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

No.PAR/PEN/13/2006 / / Dated Kohima, the 14 April 2011.

CIRCULAR

SUB:- A Special Drive By Accountant General Nagaland for Speedy Disposal Of Pension and other Retirement Benefits.

With the view to facilitate the early payment of pension and other retirement benefits to retired employees, the State Government in collaboration with the Accountant General Nagaland has decided to launch a special drive to settle / finalize pension cases. The department of Police, Health & Family Welfare, School Education, Power, Roads & Bridges, Housing and Mechanical have been selected initially for this special drive. During this drive, the departments will make special arrangement to prepare and process pension papers in a mission mode in all their respective departments. Thereafter, the prepared pension papers will be scrutinized and collected by officers of the Accountant General office.

With the view to achieve this objectives, all AHODs / HODs are asked to give top priority to pension related works and ensure that all pension / pending pension cases are prepared with reference to “pension Check-list with instruction” of the Accountant General Nagaland (copy enclosed).

Enclosed: As Above.

Sd/- AMARDEEP S BHATIA
Commissioner & Secretary to the Govt. of Nagaland

Dated Kohima, the April 2011.

Copy to:-
1. The Secretary to the Governor of Nagaland, Raj Bhavan.
2. The Special Secretary to the Chief Minister of Nagaland.
3. The OSD to Chief Secretary to the Govt. of Nagaland.
5. The Addl. Chief Secretary & Commissioner, Nagaland.
6. All Addl. Chief Secretary/ Principal Secretary/ Commr. & Secretary/ Secretary to the Govt. Of Nagaland.
7. The Secretary, Nagaland Legislative Assembly, Kohima.
8. The Accountant General, Nagaland.
9. All Heads of Departments, Nagaland.

( CHUBASANGLA ANAN )
Joint Secretary to the Govt. of Nagaland
OFFICE OF THE SR. DY. ACCOUNTANT GENERAL (A&E)
NAGALAND: KOHIMA

No give/Policy/2011-12/ Dated Kohima the April’11

To

The Commissioner & Secretary
to the Govt. of Nagaland,
P&AR Department,
Kohima.

Subject: A Special drive by A.G. Nagaland for Speedy disposal of Pension and other Retirement Benefits.

Sir,

Due to adoption of Retirement Act 2009, a large number of pension cases are found pending in various State Departments and in AG’s office, the State Government (P&AR Dept.) in collaboration with the Accountant General’s office, has arranged a workshop on 6/04/2011 at the conference hall in the New Secretariat Complex along with 5 major HoDs to chalk out an action plan for speedy settlement of the same.

AG’s office, being the authorizing agent of the Pension is facing difficulties to settle the case as most of the pension cases are found incomplete in various aspects for which this office has to raise objection and return to concerned departments for its rectification. Thus resulting the Pensioner/Family Pensioners to endure prolong delay and hardship.

It is, therefore, requested that all the Heads of Departments carefully examine the Pension/Family Pension cases before forwarding them to this office with the following Check Lists to avoid delay/Back log in settlement of Pension cases:

1. SUPERANNUATION/VOLUNTARY (RETIRING)/INVALID/COMPULSORY RETIREMENT/ABSORPTION IN PSU.

(a) Form -1 Nomination. Whether the Nomination Form has been enclosed or not.

(i) To be signed by the executor along with witness sign duly counter signed by Head of Office/HoDs

(b) Form -3 Details of Family Members.

(i) Whether the Date of Birth and Relationship with the Government Servant has been duly recorded or not.

(ii) Whether the name of the Wife/ Husband of the Government Servant has been recorded (if died date of death).

(iii) Whether the Head of the Office has attested or not.
(iv) Do scrutiny to ascertain that no foul play has been done in the list i.e inclusion of grand children / children of relatives as their own children. It is also found that in some cases date of birth of children are reduced abnormally. In case of a lady government servant, leave availed by her match with date of birth of her children.

(c) **Form -5 Intimation by the Government Servant to the Head of Department of his Retirement.**

(i) Whether the Date of Birth/ Retirement has been mentioned or not.
(ii) Whether the Present Address/Address after Retirement has been recorded or not.
(iii) Whether the name of Treasury opted for drawing Pension/Gratuity has been recorded or not.
(iv) Whether the Pensioner has signed with date or not.

(vi) To be attested by Head of Office.

(d) **Form-7 Assessing of Pension and Gratuity.**

(i) Whether the columns 1,4,5,6,7,8,9,10,12,16,17,23,25,27,28,30 are duly filled in or not.
(ii) Whether the Head of the Department (Pension Sanctioning Authority) has counter signed or not.
(iii) Non-gazetted cases HsOD to be counter signed. Gazetted cases the Government to be counter signed.

(e) **INVALID PENSION CASE**

(i) In case of Invalid Pension, whether the Medical Certificate in the Form-23 (original) has been furnished or not.
(ii) Whether the Medical Examining Authority headed by the CMO or equivalent have put their signature with Date or not.
(iii) Whether the Approval from the Personnel and Administrative Reforms has been obtained or not. This is required with reference to the P&AR Letter No.PAR/PEN/12/2006 dt.18.08.2006.

(f) **COMPULSORY RETIREMENT**

In case of Compulsory Retirement specific mention whether any part of Pension is to be held up as a measure of penalty or other wise. The quantum of pension allowed to be specifically mentioned.

2. FAMILY PENSION CASES (Death in harness)

(a) **Form-12 Form of application for grant of death gratuity on the death of Government Servant.**

(i) Whether the Columns 1, 2, 3, 4, 6, 7,8,9 and 10 are duly filled up with witnessed by 2(two) persons and duly attested by Departmental Gazetted Officers or not.
(b) Form-14 application for grant of Family Pension, 1964, on the death of a Government Servant/Pensioner.

(i) Whether the Columns 1, 2, 3, 4, 7, 8, 10 and 11 are duly filled up with witnessed by 2(two) persons and duly attested by Departmental Gazetted Officers or not.

(c) Form -18 Form of Assessing and authorizing the payment of Family Pension and Death Gratuity when a Government Servant dies while in service.

(i) Whether the Columns 1, 2, 3, 4, 8, 9, 10, 11, 12, 15, 16, 17, 23, 25 and 26 are duly filled in or not.
(ii) Whether the Head of the Department (Pension Sanctioning Authority) has been counter signed or not.

(d) OTHER DOCUMENTS

(i) Whether a copy of Death Certificate from the Registrar, Death and Birth under Rule 17 have been furnished or not.
(ii) Whether the Nomination for death Gratuity (if the same is to be paid in share) has been furnished or not.
(iii) Whether Legal guardian certificate and an Indemnity Bond as per Para 4 of GID (4) below Rule 51 of CCS (Pension) Rules 1972 in Stamp Paper with appropriate value has been executed by the Legal Guardian and accepted by the Head of the Department when the Family Pension is to be paid to minor through do facto Guardian has been furnished or not.
(iv) Whether an Income Certificate from the Revenue Officer in case of claimant is Mother, Father, Unmarried Daughter, and Son has been furnished or not.
(v) Whether a succession certificate from the competent Authority has been furnished or not.
(vi) Whether the birth Certificate of Minor Children have been furnished or not.
(vii) Recent photographs of claimant/L.G be pasted in the certificate with counter sign of issuing authority.

3. EXTRA ORDINARY PENSION/FAMILY PENSION.

(a) Whether the Specific Sanction order for granting EOFP from the Government in the name of the Government Servant has been obtained or not
(b) Whether all forms as detailed in case of family Pension (See Para 2 above) mentioned above are furnished or not.
(c) A copy of the Ex-gratia grant allowed by the Government furnished or not.
(d) NDC and other required documents were furnished or not.
4. GENERAL (COMMON DOCUMENTS)

(a) The Service Book.
(i) Name of the Incumbent, Date of Birth, Identification Mark etc. in the Index Page has been correctly and distinctly recorded or not.
(ii) Any alteration/Correction done subsequently has been attested by the competent authority or not.
(iii) All occurrences (such as Promotion, Demotion, Revision of Pay, Suspension, Leave including Date of Appointment/Retirement/Death) during service life of the incumbent have been duly recorded as far as possible in chronological order quoting relevant orders and authenticated by the Competent authority or not.
(iv) Whether a copy of Passport size photograph of the Government servant has been pasted in the Index page of the Service Book or not.
(v) Whether the record of periodical verification of Service from time to time has been recorded and attestation by the Competent Authority or not.
(vi) Whether the incumbent has signed time to time in the prescribed column of Service Book or not.
(vii) Whether the Fixation and regulation of Pay from time to time has been done and recorded correctly or not.
(viii) Certificate of payment /non-payment of Provisional Pension/Gratuity have been recorded in the Service Book or not.
(ix) Whether the IFSs of all ROPs have been furnished or not.
(x) Whether the GPF account Number has been recorded or not.
(xi) Whether an exhaustive List of Family Members as on date of retirement/Death indicating date of birth and relationship with the Government Servant has been recorded or not.
(xii) Whether the Medical Certificate of Fitness during first Appointment has been pasted or not.

(b) Whether 3(three) copies of Joint Passport size photographs (in case of Retired cases)/single photographs of the claimant (in case of Family pension cases) duly attested by a Departmental Gazetted Officer have been enclosed or not.

(c) Whether 2(two) sets of Specimen Signature of the Government Servant/Claimant duly attested by a Departmental Gazetted Officer have been enclosed or not.

(d) Whether 2(two) sets of Descriptive Rolls showing the Identification marks as recorded in the Index page of Service Book of the Government Servant/Claimant duly attested by a Departmental Gazetted officer has been furnished or not.

(e) Whether the Last pay Certificate with the date, upto which the payment has been made, along with the Record of over drawal of Pay and allowances if any, outstanding of Loans (HBA, MCA etc.) duly signed by the DDO has been furnished or not.

(f) whether the No demand certificate from the Department, Works and Housing (Loan Branch), Home Department (Loan Branch), Water and Electricity and Bank have been furnished or not.
(g) A copy GPF Statement and any other supporting documents deemed fit.

5. COMMUTATION OF PENSION

(a) The applicant those who applied for Commutation of Pension within one year of their Retirement have to apply in Form-1, Form 1A, except in cases of persons who retired on Invalid Pension, Compulsorily Retired and quite the Government Service due to Permanent absorption in PSU and Pensionary benefits has been settled on Pro-Rata basis.

(b) The Government Servant who Retired on Invalid Pension, Compulsorily Retired and absorbed in PSU and settled their Pensionary Benefits on Pro-Rata Basis have to apply in Form No.2 along with Medical Examination in Form 4.[ Rule (v) of Rule 18 of CCS (Commutation of Pension) Rule 1981.]

(i) In the Medical Examination, the Medical Authority has to clearly mention whether the applicant is eligible to commute his portion (Maximum 40%) of Pension as per Medical Examination and the age to be taken at the time of Commutation on which basis the amount of Commuted value of Pension shall be computed.

(ii) Whether the Date of Medical Examination has been affixed by the Medical Authority or not.

(The Medical Examining Authority should be as per Rule 22 of CCS (Commutation of Pension) Rule 1981.)

Yours faithfully,

[Signature]

SR. ACCOUNTS OFFICER (PENSION)
Common Errors

- No original Nomination found. If found not signed by the Govt. Servant
- Form-3 Details of Family members are not authentic/incomplete
- Form-5 Details of Treasury, Address and Sign of Pensioner missing
- Form-7 No Counter sign of HsOD/Secretary to the Govt. of Nagaland.
- Incomplete Forms/ Left Blank columns in Forms
- Date of Birth in Index Page of SB found tampered/Corrected after lapse of 5 years
- Income Certificate from Notary Public instead of 1st Class magistrate or Revenue officer
- Wrong Pay regulation/usage of correction fluid/correction without attestation and no recovery of excess pay drawn
- Lack of NDC from Department, PHC, Bank etc
- Joint Photographs/Single photographs are not clear and without attestation by DDO
- Lack of Certificates regarding Medical fitness, Provisional Pension etc.