

## **GUIDELINES FOR SUBMISSION OF PENSION CASES**

The motto of Pension Section of the Office of the Principal Accountant General (A&E), Manipur is to authorize Pension Payment Order to the retired Government servants immediately after their retirement or as early as possible in the event of death/premature retirement, but not later than 2 months from the date of receipt of the pension papers if the case is received with complete documents by this Office. To achieve this, it is important and necessary to mention that the pension papers of State Government employees who are retired or yet to retire on superannuation is to reach the Office of the Principal Accountant General (A&E), Manipur through Secretariat (Pension Cell/DP), Government of Manipur in complete shape, not later than six months before the date of retirement of the Government Servants as laid down under Rule 61 (4) of the Manipur Civil Services (Pension) Rules, 1977. Further, the Head of Department shall supply a list of all Government servants who are due to retire within the next 24 to 30 months, twice in a year, showing the position on 1st of January and 1st of July each year as required under Rule 56 of MCS (Pension) Rules, 1977.

In order to settle the cases expeditiously, appropriate timely steps be taken and documents furnished as provided herein. The following guidelines may be observed in this regard:-

### **Maintenance of Service Book**

The Head of Office/Head of Department should ensure:

- a) Preparation of pension papers in compliance of Rule 58 & 59 of MCS (Pension) Rules, 1977;
- b) Entry of the correct date of birth;
- c) Detailed entries of the history of service, chronologically, from the date of joining up to retirement;
- d) Verification of service without any break;
- e) Note of increments for every year till retirement;
- f) Noting of the retirement order in the service book.

## Forms/Enclosures

A) The following certificates/documents must be enclosed for all types of pension cases -

- i) Demand/No Demand certificate issued by the Head of Office/Head of Department.
- ii) Accommodation/Non-Accommodation Certificate of Government Quarter issued by the Competent Authority.
- iii) Consent certificate for recovery of excess drawal, if any, duly countersigned by the Head of Office/Head of Department.
- iv) Death certificate of other spouse, if not alive.
- v) Retirement/Termination order duly countersigned/signed by the Head of Office/Head of Department.
- vi) Passport size photographs of the retired government employees/claimant & joint family photographs duly attested by the Head of Office.
- vii) Specimen signature or thumb and fingers impression of the application duly countersigned by the Head of Office.
- viii) Descriptive roll duly countersigned by the Head of Office.
- ix) Service Book.

B) Depending on the type of pension, the relevant forms/enclosures as detailed below must be filled up properly, signed by the competent authority before submission to AG office-

### **a) In respect of Superannuation/voluntary retirement/Invalid pension:**

- i) **Form 3:** Details of family members including physically/mentally handicapped children, if any, in order of birth with date of birth and relationship. Date of marriage in respect of married sons/daughters may also be indicated in the remarks column. If a child is physically handicapped/mentally retarded, a certificate in original issued by the competent medical authority certifying the exact mental or physical condition of the child and his/her inability to earn his/her livelihood should also be brought to the notice of the head of office and submitted to this office when necessity arises.
- ii) **Form 5:** Particulars to be obtained by the Head of Office/Department.
- iii) **Form 7:** Form for Assessing pension etc.
- iv) **Form 8:** Forwarding letter.
- v) **Pension calculation sheet.**

- vi) **Certificate of drawal/non-drawal of provisional pension/retirement gratuity.**
- vii) **Last Pay certificate** (GPF account No. should be indicated).
- viii) **Application for commutation of pension**, if so desired.

**b) In respect of Family Pension:**

Initially the Head of Office shall address the widow or widower in Form 13 for claiming pension where the family of the deceased Government servant is eligible under Rule 54 for the family pension, besides the following-

- i) As at (B) (a)-(i), (v), (vi) and (vii) above, along with certificate of drawal/non-drawal of Immediate relief;
- ii) **Form 12:** Application for grant of Death Gratuity;
- iii) **Form 14:** Application for grant of Family Pension;
- iv) **Form 18:** Form for Assessing and Authorising Family Pension and Death gratuity;
- v) **Form 19:** Forwarding letter;
- vi) **Guardianship certificate** if the claimant is a minor;
- vii) **Legal wife/husband certificate** issued by the concerned District Magistrate.

**c) In respect of payment outside Manipur:**

If the payment is to be made outside Manipur, Special Seal is to be embossed on the P.P.O./G.P.O. Authority.

The retiring Official, therefore, should also take special care to indicate the name of Treasury or Branch of Public Sector Bank & the Pay and Accounts Office (through which pension is to be drawn) correctly while filling up pension papers.

**d) In respect of Officials against whom departmental or judicial proceedings are pending:**

In respect of a Government servant who has retired on attaining the age of superannuation or otherwise and against whom any departmental or judicial proceeding has been instituted, Provisional pension as provided under Rule 69 of MCS (Pension) Rules, 1977 may be authorized if the same is sanctioned by the concerned authority.

**e) In respect of Extra-ordinary pension and Liberalised pension:**

In those cases where the claims relate to Extraordinary pension and Liberalised pension, the duly filled up forms, prescribed under MCS (EOP) Rules, 1995 and MCS (LP) Rules, 2000 respectively, need to be enclosed, in addition to other enclosures mentioned above.

**Clarification of doubts**

In case of any doubt regarding preparation and submission of any pension case, the Sr. Accounts Officer and/or Assistant Accounts Officer of Pension Section, office of the Principal Accountant General (A&E), Manipur, Imphal may be contacted.

**DISCREPANCIES COMMONLY NOTICED IN PENSION CASES RECEIVED IN THE OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), MANIPUR.**

- The Head of office did not sign on Form-18 Part-I, Section-II.
- The Head of office did not sign on Part-II (Acknowledgement) of the Application for Commutation of a fraction of pension without Medical Examination.
- Cases of allowing to draw special pay in the form of personal pay for small family norms are observed. However, in most of such cases, the dates of birth of children shown in Form-3 are observed to be later than the dates of allowing to draw the personal pay.
- Sr. Scale/Selection Grade Scale of school teachers were allowed to be drawn without approval of Screening Committee.
- Notional and Retrospective Promotion/Pay fixation were made without concurrence of the Finance Department.
- Cases of change of date of birth in violation of Note (6) below FR-56 are observed.
- Cases of allowing to draw Non-Functional Scale under the MS (RP) Rules, 1999 without issuing specific order, are observed.
- Wrong step up of pay are observed and in most of the cases service particulars of the juniors were not recorded.
- Periodical Service Verification for particular periods was left out.
- Affidavits not signed by the deponent, were submitted.
- Name of adopted son/daughter were shown in Form-3. However, for such adoption, requisites of valid adoption were not fulfilled.
- Children shown as son/daughter happen to be grand children.

- Actual amount paid was not shown in the LPC of those officials who retired/expired before completion of a full calendar month.
- Age of family members was furnished on Form-3 instead of date of birth in Date/Month/Year.
- Payment/Non-payment Certificate of Immediate Relief was not furnished in the pension case of deceased officials.
- Instances of accepting Voluntary Retirement under Rules 48-A, of the MCS (Pension) Rules, 1977, before completion of 20 years qualifying service, are observed.