

ANNEXURE-18
FORM 19

FORM OF LETTER TO THE ACCOUNTANT GENERAL FORWARDING THE
PENSION PAPER OF A GOVERNMENT SERVANT

To,

The Accountant General (A/Cs & Esstt.), Assam

Sub : Pension papers of Shri/Shrimati/Kumari _____
For authorization of pension

Sir,

I have the honour to/I am directed to forward herewith the pension papers of
Shri/Shrimati/Kumari _____ for further necessary
action.

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

- (a) Balance of the house building or conveyance advance Rs.
 or any other advance
- (b) Over payment of pay and allowance including leave Rs.
 salary
- (c) Arrears licence-fee-rent for occupation of Government Rs.
 accommodation
- (d) Any other assessed dues and nature thereof Rs.
- (e) The amount of gratuity to be withheld for adjustment Rs.
 of unassessed dues, if any

Total Rs. PM

(f) Provisional pension authorized (if any) (copy enclosed) Rs.

(g) Provisional gratuity authorized (if any) (copy enclosed) Rs.

Yours faithfully
Head of Office

List of enclosures

1. Form No. 1 * and Form No.2 duly completed
2. Medical certificate of in-capacity (if claim is for invalid pension)
3. Statement of saving effected and reason why employment could not be found elsewhere (if claim is for compensation pension or gratuity)
4. Service Book Date of retirement to be indicated in the service book
5. (a) Two slips with two specimen signature duly attested by Gazetted Government servant or in the case of pensioner not literated enough to sign his name two slips bearing the left hand thumb and finger impression duly attested by a Gazetted Government servant
(b) Two slips showing the particulars of height and identification mark, duly attested
(c) Three copies of passport size photograph with wife/husband duly attested by Head of Office
6. A statement indicating the reasons for delay in case where the pension papers were not forwarded before six months of the date of retirement of Government servant
7. Written statement, if any, of the Government servant required for a portion of service rendered by him for which records remained unverified
8. Brief statement laeding to re-instatement of the Government servant in case the Government servant has been re-instated after having been suspended, compulsory retired, removed or dismissed from service

Note : When initials or names of the Government servant are or is in-correctly given in the various records consulted, the fact should be mentioned in the letter.

* If a Government servant is compulsorily retired from service and delay is anticipated in obtaining Form No. 1 from the Government servant, the Head of Office may forward the pension paper to A.G. without Form No. 1. The form may be sent as soon as it is obtained from the Government servant.