



**Office of
The Principal Accountant General (A&E)-II,
Maharashtra,
Nagpur**

Welcomes You All.



Processing Pension Application

- **Pension proposal of the retiring employee is forwarded by the Department preferably six months before retirement along with the following documents:**
 1. Pension Application – 3 copies,
 2. Passport size joint photograph with spouse (husband or wife) duly attested by the Head of Office – 3 copies,
 3. Statement of Identification marks duly attested by a Gazetted Officer – 3 copies,
 4. Statement of specimen signature duly attested by a Gazetted Officer – 2 sets,
 5. Nomination form for Lifetime Arrears of pension/Gratuity/CVP,
 6. Details of family with age and marital status with details of handicapped members if any supported with a medical certificate from a Civil Surgeon,
 7. Death Certificate/Legal Heirship Certificate in case of Family Pension along with the application for family pension and other relevant documents.
- **All the above documents should be countersigned by the Head of the Office.**

Processing Pension Application

Service Book should be duly filled in with

- correct name of the pensioner,
- Date of Birth, Date of Appointment,
- Date of Retirement,
- due regulation of pay/special pay/personal pay etc. with last pay drawn,
- pay verification by Pay Verification Unit, from time to time,
- Service verification done from date of appointment to the date of retirement.
- Covering letter of the forwarding authority.

List of checks to be exercised while forwarding a pension case to office of The Principal Accountant General (A&E)-II, Maharashtra, Nagpur 440 001

1-General checks

- In service pension cases, please check that form 3,5,6 & 7 are being forwarded to this office.
- All documents except form 5 are signed by the Head of Office or any other officer authorized in this behalf.
- Name of the pensioner and spouse may at least be written in English /bilingual at least once.
- Form 7 which contains 'No Dues Certificate' & 'No Departmental Enquiry Certificate' should be invariably signed by the Head of Office.
- In case of Pension cases pertaining to Mantralaya, this power is delegated to Dy. Secy/Jt. Secretary as per Circular of the Finance Department Dated 06/01/2001.
- If NDC/NDEC is issued on plain paper, it may be ensured that the document is duly signed by authority competent to issue such certificates.

List of checks to be exercised while forwarding a pension case to office of The Principal Accountant General (A&E)-II, Maharashtra, Nagpur 440 001

General checks...continued

- Form 6 should invariably be filled out completely.
- If any retiring Government servant is already in receipt of pension from Military source, his wife will get family pension from Defence department. The class of pension may invariably be noted against clause 12 of the form.
- Medical Officers are entitled to Non-Practicing Allowance. If it is admissible, the same may be considered in calculation worked out in form 6.
- Form 5 is required to be signed by retiring servant.
- If pensioner desires to draw pension from any state other than State of Maharashtra or Mumbai, Western Maharashtra regions, photographs are required to be attested by themselves.
- In case pension is reduced as a measure of penalty owing to conviction in a Departmental Enquiry, the date of commencement of penalty (If it is other than the date of penalty Order) may be indicated together with the period of punishment.

2. Checks for Voluntary Retirement pension cases

- In case of voluntary retirement, the pension papers may be sent only after the person has actually retired and not in advance.
- If notice period is curtailed, the facts may please be indicated both in forwarding letters and service book. Please note that in that case he will not be entitled to apply for commutation of pension during the curtailed period of notice.
- Notice for voluntary retirement may not be accepted before the person desirous of such retirement actually completes 20 years of qualifying service.
- Please note that the qualifying service mentioned above means pensionable service reduced by non-qualifying one including EOL /LWP on other than medical ground.

3. Checks for Invalid Retirement cases

- In case of an employee drawing pay Rs. 7200/- (under 5th Pay Commission) and above, Medical Board is the competent authority to issue medical certificate of invalidation.
- A person who is not on leave on the date of issue of medical certificate by competent medical authority should invariably be retired within 7 days.
- In medical certificate, there are two types of invalidation viz.
 - (i) invalidation for further service of any kind or
 - (ii) from the department to which he belongs.
- In the latter case, one more certificate contemplated in Rule 72(3) needs to be furnished by the department.
- In medical certificate there are 3 types of clauses (i) Directly Caused (ii) accelerated or aggravated though not directly caused (iii) neither directly caused ,nor aggravated..... etc. Please see to it that any one of the three clauses is ticked by Medical Authority

Checks for Family Pension cases (Death in harness):

- Photograph of only family pensioner may be sent to this office.
- Please do not sent family photograph or photograph with deceased employee.
- Clause 15 of Form 16 regarding nomination should be filled out carefully.
- If the deceased had not filed nomination for death gratuity or the nomination does not subsist, the facts may be indicated against the clause 15.
(if you say 'yes' to nomination does not subsist, it necessitates further correspondence leading to delay.)
- If gratuity is payable to more than one person then Forms 16, 17, 12 & 10 are necessary to be filled out/got filled out from beneficiaries and sent to this office.
- If all nominated persons are major, separate form 10 may be obtained in respect of each of them.

Checks for Family Pension cases (Death in harness): continued...

- The form 12 should invariably be signed by the applicant for family pension and attested and witnessed by two persons.
- In the case of an illiterate person, Left hand thumb impression of the applicant may be taken in the presence of two persons.
- Please note that as per Hindu Marriage Act, 1956, 2nd marriage contracted during lifetime of first spouse is ab-initio invalid. Second wife is, therefore, not entitled to family pension unless there are specific court orders to the contrary. No claim in r/o 2nd wife may, therefore, be sent to this office.
- If family pensioner is illiterate and her left hand thumb impression is taken as specimen signature, the same should be witnessed by 2 persons.
- Government servant should have been confirmed in service or benefit of permanency as per Government Resolution of General Administration Department (GRGAD) dated 19/09/1975 should have been issued in his case.(A note in either of the cases may be taken in service book)

Family Pension is payable to whom:

- When a Government Servant dies while in service or after retirement, family pension is payable to the Family.
- The Family for the purpose of Family Pension means –
 - Wife / husband
 - Son until he attains the age of 21 years
 - Unmarried daughter until she attains the age of 24 years or until she gets married, whichever is earlier
 - In cases where the individual leaves behind neither a widow/widower nor a child, then parents are entitled to normal rate of Family Pension.
 - Family pension is payable only to one person at a time except in respect of twin children and more than one widow, if the Government servant is a Muslim and in respect of others, family pension is payable to the legal wife and the children of other wives, in case of illegal marriages.
 - Dual family pension- family pension is admissible for those families who are already in receipt of Military Family pension with effect from 02/09/2016

Checks for Pension cases where payment is to be made through defacto guardian

- In case payment is to be made through defacto guardian, Indemnity Bond in proforma 28 for death gratuity and proforma 29 for family pension need be sent to this office.(The Indemnity Bonds may be got notarized)
- The Indemnity Bonds mentioned above are required to be executed on stamp papers of appropriate values
- The Indemnity Bonds should contain acceptance of Head of Office as contemplated in GRFD dated 14/01/2004
- The Indemnity Bonds should be supported by an affidavit of guardianship of minors exercised on stamp paper of appropriate value and notarized.
- In certain communities, mother is not regarded as natural guardian. In such cases if nomination for gratuity does not subsist, the amount of gratuity is distributable equally among all the eligible members of the family including minors. In such cases, Indemnity Bond in Proforma 28 & Affidavit may invariably be obtained from defacto guardian.
- Government servant should have been confirmed in service or benefit of permanency as per General Resolution General Administration Department dated 19/09/1975 should have been issued in his case..(In either of the cases may be taken in service book).

Checks for Pension to families of Govt servants whose whereabouts are not known

- When such proposals are sent to this office, an attested copy of the First Investigation Report (FIR) shall also be sent. Indemnity Bond may be obtained from family pensioner and original one may be kept on the record of the department and an attested copy may be sent to this office.
- Please note that administrative department of Government is sanctioning authority in such cases, as such sanction of Government is prerequisite.
- Government servant should have been confirmed in service or benefit of permanency as per GRGAD dated 19/09/1975 should have been issued in his case. (Note in either of the cases may be taken in service book).

Checks for Commutation of pension

- Please note that Proforma B is applicable in cases where pensioner is going to be retired on Superannuation applies for commutation while in service. In other cases, Proforma A may be used.
- The date on which acknowledgement of receipt of the application is issued may be indicated against clause 3 of Part III.
- Part III may be duly signed by Head of Office.
- Please ask the pensioner to indicate pension to be commuted in terms of percentage or fraction. The term 'As per Rules' is not acceptable as it does not indicate the exact part of pension to be commuted.
- Pensioner who is retired under Rule 68 or 100 or 101 of M.C.S. (Pension) Rules 1982 is not entitled to commute without medical examination.
- No application for commutation without medical examination in such cases may be sent to this office.
- In case of commutation of pension after medical examination, please note that competent Medical Authority to examine the pensioner is Medical Board provided that the amount to be commuted works to be more than Rs. 100/-
- Medical certificate issued in advance of Admissibility Report from this office is not acceptable.

Checks for Service Book:

- Erasure in name and date of birth may be avoided.
- If there is break in service /interruption, please state whether the same are condoned. If so, please take a note to that effect in the service book over proper attestation.
- Notes regarding EOL/LWP should invariably state whether the spells of leave were on medical ground or otherwise.
- Please see to it that the increments have been postponed suitably owing to EOL/LWP.
- Your attention is invited to Govt. Circular dated 05/05/2010. As per paragraph 2.5, fraction of rupee should be ignored while working out increments under 6th Pay Commission. Please see whether you have worked out increments accordingly.
- Pay fixed under M.C.S. (RP) Rules, 2009 may invariably be got verified from P.V. Unit concerned.

Checks for Service Book: continued...

- In case of retirement under Rule 100 or 101 or death in harness please take a note of confirmation in service/issuance of Permanency Benefit as per GR dated 19/09/1975 in the service book after ascertaining facts.
- If a Government servant was granted 'One Step Promotion' for working in Nexalite prone area/Tribal area please record a certificate in the service book to that effect indicating exact period of such posting.
- In cases where increments are postponed, please state whether it was so done owing to EOL/LWP or as a measure of punishment.
- In case of service on daily wages, please state the exact period of such service and record a certificate to the effect that the service had been verified from Nominal Muster Roll maintained in the office and that the post was converted into Temporary/Permanent post under Kalelkar Award, provided that is the case.
- Leave account appended to the service book may be updated till the date of retirement
- Note of provisional pension & gratuity granted if any may be taken in the service book

Pension Outreach- Online and in-person

Pension Adalats and Workshops for DDOs


- **Online Pension Adalats and workshops for DDOs** were held for the first time for Wardha and Gondia Districts in September 2023
- **As Part of Audit Diwas Celebrations in November 2023:**
- Pension and GPF Adalats planned for all DDOs across our office jurisdiction at Nagpur, Amravati and Bhandara
- Pension Adalats and workshops for DDOs for Home and Police Department have been planned in Nagpur, Amravati and Aurangabad – ADGP, Maharashtra Police and CPs to attend these events
- DDO workshops and Pension Adalats planned for the Forest and Works Departments



e-PPO (e-Pension Pay Order)

- Meetings held with the Director, Accounts and Treasuries, Mumbai across August and September 2023 for assessing requirements and planning execution of the initiative
- Project Implementation initiated on 30 September 2023
- Roll out on 23rd November 2023 in Nagpur Treasury on Pilot basis
- Roll out across Aurangabad and Amaravati treasuries in December 2023 and January 2024.

07-11-2023


कार्यालय प्रधान महालेखाकार, (ले व ह)-II, महाराष्ट्र, नागपुर-440001
 PENSION PAYMENT ORDER

Authority No. _____ Date : _____
Application No. : _____ **Sevartha Id. :** _____ **DDO Code :** _____ **Series :** _____
 To, _____ **PART-I**
 The Treasury Officer, _____

PPO No. : _____
 Debitable to Government of _____
 Head of Accounts : _____

UNTIL FURTHER NOTICE, and on the expiration of every month, be pleased to pay to Shri/ Smt./ Kum. _____ an amount of _____ (₹. _____ only) the Pension/ Family Pension as set out in **PART-II** of this order, plus the amount of dearness relief as admissible from time to time thereon after due identification of the pensioner/ family pensioner. The payment of the Pension/ Family Pension should commence from _____

In this case Retirement/ Death Gratuity ₹. _____ in lumpsum is also admitted on G.P.O. No. _____ and Commuted Value ₹. _____ in lumpsum is admitted on C.P.O. No. _____ (DCRG & Commuted Value not to be paid on the basis of this order). **PART-II**

Name of the Government servant		Dt. of Birth		Dt. of Appointment		Dt. of Retirement		Dt. of Death	
Class of Pension		Post held		Payscale		Aadhaar No			
Service in YY/MM/DD		Gross		Non-QS		Weightage		Net-QS	
Pensionable Pay		Last Pay		GP/LVL		NPA			
Average Pay		Avg. Emol		Avg. GP		Avg. NPA			
PENSION		ENHANCED FAMILY PENSION		NORMAL FAMILY PENSION		COMMUTATION DETAILS			
Amount		Amount		Amount		Ratio/Age on next Birthday			
Commuted		From		From		Amount/Percentage			
Reduced		To		To		Commuted Value			

Eligible Family member in the event of Family Pension and in case of the death of the pensioner/ family pensioner the following members will be the Legal heirs of the pensioner, entitled to receive "LIFE TIME ARREARS (LTA)" of the expired pensioner if any & for any other such purpose.

Sr. No.	Full Name of Family Pensioner & Other Family Members/ Nominees	Eligible for FP	Relation with Pensioner	Date of Birth	*Handicapped/ Mentally ill	Name of Guardian & Relation with Nominee	LTA share (%)

* (MCS Pension Rules 1982, 116(5)-3 Para No. 2 & (Read GR of F.D. Dated 08/10/2018).
 Copy for information to : _____

Sr. Accounts Officer

 पेंशन विभाग, जेएच बिल्डिंग, पोस्ट बॉक्स नंबर-114, जी.पी.ओ., मिडिल्वे बार्ड, नागपुर-440001, महाराष्ट्र
 Telephone No. 0712-2561378, 2555592, 2549006 & 2549007, Website : <https://cag.gov.in/ueh/nagpur/en>, email : agmaharashtra2@cag.gov.in

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New initiative

Pensioners' Samadhan

- Planned for better public service delivery and faster and prompt redressal of pensioners' grievances.
- 'Pension at your doorstep' campaign, whereby pensioners can register (through online registration or toll free number) for a fortnightly online interaction through Video Conferencing
- Being launched on 23rd November 2023

The infographic is titled 'OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)-II, NAGPUR MAHARASHTRA' and features the logo of the Supreme Audit Institution of India. The main heading is 'PENSION KI AB NO TENSION PENSIONERS' SAMADHAN Pension at your Doorstep'. It is divided into five numbered steps: 1. REGISTRATION (online form, toll-free number, intercom), 2. PROCESSING (verification and case transfer), 3. INTIMATION (date and time conveyance), 4. INTERACTION (grievance resolution via WhatsApp video call), and 5. RESPONSES AND FEEDBACK (weekly monitoring and reports). A registration details section at the bottom provides contact information.

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)-II, NAGPUR MAHARASHTRA

PENSION KI AB NO TENSION PENSIONERS' SAMADHAN
Pension at your Doorstep

1. REGISTRATION
Pensioners/Applicants can Register for the PENSIONERS' SAMADHAN through :

1. Online Form on the Office Website
2. Calling on our Toll Free Number
3. Calling on our Intercom Number

2. PROCESSING
Pensioner's details are verified and the case is sent to the Section for processing

3. INTIMATION
Date and Time are conveyed to the Pensioners for PENSIONERS' SAMADHAN through Direct Interaction

4. INTERACTION
Pensioners grievances are heard and resolved through WhatsApp Video call

5. RESPONSES AND FEEDBACK
Weekly Responses and Feedback for the PENSIONERS' SAMADHAN are monitored by the Principal Accountant General through Internal Reports

Registration details for PENSIONERS' SAMADHAN :
(USE ANY ONE)

- Click on the link under PENSIONERS' SAMADHAN on our Office Website
<https://cag.gov.in/ae/nagpur/en>
- Call the Toll Free Number - 18002337834
- Call on 0712-2992250
- Call on Intercom Number - 0712-2561378,2555592,2549006,2549007 EXT: 311

Pension Help Desk

- The office of the Principal Accountant General has set up a help desk to resolve issues of DDOs and Pensioners.
- DDOs and Pensioners can send their queries on PensionHelp.mh2.ae@cag.gov.in
- Queries of DDOs will be resolved/replied within 07 working days
- Queries of Pensioners will be resolved/replied within 10 working days

Thank You