GOVERNMENT OF ARUNACHAL PRADESH
DIRECTORATE OF AUDIT AND PENSION
NAHARLAGUN.

No. DAP/PEN/3/2001

CIRCULAR

It is brought to the notice of all concerned that many offices/Departments are still submitting the pension papers and Service Book to the Director of Audit and Pension, Govt. of Arunachal Pradesh, Naharlagun in an incomplete shape, as a result, it becomes inconvenient to settle the pension cases. All concerned are therefore requested to submit the pension papers and Service Book along with the required documents as shown in the Annexure-A and B enclosed herewith for speedy settlement of the pension claims.

Further in case of children being claimant for family pension, Annexure-‘C’ may be referred to.

Yours faithfully,

[Signature]

Director of Audit and Pension,
Govt. of Arunachal Pradesh,
Naharlagun.

Memo No.DAP/PEN/3/2001 /6120
Copy to :- All concerned.

[Signature]

Chief E.E. (Power),
A.P., Manager.

Dated 14th Nov, 2011.
Annexure-A

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 and reference of release order along with copy of order.
   (ii) Payment/Non payment of provisional gratuity/Pension with details.
   (iii) Date of acceptance of voluntary retirement with copy of orders.
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................................................................. 1 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 .......................................................... 2 copies
6. (A) Form 1-A/1/2 of CCS (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 (in case of gazetted officer)................................. 1 copy
11. Passport size Photograph/Joint photograph (Husband and wife).................................................. 3 copies
12. Specimen signature of the claimant duly attested by the Head of Office........................................... 2 copies
13. Descriptive roll of the claimant duly attested by the Head of Office........................................... 2 copies
14. No Demand certificate from the Head of Office, under Rule 57,63 & 71)................................. 1 copy
15. Last pay certificate (LPC)............................................................................................................. 1 copy
16. Date of Birth of wife or husband as the case may be...................................................................... 1 copy
17. Forward all documents under Form 8 of CCS (Pension), Rules, to the Director of Audit and Pension, Government of Arunachal Pradesh, Naharlagun.

For UTEGIS Claims

1. Application in Form-4 under UTEGIS,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.
5. Entries in Service Book--
   i. Date of membership in UTEGIS 1984.
   ii. Date of change of group and date of subscription.
   iii. Enhanced rate of subscription from 1990.
   iv. Month of last subscription.
   iv. Date of retirement/resignation.
1. Service book duly verified and attested by the Head of Office and with following entries-
   (i) Death of death/cessation from service.
   (ii) Payment of provisional gratuity/Family pension.

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 Certificate/succession certificate from competent authority (in case valid family declaration is not available) .... 3 copies.
7. Photograph of the claimant duly attested by the Head of Office ........................................... 1 copy.
8. Birth certificate of children issued by competent authority ........................................... 2 copies.
9. Pension calculation sheet ........................................................ 2 copies.
10. Income certificate of the children (in case claimant has children) ........................................... 2 copies.
11. Audit /AC bill/Vigilance clearance certificate (in case of Gazetted officer) ........................................... 1 copy.
12. Specimen signature of the claimant duly attested by the Head of Office ........................................... 2 copies.
13. Descriptive roll of the claimant duly attested by Head of Office ........................................... 2 copies.
14. No Demand certificate from the Head of office, under Rule 57.63 & 71 ........................................... 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 administration (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 .......................................................... 1 copy.

22. Forward all the documents under Form 19 of CCS (Pension) Rules, to the Director of Audit and Pension, Government of Arunachal Pradesh, Naharlagun.

For UTEGEIS Claims (In case of death of Government servant):

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. Succession certificate/Legal heir certificate.
4. Pre-receipted bill in duplicate (saving fund & Insurance fund separately duly signed by the claimant and the DO/Head of Office).
5. Sanction order for saving fund.
7. Entries in Service Book—
   i. Date of membership in UTEGEIS, 1984.
   ii. Date of change of group and rate of subscription.
   iii. Enhanced rate of subscription from 1990.
   iv. Month of last subscription.
   v. Date of death/cessation from service.
GOVERNMENT OF ARUNACHAL PRADESH
DIRECTORATE OF AUDIT & PENSION
MANIPAL

NO. DA/PM/68-69/FF/ VOL-II

To,

The All Head of Deptt./T.O./J.T.O.,
Government of Arunachal Pradesh.

Sub:- Sanction/Re-authorisation of Family Pension in the event of death of a Pensioner/Family pensioner - Guidelines there of.

Sir,

The undersigned is directed to say that in the event of death or re-marriage of family pensioner who was in receipt of ½ pension, the claim for family pension is to be sanctioned to the eligible child/children as provided under rule 81 of CCS(Pension) Rules. It is brought to the notice of all concerned that, when an intimation regarding the death or re-marriage of family pensioner is received the head of office where deceased Govt. servant served last shall take necessary action to obtain the application in form-14 and shall forward the claim in form-71 as prescribed in CCS(Pension) Rule to the Director of Audit & Pension through the concerned Treasury Officer/Sub-Treasury Officer.

The claim for re-authorisation of Family Pension shall be submitted in form-14 along with following particulars/documents:

1. Death certificate of the family pensioner in case of death.
2. Re-marriage certificate indicating date of re-marriage.
3. Succession certificate/Legal heir certificate from the competent authority.
4. Guardianship certificate from the competent court in case of minor child/physically, mentally handicapped child.
5. To specimen signature of the claimant.
6. To copies of passport size photograph of the claimant duly attested.
7. Two slips each bearing left hand thumb and finger impression duly attested.
8. Descriptive Roll of the claimant duly attested, indicating (a) height and (b) personal marks if any, on the hand, face etc.
10. Income certificate of the claimant for family pension.
11. If the claimant is a guardian, the documents listed at Sl. No. 5 to 8 will also be required.

In order to check the fraudulent claim the Head of Office shall verify the name, age and relationship of the claimant to the deceased Govt. servant with records available in his office.

On receipt of the claim from the Head of Office the concerned Treasury Officer/Sub-Treasury Officer shall scrutinise the claim and forward the same to the Director of Audit and Pension along with both halves of PPO after making necessary entries of payment made last.

The Heads of Department may bring the above to the notice of all Heads of Office under their administrative jurisdiction for further necessary action.

Yours faithfully,

[Signature]

[Name]

Director of Audit & Pension
Directorate of Audit & Pension
J&K Lehkalam.