

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), MEGHALAYA,  
SHILLONG 793001**

The O/o the Pr. Accountant General (A&E), Meghalaya, Shillong is responsible for calculation and authorization of pensionary benefits to the government employees of State Government of Meghalaya, All India Service, Judges of High Court of Meghalaya, Meghalaya Legislative Assembly. All necessary steps were taken to authorize the pensionary benefits to all of the above pensioners. But this office is facing difficulties in authorization of pension where the pension cases are forwarded by the pension sanctioning authority to this office in incomplete shape. As a result the pension cases could not be finalized in time. The head of office is required to start processing the pension papers two years before retirement of Government servant and to forward them in complete shape not later than six months before retirement. The head of office is also required to complete the family pension papers within one month of death of the Government Servant and grant provisional family pension and gratuity and then forward the family pension papers to the Pr. Accountant General (A&E), Meghalaya within one month of the receipt of the claim. In order to settle the pension cases/ family pension cases expeditiously the pension sanctioning authorities should use the guidelines prepared by the O/o the Pr. Accountant General (A&E), Meghalaya, Shillong as checklist before forwarding the pension case to the O/o the Pr. Accountant General (A&E), Meghalaya, Shillong. Our motto is to authorized pension to Government Servant immediately after he retires or as early as possible in the event of death/ premature retirement.

Sl. No	DO's	DON'TS
1	Obtain pension application in Form-2 2(two)years in advance of the retirement of the Government Servant. The head of office ensure that gap, deficiencies in perfection if any, noticed in the Service Book, etc. are set right eight months ahead of retirement of the Government Servant	The Head of office ensure that gap, deficiencies in perfection if any, noticed in the Service Book, etc. are set right eight months ahead of retirement of the Government Servant. The pension case should not be forwarded in incomplete shape, which results return of the case and delay in settlement.
2	The Head of the office should forward the pension to o/o Principal Accountant General not later than six months in advance before the retirement of the Government servant.	About 90%of pension cases are received in delay of 2 months to5 years of retirement without stating any reasons for delay. Do not forward any case to A.G'S office 1 (one) year after retirement without stating the reasons for delay. Such cases are not to be forwarded directly to AG'S office. It should be forwarded through the Administrative Department of the Government.
3	After completion of above formalities the Head of office shall forward the Pension cases of the retired government servant to the O/o the Pr.A.G. not later than 6 months before retirement of the Government servant with the following documents :-	If any of the documents as mentioned in left side not attached or found with Pension papers it will be treated as ' Incomplete shape' and returned to the department. The Head of Office will be responsible for delay in finalization of such incomplete cases.

<p>(i) Service Book.</p> <p>(ii) NDC from Estate Officer.</p> <p>(iii) Descriptive Roll in triplicate.</p> <p>(iv) 3 (three) copies of joint photographs duly attested.</p> <p>(v) 2 (two) copies of specimen signature. In case of illiterate Government Servant two slips bearing the left thumb impression duly attested.</p> <p>(vi) Last Pay Certificate incorporating GPF Account Number thereon.</p> <p>(vii) Particulars/ Service statement / Service Roll in case non- gazetted Government Servant specially Muster Rolls employees from date of engagement to date of retirement / death with the entries of service regularization.</p> <p>(viii) Form-3 duly signed by the Head of Office.</p> <p>(ix) Form-4 duly signed by the Head of Office.</p> <p>(x) Form – 17 (Revised) details of Family members (name should be written in Capital letters along with date of birth invariably).</p> <p>(xi) Form – 19 All the columns of the Form-19 should be filled up and copy of the sanction order of Provisional Pension and Provisional DCRG to be attached with the Pension Papers (wherever Provisional Pension and DCRG sanctioned).</p> <p>(xii) For missing Government employee copy of the FIR and Police Report should be invariably furnished along with the Pension Papers.</p> <p>(xiii) Pension Papers for minor son/daughter of Late Government Servant should be submitted through the legal guardian to be appointed by a Court of Law in Form High Court J-52 and legal guardianship to be submitted along with the minor pension case.</p>	<p>(i) Service Book</p> <p>(a) If the Service Book is duplicate or reconstructed order of the higher authorities allowing such reconstruction should be recorded in Service Book and a copy of such order should be pasted on the front of the Service Book otherwise the case will be returned.</p> <p>(b) If the name of the Government Servant in Service Book differs from Pension papers submitted. This will be treated as ‘incomplete case’ and will be returned.</p> <p>(c) The change of date of birth in Service Book found unattested or found manipulated it be returned immediately.</p> <p>(d) The verification of Service if any period is found unattested and recorded but the period has not been shown as nonqualifying service in Form-21, it will be returned.</p> <p>(e) The date of death or retirement of the Government Servant should have been recorded in Service Book, otherwise it will be returned.</p> <p>(f) The period of suspension if any should have been recorded in Service Book otherwise it will be treated as incomplete shape.</p> <p>(g) All EOL without MC should be recorded and attested by the Head of Office otherwise the case will be returned.</p> <p>(h) No stepping up of pay should be done without the concurrence of the Finance Department and orders finance Department should recorded in Service Book and a copy of the Finance Department should be pasted in Service Book.</p> <p>(i) Last pay drawn by the Government Servant should have been recorded in Service Book with attestation. It should be ensured that all regulations of pay from time to time should be attested by Head of Office otherwise it will be returned.</p> <p>(j)NDC from Estate Officer is required in case the Government Servant was residing in Government accommodation.</p> <p>(k) All columns of Form-4 must be properly filled in and duly signed by the Head of Office. No column of the Form-4 should be left blank.</p>
--	--

		<p>Any unsigned and incomplete Form-4 will be returned to the concerned department forthwith.</p> <p>(l) Form-17 should invariably be filled up with proper and actual name of dependent family members with date of birth in date month year in bold letter and invariably attested by the Head of Office.</p> <p>(m) No columns of Form-19 should be left blank.</p>
4	<p><b>Family Pension Cases:</b>  Family Pension case should be forwarded to the A.G.(A&amp;E), Meghalaya along with the following documents within 1 (one) month of receipt of the claim.</p> <p>(i) Service Book.  (ii) Form- 8 – Application for family pension.  (iii) Form-9  (iv) Form 11  (v) Form 17  (vi) Form 19, 20,21  (vii) Last Pay Certificate incorporating GPF Account Number thereon.  (viii) Nomination form for gratuity  (ix)Details of Provisional family pension &amp; Provisional Gratuity paid by the Head of Office and outstanding dues duly signed by the Head of Office  (x) Duly attested Photographs, Descriptive Roll, Specimen Signature (3 copies each) of the Family Pensioner should be enclosed.  (xi) Death Certificate of the deceased government servant</p>	<p>(i) All instructions for maintenance of Service Book as given for Superannuation Pension should be strictly observed except the date of the death of the deceased Government Servant must invariably recorded in the Service Book.</p> <p>(ii) Form-8 if not signed by the claimant or not attested by the head of office it will be returned.</p> <p>Form-17 if the date of birth of children are not furnished instead of it only age are mentioned the case will be returned if the claimant is a minor.</p> <p>(iii)The Family Pension claim will be returned where the claims are made by a person who is not guardian and is not supported by Legal Guardianship Certificate from a Court of Law.</p> <p>(iv) Duly attested copy of Death Certificate of the Government Servant must be furnished in all Family Pension claims.</p> <p>(v) All documents furnished with the Family Pension proposal not signed or countersigned or attested by Head of Office. In case of any deficiencies the case will be returned.</p> <p>(viii) Legal heir certificate/succession certificate from a Court of Law. No claim without legal heir certificate/succession certificate from a Court of Law where the claim is for arrear pension, should be furnished.</p> <p>(ix)Ensure before sanctioning and forwarding a Pension case to A.G’s Office whether the claimants are entitled to Family Pension as per the provisions of Rule 48 of Meghalaya Civil Services(Pension) Rules, 1983.</p> <p>(x) Ensure whether sanction orders of Provisional Pension and Provisional DCRG are enclosed with Pension proposal.</p> <p>(xi)In case a Government Servant has more</p>

		<p>than one wife, it is to be indicated who the 1st wife is. Seniority being determined with respect of the date of marriage.</p> <p>(xii) No case should be forwarded without the Birth Certificate of the minor children. This is important to decide eligibility of Family Pension.</p> <p>(xiii) In case of any overdraw due to wrong fixation of pay in the past the amount drawn excess should be indicated in the Service Book as well as in the Form-19 and LPC.</p>
--	--	--