



Guidelines for submission of Pension Cases

An important responsibility of a Head of Department (HoD)/Drawing and Disbursing Officer(DDO) is to ensure that the pension papers of Officers/Staff under his administrative control are submitted to the Accountant General Office twelve months before the date of superannuation (*Rule 67 of MCS (Pension) Rules 1983*). Coupled with this responsibility is the duty of the HoD/DDO to ensure that the pension papers submitted to this office are correct and complete in all respect.

The AG Office receives a large number of pension cases where the pension forms are not properly filled-in/complete particulars not furnished/authentication of HoD/DDO not given in the space provided, etc. These cases have necessarily to be returned back to the HoD/DDO for rectification of the omissions and this result in the pensioner not getting his/her pensioner benefits in time. Some of the more common errors noticed by this office are also listed as part of this Guidelines. Co-operation from HoD/DDOs in ensuring that due care is exercised in preventing the error is highly solicited and will go a long way in ensuring that the pensioners receive their dues well in time.

Guidelines:

1. Annual Superannuation Statement (Form 18) must be submitted by the Department annually
2. It is important and necessary that the pension papers **in complete shape** reach the AG Office well before the date of retirement (DoR) of a Government servant (**at least six months in advance**) so that he gets his pension in time.
3. It is seen that most of the pension cases are superannuation pension cases where the date of retirement is certain *Rule 67 of MCS (Pension) Rules 1983* enjoins upon the Head of Office to forward pension papers to Audit Officer 12 months before the date of retirement with a covering memo in Form 5 alongwith Service Books/Service Rolls duly completed and up-to-date and any other documents relied upon for the verification of service claimed in such a manner that they can be conveniently consulted. The Head of Office shall undertake the work of preparation of pension papers in Form 4 two years before the date of retirement.
4. In respect of Voluntary Retirement/Retiring/Invalid/Family Pension, the pension papers are required to be sent as early as possible after the event.

5. To avoid hardship to the pensioners/family pensioners, provisional pension and DCRG can be paid to them as the provisions of *Rule 69 of MCS (Pension) Rules 1983* read with Government of Meghalaya Finance (PC) Department OM No. FEM(PC)40/2009/82 & Rule 70 of MCS (Pension) Rules 1983.
6. In order to settle the case expeditiously, documents as mentioned are to be furnished. The motive here is to authorize pension to the retired Government servant immediately after he/she retires or as early as possible in the event of death/premature retirement.
7. While sanctioning pension/family pension and gratuity by the Head of Department and forwarding to the Audit Officer for authorization of pension and DCRG, they are to ensure that:-
 - a. Nomination as submitted by the Government servant is valid
 - b. Details of family (Form 17) as recorded in service book is up-to-date. List of family members as shown in Form 4(Form for assessing pension and gratuity) & Form 11 (Form for assessing and sanctioning family pension & DCRG when a Govt. servant dies while in service) tally with Form 17.
 - c. Documents are attached with pension papers i.e., birth certificate, adoption certificate, divorce certificate, death certificate, separation certificate, medical certificate (in connection with invalid pension, physically handicapped children, commutation of pension) are issued by the competent authority.
 - d. Family pension should be sanction as per provision of *Rule 48 of MCS (Pension) Rules 1983 read with clause 7 of the Meghalaya Civil Services (Pension) (Fifth Amendment) Rules, 2010*. Under no circumstances can family pension be sanction to other than family members. In disputed cases, where list of family members were not recorded in service book and 2/3 persons are claiming the same family pension on the strength of the succession certificate/affidavit, the Head of Department should investigate such cases properly as per rules before sanctioning the pension in favor of any person. In case, it is found not covered by MCS (Pension) Rules, the matter may be settled in consultation with the Finance (Pension Cell) Department or Law Department, etc.

Points of consideration while forwarding the Service Books:

- a. Entry of correct date of birth.
- b. Date of continuous appointment in Govt. service quoting office order under which appointed
- c. Verification of service as per *Rule 66 of MCS (Pension) Rules 1983*.
- d. Period of Daily rated/work charged services, (if any), duly certified as continuous by the Head of Office

- e. Noting regarding leave, EOL/LWP (Whether on medical grounds or otherwise) and regulation/postponements of increments accordingly. Notings of Suspension/Punishment/Withholding of increment/regulation of suspension indicating effective dates of implementation with office order
- f. Pay duly verified by pay verification unit as per 4th Pay commission, due ACPs/MACPs, if any, and increment as one time measure on 1.7.2014.
- g. Noting of increment every year till date of retirement.
- h. Noting regarding date of retirement and class of pension admissible.
- i. Details of family (Form 17) as defined in clause (i) of *Rule 48 of Meghalaya Civil Services (Pension) Rules, 1983 read with clause 7 of the Meghalaya Civil Services (Pension) (Fifth Amendment) Rules, 2010* shall be countersigned by the Head of Department and pasted in service book of the Government servant. Government servant will thereafter be required to keep this statement up-to date. Addition and alteration in this statement will be made by the Head of Office from time to time on receipt of information from the Government servant concerned as per provision of *Rule 52 of MCS (Pension) Rules 1983*.
- j. The service book will be opened from the date of first appointed on the prescribed Form. It should be ensured that every step in Government servant's career should be recorded and each entry to be attested by Head of Office who will verify that the entries made are correct and there is no erasure, overwriting etc. in service book.

Forms to be submitted while forwarding the pension papers:

In respect of Superannuation/Retiring/Voluntary/Invalid cases etc.

- Form 1** - Nomination of DCRG when the Government servant has a family and wishes to nominate one member, or more than one member.
- Form 2** - Nomination for DCRG when the Government servant has no family and wishes to nominate one person, or more than one person.
- Form 3** - Form for sanctioning pension.
- Form 4** - Form for assessing Pension and Gratuity.
- Form 5** - Form of Memo to Audit Officer forwarding the pension papers of a Government Servant.
- Form 6** - Form of Surety Bond.
- Form 10** - Form of Certificate of verification of service for pension.
- Form 14** - Form of Medical Certificate.
- Form 19:** Department Datasheet
- Form 20:** Regulation of Pay

Form 21: Details of non qualifying service as per provision of Rule 18 & 20 of MCS (Pension) Rules, 1983.

ii) In respect of family pension

Form 7 Form of Intimation to Family pensioner.

Form 8 Form of Application for Family pension.

Form 9 Form for Sanctioning Family pension.

Form 11 Form for assessing and sanctioning family pension and DCRG when a Government servant dies while in service.

Form 12 Form of letter to Audit Officer forwarding the pension papers for the grant of family pension and DCRG to the family of a Government servant who dies while in service.

Form 13 Form of Application for the grant of Residuary Gratuity on the death of a pensioner.

Form 15 Indemnity Bond.

Form 16 Form of bond of indemnity for drawing of DCRG where there is no nomination or nomination does not subsists.

Form 17 Details of Family.

Form 18 Annual Superannuation Statement.

Form 19: Department Datasheet

Form 20: Regulation of Pay

Form 21: Details of non qualifying service as per provision of Rule 18 & 20 of MCS (Pension) Rules, 1983.

Form for Commutation of pension as per the proviso of MCS (Commutation of Pension) Rules 1992.

Form 1 - Application for Commutation before retirement.

Form 2 - Application for Commutation within one year from the date of retirement.

Form 3 - Application for Commutation after one year from the date of retirement along with Medical Certificate.

Form 4 - Nomination.

Form 7 - Letter to the President, State Medical Board.

Form 8 - Medical Examination Report.

COMMON DEFECTS NOTICED IN ACCOUNTANT GENERAL OFFICE

Sl.	Category	Defects
1.	General	All forms are not attached with the pension forwarding letter. The required forms are Form No. 3, 4, 5, 10, 17, 19, 20, 21 (for service pension) and Form 8, 9, 10, 11, 17, 19, 20, 21 (for family pension).
2.		Forms are attached but not signed by the competent authority.
		Forms are attached and signed but important information such as (a) Place of Payment, (b) Postal address of the claimant, (c) Outstanding govt. dues etc. not filled up properly.
3.		Particulars of the pensioners such as name, date of birth, date of entry in service, date of death or retirement, last pay etc. as shown in forms does not tally with the entries in the service book.
4.		Form are correct, service book is also correct but documents are not attached with pension papers such as Death Certificate, specimen signature of the claimant, photographs, identification marks, medical certificate Form 14 (in case of invalid pension) succession certificate, guardianship certificate, divorce certificate in case divorce, adoption deed from the competent authority in case of adopted child.
5.		Documents/certificates are attached but not obtained from the competent authority e.g. death certificate, divorce certificate birth certificate issued by the Headman of the locality which is not acceptable.
6.		List of family members such as name of the children is provided but date of birth of each family member not given.
7.	List of family members as shown in service book does not tally with the list of family members as shown in Form 17.	
8.	IPS	Initial Pay Statement (IPS) is not checked and countersigned by the Finance (Pay Revision) department. Fixation is wrong. Revised scale of pay/pay matrix as shown in IPS is not correct as per Revised Pay Schedules 2009/2019
9.	Service Book	Bio-data of the Govt. servant has been corrected (date of birth, name, date of entry etc.) without proper attestation.
10.		Fixation of pay on promotion is wrong.
11.		Revised pay as per IPS – 2009/2019 does not tally with the revised pay as regulated in the service book from 1/1/2007/1/1/2017.
12.		Stagnation increments not allowed correctly.
13.		Regulation of pay are not done upto the date of retirement or death of the Govt. servant.
14.		Service book re-constructed without observing necessary

		formalities.
15.		GPF account number not noted in service book.
16.	Last pay Certificate (LPC)	Last pay as shown in service book does not tally with the last pay as shown in LPC.
17.		Date of last payment not written in LPC
18.		Date of last payment indicated but not tallying with actual date of death or retirement.
19.		Recoveries not shown in the LPC/Pension papers on the space provided.
20.		LPC not signed by the DDO.
21.	Family Pension	Two widows prefer the claim without supporting documents (marriage certificate) whether they are legally married wife or not.
22.		Mother/son/daughter/nephew/nieces prefer the claim for family pension instead of spouse of the deceased Govt. servant.
23.	Documents not attached with pension papers (for service pension)	Medical certificate for invalid pension.
24.		Order of voluntary retirement (in case of voluntary retirement).
25.		Two specimen signature, duly attested by a Gazetted Govt. servant.
26.		Three copies of passport size joint photograph with spouse duly attested by the Head of Office.
27.		Two copies descriptive roll of the pensioner duly attested by a Gazetted officer.
28.		Service Regularisation and Confirmation order.
		Appointment order
		Spinster/Bachelor Certificate duly countersign by the Head of Office
		Reason for delay in submission if any
29.	Documents not attached with pension paper (for Family pension)	Two specimen signature of the beneficiary duly attested by a Gazetted officer.
30.		Three attested copies of photograph of the beneficiary.
31.		Two copies descriptive roll of the beneficiary duly attested.
32.		Unmarried/Unemployment Certificate in respect daughters/sons
33.		Dependency certificate in respect of wholly dependent parents indicating monthly income if any issued from the District Magistrate O/o the Deputy Commissioner.

Sr. Accounts Officer
Pension Section



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OFFICE OF THE ACCOUNTANT GENERAL (A&E), MEGHALAYA, SHILLONG-793 001

No. Pen(M)/Training/2015-16/

Dated:-

To,

Sub: GUIDELINES FOR SUBMISSION OF PENSION CASES TO ACCOUNTANT GENERAL'S OFFICE.

Sir,

An important responsibility of a Head of Department (HOD)/Drawing and Disbursing Officer (DDO) is to ensure that the pension papers of officers/staff under his administrative control are submitted to the Accountant General's office twelve months before the date of superannuation (Rules 67 of MCS Pension Rules 1983). Coupled with this responsibility is the duty of the DOH/DDO to ensure that the pension papers submitted to this office are correct and complete in all respects. To assist the HOD/DDO to effectively discharge this responsibility, this office has prepared a guidelines titled "**Guidelines for Submission of Pension Cases**" a copy of which is attached with this letter. We hope HODs/DDOs will find this guidelines useful.

The A.G's office receives a large number of pension cases where the pension forms are not properly filled in/complete particulars not furnished/authentication of HOD/DDO not given in the spaces provided for it etc. These cases have necessarily to be returned back to the HOD/DDO for rectifying the omissions and results in the pensioner not getting his/her pensionary benefits in time. Some of the more common defects noticed by this office are listed below. HODs/DDOs are requested to exercise due care to ensure that these errors are prevented. Your cooperation in this matter is solicited as this will go a long way ensuring that a pensioner receives his dues in time.

Sd/-

Sr. Accounts Officer
Pension Section