



**OFFICE OF THE ACCOUNTANT GENERAL (A&E),
ORISSA : BHUBANESWAR.**

**GUIDELINES FOR STATE GOVT. DEPARTMENTS FOR PREPARATION AND
SUBMISSION OF VARIOUS TYPES OF PENSION CASES TO A.G. OFFICE IN
COMPLETE AND CORRECT SHAPE.**

It is important and necessary that Pension papers in complete shape reaches the A.G. Office well before the date of retirement of a Govt. Servant (at least four months before) so that the retired Govt. Servant gets his pension in time. It is seen that around 70% cases received in this office are superannuation cases in which the date of retirement is certain. As per **Rule 58 of OCS (P) Rules, 1992** the head of office should undertake the work of preparation of pension cases in **Form-7** two years before the date of retirement on superannuation and as per **Rule 62 ibid**, the appointing authority (P.S.A.) shall sanction the pension in **Part-II of Form-7** and intimate the same to the Accountant General, Orissa in **Form-9**, not later than four months before the date of retirement of Govt. servant. This office issues the authority within 30 days from the date of receipt of the case, if the case is received with complete documents as prescribed in **O.C.S. (Pension) Rules, 1992**.

Obviously all prescribed procedures outlined above cannot be followed in respect of voluntary Retirement/Retiring/Invalid/Family Pension. In such cases, the pension papers are required to be sent as early as possible after the event.

But it is seen that almost all cases are received in this office after the date of retirement/after a lapse of long period of death, invalidation etc., More over, it is seen that a number of cases are received in incomplete shape and so returned to the P.S.As for resubmission. This results in much delay in authorisation by this office which obviously causes difficulties to the pensioners.

Out motto is to authorise pension to Govt. servants immediately after he retires or as early as possibly in the event of death/premature retirement.

Following are some useful tips/requirements to help preparing pension cases of different classes of retirements and dispose of the cases expeditiously.

GUIDELINES :

SERVICE BOOK (MAINTENANCE & CHECKING):

1. Entry of correct Date of Birth.
2. Date of continuous appointment in Govt. Service and date of promotion etc. and fixation of pay on promotion quoting office order under which appointed/promoted.

3. Recording of Certificates of verification for the entire service period as per **Rule 59 of OCS (Pension) rules, 1992.**
4. Period of daily rated/work charged service, if any, duly certified as continuous and brought over to regular service by the Head of Office.
5. Notings of sanction of all kinds of Leave/E.O.L./L.W.P. (whether on medical grounds or otherwise) and regulation and postponement of increments accordingly.
6. Notings of suspension/regulation of suspension and reinstatement indicating effective dates of implementation/award of punishment, if any and office order/date of office order.
7. Fixation of pay duly verified by pay verification Unit as per Vth Pay Commission.
8. Notings of sanction of increment every year till date of retirement.
9. Sanction and Regularisation of deputation to Foreign Service period duly recorded in Service Book.
10. Notings regarding date of retirement and class of pension admitted.

Forms and other documents to be furnished with the pension case.

(A) IN RESPECT OF RETIRING/ SUPERANNUATION/ VOLUNTARY/ INVALID PENSION :

- OCS (P) Form No.2 -** Medical certificate duly signed by the Medical Authority in case of Invalid pension only.
- OCS (P) Form No.3/4-** Valid nomination for Death or Retirement Gratuity, if any filed by Govt. Servant while in service duly accepted by the Head of Office.
- OCS (P) Form No.5 -** Details of family with date of birth in order of birth including physically/ mentally handicapped children, if any.
- OCS (P) Form No.5(A)-** Declaration of the retiring Govt. Servant.
- OCS (P) Form No.6 -** Particulars of the retiring Govt. Servant duly filled in.
- OCS (P) Form No.7 -** Particulars for preparation of pension papers. (Part-I to be signed by the Head of Office and Part-II to be signed by the Pension Sanctioning Authority).
- OCS (P) Form No.8 -** Calculation sheet for pension, gratuity and commuted value of pension duly filled in and signed by the Head of the office as well as Pension Sanctioning Authority.
- OCS (P) Form No.9 -** Forwarding letter of pension papers with all required information duly filled in and signed by the Pension Sanctioning Authority with the following additional informations.
- (a) Information regarding Department Proceeding/Judicial proceeding if nay.
 - (b) Information regarding payment of provisional pension/Commutation/DCRG, if any.

- (c) Information regarding withholding of entire DCRG or part thereof, if any

OCS (Commutation of pension)

Form No.1/1-A- Application for commutation of pension without medical examination (Form-1 for who applies after retirement but within one year of retirement and Form 1-A for who applies before retirement).

Other documents/information :

- (i) Two specimen signature of the retired Govt. Servant in duplicate in separate sheet duly attested by gazetted officer.
- (ii) Three copies of passport size joint photograph with wife/husband duly attested by the Head of Office.
- (iii) Two slips showing the particulars of height, and personal identification marks duly attested by the gazetted officer.
- (iv) No Dues Certificate indicating outstanding House licence fee overpayment of pay and allowances including leave salary, balance of Special House Building Advances and other advances with interest and any other assessed govt. dues.
- (v) Loanee/non-loanee certificate for long terms advances (HBA & MCA) duly signed by the Head of Office and Pension Sanctioning Authority as per F.D. OM No.49300/F dt.12.12.97.

(B) IN RESPECT OF FAMILY PENSION CASE.

Forms :

OCS (P) Form -12 - Application for grant of DCRG (To be submitted separately by each claimant as per legal heir certificate if valid nomination does not exist. In case the claimant is minor, the form should be filled in by the guardian on his/her behalf Where there are more than one minor, the guardian should claim gratuity in one form on their behalf).

OCS (P) Form -14 - Application for grant of family pension duly filled-in by the applicant.

OCS (P) Form -15 - Form for assessing and sanctioning family pension/death gratuity (in duplicate) duly filled in. (Part-I to be signed by the Head of Office and Part-II to be signed by the Pension Sanctioning Authority).

OCS (P) Form -16 - Forwarding of family pension papers to A.G.'s office duly filled-in and signed by the Pension Sanctioning authority with the following additional informations.

- (a) Information regarding payment of provisional family pension/Death Gratuity, if any.

- (b) Information regarding withholding of entire Death Gratuity or part thereof.

OCS (P) Form –5(A) - Declaration of the wife/children.

Other documents/information :

- (i) Two specimen signature of each applicant separately and attested by gazetted officer.
- (ii) Two copies of passport size photograph of each applicant, duly attested.
- (iii) Two slips each bearing left-hand thumb and finger impression of each applicant duly attested (in case the applicant is not literate to sign name).
- (iv) Descriptive Roll of the applicant (in duplicate) including height and personal identification marks.
- (v) Certificate of age (two attested copies) showing the date of birth of the children from the Municipal Authorities, Local Panchayat or the Head of a recognised School.
- (vi) Attested copy of death certificate.
- (vii) Attested copy of legal heir certificate where valid nomination does not exist.
- (viii) Guardianship certificate in favour of the minor/minors in absence of natural guardian, if necessary.
- (ix) Indemnity Bond in OCS(P) Form-18/No.19/No.20 where necessary.
- (x) Loanee/Non-loanee certificate for long term Advances (HBA & MCA) availed by deceased Govt. servant.
- (xi) No Dues Certificate showing outstanding House Licence fee, excess payment of pay and allowances including leave salary, balance of Special House Building Advances and other advances and any other assessed Govt. dues, if required to be recovered.

Sd/- B.N.Bhol
Sr. Accounts Officer, Orissa