

GOVERNMENT OF ARUNACHAL PRADESH  
FINANCE DEPARTMENT  
ITANAGAR



SUB;- GUIDELINES FOR PREPARATION AND SUBMISSION OF PENSION PAPERS.

Motto: *Timely HELP produces SMILE*  
*DELAY causes SUFFERING*

GOVERNMENT OF ARUNACHAL PRADESH  
FINANCE DEPARTMENT  
ITANAGAR

*SUB;- GUIDELINES FOR PREPARATION AND SUBMISSION OF PENSION PAPERS.*

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GOVERNMENT OF ARUNACHAL PRADESH  
FINANCE DEPARTMENT  
ITANAGAR

No. DAP/PEN/3/2001(P)

Dated 19<sup>th</sup> April 2014

Sub: - Guidelines for preparation and submission of Pension papers and elimination of delay in settlement thereof.

A number of correspondence had been made on earlier occasions also calling upon the Head of Offices to take proper care in presenting cases of Pension /Family Pension of retired and the deceased Government servant respectively. But it appears that many offices have not given due attention to it thus causing delay in settlement of pension to the disadvantage of the Government servant/ Family of the Govt. servant. It may be reiterated that the delay in settlement of pension are mainly attributable to lack of verification of service records/Book, incorrect fixation of the pay of the Government servant and submission of incomplete documents by the Head of offices. Therefore it is once again re-emphasized that the Pension/Family pension cases should be dealt by meticulously following the procedures laid down in the CCS(Pension) Rules as under:-

**1. Stages for the completion of pension papers. (Rule-59)**

(1) The Head of Office shall divide the period of preparatory work of two years referred to in CCS (pension) Rule 58 in the following three stages:-

**(a) First Stage – Verification of services:**

(i) The Head of office shall go through the Service Book of the Government servant, satisfy himself and record the certificates of verification

(ii) The unverified portion or portions of service, shall be verified with reference to pay bills, acquaintance rolls or other relevant records.

(iii) If the service for any period is not capable of being verified in the manner specified in sub-clause (i) and sub-clause (ii), a reference shall be made to the Head of offices in which the Government servants had served during that period for the purpose of verification.

(iv) If any portion of service rendered by a Government servants is not capable of being verified in the manner specified in sub-clause (i) or sub-clause (ii) or sub-clause (iii) verification may be made on the basis of a written statement on plain paper stating of the fact of service rendered to be obtained from the Government servant along with the documentary evidence.

(v) The Head of Office shall, after taking into consideration the facts in the written statement, the evidence produced and the information furnished by that Government servant admit that portion of service as having been rendered for the purpose of calculation of pension of that Government servant.

**(b) Second Stage – Making good omission in the Service Book-**

(i) The Head of Office shall identify if there are any other omissions, imperfections or deficiencies which have a direct bearing on the determination of emoluments and the service qualifying for pension.

(ii) Every effort shall be made to complete the verification of service, as in clause (a) and to make good omissions, imperfections or deficiencies referred to in sub-clause (i) of this clause. Any deficiencies including the portion of service shown as unverified in the Service Book which it has not been possible to verify in accordance with the procedure laid down in clause (a) shall be ignored and service qualifying for pension shall be determined on the basis of the entries in the Services Book.

(iii) For the purpose of calculation of average emoluments, the Head of Office may verify the correctness of emoluments for the period of twenty-four months only preceding the date of retirement of a Government servant.

**(C) Third Stage – As soon the second stage is completed and in any case not later than ten months prior to the date of retirement of the Government servant, the Head Office shall take the following action:-**

(i) He shall furnish to the retiring Government servant a certificate regarding the length of qualifying service proposed to be admitted for purpose of pension and gratuity as also the emoluments and the average of emoluments proposed to be reckoned with for retirement gratuity and pension.

(ii) In case of any difficulty in determining the length of qualifying service on account of non-availability of service records, the retiring Government servant shall be asked to file a written statement of service as provided in Clause(ii) of Sub-rule (1) and sub-rule(2) of Rule 64 of CCS(Pension) Rules.

(iii) He shall obtain detail information in Form 4 and Form 5 from the Government servant.

(2) Action under clauses (a),(b),and (c) of the sub-Rule (1) shall be completed eight months prior to the date of retirement of the Government servant.

**2. Completion of Pension papers (Rule-60)**

The Head of the Office shall complete Part-I of form -7 ( not later than six months of the date of retirement) of the Government servant

**3. Forwarding of Pension papers to Director of Audit and Pension (Rule-61)**

(1) After complying with the requirement of Rules 59 and 60, the Head of Office shall forward Pension papers complete with all the documents required to the Director of Audit under the covering letter in Form-8 alongwith Service Book of the Government.

(2) The Head of Office shall retain a copy of each forms referred to in Sub-Rule (1) for his records.

(3) Where the payment is desired in another circle of accounting unit, the Head of Office shall send Form-7 in duplicate to the Director of Audit and Pension.

(4) The papers referred to in the sub-rule (1) shall be forwarded to the Director of Audit and Pension not later than six months before the date of retirement of the Government servant.

4. Documents required in case of (Superannuation Pension/Voluntary Retirement Pension/Retirement due to absorption to Autonomous Body)

1. Service book duly verified and attested by the Head of Office with following entries in -

- (i) Date of retirement/absorption in Autonomous Body alongwith copy of order.
- (ii) Payment /Non payment of provisional gratuity/Pension with copy of the sanction order, if sanctioned.
- (iii) Date of acceptance of voluntary retirement with copy of orders.
- (iv) Date of membership in the Group Insurance namely UTGEGIS,1984.
- (v) Date of change of group with rate of subscription.
- (vi) Enhanced rate of subscription from 1-1-1990.
- (vii) Date of cessation from membership.

2. Form 1 or 2 of CCS (Pension) Rules duly filled up and signed..... 1 copy
3. Form 3 of CCS (Pension ) Rules duly filled up and signed  
and authenticated by Head of Office.....2 copy
4. Form 5 of CCS (Pension ) Rules duly filled up and signed.....2 copies
5. Form 7 of CCS (Pension ) Rules duly filled up and signed.....2copies
6. (A) Form 1-A/1/ 2 of CCS (Commutation of Pension ) Rules, as applicable,  
duly signed and filled up.....2 copies.
- (B) Nomination Form-5 for commutation of pension... 1 copy
7. Pension calculation sheet.....2 copies
8. Drawal statement of last 10 months.....1 copy
9. Birth certificate of children , issued by competent authority .....1 copy
10. Audit /AC bill /Vigilance clearance certificate ( *for all categories of staff*)...1 copy
11. Loan clearance certificate ( *Irrespective of whether loan taken or not* ) issued  
by Director of Accounts and Treasuries Govt. of Arunachal Pradesh...1 copy
12. Passport size Photograph/Joint photograph ( *Husband and wife* ) duly  
attested by the HOO ..... 3 copies
13. Specimen signature of the claimant duly attested by the HOO.....2 copies
14. Descriptive roll indicating height and identification mark of  
the claimant duly attested by the HOO.....2 copies
15. No Demand certificate from the HOO, under Rule 57,63 & 71) ..... 1 copy
16. Last pay certificate(LPC).....1 copy
17. Date of Birth ( *In Christian era* ) of wife or husband as the case  
may be .....1 copy
18. Medical certificate of incapacity ( *In case of invalid pension*).....1 copy
19. Forward all documents under Form- 8 of CCS (Pension ), Rules , to the Director

(B) Document required for GIS claims in case of death of Government servant :

1. Application in Form- 6 under UTGEGIS, 1984
2. Form- 9 & 13 with normal rate of subscription upto 31/12/89 and enhanced rate from 01.01.1990 duly authenticated by Head of office.
3. Pre-receipted bill in duplicate (Saving Fund & Insurance fund separately duly signed by the claimant and the DDO/Head of Office).
4. sanction order for saving fund.
5. sanction order for Insurance fund.
6. Nomination in form 7 or 8 of UTGEGIS, 1984 as the case may be.

7. *Checking of Initial Pay Statement (IPS)*


- (a) The service Book of every Government servant with upto date entries of Pay fixation statement of pay may be forwarded to the Director of Audit and Pension after every Pay revision/enhancement/upgradation/adoption of time bound pay/grant of ACP/MACP for confirmation.
- (b) The Head of Offices should ensure that the Initial Pay Statement(IPS) of the Government servant should be got checked by the Director of Audit and Pension at least 10 months before the retirement of the Government servant.

Sd/-  
( Gonesh Köyu ) IAS  
Development Commissioner, (Finance)  
Govt. of Arunachal Pradesh, Itanagar

No. DAP/PEN/3/2001(Pt)  
Copy forwarded to:-

dated.....Dec'2014

1. The Secretary to his Excellency Governor , Arunachal Pradesh, Itanagar for information.
2. The PPS to Hon'ble Chief Minister, Govt. of Arunachal Pradesh for information.
3. The PS to Chief Secretary, Govt. of Arunachal Pradesh, Itanagar for information
4. All the Commissioner/Principals Secretaries/Secretaries, Govt. of Arunachal Pradesh, Itanagar/ Naharlagun for information.
5. The Principal Resident Commissioner, Govt. of Arunachal Pradesh Arunachal Bhawan, Chanakyapuri, Kautilya Marg, New Delhi.
6. All the Head of the Offices, Govt. of Arunachal Pradesh for information and wide circulation to respective subordinate offices.
7. Office copy.

  
( A. Basit )  
Director of Audit & Pension  
& Ex- Officio Deputy Secretary (Finance)  
Govt. of Arunachal Pradesh,  
Naharlagun.

5. Document required for GIS Claims--

1. Application in Form-4 under UTGEGIS, 1984.
2. Form- 9 & 13 with normal rate of subscription upto 31/12/89 and enhanced rate from 01.01.1990 duly authenticated by Head of office.
3. Pre-receipted bill, in duplicate, of Saving fund (*duly signed by Govt. servant and attested by Head of Office/DDO* ).
4. Sanction order for saving fund..

(6) Documents required for Family Pension---

1. Service book duly verified and attested by the Head of Office and with following entries-

- (i) Date of death.
- (ii) Payment /Non payment of provisional gratuity/Pension with copy of the sanction order, if sanctioned.
- (iii) Date of membership in the Group Insurance namely UTGEGIS,1984.
- (iv) Date of change of group with rate of subscription.
- (v) Enhanced rate of subscription from 1-1-1990.
- (vi) Date of cessation from membership.
- (vii) Month of last subscription.

2. Form 12 of CCS(Pension)Rules duly filled in.....2 copies.
3. Form 14 of CCS (Pension) Rules duly filled in ..... 2 copies
4. Form 18 of CCS ( Pension ) Rules duly filled in ..... 2 copies
5. Death Certificate..... 2 copies
6. Legal heir /succession certificate from competent authority..... 2 copies  
( *in case valid family declaration is not available* )
7. Photograph of the claimant duly attested by the Head of office ..... 3 copies
8. Birth certificate of children issued by competent authority..... 1 copy.
9. Pension calculation sheet..... 2 copies
- 10.Income certificate of the children (*in case claimant is/are children*)..... 2 copies
- 11.Vigilance clearance certificate(*fr all categories*)... 1 copy
- 12.Specimen signature of the claimant duly attested by the HOO.....2 copies
- 13.Descriptive roll, indicating height and identification mark of the claimant duly attested by HOO.....2 copies
- 14.No Demand certificate from the HOO, under Rule 57.63 & 71 and Audit /AC bill clearance certificate.....2 copies
- 15.Last pay certificate (LPC)..... 2 copies
16. Non Re-marriage certificate from the local administrative authority ( *if the claimant is husband or wife as the case may be* )..... 1 copy.
- 17.Non-marriage certificate from local admin (*if claimant is son /daughter*).....1 copy
- 18.Copy of Police report ( *in case of missing Government servant only* ) .....1 copy
- 19.Indemnity Bond ( *in case of missing Government servant only*).....1 copy
- 20.Dependant certificate from local administrative officer..... 1 copy
- 21.Forward all the documents under Form-19 of CCS (Pension ) Rules, to the Director of Audit and Pension ,Government of Arunachal Pradesh, Naharlagun.

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GOVERNMENT OF ARUNACHAL PRADESH  
DIRECTORATE OF AUDIT & PENSION  
NAHARLAGUN

ORDER

No. DAP/PEN/3/2001

Dated the 17.06.2013

Sub: - NOC from concern Deputy Commissioner for settling retirement dues.

Govt of Arunachal Pradesh vide its order no. PSH -06 / 2012 - 13 / 97 dated 2<sup>nd</sup> April - 2013 decided that for Vigilance clearance to Govt. officials for promotion and for settling retirement dues, NOC should be obtained from the concern Deputy Commissioner, clearly stating that the Govt official has not encroached upon any Govt. property nor has caused any damage or abetted encroachment on the public property by a private person.

Henceforth, all Heads of Offices shall invariably obtain NOC from the concern Deputy Commissioner, in respect of each official proceeding on retirement. This shall form part of pension documents, in addition to the documents / forms prescribed under CCS (Pension) Rule - 1972, to be submitted to the Directorate of Audit & Pension, Govt. of A.P, Naharlagun, for settlement of pension and other retirement benefits.



(Ramesh Negi)

Development Commissioner (Finance)  
Govt. of Arunachal Pradesh  
Itanagar

Memo No. DAP/PEN/3/2001

Dated the 17.06.2013

1. P.S to the Chief Secretary, Govt. of Arunachal Pradesh, Itanagar.
2. All Principal Secretaries / Commissioners & Secretaries, Govt. of Arunachal Pradesh, Naharlagun / Itanagar.
3. All Heads of Depts / Heads of Offices, Govt. of A.P for information and compliance. They will initiate action to obtain NOC at least before one year of retirement of official for timely submission of pension documents and early settlement.
4. All Deputy Commissioners-cum-District Vigilance officers, Govt. of Arunachal Pradesh. They will take immediate action to issue NOC preferably within one month from the date of receipt of request from the concern H.O.O. to avoid delay in settlement of pension & other retirement benefits of officials proceeding on retirement.
5. The Chief Estate Officer, Capital Complex, Itanagar.



(Ramesh Negi)

Development Commissioner (Finance)  
Govt. of Arunachal Pradesh  
Itanagar



(7)

GOVT. OF ARUNACHAL PRADESH  
DIRECTORATE OF ACCOUNTS AND TREASURIES  
TADAR TANG MARG :: ITANAGAR.

No. APDA /L&A/17/2015-16

Dated Itanagar, the 31<sup>st</sup> July' 2015

OFFICE MEMORANDUM

Sub:- Settlement of dues against advances under H/A "7610"  
and issue of Loan Clearance Certificate (LCC)

In order to eliminate delay in settlement of Pension cases and also to settle the outstanding dues against advances drawn under H/A "7610" by the retiring Govt. Servant well in advance, before settlement of pension, the Director of Audit & Pension Ex- Officio Deputy Secretary (Finance), Govt. of Arunachal Pradesh, Naharlagun has issued a memorandum vide No. DAP/PEN/3/2001 dated 23<sup>rd</sup> July' 2013 (Copy enclosed) wherein it is clearly stipulated that the Head of Department (s) / Head of Offices shall obtain Loan Clearance Certificate in favour of retiring Govt. Servant / Death Cases from Director of Accounts & Treasuries, Itanagar before submission of Pension / Family Pension papers to the Director of Audit & Pension, Govt. of Arunachal Pradesh, Naharlagun.

Pursuant to the above memorandum most of the Head of Department (s) / Head of Offices are obtaining Loan Clearance Certificate in favour of their retiring employee(s) from this Directorate. But still few departments are not following the instructions contained in above office memorandum.

Therefore, all the Head of Offices (s) / Head of Offices (s) shall henceforth obtain Loan Clearance Certificate (LCC) from this Directorate compulsorily in respect of retiring employee (s) at least 3 months before retirement of a Govt. Servant and enclose the Certificate to the Pension Papers to be submitted to the Director of Audit & Pension, Govt. of Arunachal Pradesh, Naharlagun.

  
(M.Chiram),

Director of Accounts & Treasuries,  
Govt. of Arunachal Pradesh,  
Itanagar.

No. APDA /L&A/17/2015-16

Dated Itanagar, the 31<sup>st</sup> July' 2015

Copy to:-

1. All Head of Departments. / Head of the Offices.
2. All Deputy Commissioners, of Arunachal Pradesh.
3. All Treasuries / Sub- Treasuries, of Arunachal Pradesh.
4. Office copy.

} They are requested to circulate the same to all the offices under their jurisdiction.

  
(M.Chiram),

Director of Accounts & Treasuries,

GOVERNMENT OF ARUNACHAL PRADESH  
DIRECTORATE OF AUDIT AND PENSION  
NAHARLAGUN.

Dated 03 JAN 2017

No. DAP/PEN/3/20011006


CIRCULAR

Sub :- Vigilance clearance certificate from the concerned Deputy Commissioner  
-Cum-District vigilance officer for settling retirement dues.

Vide Govt. of Arunachal Pradesh order No. PSH-06/2012-13/97 dated 02-04-2013 and DAP/PEN/3/2001 dated 17-06-2013, it was decided that No Objection certificate clearly stating that the Govt. official has not encroached upon any Govt. property nor has been caused any damage or abetted encroachment on the Public property by a private person and vigilance clearance certificate that the Govt. official has no any vigilance case/Departmental proceeding contemplated and pending against the official for settling retirement dues. This shall form part of pension documents, in addition to the documents/Forms prescribed under CCS (P) Rule-1972.

During the course of settlement of pension cases it is observed that the District Head of offices in some of the Districts are not furnishing Vigilance certificate alongwith pension papers and thereby causing delay in settlement of retirement dues of the official by this Directorate.

It is, therefore, requested to all District Head of offices to obtain vigilance clearance certificate alongwith with No Objection Certificate from the Deputy Commissioner-Cum-District Vigilance Officer, if not contemplated Judicial/Departmental proceeding against the concerned official, for early settlement of pension cases.

  
Director of Audit & Pension,  
Ex-Officio Dy.Secy. (Finance),  
Govt. of Arunachal Pradesh,  
Naharlagun.


Memo No. No. DAP/PEN/3/2001

Dated .....

Copy to :-

U 3 JAN 2017

1. The P.S. to Development Commissioner (Finance).
2. All Deputy Commissioner-Cum-District vigilance Officer, Arunachal Pradesh, for compliance.
3. All District Head of Offices, for compliance.
3. Guard File.
4. Office copy.

  
Director of Audit & Pension,  
Ex-Officio Dy.Secy. (Finance),  
Govt. of Arunachal Pradesh