

**GOVERNMENT OF MEGHALAYA
FINANCE (PENSION CELL) DEPARTMENT**

NO.FEM(PC)40/2008/82

Dated Shillong, the 11th May, 2010

OFFICE MEMORANDUM

Sub : Settlement of Pension Cases.

It has come to the notice of the Government that there have been instances where pension papers are submitted to the Office of the Accountant General without proper scrutiny by the Heads of Office. In some cases, the pension papers submitted do not reflect the information such as the correct name of the pensioners, the name of the family members, in correct date of birth recorded in the Service Book among other things which reveal that the maintenance of the Service Books is not done in the proper way. As a result, the pension papers submitted to the Accountant General are incomplete or the entries are recorded in incorrect manner.

1. The Meghalaya Civil Services (Pension) Rules, 1983 provide for advance action to be taken by the Heads of Office and the Accounts Officers are to ensure that the amount of pension and gratuity due to a retiring Govt. employee is assessed well in time and the Pension Payment Order/Gratuity Payment Order issued one month in advance of the date of retirement.

2. Proper verification of the date of birth of his/her family, recording of the nomination and other factual details of the case along with documentary evidence has to be enclosed before forwarding the pension papers to Accountant General.

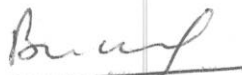
3. The Government would like to ensure that retiring Government employees should receive the final sanction of pensionary benefits timely. If the delay in issuing a final Pension Payment Order is unavoidable, the benefits of provisional pension and provisional gratuity should invariably be allowed as prescribed under Rule 69-70 of the Meghalaya Civil Services (Pension) Rules, 1983.

4. In order that the pension papers submitted contain the correct information and calculation, there is an urgent need to adhere to the following guidelines by all concerned for the proper maintenance of the Service Book, of the government servants as the entries in the pension papers are the extracts of the entries/records in a Service Book/Roll.

- (a) **Before opening of Service Book** - Instructions for maintenance of Service Books should be properly read and understood as given in part I, II, III-A and III-B, IV and V
- (b) **Opening of Service Book** - Name to be written clearly on the outer cover. Reference to the original documents verified to be made for (a) Date of Birth (b) Educational Qualifications (c) Technical Qualifications (d) Caste Certificates of ST/SC/OBC.

Contd.2/-

- (c) **Permanent home address-** To be clearly mentioned in column II of page 3 of the Service Book.
- (d) **Opening entries in Part IV-** In Column 2 Date of appointment, with clear indication 'forenoon' or 'afternoon' to be entered, in column 4, designation, scale of pay and name of office to be entered. Pay normally minimum of the scale for new entrants to be mentioned in column 6. Entries in column 5 to be made only when the official is confirmed. In column 7 reference to appointment order should be given. Attestation to be made in column 8.
- (e) **Entries in Column 2 and 3 -** Entry in column 3 against entry already made in column 2 will arise on the grant of annual increment or relief on transfer etc.
- (f) **Leave entries -** Leave entries are to be made under column 7. Entries are to be as brief as possible to utilised minimum space. In the case of Extra Ordinary Leave, indication whether 'with Medical Certificate' or 'without Medical Certificate' etc to be clearly made.
- (g) **Special kinds of leave -** Maternity leave, study leave etc which do not affect leave account to be entered in the remarks column (column II).
- (h) **Entries in the body of the Service Book** - Important events e.g. Suspension, reversion as a penalty, confirmation, termination of probation, fixation of pay in the revised scale, stepping up of pay etc to be entered giving reference to authority.
5. The Head of Office should, however, ensure that all known dues such as long term advances still outstanding, over payment of pay and allowances etc. and other recoveries due is adjusted before disbursing provisional gratuity.



Principal Secretary to the Govt. of Meghalaya,
Finance (Pension Cell) Department

Dated Shillong, the 11th May, 2010.

Memo NO.FEM(PC)40/2008/82-A,
Copy forwarded to:-

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| 1. All Administrative Department. | } | They are requested to bring this Office Memorandum to the notice of all concerned for strict compliance. |
| 2. All Heads of Departments | | |
| 3. All Treasury Officers/All F.A.Os. | | |
| 4. All Deputy Commissioners/Sub-Divisional Officers//Block Development Officers. | | |
| 5. The Accountant General (A&E) Meghalaya for information and necessary action. | | |

By Order etc



Deputy Secretary to the Govt. of Meghalaya,
Finance (Pension Cell) Department.
