

GOVERNMENT OF NAGALAND
PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT
(PENSION CELL)

NO. PAR / PEN - 13 / 2006

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Dated Kohima, the 6th of April, 2010

OFFICE MEMORANDUM

SUBJECT:- GUIDELINES FOR STREAMLINING PENSION MANAGEMENT

1. It has been observed that the timely finalization of pension-cases in respect of retired State Government employees are being inordinately delayed due to lapses committed, inadvertently or otherwise, by the Administrative Departments / Heads of Department during the course of processing and submission of pension-related documents to the Office of the Accountant General, Nagaland.

2. Hence, with a view to forestall such delays and to facilitate the prompt and speedy disposal of the pension-cases, the following guidelines are hereby circulated as a supplement to the existing ones notified vide this Department's Office Memorandum of even number dated 27-8-2009, for information and strict compliance by all Administrative Heads / Heads of Department.

- (i) Due attention should be paid to establish that the **Pension Forms** are complete in all respects, and that the dated initials / signatures of the employee concerned and of the sanctioning authority are suitably affixed in the relevant columns.
- (ii) Care should be taken to ensure that cases, forwarded after 10 (ten) to 40 (forty) years of retirement / death of the employees concerned, are invariably accompanied by Provisional Pension and Gratuity duly authorized as per **Rule 64** and **80-A** of the Central Civil Services (Pension) Rules, 1972.
- (iii) Correct fixations of pay should be recorded in the Service Book.
- (iv) Maternity Leave, including other kinds of leave, availed by a female employee during child-birth, should be tallied with the date of birth of the children and recorded accordingly in the leave-account.
- (v) Checks be undertaken scrupulously to identify and weed out cases wherein names of ineligible kin, i.e. grandsons, granddaughters, etc. have been produced and found impersonating as bona fide and entitled members of the family of a Government servant.
- (vi) Names of children born **after** availing incentive-increments, on undergoing sterilization, are to be summarily deleted
- (vii) The practice of granting **voluntary retirement** to an employee who have **not** rendered the minimum qualifying service of 20 (twenty) years, and subsequently converting the same as **Invalid Pension on medical ground**, should be discontinued forthwith.
- (viii) The predisposition for obtaining birth-certificates **afresh** from the Department of Economics & Statistics in respect of a child, whose case of abnormal variation in age with his / her siblings or parents have been exposed by the Accountant General, Nagaland, must be done away at once.

Sd/-

LALTHARA

Chief Secretary to the Govt. of Nagaland

Contd./-

Asst Secy

P.O. Admin / Estt Br.

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Neibanao

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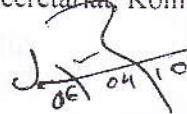
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Copy to: -

1. The Secretary to the Governor of Nagaland, Raj Bhavan, Kohima, Nagaland.
2. The Additional Chief Secretary to the Chief Minister, Nagaland, Kohima.
3. The OSD to the Chief Secretary, Nagaland, Kohima.
4. The Additional Chief Secretary & Development Commissioner, Nagaland, Kohima
5. The Additional Chief Secretary & Commissioner, Nagaland, Kohima.
6. The Additional Chief Secretary & Finance Commissioner, Nagaland, Kohima.
7. All Principal Secretaries / Commissioner & Secretaries / Secretaries to the Govt. of Nagaland
8. The Accountant General, Nagaland, Kohima.
9. The Resident Commissioner, Nagaland House, New Delhi / The Deputy Resident Commissioner, Nagaland House, Kolkata / The Deputy Resident Commissioner, Nagaland House, Guwahati / the Assistant Resident Commissioner, Nagaland House, Shillong.
10. The Secretary, Nagaland Legislative Assembly Secretariat / Nagaland Public Service Commission / State Vigilance Commission, Nagaland, Kohima.
11. All Heads of Department, Nagaland.
12. All Deputy Commissioners / Additional Deputy Commissioners, Nagaland.
13. All Branches in the Nagaland Civil Secretariat, Kohima.



(TEMJEN TOY)

Commissioner & Secretary to the Govt. of Nagaland