

**GOVERNMENT OF ARUNACHAL PRADESH  
FINANCE DEPARTMENT  
ITANAGAR**



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

*Pension.arunachal.gov.in*

**GOVERNMENT OF ARUNACHAL PRADESH  
FINANCE DEPARTMENT  
ITANAGAR**

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

Dated 1<sup>st</sup> July'2021

**CIRCULAR**

**Sub:- Guidelines for preparation and submission of Pension papers with the view to timely process and release due Pension.**

This is in continuation of number of previously issued general circulars and Departments specific correspondence made on earlier occasions, calling upon the Head of Offices to follow prescribed procedure in presenting cases of Pension/Family Pension of retired and the deceased Government servant(s), respectively.

It is reiterated that the Circulars have been uploaded on the Department's website: pensionarunachal.gov.in.

However, it is observed that several Departments / Heads of Offices have not given due attention to the extant instructions and are not filling the given requirements resulting in delay in settlement of pension to the disadvantage of the Government servant / Family of the Govt. servant.

At the outset, it may be noted that the main reasons for delay in settlement of pension are attributable to:-

- i) Lack of verification of entries in Service Records /Book;
- ii) Incorrect fixation of the pay of the Government servant ; and
- iii) Submission of incomplete and uncertified documents by the Head of Offices.
- iv) Non-submission of cases, six months prior to retirement date. In several cases, the pension Papers are not submitted for long periods after the date of retirement.

Therefore, the following rule position (s) and related procedures are once again re-emphasizes with the direction that the Pension / Family Pension cases should necessarily be dealt with in terms of the provisions of the CCS (Pension) Ruler and laid down procedure meticulously followed:

**I. 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 it is not possible to verify the service for any period in the manner specified in sub-clause(i) and sub-clause (ii), a reference for the propose of verification shall be made to the Head of offices in which the Government servants had served during that period.
- (iv) If any portion of service rendered by a Government servant(s) can not be verified in the manner specified in sub-clause (i) or sub-clause (ii) or sub-clause (iii), the required verification may be made on the basis of a written statement to be obtained from the Government servant and recorded on plain paper, stating the fact of service rendered 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 /or the qualifying services for pension.
- (ii) Every effort shall be made to complete the verification of service, as provided in clause (a) and to make good omissions, imperfections or deficiencies referred to in sub-clause (i) above.

- (iii) 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.
- (iv) 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 calculating retirement gratuity and pension.
- (ii) In case of any difficulty in determining the length of qualifying service on account of non-availability of service record(s), 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 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):-**

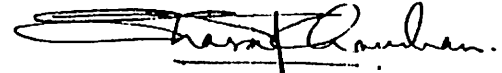
(1) After complying with the requirement of Rules 59 and 60, the Head of Office shall forward Pension papers complete with all the documents required to the Director of Audit & Pension under the covering letter in Form-8 along with Service Book of the Government servant.

(2) The Head of Office shall retain a copy of each Form 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. Checking of Initial Pay Statement (IPS):-

- (a) The service Book of every Government servant with upto date entries of Pay fixation and statement of pay shall be forwarded to the Director of Audit and Pension after every Pay Revision/Enhancement /Up gradation/Adoption of time bound pay/Grant of ACP/MACP for vetting / confirmation.
- (b) The Head of Offices should ensure that the Initial Pay Statement (IPS) of the Government servant is verified and authenticated by the Director of Audit and Pension, at least 10 months before the retirement of the Government servant.

  
(Dr. Sharat Chauhan), IAS  
Principal Secretary (Finance)  
Government of Arunachal Pradesh  
Itanagar.

No.DAP/PEN/3/2001(Pt)/935-38

Dated ..... July'2021  
06 JUL 2021

Copy forwarded to:-

1. The Commissioner to His Excellency Governor, Arunachal Pradesh, Itanagar for information please.
2. The PPS to Hon'ble Chief Minister, Govt. of Arunachal Pradesh, Itanagar for information please.
3. The PPS to Hon'ble Deputy Chief Minister / Hon'ble Minister (Finance), Govt. of Arunachal Pradesh, Itanagar for information please.
4. The PS to Chief Secretary, Govt. of Arunachal Pradesh, Itanagar for information please.

5. All the Principal Secretaries/Commissioners / Secretaries, Govt. of Arunachal Pradesh, Itanagar/ Naharlagun for information please.
6. The Principal Resident Commissioner, Govt. of Arunachal Pradesh, Arunachal Bhawan, Chanakya-puri, Kautilya Marg, New Delhi for information please.
7. All Chief Engineers / Directors, Govt. of Arunachal Pradesh for information please.
8. All Deputy Commissioners/ Addl. Deputy Commissioners Govt. of Arunachal Pradesh for information please.
9. All the Head of the Offices, Govt. of Arunachal Pradesh for information and wide circulation to respective subordinate offices.
10. Office copy.



**(Karlik Ronya)**  
Director of Audit & Pension  
Government of Arunachal Pradesh  
Naharlagun.