The Administrative Department/Appointing Authority will sanction provisional Compassionate Family Pension to the family of the employees who die in



- harness, with intimation to Accountant General, Assam or Directorate of Pension, Assam as the case may be, for issuance of necessary authorization.
- (3) The expenditure for payment of CFP is debitable to the same Head of Account as in case of family pension and the concerned Administrative Department shall take necessary action accordingly.
  - (4) Other benefits such as Death-cum-Gratuity (DCRG), Leave encashment benefit, GIS, GPF, etc. shall be processed as entitled as per normal rules and provision as admissible on date of death of employee.
  - (5) DDO concerned will prepare the provisional CFP bill and furnish to the concerned treasury for payment on the strength of sanction issued by the competent authorities.
  - (6) The Treasury Officer will pay provisional CFP and adjust the excess/less amount after receipt of the final authority from the AG/Directorate of Pension.

**SHYAM JAGANNATHAN,**  
Commissioner & Secretary to the Government of Assam,  
Finance Department.

**GOVERNMENT OF ASSAM**  
**ADMINISTRATIVE REFORMS TRAINING PENSION AND PUBLIC GRIEVANCES DEPARTMENT**  
**DISPUR, GUWAHATI-6**  
**OFFICE MEMORANDUM**

No.PPG(P) 292/2017/18

Dated, Dispur the 14<sup>th</sup> December, 2021

**SUBJECT:** Extension of benefit of Compassionate Family Pension to the **All India Services Officers borne in Assam Cadre.**

- Ref:**
1. Finance (Estt.-A) Department's notification No. FEG.28/2017/26 Dated 14-09-2017.
  2. Finance (Estt.-A) Department's notification No. FEG.28/2017/46 Dated 05-07-2018.
  3. This Department's O.M.No. PPG(P) 292/2017/1 Dated 31-10-2017.

Whereas the Government of Assam in the Department of Finance (Estt.-A), vide Notification No. FEG.28/2017/26 Dated 14-09-2017 has introduced the Scheme of Compassionate Family Pension in lieu of the Compassionate Appointment Scheme with a view to providing immediate financial relief to the families of the State Government employees who die in harness on or after **01-04-2017** and;

Whereas pursuant to the introduction of the Compassionate Family Scheme, the Government of Assam in the Department of Pension and Public Grievances, vide Office Memorandum No.PPG(P)292/2017/1 dated 31-10-2017 has issued revised guidelines for payment of family pension to the State Government employees who die in harness on or after **01-04-2017** and;

Whereas as per para 5.9 of the Finance (Estt.-A) Department's notification No. FEG.28/2017/26 Dated 14-09-2017 CFP Scheme is also applicable to the All India Services Officers borne on Assam Cadre besides the State Government employees of Assam and;

Whereas it has been observed that guidelines extending the benefit of Compassionate Family Pension to the families of the All India Services Officers borne on Assam Cadre who die while in service on or after **01-04-2017** has still not been issued;

Now, therefore, the Government of Assam, after due consideration, has decided to extend the benefit of Compassionate Family Pension to the Families of the All India Services borne on Assam Cadre who die while in service on or after **01-04-2017** and hereby issues the following guidelines for the purpose **in continuation of this Department's O.M. No. PPG(P) 292/2017/1 dated 31-10-2017 :-**

**1. CFP to AIS Officers borne on Assam Cadre covered by All India Services (DCRB) Rules, 1958 :-**

- i. So far as the AIS officers borne on Assam Cadre are concerned, if any such officer dies in harness, the benefit of the CFP Scheme to the family of the deceased AIS officer shall be applicable till the date of deemed superannuation of the concerned deceased AIS officer.
- ii. For payment of CFP to the family of such officer, Govt. of India shall bear the cost equal to the family pension as admissible as per Rule 22 of the All India Services (DCRB) Rules, 1958 as amended and the remaining portion shall be borne by the State Govt. of Assam till the deemed superannuation of the deceased AIS officer. Thereafter, normal family pension to the family shall be regulated as per provisions of the All India Services (DCRB) Rules, 1958.

**2. CFP to AIS Officers borne on Assam Cadre covered by New Pension Scheme :-**

AIS officers borne on Assam Cadre, who were appointed on or after 01-01-2004, are not covered by the AIS (DCRB) Rules, 1958. They come under the Contributory Pension Scheme. However, as per provision / procedure prescribed in **DOP&PW's O.M No. 38/41/06/P&PW (A) dated 05-05-2009**, the family of a deceased AIS officer may avail benefits under old pension scheme. As such, in case of death of any such AIS officer in harness his family also shall be entitled to CFP on condition that the **Government of India shall bear amount of family pension upto deemed superannuation** of the deceased AIS officer. The remaining portion will be borne by State Government. After deemed superannuation, family pension to family shall be regulated as per provisions of the relevant Pension Rules of the Govt. of India.

**This is issued with the concurrence of the Finance (Estt.-A) Department, Government of Assam as conveyed vide their U.O No. 656/21 Dated 04-12-2021.**

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

Continued on Page-2

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Memo No.PPG(P) 292/2017/18-A

Dated, Dispur the 14<sup>th</sup> December, 2021

1. P.P.S. to the Hon'ble Chief Minister, Assam for kind appraisal of the Hon'ble Chief Minister.
2. The Secretary to the Govt. of India, Department of Personnel & Training, New Delhi-01.
3. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
4. The Director of Pension, Assam, Housefed Complex, Guwahati-6.
5. All Principal Secretary / Commissioner & Secretary / Secretary to the Govt. of Assam, All Administrative Department.
6. All Divisional Commissioners.
7. The Secretary, Assam Public Service Commission, Khanapara, Guwahati-22.
8. The Secretary, Assam Legislative Assembly, Dispur, Guwahati-6.
9. All Treasury Officers.
10. The Principal Secretary, Karbi Anglong Autonomous Council / N.C. Hills.
11. All Senior Financial Adviser / Financial Adviser / FAOS.
12. 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.
13. The Deputy General Manager, Reserve Bank of India, Guwahati.
14. The Resident Commissioner, Assam Bhawan, New Delhi.
15. The Trade Adviser and Director of Movement, Assam House, Kolkata.
16. The Registrar, Gauhati High Court, Panbazar, Guwahati-1.
17. P.S. to the Hon'ble Minister, P & PG Department for kind appraisal of the Minister.
18. The Chairman, Assam Administrative Tribunal, Panbazar, Guwahati-1.
19. The Staff Officer to the Chief Secretary, Assam, Guwahati-6.
20. The Director, Assam Government Press, Bamunimaidam, Guwahati-21 for publication of this Office Memorandum in the next issue of the Assam Gazette with request to supply 2000 copies to the Department immediately.
21. The Under Secretary to the Govt. of Assam, Finance (Estt.-A) Department with reference to his U.O. No. 656/21 dated 04-12-2021.

By order etc.,

*J. Gogoi*  
14/12/2021  
(Juri Gogoi, ACS)

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

*J. Gogoi*  
14/12/2021

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

**NOTIFICATION**

No.PPG(P) 292/2017/24

Dated, Dispur the 29<sup>th</sup> January, 2022.

Whereas the Government of Assam in the Department of Administrative Reforms and Training Pension and Public Grievances, vide Notification No.PPG(P) 292/2017/18 dated 14-12-2021 has extended the benefit of Compassionate Family Pension to the families of the All India Services Officers borne on Assam Cadre who die in harness on or after 01-04-2017 and;

Now, therefore, the Governor of Assam is pleased to authorize the Director of Pension, Assam as the Designated Authority to sign and issue PPO for Compassionate Family Pension to the families of All India Service Officers borne on Assam Cadre who died/die in harness on or after 01-04-2017 with immediate effect.

Sd/-

(Archana Varma, IAS)

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

Memo No.PPG(P) 292/2017/24-A

Dated, Dispur the 29<sup>th</sup> January, 2022.

Copy forwarded for information & necessary action to

1. P.P.S. to the Hon'ble Chief Minister, Assam for kind appraisal of the Hon'ble Chief Minister.
2. The Secretary to the Govt. of India, Department of Personnel & Training, New Delhi-01.
3. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
4. The Director of Pension, Assam, Housefed Complex, Guwahati-6.
5. All Principal Secretary / Commissioner & Secretary / Secretary to the Govt. of Assam, All Administrative Department.
6. All Divisional Commissioners.
7. The Secretary, Assam Public Service Commission, Khanapara, Guwahati-22.
8. The Secretary, Assam Legislative Assembly, Dispur, Guwahati-6.
9. All Treasury Officers.
10. The Principal Secretary, Karbi Anglong Autonomous Council / N.C. Hills.
11. All Senior Financial Adviser / Financial Adviser / PAOS.
12. 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.
13. The Deputy General Manager, Reserve Bank of India, Guwahati.
14. The Resident Commissioner, Assam Bhawan, New Delhi.
15. The Trade Adviser and Director of Movement, Assam House, Kolkata.
16. The Registrar, Gauhati High Court, Panbazar, Guwahati-1.
17. P.S. to the Hon'ble Minister, P & PG Department for kind appraisal of the Minister.
18. The Chairman, Assam Administrative Tribunal, Panbazar, Guwahati-1.
19. The Staff Officer to the Chief Secretary, Assam, Guwahati-6.
20. The Director, Assam Government Press, Bamunimaidan, Guwahati-21 for publication of this Office Memorandum in the next issue of the Assam Gazette with request to supply 2000 copies to the Department immediately.
21. The Under Secretary to the Govt. of Assam, Finance (Esst.-A) Department with reference to his I.O. No. 14/2022 dated 27-01-2022.

By order etc.,

(Juri Gogoi, ACS)

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

**GOVERNMENT OF ASSAM**  
**ADMINISTRATIVE REFORMS TRAINING, PENSION AND PUBLIC GRIEVANCES**  
**DEPARTMENT**  
**DISPUR: GUWAHATI- 781006.**

No. PPG (P).292/17/58

Dated, Dispur, the 2<sup>nd</sup> April, 2022**OFFICE MEMORANDUM**

**Subj:** Compassionate Family Pension (CFP) to the families of AIS officers borne on Assam Cadre who died/die while in service- clarification thereof.

The Compassionate Family Pension Scheme (CFPS) introduced w.e.f. 01-04-2017, vide Finance (Establishment-A) Department's Notification No. FEG. 28/2017/26, dated 14-9-2017, is applicable to all State Government, provincialized employees and all others as eligible under Assam Services (Pension) Rules, 1969, as amended from time to time, all State Government employees under NPS category and All India Services officers borne on Assam cadre.

In pursuance of introduction of Compassionate Family Pension Scheme, 2017, P&PG Department has issued revised comprehensive guidelines for processing such pension vide Office Memorandum No. PPG (P). 292/2017/1, dated 31-10-2017 and Office Memorandum No. PPG (P). 292/2017/18, dated 14-12-2021.

As per the Office Memorandum No. PPG (P). 292/2017/18 dated 14-12-2021, for payment of CFP to the family of the AIS officer borne on Assam cadre who died/dies while in harness on or after 01-04-2017, Govt. of India shall bear the family pension as admissible as per AIS (DCRB) Rules, 1958 as amended from time to time and the remaining portion shall be borne by the State Govt. of Assam.

Director of Pension, Assam, has been designated as the competent authority to sign and issue PPO for Compassionate Family Pension to the families of the AIS officers borne on Assam cadre who died/die in harness on or after 01-04-2017 vide P&PG Department's Notification P&PG (P). 292/2017/24, dated 29-01-2022.

It is clarified that Director of Pension, Assam shall issue PPO for payment of CFP to the families of the AIS officers borne on Assam cadre who died/die in harness on or after 01-04-2017 for the period up to the date of deemed superannuation of the deceased AIS officers showing therein the amount of CFP admissible along with the amount of family pension component admissible as per PPO issued by A.G., Assam, to be deducted from the amount of CFP to keep it equivalent to 100% of last pay drawn by the deceased AIS officers as per Finance (Establishment-A) Department's Notification No. FEG. 28/2017/26, dated 14-9-2017.

This issues with the concurrence of Finance (Establishment- A) Department as conveyed their U.O. No. 154/22 dated 24-03-2022.

Sd/-  
 (Archana Varma, IAS)  
 Principal Secretary,  
 ARTPPG Department.

(2)

Memo No. PPG(P) 292/17/58-A

Dated, Dispur the 2<sup>nd</sup> April, 2022

1. P.P.S. to the Hon'ble Chief Minister, Assam for kind appraisal of the Hon'ble Chief Minister
2. The Secretary to the Govt. of India, Department of Personnel & Training, New Delhi-01.
3. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
4. The Director of Pension, Assam, Housefed Complex, Guwahati-6.
5. All Principal Secretary / Commissioner & Secretary / Secretary to the Govt. of Assam, All Administrative Department.
6. All Divisional Commissioners.
7. The Secretary Assam Public Service Commission, Khanapara, Guwahati-22.
8. The Secretary, Assam Legislative Assembly, Dispur, Guwahati-6.
9. All Treasury Officers.
10. The Principal Secretary, Karbi Anglong Autonomous Council / N.C. Hills.
11. All Senior Financial Adviser / Financial Adviser / FAOS.
12. 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.
13. The Deputy General Manager, Reserve Bank of India, Guwahati.
14. The Resident Commissioner, Assam Bhawan, New Delhi.
15. The Trade Adviser and Director of Movement, Assam House, Kolkata.
16. The Registrar, Gauhati High Court, Panbazar, Guwahati-1.
17. P.S. to the Hon'ble Minister, P & PG Department for kind appraisal of the Minister.
18. The Chairman, Assam Administrative Tribunal, Panbazar, Guwahati-1.
19. The Staff Officer to the Chief Secretary, Assam, Guwahati-6.
20. The Director, Assam Government Press, Bamunimaidam, Guwahati-21 for publication of this Office Memorandum in the next issue of the Assam Gazette with request to supply 2000 copies to the Department immediately.
21. The Under Secretary to the Govt. of Assam, Finance (Estt.-A) Department with reference to his U.O. No. 154/22 dated 24-03-2022.

By order etc.,



Secretary to the Govt. of Assam

ARTPPG Department

পঞ্জীভুক্ত নম্বৰ - ৭৬৮ /৯৭

Registered No.-768/97



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 610 দিশপুৰ, মঙ্গলবাৰ, 30 আগষ্ট, 2022, 8 ভাদ, 1944 (শক)  
No. 610 Dispur, Tuesday, 30th August, 2022, 8th Bhadra, 1944 (S. E.)

GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
ADMINISTRATIVE REFORMS, TRAINING,  
PENSION AND PUBLIC GRIEVANCES DEPARTMENT

## NOTIFICATION

The 30th August, 2022

No. PPG(G) 433/2021/87.- 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 and commencement	1.	(1)	These rules may be called the Assam Services (Pension) Amendment Rules, 2022.
		(2)	They shall be deemed to have come into force with effect from 01/04/2017
Insertion of new rule 142-A	2.		In the principal Rules, after rule 142, the following new rule 142-A shall be inserted, namely :-
		“142-A	Notwithstanding anything contained in any of the provisions of these rules so far as they relate to the conditions and eligibility criteria of the family members of the Government Servant who dies in harness, all cases of family pension in respect of a deceased Government Servant who dies/died while in service with effect from 01-04-2017, with the introduction of the Compassionate

Family Pension Scheme, the family of such Government Servant shall be granted a Compassionate Family Pension at the rate and conditions mentioned herein below, in the following manner :-

- (i) In cases where the Government Servant dies while in service, after completing one year of continuous service, the Compassionate Family Pension equal to 100% of the last pay drawn by the deceased Government Servant shall be paid to the family/ legal heir who have the eligibility to receive normal family pension as per Assam Services (Pension) Rules, 1969 (as amended from time to time) for a period up to the date of deemed superannuation of the deceased employee i.e. the date on which he/ she would have retired had he/ she been alive. For this purpose the last pay drawn is the last basic pay (pay in Pay Band + Grade Pay). Further, the Compassionate Family Pensioner shall receive the applicable Dearness Relief and other relief amount as admissible in normal family pension and shall also be revised periodically as and when normal pension / family pension are revised.
- (ii) On attaining the date of deemed superannuation, the Compassionate Family Pension shall be converted into normal family pension. The normal family pension shall be fixed at 50% of the Compassionate Family Pension from the date of deemed superannuation till 67 (sixty seven) years of age of the deceased employee. During this period of 7 (seven) years, the normal family pension shall be revised periodically as and when normal pension is revised.
- (iii) Further, on completion of the above period of 7 (seven) years, the normal family pension shall be reduced from 50% to 30% till the applicable eligibility as per Assam Services (Pension) Rules, 1969 as amended from time to time.
- (iv) Furthermore, if the parents or other eligible family members are not looked after by the Compassionate Family Pensioner, on receipt of such complaint from them, the competent authority shall issue orders apportioning the Compassionate Family Pension appropriately among the other eligible family members.

Note-1 : These rules shall be applicable to the families of all employees of State Government, provincialized employees and all other employees as eligible under the Assam Services (Pension) Rules, 1969 (as amended from time to time), all State Government employees under New Defined Contributory Pension System (NPS) category and All India Services



officers borne on Assam cadre who died/ die in harness on or after 01-04-2017, provided that the Government Servant must have completed minimum 1 (one) year of continuous service without break before death while in service.

Note- 2 : Compassionate Family Pension scheme is not applicable for Voluntary retirement/ resignation or any other cases and “an employee dies-in-harness” is the sole criteria. The cause for the death of the employee-in-harness can be anything, either natural or unnatural.

Note- 3 : It is also provided that the family pension in respect of an All India Service Officer borne on Assam cadre who died/ dies on or after 01-04-2017, shall be regulated as per All India Services (DCRB) Rules, 1958 on attaining the deemed superannuation of the deceased concerned All India Service (AIS) officer.

Note- 4 : For payment of Compassionate Family Pension in case of All India Services Officers born on Assam Cadre who died while in service on or after 01-04-2017, the guidelines issued vide office memorandum No. PPG(P) 292/2017/18 dated 14-12-2021 shall be followed.

Note- 5 : For payment of Compassionate Family Pension in case of State Government Employees under New Defined Contributory Pension System (NPS) Category, office memorandum issued Vide No. PPG(P) 165/2014/17 dated 14<sup>th</sup> January, 2016 and No. PPG(P) 165/2014/Pt/7 dated 18<sup>th</sup> June, 2018 shall be followed.”

**ARCHANA VARMA,**

Principal Secretary to the Government of Assam,  
ARTPPG Department.

**GOVERNMENT OF ASSAM**  
**ADMINISTRATIVE REFORMS TRAINING PENSION AND PUBLIC GRIEVANCES DEPARTMENT**

**ORDER BY THE GOVERNOR**  
**NOTIFICATION**

Dated 23<sup>rd</sup> March, 2022

No. PPG(P).33/2022/20 : In exercise of powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is hereby pleased to make the following rules further to amend the General Provident Fund (Assam Services) Rules 1937, hereinafter referred to as the principal Rules, namely:-

- |                              |  |
|------------------------------|--|
| Short title and commencement | 1. (1) These rules may be called the General Provident Fund (Assam Services) Amendment Rules, 2022.<br><br>(2) It shall come into force on the date of their publication in the Official Gazette.. |
| Amendment of the Schedule    | 2. In the principal Rules, in Fifth Schedule, for the existing provision the following shall be substituted, namely :-   |

**FIFTH SCHEDULE**  
**[Rule 14]**

(Authorities competent to grant temporary advance and with special reasons)

The appropriate sanctioning authority to sanction all temporary advances and advances with special reasons under rule 14 shall be vested with the Head of Office;

Provided that in any particular case where there is no specified Head of Office then the same shall be sanctioned by the Head of Department .”

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

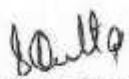
Memo No. PPG(P).33/2022/20-A

Dated Dispur, the 23<sup>rd</sup> March, 2022

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 on 23<sup>rd</sup> March'2022 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.,

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

## GOVERNMENT OF ASSAM

## PENSION AND PUBLIC GRIEVANCES DEPARTMENT

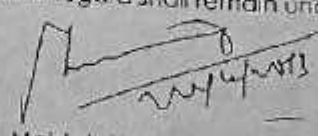
DISPUR :: GUWAHATI-6

OFFICE MEMORANDUMDated Dispur the 24<sup>th</sup> April 2013

Sub : Amendment of Group Insurance Scheme 1983 for State Govt. Employees.

No. PPG(P) 91/2012/8 : Consequent upon the cabinet decision held on 20<sup>th</sup> February 2013, the Governor of Assam is hereby pleased to amend the State Government Employees Group Insurance Scheme 1983, herein after referred to as the Principal Scheme, namely :-

- (i) In the Principal Scheme, after the existing section 11.1, the following new section shall be inserted, namely :-
- " 11.1 A (a) In case of self drawing officers a certificate from the officer concerned that he/she have duly subscribed the contribution in the appropriate group in the G.I.S till the drawal of pay and allowances system is changed i.e. upto 31.3.1999, shall be required to be furnished to the sanctioning authority.
- (b) For Gazetted Officers also, after the change of system for drawal of pay and allowances (through establishment pay bill) i.e. from 1.4.1999 for drawal of pay and allowances through DDO, certificate from the DDO to the effect that the subscription in respect of the State Government Employees (Gazetted) have been made, shall be furnished to the sanctioning authority.
- (c) For Non-Gazetted State Government Employees, certificate from the DDO about the deductions of subscription in respect of the appropriate group have been made, shall be furnished to the sanctioning authority.
- (d) Those who are on deputation ( both gazetted and non-gazetted), shall be required to produce Treasury Challan etc to the concerned sanctioning authority in the parent Department for sanction of the savings fund after retirement/ resignation from services."
- (ii) This order shall come into force with immediate effect and shall be applicable to all State Government servants except Contract employees, person on deputation from central or any other State Government, Public Sector undertakings or other autonomous organisations, casual labour, part-time and ad-hoc employees. The Scheme shall also not apply to persons recruited under the State Government after attaining the age of 50 years.
- (iii) This order shall also cover all the pending GIS cases of retired Government employees for sanction of accumulated savings fund which are yet to be finalised.
- (iv) All other existing provisions of the scheme in this regard shall remain unchanged



(Md. Mahtab Uddin Ahmed, IAS)

Commissioner & Secretary to the Govt. of Assam

Pension & Public Grievances Department

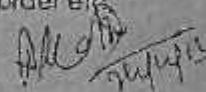
Memo No: PPG(P) 91/2012/B -A

Dated Dispur the 24<sup>th</sup> April 2013

Copy to:

1. The Accountant General, Assam, Maidamgaon, Beltola, Guwahati-29
2. All Additional Chief Secretary to the Govt. of Assam, Dispur.
3. The Chairman, Board of Revenue, Panbazar, Guwahati-1.
4. The Chairman, Assam Administrative Tribunal, Panbazar, Guwahati-1.
5. All Principal Secretary to the Govt of Assam, Dispur.
6. The Commissioner & Secretary to the Governor of Assam, Rajbhawan, Guwahati-1.
7. The All Divisional Commissioner, Assam.
8. The Agriculture Production Commissioner, Dispur, Guwahati-6.
9. All Commissioner and Secretary / Secretary to the Govt. of Assam.
10. The Finance (A&F) Department, Dispur with reference to their U/O No. FM 148/2012 dated 26.7.2012.
11. All Administrative/Heads of Department.
12. All Senior Financial Adviser/Financial Advisor/Finance and Accounts officer/Senior Finance and Accounts officer.
13. All Deputy Commissioner/Sub-Divisional Officers.
14. The Trade Adviser and Director of Movement to the Govt. of Assam, Assam House, Russel Street, Kolkata-8.
15. The Resident Commissioner, Govt. of Assam, Assam Bhawan, Sardar Patel Marg, Chanakyapuri, New Delhi.
16. The Liaison Officer, Assam House, Stone Land Shillong.
17. The Registrar, Gauhati High Court, Panbazar, Guwahati-1.
18. All District and Session Judge.
19. The Director of Administrative Staff College (CII) Khanapara, Guwahati-21.
20. All Treasury Officer, Sub-Treasury Officer.
21. Director of Pension, Assam, Housefed Complex, Guwahati-21.
22. Director of Accounts and Treasuries, Kar Bhawan Complex, Ganeshguri, Guwahati-6.
23. 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.
24. P.S to Hon'ble Chief Minister, Assam
25. P.S to Chief Secretary to the Govt of Assam, Dispur.

By order etc



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

Dispur, Guwahati-6



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 594 দিশপুৰ, বুধবাৰ, 17 আগষ্ট, 2022, 26 শ্ৰাবণ, 1944 (শক)

No. 594 Dispur, Wednesday, 17th August, 2022, 26th Sravana, 1944 (S. E.)

GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
ADMINISTRATIVE REFORMS, TRAINING,  
PENSION AND PUBLIC GRIEVANCES DEPARTMENT

## OFFICE MEMORANDUM

The 17th August, 2022

Sub :- Amendment of Group Insurance Scheme 1983 for State Govt. Employees.

No. ARTPPG(P)267/2022/52.- Consequent upon the cabinet decision held on 8<sup>th</sup> August, 2022, the Governor of Assam is hereby pleased to amend the State Government Employees Group Insurance Scheme 1983, herein after referred to as the Principal Scheme, namely :-

(i) In the Principal Scheme, after the existing clause 11.1 and 11.1A, the following new clause shall be inserted, namely:-

**11.1B** In instances where--

- Deduction is not made as per appropriate Group.
- Treasury Challans are not produced by the employee while on deputation to the GIS Sanctioning Authority.
- DDO certificates / subscription statement is not produced about the deduction of subscription in respect of the appropriate group.

For (a) Calculation of the admissible GIS amount may be done deducting the shortfall amount with interest.

For (b) and (c) An undertaking may be taken from the employee/legal heir that they have no objection to the GIS amount being calculated deducting the shortfall of subscription with interest from the admissible GIS amount.

- (ii) This order shall come into force with immediate effect and shall be applicable to all State Government servants except Contract employees, person on deputation from central or any other State Government, Public sector undertakings or other autonomous organisations, casual labour, part-time and ad-hoc employees. The Scheme shall also not apply to persons recruited under the State Government after attaining the age of 50 years.
- (iii) This order shall also cover all the pending GIS cases of retired Government employees for sanction of accumulated savings fund which are yet to be finalised.
- (iv) All other existing provisions of the scheme in this regard shall remain unchanged.

**ARCHANA VARMA,**

Principal Secretary to the Government of Assam,  
Administrative Reforms, Training,  
Pension and 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 11<sup>th</sup> November, 2021

**No. PPG(P) 418/2021/23:** 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 sanction of Commutation of Pension, the Governor of Assam is pleased to authorize the Director of Pension and AG, Assam 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. Finance Department, Government of Assam will make separate Budgetary Provision for the purpose.

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) 418/2021/23-A**

Dated Dispur, the 11<sup>th</sup> 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  
PENSION AND PUBLIC GRIEVANCES DEPARTMENT  
DISPUR::GUWAHATI:6

NO.PPG(P) 163/2014/17

Dated Dispur, the 14<sup>th</sup> Jan., 2016OFFICE MEMORANDUM

1. The Government of Assam has introduced New Defined Contribution Pension System (NPS) covering all the State Govt. employees who have joined service on regular basis on or after 01.02.2005 vide O.M.No.BW.3/2003/PTA/1 dated 21.01.2005 and BW.7/2008/PL/40 dated 06.10.2009.
2. In view of Introduction of the NPS, the Assam Services (Pension) Rules, 1969 and the Assam Services Extraordinary Family Pension Rules, 1963 are deemed to have been amended so as not to extend coverage of benefits of invalid pension/extraordinary family pension/special family pension etc. to the Govt. servants appointed on or after 01.02.2005.
3. It has been clarified by the appropriate authority Viz Ministry of Finance (Department of Economic Affairs), Govt. of India that the NPS is a replacement for only pension under normal circumstances and family pension in case of death of employees after retirement.
4. Whereas a High Level Task Force (HLTF) constituted by Govt. of India has recommended for extending certain additional benefits on death or discharge on invalidation/disability of Govt. servant covered by NPS and framing relevant rules in relaxation thereafter requires quite some time from now.

Therefore Governor of Assam is pleased to extend the following additional benefits to State Government servants coming within the purview of NPS i.e. appointed on or after 01.02.2005 on getting discharged on invalidation/disability or to the families of such employees covered by NPS as have died in harness since 01.02.2005 with a view to mitigating hardship meted out to them or to their families in the lines of Govt. of India on **PROVISIONAL** basis only until further orders when the rules regulating these benefits under NPS are framed and enforceable.

5. (i) **Retirement from Govt. service on invalidation not attributable to Govt. duty.**
  - (ii) Invalid pension computed in terms of Rule 82 and Rule 83 of Assam Service (Pension) Rules, 1969.
  - (iii) Retirement gratuity computed in terms of Rule 135(3) of Assam Services (Pension) Rules, 1969.
5. (ii) **Death in service not attributable to Government duty.**
  - (i) Family pension computed in terms of Rule 140 & Rule 142 of Assam Services (Pension) Rules, 1969.
  - (ii) DCRG computed in terms of Rule 135(2) of Assam Services (Pension) Rules, 1969.
5. (iii) **Discharge from Government service due to disease or injury attributable to Government duty.**
  - (1) Disability family pension computed in terms of Rule 143(C) of Assam Services (Pension) Rules, 1969.
  - (2) Retirement gratuity computed as per Rule 135 of Assam Services (Pension) Rules, 1969.
5. (iv) **Death in Service attributable to Govt. duty.**
  - (1) Extra ordinary family pension as per Assam Services (EOP) Rules, 1963.
  - (2) Special family pension in term of FMP.40/85/7 dated 26/8/1985.
  - (3) DCRG in term of Rule 135(b) Assam Services (Pension) Rules, 1969.
6. Apart from the basic pension such employees as covered by NPS or their families shall be paid Dearness Relief applicable from time to time.
7. The above provisional payments are subject to adjustment against payments to be made as per rules framed on recommendations of HLTF and adopted by State Government.
8. No payment of monthly annuitized pension shall be made to the employee/family of the employee during the period of their availing of the provisional benefits as aforesaid in para-5.
9. In cases where owing to discharge on invalidation /death of the employees the amount of accumulated fund in NPS account is paid to the employee/family of the employee, the total of monthly annuitized pension from the date of death or discharge till the date he would have retired had it continued in service needs to be worked out as per guidelines of PFRQA and the same shall be deducted from the total benefits after notified rules governing additional benefits are in place.
10. **These instructions shall be applicable to all Govt. employees appointed on or after 01.02.2005 and come into force with immediate effect.**

(Md. MFU. Ahmed, IAS)

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



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

No. PPG(P) 165/2014/Pt/7

Dated Dispur, the 18<sup>th</sup> June, 2018

**OFFICE MEMORANDUM**

- Subject :** Additional Relief on Death /Disability of Govt. servants Covered under New Defined Contribution Pension System NPS : Proceduree to be adopted for submission of claims.
- Reference :** Govt. of Assam, P & PG Department OM No. PPG(P) 165/2014/17, dated 14/01/2016.

The Govt. of Assam in P & PG Department vide OM No. PPG(P) 165/2014/17, dated 14/01/2016 have extended the benefits of invalid pension / disability pension and family pension / extra ordinary family pension and DCRG on Provisional basis to the State Government employees appointed on or after 01/02/2005 under the NPS (New Defined Contributory Pension System) and died in harness or discharged on invalidation / disability.

In order to submit the claims of above beneficiaries the following procedures shall be adopted by All Administrative Departments / Head of Departments / Head of Offices as the case may be.

1. Administrative Departments / Head of Departments / 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 01-02-2005 and shall submit the same with all relevant documents (which is required in case of pre 01-02-2005 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 .
2. 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 14/01/2016. 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 duly filled up by the Appointing Authorities where required and forward it to Directorate of Accounts and Treasuries for remaining information & countersignature and also for verifying of the PPAN and (or) PRAN of the deceased employees.
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 Directorate 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 duly filled Annexure shall thereafter be communicated to the Appointing Authority after affixing seal & signature.

4. The appointing authority on receipt of the information (**Annexure I**) from the Directorate 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 an 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.

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 annuitised pension on death or disability as the case may be, the Government 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 Government, in lieu of enjoying or obtaining such additional reliefs like – family or disability pension or any other pensionary benefits from the Government. 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 National Pension System.

5. As per Govt. OM No. PPG(P) 165/2014/17, dated 14/01/2016, Provisional DCRG to the State Govt. employees appointed on or after 01/02/2005, 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 Office / 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 duly signed undertaking (Annexure II) to the Directorate 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 Departments / Head of Departments / Head of Offices shall maintain a separate register and entries will be recorded there in as PRAN No, Name of Govt. Servant, PPAN 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 at Para (4) above.

10. Other procedures prescribed for pre- 01-02-2005 pensioners will also be followed by the Administrative Departments / Head of Departments / Head of Offices in case of NPS beneficiaries as and when required.

11. Any interpretation or clarification of admissibility of claim under NPS shall be governed by the Pension Fund Regulatory and Disbursement Authority (PFRDA) Act, 2013 issued from the Govt. of India and subsequent amendments from time to time thereunder.

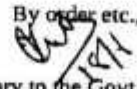
Enclosure :- As above.

Sd/- Dr. A.U. Choudhury, IAS  
Commissioner & Secretary to the Govt. of Assam,  
Pension & Public Grievances Department.  
Dated Dispur, the 18<sup>th</sup> June, 2018

Memo No. PPG(P) 165/2014/Pt/7-A  
Copy to :-

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 Resident Commissioner, Assam Bhawan, New Delhi.
16. The Trade Adviser and Director of Movement, Assam House, Kolkata.
17. The Registrar, Gauhati High Court, Panbazar, Guwahati-1.
18. P.S. to the Hon'ble Minister, P & PG Department.
19. The Chairman, Assam Administrative Tribunal, Panbazar, Guwahati-1.
20. The Staff Officer to the Chief Secretary, Assam, Guwahati-6.

By order etc.,

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

**Specimen for furnishing of detailed information of the NPS subscriber****ANNEXURE J**

Sl. No.	Name of the NPS subscriber	PRAN/PPAN (if PRAN not allotted) / or any allotted No.	Date of the death / invalidation of the NPS subscriber	Name and address of the office paying the family pension/in validation pension	Name of the family members (s) who have applied for the family pension and to whom the family pension / invalid pension paid	Relationship with the NPS subscriber	State Nodal DDO / DDO registration number of the CRA	Amount of accumulated pension wealth under PRAN A/C As on.....	Monthly annuity amount under NPS (to be furnished by State Nodal Officer) As on .....	Disability / family pension amount to be received by the NPS subscriber /family of the deceased subscriber from the Govt.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)*	(9)**	(10)*	(11)

**N.B. :** \* Both the accumulated pension wealth (Column 9) and annuity amount (Column 10) is based on NAV (Net Asset Value) which is linked with market. There might be difference of value at the time of assessment by the Directorate of Accounts & Treasuries and when the actual processing takes place.

\*\* Column 8, 9 & 10 are required to be filled up by the Nodal DDO.

SIGNATURE OF THE STATE NODAL DDO / DDO  
or any authorised government official along with the office seal

Address :

Date :

Place :

Seal :

**ANNEXURE-II****Specimen Letter of undertaking to be given by pensioner**

To,

The .....

Sir,

I have understood the provisions of Paras 6, 7, 8 and 9 of the Pension & Public Grievances Department's OM No. PPG(P) 165/2014/17, dated 14/01/2016 and I, the undersigned, agree and transfer the entire amount of accumulated pension wealth under NPS to the Govt. and refund or adjust the provisional payments sanctioned as per the above mentioned O.M. out of the final entitlements to be sanctioned by the Government at a future date.

Yours faithfully,

Signature .....

Name .....

Address .....

Date .....

**Witness**

(1) Signature

Name .....

Address .....

.....

.....

.....

(2) Signature

Name .....

Address .....

.....

.....

**Undertaking to be given by Treasury Officer**

I, the undersigned hereby undertake to submit that no monthly annuity and or any other financial benefits under New Pension System (NPS) has been paid / shall be paid to the above mentioned subscriber / family of the deceased subscriber who has opted / shall be opting for receiving additional benefits i.e. disability pension, family pension etc. from the Govt.

Yours faithfully,

Signature .....

Name .....

Office Address .....

Date .....

Copy to :-

The Director of Accounts & Treasuries, Assam for favour of information & necessary action.

**Format of Register**

[To be maintained by the DDO (Head of Office) and concerned Treasury Officer]

**ANNEXURE III**

Sl. No.	Name of the NPS subscriber	PRAN / PPAN / or any allotted No.	Option availed by the subscriber / family of the deceased subscriber i.e. monthly annuity under NPS / or additional benefits from the Govt.	Any other relevant information

Signature of T.O. / DDO (s) concerned

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

No. PPG(P) 165/2014/36

Dated Dispur, the 1<sup>st</sup> February, 2021

**OFFICE MEMORANDUM**

**Subject : Extension of benefits of 'Retirement Gratuity and Death Gratuity' to the State Government employees covered by New Defined Contribution Pension System (National Pension System) — regarding.**

Government servants appointed on or after 01.02.2005 are regulated by the New Defined Contribution Pension System (known as National Pension System), notified by the Finance (Budget) Department's circular No. BW.3/2003/Pt.II/1, dated 25/01/2005. Later on, orders were issued for payment of gratuity on provisional basis in respect of employees covered under National Pension System on their retirement from Government service on invalidation or death in service, vide this Department's OM No. PPG(P) 165/2014/17, dated 14/01/2016.

2. The issue of grant of gratuity in respect of government employees covered by the National Pension System has been under consideration of the Government for some time. After careful examination, it has been decided that the government employees covered by National Pension System shall be eligible for the benefit of 'Retirement Gratuity and Death Gratuity' on the same terms and conditions, as are applicable to employees covered by Assam Services (Pension) Rule, 1969.

3. These orders issue with the concurrence of Finance (Budget) Department communicated vide their endt. dated 25/01/2021.

4. These orders will be applicable to those State Government employees who joined Government service on or after 01.02.2005 and are covered by National Pension System and will take effect from the same date i.e. 01.02.2005.

Sd/- V.S. Bhaskar, IAS  
Addl. Chief Secretary to the Govt. of Assam  
Pension & Public Grievances Department

Memo No. PPG(P) 165/2014/36-A

Dated Dispur, the 1<sup>st</sup> February, 2021

Copy to :-

1. All Additional Chief Secretaries to the Govt. of Assam, Dispur, Guwahati-6.
2. All Principal Secretary to the Govt. of Assam, Dispur, Guwahati-6.
3. All Commissioner & Secretary to the Govt. of Assam, Dispur, Guwahati-6.
4. The Regional Director, Reserve Bank of India, Station Road, Panbazar, Guwahati.
5. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
6. The Commissioner & Secretary to the Governor of Assam, Rajbhawan, Guwahati-1.
7. The Chairman, Board of Revenue, Panbazar, Guwahati-1.
8. The Chairman, Assam Administrative Tribunal, Panbazar, Guwahati-1.
9. All Divisional Commissioner, Assam.
10. The Agriculture Production Commissioner, Assam, Dispur, Guwahati-6.
11. All Administrative Department / Heads of Department.
12. All Senior Financial Adviser/Financial Adviser/ Senior Finance and Accounts Officer/ Finance and Accounts Officer.
13. All Deputy Commissioner/Sub-Divisional Officers.
14. The Resident Commissioner, Govt. of Assam, Assam Bhawan, Sardar Patel Marg, Chanakyapuri, New Delhi.
15. The Trade Adviser and Director of Movement to the Govt. of Assam, Assam House, 8 Russel Street, Kolkata.
16. The Liaison Officer, Assam House, Stoney Land, Shillong.
17. The Registrar, Gauhati High Court, Panbazar, Guwahati-1.
18. All District & Session Judge.
19. The Director of Administrative Staff College (CTI), Khanapara, Guwahati-21.
20. All Treasury Officers / Sub-Treasury Officers.
21. The Director of Pension, Assam, Housefed Complex, Guwahati-6.
22. The Director of Accounts & Treasuries, Assam, Kar Bhawan, Ganeshguri, Guwahati.
23. The Director of Printing & Stationery, Assam, Bamunimaidam, Guwahati-21 for publication in the next issue of the Assam Gazette. He is also requested to supply 1000 (One Thousand) copies of the same to this Department.
24. P.S. to the Hon'ble Chief Minister, Assam for kind appraisal of Hon'ble CM.
25. P.S. to the Hon'ble Minister, Finance Department for kind appraisal of Hon'ble Minister.
26. P.S. to the 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  
FINANCE (ESTT-'A') DEPARTMENT  
DISPUR, GUWAHATI-6**

No. FEG.26/2012/29

Dated Dispur, the 31<sup>st</sup> October, 2012

**OFFICE MEMORANDUM**

It is observed that some Departments are coming to Finance Department for interpretation as regards calculation of Date of Birth on the basis of age, as used to be mentioned in old HSLC/HSSLC pass certificates/ Admit Cards etc. in which the age on 1<sup>st</sup> March of a year was mentioned instead of the exact date of birth.

In this connection it may be mentioned that there should not be any confusion into the matter, as explanation is already provided below F.R 56(a) of the F.R & S.R from which it is clear that a Govt. servant whose date of birth falls on the 1<sup>st</sup> day of any month shall have attained the age of superannuation on the afternoon of the last day of the preceding month and that a Govt. servant whose date of birth falls on days other than 1<sup>st</sup> day of a month shall attain the age of superannuation on the last day of the month.

For example, if the age of a candidate be mentioned in the old HSLC/ HSSLC pass certificate/ Admit Card as 15 years 10 months 1 day on 1<sup>st</sup> March, 1999, his date of birth should be computed as 1<sup>st</sup> May, 1983 and the Govt. servant shall retire on superannuation on 30<sup>th</sup> April, 2043.

Further, if the age of a candidate be mentioned in the old HSLC/ HSSLC pass certificate/ Admit Card as 15 years 10 months on 1<sup>st</sup> March, 1999, his date of birth should be computed as 2<sup>nd</sup> May, 1983 and the Govt. Servant shall retire on superannuation on 31st May, 2043.

In view of the above, it should not be necessary to come to Finance Department for interpretation in this regard.

This is issued as a general clarification.

Sd/-  
(Dr. A.K. Bhutani)  
Commissioner & Secretary to the  
Government of Assam  
Finance (Estt-A) Department

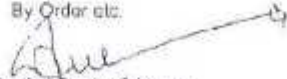
Memo No. FEG.26/2012/29-A

Dated Dispur, the 31<sup>st</sup> October, 2012

Copy forwarded to:

1. The Accountant General (A&E), Assam, Guwahati-20
2. The Accountant General (Audit), Assam, Guwahati-29
3. The Commissioner & Secretary to the Govt of Assam, Pension & Public Grievances Department for information and necessary action.
4. All Commissioners of Divisions, Assam.
5. All Principal Secretaries/ Commissioner & Secretaries/ Secretaries to the Govt. of Assam, Dispur.
6. All Administrative Department/ Heads of Department, Assam, for wide circulation amongst subordinate officers/ employees under their control.
7. All Deputy Commissioners/ Sub-Divisional Officers, Assam, for wide circulation under his establishment.
8. All Sr. Financial Advisors/ Financial Advisors, Assam.
9. All Treasury Officers/ Sub-Treasury Officers, Assam.
10. The Trade Adviser to the Govt. of Assam, Assam House, 8 Russel Street, Kolkata.
11. The Resident Commissioner, Assam House, New Delhi/ Liaison Officer, Assam House, Shillong/ Assam House, Mumbai.
12. The Registrar General, Guwahati High Court, Guwahati-1.
13. The Secretary to the Governor of Assam, Kharauli, Guwahati.
14. The Principal Secretary, Karbi Anglong Autonomous Council, Diphu/ N.C. Hills Autonomous Council, Heflong.
15. The Principal Secretary, Bodoland Territorial Council, Kokrajhar/ Rabha Hasong Autonomous Council Dudhnoi, Goalpara/ Lalung (Tiwa) Autonomous Council, Morigaon/ Mising Autonomous Council Gogamukh, Dhemaj.
16. The Director, Printing & Stationery, Assam Govt. Press, Bamunisaidam, Guwahati-21 for publication in the next issue of Assam Gazette.
17. The Director, Information & Public Relation, Dispur, Guwahati-6
18. Finance (Estt-B) Department, Dispur, Guwahati-6

By Order etc.

  
O.S.D to the Govt. of Assam  
Finance (Estt-A) Department

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# Appendix-II



**Frequently  
Asked  
Questions  
(FAQs)**

## 1) What are the pensionary benefits that I am entitled to on retirement?

Pensionary Benefits are Pension, GIS, GPF, Leave Encashment Benefit & DCRG (Gratuity), Commutation of Pension, etc.

## 2) Who issues Pension Payment Order (PPO) and Gratuity Payment Order (GPO)?

- a. The Director of Pension, Assam is empowered to issue PPO/GPO to the employees of Provincialized Teaching and Non-Teaching Staff, Jr. Colleges of the Education Department and PRI employees under Panchayat and Rural Department (P&RD) and Compassionate Family Pension (CFP) cases of All India Services (AIS) officers borne on Assam cadre.
- b. AG, Assam is empowered to issue PPO/GPO for Other Departments including Government Schools/Colleges and Provincialised Colleges.

## 3) How can I apply for commutation of pension?

Commutation of Pension is required to be applied through Form No. A as prescribed by the Government along with 2 passport size photographs duly attested, and copies of PPO/GPO. Maximum of one-third of the Basic Pension can be commuted. No medical check-up is required if application for commutation of pension is made within one year of retirement. After 1 year of retirement, however, the pensioner has to appear before the prescribed Medical Board for Health check-up for Commutation of Pension.

## 4) I am an unmarried dependent daughter of my late parent who was an Assam Government Servant. Am I entitled to any family pension?

Yes, Unmarried Dependent Daughters are eligible for Family Pension as per laid down Rules subject to the Condition that no other member of the family is drawing any other type of Pension.

## 5) My spouse died suddenly while in service. Am I entitled to any pension benefit?

Yes, you are entitled for Compassionate Family Pension (CFP) benefits.

## 6) How many years of Net qualifying service is required for superannuation pension?

For superannuation Pension Minimum 10 year's Net Qualifying service is required.

## 7) For qualifying Family Pension, how many years of minimum service is required?

For Family Pension, a minimum of 1-year continuous service is required against the sanctioned Post.

**8) Without confirmation in service, is a Retired/Expired Government Servant entitled for Pension Benefits?**

Yes. On completion of 20 years of continuous service.

**9) For getting full Pension/Gratuity, how many years of net qualifying service is required?**

25 years for Pension and 33 years for DCRG.

**10) What is the Minimum and Maximum Pension and Gratuity (DCRG) for the Assam Govt. employee?**

The Minimum and Maximum Pension are ₹5500/- and ₹65000/- respectively and the maximum DCRG is ₹15,00,000/-.

**11) After death of Government Employee, if he had two wives, who will be entitled for Family Pension?**

As per rule, the 1st wife will be entitled for Family Pension. If the 1st wife expires, then the 2nd wife will receive the Family Pension.

**12) Is a minor son or daughter entitled for Family Pension?**

Yes, through the natural/legal guardian of the minor.

**13) Can mentally Handicapped son/daughter receive Family Pension of the deceased Govt. employee?**

Yes, he may, through the appointed legal guardian of the mentally handicapped son/daughter.

**14) Is dependent father/ mother eligible for Family Pension in the event of death of Government Employee before marriage?**

Yes, dependent father or mother is entitled for the Family Pension.

**15) Will a Govt. employee on retirement be entitled to pensionary benefits when disciplinary proceeding(s) (DP) is on against him?**

If a Govt. employee retires while a DP is going on, he will be entitled for Provisional Pension.

# Appendix-III



### **A. Forms for Superannuation (under Kritagyata):**

The following filled-up forms are auto-generated on Kritagyata for Superannuation cases based on the data submitted online by the Retiree and HOO on Kritagyata.

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>1) Form – 1</li> <li>2) Form – A</li> <li>3) Form – 3</li> <li>4) Form – 5</li> <li>5) Retiree Undertaking / Consent Letter</li> </ul> | } | <p><i>Auto-generated from the data submitted online by the Retiree</i></p>  |
| <ul style="list-style-type: none"> <li>6) Form – 7</li> <li>7) Form – 8</li> </ul>  | } | <p><i>Auto-generated forms towards assessing and authorization of Pension Payments including Forwarding with recovery for any outstanding towards Loans, Advances, etc.</i></p> |

### **N.B:**

No Physical forms are required to be filled-up by the Retiree for Superannuation cases.

### **B. Forms related to Family Pensions and Other categories of Pensions:**

The following forms:

- 1) Form – 3
- 2) Form – 5
- 3) Form – 6
- 4) Form – 20
- 5) Form – 21
- 6) Form – A (Commutation of Pension)
- 7) Form – 22

are in practice for granting different types of Pensions other than Superannuation, as per rules and procedures laid down from time to time. The user of the handbook may refer the guidelines as mentioned in the Procedure for Pension Sanction section of this handbook.

### **C. GIS**

The module for receiving of online GIS application and processing in Kritagyata will follow the applicable forms of Govt. of Assam for granting GIS.

### **D. Leave Encashment (LEB)**

The module for receiving of online LEB application and processing in Kritagyata will follow the applicable forms of Govt. of Assam for granting LEB.

**Form 1****Common Nomination Form for Gratuity, General Provident Fund and Government Employees' Group Insurance Scheme**

Head of Office,

&lt;Office Name&gt;

&lt;Office Address&gt;

I, <Retiree's Name>, <Retiree's Designation> hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:-

- i. any gratuity the payment of which may be authorised
- ii. amount that may stand to my credit in the General Provident Fund
- iii. any amount that may be sanctioned by the Assam Government under the Government Employees Group Insurance Scheme,

Name, date of birth (DOB) and address of the nominee	Relationship with employee/pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB and address of alternate nominee in case the nominee under Column (1) predeceases the employee/pensioner	Share to be paid to each	Relationship with employee/pensioner	Name, DOB and address of person who may receive the amount if alternate nominee in Column (5) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8	9
<Nominee Name> DD/MM/YYYY <Nominee Address>	<Nominee Relation>	100%			Nil			

These nominations supersede any nominations made by me earlier.

Place :

Date : DD/MM/YYYY

Signature of Government servant/Pensioner

Telephone No./Mobile No. &lt;Retiree's Mobile Number&gt;

**Note 1** Completely strike out the benefits for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i), (ii) and (iii) above.

**Note 2** The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed. The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

(To be filled in by the Head of Office/ authorised Gazetted Officer)

made by : <Retiree Name> (<Employee Code>)

Designation :<Retiree's Designation>

Office : <Office Name>

<Office Address>

(Strike out which nomination is not received)

Entry of receipt of nomination(s) has been made in page .....Volume.....of Service Book.

Name

Signature

Designation of Head of Office

Authorised Gazetted Officer with seal

Date of receipt

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form.

---



**Form A**

(Common Nomination Form for Arrears of Pension and Commutation of Pension)

Head of Office,  
 <Office Name>  
 <Office Address>

I, <Retiree's Name>, <Retiree's Designation>, hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:-

- i. Arrears of Pension
- ii. ~~Commuted Value of Pension payable~~

Name, date of birth (DOB) and address of the nominee	Relationship with employee/pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB and address of alternate nominee in case the nominee under Column (1) predeceases the employee/pensioner	Relationship with employee/pensioner	Name, DOB and address of person who may receive the amount if alternate nominee in Column (5) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8
<Nominee's Name> <DD/MM/YYYY (Nominee's DOB)> <Nominee's Address>	<Nominee Relation>	100%					

These nominations supersede any nominations made by me earlier.

Place :

Date : DD/MM/YYYY

Signature of Government servant/Pensioner

Telephone No./Mobile No. <Retiree's Mobile Number>

Note 1:- Completely strike out the benefit for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i) and (ii) above.

Note 2:- The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed. The nominee(s)/alternate nominee(s) shares together should cover the whole amount.

(To be filled by the Head of Office/ authorised Gazetted Officer)

Made by : <Retiree's Name>

Designation : <Retiree's Designation>

Office : <Office Name>

<Office Address>

(Strike out which nomination is not received)

Entry of receipt of nomination(s) has been made in page ..... Volume.....of Service Book.

Name

Signature

Designation of Head of Office

Authorised Gazetted Officer with seal

Date of receipt

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form.

**FORM-3**  
Details of Family

- 1.Name of the Government Servant : <Retiree's Name>  
 2.Designation : <Retiree's Designation>  
 3.Date of Birth : <Retiree's Date of Birth>  
 4.Details of the members of family as on- DD/MM/YYYY

S.No	Names of the members of family	Date of Birth	Relationship with the officer	Marital status	Remarks	Dated signature of Head of Office
1	<Family Member Name>	DD/MM/YYYY	<Relation>	<Marital Status>		
2	<Family Member Name>	DD/MM/YYYY	<Relation>	<Marital Status>		
3	<Family Member Name>	DD/MM/YYYY	<Relation>	<Marital Status>		
...	...	...	...	...		

I hereby undertake to keep the above particulars up to date by noting to the Audit Officer/Head of Officer of any addition or alteration.

Place:

Signature of Government Servant

Date: DD/MM/YYYY

Note 1. – The original Form submitted by the Government servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Government servant should submit the details of family afresh along with Form 5.

Note 2. – The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

Note 3. – The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.

Note 4. - Wife and husband shall include judicially separated wife and husband.

## FORM 5

Particulars to be obtained by the Head of Office from the retiring Government servant six months before the date of his retirement

1. Name : <Retiree's Name>
2. Permanent Account Number for Income Tax (PAN) : <Retiree's PAN Number>
3. Specify a few marks of identification, not less than two, if possible
  - (i) <Retiree's Identification Marks #1>
  - (ii) <Retiree's Identification Marks #2 (Optional)>
4. Height : <Retiree's Height in centimetres>
5. Address after retirement/permanent address for future correspondence : <Retiree's Full Residential Address>
6. Treasury Code : <Retiree's selected Treasury Code>
7. Treasury Name : <Retiree's selected Treasury Name>
8. Indicate whether family pension is also admissible :  
from any other source - Military or State Government and/or a Public Sector Undertaking/Autonomous body/Local Fund under the Central or a State Government -
9. ~~I desire to commute (up to 33% of my superannuation pension in accordance with the provisions of the Assam Government (Commutation of Pension) Rules:~~



I am aware that future good conduct of the pensioner/family pensioner shall be an implied condition for every grant of pension/family pension and its continuance.

Enclosures as per check-list are enclosed.

Signature

Designation: <Retiree's Designation>

Place: Ministry/Department/Office: Government of Assam /  
<Department Name> / <Office Name>

Date : DD/MM/YYYY

Mobile No.: <Retiree's Mobile Number>

Email ID: <Retiree's Email ID>

Alternate Email ID: <Retiree's Alternate Email ID (Optional)>

Note 1: Commutation of pension is optional. Item 9 may be struck off if the retiring Government servant does not desire to commute a percentage of pension.

Note 2: A separate application for commutation of superannuation pension in Form 1-A of Commutation of Pension Rules is required to be submitted in case the retiring Government servant desires to apply for Commutation of Pension after submission of this form but three months before retirement.

Note 3: It is in the interest of the Government servant to provide E-mail ID and Mobile number, which facilitates future correspondence.

**# Kindly collect your Pension Payment Order(PPO) from Head of Office.**

### SPECIMEN SIGNATURE SHEET

Specimen signature of <Retiree's Full Name>

Designation : <Retiree's Designation>, <Retiree's Office Name>

Specimen signature:

1.....

2.....

3.....



Signature  
Head of Office  
<Office Name>  
<Office  
Address>

Note- Attach three passport size joint photograph with wife or husband.

## Check List of Documents to be submitted along with Form 5

S.No.	Description of documents to be enclosed	Whether enclosed
1.(a)	Two specimen signatures (to be furnished in a separate sheet)	Yes
(b)	Additional information (Only in case of an illiterate or disabled Government servant):-  Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate and cannot sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant.	N.A.
2.	Three copies of passport size joint photograph with wife or husband. Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office. Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable. (To be attested by the Head of Office)	Yes
3.	Details of the family in Form 3.	Yes
4.	Undertaking in Form 26. for those who served in Security-related or Intelligence Organisations	N.A.
5.	Written statement for counting of period of service , if any	N.A.
6.	Undertaking for refunding any excess payment made by the pension disbursing Bank	Yes
7.	Nomination for gratuity, GIS and GPF in Common Nomination Form	Yes
8.	Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in Common Nomination Form	Yes
9.	Government outstanding dues on loans and advances (HBA /Car/Computer/Cycle/Scooters/Others Loan etc.)	No
10.	Whether your name in Bank account is matching with the name in service book	Yes

### CONSENT LETTER/UNDERTAKING

I Shri/Smti ' <Retiree's Name> ' holding the post of ' <Retiree's Designation> ' in the Deptt./Office ' <Department Name> <Office Name> ' do hereby consent that during the time of processing of my pension case, if any excess drawal due to wrong fixation of pay or any other irregularities like overstay in service etc. during my service period is/are detected , the same may be recovered from my pensionary benefits under provision of Rule 20 of AS(P) Rules 1969 by the Accountant General, Assam/Director of Pension , Assam. In the event of my death, successors have no right whatsoever to raise any objection hereinafter for the said recovery which has been authorised by the Accountant General /Director of Pension as per provision of any Rule that being in force.

Yours faithfully,

Signature of Pensioner:

Name: <Retiree's Name>

Address: <Retiree's Address>

Date: DD/MM/YYYY

Witnesses:

1. Signature

Name:

Address:

Date:

2. Signature:

Name:

Address:

Date:

Counter Signature

Head of Office



## FORM NO. 7

**Form for assessing Pension/Family Pension and Gratuity**  
 [To be sent six months before the Date of Retirement to the AG/DOP]

**PART-I**

1. Name of the retiring Government employee : <Retiree's Name>
2. Father's/Husband's name : <Father's/Husband's Name>
3. PAN No. : <Retiree's PAN Number>
4. Height and Marks of Identification : <Retiree's Height in cm & Identification Mark Description>
5. Date of Birth : <Retiree's DOB in DD/MM/YYYY>
6. Service to which he/she belongs(Indicate name of organized service,if any, otherwise say, Attended General Service) : <Type of Service> <Department/Office Last Attended>
7. Particulars of post held at the time of retirement
  - (a)Name of the Office : <Office Name>
  - (b )Post held : <Retiree's Designation>
  - (c )Scale of pay / Pay Level of the post : ₹ <Retiree's Pay Scale and Pay Band>
  - (d )Basic Pay / pay in the Pay Band & Grade pay : ₹ <Retiree's Last Basic Pay Amount / Basic Pay in Pay Level>
  - (e)Whether the appointment mentioned above was under Government or outside the Government on foreign service terms : Under Government
  - (f )If on foreign service, scale of pay/ pay band, pay in the pay band & grade pay of the post in the parent department :
8. Whether declared substantive in any Post under the State Government : N.A.
9. Date of beginning of service : <Retiree's Date of Joining>
10. Date of ending service : <Date of Retirement>
11. Cause of ending of service : <Type of Retirement>
12. In the case of compulsory retirement, the orders of the competent authority whether pension may be allowed at full rates or at reduced rates and in case of reduced rates, the percentage at which it is to be allowed : N.A.
13. In case of removal/dismissal from service whether orders of competent authority have been obtained for grant of compassionate allowance and if so, at what rate : N.A.
14. Particulars relating to military service, if any : N.A.
15. Particulars relating to service in autonomous body/State Government, if any : No
16. Whether any departmental or judicial proceedings are pending against the retiring employee. (If yes, provisional pension will be admissible and gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final orders.) : No
17. Qualifying service :
  - (a)Details of omission, imperfection or deficiencies in the Service Book which have been ignored : N.A.
  - (b)Period not counting as qualifying : N.A.
  - (c) Additions to qualifying service : N.A.

(d) Net qualifying service : XX Years XX Months XX Days

(e) Qualifying service expressed in terms of : XX Six monthly Period  
Completed six monthly periods

18. Emoluments:

(a) Emoluments : ₹ <Amount>

(b) Emoluments drawn during 10 months preceding retirement:

From Date	To Date	(Pay Band + Grade Pay)/Pay Level	Basic Rate	NPA Rate	(Basic + NPA) For Avg. Emoluments
DD/MM/YYYY	DD/MM/YYYY	<Pay Band>	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
DD/MM/YYYY	DD/MM/YYYY	Pay Band	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
DD/MM/YYYY	DD/MM/YYYY	<Pay Band>	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
DD/MM/YYYY	DD/MM/YYYY	<Pay Band>	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
DD/MM/YYYY	DD/MM/YYYY	<Pay Band>	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
DD/MM/YYYY	DD/MM/YYYY	<Pay Band>	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
DD/MM/YYYY	DD/MM/YYYY	<Pay Band>	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
DD/MM/YYYY	DD/MM/YYYY	<Pay Band>	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
DD/MM/YYYY	DD/MM/YYYY	Pay Band	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
DD/MM/YYYY	DD/MM/YYYY	<Pay Band>	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
Total					₹ <Total Amount>

Note: If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have drawn under Government but for being on foreign service may be mentioned in items (a) and (b)

(c) Average emoluments : ₹ <Average Emolument Amount>

(d) Emoluments/Average Emoluments : ₹ <Amount>  
(whichever is higher) to be reckoned for pension

(e) Emoluments reckoned for retirement : ₹ <Amount>  
gratuity/death gratuity

(f) Pay reckoned for family pension : ₹ <Amount>

19. Provisional Pension amount/Provisional DCRG amount : (Refer S. No. 9 & 10 of Calculation Sheet)

20. Details of Government dues recoverable out of gratuity

(a) License fee for Government accommodation : refer to Form 8

(b) Assessed dues and nature thereof : refer to Form 8

(c) Unassessed dues if any : refer to Form 8

21. (a) Proposed pension/service gratuity : ₹ <Amount>

(b) Proposed dearness relief on pension (as on the date of retirement) : XX%

(c) Date from which pension is to commence : DD/MM/YYYY

22. Rate of family pension:-

(a) Enhanced rate : XX%

(b) Period for which family pension will be payable at enhanced rate : upto XX years from the date of death or till the age of XX years, whichever is earlier.

(c) Normal Rate : XX%

(d) Date from which ordinary rate of family pension will be payable : from date following the date as in (b) above or following the date of death, whichever is later.

23. Commutation of pension:

(a) Whether simultaneously applied for commutation of pension with the pension application (applicable only in the case of those who retire on superannuation pension)? : No

- (b) The percentage of pension commuted : N.A.
- (c) Amount of monthly pension commuted : N.A.
- (d) Commuted value of pension : N.A.
- (e) Amount of residuary pension after deducting Commuted portion : N.A.
- (f) Date from which reduced pension is payable. : DD/MM/YYYY
- (g) Date from which commuted pension is to be restored : N.A.
24. Post retirement address of the retiree : <Address>
25. e-mail ID, if any : <Email ID>
26. Mobile number, if any : <Retiree's Mobile Number>
27. Remarks, if any :

(<HOO's Name>  
<HOO's Designation>  
Contact No. <HOO's Mobile No.>)

### FORM 7 CHECK LIST FOR HEAD OF OFFICE FOR TIMELY PROCESSING OF RETIREMENT DUES

1.	Whether retiring employee is an allottee of Government accommodation	N.A.
2.	If retiring employee is not an allottee of Government accommodation, date on which 'No demand certificate' issued by the office	
3.	The date on which action initiated to obtain the 'No demand certificate' from the Directorate of Estates -	
4.	Date of receipt of 'No demand certificate' from Directorate of Estates	
5.	Date on which intimation regarding any recovery/withholding of amount from gratuity received from Directorate of Estates	
6.	Date on which action initiated to assess the service and emoluments qualifying for pension	
7.	Date on which action initiated to assess the Government dues other than the dues relating to allotment of Government accommodation	
8.	Date on which the retiring Government servant was furnished blank Form 5 along with a certificate regarding the length of qualifying service and the emoluments/ average emoluments proposed to be reckoned for retirement gratuity and pension	
9.	Whether any objection received from the employee on the above certificate	N.A.
10.	Date on which the employee submitted his application for pension in Form 5	
11.	Whether nominations made in Common Nomination Forms for (i) death gratuity/retirement gratuity (ii) amount of GPF, if applicable (iii) arrears of pension (iv) commuted value of pension (if applicable)	N.A.
12.	(i) Has the retiring Government servant worked in any of the organisations (ii) If yes, whether an undertaking in Form 26 has been obtained along with Form 5 and placed on record	N.A. N.A.
13.	Whether Details of family in Form 3 attached	N.A.
14.	Whether Medical certificate of incapacity (for invalid pension) attached.	N.A.
15.	Whether Statement of the savings effected and the reasons why employment could not be found elsewhere attached (if claim is for compensation pension or gratuity).	N.A.
16.	Whether the Orders of the competent authority regarding grant of pension in the cases of compulsory retirement/dismissal/removal against Item No. 12 or 13 placed on record.	N.A.
17.	Whether a statement indicating the reasons for delay in case the pension papers are not forwarded before six months of the retirement of Government servant attached.	N.A.
18.	Whether brief statement leading to reinstatement of the Government servant attached (In case the Government servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.)	N.A.
19.	Whether the name of retiring employee in bank account is matching with the name in service book	Yes

**PART-2**

1. Date of receipt of pension papers by the Accounts Officer from Head of Office
2. Entitlement admitted
  - A. Length of qualifying service
  - B. Pension
    - (i) Class of Pension
    - (ii) Amount of monthly pension
    - (iii) Date of commencement
  - C. Commutation of Pension
    - (i) Portion of pension commuted, if any
    - (ii) Commuted value of portion of pension commuted, if any
    - (iii) Residuary pension after commutation
    - (iv) Date from which reduced pension is payable
    - (v) Date of restoration of commuted portion of pension subject to the pensioner continuing to live
  - D. Retirement/Death Gratuity
    - (i) Total amount of gratuity
    - (ii) Amount to be adjusted towards arrears of licence fee for Government accommodation and licence fee for retention of Govt. accommodation beyond retirement
    - (iii) Amount intimated by Directorate of Estates for being withheld on account of unassessed licence fee
    - (iv) Amount to be adjusted towards Government dues other than those pertaining to Government accommodation
    - (v) Net amount to be released immediately.
  - E. Family Pension
    - (i) At enhanced rate
    - (ii) Period for which Family Pension at enhanced rate is payable
    - (iii) At normal rate
3. Head of Account to which the amount of pension, retirement/death gratuity and family pension are to be debited.

Accounts Officer

**PENSION CALCULATION SHEET**

1. Name : <Retiree's Name>
2. Designation : <Retiree's Designation>
3. Scale of pay / Pay Band & Grade pay/ Pay Level : ₹ <Retiree's Last Pay Scale and Pay Band>
4. Date of Birth : DD/MM/YYYY
5. Date of entry in the Government service : DD/MM/YYYY
6. Date of retirement : DD/MM/YYYY
7. Length of qualifying service reckoned for pension/gratuity (as indicated in PPO) : XX Years XX Months XX Days
8. Emoluments drawn in the last ten months

From Date	To Date	(Pay Band + Grade Pay)/Pay Level	Basic Rate	NPA Rate	(Basic + NPA) For Avg. Emoluments
DD/MM/YYYY	DD/MM/YYYY	<Pay Band>	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
DD/MM/YYYY	DD/MM/YYYY	<Pay Band>	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
DD/MM/YYYY	DD/MM/YYYY	<Pay Band>	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
DD/MM/YYYY	DD/MM/YYYY	<Pay Band>	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
DD/MM/YYYY	DD/MM/YYYY	<Pay Band>	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
DD/MM/YYYY	DD/MM/YYYY	<Pay Band>	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
DD/MM/YYYY	DD/MM/YYYY	<Pay Band>	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
DD/MM/YYYY	DD/MM/YYYY	<Pay Band>	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
DD/MM/YYYY	DD/MM/YYYY	<Pay Band>	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
DD/MM/YYYY	DD/MM/YYYY	<Pay Band>	₹ <Basic Amount>	₹ <NPA Amount>	₹ <Amount>
Total					₹ <Total Amount>

9. (1) Emoluments or Average emoluments, : ₹ <Amount> whichever is more beneficial for pension (as indicated in PPO)
- (2) Pension admissible (if qualifying service is : ₹ <Amount> ten years or more)
- (3) Provisional Pension : ₹ <Amount (if applicable)>
- (4) Provisional pension sanction remarks : <Sanction No. and Date (if applicable)>
- (5) Excess Drawl p.m, : ₹ <Amount (if any)>
10. (1) Emoluments for gratuity (as indicated in : ₹ <Amount> PPO)
- (2) Retirement gratuity admissible Calculation to : ₹ <DCRG Amount> be shown as follows :-  
Emoluments/4 x Qualifying Service (In completed six monthly period, not exceeding 66.) (40800 /4 ) x 66)
- (3) Provisional DCRG : ₹ <Amount (if applicable)>
- (4) Provisional DCRG remarks : <Sanction No. and Date (if applicable)>
- (5) Excess drawl of DCRG : ₹ <Amount (if any)>
11. (1) Pay for Family Pension (as indicated in : ₹ <Amount> PPO)
- (2) Family Pension admissible  
Calculations to be shown as follows :-  
(a) Enhanced Family Pension (Pay / 2) upto : ₹ <Amount>  
30/11/2028 : ₹ <Amount>  
(b) Normal Family Pension Onwards
12. Commutation of pension:  
(a) The percentage of pension commuted : N.A.  
(b) Amount of monthly pension commuted : N.A.  
(c) Commuted value of pension : N.A.

Commuted portion

Head of Office  
(<HOO's Name>  
<HOO's Designation>  
Contact No. <HOO's Mobile No.>)

Countersigned by  
AG/DOP

Copy to:-  
<Retiree's Name>  
<Retiree's Address>  
<Retiree's Mobile No.>  
<Retiree's Email ID>

**FORM 8**

[Form of letter to the ACCOUNTANT GENERAL (A&E) ASSAM forwarding the pension papers of a Government servant]

File No. <Retiree's Pension File Number>  
Government of Assam  
( <Retiree's Department>/<Retiree's Office Name>)

Dated the: DD/MM/YYYY

To

ACCOUNTANT GENERAL (A&E) ASSAM  
MAIDAMGAON, BELTOLA  
GUWAHATI - 781029

Subject: **Pension papers of <Retiree's Name>, <Retiree's Designation> for authorization of Pension.**

Sir,

I am directed to forward herewith the pension papers of <Retiree's Name> (<Retiree's Employee Code / GPF A/C Number>), <Retiree's Designation> of this Department for further necessary action.

2. The details of Government dues which will remain outstanding on the date of retirement of the Govt. servant and which need to be recovered out of the amount of retirement gratuity are indicated below -

(a) Balance of Conveyance Advance	
(b) Motor Car Conveyance (Advance)	₹ _____
(c) HBA (Advance)	₹ _____
(d) Overpayment of pay and allowances including leave salary	₹ _____
(e) Arrears of licence fee for occupation of Government accommodation	₹ _____
(f) Computer (Advance)	₹ _____
(g) Gratuity Withheld	₹ _____
(h) Any Other assessed dues and the nature thereof	₹ _____
<hr/>	
Total	₹ _____
<hr/>	

3. Provisional Pension Authorized (if any)(copy enclosed): ₹ \_\_\_\_\_

4. Provisional Gratuity Authorized (if any)(copy enclosed): ₹ \_\_\_\_\_

5. Pensioner's G.P.F Account No. : <Retiree's G.P.F A/C No.>

6. Your attention is invited to the enclosures forwarded herewith.

7. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of pension have been issued to disbursing authority concerned, under intimation to the retiring Government servant/pensioner.

8. The retirement gratuity will be drawn and disbursed by this Ministry/Department/Office on receipt of authority from you. The outstanding Government dues, if any, as mentioned in paragraph 2 will also be recovered out of the retirement gratuity before making payment.

Remarks (if any) -

Yours faithfully,

<HOO's Full Name>  
<HOO's Designation>  
Contact No. <HOO's Mobile Number>

**List of enclosures**

(1) Form 1, Form A, Form 3, Undertaking/Consent Letter, Form 5 and Form 7 duly completed, along with enclosures and checklists.

(2) Service Book (date of retirement to be indicated in the service book).

**NOTES**

1. When initials or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.



Form 5 from the Government servant, the Head of Office may forward the pension papers to the ACCOUNTANT GENERAL (A&E) ASSAM without Form 5. The Form 5 may be sent as soon as it is obtained from the Government servant.

Copy for information alongwith pension calculation sheet :-

<Retiree's Name>

<Retiree's Address>

<Retiree's Mobile No.>

<Retiree's Email ID>

**Developed by**

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