

**GOVERNMENT OF MEGHALAYA
FINANCE (ESTABLISHMENT) DEPARTMENT**

No. FEG.31/2009/127

Dated Shillong, the 9th July, 2014

OFFICE MEMORANDUM

Subject : Verification of pensioners in automated system of pension payment

In the old pension payment system where pensioners has to submit pension bills, it was mandatory for them, under the Meghalaya Treasury Rules 1985, to appear before the pension disbursing authority for verification of their identity, so as to check against fraud or excess payment in the event of death of the pensioner. Since the creation of pension database in 2010, submission of monthly pension bills has been done away with and automated pension payment system was introduced with additional measure where the frequency of physical appearance was increased to twice in a calendar year. Because of the sizeable number of pensioners and the time consuming process for validation of the identity of pensioner in the pension database, the inconvenience caused to pensioners has drawn the attention of the State Government.

With a view to remove such inconveniences, the State Government has adopted biometric system as an alternative automated method of verifying the identity of a living pensioner. This automated system shall be known as "Automated Fingerprint Identification System" (AFIS) and shall replace the existing system of verification by way of auto-matching his/her fingerprint image with the image data of fingerprint taken earlier and stored in the system. Further, the Application Software developed for this purpose also provide facilities to pensioners to make query regarding their pension entitlement, rates of Dearness Allowance revised from time to time, up to date monthly pension payment including arrear pension, or to edit their personal details, viz, residential address, contact number, family details, etc.

The biometric system put in place, including the biometric fingerprint devices and the minutiae specifications of the fingerprint image data conform to the Ministry of Communication and Information Technology Standard (Version :1.0) 2010 in respect of Fingerprint Image and Minutiae Data for e-Governance Application in India.

The Automated Fingerprint Identification System shall involve the following processes :

1. Image acquisition of fingerprints of pensioners

- (a) Pensioners shall have to give the fingerprint image of their index finger in respective treasuries wherefrom they have opted for drawal of monthly pension.
- (b) In respect of pensioners who are sick and bed ridden, treasury shall depute an official to capture the fingerprint image at their residence.
- (c) The fingerprint image data captured through a biometric device shall be stored in the Local Server of the treasury.

2. Fingerprint image data for verification of identity of pensioner

- (a) Pensioner's Kiosks are being installed in public places, starting with treasuries and in course of time in banks, etc.
- (b) An Application Software installed in Kiosks will enable pensioners to enter their identity into the system by the PPO Number and to confirm the identity by their fingerprint image read by a biometric fingerprint device installed in kiosks.
- (c) Verification of identity of pensioners shall take place through matching of the minutiae of fingerprint image with the minutiae of fingerprint image data already stored in the Server, through the internet/intranet connectivity.

- (d) In respect of pensioners who are outstation or who are sick and bed ridden to visit a kiosk for self-verification, production of a Life Certificate issued by the competent authorities listed under Treasury Rule 259 is mandatory. In respect of sick and bed-ridden pensioners, where production of such a Life Certificate was not possible due to one reason or the other, the Treasury Officer shall depute an official to their residence for physical verification and validation as mentioned under para (c) above.

3. Auto-Validation in pension database

- (a) When matching of fingerprints as in para 2(c) above is completed, pensioner shall have access to the Pensioner's Homepage that provides linkage to Pensioner's profile, Pensioner's entitlement, Pension Payment, Pensioner's Self Certification, etc.
- (b) Identity auto-validation also requires pensioners to validate Self Certification in respect of non-employment and non-marriage/re-marriage.
- (c) Thereafter, identity auto-validation shall take place in the pension database.

4. Frequency of auto-validation

While the frequency of identity auto-validation of pensioners shall be maintained once in six months, automation of processes shall count the six months period with effect from the date of identity auto-validation was conducted or facilitated by the treasury.

Now that all treasuries have been equipped with necessary infrastructure, and trial run of the automated identity verification system initiated since November 2013 has been conducted smoothly till date, and that pensioners' fingerprint image data captured during the trial run period and stored in Local Servers were good and ready for verification of pensioner's identity, the State Government is therefore pleased to order the replacement of the existing verification of the identity of pensioners through physical appearances with the new Automated Fingerprint Identification System (AFIS) in all State Government treasuries with effect from the date of issue of this Office Memorandum.

Sd/-

(B. K. Dev Varma, IAS)

Additional Chief Secretary to the Govt. of Meghalaya,
Finance Department.

Memo No. FEG. 31/2009/127-A

Dated Shillong, the 9th July, 2014

Copy to :

1. The Principal Accountant General (Audit), Meghalaya, Shillong.
2. The Accountant General (A & E) Meghalaya, Shillong.
3. All Administrative Departments
4. All Heads of Departments.
5. All Deputy Commissioners
6. The Director of Accounts & Treasuries.
7. All Financial Advisers/Finance & Accounts Officers.
8. All Treasury Officers.
9. The State Informatic Officer, NIC, Meghalaya, Shillong.
10. The Director of Printing & Stationeries, with a request to publish the Office Memorandum in the Official Gazette.



(P. A. Sawian)

Officer on Special Duty and Ex-Officio
Director of Finance (T) Department.