

At the time of scrutiny of the pension cases it has been observed by the Directorate that there are lots of deficiencies in pension cases for which clarification/views, Expost facto approval of concerned authorities have to be sought for, to do away with those deficiencies resulting delay in disposal of the pension cases. This creates resentment, dissatisfaction as well as undue hardship to the retired Government servants.

In order to tide over the above situation and to settle the pension cases at the appropriate time a checklist has been formulated as below for follow-up necessary action by all Heads of Office.

CHECK LIST

1. A certificate that the case was not finalized earlier must be recorded either in the first page or on the last page of the Service Book under proper attestation.
2. Head of Office will have to furnish a certificate to the effect that the Govt. servants holds sanctioned post vide Govt. letter No and date and the pension papers were not processed earlier for him for finalization.
3. Service Book in original along with a copy of the age proof certificate containing the age of Govt. servant should be accompanied along with the Pension proposal.
4. No alternation/overwritten of date of birth unless it is duly authenticated supported by the order from the competent authority will be accepted.
5. Service Book opened without dated initial indicating the year of attesting Officer as well as Govt. servant at Column 8 and 9 of 1st page of Service Book will not be entertained as the Service Book is to be opened immediately after joining in service as per the Assam Financial Rules.
6. Delay in opening of Service Book should be properly justified.
7. Re-constructed Service Book without the specific approval of the competent authority will not be entertained. Approval of competent authority should invariably be obtained before submission of pension cases. Recording should be made in the 1st page of Service Book under proper attestation.
8. Initial appointment order indicating the detail scale of pay should be recorded in Service Book and the copy of appointment letter should be kept in Service Book. Yearly pay entry should be recorded with proper attestation in Service Book.
9. Service verification should be recorded in Service Book annually i.e. mentioning the period of verification under proper attestation.
10. Availing of different kinds of leave should be recorded in Service Book under attestation.
11. Equalization of pay admissible under Provision of Normal Rules of F.R's & S.R's/R.O.P's should be recorded in Service Book under attestation. Reference No. and date of order and with whom equalization has been made also should be recorded in Service Book under attestation.
12. Extended scale if admissible and allowed should be recorded in Service Book under attestation.
13. Confirmation in service should be recorded in Service Book under attestation and relevant copy of such order should be submitted along with pension

proposals. However confirmation in Service after the death of Govt. servants will not be entertained.

14. Date of retirement/death of Govt. servant should be recorded in Service Book under attestation.
15. First and last page of Service Book should invariably be countersigned by Head of Office.
16. Suspension, removal and dismissal from service should clearly be recorded in Service Book indicating the No. and date of such order. Re-instatement in Service and treatment of Suspension period along with regulation of pay during the suspension period should be recorded clearly in Service Book
17. Records of deputation/lien should be recorded in Service Book under attestation.
18. Copy of Treasury Challan remitting the leave salary and pension contribution should be endorsed to this Directorate invariably. Outstanding dues/excess draws if any to be recorded should be clearly indicated in the forwarding letter/Form No 19 while sending the pension papers to this Directorate.
19. Information regarding clearance of loan/L.T.C if any should be recorded in Service Book and also in the forwarding/covering letter.
20. Date of Ad-hoc, Deficit/Provincialization and Amalgamation and up-gradation etc. of the institution indicating the Nos. and date of such order during which the Govt. servant worked should be recorded in Service Book under proper attestation of head of office.
21. Information in regard to of C.P.F Accounts, No refund of C.P.F/Govt. share /along with interest etc. along with the copy of Treasury Challan should be furnished along with pension papers.
22. Duly filled up Form No 1,1(A) and (2) and (19) signed by the Head of the Office in case of Superannuation Pension should invariably be submitted.
23. Duly filled up Form 3,10,20,21,12 and 16 along with nomination Form in case of family pension should invariably be submitted and it is to be signed by the Head of Office.
24. Slip of Specimen Signature and Descriptive Roll, joint photograph (in case of Superannuation Pension) and single photograph in case of family pension duly attested and countersigned by Head of Office should be submitted.
25. L.P.C duly filled up and counter-signed by Head of Office is to be submitted.
26. Copy of sanctioning order of Provisional Pension/Provisional D.C.R.G should be enclosed along with the pension papers.
27. Non-drawal certificate in case of non-payment of Provisional pension/Provisional D.C.R.G are to be enclosed along with the pension papers.
28. Copy of No demand certificate duly signed by Head of Office is to be furnished.
29. Non liability certificate from the concerning authority /Audit Officer in case of Head of the Institution are to be furnished under proper attestation of Head of Office along with the Pension Papers.
30. Copies of I.P.S in respect of each R.O.P's are to be furnished along with Service Book.

The above is not exhaustive but an illustrative one only and hence the guide lines issued by the P&P.G. Deptt., Dispur in this regard in the shape of booklet may also be taken into account at the time of processing the pension papers

including the Provision of the Assam (Services) Pension Rules 1969 and family pension scheme, 1964.

Sd/-

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