

GOVERNMENT OF TRIPURA  
FINANCE DEPARTMENT  
(PENSION CELL)  
AGARTALA: TRIPURA.

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No.F.8(11)-FIN(G)/86/583-783 Dated, Agartala, the 20/11/2021

MEMORANDUM

**Subject: Timely action for submission of Pension cases to Accountant General Office.**

In spite of several instructions from Finance Department and specific provisions in Central Civil Services (Pension) Rules, 1972, (as adopted in the state of Tripura), many instances have come to the notice of the Government where some Head of Departments/ Head of Offices have not taken timely action for submission of pension cases to Office of Accountant General; resulting in delay in finalization of pension and pensionary benefits by Office of Accountant General, Tripura. This causes avoidable hardship to the pensioner concerned.

2. In view of the above stated situation, all the Departments/ Head of Departments were requested to expedite finalization of pension cases lying with them as early as possible. The Departments were also requested to make necessary arrangement, so that pension proposal should reach the Office of Accountant General, Tripura, six month in advance from the date of retirement and the order for sanction of provisional pension etc. could be handed over to the pensioner on the date of retirement.

3. In order to obviate such avoidable delays, detailed guideline for processing of pension cases is once again enclosed with this Memorandum. These guidelines are, however, reiteration of existing instructions only. All concerned are requested to take help of these guidelines for processing of pension cases to ensure faster sanction and payment of pension to the pensioners.

4. In view of above, the undersigned is directed to request all Departments/ Head of Departments once again to follow the attached guidelines, so that there may not arise any difficulty to regularize the pension papers; and the pension papers can be handed over to the pensioner on the date of retirement.

Encl: As stated.

(Mr. L.T. Darlong)  
Addl. Secretary to the  
Government of Tripura  
Finance Department

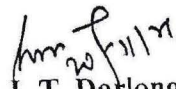
To,  
All Departments / Head of Departments,

Contd Page - 2

Page - 2

Copy for information to:-

1. The PS to the Secretary to the Hon'ble Governor of Tripura, Agartala.
2. The PS to Principal Secretary to the Hon'ble Chief Minister, Agartala.
3. The PS/PA to all Hon'ble Deputy Chief Minister, Tripura, Agartala.
4. The PS/ PA to all Hon'ble Ministers.
5. The PS/PA to the Chief Secretary, Tripura, Agartala.
6. The Accountant General (Audit)/ (A & E), Tripura, Agartala.
7. The Registrar General, High Court of Tripura.
8. The Secretary, Tripura Legislative Assembly.
9. All Treasury/ Sub-Treasury Officers, Tripura .....
10. The Web Administrator, Finance Department for uploading this Memo in Finance Department's web-portal.

  
(Mr. L.T. Darlong)  
Addl. Secretary to the  
Government of Tripura  
Finance Department.



9

## HOW TO PREPARE PENSION PAPERS OF A GOVERNMENT SERVANT DUE FOR RETIREMENT/ IN THE EVENT OF DEATH OF A GOVERNMENT SERVANT.

### A. PREPARATION OF LIST ( RULE 56/57 OF CCS ( PENSION) RULES, 1972

1. Every Head of Department shall have a list prepared every six months, i.e. on the 1<sup>st</sup> January and the 1<sup>st</sup> July each year, of all Government servants who are due to retire within the next 24 to 30 months of that date.
2. A copy of every such list shall be supplied to the Departmental Accounts Officer concerned and Accounts Officer of the Office of the Accountant General ( A & E) concerned, not later than the 31<sup>st</sup> January or the 31<sup>st</sup> July, as the case may be, of that year to pave the way for speedy finalization of their Loan/ advances cases and issuance "No-Demand Certificate".
3. In the case of a Government servant retiring for reasons other than by way of superannuation, the Head of Office shall promptly inform the Accounts Officer concerned, as soon as the fact of such retirement becomes known to him.
4. A copy of such intimation shall also be endorsed to the Estate Officer, PWD, if the Government servant concerned is an allottee of Government accommodation for the issue of "No-Demand Certificate" in respect of the period preceeding 8 months of retirement of the allottee.
5. The Head of Office should **strictly comply** the provisions of Rule 32 of CCS (Pension) Rules, 1972 wherein it is provided that on a Government servant completing 25 years of service or on his being left with five years of service before the date of retirement, whichever is earlier, the Head of Office in consultation with the Departmental Accounts Officer shall, verify the service rendered by such Government servant and determine the qualifying service and communicate to him, in Form 24 , the period of qualifying service so determined. The verification done under the provisions shall be treated as final and shall not be re-opened except where necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for pension.

It is therefore, expected that even in cases of retirement other than on superannuation it should not take an unduly long time for all Head of Offices to prepare pension papers of retiring employees.



## **B. PREPARATION OF PENSION PAPERS (Rules 58 of CCS (P) RULES**

Every Heads of Office shall undertake the work for preparation of pension papers in Form-7, **two years** before the date on which a Government Servant is due to retire on superannuation.

## **C. STAGES FOR THE COMPLETION OF PENSION PAPERS ( RULES -59)**

1. The Head of Office shall divide the period of preparatory work of two years referred to A (1) above in the following three stages :-

### **(a) FIRST STAGE:- VERIFICATION OF SERVICE**

- (i) The Head of Office shall go through the Service Book of the Government Servant and satisfy himself as to whether the certificates of verification for the entire service and recorded therein.
- (ii) In respect of the unverified portion or portions of service rendered by a Government Servant , the period of service not capable of being verified can be settled by the Head of the Office as per procedure mentioned in Rule 59(1)(a)(ii)-(v) of Pension Rules.

### **(b) SECOND STAGE**

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

### **(c) THIRD STAGE**

- (i) The Head of Office shall obtain 'Form-5' duly completed from the Government servant **eight months** prior to the date of his retirement.
- (ii) The Head of Office shall complete Part-I of Form-7 of the Government servant **not later than six months** before the date of retirement.

## **D. FORWARDING OF PENSION PAPER TO THE O/o ACCOUNTANT GENERAL ( A & E).**

After complying with all requirements of Rule 59 and 60 of the adopted Pension Rules, the Head of Office shall forward the pension case of a Government Servant to the Office of the Accountant General ( A & E ) , not later than **six months** before the date of retirement of Government Servant

for authorizing pension, commutation of pension and gratuity , with a forwarding letter in Form 8 with following documents:-

**(i) SERVICE BOOK**

Service Book of the Government Servant should be duly completed in all respect before sending the Service Book to the Accountant General Office. It should be checked further:-

- (a) Whether the service of pensioner ( from the commencement to the date of retirement ) has been verified and recorded in the Service Book under proper attestation.
- (b) Whether the date of retirement/ death, has been recorded in the Service Book under attestation.
- (c) Whether the pensioner was granted an extension of service, if so , the same should be recorded in the Service Book under proper attention.
- (d) If any re-employment was made before sending the pension proposal of the A.G, the re-employment pay and allowances should be shown separately in the Last Pay Certificate.
- (e) Whether all Extra Ordinary Leave (without Medical Certificate) taken by the govt. servant have been noted in the Service Book with proper indication and whether the same should be taken as qualifying service for pension or not.
- (g) Whether the date of confirmation of the government servant has been recorded in the Service Book.
- (h) Whether the nomination papers for gratuity/G.P.F., Insurance etc. submitted by the govt. servant has been attached with the service book.
- (i) Whether provisional pension/ D.C.R.G. sanctioned to the govt. servant has been recorded in the Service Book under proper attestation indicating the rate of pension, period and amount of DCRG.
- (j) Any other non-qualifying service should be noted in the service Book and in Form-7/Form-18 clearly .



- (k) Whether last pay drawn by the govt. servant with increment has been recorded in the service book under proper attestation.
- (j) Whether Initial Pay Fixation Statements as a result of all past Revision of Pay have been attached in duplicate with the service book alongwith the "No Objection Certificate" of the pensioner and an undertaking to refund over payment, if any arising subsequently.

**(ii) Descriptive Roll, in duplicate, duly attested.**

**(iii) 3(three) copies of joint photograph duly attested.**

**(iv) Specimen signature** or impression of left thumb, in duplicate, duly attested.

**(v) Details of family members** in Form-3 (in duplicate), showing the date of birth of each members and their relationship with the pensioner.

**(vi) Application for commutation of pension**, if applied for, have to be forwarded separately or alongwith the pension proposal, indicating date of receipt of such application by the Head of Office/Department.

**(vii) Forms**

The following forms duly completed in all respect should be attached with the pension proposal-

(a) In case of superannuation:-

- Form-5
- Form-7 (in duplicate, where payment is desired in place outside Tripura indicating Name of Treasury and Bank of that State).

(b) In case of family pension:-

- Form-12
- Form-14
- Form-18

**(viii) No Demand Certificate**

- (a) From Estate Officer in case of allotment of Govt. residential quarter.
- (b) From the Head of Office, in case of outstanding amount of any advance/loan etc. with interest thereon.

(ix) **Service statement/pay particulars:-**

In case of Gazetted Officer, service statement/pay particulars as furnish by the Accountant General (A&E), where G.A.D. functions were handed over to the State Govt. should be enclosed in original.

(x) **Pension proposal:-**

Signature of the Head of the Office should be obtained in the pension proposal

After fulfilling all requirements mentioned above and satisfying that all the enclosed documents are duly completed in all respect, the Head of Office should forward the pension proposal to the Office of the A.G (A&E), Tripura immediately or well in advance keeping a copy of each of the forms of his records.

**E. ACTION TO BE TAKEN AT THE TIME OF RETIREMENT OF THE GOVT. SERVANT**

- (i) When a Govt. servant retired from service, a Notification (in case of gazette govt. servant) and Office Order (in case of non-gazetted govt. servant) shall be issued **within a week of the date of retirement** and a copy of such notification/office order as the case may be, shall be forwarded immediately to the office of the Accountant General (A & E), as per provision of Rule 74 of adopted C.C.S. (Pension) Rules.
- (ii) L.P.C. should be forwarded to the AG (A&E) immediately after retirement of the govt. servant.

**SYNOPSIS**

**DO's:**

- (i) Maintain Service Book of the Govt. servant properly with all noting of fixation of pay, promotion, scale of pay, post held, leave, suspension, re-instatement, extension, superannuation etc./ under proper attestation alongwith noting on any other non-qualifying period of service.
- (ii) Process Pension cases 2(two) year before the date of superannuation of govt. servant.
- (iii) Regulation of pay, i.e. in case of promotion, revision of pay etc. may be checked further before sending the cases to the Office of the AG (A&E).



- P-69
- (iv) Verification of service should be checked further from the date of joining in service upto the date of superannuation, retirement or death, as the case may be.
  - (v) Nomination for GPF, DCRG, Group Insurance etc., should be obtained from the govt. servant and forwarded the same to the office of the AG (A&E) alongwith the pension papers, after acceptance of the same by the Head of Office.
  - (vi) No Demand Certificate from the Estate Officer, if any, alongwith other departmental outstanding dues to the government, may be furnished by the Head of the office.
  - (vii) LPC should be forwarded to the office of the AG (A&E) immediately after retirement of the government servant.
  - (viii) Form-7 and Form-18 should be enclosed with the pension papers after obtaining signature of the Head of the office.
  - (ix) Application for commutation obtained from the government servant should be send separately.
  - (x) From-5 should be obtained well in advance from the govt. servant before the date of his retirement and enclosed with the pension papers.
  - (xi) Special care should be taken while filling indifferent columns of the application for commutation of pension.
  - (xii) Note should be taken in the service book whether provision pension/gratuity have been authorized to the pensioner, if so, the amount of the pension/gratuity and for the period for which these are sanctioned, should be indicated in the Service Book.
  - (xiii) A notification/office order indicating the date of superannuation of a govt. servant should be sent to the office of the AG (A&E) immediately after retirement of the govt. servant.

#### **DONT's**

- (i) Do not keep any noting in service book un-attested.
- (ii) Avoid processing pension cases just before retirement or after the retirement.



- P-68
- (iii) Do not delay in submission of pension cases to the office of the AG (A&E).
  - (iv) Do not keep any period of service unverified.
  - (v) Do not forward any form that is unfilled.

### **Duties of the Government servant**

- (1) Every government servant is entitled to check his Service Book annually under the provision of S.R. 202. It is in his own interest to ensure that his Service Book and leave accounts are maintained by the government properly and to ensure that-
  - (a) an entry exists in the Service Book that the government servant has been medically examined and found fit on initial appointment.
  - (b) the date of birth and the date of confirmation in a service or post is properly entered in the Service Book.
  - (c) annual verification of his service has been done without any interruption under proper attention.
  - (d) annual increments have been noted in Service Book with pay fixation, if any.
  - (e) each and every noting in the service book has been attested by the competent authority,
  - (f) nomination submitted by him for GPF, DCRG, GIS etc. are accepted and attached in his Service Book.

If any deficiency/lacunae is found on the above, it should at once be brought to the notice of authorities for rectification.

- (2) The government servant who are due to retire within 2(two) years should check his/her whole Service Book and if any deficiencies are found, it should at once be brought to the notice of the authorities for rectification.
- (3) The government servant should submit 'Form-5' duly filled in with all enclosures as asked for, on due time, as when received from the authority.
- (4) All forms including application for commutation of pension, should be filled in complete shape by the government servant (who is due to retire) so that there is no ambiguity which may cause undue delay in finalization of his case.

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