

Steps in Processing of Pension application

Pensioner/Claimant

Documents required to be submitted by the pensioner to the concerned DDOs/HoO for processing of pension application are as mentioned below:-

- i. Pension Application - 2 copies
- ii. Joint Photo (with spouse) - 2 copies of Passport size Joint Photographs with wife or husband duly attested by Head of Office
- iii. Identification Marks - 2 copies duly attested by a Gazetted Officer
- iv. Specimen signature - 2 sets duly attested by a Gazetted Officer
- v. Nomination for Life Time Arrears of Pension / Gratuity /CVP.
- vi. Details of family - with age and marital status (if possible with the date of marriage) and details of handicapped members, if any, with Medical Certificate from a Civil Surgeon
- vii. Death Certificate / Legal Heir ship Certificate in the case of Family Pension along with the application for Family Pension
- viii. Form 19 showing outstanding Govt. dues, if any/ Provisional Pension/ Provisional DCRG/ Provisional Family Pension sanctioned and disbursed.

Department Forwarding of Pension proposal

1. All documents submitted above alongwith all the relevant pension forms and service books should be duly approved and sanctioned by the Head of Office.
2. Service book / Service Roll (Date of Birth, Date of Appointment, duly noting the date of retirement, date of confirmation, last pay drawn regulating his pay / Special Pay/Personal Pay etc. service verification done from Date of Appointment to Date of Retirement).
3. Covering letter by the forwarding authority .

Accountant General Verification & Authorisation

1. On receipt of the application and after verification of the proposal, AG admits the pensionary benefits based on the qualifying service and Average emoluments and sends the admittance report to the department along with the service book.
2. Authorises the pensionary benefits in Pension Payment Order (for pension) Gratuity Order & commutation order (commutation of the pension) in three copies. 1st copy to the Treasury, 2nd copy to the pensioner and the 3rd copy to the department

Pension Payment Order

1. 2 PPO books are prepared (Pensioner's half & Disburser's half) and sent to Treasury Officer
2. 3 copies of forwarding letter for PPO are sent, one each to Treasury, Pensioner, and Department for information.
3. Pension is payable at the Treasury desired by the pensioner

Gratuity Payment Order

3 copies of GPO authorisations are prepared, one each to the

1. Treasury Officer
2. Pensioner
3. Department Office

Commuted Value of Pension

3 copies of CVP authorisations are prepared and sent to the

1. Treasury Officer
2. Pensioner
3. Department Office

Note : CVP is payable at the same treasury for pension. The admissibility of CVP first reported to the Finance(PC) Deptt, Govt. of Meghalaya for sanction & thereafter necessary authority for CVP is issued by AG office on receipt of sanction order. (desired by the pensioner)

Pensioner Receipt of Pensionary benefits authorised by Accountant General

The Pensioner should approach the Treasury Officer for payment of PPO, DCRG and CVP by production of the intimation received from the AG.